

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

November 8, 2021

7:00 p.m.

Willard City Hall

224 W. Jackson

Mayor

Samuel Snider

Board Members

Donna Stewart

Sam Baird

Ryan Simmons

Larry Whitman-Mayor Pro-Tem

Landon Hall

Tyler Kelly

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 8, 2021
7:00 P.M.**

Posted November 3, 2021.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** November 8, 2021 at the Willard City Hall, 224 W. Jackson.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order

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

3. Consent Agenda:

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

- a. Minutes from regular meeting October 25, 2021.
 - b. October/November 2021 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
 - d. Board Attendance Report.
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for October/November 2021.**
 - 5. Citizen Input.**
 - 6. Ordinance accepting the grant funding from the Missouri Department of Public Safety for Cybersecurity software. (1st & 2nd Read) Discussion/Vote.**
 - 7. Public Hearing on Conditional Use Permit for Chet Cornelison.**
 - 8. Ordinance approving a Conditional Use Permit for Chet Cornelison. (1st & 2nd Read) Discussion/Vote.**

9. **Ordinance amending the Agreement with Alltel Corporation d/b/a Verizon Wireless. (1st & 2nd Read) Discussion/Vote.**
10. **Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (1st Read) Discussion/Vote.**
11. **Discussion/Vote to approve Liberty Utility Streetlight Changes.**
 - a. **Jackson & Main.**
 - b. **205 S. Main**
12. **Discussion/Vote on Sponsorship of Missouri BAM.**
13. **Discussion/Vote to accept the bids for HVAC.**
14. **Discussion/Vote for guidance on surveying businesses for private lot enforcement.**
15. **New Business.**
16. **Unfinished Business.**
17. **Adjourn Meeting.**

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

Jennifer Rowe
City Clerk



Agenda Items # 3

Consent Agenda:

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- a. Minutes from regular meeting October 25, 2021.
- b. October/November 2021 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 12, 2021
7:00 p.m.**

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

City Attorney Ken Reynolds was present.

Citizens in attendance: Mindy Latham and Willard Schools SRO Mark Riggan.

Call to Order.

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

Roll Call.

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

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Hall to approve the Agenda. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Consent Agenda.

Motion was made by Alderman Whitman and seconded by Alderman Hall to approve the Consent Agenda. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for September/October 2021.

Motion was made by Alderman Baird and seconded by Alderman Simmons to approve the current Outstanding Invoices, draft and Check Paid Invoices for September/October 2021. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Citizen Input.

None.

Ordinance amending Section 340.150 Manner of Operation of Motor Vehicles-Careful and Prudent. (1st & 2nd Read) Discussion/Vote.

Police Chief, Tom McClain, discussed the Ordinance with the Board. Discussion was made on current issues on Public Parking Lots and Private Lots that prompted the ordinance request. SRO Mark Riggan from Willard Schools discussed his issues on the school lots, read letters of support from Amy Sims and Randy Taylor, and discussed how Springfield handles it. Discussion was made on Public vs. Private lots, and other options.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Simmons to amend Section 340.150 Manner of Operation of Motor Vehicles-Careful and Prudent as verbally corrected to remove Private Property. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

The second read was conducted by the City Clerk.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to amend Section 340.150 Manner of Operation of Motor Vehicles-Careful and Prudent as verbally corrected to remove Private Property. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Discussion/Vote to accept bids for Janitorial Services.

Parks Director Jason Knight discussed the bids received for Janitorial Services. He recommended accepting the bid by Tek Cleaning Services as it was the lowest bid. Discussion was made on getting feedback and reviews from places that used their services. Discussion was made on risks when the bid was so much lower than the others.

Motion was made by Alderman Baird and seconded by Alderman Simmons to accept Tek Cleaning Services bid for Janitorial Services. Motion carried with a vote of 3-1. Voting aye: Aldermen Simmons, Whitman and Baird. Voting nay: Alderman Hall.

Ordinance amending Section 710.470 Sewer Rates. (2nd Read) Discussion/Vote.

Finance Director Carolyn Halverson rates in other cities. Discussion was made on the need to raise our rates. The second read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Baird to amend Section 710.470 Sewer Rates. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Ordinance amending Section 705.040 Water Rates. (1st Read) Discussion/Vote.

Ms. Halverson again discussed the rates in other cities.

The second read was conducted by the City Clerk.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to amend Section 705.040 Water Rates. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

New Business.

None.

Unfinished Business.

None.

Recess Open Session.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to Recess the Open Session at 8:00 p.m. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Open Executive Session.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to Open the Executive Session at 8:09 p.m. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Close Executive Session.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to Close the Executive Session at 8:50 p.m. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

Adjourn.

Motion was made by Alderman Simmons and seconded by Alderman Hall to Adjourn. Motion carried with a vote of 4-0. Voting aye: Aldermen Simmons, Whitman, Baird and Hall.

The meeting was adjourned at 8:51 p.m.

Jennifer Rowe, City Clerk

Samuel Snider, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #3B
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – October/November 2021**



Pending Expense Approval Report 1

By Vendor Name

Post Dates 10/27/2021 - 11/2/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CAS105 - CASEY AND THE ATTA BOYS					
CASEY AND THE ATTA BOYS	1026211	11/02/2021	VETERANS DAY CELEBRATION PERFORMANCE-PKS	30-800-50170	600.00
Vendor CAS105 - CASEY AND THE ATTA BOYS Total:					600.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	041-0003	11/02/2021	COACH BACKGROUND CHECKS-PKS	30-800-56500	168.00
COMMERCE CREDIT CARD SE	102021	11/02/2021	DOLLAR TREE-OFFICE SUPPLIES / PAINT SUPPLIES-P	30-800-50700	6.00
COMMERCE CREDIT CARD SE	102021	11/02/2021	DOLLAR TREE-OFFICE SUPPLIES / PAINT SUPPLIES-P	30-800-95100	23.00
COMMERCE CREDIT CARD SE	114-0129263-6440261	11/02/2021	AMAZON- DRAPERIES-REC BLDG-PKS	30-800-95100	319.14
COMMERCE CREDIT CARD SE	102421	11/02/2021	FACEBOOK AD VETS DAY-PKS	30-800-55200	50.00
COMMERCE CREDIT CARD SE	30920490	11/02/2021	LINGO COMM LIFT STATION PHONE SERVICE - SEWER	20-700-61000	49.87
COMMERCE CREDIT CARD SE	112-5930710-2233005	11/02/2021	AMAZON -BULLETIN BOARD-PKS	30-800-50700	31.97
COMMERCE CREDIT CARD SE	114-0192084-4491408	11/02/2021	AMAZON -3 RING BINDERS DIVIDERS-GEN	10-100-50700	20.99
COMMERCE CREDIT CARD SE	113-2515873-3996206	11/02/2021	AMAZON -FILE FOLDERS & CARDSTOCK- CT/LAW	10-200-50700	14.22
COMMERCE CREDIT CARD SE	113-2515873-3996206	11/02/2021	AMAZON -FILE FOLDERS & CARDSTOCK- CT/LAW	10-250-50700	23.68
COMMERCE CREDIT CARD SE	114-0151962-4422635	11/02/2021	AMAZON-ASSORMENT OF OFFICE SUPPLIES-LAW	10-200-50700	71.72
COMMERCE CREDIT CARD SE	102821	11/02/2021	FOUR CORNERS EM CONFERENCE - EM	10-500-56950	125.00
COMMERCE CREDIT CARD SE	3202743032	11/02/2021	HILTON HOTEL-4 CORNERS EM CONFERENCE-LODGING-E	10-500-56900	292.44
COMMERCE CREDIT CARD SE	00743G	11/02/2021	DOLLAR GENERAL - HALLOWEEN SUPPLIES-LAW	10-200-50130	51.00
COMMERCE CREDIT CARD SE	102921	11/02/2021	FACEBOOK AD VETS DAY-PKS	30-800-55200	50.00
COMMERCE CREDIT CARD SE	113-3089093-9489068	11/02/2021	AMAZON- CALCULATOR'S & PENCILSGEN/CT/W/S	10-100-50700	105.21
COMMERCE CREDIT CARD SE	113-3089093-9489068	11/02/2021	AMAZON- CALCULATOR'S & PENCILSGEN/CT/W/S	10-250-50700	48.98
COMMERCE CREDIT CARD SE	113-3089093-9489068	11/02/2021	AMAZON- CALCULATOR'S & PENCILSGEN/CT/W/S	20-600-50700	3.62
COMMERCE CREDIT CARD SE	113-3089093-9489068	11/02/2021	AMAZON- CALCULATOR'S & PENCILSGEN/CT/W/S	20-700-50700	3.63
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					1,458.47
Vendor: CON170 - CONCO COMPANIES					
CONCO COMPANIES	7001642406	11/02/2021	1" COMM BASE STONE-LEAK ON PERSHING-ST5	10-300-51000	39.64
CONCO COMPANIES	7001645745	11/02/2021	5/8 COMM STONE-WATER LEAK ON JEFFERSON -W	20-600-51000	100.46
Vendor CON170 - CONCO COMPANIES Total:					140.10
Vendor: CPS100 - CREATIVE PRODUCT SOURCING, INC					
CREATIVE PRODUCT SOURCIN	141952	11/02/2021	CORE CERTIFICATES - LAW	10-200-50300	57.00
Vendor CPS100 - CREATIVE PRODUCT SOURCING, INC Total:					57.00
Vendor: GWO100 - GWORKS					
GWORKS	2019-12825	11/02/2021	SIMPLECITY ANNUAL LICENSING & SUPPORT - P&D	10-400-57400	1,444.80
Vendor GWO100 - GWORKS Total:					1,444.80

Pending Expense Approval Report 1

Post Dates: 10/27/2021 - 11/2/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: HAR160 - HARRY COOPER SUPPLY COMPANY					
HARRY COOPER SUPPLY COM	54619417.001	11/02/2021	FORCE MAIN-STAINLESS NIPPLE AND BRASS CAP-S	20-700-95100	142.82
Vendor HAR160 - HARRY COOPER SUPPLY COMPANY Total:					142.82
Vendor: HER100 - HERITAGE TRACTOR, INC					
HERITAGE TRACTOR, INC	11262082	11/02/2021	MOWER PARTS-PKS	30-800-71100	358.01
Vendor HER100 - HERITAGE TRACTOR, INC Total:					358.01
Vendor: IEE100 - INNOVATIVE ENGINEERED EQUIPMENT					
INNOVATIVE ENGINEERED EQ	20211013TB1REV1	11/02/2021	AIR RELIEF VALVES FOR FORCE MAIN - S	20-700-95100	5,200.46
Vendor IEE100 - INNOVATIVE ENGINEERED EQUIPMENT Total:					5,200.46
Vendor: ITR160 - ITRON, INC.					
ITRON, INC.	604886	11/02/2021	ERTS - W	20-600-52500	369.18
Vendor ITR160 - ITRON, INC. Total:					369.18
Vendor: JKN100 - JASON KNIGHT					
JASON KNIGHT	101021	11/02/2021	CELL PHONE REIMBURSEMENT - PKS	30-800-61000	50.00
Vendor JKN100 - JASON KNIGHT Total:					50.00
Vendor: JAY580 - JAY KEY SERVICE, INC.					
JAY KEY SERVICE, INC.	8601	11/02/2021	KEYS FOR NEW STAFF - PKS	30-800-52000	19.75
Vendor JAY580 - JAY KEY SERVICE, INC. Total:					19.75
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	000899	11/02/2021	PAINTING SUPPLIES-REC BLDG -PKS	30-800-95100	126.20
LOWE'S CREDIT SERVICES	000859	11/02/2021	PAINT AND PAINTING SUPPLIES-REC BLDG- PKS	30-800-95100	84.82
LOWE'S CREDIT SERVICES	000830	11/02/2021	PAINT -REC BLDG- PKS	30-800-95100	55.48
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					266.50
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-389201	11/02/2021	MOTOR OIL-PKS	30-800-71100	21.99
O'REILLY AUTOMOTIVE, INC	2367-390860	11/02/2021	GEAR OIL -PKS	30-800-71100	19.99
O'REILLY AUTOMOTIVE, INC	2367-390937	11/02/2021	GASKET SEALANT-PKS	30-800-71100	7.99
O'REILLY AUTOMOTIVE, INC	2367-393086	11/02/2021	STATER FLUID-PKS	30-800-71100	4.99
O'REILLY AUTOMOTIVE, INC	2367-393140	11/02/2021	INFLTR GAUGE FOR POLICE GARAGE-LAW	10-200-51000	16.75
O'REILLY AUTOMOTIVE, INC	2367-393181	11/02/2021	AIR PLUG-LAW	10-200-51000	1.60
O'REILLY AUTOMOTIVE, INC	2367-393363	11/02/2021	STRAPS FOR SEWER CAMERA - S	20-700-52000	26.95
O'REILLY AUTOMOTIVE, INC	2367-393550	11/02/2021	HEATER SWITCH CONTROL FOR SEWER TRUCK- S	20-700-71000	29.60
O'REILLY AUTOMOTIVE, INC	2367-394012	11/02/2021	STARTER SOLENOID FOR SALT BED - STS	10-300-71100	25.70
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					155.56
Vendor: PIL100 - PILOT WIRELESS LLC					
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	10-100-61000	87.76
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	10-200-61000	87.76
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	10-250-61000	62.68
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	10-300-61000	62.68
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	10-400-61000	62.68
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	20-600-61000	87.76
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	20-700-61000	87.76

Pending Expense Approval Report 1

Post Dates: 10/27/2021 - 11/2/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PILOT WIRELESS LLC	237	11/02/2021	PILOT WIRELESS EXPENSE - ALL DEPTS	30-800-61000	87.77
Vendor PIL100 - PILOT WIRELESS LLC Total:					626.85
Vendor: PLL100 - PRESLEY LANDSCAPING LLC					
PRESLEY LANDSCAPING LLC	102821	11/02/2021	ARBOR DAY TREE CITY SPRUCE & INSTAL-PKS	30-800-50190	490.00
Vendor PLL100 - PRESLEY LANDSCAPING LLC Total:					490.00
Vendor: SKA100 - SKAGGS HEATING AND COOLING					
SKAGGS HEATING AND COOLI	110121	11/02/2021	EXCAVATION BOND REFUND-P&D	10-24100	1,000.00
Vendor SKA100 - SKAGGS HEATING AND COOLING Total:					1,000.00
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	102421	11/02/2021	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	102421	11/02/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	102421	11/02/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: UMB100 - UMB BANK					
UMB BANK	101321	11/02/2021	SERIES 2015 COP INTEREST - PKS	30-800-96200	45,726.14
Vendor UMB100 - UMB BANK Total:					45,726.14
Vendor: WHE100 - WHEELER METALS INC					
WHEELER METALS INC	275142	11/02/2021	20 FT FLAT BAR STEEL - W/S/STS	10-300-71100	6.20
WHEELER METALS INC	275142	11/02/2021	20 FT FLAT BAR STEEL - W/S/STS	20-600-71100	12.40
WHEELER METALS INC	275142	11/02/2021	20 FT FLAT BAR STEEL - W/S/STS	20-700-71100	12.40
WHEELER METALS INC	275142 001	11/02/2021	FLAT STEEL FOR BACKHOE - ST	10-300-51000	31.00
Vendor WHE100 - WHEELER METALS INC Total:					62.00
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	D54176	11/02/2021	GRINDING WHEELS FOR MOWER-PKS	30-800-52000	12.95
WILLARD HOME CENTER LLC	B185560	11/02/2021	2X4 LUMBER FOR FORMS - ST	10-300-51000	32.00
WILLARD HOME CENTER LLC	D54344	11/02/2021	CHAINSAW MAINTENANCE - STS	10-300-71100	73.49
WILLARD HOME CENTER LLC	D53343	11/02/2021	MISC SUPPLIES/EQUIPMENT-PKS	30-800-50500	106.97
WILLARD HOME CENTER LLC	D53343	11/02/2021	TRUE VALUE SUPPLIES-PKS	30-800-51000	7.97
WILLARD HOME CENTER LLC	D53343	11/02/2021	TRUE VALUE SUPPLIES-PKS	30-800-52000	106.68
WILLARD HOME CENTER LLC	D53343	11/02/2021	TRUE VALUE SUPPLIES-PKS	30-800-56500	19.99
WILLARD HOME CENTER LLC	D53343	11/02/2021	TRUE VALUE SUPPLIES-PKS	30-800-70100	4.74
WILLARD HOME CENTER LLC	D54527	11/02/2021	DIP N WASH BRUSH-LAW	10-200-50130	11.99
WILLARD HOME CENTER LLC	D54642	11/02/2021	SILICONE FOR MISSIONS- W	20-600-50130	5.99
WILLARD HOME CENTER LLC	D54672	11/02/2021	READY MIX W/ GRAVEL - STS	10-300-50130	19.40
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					402.17
Grand Total:					58,619.81

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	3,886.37
20 - WATER AND SEWER FUND	6,172.90
30 - PARKS FUND	48,560.54
Grand Total:	58,619.81

Account Summary

Account Number	Account Name	Expense Amount
10-100-50700	OFFICE SUPPLIES-GCG	126.20
10-100-61000	TELEPHONE-GCG	87.76
10-200-50130	SUPPLIES-LAW	62.99
10-200-50300	DARE-LAW	57.00
10-200-50700	OFFICE SUPPLIES-LAW	85.94
10-200-51000	REPAIRS & MAINTENAN	18.35
10-200-61000	TELEPHONE-LAW	87.76
10-24100	DEVELOPERS ESCROW	1,000.00
10-250-50700	OFFICE SUPPLIES-COURT	72.66
10-250-61000	TELEPHONE-COURT	62.68
10-300-50130	SUPPLIES-STREETS	19.40
10-300-51000	REPAIRS AND MAINTEN	102.64
10-300-61000	TELEPHONE-STREETS	72.68
10-300-71100	EQUIPMENT REPAIR &	105.39
10-400-57400	EQUIPMENT/SOFTWARE	1,444.80
10-400-61000	TELEPHONE-P&D	62.68
10-500-56900	TRAVEL EXPENSE-EM	292.44
10-500-56950	TRAINING & EDUCATION	125.00
20-600-50130	SUPPLIES-WATER	5.99
20-600-50700	OFFICE SUPPLIES-WATER	3.62
20-600-51000	REPAIRS AND MAINTEN	100.46
20-600-52500	METER REPLACEMENT-	369.18
20-600-61000	TELEPHONE WATER	107.76
20-600-71100	EQUIPMENT REPAIR &	12.40
20-700-50700	OFFICE SUPPLIES-SEWER	3.63
20-700-52000	SUPPLIES SMALL EQUIP	26.95
20-700-61000	TELEPHONE-SEWER	157.63
20-700-71000	VEHICLE REPAIR & MAIN	29.60
20-700-71100	EQUIPMENT REPAIR &	12.40
20-700-95100	CAPITAL ASSET EXP-SEW	5,343.28
30-800-50170	SUPPLIES SPECIAL ACTIV	600.00
30-800-50190	TREE CITY USA-PKS	490.00
30-800-50500	BUILDING MAINTENANC	106.97
30-800-50700	OFFICE SUPPLIES-PKS	37.97
30-800-51000	REPAIRS AND MAINTEN	7.97
30-800-52000	SUPPLIES SMALL EQUIP	139.38
30-800-55200	ADVERTISING-PKS	100.00
30-800-56500	SAFETY PROGRAM-PKS	187.99
30-800-61000	TELEPHONE-PKS	137.77
30-800-70100	EQUIPMENT FUEL-PKS	4.74
30-800-71100	EQUIPMENT REPAIR &	412.97
30-800-95100	CAPITAL ASSET EXP-PKS	608.64
30-800-96200	INTEREST EXPENSE-PKS	45,726.14
Grand Total:		58,619.81

Project Account Summary

Project Account Key	Expense Amount
None	58,619.81
Grand Total:	58,619.81

Public Works Report

October 2021

Water

- The water department spent the month on routine operations including collecting water samples, monthly meter reading, daily monitoring of our four wells and maintenance on our chlorine monitoring systems.
- We completed 99 utility locates for the month.
- We completed 107 Work orders for the month.
- We changed out all our chlorine bottles at the wells, there have been some verified reports of shortages so we will have to order smaller amounts more often to stay full on stock.
- Midwest Coating Consultants (Tnemec) came out and inspected the quality of what paint is currently on the towers.
- Badger excavated a section of waterline at AB and EE that was a significant leak. After removing this section, we had to run a new service line for 2571 Hwy AB. This should give them better water quality by being tapped to a main line. We estimate that this leak was approximately 1 million gallons per month.
- We dug up Pershing Street for a suspected Westrum leak. No leak was found.
- Badger excavated suspected Westrum leak on Farm Road 94. There was a crack around the 8" water main. This was approximately a 3.8-million-gallon water leak per month.
- We reset and concreted the valve just south of the S-curve at AB Highway and Farm Road 94
- The blow-off valve at the end of Woodlawn was shut "hard-off" and the drip/leak stopped.
- We dug up Jefferson for suspected Westrum leak. We excavated approximately 75' of water line. No leak found.
- We dug up Arrowhead for suspected Westrum leak. We excavated approximately 50' of water line. No leak found.

Sewer

- We had another force main break just north of the previous break. It was another 20' section of 14" C900 split from end-to-end. All the proper paperwork was filed with DNR
- All the dirt work from the previous force main break has been cleaned up and lime sand applied, additionally we have stockpiled lime rock at our 94-lift station to speed up the fixes on possible future breaks.
- Battlefield Pumping cleaned out 94 lift station and Whispering Oaks lift station of grease and debris.

- We had a meeting with the engineers about the future of the force main and we are currently working on an SOP for future breaks that might occur in the casings at FR 94 and Highway 160.
- Received 480' of 14" C900 for future breaks that is at our 94-lift station, as well as 14" hymaxes. We are still waiting on most of the parts to assemble the pipes in the casings.
- We located the (3) air relief valves that were on a segment of unused, old force main; we took off the old valves and ball valves and replumbed in new ball valves with caps. We just received (3) new air relief valves to install in these locations that way the old force main can be put back into service due to failure of the new force main.
- Installed a new Missions board at 94 LS that allows more monitoring options.
- We repaired (15) smoke testing defects throughout the B basin area. These were all broken cleanout issues.
- Manhole B-154 (King and Kime) and manhole B-156 (southside of Kime at King) were replaced by contractors. Both were vac-tested and passed.
- Contractors installed a brand-new manhole on JFK. It is approximately 500' north of manhole R-035 (Bray and JFK).
- The force main pipes that were sent for quality testing are back at the lagoons for future needs.
- The sewer camera was picked up from being repaired. There was a bad computer board in it.

Streets

- We continue to patch various potholes around the city.
- We continue mowing and weed eating all the wells, liftstations, sidewalks and rights-of-ways.
- We continue to replace street and road signs throughout Willard.
- We put new motors on the salt spreaders and serviced them to get ready for winter.
- Yocum welded the "claw" onto the backhoe. This will allow us to significantly speed up the loading and unloading of debris from storms and/or leaks.
- We received our first salt delivery and we got it mixed with calcium and rock chips. We are awaiting confirmation on our second delivery.

Equipment Usage and Repairs October 2021

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2021 Ford F-250 #116	-	739	739	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	159,322	160,101	779	\$0.00	\$266.37
3	2003 Chevy 1 Ton Utility - Sewer	185,125	185,770	645	\$0.00	\$368.28
4	1998 Dodge 1/2 Ton FB	128,348	128,348	-	\$0.00	\$0.00
5	2021 ford F-250 #101	-	469	469	\$0.00	\$184.76
6	2000 Chevy 3/4 Ton FB	153,839	153,879	40	\$0.00	\$0.00
7	1993 Ford 1 Ton Utility - Water	157,322	157,322	-	\$0.00	\$0.00
8	2005 International 3200 Dump	sold		#VALUE!	\$0.00	\$0.00
9	2017 Chevy Silverado	46,778	47,640	862	\$0.00	\$0.00
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	157,259	157,259	-	\$0.00	\$0.00
12	Case Backhoe	3,833	3,868	35	\$0.00	\$1,981.04
13	60XT Case Skid Steer	1,568	1,568	-	\$0.00	\$0.00
14	JD Tractor	3,650	3,803	153	\$0.00	\$0.00
15	Kubota RTV 1100	965	973	8	\$0.00	\$0.00
					\$0.00	\$2,800.45

Description of Repair/Service	
PD#1	2013 Dodge Charger
PD#2	2013 Dodge Charger
PD#3	2013 Dodge Charger
PD#4	2017 Ford Explorer
PD#5	2019 Dodge Charger
PD#6	2013 Dodge Charger
PD#7	2017 Ford Explorer
PD#8	2008 Harley Davidson

Monthly Water Loss 2021

Current Month

Month	January	February	March	April	May	June	July	August	September	October	Annual Average	Annual
Amount of Gallons Pumped	29,620,700	30,270,900	26,945,200	29,161,800	28,774,500	31,403,900	33,031,800	37,897,300	37,596,800	29,701,500	31,440,440	314,404,400
Dollar Amount Sold	\$80,766.74	\$79,594.44	\$78,603.44	\$75,228.70	\$76,307.99	\$83,080.59	\$89,553.28	\$90,672.38	\$96,738.64	\$84,274.73	\$83,482.09	\$834,820.93
Gallons of Water Sold	16,780,000	16,153,000	15,705,000	14,463,000	14,806,000	17,581,000	20,097,000	20,481,000	23,015,000	17,816,000	17,689,700	176,897,000
Flushing	0	0	0	0	0	0	0	6,000	0	0	600	6,000
Leaks/Adjustments	30,000	175,000	30,000	210,000	125,000	5,000	141,000	100,000	390,000	4,888,000	609,400	6,094,000
City Usage (not billed)	108,000	15,000	15,000	14,000	339,000	149,000	112,000	170,000	419,000	9,000	135,000	1,350,000
Fire Dept	12,000	16,000	16,000	12,000	10,000	13,000	10,000	11,000	20,000	9,000	12,900	129,000
Tower Overflows	0	0	0	0	0	0	0	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	450,000
Total Gallons Accounted For	16,855,000	16,373,000	15,780,000	14,718,000	14,976,000	17,631,000	20,283,000	20,632,000	23,450,000	22,749,000	18,344,700	183,447,000
% Water Loss	43.10%	45.91%	41.44%	49.53%	47.95%	43.86%	38.60%	45.56%	37.63%	23.41%	41.65%	41.65%
Amount of Water Lost	12,765,700	13,897,900	11,165,200	14,443,800	13,798,500	13,772,900	12,748,800	17,265,300	14,146,800	6,952,500	13,095,740	130,957,400
Willard North #1	3,333,200	2,523,100	3,225,500	3,174,100	3,779,500	3,506,600	3,821,300	4,000,000	4,000,000	3,750,000	3,511,330	35,113,300
Willard South #2	4,439,900	4,602,600	4,057,400	4,450,700	4,088,900	5,091,200	5,761,200	7,532,200	6,771,800	4,728,400	5,152,430	51,524,300
Meadows West #1	12,055,600	12,809,200	10,952,300	10,296,000	10,781,100	12,309,100	12,881,300	14,536,100	14,854,000	11,803,100	12,327,780	123,277,800
Meadows East #2	10,292,000	10,836,000	9,210,000	11,741,000	10,625,000	10,997,000	11,068,000	12,329,000	12,471,000	9,920,000	10,948,900	109,489,000
Correction per MRWA Willard Well 1&	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-500,000	-5,000,000
Total Water Pumped	29,620,700	30,270,900	26,945,200	29,161,800	28,774,500	31,403,900	33,031,800	37,897,300	37,596,800	29,701,500	31,440,440	314,404,400

Customer Count

City Commercial Irrigation	14	14	14	14	14	14	14	14	14	15	15	14
City Commercial 1 SPF	129	129	131	131	131	134	133	134	133	133	134	132
City Commercial 3 Water only	20	21	21	21	20	20	20	19	19	19	18	20
City Residential Irrigation	3	3	3	4	4	4	4	4	4	4	4	4
City Residential 1 SPF	2008	2014	2021	2013	2018	2034	2025	2043	2042	2031	2,025	2,025
City Residential 3 Water Only	72	72	75	72	72	72	72	71	72	71	72	72
Rural Irrigation	4	5	4	4	4	4	4	4	4	4	4	4
Rural Residential 1 SPF	7	8	8	8	8	8	9	5	6	6	7	7
Rural Residential 2 Lagoon	276	274	275	275	275	275	276	275	276	277	275	275
Rural Residential 3 Water Only	872	873	878	875	879	879	878	884	880	885	878	1,155
Rural Commercial 2 Lagoon	3	3	3	3	3	3	3	3	3	3	3	3
Rural Commercial 3 Water only	13	13	13	13	14	14	14	14	14	14	14	14
Zero-Non Billed	9	9	9	9	9	9	9	9	9	9	9	26
Number of Total Customers	3430	3438	3455	3442	3451	3470	3461	3479	3477	3470	3457	3457

Service Consumption

City Commercial Irrigation	19,000	11,000	18,000	91,000	174,000	373,000	1,006,000	1,159,000	1,221,000	997,000	506,900	
City Commercial 1 SPF	2,724,000	2,153,000	1,617,000	1,386,000	1,335,000	1,502,000	1,805,000	1,578,000	1,868,000	1,594,000	1,756,200	
City Commercial 3 Water only	49,000	180,000	213,000	187,000	107,000	67,000	73,000	114,000	263,000	153,000	140,600	2,403,700
City Residential Irrigation	1,000	1,000	-	1,000	1,000	18,000	19,000	28,000	28,000	30,000	12,700	
City Residential 1 SPF	8,001,000	7,917,000	7,723,000	7,606,000	7,266,000	9,160,000	9,539,000	9,251,000	10,468,000	8,052,000	8,498,300	
City Residential 3 Water Only	383,000	363,000	366,000	329,000	334,000	399,000	512,000	416,000	621,000	358,000	408,100	8,919,100
Rural Irrigation	-	-	-	-	3,000	2,000	19,000	15,000	12,000	7,000	5,800	
Rural Residential 1 SPF	52,000	57,000	32,000	38,000	43,000	51,000	63,000	35,000	53,000	11,000	43,500	
Rural Residential 2 Lagoon	1,080,000	1,097,000	969,000	977,000	1,114,000	1,178,000	1,222,000	1,178,000	1,443,000	1,077,000	1,133,500	
Rural Residential 3 Water Only	4,245,000	4,230,000	4,602,000	3,643,000	4,285,000	4,531,000	5,547,000	6,352,000	6,607,000	5,377,000	4,947,900	6,124,700
Rural Commercial 2 Lagoon	16,000	17,000	14,000	16,000	16,000	16,000	14,000	17,000	18,000	15,000	15,900	
Rural Commercial 3 Water only	90,000	96,000	120,000	161,000	109,000	122,000	156,000	157,000	153,000	127,000	129,100	145,000
Zero-Non Billed	120,000	31,000	31,000	28,000	19,000	162,000	122,000	181,000	260,000	18,000	97,200	97,200
Total Gallons of Consumption	16,780,000	16,153,000	15,705,000	14,463,000	14,806,000	17,581,000	20,097,000	20,481,000	23,015,000	17,816,000	17,689,700	17,689,700

Parks & Recreation – Director’s Report –November 2021

Quote of the Month

“When you're working with good people it brings good things out in you.”- Martha Plimpton

Budget

We are beginning to add new programs into the end of the 2021 calendar as new staff come on and get settled into their roles. I would like to have a last quarter push that brings our revenues up toward the tail end of the year. We have had some areas where we will need to make budget adjustments as we approach the end of the year. Build Maintenance, Equipment Repair and Repairs and Maintenance have been hard hit this year, and Advertising has taken a large hit as we have started coding program advertising to the advertising line as opposed to the event supply line for each respective program.

Event/Program Planning & Recap

The Glow Dance was rescheduled the Glow Dance had a good turnout. I anticipate a larger turnout if we are able to dodge Friday Night football, but as October waned our options became limited. Trunk or Treat had a great turnout, with more that 700 children participating with their parents. We are sending out surveys to see if it was well received by our partner trunks as well as the Community. Veterans Day was Saturday. Veterans Day is the largest single expense in November, but the community return that we get for the investment is positive.

Maintenance

The Greene County Senior Citizens Tax Fund Board approved funding for community center HVAC repair contingent on the awarding of a qualifying low bid. Capital Improvements has a bit of room for the last quarter, but we are currently squeaking by as tightly as we can.

New Playground Project

The playground committee has met multiple times in the past month to move the project forward. Currently we are discussing the RFP process to begin a fundraising campaign.

Staffing

Positions have been offered and accepted for all positions. Brenda Pearson, Mike Brooks, Taylor Dodson, and Sam Mails are the newest members of the team. I am excited for their addition, and I am confident that we will take some big steps in the next 12-24 months.

I have issued a second bid for facilities cleaning, with a reduced scope. I am still hoping to be able to reduce the cost of cleaning the City’s assets by allowing a third-party contractor to carry the payroll and benefits associated with those employees.

Other

The Park Board is reviewing the By-Laws, and I expect that there will be a request brought forward to amend those prior to the end of 2021.



Willard Police Department
October 2021 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	13
Shannon Shipley, Major	1602-003	42
	Total	55

Squad #1	1604-044	Billie Deckard, Cpl.	26	Squad #2	1603-027	Steve Purdy, Sgt.	30
	1607-050	Caleb Steen, Officer	31		1609-051	Wayne Hansen, Officer	25
	1605-056	Mark Cole, Officer	34		1608-054	Stefan Collette, Officer	34
					1610-057	Matthew Hanson, Officer	2
	Total		91		Total		91

Reserves	Officer	Officer Names	Case #'s	Hours
	1631-045	Cindy Garton, SRO		
	1630-024	Andrew Benjamin, SRO		
	1641-014	Brian Gordon, Reserve	1	9
	1642-015	JD Landon, Reserve		9.5
	1645-047	Glenn Cozzens, Reserve		2.5
	1646-031	Andrew Hunt, Reserve		3.75
	1643-048	Tim Wheeler, Reserve		
	1647-049	Brandon Bond, Reserve		
	Total		1	
Total Incidents for the month...			238	

Incident Statistics

Felony	5	HBO (Handled by Officers)	132
Misdemeanor	5	Use of Force	0
Infraction	172	Dog at Large	5
Other (Services)	149	Neglect- 0/Abuse- 0/ Bites- 0	0

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	5,300	1,047	20	52		0
WPD-03 2013 Charger	154,045	949	14	68		0
WPD-04 2018 Explorer	83,550	607	16	38		1,800.66
WPD-05 2019 Charger	61,072	1,311	27	49		654.78
WPD-06 2020 Charger	56,736	1,907	29	66		1,382.11
WPD-07 2017 Explorer	18,367	190	16	12		35.00
WPD-08 MC Harley	5,760	0	0	0		0

Monthly Vehicle Maintenance Details

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

Misc. Dept. Info:

**Planning and Development Report
November 8, 2021**

Ongoing Projects/ Developments

ATM Commercial Subdivision Phase 3- Staff has issued the floodplain development permit and excavation permit to the developer. The developer has started placing fill per the LOMA -F plan. Staff has been notified by the developer of potential preliminary plat changes. The developer has indicated his engineer has completed the construction plans for the next phase.

Canterbury Place Subdivision- Staff currently has fifteen (15) building permits open.

West Ridge- Staff has issued all 20 building permits for Turner Construction, and foundations have started on all twenty (20) homes.

Miller Rd. Project-A second walk -thru was completed with the engineer and contractor. A couple of items remain on the punch list to be completed. Staff is waiting on the engineer to submit the contractor's final pay request to the City along with other documentation we have requested.

CMH- Staff has completed several inside inspections – work continues inside and out. The developer is still planning on end of year completion.

Tanners Auto Body Shop – Work continues on the building.

Stone Creek Phase 2 and 3- Staff is currently reviewing construction plans from the developer. Cochran Engineering is also reviewing plans for code compliance. Staff has released the continuing authority forms needed by the developer to receive construction permits from DNR.

Hoffman Hills Subdivision- Staff is still waiting construction plans from the developer.

Commercial Infill/Remodel Projects – Hive Restaurant -starting renovation, Cornelison State Farm Insurance- plans have been approved. Hog Tide BBQ opened. A Nail Salon will be moving into a vacant space next to the Apple Market.

Additional ongoing projects – T-Mobile, Verizon Plan reviews, issuing Building permits, Building Inspections, Nuisance Complaints, water loss, wastewater engineering report, filing and processing Non -Residential User Pretreatment Questionnaires and FOG inspections paperwork, Pavement Maintenance plan review, scheduling Inflo and Infiltration work. Staff continues to assist other departments and both Engineering firms- Algiers Martin and Cochran Engineering as needed.

Planning Assistant- Please see the Planning Assistant report

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

Planning and Development:

9 permits were issued this month totaling \$1,395 in permit fees collected and has an estimated construction cost of \$47,351. Estimated value of work done year to date is \$12,250,256.89, with total permit fees collected at \$132,602.95

Completed a monthly permit sunshine request for Buildzoom, and Dodge Data and Analytics, and one other for commercial permits.

Public notices sent for the conditional use request.

Received notice the US Census will be requesting monthly building/construction reports.

Mapping:

Finalized a plat list for the City with a list of missing plats that are missing from the records

Fulfilled the request for the Lift station d modification plans

Updated the parks property maps for the park board members

Printed maps and charts for the police dept.

Prosecuting Clerk:

365 Open cases without dispositions (282 have active warrants)

237 Open cases with dispositions, are pending payments (188 have active warrants)

47 Probation cases (11 have a class or community service hours to complete)

2 cases that need a class and community service before disposal

3 Deferred cases (all have completed class or community service that was required)

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

There was one trial this month. There is one trial on schedule for November.

-Abigail Brixey

CITY CLERK: (Informational only) OCTOBER 2021

~Issued 4 Business Licenses.

~Assisted other departments with grant paperwork and research.

~Completed all Agendas, packets, Proclamations, Resolutions, Ordinances and typed Minutes for BOA, BOADJ, P&Z, ECDF, Traffic Committee and Tree Board.

~Updated website with new information.

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

~Created bid proposals and advertisements and processed them.

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

~Completed Sunshine requests as received.

~Assisted with Interviews for new Parks Staff.

~Decorated vehicle again for Parks Trunk or Treat as the "City Vehicle" to hand out candy for the kids attending the event. Huge success!

EMERGENCY MANAGEMENT: (Informational only) OCTOBER 2021

~Monitoring Covid-19 and continuing updates with Greene County.

~Monitored weather during severe storms.

~Notified we were awarded the CyberSecurity grant I wrote from the Department of Homeland Security. This will bring protection against security risks to the City network for 2 years from ransomware and other issues. Total of \$8000 with no match required. This brings my total to over \$30,000 in grant awards for this year so far.

COVID-19:

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

MUNICIPAL DIVISION SUMMARY REPORTING FORM

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

<u>I. COURT INFORMATION</u>		Municipality: WILLARD	Reporting Period: Oct 1, 2021 - Oct 29, 2021	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781				
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781			County: Greene County	Circuit: 31
Telephone Number:		Fax Number:		
Prepared by: TERRY FORSHEE		E-mail Address:		
Municipal Judge: BAREFIELD				
<u>II. MONTHLY CASELOAD INFORMATION</u>				
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		13	289	101
B. Cases (citations/informations) filed		0	29	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		4	25	6
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	0	0
6. dismissed by court		0	4	2
7. <i>nolle prosequi</i>		0	0	0
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		4	29	8
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		9	289	99
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>		<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	14	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	18	<input type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	487			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: Oct 1, 2021 - Oct 29, 2021
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<u>V. DISBURSEMENTS</u>			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.	
Fines - Excess Revenue	\$2,461.70	Court Automation	\$207.71
Clerk Fee - Excess Revenue	\$198.00	Judicial Facility Srchg CT31	\$310.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$6.66	LET-Muni	(\$2.00)
		Law Enf Arrest-Local	\$97.62
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Municipal Ord Standard Costs	(\$27.50)
Total Excess Revenue	\$2,666.36	Overpayments Detail Code	\$3.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Sheriff Retirement-CO/Muni	(\$3.00)
		Total Other Disbursements	\$585.83
Fines - Other	\$2,374.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$6,117.82
Clerk Fee - Other	\$128.40	Bond Refunds	\$511.91
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$29.68	Total Disbursements	\$6,629.73
Peace Officer Standards and Training (POST) Commission surcharge	\$29.67		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$211.57		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.31		
Law Enforcement Training (LET) Fund surcharge	\$64.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$24.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$2,865.63		

CITY OF WILLARD, MISSOURI

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



Agenda Items # 6

Ordinance accepting the grant funding from the Missouri Department of Public Safety for Cybersecurity software. (1st & 2nd Read) Discussion/Vote.

First Reading: 11/08/21

Second Reading: 11/08/21

Council Bill No.: 21- 34

Ordinance No.: 211108

AN ORDINANCE

ACCEPTING THE GRANT FUNDING FROM THE MISSOURI DEPARTMENT OF PUBLIC SAFETY FOR CYBERSECURITY, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, on August 31, 2021 an application was submitted to the Missouri Department of Public Safety for funding through the State Homeland Security Program for the purpose of funding the enhancement of cybersecurity local preparedness and;

WHEREAS, on October 22, 2021, the City of Willard was notified that the application had been approved and awarded in the amount of \$7,920 and;

WHEREAS, the local match for this award will be \$0 and;

WHEREAS, the Missouri Department of Public Safety is requiring the contract to be signed no later than November 22, 2021. No grant money will be dispersed prior to the receipt by State Homeland Security Agency of the signed grant.

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

Section 1 – The Board of Aldermen of the City of Willard hereby authorize the Mayor to execute the contract between the City of Willard and Missouri Department of Public Safety, said contract to be substantially in form and content as that document attached hereto and incorporated herein by reference as Exhibit “A”.

Section 2 – This Ordinance will be in full force and effect from and after passage.

Approved as to form: _____
City Attorney

Mayor, Samuel Snider

Attest: _____
City Clerk

MEMBERS OF THE BOARD OF ALDERMEN:
FIRST (1st) READING

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

MEMBERS OF THE BOARD OF ALDERMEN:
SECOND (2nd) READING

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

MICHAEL L. PARSON
Governor

SANDRA K. KARSTEN
Director



Lewis & Clark State Office Bldg.
Mailing Address: P.O. Box 749
Jefferson City, MO 65101-0749
Telephone: 573-751-4905
Fax: 573-751-5399

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

October 22, 2021

Mr. Samuel Snider, Mayor
Willard Emergency Management Agency
P.O. Box 187
Willard, MO 65781

RE: FY 2021 State Homeland Security Program (SHSP) Enhancing Cybersecurity Local Preparedness (ECSLP)
Award #EMW-2021-SS-00038-39

Dear Mr. Snider:

Thank you for your recent application submission to the FY 2021 State Homeland Security Program (SHSP) Enhancing Cybersecurity Local Preparedness (ECSLP). Your application has been selected for funding in the amount of \$7,920.00.

Enclosed is the FY 2021 SHSP ECSLP Subaward Agreement for Willard Emergency Management Agency. The Missouri Office of Homeland Security asks you to carefully review and sign the documentation provided. By signing the Subaward Agreement and initialing each page of the Articles of Agreement and Special Conditions you are certifying your acceptance of the award conditions. Once signed and initialed, please mail the original documents to our office at the address listed above no later than November 22, 2021.

The project period of performance for this award begins September 1, 2021 and ends August 31, 2023.

A risk assessment for this award was completed in accordance with requirements from 2 CFR 200.331. Willard Emergency Management Agency received a total score of seven (7), which classifies the agency as a low risk subrecipient of noncompliance with the FY 2021 SHSP ECSLP.

We look forward to working with you on this award. Should you have any questions or need additional information, do not hesitate to contact Chelsey Call, Grants Supervisor at (573) 526-9203 or Chelsey.call@dps.mo.gov.

Sincerely,

A handwritten signature in black ink that reads "Joni McCarter".

Joni McCarter, Grants Program Manager
Missouri Department of Public Safety
Office of Homeland Security

Attachment(s): Subaward Agreement
Articles of Agreement/Special Conditions

Highway Patrol • National Guard • State Emergency Management Agency • Fire Safety
Office of Homeland Security • Alcohol & Tobacco Control • Capitol Police • Gaming Commission • Veterans Commission



Missouri Department of Public Safety
Office of Homeland Security
Division of Grants
 P.O. Box 749, Jefferson City, MO 65101
 Telephone: 573-526-6125 Fax: 573-526-9012

SUBAWARD AGREEMENT

DATE 10/22/2021	
FEDERAL IDENTIFICATION NUMBER EMW-2021-SS-00038	OHS CONTROL NUMBER 39
DUNS NUMBER 091357616	

SUBRECIPIENT NAME Willard Emergency Management Agency	
ADDRESS P.O. Box 187	
CITY Willard	STATE MO
	ZIP CODE 65781
TOTAL AMOUNT OF THE FEDERAL AWARD \$7,920.00	AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION \$7,920.00
TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED TO THE SUBRECIPIENT \$7,920.00	TOTAL APPROVED COST SHARING OR MATCHING \$0
PROJECT PERIOD FROM 09/01/2021	PROJECT PERIOD TO 08/31/2023
	FEDERAL AWARD DATE 09/01/2021
PROJECT TITLE FY 2021 SHSP ECSLP – Willard EMA	
FUNDED BY FY 2021 Homeland Security Grant Program	
FEDERAL AWARDOING AGENCY Department of Homeland Security	PASS THROUGH ENTITY MO Department of Public Safety/Office of Homeland Security
	IS THIS AWARD R&D YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	INDIRECT COST RATE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> AMOUNT
CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER 97.067	METHOD OF PAYMENT (Reimbursement -- Advanced) Reimbursement

CONTACT INFORMATION

OHS GRANT SPECIALIST		SUBRECIPIENT PROJECT DIRECTOR	
NAME Chelsey Call		NAME Jennifer Rowe	
E-MAIL ADDRESS Chelsey.Call@dps.mo.gov		ADDRESS (If different from above) P.O. Box 187, 224 W. Jackson	
TELEPHONE (573) 526-9203		CITY, STATE AND ZIP CODE Willard, MO 65781	
PROGRAM MANAGER Joni McCarter		TELEPHONE (417) 742-3033	E-MAIL ADDRESS willardemd@yahoo.com

SUMMARY DESCRIPTION OF PROJECT
 The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goals to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization or community, but rather, require the combined effort of the whole community. SHSP Enhancing Cybersecurity Local Preparedness (ECSLP) assists state and local efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to, acts of terrorism in cybersecurity through projects that strengthen local cybersecurity preparedness by focusing on cybersecurity measures to help manage local risk and enhance Missouri's cybersecurity posture.

AWARDING AGENCY APPROVAL

SUBRECIPIENT AUTHORIZED OFFICIAL

TYPED NAME AND TITLE OF DPS OFFICIAL Sandra K. Karsten, Director		TYPED NAME & TITLE OF SUBRECIPIENT AUTHORIZED OFFICIAL Samuel Snider, Mayor	
SIGNATURE OF APPROVING DPS OFFICIAL	DATE	SIGNATURE OF SUBRECIPIENT AUTHORIZED OFFICIAL	DATE

THIS SUBAWARD IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS SET FORTH ON THE ATTACHED SPECIAL CONDITION(S). BY SIGNING THIS SUBAWARD AGREEMENT THE SUBRECIPIENT IS AGREEING TO READ AND COMPLY WITH ALL SPECIAL CONDITIONS.

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
AWARD NUMBER EMW-2021-SS-00038-39	DATE 10/22/2021
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Article I – Summary Description of Award

The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

Article II – Procurement of Recovered Materials

Subrecipients must comply with section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965), (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article III – Whistleblower Protection Act

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

Article IV - Use of DHS Seal, Logo and Flags

Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article V - USA Patriot Act of 2001

Subrecipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

Article VI – Universal Identifier and System of Award Management

Subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article VII – Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the subrecipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions

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Article VIII – Rehabilitation Act of 1973

Subrecipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article IX – Trafficking Victims Protection Act of 2000 (TVPA)

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) (codified as amended by 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

Article X – Terrorist Financing

Subrecipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the subrecipients to ensure compliance with the Order and laws.

Article XI – SAFECOM

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XII – Reporting Subawards and Executive Compensation

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F. R. Part 170, Appendix A, the full text of which is incorporated here by the reference in the award terms and conditions.

Article XIII – Debarment and Suspension

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180, as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs and activities.

Article XIV - Copyright

Subrecipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under federal financial assistance awards.

AUTHORIZED OFFICIAL INITIALS

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Article XV – Civil Rights Act of 1964 - Title VI

Subrecipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XVI – Best Practices for Collection and Use of Personally Identifiable Information (PII)

Subrecipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

Article XVII – Americans with Disabilities Act of 1990

Subrecipients must comply with the requirements of Titles, I, II and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended 42 U.S.C. §§ 12101-12231), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article XVIII – Age Discrimination Act of 1975

Subrecipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XIX - Activities Conducted Abroad

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XX – Acknowledgement of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

Article XXI – Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

AUTHORIZED OFFICIAL INITIALS

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DHS/OHS financial assistance subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2 Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

Article XXII – Patents and Intellectual Property Rights

Subrecipients are subject to the *Bayh-Dole Act*, 35 U.S.C. § 200 et seq., unless otherwise provided by law. Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

Article XXIII – Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All subrecipients must comply with any such requirements set forth in the program NOFO.

Article XXIV - Non-Supplanting Requirement

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXV – Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS/OHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS/OHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS/OHS programs.

Article XXVI – National Environmental Policy Act

Subrecipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 43 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXVII - Lobbying Prohibitions

Subrecipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to the federal award or contract, including any extension, continuation, renewal, amendment, or modification.

AUTHORIZED OFFICIAL INITIALS

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Article XXVIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Subrecipients must comply with the *Title V of the Civil Rights Act of 1964* (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://jwww.lep.gov>.

Article XXIX - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a, subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974* (codified as amended at 15 U.S.C. § 2225).

Article XXX - Fly America Act of 1974

Subrecipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXXI – Federal Leadership on Reducing Text Messaging while Driving

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

Article XXXII - Federal Debt Status

All subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXXIII - False Claims Act and Program Fraud Civil Remedies

Subrecipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. §§ 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXXIV - Energy Policy and Conservation Act

Subrecipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

AUTHORIZED OFFICIAL INITIALS

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
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Article XXXV – Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX
Subrecipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XXXVI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XXXVII - Drug-Free Workplace Regulations

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. §§ 8101-8106).

Article XXXVIII - Civil Rights Act of 1968

Subrecipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits subrecipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XXXIX – Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the subrecipient or its sub-subrecipient is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from OHS to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313. See Article XLII, number 4.

AUTHORIZED OFFICIAL INITIALS

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
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Article XL – DHS/OHS Specific Acknowledgements and Assurances

All subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities and staff.

1. Subrecipients must cooperate with any compliance reviews or compliance investigations conducted by DHS/OHS.
2. Subrecipients must give DHS/OHS access to, and the right to examine and copy, records, accounts and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipients must submit timely, complete and accurate reports to the appropriate DHS/OHS officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS/OHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administrating Agencies, thirty (30) days from receipt of the *DHS Civil Rights Evaluation Tool* from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identified steps and a timeline for completing the tool. Subrecipients should request extension by emailing the request to civilrightsevaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article XLI – Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funding activities that may require an EHP review are subject to the FEMA Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding required subrecipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website at:

AUTHORIZED OFFICIAL INITIALS

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<https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Project Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project, otherwise DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLII – Office of Homeland Security, Specific

By accepting this award, the subrecipient agrees:

1. To participate in the development and submission of their Threat and Hazard Identification and Risk Assessment (THIRA).
2. To utilize standard resource management concepts, such as typing inventoring, organizing and tracking resources that facilitate the identification, dispatch, deployment and recovery of their resources.
3. To coordinate with their stakeholders to examine how they integrate preparedness activities across disciplines, agencies, and levels of government.
4. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost, which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$1,000. Expenditures for equipment shall be in accordance with the approved budget. The subrecipient shall use and manage equipment in accordance with its procedures as long as the equipment is used for its intended purposes. When original or replacement equipment acquired under this award by the subrecipient is no longer needed for the original project or program or for other activities currently or previously supported by OHS, you must request instructions from OHS to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313 and the OHS Administrative Guide.
5. Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers shall support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved.
6. For Contractual Services the following general requirements will be followed when subcontracting for work or services contained in this grant award:
 - a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided, which shall not exceed the length of the grant period.

AUTHORIZED OFFICIAL INITIALS

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
AWARD NUMBER EMW-2021-SS-00038-39	DATE 10/22/2021
SUBAWARD AGREEMENT ARTICLES OF AGREEMENT	

- b. As described in the OHS Administrative Guide for Homeland Security Grants, a copy of any contractual agreement made as a result of this award must be forwarded to OHS for review or be readily available for review prior to execution of the contract.
7. OHS reserves the right to terminate any contract entered into as a result of this grant award at its sole discretion and without penalty or recourse by giving a thirty (30) day written notice to the subrecipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the subrecipient under the contract shall, at the option of the OHS, become property of the State of Missouri. The subrecipient shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
 8. It is understood and agreed upon that in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
 9. To follow the grant program guidelines as stated in the OHS *Administrative Guide for Homeland Security Grants*, as well as the Information Bulletins released by OHS to provide important updates, clarifications and policy statements related to homeland security grant programs.
 10. To follow requirements of the DHS Grant Programs Directorate Information Bulletins.
 11. In the event OHS determines that changes are necessary to the award document after an award has been made, including changes to period of performance or Articles of Agreement, the subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate subrecipient acceptance of the changes to the award.
 12. Prior written approval from OHS is required prior to making any change to the OHS approved budget for this award.
 13. To submit Grant Status Reports to OHS by the due dates of July 10 and January 10 throughout the grant period, which must include the status updates of the milestones achieved. Final Status Reports are due to OHS within 45 days after the end of the project period.
 14. All items that meet the OHS definition of equipment that are purchased with Homeland Security Grant Funds must be tagged "Purchased with U.S. Department of Homeland Security Funds."
 15. If the subrecipient is a pass-through entity, copies of signed subaward agreements are due to the OHS prior to the start of any project.

AUTHORIZED OFFICIAL INITIALS

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
AWARD NUMBER EMW-2021-SS-00038-39	DATE 10/22/2021

SUBAWARD AGREEMENT
ARTICLES OF AGREEMENT

16. Projects that involve changes to the natural or built environment require the completion and approval of an Environmental Historic Preservation Screening Form (EHP) prior to initiating any work on the project. Changes to the project after the approval of the EHP requires OHS review and approval. Changes to the project may require the submission and approval of an updated EHP Screening Form. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; Nation Flood Insurance Program regulation; and, any other applicable laws and Executive Orders.
17. The purchase of any generator requires prior approval from the OHS, documentation must clearly depict the full scope of the project and prove the equipment is a deployable resource.
18. Purchases from a single feasible source must have prior approval from the OHS.
19. Subrecipient is required to complete the 2021 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient and subrecipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2021 NCSR will be open October 1, 2021. Each subrecipient must send verification to OHS that the NCSR has been completed no later than December 31, 2021.
20. Subrecipients that contract with and utilize WebEOC Emergency Management Software – Juvare, must fully fuse and maintain an active connection with Missouri’s State Emergency Management Agency (SEMA). This setup will allow for a more efficient resource response to Missouri communities during an emergency incident as well as allow emergency personnel to monitor events that may impact their community during an extended event. Fusion of other WebEOC accounts in Missouri will also assist in streamlining resource requests by reducing redundant entry in a local WebEOC account and then once again in the Missouri WebEOC account should the request not be able to be filled locally. Redundant data entry during an emergency can lead to time loss, data entry errors and omission of important details. This required setup will also allow SEMA Emergency Service Function (ESF) partners to monitor the use of resources throughout the state for Mutual aid needs.

AUTHORIZED OFFICIAL INITIALS

GRANT PROGRAM FY 2021 State Homeland Security Grant Program	SUBRECIPIENT Willard Emergency Management Agency
AWARD NUMBER EMW-2021-SS-00038-39	DATE 10/22/2021
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Article XLIII - Special Conditions

1. Funding for this program is on hold by DHS/FEMA. The subrecipient agency will be contacted by the OHS when this funding hold has been released and project activities can begin.
2. The subrecipient agency must attend and complete the FY 2021 State Homeland Security Program (SHSP) Enhancing Cybersecurity Local Preparedness (ECSLP) Compliance Workshop. No claims will be reimbursed by the OHS until a member of the subrecipient has completed the Compliance Workshop.

AUTHORIZED OFFICIAL INITIALS

CITY OF WILLARD, MISSOURI

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



Agenda Items # 8

Ordinance approving a Conditional Use Permit for Chet Cornelison. (1st & 2nd Read) Discussion/Vote.

Conditional Use Permit Request
Background Report

Date: 11/1/2021

Applicant: Chet Cornelison

Address: 306 E Jackson St

Parcel ID: 88-0726108087

Current Zoning: C-2

Current Use: Vacant/Office

Conditional Use Requested: Short Term Rental Apartment - 2nd Floor

Background: The owner has submitted plans and has received approval to remodel & reconstruct the existing building to incorporate a 2nd floor addition that would add approximately 900 sq ft of additional space to his existing building which would allow for future growth. After giving much thought into the idea of leasing office space he has requested to make the second floor into an apartment and operate through a platform such as AirBnB for short term rental. Based on the adopted building codes staff has determined there are no issues with the mixed use. The issue is the current zoning on the property is C-2 which does not allow short term rentals, therefore staff has directed the owner to apply for a conditional use permit as outlined in Section 400.330 of the Willard Municipal Code.

Staff has reviewed the Conditional Use standards outlined in section 400.330 G- and has determined that all of the conditions can be met.

On 10-26-21 a Public Hearing was held for citizen input. After the hearing was held, staff presented the application and accompanying material to the P/Z Commission and after discussion they voted 7-0 to recommend approving the Conditional Use permit with conditions. Staff has included a copy of the draft minutes from the P/Z meeting for your review. Staff would ask for your consideration to recommend approval of the Conditional Use Permit with the following conditions to be added to the permit:

1. The owner of a short-term rental shall not rent the unit for receptions, parties, weddings or similar events.
2. The owner shall not rent the unit for more than 30 consecutive days.
3. The owner shall apply for renewal of a business license annually.
4. The owner shall conspicuously in the unit post the following information:
 - a. Name & Contact information of the person responsible for day-to-day operations
 - b. The certificate of occupancy and business license
 - c. The restrictions on noise levels in accordance with Willard Municipal Code 400.1530
 - d. Any applicable parking restrictions
 - e. Trash collection schedule

If you have any questions feel free to contact me at City Hall.

Randy Brown
Director of Development

Planning and Development

From: Montgomery, John <john@ozarkgreenways.org>
Sent: Tuesday, October 26, 2021 4:02 PM
To: Planning and Development
Subject: STR

Randy,

I understand that Willard is considering allowing short term rentals in your community. We think that is a great idea! With the shortage of housing, camping, and the lack of available hotels in the city itself this would be such a great accommodation to the Frisco Highline Trail and all of the events that take place along the trail in Willard. We believe this would be a win-win for everyone!

John Montgomery
Ozark Greenways

CITY OF WILLARD, MISSOURI
PLANNING AND ZONING
REGULAR MEETING
October 26, 2021
7:00 P.M.

Staff present: Director of Development, Randy Brown; and, City Clerk, Jennifer Rowe.

City Attorney Ken Reynolds was not present.

Citizens present: Chet Cornelison, Amy Cornelison and Connie Conduct.

Meeting opened by Chairman Terry Kathcart at 7:00 P.M.

Roll Call

Present: Jose Casanova, Mike McCroskey, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider. Absent: Jeff LaMontia.

Approval of Agenda

Motion was made by Alderman Baird with a second by Terry Kathcart to approve the Agenda. Motion carried with a vote of 7-0. Voting aye: Jose Casanova, Mike McCroskey, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider

Approval of the Minutes from the Meeting August 24, 2021.

Motion was made by Valorie Simpson and seconded by Alderman Baird to approve the Minutes from the Meeting August 24, 2021. Motion carried with a vote of 7-0. Voting aye: Jose Casanova, Mike McCroskey, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider

Citizen Input.

None.

Public Hearing on Conditional Use Permit for Chet Cornelison.

Mayor Snider opened the Public Hearing on the Conditional Use Permit for Chet Cornelison at 7:01 p.m. No citizens wished to speak so Mayor Snider closed the Public Hearing at 7:02 p.m.

Discussion/Vote on Conditional Use Permit for Chet Cornelison.

Director of Development Randy Brown outlined the request for the Conditional Use Permit. Discussion was made on short term rentals and current code. Discussion was made on rental limits and other potential restrictions. The Commission stated that there was no fee schedule for renewing Conditional Use Permits so renewing the business license and reviewing this in one year from the date of opening would be a good idea. If all is well, the Commission agreed that the review process could be extended for 3-5 years in between.

Motion was made by Valorie Simpson and seconded by Terry Kathcart to approve the Conditional Use Permit for Chet Cornelison with the terms below. Motion carried with a vote of 7-0. Voting aye: Jose Casanova, Mike McCroskey, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider

1. **The owner of a short-term rental shall not rent the unit for receptions, parties, weddings or similar events.**
2. **The owner shall not rent the unit for more than 30 consecutive days.**
3. **The owner shall apply for renewal of the business license annually.**
4. **The owner shall conspicuously in the unit post the following information.**
 - a. **Name & Contact information of the person responsible for day-to-day operations.**
 - b. **The Certificate of Occupancy and Business License.**
 - c. **The restrictions on noise levels in accordance with Willard Municipal Code 400.1530**
 - d. **Any applicable parking restrictions.**

e. **Trash collection schedule.**

Discussion on Stor-Mor Portable Buildings.

Mr. Brown informed the Commission that an individual had approached him about putting Stor-Mor Portable building business in the 160 Corridor near the Police Department. Discussion was made on restrictions and the code. The Commission stated they were in favor as long as the rules within the 160 Corridor with the façade and appearance were followed.

New Business.

None.

Unfinished Business.

Mr. Brown updated the Commission on the ATM Square plans.

Adjourn.

Motion was made by Burnis Coleman and seconded by Jose Casanova to adjourn. Motion carried with a vote of 6-1. Voting aye: Mike McCroskey, Valorie Simpson, Terry Kathcart, Alderman Baird, Burnis Coleman and Mayor Snider. Voting nay: Jose Casanova.

Meeting adjourned at 8:12 p.m.

Valorie Simpson, Secretary

Terry Kathcart, Chairman



City of Willard

Application Date 9/22/2021
Application Fee \$100.00
Paid w/ck#3838

**APPLICATION
CONDITIONAL USE PERMIT**

We, the undersigned, request that the City of Willard, Missouri Board of Aldermen approve a conditional use permit for the tract of land as described in this application. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising and mail notification costs for the public hearings as required by the *Willard Land Development Regulations*. The City of Willard is authorized to prepare and publish all required legal advertising, and mail notifications, the cost of which is to be billed to the name listed below.

Legal Description of Property (attach additional sheet if necessary) See Attachment

Street Address of Property 306 E Jackson St., Willard, MO 65781

Current Zoning Classification of Property C2

Current Use of Property Office Space

Conditional Use Requested Two Bedroom furnished Apartment upstairs, used as an Airbnb.

Property Owner's Name Chester (Chet) and Amy Cornelison

If Corporation, Corporate Official and Seal Cornelison Properties, LLC

Mailing Address 7298 W. Farm Road 112, Springfield, MO 65802

Telephone Number 417-547-3800 Fax Number 417-742-3404

PROPERTY OWNER'S SIGNATURE: *Cheta D. Cornelison*

Applicant's Name (if different than property owner): _____

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this application. A power of attorney is attached.

Name _____

If Corporation, Corporate Official and Seal Cornelison Properties, LLC

Mailing Address: 7298 W. Farm Road 112, Springfield, MO 65802

Telephone Number 417-547-3800 Fax Number 417-742-3404

Applicant's Signature: Chester D. Cornelison

Indicate the applicant's legal interest in the property: OWNER

BILL LEGAL ADVERTISING AND MAIL NOTIFICATION COSTS TO:

Name Chet Cornelison, Cornelison Properties, LLC

Address 7298 W. Farm Road 112, Springfield, MO 65802

Attach to the conditional use permit application written responses to the following questions:

1. Provide evidence how the proposed conditional use will comply with the applicable standards in the *Willard Land Development Regulations*, Article III, Section 400.330 (see Attachment A).
2. If the proposed conditional use is a telecommunication tower, also provide information as required in the *Willard Land Development Regulations*, Section 400.600 and Section 400.330(H) (see Attachment B).
N/A
3. Indicate how the proposed conditional use is to be designed, arranged and operated in order to ensure that development and use of neighboring property in accordance with the applicable zoning district regulations will not be prevented or made unlikely, and that the value, use and reasonable enjoyment of such property will not be impaired or adversely affected.
4. Identify any potentially adverse effects that may be associated with the proposed conditional use, and the means proposed to avoid or minimize such effects.
5. Indicate the hours of operation of the proposed conditional use.

Attach a site plan as required by the *Willard Land Development Regulations*, Article XIV, Section 400.1160.

**APPLICATION CHECKLIST
CONDITIONAL USE PERMIT
City of Willard, Missouri**

This checklist is provided to help you make sure that you submit everything that is required for a complete conditional use permit application. The application must be complete or this case will not be processed. Applications must be filed with the City Clerk's Office by 4:00 p.m. at least 30 working days before the date of the Planning and Zoning Commission hearing at which the application will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

APPLICATION FORM:	
<input checked="" type="checkbox"/>	Provide the legal description of the tract of land for which a conditional use permit is requested. Attach this on an additional sheet if necessary.
<input checked="" type="checkbox"/>	List the street address of the property.
<input checked="" type="checkbox"/>	List the current zoning classification of the property and indicate the current use of the property.
<input checked="" type="checkbox"/>	Describe the proposed conditional use.
<input checked="" type="checkbox"/>	Attach answers to Questions 1, 3, 4, and 5 for all conditional uses. See Attachment A for information to be provided for Question 1.
<input checked="" type="checkbox"/>	If the proposed conditional use is a telecommunication tower, also attach answers to Question 2. See Attachment B for information to be provided for Question 2.
<input checked="" type="checkbox"/>	List the property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
<input checked="" type="checkbox"/>	Property owner must sign the application.
<input checked="" type="checkbox"/>	If the applicant is different than the property owner, list the applicant's name, address and telephone number. If a corporation, list the corporate official and include the corporate seal. The applicant must provide a power of attorney with the application.
<input checked="" type="checkbox"/>	Identify the applicant's legal interest in the property.
<input checked="" type="checkbox"/>	The applicant must sign the application form.
<input checked="" type="checkbox"/>	List the name and address for billing the legal advertising and mail notices for the public hearings.
APPLICATION FEE:	
<input checked="" type="checkbox"/>	Include the \$100.00 application fee. Applicant also responsible for advertising and notification costs for public hearing.
PROPERTY OWNERS NOTIFICATION:	
<input checked="" type="checkbox"/>	Provide a list of property owners' names and addresses within 185 feet of the subject property that has been compiled from the records of the Greene County Assessor's Office or prepared by a title company authorized to issue title policies in the State of Missouri.
<input checked="" type="checkbox"/>	Provide an addressed, stamped (not metered) business envelope for every property owner listed on the property owners' list.
SITE PLAN:	
<input checked="" type="checkbox"/>	Submit fifteen (15) copies of a site plan for the proposed conditional use with your application. See <i>Willard Land Development Regulations</i> , Article XIV, Section 400.1160, for site plan contents.
<p>Note: The Planning and Zoning Commission shall not forward its recommendation to the Board of Aldermen when the applicant or applicant's agent does not appear at the hearing before the Commission to provide evidence regarding the request for a conditional use permit. Final action on any case shall not be taken until the applicant has reimbursed the City of Willard for all advertising and notification costs.</p>	

Submit Applications To:
Willard City Hall
224 W. Jackson, PO Box 187
Willard, MO 65705
(417) 742-3033

1. Provide evidence how the proposed conditional use will comply with the applicable standards in the *Willard Land Development Regulations*, Article III, Section 400.330 (see Attachment A).

See attached illustration. We will provide designated parking and guidelines that comply with the Willard Land Development Regulations.

2. If the proposed conditional use is a telecommunication tower, also provide information as required in the *Willard Land Development Regulations*, Section 400.600 and Section 400.330 (H) (see Attachment B).

N/A

3. Indicate how the proposed conditional use is to be designed, arranged and operated in order to ensure that development and use of neighboring property in accordance with the applicable zoning district regulations will not be prevented or made unlikely, and that the value, use and reasonable enjoyment of such property will not be impaired or adversely affected.

We will use the platform on Air BnB with very strict time of day quiet hours and cleanliness guidelines.

4. Identify any potentially adverse effects that may be associated with the proposed conditional use, and the means proposed to avoid or minimize such effects.

Adverse effects could be rowdiness and cleanliness. We will monitor it on a daily basis. We as the owner, have the ability to rate the client on the Air BnB platform for future rental consideration.

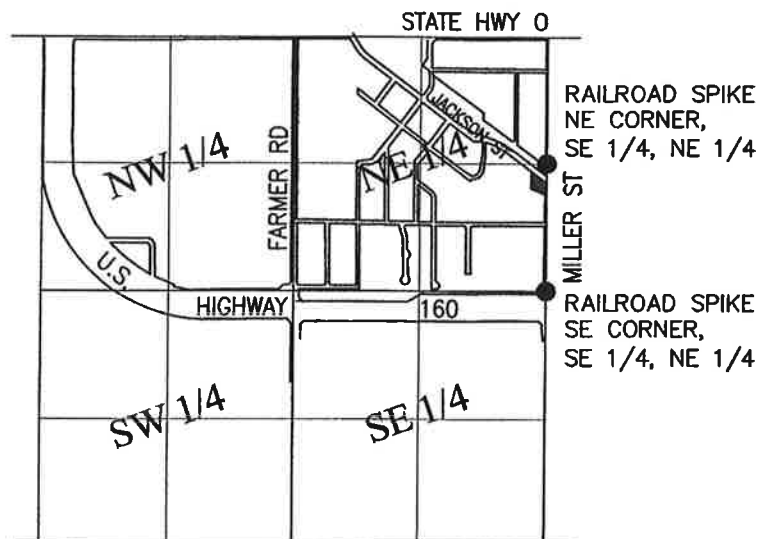
5. Indicate the hours of operation of the proposed conditional use.

7 days a week

G. *Conditional Use Standards.* A conditional use permit shall be granted only if evidence is presented at the public hearings that the conditional use will comply, to the extent applicable with the following standards:

1. The conditional use will be consistent with the policies and intent of the Willard Comprehensive Plan and the Willard Land Development Regulations.
2. The conditional use will not increase flood or water damage hazard to adjoining properties.
3. The conditional access roads or entrance and exit drives will be designed and provided to prevent traffic hazards and to minimize traffic congestion at the site.
4. Adequate access roads or entrance and exit drives will be designed and provided to prevent traffic hazards and to minimize traffic congestion at the site.
5. Street right-of-way and pavement width in the vicinity of the conditional use is or will be adequate for traffic reasonably expected to be generated by the proposed use.
6. Glare of stationary or vehicular lights from the conditional use will not adversely affect the character of the neighborhood and if such lights will be visible from a residential district, measures to shield or direct lights to mitigate glare are proposed.
7. The conditional use will not have any substantial adverse effect upon the use or enjoyment of adjacent and nearby property or conditions affecting the public health, safety and welfare.
8. The conditional use will be designed, constructed and operated so as not to interfere with the development and use of adjacent property in accordance with the applicable zoning district regulations.
9. In the case of existing structures to be converted to a use requiring a conditional use permit, the structure shall meet all fire, health, building, plumbing and electrical requirements of the City of Willard.
10. The conditional use otherwise complies with all applicable regulations of this Chapter.

SEC. 26, T-30-N, R-23-W
GREENE COUNTY, MISSOURI



LOCATION MAP

SCALE: 1"=2000'

DESCRIPTION

PLAT BOOK AAA, PAGE 385

A TRACT OF LAND LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 26, T-30-N, R-23-W, WILLARD, GREENE COUNTY, MISSOURI; COMMENCING AN EXISTING RAILROAD SPIKE AT THE SE CORNER OF SAID SE 1/4 OF THE NE 1/4; THENCE N02°15'32"E, 893.77 FEET ALONG THE EAST LINE OF SAID SE 1/4 OF THE NE 1/4; THENCE N87°52'45"W, 30.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE N02°15'32"E, 89.89 FEET ALONG SAID WEST RIGHT-OF-WAY LINE FOR THE POINT OF BEGINNING; THENCE N64°45'15"W, 159.92 FEET; THENCE N02°15'32"E, 188.41 FEET TO THE INTERSECTION WITH SOUTH RIGHT-OF-WAY LINE OF JACKSON STREET; THENCE S50°45'10"E, 175.55 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE TO THE INTERSECTION WITH SAID WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE S02°15'32"W, 142.27 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. CONTAINING 0.53 ACRES SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

ACCESS EASEMENT NO. 1

A TRACT OF LAND LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 26, T-30-N, R-23-W, WILLARD, GREENE COUNTY, MISSOURI; COMMENCING AN EXISTING RAILROAD SPIKE AT THE SE CORNER OF SAID SE 1/4 OF THE NE 1/4; THENCE N02°15'32"E, 893.77 FEET ALONG THE EAST LINE OF SAID SE 1/4 OF THE NE 1/4; THENCE N87°52'45"W, 30.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE N02°15'32"E, 89.89 FEET ALONG SAID WEST RIGHT-OF-WAY LINE FOR THE POINT OF BEGINNING; THENCE N64°45'15"W, 129.63 FEET; THENCE N84°22'03"W, 20.92 FEET; THENCE N02°15'32"E, 30.00 FEET; THENCE S69°01'49"E, 148.05 FEET TO THE WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE S02°15'32"W, 34.36 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. CONTAINING 4057 SQ. FT. MORE OR LESS.

ACCESS EASEMENT NO. 2

ALL THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 30 NORTH, RANGE 23 WEST, CITY OF WILLARD, GREENE COUNTY, MISSOURI, DESCRIBED AS FOLLOWS: COMMENCING AT AN EXISTING RAILROAD SPIKE AT THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE N02°15'32"E ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, 893.77 FEET; THENCE N87°52'45"W, 30.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE N02°15'32"E ALONG SAID WEST RIGHT-OF-WAY LINE, 89.89 FEET; THENCE N64°45'15"W, 129.63 FEET; THENCE N84°22'03"W, 20.92 FEET FOR THE POINT OF BEGINNING; THENCE N84°22'03"W, 24.63 FEET; THENCE N02°15'32"E, 213.11 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF JACKSON STREET; THENCE S50°45'10"E, ALONG SAID SOUTH RIGHT-OF-WAY LINE, 37.56 FEET; THENCE S02°15'32"W, 163.79 FEET; THENCE N69°01'49"W, 5.71 FEET; THENCE S02°15'32"W, 30.00 FEET TO THE POINT OF BEGINNING. CONTAINING 5923 SQUARE FEET MORE OR LESS. SUBJECT TO ANY EXISTING EASEMENTS OR RESTRICTIONS OF RECORD.

NOTE'S:

SURVEYOR HAS MADE NO INVESTIGATION FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS WHICH A CURRENT TITLE SEARCH MAY DISCLOSE.

SURVEYOR'S CERTIFICATION:

Chapter 400. Land Development Regulations

ARTICLE III. Administration and Review

Part 5. Review

Section 400.330. Conditional Use Permits.

[Ord. No. 020227 §1(3.21), 2-27-2002]

- A. *Purpose.* The conditional use permit procedure is intended to provide the Planning and Zoning Commission and the Board of Aldermen with discretionary review of requests to establish or construct uses or structures which may be necessary or desirable in a zoning district, but which may have the potential for negative or deleterious impact on the health, safety and welfare of the public. The purpose of the review is to determine whether the proposed location of the use or structure is appropriate and whether it will be designed, located and operated so as to avoid, minimize or mitigate adverse impacts upon the community and other properties in the vicinity. The Board of Aldermen may impose conditions upon such uses and structures that are intended to avoid, minimize or mitigate adverse impacts upon the community and other properties in the vicinity. The Board of Aldermen may deny requests for a conditional use permit when it is evident that a proposed use or structure will or may cause harm to the community or injury to the value, lawful use and reasonable enjoyment of other properties in the vicinity.
- B. *Conditional Uses Authorized.* The Planning and Zoning Commission may recommend and the Board of Aldermen may authorize the establishment of those conditional uses that are expressly permitted as a conditional use in a particular zoning district. No conditional use shall be authorized unless such conditional use to be granted complies with all of the applicable provisions of this Chapter.
- C. *Application For Conditional Use Permit.* An application for conditional use permit containing the following information shall be filed with the City Clerk:
1. Applicant's name and address and legal interest in the property.
 2. The owner's name and address if different than the applicant.
 3. Street address or common description and legal description of the property.
 4. Zoning classification and present use of the property.
 5. Description of the proposed conditional use.
 6. Statement as to why the proposed use will comply with the applicable standards in Subsection (G).
 7. Statement identifying any potentially adverse effects and how the proposed conditional use will be designed, arranged and operated in order to ensure that the conditional use will not cause harm to the community and that the value, use and reasonable enjoyment of property in the vicinity will not be adversely affected.

8. Site plan in accordance with the requirements of Article **XIV**.
9. Any additional information as may be required in accordance with the requirements of the zoning district in which the conditional use is proposed to be located.

D. *Commission Action On Conditional Use Permit.*

1. The Commission shall hold a public hearing on an application for conditional use permit. Notice of hearing shall be made in accordance with the provisions of Section **400.360(B)**.
2. Upon conclusion of the public hearing, the Commission shall transmit to the Board of Aldermen its recommendation containing specific findings of fact on the proposed conditional use and any conditions, safeguards and restrictions that the Commission recommends be imposed to ensure compliance with the standards set forth in Subsection (**G**) to avoid, minimize or mitigate potentially adverse effect of the conditional use on the community and properties in the vicinity. The record of Commission action shall be sent to the Board of Aldermen within thirty (30) days of the Commission's decision.

E. *Board Of Aldermen Action On Conditional Use Permit.*

1. The Board of Aldermen shall hold a public hearing on an application for conditional use permit. Notice of hearing shall be made in accordance with the provisions of Section **400.360(B)**.
2. The Board of Aldermen may, by ordinance, authorize the issuance of a conditional use permit for such use as recommended by the Commission or may reverse or modify such decision by a majority vote of the full Board of Aldermen. In authorizing said conditional use permit, the Board of Aldermen may impose additional conditions or restrictions as it may determine necessary to ensure compliance with the standards set forth in Subsection (**G**) to avoid, minimize or mitigate potentially adverse effect of the conditional use on the community and properties in the vicinity. All such conditions or restrictions shall be set out in the ordinance approving the conditional use permit.

F. *Permit Validity Time Period.* Any conditional use permit authorized shall be validated within six (6) months from the date of approval by the Board of Aldermen or such conditional use permit shall be nullified. The conditional use permit shall be considered validated if a building permit is obtained and the erection or alteration of a structure is started or if an occupancy permit is obtained and the conditional use is commenced. The Board of Aldermen may grant one (1) additional extension of time not exceeding six (6) months, without notice or hearing. Requests for time extension shall be made by filing an application with the City Clerk before the expiration date. If the applicant fails to submit the request for time extension within the specified period, an application for conditional use permit shall be filed in accordance with the provisions of Subsection (**C**) through Subsection (**E**).

G. *Conditional Use Standards.* A conditional use permit shall be granted only if evidence is presented at the public hearings that the conditional use will comply, to the extent applicable, with the following standards:

1. The conditional use will be consistent with the policies and intent of the Willard Comprehensive Plan and the Willard Land Development Regulations.
2. The conditional use will not increase flood or water damage hazard to adjoining properties.
3. The conditional use will not generate noise that exceeds the sound levels that are typical of uses permitted in the district.
4. Adequate access roads or entrance and exit drives will be designed and provided to prevent traffic hazards and to minimize traffic congestion at the site.
5. Street right-of-way and pavement width in the vicinity of the conditional use is or will be adequate for traffic reasonably expected to be generated by the proposed use.

6. Glare of stationary or vehicular lights from the conditional use will not adversely affect the character of the neighborhood and if such lights will be visible from a residential district, measures to shield or direct lights to mitigate glare are proposed.
7. The conditional use will not have any substantial adverse effect upon the use or enjoyment of adjacent and nearby property or conditions affecting the public health, safety and welfare.
8. The conditional use will be designed, constructed and operated so as not to interfere with the development and use of adjacent property in accordance with the applicable zoning district regulations.
9. In the case of existing structures to be converted to a use requiring a conditional use permit, the structure shall meet all fire, health, building, plumbing and electrical requirements of the City of Willard.
10. The conditional use otherwise complies with all applicable regulations of this Chapter.

H. *Conditional Use Permits For Towers.*

1. *Purpose.* The purpose of these restrictions is to:
 - a. Minimize the adverse effects of towers on aesthetic and property values through careful design, siting and vegetative screening;
 - b. Avoid potential damage to adjacent properties from tower failure and falling ice through engineering and careful siting of tower structures;
 - c. Lessen traffic impacts on local streets; and
 - d. Maximize use of existing towers to reduce the number of towers needed.
2. *Applicability.* In addition to the provisions and restrictions listed above for a conditional use permit, the following requirements for conditional use permit shall also apply to all zoning districts where towers are permitted as a conditional use and to all zoning districts where towers are permitted as a principal or accessory use where:
 - a. The tower exceeds one hundred (100) feet in height; or
 - b. The tower is on a building, exceeds twenty (20) feet in height as measured from the top of the building and the combined height of the building and tower exceeds one hundred (100) feet.
3. *Exemptions.* An antenna and tower for the following uses are exempt from these requirements and are permitted uses in any district if accessory to a permitted use and if they comply with the applicable regulations of the district in which situated:
 - a. Ham radios.
 - b. Citizen band radios.
4. *Approval standards.* All applications for a conditional use permit for a tower shall comply with the following requirements. Site includes all property described by the legal description submitted with the conditional use permit application and may be only part of a larger parcel.
 - a. Structures shall be set back from adjoining residential-zoned property, property or streets sufficient to:
 - (1) Contain on-site substantially all ice-fall or debris from tower failure;
 - (2) Preserve the privacy of adjoining residential zoned property. The site is of sufficient size to comply with this standard if:
 - (a) Accessory structures comply with the setback standards in the zoning district;

- (b) The tower base is set back from adjoining residential-zoned property, public property or a street by a distance equal to fifty percent (50%) of the height of the tower up to one hundred (100) feet, plus one (1) foot for each foot over one hundred (100) feet in height, unless the tower is designed for collocation of at least two (2) additional carriers, in which case the setbacks for structures in the zoning district where the tower is located shall be complied with or the distance between the tower base and guy wire anchors, whichever is greater;
 - (c) The tower is set back from adjoining land in other districts by the rear yard setback required in the adjoining district;
 - (d) Guy wire anchors are set back at least twenty-five (25) feet from an adjoining residential-zoned property, public property or a street; and
 - (e) Guy wire anchors are set back at least the rear yard setback from adjoining land in other districts.
 - b. Set back requirements for towers shall be measured from the center of the tower to the property line of the parcel on which it is located. The tower shall be set back from other on- and off-site towers and supporting structures far enough so one (1) tower will not strike another tower or support structure if a tower or support structure fails.
 - c. The tower shall have the least practicable adverse visual effect on the environment.
 - d. Existing on-site trees and shrubs shall be preserved to the maximum extent practicable.
 - e. Traffic associated with the facility shall not adversely affect adjoining streets. Vehicular access shall be limited to a major street if the site adjoins both a major and local street.
 - f. Adequate off-street parking shall be provided to accommodate workers, employees, invitees and others who may be on location on account of the location of the tower.
 - g. The applicant shall demonstrate that the planned equipment cannot be accommodated on an existing or approved tower or location.
5. *Application contents.* An application for approval of a conditional use permit for a new tower shall include the following in addition to the application requirements of Subsection (C):
- a. A site plan drawn to scale and identifying the site boundary; tower(s); guy wire anchors; existing and proposed structures; vehicular parking and access; existing vegetation to be retained, removed or replaced; and uses, structures and land-use designations on the site and adjoining parcels;
 - b. A plan drawn to scale showing proposed landscaping, including species type, size, spacing and other features; and
 - c. Evidence that the planned transmission facilities cannot be accommodated on an existing or approved tower and that the planned tower cannot be accommodated on an existing or approved tower site. The Board of Aldermen may consider expert testimony to determine whether other towers or sites could accommodate the planned facilities and whether fees and costs associated with the use of an existing or planned tower or site is reasonable.
6. *Conflict with FCC or FAA regulations.* In the event there is a conflict between these regulations and Federal Communications Commission (FCC) or Federal Aviation Administration (FAA) regulations, the FCC or FAA regulations shall govern.

PUBLIC NOTICE

Notice is hereby given that the Willard Planning and Zoning Commission shall meet on October 26, 2021 at 7:00 p.m. and the Willard Board of Aldermen shall meet on November 8, 2021 at 7:00 p.m. at Willard City Hall, 224 W. Jackson, to conduct a public hearing to consider the application for Conditional Use for Chester (Chet) and Amy Cornelison. The parcel involved being located on 306 E Jackson, Willard, MO, further identified by Greene County Assessor as Parcel #0726108087. The Board will take public comments at this meeting. If you are unable to attend this meeting, you are welcome to send any comments in support of, in opposition to, or general inquiries regarding this request for Conditional Use to Jennifer Rowe, City Clerk at:

City of Willard
P.O. Box 187
Willard, MO 65781
(417) 742-5302
clerk@cityofwillard.org

If you have special needs, which require accommodation, please notify City personnel at City Hall. Accommodations will be made for your needs. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at the information above.

[Address Search](#) [Real Property Search](#) [Owner Search](#) [Advanced](#) [Map Search](#)

- enter a parcel id -



Select your measure tool from the measurement panel.
(area or distance).
Then single click on the map to start, single click again to
end each line, double click to finish and get the
measurement result.

List of Property Owners

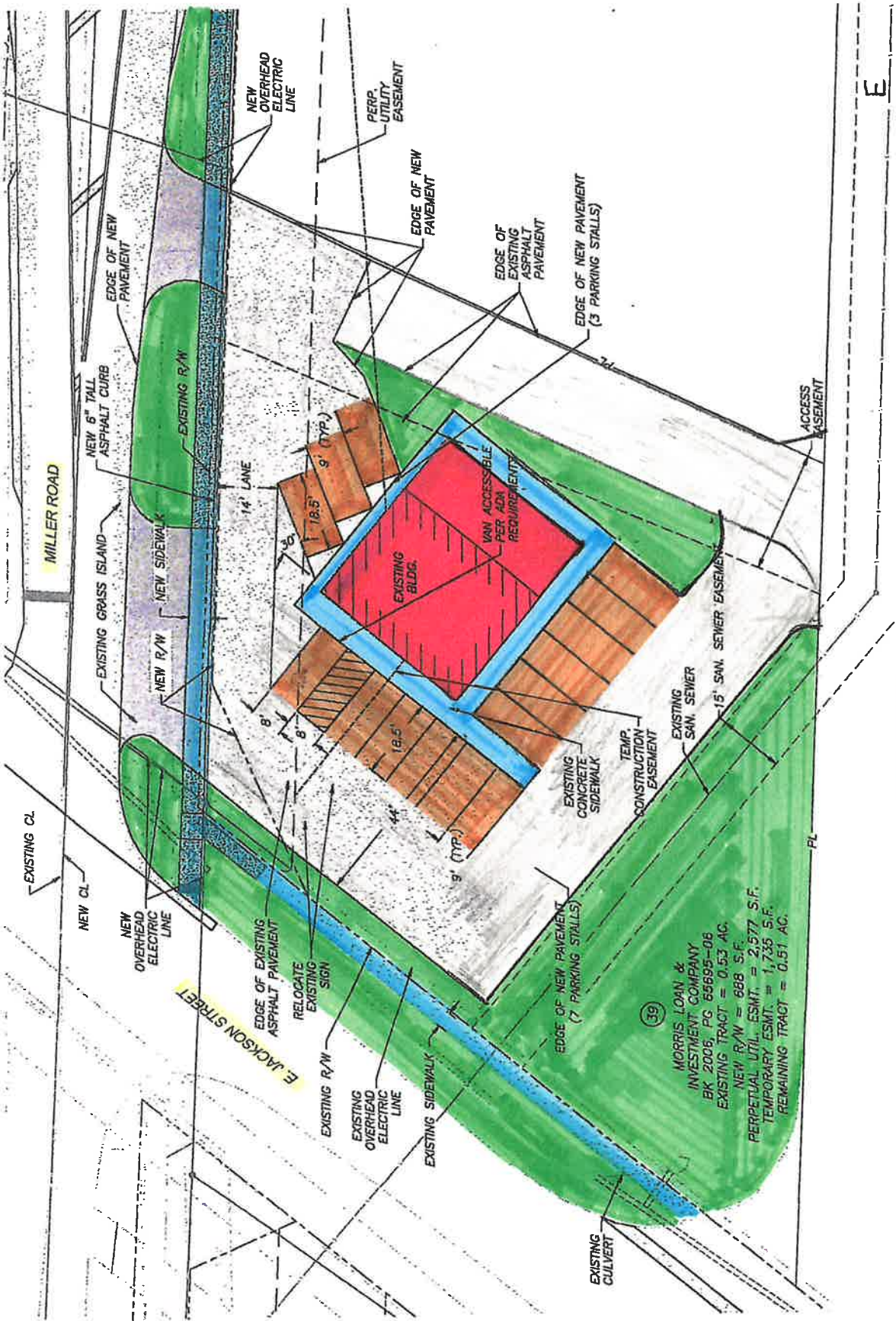
1. **Cornelison Properties:** 306 E Jackson St Willard, MO 65781
Mailing Address: 7298 W Farm Road 112 Springfield, MO 65802
2. **405 Beam Family Trust:** 405 E Beam St Willard, MO 65781
Mailing Address: PO Box 2911 Springfield, MO 65801
3. **Ozark Greenways Inc:** W Jackson St Willard, MO 65781
Mailing Address: PO Box 50733 Springfield, MO 65805
4. **Coco Investments LLC:** 408 E Jackson St Willard, MO 65781
Mailing Address: 2063 E Kahler Ct Springfield, MO 65804
5. **William Edward Stokes Trust:** 302 S Miller Rd Willard, MO 65781
Mailing Address: 5014 N Farm Rd 125 Springfield, MO 65803
6. **Walter R Fouraker:** 304 S Miller Rd Willard, MO 65781
Mailing Address: 304 S Miller Rd Willard, MO 65781
7. **George Carden LLC:** E Jackson St Willard, MO 65781
Mailing Address: 3901 W State Hwy O Springfield, MO 65803
8. **Morris Loan & Investment Co:** 304 E Jackson St Willard, MO 65781
Mailing Address: 3078 S Delaware Ave Springfield, MO 65804
9. **Connie J Condict Trust:** 302 E Jackson St Willard, MO 65781
Mailing Address: 2063 E Kahler Ct Springfield, MO 65804
10. **Willard Consolidated School:** 110 S Mill Rd Willard, MO 65781
Mailing Address: PO Box 98 Willard, MO 65781

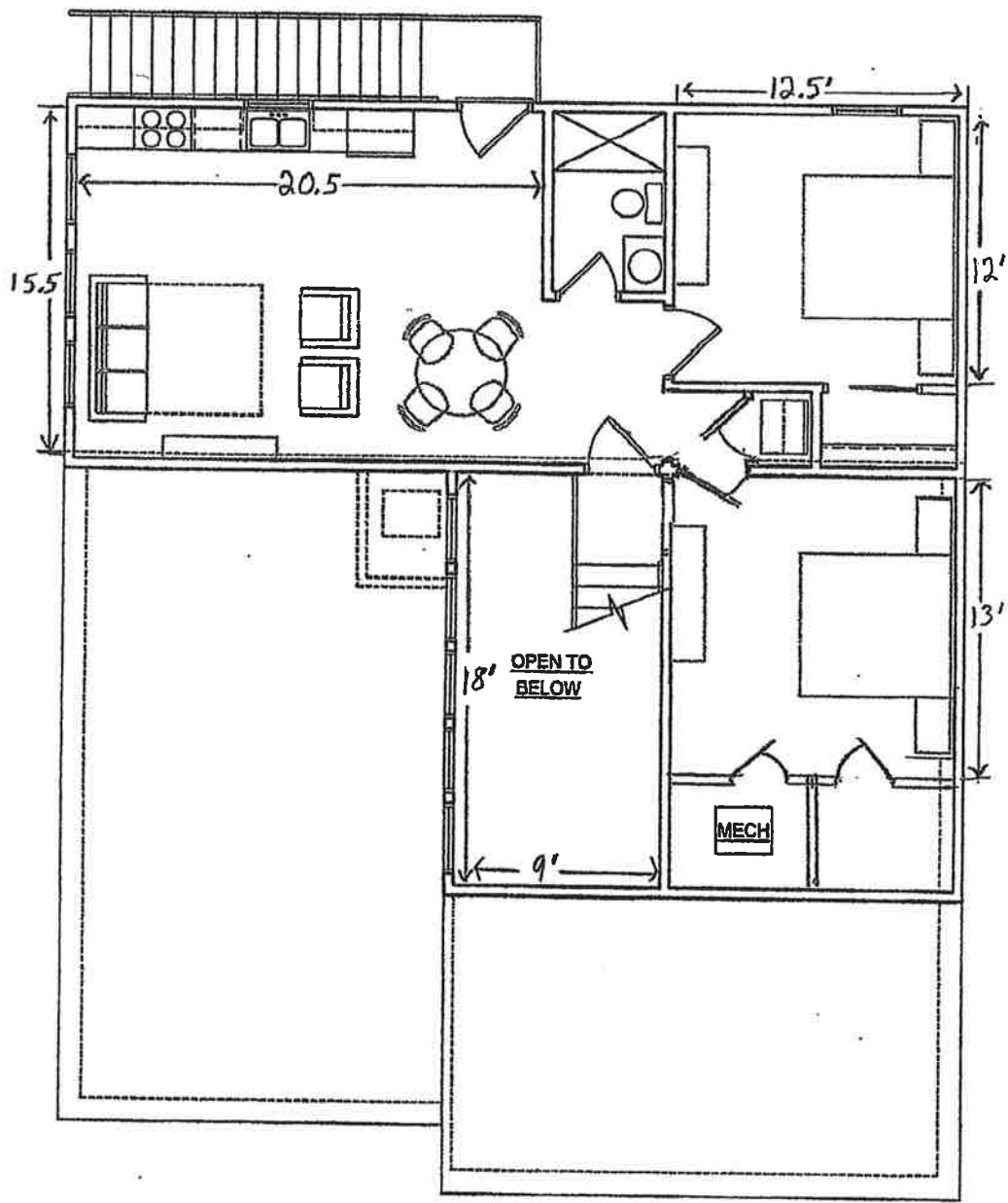


W

N
E
S

CORNELISON PROPERTIES, LLC - CHET CORNELISON - STATE FARM





AN ORDINANCE

AN ORDINANCE GRANTING A CONDITIONAL USE AND AUTHORIZING A CONDITIONAL USE PERMIT PERMITTING A SHORT-TERM RENTAL AT 306 E. JACKSON, WILLARD MISSOURI, IN C-2 DISTRICT, OF THE FOLLOWING DESCRIBED PROPERTY:

A TRACT OF LAND LOCATED IN THE SE ¼ OF THE NE ¼ OF SECTION 26, T-30-N, R-23-W, WILLARD, GREENE COUNTY, MISSOURI: COMMENCING AN EXISTING RAILROAD SPIKE AT THE SE CORNER OF SAID SE ¼ OF THE NE ¼; THENCE N02*15'32"E, 893.77 FEET ALONG THE EAST LINE OF SAID SE ¼ OF THE NE ¼; THENCE N87*52'45"W, 30.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE N02*15'32"E, 89.89 FEET ALONG SAID WEST RIGHT-OF-WAY LINE FOR THE POINT OF BEGINNING; THENCE N64*45'15"W, 153.32 FEET; THENCE N02*15'32"E, 188.41 FEET TO THE INTERSECTION WITH SOUTH RIGHT-OF-WAY LINE OF JACKSON STREET; THENCE S50*45'10"E, 175.55 FEET ALONG SAID SOUTH RIGHT-OF-WAY LINE TO THE INTERSECTION WITH SAID WEST RIGHT-OF-WAY LINE OF MILLER ROAD; THENCE S02*15'32"W, 142.27 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING. CONTAINING 0.53 ACRES SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

WHEREAS, Chester and Amy Cornelison, owners of the commercial dwelling at 306 E Jackson, Willard Missouri (the "Applicant") has filed an application for a Conditional Use Permit for a short-term rental at 306 E Jackson, Willard Missouri; and

WHEREAS, the application was referred to the Planning and Zoning Commission of the City of Willard, Missouri; and

WHEREAS, at their meeting on October 26, 2021 the Planning and Zoning Commission recommended that the Conditional Use Permit be approved; and

WHEREAS, due and proper notice of public hearing on said application to be held on November 08, 2021, at 7:00 p.m. before the Board of Aldermen of the City of Willard, Missouri, was duly published in the Greene County Commonwealth, a newspaper of general circulation in the City of Willard, Missouri; and

WHEREAS, due notice by first-class mail of the public hearing at the time and date aforesaid was given to all property owners within one hundred eight-five (185) feet of the subject property, as shown on the tax records of Greene County, Missouri; and

WHEREAS, City of Willard caused to be posted a sign giving notice of the public hearing at the time and date aforesaid; and

WHEREAS, said hearing was opened by the Board of Aldermen at the time and place advertised, and all statements, comments and objections made by those present concerning the

application and issuance of said Conditional Use Permit were duly heard and considered by the Board; and

WHEREAS, Conditional Use is to comply with the following standards as set forth in Section 400.330 (G) of the City of Willard Land Development Regulations adopted April 13, 2009; and,

1. The conditional use will be consistent with the policies and intent of the Willard Comprehensive Plan and the Willard Land Development Regulations.
2. The conditional use will not increase flood or water damage hazard to adjoining properties.
3. The conditional use will not generate noise that exceeds the sound levels that are typical of uses permitted in the district.
4. Adequate access roads or entrance and exit drives will be designed and provided to prevent traffic hazards and to minimize traffic congestion at the site.
5. Street right-of-way and pavement width in the vicinity of the conditional use is or will be adequate for traffic reasonably expected to be generated by the proposed use.
6. Glare of stationary or vehicular lights from conditional use will not adversely affect the character of the neighborhood, and if such lights will be visible from the residential district, measures to shield or direct lights to mitigate glare are proposed.
7. The conditional use will not have any substantial adverse effect upon the use or enjoyment of adjacent and nearby property or conditions affecting the public, health, safety and welfare.
8. The conditional use will be designed, constructed and operated so as not to interfere with the development and use of adjacent property in accordance with the applicable zoning district regulations.
9. In the case of existing structures to be converted to a use requiring a conditional use permit, the structure shall meet all fire, health, building, plumbing and electrical requirements of the City of Willard.
10. The conditional use otherwise complies with all applicable regulations of this Ordinance.

WHEREAS, the Conditional Use will also comply with the following additional requirements as set out by the Planning and Zoning Commission and the Board of Aldermen.

1. The owner of a short-term rental shall not rent the unit for receptions, parties, weddings or similar events.
2. The owner shall not rent the unit for more than 30 consecutive days.
3. The owner shall apply for renewal of a business license annually.
4. The owner shall conspicuously in the unit post the following information:
 - a. Name & Contact information of the person responsible for day-to-day operations
 - b. The certificate of occupancy and business license
 - c. The restrictions on noise levels in accordance with Willard Municipal Code 400.1530
 - d. Any applicable parking restrictions
 - e. Trash collection schedule

First Read: 11/8/2021

Bill No: 21-36

Second Read: 11/8/2021

Ordinance No.: 211108

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

Section 1. Pursuant to Article 400.330 et seq. of the Land Development Regulations for the City of Willard, Missouri, a Conditional Use, subject to the aforementioned conditions, is authorized and granted to Chester and Amy Cornelison, Willard Missouri.

Section 2. Pursuant to Article 400.330, the Board of Aldermen, in authorizing the conditional use permit, imposed no additional conditions.

Section 3. The City Clerk is authorized and directed to issue a Conditional Use Permit as authorized herein.

Section 4. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

READ TWO TIMES AND PASSED AT MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THE 8TH DAY OF NOVEMBER 2021.

Approved as to form: _____
Ken Reynolds, City Attorney

APPROVED BY:

ATTESTED BY:

SAMUEL SNIDER, MAYOR

JENNIFER ROWE, CITY CLERK

READ TWO TIMES AND PASSED at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the _____ day of _____, 2021.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

First Read: 11/8/2021

Bill No: 21-36

Second Read: 11/8/2021

Ordinance No.: 211108

SAM BAIRD

LONDON HALL

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

CITY OF WILLARD, MISSOURI

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



Agenda Items # 9

Ordinance amending the Agreement with Alltel Corporation d/b/a Verizon Wireless. (1st & 2nd Read) Discussion/Vote.

First Reading: 11/08/21

Second Reading: 11/08/21

Council Bill No.: 21-35

Ordinance No.: 211108

AN ORDINANCE

AMENDING THE AGREEMENT WITH ALLTEL CORPORATION d/b/a VERIZON WIRELESS, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard and Verizon Wireless, or their predecessors-in-interest, are parties to the Water Tower Attachment Communication Site Agreement dated December 1, 2000 (the "Agreement"), whereby Owner has leased a portion of Owner's property (as defined in the Agreement) to Tenant to construct, operate and maintain a communications facility; and

WHEREAS, the City of Willard and Verizon Wireless agree to amend the Agreement to grant Tenant an additional utility easement on the City's property, and to otherwise amend the Agreement as provided herein.

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 Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the amended agreement with Alltel Corporation d/b/a Verizon Wireless to provide the services described in Exhibit "A".

Section 2: 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.

Mayor

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2021.

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

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LANDON HALL

MEMBERS OF THE BOARD OF ALDERMEN:
SECOND (2nd) READING

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LANDON HALL

**FIRST AMENDMENT TO WATER TOWER
ATTACHMENT COMMUNICATION SITE AGREEMENT**

This First Amendment to Water Tower Attachment Communication Site Agreement ("Amendment") is made this ____ day of _____, 2021, by and between the City of Willard, Missouri (the "Owner"), and Alltel Corporation d/b/a Verizon Wireless ("Tenant"), with reference to the facts set forth in the Recitals below:

RECITALS

WHEREAS, Owner and Tenant, or their predecessors-in-interest, are parties to the Water Tower Attachment Communication Site Agreement dated December 1, 2000 (the "Agreement"), whereby Owner has leased a portion of Owner's property (as defined in the Agreement) to Tenant to construct, operate and maintain a communications facility; and

WHEREAS, Owner and Tenant agree to amend the Agreement to grant Tenant an additional utility easement on the Owner's property, and to otherwise amend the Agreement as provided herein.

AGREEMENT

NOW, THEREFORE, in consideration of the facts contained in the Recitals above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Utility Easement. The description of the "Premises" contained in Paragraph 1 of the Agreement is amended to include a non-exclusive utility easement for the installation, operation and maintenance of utilities, wires, cables, conduits and pipes, including fiber optic cables and conduits, running between and among the various portions of the Premises and over, under and through the property, to all necessary electrical, telephone, fiber and other similar support services located on the property or the nearest public right of way (the "Utility Easement"). Tenant's use of the Utility Easement shall not interfere with any other utilities presently located on the property, including, but not limited to, the waterlines at the property, and shall terminate upon (i) the abandonment of the site by Tenant, (ii) by the removal of the equipment by Tenant, or (iii) the expiration or termination of the Agreement, whichever occurs first.

2. Exhibit B. Exhibit B to the Agreement is hereby supplemented to include the Utility Easement, as shown on Exhibit B (First Amendment), attached hereto and incorporated herein by this reference. Any references in the Agreement to Exhibit B shall hereafter also include Exhibit B (First Amendment).

3. Notices. Paragraph 17 of the Agreement is hereby amended to update Tenant's notice address with the following:

Alltel Corporation
d/b/a Verizon Wireless
Attn: Network Real Estate
180 Washington Valley Road
Bedminster, New Jersey 07921

4. Assignment. Paragraph 20 of the Agreement is hereby amended by adding the following sentence at the end of the paragraph:

“No change of stock ownership, partnership interest or control of Tenant or transfer upon partnership or corporate dissolution of Tenant shall constitute an assignment by Tenant so long as FCC approval is not required or the FCC otherwise approves or does not object to such change of ownership or control.”

5. Continued Effect. Except as specifically modified by this Amendment, all of the terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term and provision of the Agreement and this Amendment, the terms and provisions of this Amendment shall control. In addition, except as otherwise stated in this Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment.

[Signature Page Follows]

IN WITNESS WHEREOF, Owner and Tenant have caused this Amendment to be executed by each party's duly authorized representative effective as of the date first above written.

OWNER:

City of Willard, Missouri

By: _____

Name: _____

Title: _____

Date: _____

TENANT:

Alltel Corporation
d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____

Exhibit B (First Amendment)

(See Attached Survey)

CITY OF WILLARD, MISSOURI

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



Agenda Items # 10

Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (1st Read) Discussion/Vote.

First Reading: 11/08/21

Second Reading: 11/22/21

BILL NO: 21-37

ORDINANCE NO: 211108

AN ORDINANCE

AN ORDINANCE CALLING FOR THE REGULAR ELECTION IN THE CITY OF WILLARD, MISSOURI, FOR THE PURPOSE OF HAVING THE QUALIFIED VOTERS OF SAID CITY ELECT THREE (3) ALDERMEN, DESIGNATING A TIME OF HOLDING SAID ELECTION, PRESCRIBING THE INFORMATION FROM THE BALLOT TO BE USED, AND AUTHORIZING THE CITY CLERK TO GIVE SUCH INFORMATION AND NOTICE OF SAID ELECTION TO THE COUNTY CLERK OF GREENE COUNTY.

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

Section 1: The annual City election shall be held on April 5th, 2022 as provided by Missouri Revised Statutes with the polling places, judges, and clerks, as may be provided by the County Clerk, as the same is now set forth by the Missouri Revised Statutes.

Section 2: At the said election, the following offices shall be on the ballot and filled by the election for a term of office of two (2) years:

- One (1) Alderman for Ward I (two (2) year term)
- One (1) Alderman for Ward II (two (2) year term)
- One (1) Alderman for Ward III (two (2) year term)

Section 3: The filing deadline to be a candidate for any of the above offices to be filled at said election is 5:00 p.m. on December 28, 2021.

Section 4: The City of Willard, Missouri, is hereby authorized and directed to give notice of said election to the County Clerk of Greene County who will be responsible for causing the same to be published in a newspaper of general circulation, a notice of the time, place of holding and purpose of said election. The County Clerk will determine the dates for said election to be published in accordance with the requirements of the Missouri Revised Statutes.

Section 5: The County Clerk of Greene County is hereby designated as the election authority for the administration of the election as his duties are defined and set forth in the Missouri Revised Statutes, as amended, and that the County Clerk is hereby authorized and directed to prepare the necessary voter registration books and election forms and supplies and shall cause the same to be delivered to the judge of said election.

Section 6: The City Clerk of the City of Willard is hereby authorized and directed to and did give notice of the vacancies to be filled by said election and of the filing deadline to be a candidate. Said notice was and is to be published at least once preceding the filing deadline of the 28th day of December, 2021.

Section 7: 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 8: 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 (1) or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

First Reading: 11/08/21

Second Reading: 11/22/21

BILL NO: 21- 37

ORDINANCE NO: 211108

Section 9: 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.

Approved as to form: _____
Ken Reynolds, City Attorney

APPROVED BY:

SAMUEL SNIDER, MAYOR

ATTESTED BY:

JENNIFER ROWE, CITY CLERK

READ TWO TIMES AND PASSED at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the _____ day of _____, 2021.

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

First Reading: 11/08/21

Second Reading: 11/22/21

BILL NO: 21-37

ORDINANCE NO: 211108

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

CITY OF WILLARD, MISSOURI

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



Agenda Items # 11

Discussion/Vote to approve Liberty Utility Streetlight Changes.

- a. Jackson & Main.
- b. 205 S. Main

The Empire District Electric Company

Work Order # 936713

Request for Change in Street Lighting Service

Missouri
City of Willard

Pursuant to a Resolution adopted by the governing body of the **City of Willard** hereinafter called CITY, on the **27th** day of **October, 2021** **The Empire District Electric Company**, hereinafter called COMPANY, is hereby requested to make the following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	QTY	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
Install	205 S Main UFLID 714676	7,500L-9,500L 150W eq LED 1 Cobrahead	1	\$74.03		\$ 345.91	
Remove	205 S Main UFLID 714676	6,000L 70W HPS Open Bottom	1		\$79.80		\$ 171.47
Subtotals - Annual Energy Charge and Facility Usage Charge for this Request				\$74.03	\$79.80	\$ 345.91	\$ 171.47
A Annual Energy Charge for this Request (Install minus Remove)				-\$5.77			
B Total Facility Usage Charge for this Street Light Request (Install minus Remove)						\$ 174.44	

The CITY agrees that the AGREEMENT shall be amended as follows:

- C Total Facility Usage Charge for this Request (Total Line B) \$174.44
- D Annual Facility Usage Charge to City for this Request (Total Line C X 9%) \$15.70
- E Annual Energy Charge for this Request (Total Line A) -\$5.77
- F **Annual Facility Usage and Energy Charge for this Request** (Total Line D plus/minus Line E) \$9.93
- G Monthly Increase/Decrease to be Paid by City for this Request (Total Line F divided by 12 months) **\$0.83**

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed. This contract and any ancillary agreements may be executed in counterparts, each of which shall be deemed an original and all of which, taken together, shall be deemed to be one agreement, and signatures by fax or other electronic transmission are acceptable and shall constitute an original signature for all purposes.

Executed at _____ this _____ day of _____
 (SEAL)
 ATTEST: _____
 _____ By _____
 Clerk of Willard Mayor or Board Chairman

ACCEPTANCE

The COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

Mercury Vapor Lights		High Pressure Sodium Lights		Metal Halide Lights		Light Emitting Diode Lights	
7,000L - 175W	107	6,000L - 70W	21	12,000L - 175W	0	7,500 - 9,500L - 150W	6
11,000L - 250W	13	16,000L - 150W	203	20,500L - 250W	0	13,000 - 16,000L - 250W	8
20,000L - 400W	2	27,500L - 250W	6	36,000L - 400W	0	19,000 - 22,000L - 250W	0
53,000L - 1,000W	0	50,000L - 400W	1	110,000L - 1,000W	0		
		130,000L - 1,000W	0				

WO# 936713	DATE COMPLETED _____	
CURRENT INVESTMENT CHARGE	ANNUAL FACILITY USAGE CHARGE	ACCUMULATIVE INVESTMENT CHARGE
\$174.44	\$26,028.43	\$289,204.73

The Empire District Electric Company

Company Representative Completing Contract: Rick Wingender

Executed at Joplin, Mo this _____ day of _____ By _____
 (VICE PRESIDENT)

CITY OF WILLARD, MISSOURI

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



Agenda Items # 12

Discussion/Vote on Sponsorship of Missouri BAM.

Official Big BAM 2022 Overnight Town Sponsorship Agreement With the City of Willard for June 13-14, 2022.

Big BAM LLC agrees to provide in the Overnight Town Sponsorship:

Print, Digital Media, and Promotion

- Your town featured in our 8-page Big BAM 2022 Rider Guide. This guide (print and digital) will serve as a visitor guide to your area. Your town will have a full page advertorial, produced by Missouri Life Media in consultation with someone you designate, in the Big BAM 2022 Ride Guide.
 - The Big BAM 2022 guide will feature fun, interesting and exciting things in your area and along the route along featuring: wineries, breweries, distilleries, restaurants and what makes your area unique.
 - Distribution:
 - 5,000 copies to 500 bikes shops primarily in the Midwest, cycling clubs and cycling expos.
 - 6 Full page ads in Missouri Life magazine.
 - National marketing using Facebook and other digital and print platforms.
 - Your live-linked logo featured in the following places:
 - On www.bigbamride.com (includes click through to your website) and linked from www.missourilife.com
 - On all Big BAM 2022 promotional materials and infrastructure. Including but not limited to:
 - 100 Posters
 - 5,000 4 x 6" card for bike shops
 - Stage Banners
 - Print Advertising
 - Including your logo on advertisements for Big BAM 2021 in Missouri Life Magazine starting in 2021
 - The 2022 Big BAM route cards distributed to attendees on the first day of the event.
 - Miscellaneous promotional materials
 - In all Press Releases and publicity efforts.
 - Use of the Big BAM logo for merchandising and promotion.
 - Examples could include but are not limited to:
 - Hats
 - Koozies
 - Tee-Shirts
 - Artwork
 - Excludes use of Big BAM Logo on Bike Jerseys

Event Logistics Provided by Big BAM LLC at no cost to your town:

1. Official Beer & Beverage Vendor/Sponsor in compliance with all sales state and local laws and regulations.
2. Liability insurance for the two days the event is held in your town.
3. Two Big BAM official food vendors. (If needed; we always prefer local restaurants if they can work with us.)
4. Event staff to oversee and manage support crews including set-up and break-down of event.
5. All infrastructure for the ride, such as gear transport for riders, SAG shuttles, and shower trailers.
6. Event stage (if needed) and sound production.
7. Final trash and equipment check of the event venue.
8. Consulting with your town representative and safety team on route into and out of town and availability of local medical facilities or assistance.
9. Consulting with MoDOT and Highway Patrol to avoid route roadwork and also awareness.
10. Consulting on ideal event location and set-up.
11. On-site visit with Big BAM director and the Shower and Gear Transport Vendor.

Your Town agrees to provide the following at no cost to Big BAM LLC:

1. A single town representative who will be the primary contact with Big BAM LLC.
2. A single safety representative who will consult and provide assistance to Big BAM LLC.
3. Road barriers and signage for areas you wish to block off for the event.
4. Camping area with substantial green space of around 1-2 acres. Needs to be able to accommodate 300-400 tents.
5. Vendor area with enough space to accommodate 6 Big BAM Sponsor vendor booths and up to 4 additional vendor booths that your town may sell to or allow vendors to use.
6. Bag drop-off and pick-up area with space for a large tent and easy access for 2-4 semi trucks.
7. Parking for up to 6 Big BAM crew vehicles near the stage and camping areas.
8. Adequate parking for attendees and locals who might wish to visit.
9. Fire hydrant or similar water source of safe, potable drinking water.
10. Fire hydrant and sewer hookup for shower trucks.
11. One portable toilet for every 50 registered riders as of the week before the event date.
12. One ADA portable toilet on site.
13. Toiletry supply for portable toilets, including toilet paper and either hand sanitizer or portable hand-washing station.
14. A satisfactory amount of trash and recycling bins in the event venue.
15. Free shuttle buses from campground area to event area to restaurants and drinking establishments in your town, if they are not within just a few blocks.
16. If your town is at the beginning or end of the ride we will need a designated long term parking area.

We, the undersigned agree to provide the items and services listed in the points listed above as well \$2,500 to Big BAM LLC by Sept 1, 2021.

_____ date _____

Please Print Name: official title:

CITY OF WILLARD, MISSOURI

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



Agenda Items # 13

Discussion/Vote to accept the bid for HVAC.

HVAC Bid Tab: 11/03/2021 @ 2:15 p.m.

NAME	AMOUNT	INCLUDES
DeLong Plumbing Option 1	\$25,087.02	92.1% Efficiency, 14 SEER, 1yr labor, 5yr parts, 20 yr heat exchanger warranty
DeLong Plumbing Option 2	\$26,511.00	92.1% Efficiency, 15 SEER, 1yr labor, 5yr parts, 20 yr heat exchanger warranty
DeLong Plumbing Option 3	\$26,951.01	92.1% Efficiency, 16 SEER, 1yr labor, 5yr parts, 20 yr heat exchanger warranty
Baker Mechanical	\$26,320.00	95% Efficiency, 14 SEER
Jameson Heating & Air	\$26,850.00	95% Efficiency, 16 SEER, 1yr labor, 5yr parts, 5yr compressor warranty