

# **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**

**May 13, 2024**

**6:00 p.m.**

**Willard City Hall**

**224 W. Jackson St.**

#### **Mayor**

**Sam Baird**

#### **Board Members**

**Troy Smith - Mayor Pro-Tem**

**David Keene**

**Scott Swatosh**

**Casey Biellier**

**Joyce Lancaster**

**Carol Wilson**

**[www.cityofwillard.org](http://www.cityofwillard.org)**

# CITY OF WILLARD, MISSOURI

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Agenda Item #2

## Agenda Amendments/Approval of Agenda

**CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
MAY 13, 2024  
6:00 P.M.**

Posted May 10, 2024, 10:30 a.m.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **6:00 p.m.** May 13, 2024, at the Willard City Hall, 224 W. Jackson St., Willard, MO.

The tentative agenda of this meeting includes:

**PLEDGE OF ALLEGIANCE**

Call the meeting to order.

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

**3. Consent Agenda:**

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

- a. Minutes from the Regular Meeting April 22, 2024
  - b. April/May 2024 Outstanding invoices, checks, and draft paid invoices
  - c. Department Head Reports
  - d. Board Attendance Report
4. **Current Outstanding Invoices, Draft and Check Paid Invoices for April/May 2024. Discussion/Vote**
  5. **Citizen Input**
  6. **Adopt new job description for City Clerk. Discussion/Vote**
  7. **Ordinance adopting new amendments to the Willard Municipal Code City Clerk section #115.100. (1<sup>st</sup> Read) Discussion/Vote**
  8. **Appoint Janice Gargus as the new City Clerk and administer Oath of Office. Discussion/Vote**
  9. **Adopt new job description for Human Resources Director. Discussion/Vote**
  10. **Adopt new organizational chart. Discussion/Vote**

11. **Appoint members to the Board of Adjustments. Discussion/Vote**
  - A. John Williams
  - B. Ray Cook
12. **Rocky Point Preliminary Plat. Discussion/Vote**
13. **ATM Square Final Plat. Discussion/Vote**
14. **Ordinance authorizing the Mayor to accept a proposal and contract with Canon Financial Services to lease a new printer for the utility clerks. (1<sup>st</sup> Read) Discussion/Vote**
15. **Water Tower #3 Recoating. Discussion**
16. **Sanitary Sewer Project Status Report**
17. **Jackson Street Overlay Project Status Report**
18. **New Business**
  - A. Change May 27, 2024, Board of Aldermen Meeting. Discussion/Vote
19. **Recess Open Session**
20. **Open Closed Session pursuant to RSMO Section 610.021 #(1) Legal**
21. **Call the meeting to order**
22. **Roll Call**
23. **Close the Closed Session and Reconvene the Open Session**
24. **Adjourn Meeting**

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

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

Dona Slater  
City Clerk

# CITY OF WILLARD, MISSOURI

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## Consent Agenda Item #3

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

- a. Minutes from the Regular Meeting April 22, 2024
- b. March/April 2024 outstanding invoices, checks and draft paid invoices
- c. Department Head Reports
- d. Board Attendance Report

# CITY OF WILLARD, MISSOURI

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Consent Agenda Item #3a

## Minutes from the Regular Meeting April 22, 2024

CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
APRIL 22, 2024  
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Director of Finance Carolyn Halverson, Police Officer J.D. Landon, Planning and Development Director Mike Ruesch, Director of Parks and Rec Jason Knight, Director of Public Works Justin Sorgen, City Clerk Dona Slater, and City Attorney Holly Dodge.

Attendees: Debbie Thrig, Steve Cobb, Ed Simmons, Larry Jones, Larry Whitman, Mark Lancaster, and Angie Wilson

**Call to Order**

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

**Pledge of Allegiance**

Mayor Baird led the Pledge of Allegiance

**Roll Call**

The City Clerk conducted the Roll Call.

Present: Alderman Troy Smith, Alderman Casey Biellier, Alderman David Keene, Alderman Joyce Lancaster, Alderman Scott Swatosh, Alderman Carol Wilson, and Mayor Sam Baird

**Agenda Amendments/Agenda Approval**

Motion was made by Alderman Smith and seconded by Alderman Keene to approve the agenda as written. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Keene, Wilson, and Swatosh.

**Consent Agenda**

Motion was made by Alderman Smith and seconded by Alderman Biellier to approve the Consent Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Wilson, Lancaster, Keene, and Swatosh.

**Current Outstanding invoices, and draft and check paid invoices for March/April 2024.**

**Discussion/Vote**

Ms. Stewart said the invoice for Letts, Van Kirk and Associates will be discussed as agenda item #9 later in this meeting.

Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the current outstanding invoices, and draft and check paid invoices for March/April 2024 minus the invoice for Letts, Van Kirk and Associates.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

**Citizen Input**

None.

**Re-appoint members to the Park Board for three-year (3) terms. Discussion/Vote**

- a. Fred Burk – term expired February 2024
- b. Brooke Jarvis – term expired February 2024

Mr. Knight said these members' terms have expired. This will be the second re-appointment for Mr. Burks and the first re-appointment for Ms. Jarvis.

Motion was made by Alderman Smith and seconded by Alderman Swatosh to re-appoint Mr. Burks and Ms. Jarvis to three-year (3) terms on the Park Board.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

**Appoint Gary Walker Jr. to the Planning and Zoning Commission for a four-year (4) term.**

**Discussion/Vote**

Mr. Ruesch said the Planning and Zoning Commission is looking to add a couple of new members. The Commission has voted to have two meetings per month on the first and third Tuesdays if needed.

Motion was made by Alderman Keene and seconded by Alderman Biellier to appoint Gary Walker Jr. to the Planning and Zoning Commission for a four-year (4) term.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

**Special Run-off Election for Mayor. Discussion**

Ms. Stewart said that since the April election resulted in a tie for mayor we will have a special election on June 18, 2024. The estimated cost of this election will be a little over twenty-three thousand (\$23,000) dollars. She stated that Mr. Smith said he was fine with a coin toss, but Mr. Snider wanted another election.

**Mission Communications Legacy Upgrades proposal. Discussion/Vote**

Mr. Sorgen said the Missions system is our call out system for all wells and lift stations. It is the brain of our entire system. It notifies us if something isn't correct. Missions has decided that the current equipment is obsolete. We need to upgrade to new equipment. We have to go thru Letts, Van Kirk and Associates for the equipment. This is a quote for the new equipment.

Motion was made by Alderman Biellier and seconded by Alderman Smith to approve the expenditure proposal from Letts, Van Kirk and Associates for equipment to upgrade the Mission Communications Legacy system.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

**Proposed Inflow and Infiltration Section 710.095. Discussion**

Mr. Ruesch said per our contract with Springfield we are required to have Inflow and Infiltration in our City Code. This is a revision of the original proposed code. Some houses have their sump pumps draining directly into the sewer line. This is against code and must be corrected. If citizens do not comply with this code, they will have their water shut off until they come into compliance. Alderman Biellier asked if there was anything less invasive the city can do. Mr. Ruesch said we will work with the property owners to come to an agreement to get this fixed. Attorney Dodge said you can't spend city funds on personal property as this creates liability for the city. Mr. Ruesch said the city will try to be flexible on this.

**New Business**

None.

**Unfinished Business**

None.

**Recess Open Session**

Motion was made by Alderman Smith and seconded by Alderman Lancaster to recess the Open Session and to adjourn into Closed Session pursuant to RSMO Section 610.021 sub #1 for Legal, sub #2 Real Estate, and sub #3 for Personnel and sub #13 for Personnel.

Motion carried with a vote of 6-0. Voting aye: Aldermen Wilson, Keene, Biellier, Lancaster, Smith, and Swatosh.



The Open Session was recessed at 6:28 p.m.

**Open the Closed Session**

Motion was made by Alderman Biellier and seconded by Alderman Lancaster to Open the Closed Session pursuant to RSMO Section 610.021 sub #1 for Legal, sub #2 Real Estate, sub #3 and #13 for Personnel. Motion carried with a vote of 6-0. Voting aye: Aldermen Biellier, Swatosh, Keene, Wilson, Smith, and Lancaster.

The Closed Session convened at 6:33 p.m.

**Close the Closed Session and Reconvene the Open Session**

Motion was made by Alderman Smith and seconded by Alderman Biellier to Close the Closed Session and to Reconvene the Open Session.

Motion carried with a vote of 6-0. Voting aye: Aldermen Swatosh, Keene, Biellier, Lancaster, Wilson, and Smith.

The Open Session reconvened at 7:06 p.m.

**Adjourn Meeting**

Motion was made by Alderman Lancaster and seconded by Alderman Biellier to adjourn the meeting. Motion carried with a vote of 6-0. Voting aye: Aldermen Lancaster, Biellier, Keene, Swatosh, Smith, and Wilson.

The meeting adjourned at 7:07 p.m.

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Dona Slater, City Clerk

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Sam Baird, Mayor

**CITY OF WILLARD  
BOARD OF ALDERMEN**



**AGENDA ITEM #3b  
FINANCE DEPARTMENT**

**ACTION REQUIRED: APPROVAL REQUESTED**

- **April 2024/May 2024 Outstanding Invoices**
- **April 2024/May 2024 Check Paid Invoices and Draft Paid Invoices**



# Expense Approval Report 1

By Vendor Name

Post Dates 4/25/2024 - 5/10/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: AMA300 - ALLGEIER, MARTIN &amp; ASSOCIATES, INC</b>					
ALLGEIER, MARTIN & ASSOCIA	WILL7020007-158	05/09/2024	PROF FEES LFT STN 94 CONSTR-S	20-700-56400	992.00
ALLGEIER, MARTIN & ASSOCIA	WILL7020007-159	05/09/2024	PROF FEES MDWS TRNK SWR - S	20-700-56400	6,408.12
ALLGEIER, MARTIN & ASSOCIA	WILL7023001-01	05/09/2024	94 LS & FM IMPRVMENTS FY2023 CDS GRNT DESGN - S	20-700-95500	53,047.33
<b>Vendor AMA300 - ALLGEIER, MARTIN &amp; ASSOCIATES, INC Total:</b>					<b>60,447.45</b>
<b>Vendor: REP425 - ALLIED SERVICES, LLC</b>					
ALLIED SERVICES, LLC	0394-007544271	05/10/2024	TRASH EXP-ALL	10-100-62300	94.50
ALLIED SERVICES, LLC	0394-007544271	05/10/2024	TRASH EXP-ALL	10-200-62300	63.00
ALLIED SERVICES, LLC	0394-007544271	05/10/2024	TRASH EXP-ALL	20-600-62300	214.42
ALLIED SERVICES, LLC	0394-007544271	05/10/2024	TRASH EXP-ALL	20-700-62300	214.42
ALLIED SERVICES, LLC	0394-007544271	05/10/2024	TRASH EXP-ALL	30-800-62300	695.41
ALLIED SERVICES, LLC	0394-007545849	05/10/2024	RECYCLE CENTER-S	20-700-57200	104.06
ALLIED SERVICES, LLC	0394-007546186	05/09/2024	RECYCLE CENTER EXP-S	20-700-57200	150.00
<b>Vendor REP425 - ALLIED SERVICES, LLC Total:</b>					<b>1,535.81</b>
<b>Vendor: ACS100 - AMAZON CAPITAL SERVICES INC</b>					
AMAZON CAPITAL SERVICES I	1983404	05/09/2024	FIRE HYDRANT HOSE ADAPTERS - W	20-600-52000	70.77
AMAZON CAPITAL SERVICES I	3580263	05/09/2024	HD RATCHET LOAD BINDERS - STS/ S / W	10-300-52000	24.06
AMAZON CAPITAL SERVICES I	3580263	05/09/2024	HD RATCHET LOAD BINDERS - STS/ S / W	20-600-52000	48.12
AMAZON CAPITAL SERVICES I	3580263	05/09/2024	HD RATCHET LOAD BINDERS - STS/ S / W	20-700-52000	48.12
AMAZON CAPITAL SERVICES I	CMKM	05/09/2024	OHM RESISTORS, MARKING PAINT - W	20-600-50130	297.67
AMAZON CAPITAL SERVICES I	T4G4	05/09/2024	PAPER TOWEL DISPNSR KEY CITY HALL-GEN	10-100-50550	12.91
AMAZON CAPITAL SERVICES I	0500243	05/09/2024	SELF-INKING JUDGE RESCHEDULE STAMP - CT	10-250-50700	9.98
AMAZON CAPITAL SERVICES I	7NFK	05/09/2024	ORANGE CONSTRUCTION FENCE-PKS	30-800-50450	226.56
AMAZON CAPITAL SERVICES I	8131408	05/09/2024	RED & BLUE RETENTION FILE FOLDERS - CT	10-250-50700	42.45
AMAZON CAPITAL SERVICES I	9439416	05/09/2024	OWL DECOYS, LETTER OPENERS - PKS	30-800-50700	7.26
AMAZON CAPITAL SERVICES I	9439416	05/09/2024	OWL DECOYS, LETTER OPENERS - PKS	30-800-52000	77.72
AMAZON CAPITAL SERVICES I	2033814	05/09/2024	HVY DTY METAL TURF STAKES - PKS	30-800-50130	74.91
AMAZON CAPITAL SERVICES I	2475403	05/09/2024	DUSK TO DAWN BUILDING LIGHTS - PKS	30-800-50500	279.99
AMAZON CAPITAL SERVICES I	7579463	05/09/2024	FLAT ROPE - PKS	30-800-50130	109.22
AMAZON CAPITAL SERVICES I	5421051	05/10/2024	SOCCER BALLS W/PUMP - PKS	30-800-50180	96.16
AMAZON CAPITAL SERVICES I	0206667	05/10/2024	LAPTOP CASE & STAND, BATTERIES - PKS	30-800-50700	68.49
AMAZON CAPITAL SERVICES I	8001819	05/10/2024	OUTDR ENCLSD CORK BULLETIN BRD DISPLY CASE- PKS	30-800-55200	172.98
<b>Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:</b>					<b>1,667.37</b>
<b>Vendor: APAC100 - APAC CENTRAL, INC</b>					
APAC CENTRAL, INC	7002031220	05/09/2024	COMM SURFACE MILLER RD CULVERT - STS	10-300-51000	26.40

Expense Approval Report 1

Post Dates: 4/25/2024 - 5/10/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
APAC CENTRAL, INC	7002034646	05/09/2024	COMM SURFACE KNIGHT STREET REPAIR - STS	10-300-51000	71.94
APAC CENTRAL, INC	7002038215	05/10/2024	RD PATCH IN FRONT OF PW BLDG - STS	10-300-51000	715.44
APAC CENTRAL, INC	7002041539	05/09/2024	COMM SURFACE REPR WRK IN FRONT OF PW BLDG-STS	10-300-51000	956.34
<b>Vendor APAC100 - APAC CENTRAL, INC Total:</b>					<b>1,770.12</b>
<b>Vendor: APM100 - APPLE MARKET</b>					
APPLE MARKET	4-17-24	05/10/2024	PALLET OF BOTTLED WTR FOR SHOP- STS / W / S	10-300-50130	56.00
APPLE MARKET	4-17-24	05/10/2024	PALLET OF BOTTLED WTR FOR SHOP- STS / W / S	20-600-50130	112.00
APPLE MARKET	4-17-24	05/10/2024	PALLET OF BOTTLED WTR FOR SHOP- STS / W / S	20-700-50130	112.00
<b>Vendor APM100 - APPLE MARKET Total:</b>					<b>280.00</b>
<b>Vendor: AHR100 - ARROWHEAD ROOFING &amp; REPAIR LLC</b>					
ARROWHEAD ROOFING & REP	BALANCE PMT	05/01/2024	REDO FLOORING AT REC CTR 50% BALANCE - PKS	30-800-50500	5,000.00
ARROWHEAD ROOFING & REP	DOWN PMT	05/01/2024	REDO FLOORING AT REC CTR 50% DOWN - PKS	30-800-50500	5,000.00
<b>Vendor AHR100 - ARROWHEAD ROOFING &amp; REPAIR LLC Total:</b>					<b>10,000.00</b>
<b>Vendor: ASC200 - AUTREY SUPPLY CO</b>					
AUTREY SUPPLY CO	22457	05/10/2024	FIELD PAINT - PKS	30-800-50170	100.00
AUTREY SUPPLY CO	22457	05/10/2024	FIELD PAINT - PKS	30-800-50180	858.15
AUTREY SUPPLY CO	22457	05/10/2024	FIELD PAINT - PKS	30-800-50450	200.00
<b>Vendor ASC200 - AUTREY SUPPLY CO Total:</b>					<b>1,158.15</b>
<b>Vendor: BAT575 - BATTERIES PLUS BULBS</b>					
BATTERIES PLUS BULBS	P72032178	05/10/2024	BATTERY FOR MEADOWS EAST LFT STN - S	20-700-51000	15.67
<b>Vendor BAT575 - BATTERIES PLUS BULBS Total:</b>					<b>15.67</b>
<b>Vendor: BWP100 - BLUEWATER CAS</b>					
BLUEWATER CAS	12355	05/10/2024	CHLORINE FOR POOL-PKS	30-800-50000	9,825.23
<b>Vendor BWP100 - BLUEWATER CAS Total:</b>					<b>9,825.23</b>
<b>Vendor: BRP101 - BRENDA PEARSON</b>					
BRENDA PEARSON	5-6-24	05/10/2024	POOL CHAIRS - PKS	30-800-50140	100.00
<b>Vendor BRP101 - BRENDA PEARSON Total:</b>					<b>100.00</b>
<b>Vendor: BWI100 - BWI COMPANIES, INC</b>					
BWI COMPANIES, INC	524-4607	05/09/2024	MILLER PORTA TOILETS-PKS	30-800-55850	239.80
<b>Vendor BWI100 - BWI COMPANIES, INC Total:</b>					<b>239.80</b>
<b>Vendor: CPI100 - COLORGRAPHIC PRINTING INC</b>					
COLORGRAPHIC PRINTING IN	0211104-IN	05/10/2024	SOCCER BANNERS - PKS	30-800-50180	210.09
<b>Vendor CPI100 - COLORGRAPHIC PRINTING INC Total:</b>					<b>210.09</b>
<b>Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES</b>					
COMMERCE CREDIT CARD SE	A05725/1	05/09/2024	SOMO INC WEED KILLER - STS	10-300-50130	145.80
COMMERCE CREDIT CARD SE	4-5-24 USA GYPSUM	05/09/2024	USA GYPSUM PWD RD GYPSM ODOR CONTRL 94 LFT STN-S	20-700-51000	1,640.00
COMMERCE CREDIT CARD SE	741452	05/09/2024	ASCAP MUSIC - PKS	30-800-55800	438.08
COMMERCE CREDIT CARD SE	4-24-24 WEEBLY	05/09/2024	WEEBLY CITYOFWILLARD.ORG WEBSITE-GEN	10-100-57400	144.00
COMMERCE CREDIT CARD SE	5540793	05/09/2024	URBAN LAND INSTITUTE TRAINING - P&D	10-400-56950	25.00
COMMERCE CREDIT CARD SE	9737	05/09/2024	MML SW REGION MEETNG M. RUESCH - P&D	10-400-56950	20.00
COMMERCE CREDIT CARD SE	140655025-001	05/10/2024	SITEONE LNDS CP SPLY FILTR FABRC CULVRT WRK-W	20-600-51000	524.96
COMMERCE CREDIT CARD SE	4-25-24 MENARDS	05/09/2024	MENARDS BATH FAN, SCREWDRIVER SET, TUBING - PKS	30-800-50500	243.98

Expense Approval Report 1

Post Dates: 4/25/2024 - 5/10/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMMERCE CREDIT CARD SE	4-25-24 MENARDS	05/09/2024	MENARDS BATH FAN, SCREWDRIVER SET, TUBING - PKS	30-800-52000	5.61
COMMERCE CREDIT CARD SE	4-26-24 FILLOUT	05/09/2024	FILLOUT.COM SUBSC FILLABLE FORMS W/SIGN - W/S	20-600-57400	90.00
COMMERCE CREDIT CARD SE	4-26-24 FILLOUT	05/09/2024	FILLOUT.COM SUBSC FILLABLE FORMS W/SIGN - W/S	20-700-57400	90.00
COMMERCE CREDIT CARD SE	4-30-24 NEWEGG	05/09/2024	NEWEGG (4) SEAGATE 256MB HARD DRIVES - GEN	10-100-95500	1,079.96
COMMERCE CREDIT CARD SE	91858252	05/09/2024	INDEED ADV FOR BOOM MOWER OPER - STS/W/S	10-300-55200	100.16
COMMERCE CREDIT CARD SE	91858252	05/09/2024	INDEED ADV FOR BOOM MOWER OPER - STS/W/S	20-600-55200	100.16
COMMERCE CREDIT CARD SE	91858252	05/09/2024	INDEED ADV FOR BOOM MOWER OPER - STS/W/S	20-700-55200	100.16
COMMERCE CREDIT CARD SE	27376870	05/10/2024	417 INFLATABLES CAMP INFLATABLE RENTAL DEPOSIT- PKS	30-800-50177	180.25
COMMERCE CREDIT CARD SE	R121343166	05/10/2024	STICKERMULE STICKERS - PKS	30-800-55200	29.00
COMMERCE CREDIT CARD SE	5-7-24	05/10/2024	MENARDS GEOTXTL FBRC INCLSV PLYGRND-PKS	30-800-95500	289.28
COMMERCE CREDIT CARD SE	2489248-0	05/10/2024	ADMIRAL EXPRESS COPY PAPER - GEN/LAW/W/S	10-100-50700	40.23
COMMERCE CREDIT CARD SE	2489248-0	05/10/2024	ADMIRAL EXPRESS COPY PAPER - GEN/LAW/W/S	10-200-50700	40.23
COMMERCE CREDIT CARD SE	2489248-0	05/10/2024	ADMIRAL EXPRESS COPY PAPER - GEN/LAW/W/S	20-600-50700	40.23
COMMERCE CREDIT CARD SE	2489248-0	05/10/2024	ADMIRAL EXPRESS COPY PAPER - GEN/LAW/W/S	20-700-50700	40.23
COMMERCE CREDIT CARD SE	META AD	05/10/2024	META FCBK ADVERT FREEDOM FEST - PKS	30-800-50450	100.00
COMMERCE CREDIT CARD SE	61667551-125-12U-PRO-24	05/10/2024	WHNTOWRK UPGRD TO HIGHR LVL SCHDLNG SFTWR-	30-800-55800	357.00
COMMERCE CREDIT CARD SE	51177604	05/10/2024	MENARDS DRN PIPE,GEOTXTL FBRC INCLSV PLYGRND-PKS	30-800-95500	799.57
<b>Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:</b>					<b>6,663.89</b>
<b>Vendor: CON170 - CONCO COMPANIES</b>					
CONCO COMPANIES	7002019910	05/09/2024	COMM STONE, DIRTY BASE REPR LEAK - W	20-600-51000	429.13
CONCO COMPANIES	7002031886	05/10/2024	COMM STNE, DRTY BSE- SIDEWLK REPLCMNT PW BLD- STS	10-300-51000	91.51
CONCO COMPANIES	7002035079	05/09/2024	COMM STONE, 1" DIRTY BASE JACKSON ST REPAIR - STS	10-300-51000	80.20
CONCO COMPANIES	7002039142	05/10/2024	1" DIRTY BASE FOR VARIOUS ST PATCHING - STS	10-300-51000	100.88
CONCO COMPANIES	7002042885	05/10/2024	1" BASE & DIRTY BASE FOR RAW PATCH-PW BLDG - STS	10-300-51000	234.44
<b>Vendor CON170 - CONCO COMPANIES Total:</b>					<b>936.16</b>
<b>Vendor: DAV100 - DAVID DORAN, ATTORNEY AT LAW</b>					
DAVID DORAN, ATTORNEY AT L	5-1-24	05/09/2024	PROF FEES-CT	10-250-56400	900.00
<b>Vendor DAV100 - DAVID DORAN, ATTORNEY AT LAW Total:</b>					<b>900.00</b>
<b>Vendor: DAR200 - DAVIS AND SONS LLC</b>					
DAVIS AND SONS LLC	53138	05/10/2024	TUBE TR4 ATV TUBE - S	20-700-51000	21.00
<b>Vendor DAR200 - DAVIS AND SONS LLC Total:</b>					<b>21.00</b>
<b>Vendor: DNS100 - DNS EQUIPMENT LLC</b>					
DNS EQUIPMENT LLC	24-1182	05/10/2024	CHEMICALS FOR WELLS - W	20-600-50000	1,041.11
<b>Vendor DNS100 - DNS EQUIPMENT LLC Total:</b>					<b>1,041.11</b>
<b>Vendor: DST100 - DONNA STEWART</b>					
DONNA STEWART	73948 LOWES	05/10/2024	LOWES KEYS AND KEY TAGS - GEN	10-100-50130	21.53

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DONNA STEWART	20514177	05/10/2024	REIM FOR BCKGRND CK CITY CLERK CANDIDATE - GEN	10-100-56400	15.55
<b>Vendor DST100 - DONNA STEWART Total:</b>					<b>37.08</b>
<b>Vendor: FRA555 - FIRST RESPONDER OUTFITTERS, INC</b>					
FIRST RESPONDER OUTFITTER	13323-2	05/10/2024	SHIRTS W/ PATCHES B. DECKARD - LAW	10-200-92500	106.97
<b>Vendor FRA555 - FIRST RESPONDER OUTFITTERS, INC Total:</b>					<b>106.97</b>
<b>Vendor: SFX100 - FOX, SHANE</b>					
FOX, SHANE	FOX	05/10/2024	REIM CELL PHONE - STS/W/S	10-300-61000	10.00
FOX, SHANE	FOX	05/10/2024	REIM CELL PHONE - STS/W/S	20-600-61000	20.00
FOX, SHANE	FOX	05/10/2024	REIM CELL PHONE - STS/W/S	20-700-61000	20.00
<b>Vendor SFX100 - FOX, SHANE Total:</b>					<b>50.00</b>
<b>Vendor: GOTO100 - GOTO COMMUNICATIONS, INC</b>					
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	10-100-61050	117.52
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	10-200-61050	117.52
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	10-250-61050	83.88
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	10-300-61050	86.69
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	10-400-61050	83.88
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	20-600-61050	128.68
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	20-700-61050	128.68
GOTO COMMUNICATIONS, IN	IN7102911083	05/09/2024	INTERNET-ALL	30-800-61050	131.51
<b>Vendor GOTO100 - GOTO COMMUNICATIONS, INC Total:</b>					<b>878.36</b>
<b>Vendor: GRE370 - GREENE COUNTY MISSOURI</b>					
GREENE COUNTY MISSOURI	331	05/09/2024	RUN-OFF MAYORAL ELECTION JUNE 2024-GEN	10-100-55900	23,531.34
<b>Vendor GRE370 - GREENE COUNTY MISSOURI Total:</b>					<b>23,531.34</b>
<b>Vendor: HAR160 - HARRY COOPER SUPPLY COMPANY INC</b>					
HARRY COOPER SUPPLY COM	S4874729.001	05/10/2024	COMPND, AUTO SPLICE - WIMPYS LFT STN REPR - S	20-700-51000	81.44
<b>Vendor HAR160 - HARRY COOPER SUPPLY COMPANY INC Total:</b>					<b>81.44</b>
<b>Vendor: HER100 - HERITAGE TRACTOR, INC</b>					
HERITAGE TRACTOR, INC	12244552	05/10/2024	REPAIR & MAINT ON JOHN DEERE BOOM TRACTOR-ST5	10-300-71100	4,797.90
<b>Vendor HER100 - HERITAGE TRACTOR, INC Total:</b>					<b>4,797.90</b>
<b>Vendor: HIL100 - HILLYARD INC/ SPRINGFIELD</b>					
HILLYARD INC/ SPRINGFIELD	605458159	05/09/2024	WINDOW CLEAN, TISSUE, TOWEL ROLL, SOAP - PKS	30-800-50550	666.01
<b>Vendor HIL100 - HILLYARD INC/ SPRINGFIELD Total:</b>					<b>666.01</b>
<b>Vendor: INF100 - ISOLVED INC</b>					
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	10-100-57400	112.66
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	10-200-57400	181.97
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	10-250-57400	5.29
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	10-400-57400	10.67
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	20-600-57400	69.65
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	20-700-57400	69.65
ISOLVED INC	58475-2	05/10/2024	MONTHLY TIME CLOCK LEASE- ALL	30-800-57400	390.24
<b>Vendor INF100 - ISOLVED INC Total:</b>					<b>840.13</b>
<b>Vendor: LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC</b>					
LAUBER AND ASSOCIATES MU	2024 CO SEMINAR	05/09/2024	CTY OFFICIALS TRAIN SEMINAR - GEN/PKS/P&D	10-100-56940	30.00
LAUBER AND ASSOCIATES MU	2024 CO SEMINAR	05/09/2024	CTY OFFICIALS TRAIN SEMINAR - GEN/PKS/P&D	10-100-56950	90.00

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LAUBER AND ASSOCIATES MU	2024 CO SEMINAR	05/09/2024	CTY OFFICIALS TRAIN SEMINAR - GEN/PKS/P&D	10-400-56950	30.00
LAUBER AND ASSOCIATES MU	2024 CO SEMINAR	05/09/2024	CTY OFFICIALS TRAIN SEMINAR - GEN/PKS/P&D	30-800-56950	30.00
LAUBER AND ASSOCIATES MU	2024 CO SEMINAR RUESCH	05/09/2024	CITY OFFICIALS TRAINING SEMINAR - P&D	10-400-56950	30.00
<b>Vendor LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC Total:</b>					<b>210.00</b>
<b>Vendor: LEG250 - LEGALSHIELD</b>					
LEGALSHIELD	4-25-24	05/09/2024	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
<b>Vendor LEG250 - LEGALSHIELD Total:</b>					<b>29.90</b>
<b>Vendor: LOC250 - LOCKE SUPPLY CO</b>					
LOCKE SUPPLY CO	52453571-00	05/10/2024	ELBOWS,PVC CONDUIT & CPLNGS MEADWS EAST WELL -W	20-600-51000	195.06
<b>Vendor LOC250 - LOCKE SUPPLY CO Total:</b>					<b>195.06</b>
<b>Vendor: LOW505 - LOWE'S CREDIT SERVICES</b>					
LOWE'S CREDIT SERVICES	04146	05/09/2024	TOOLBOX & ORGANIZER SEWER TRUCK - S	20-700-71000	78.82
LOWE'S CREDIT SERVICES	81048	05/09/2024	LANDSCAPING FABRIC - PKS	30-800-50110	51.33
LOWE'S CREDIT SERVICES	92446	05/09/2024	ELECTRICAL SUPPLIES PAVILION PANEL UPGRADE-PK	30-800-51000	371.12
LOWE'S CREDIT SERVICES	96486	05/09/2024	PLYWD, RATCHET STRPS, LIQD NAILS - PKS	30-800-71100	90.53
LOWE'S CREDIT SERVICES	71046	05/09/2024	REC CTR PAINT SUPLYS, FREE FEST ELEC SUPLYS - PKS	30-800-50450	230.27
LOWE'S CREDIT SERVICES	71046	05/09/2024	REC CTR PAINT SUPLYS, FREE FEST ELEC SUPLYS - PKS	30-800-50500	241.23
LOWE'S CREDIT SERVICES	92068	05/10/2024	PAINT, CLR CAULK FOR REC - PKS	30-800-50500	104.48
<b>Vendor LOW505 - LOWE'S CREDIT SERVICES Total:</b>					<b>1,167.78</b>
<b>Vendor: LXE100 - LUMIX ELECTRICAL INC</b>					
LUMIX ELECTRICAL INC	240142	05/09/2024	MEADOWS EAST CONTACTOR REPR MATERIALS/LABOR-S	20-700-51000	873.73
LUMIX ELECTRICAL INC	240143	05/09/2024	WILLARD ESTATES LFT STN PUMP INSTALL LABOR - S	20-700-51000	300.00
LUMIX ELECTRICAL INC	240144	05/09/2024	MEADWS EAST LFT STN CHLORINE PUMP REPR LABOR -S	20-700-51000	300.00
LUMIX ELECTRICAL INC	240145	05/09/2024	B LIFT STATION SPLY AND LABOR - S	20-700-51000	586.55
LUMIX ELECTRICAL INC	240146	05/09/2024	WELL FILTERS AND LABOR - W	20-600-51000	787.50
LUMIX ELECTRICAL INC	240147	05/09/2024	D LIFT STATION REPR/MNT LABOR ON PUMPS - S	20-700-51000	187.50
LUMIX ELECTRICAL INC	240148	05/09/2024	WELL # 1 AVR INSTALL & REPAIR - W	20-600-51000	497.00
LUMIX ELECTRICAL INC	240149	05/09/2024	WHISPERING OAKS LIFT STN TRBLSHOOT LABOR - S	20-700-51000	150.00
<b>Vendor LXE100 - LUMIX ELECTRICAL INC Total:</b>					<b>3,682.28</b>
<b>Vendor: MAR150 - MARMIC FIRE &amp; SAFETY INC</b>					
MARMIC FIRE & SAFETY INC	C954935	05/10/2024	PD ANNUAL FIRE SAFETY INSP -LAW	10-200-56500	855.05
<b>Vendor MAR150 - MARMIC FIRE &amp; SAFETY INC Total:</b>					<b>855.05</b>
<b>Vendor: MATM100 - MATERIALS MANAGEMENT</b>					
MATERIALS MANAGEMENT	7002036743	05/09/2024	TOP SOIL FOR REPAIRS - S / W	20-600-51000	165.00
MATERIALS MANAGEMENT	7002036743	05/09/2024	TOP SOIL FOR REPAIRS - S / W	20-700-51000	165.00
<b>Vendor MATM100 - MATERIALS MANAGEMENT Total:</b>					<b>330.00</b>
<b>Vendor: MEM100 - MISSOURI EMPLOYERS MUTUAL</b>					
MISSOURI EMPLOYERS MUTU	300587363	05/10/2024	WORKMANS COMP INS- GEN/PW/PKS	10-16000	2,430.51

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MISSOURI EMPLOYERS MUTU	300587363	05/10/2024	WORKMANS COMP INS- GEN/PW/PKS	20-16000	1,551.39
MISSOURI EMPLOYERS MUTU	300587363	05/10/2024	WORKMANS COMP INS- GEN/PW/PKS	30-16000	1,189.40
<b>Vendor MEM100 - MISSOURI EMPLOYERS MUTUAL Total:</b>					<b>5,171.30</b>
<b>Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC</b>					
MISSOURI ONE CALL SYSTEM,	4040322	05/10/2024	PROF LOCATE FEES-W/S	20-600-56400	98.55
MISSOURI ONE CALL SYSTEM,	4040322	05/10/2024	PROF LOCATE FEES-W/S	20-700-56400	98.55
<b>Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:</b>					<b>197.10</b>
<b>Vendor: DES100 - MO DEPT OF LABOR &amp; INDUSTRIAL RELATIONS</b>					
MO DEPT OF LABOR & INDUS	4-25-24 WILLIAMS	05/09/2024	REIMB BENFT PAY DBT/CR MEMO G WILLIAMS - GEN	10-100-55600	2,340.64
<b>Vendor DES100 - MO DEPT OF LABOR &amp; INDUSTRIAL RELATIONS Total:</b>					<b>2,340.64</b>
<b>Vendor: NFC - NATIONAL FASTENER CORP</b>					
NATIONAL FASTENER CORP	6278742	05/09/2024	BOLTS AND NUTS - STS / S / W	10-300-50130	13.40
NATIONAL FASTENER CORP	6278742	05/09/2024	BOLTS AND NUTS - STS / S / W	20-600-50130	26.79
NATIONAL FASTENER CORP	6278742	05/09/2024	BOLTS AND NUTS - STS / S / W	20-700-50130	26.79
NATIONAL FASTENER CORP	6279139	05/09/2024	MISC BOLTS - STS / S / W	10-300-50130	7.88
NATIONAL FASTENER CORP	6279139	05/09/2024	MISC BOLTS - STS / S / W	20-600-50130	15.77
NATIONAL FASTENER CORP	6279139	05/09/2024	MISC BOLTS - STS / S / W	20-700-50130	15.77
NATIONAL FASTENER CORP	6279360	05/09/2024	MISC NUTS, BOLTS & SCREWS - STS/S/W	10-300-50130	5.68
NATIONAL FASTENER CORP	6279360	05/09/2024	MISC NUTS, BOLTS & SCREWS - STS/S/W	20-600-50130	11.35
NATIONAL FASTENER CORP	6279360	05/09/2024	MISC NUTS, BOLTS & SCREWS - STS/S/W	20-700-50130	11.35
<b>Vendor NFC - NATIONAL FASTENER CORP Total:</b>					<b>134.78</b>
<b>Vendor: OLC150 - ON LINE COLLECTIONS</b>					
ON LINE COLLECTIONS	136800000260	05/09/2024	UTIL BILL COLLECT FEES-W/S	20-600-56400	20.51
ON LINE COLLECTIONS	136800000260	05/09/2024	UTIL BILL COLLECT FEES-W/S	20-700-56400	20.51
<b>Vendor OLC150 - ON LINE COLLECTIONS Total:</b>					<b>41.02</b>
<b>Vendor: OIS160 - ONLINE INFORMATION SERVICES INC</b>					
ONLINE INFORMATION SERVI	1254041	05/09/2024	UTIL EXCHG REPORT-W/S	20-600-56400	85.84
ONLINE INFORMATION SERVI	1254041	05/09/2024	UTIL EXCHG REPORT-W/S	20-700-56400	85.84
<b>Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:</b>					<b>171.68</b>
<b>Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC</b>					
O'REILLY AUTOMOTIVE, INC	2367-147663	05/09/2024	V-BELT WALK SAW - STS	10-300-71100	33.95
O'REILLY AUTOMOTIVE, INC	2367-148542	05/09/2024	BATTERY CABLES, AIR COUPLER LAGOON TRACTOR-	20-700-71100	35.56
O'REILLY AUTOMOTIVE, INC	2367-148553	05/09/2024	BATTERY CABLES LAGOON TRACTOR - S	20-700-71100	35.98
O'REILLY AUTOMOTIVE, INC	2367-148556	05/09/2024	SOCKETS WALK SAW - STS	10-300-71100	33.98
O'REILLY AUTOMOTIVE, INC	2367-151214	05/10/2024	MOTOR OIL & FILTER FOR MOWER - S / W	20-600-71100	18.91
O'REILLY AUTOMOTIVE, INC	2367-151214	05/10/2024	MOTOR OIL & FILTER FOR MOWER - S / W	20-700-71100	18.91
O'REILLY AUTOMOTIVE, INC	2367-151427	05/09/2024	SPOT MIRROR INTER MIRROR - PKS	30-800-52000	33.98
O'REILLY AUTOMOTIVE, INC	2367-151428	05/09/2024	TIRE GUAGES - PKS	30-800-52000	16.82
O'REILLY AUTOMOTIVE, INC	2367-151762	05/10/2024	CLN TWLS, CLEAN WIPES, LEATHR WIPES - STS / W / S	10-300-50130	4.49
O'REILLY AUTOMOTIVE, INC	2367-151762	05/10/2024	CLN TWLS, CLEAN WIPES, LEATHR WIPES - STS / W / S	20-600-50130	8.99
O'REILLY AUTOMOTIVE, INC	2367-151762	05/10/2024	CLN TWLS, CLEAN WIPES, LEATHR WIPES - STS / W / S	20-700-50130	8.99
O'REILLY AUTOMOTIVE, INC	2367-151764	05/09/2024	PRIMER BULB - PKS	30-800-71100	22.76
O'REILLY AUTOMOTIVE, INC	2367-153149	05/10/2024	OIL FILTERS BAD BOY MOWER - PKS	30-800-71100	15.87
O'REILLY AUTOMOTIVE, INC	2367-153925	05/10/2024	COPPER PLUGS BAD BOY MOWER - PKS	30-800-71100	27.00



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O'REILLY AUTOMOTIVE, INC	2367-154232	05/10/2024	BATTERY FOR DUMP TRAILER - PKS	30-800-71100	127.40
<b>Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:</b>					<b>443.59</b>
<b>Vendor: ODC150 - OVERHEAD DOOR CO. OF SPFLD</b>					
OVERHEAD DOOR CO. OF SPF	SVC/268-392236	05/10/2024	REPAIR AND MAINT ON SHOP OVERHEAD DOOR-ST/S/W	10-300-51000	59.65
OVERHEAD DOOR CO. OF SPF	SVC/268-392236	05/10/2024	REPAIR AND MAINT ON SHOP OVERHEAD DOOR-ST/S/W	20-600-51000	119.30
OVERHEAD DOOR CO. OF SPF	SVC/268-392236	05/10/2024	REPAIR AND MAINT ON SHOP OVERHEAD DOOR-ST/S/W	20-700-51000	119.30
<b>Vendor ODC150 - OVERHEAD DOOR CO. OF SPFLD Total:</b>					<b>298.25</b>
<b>Vendor: OZA200 - OZARK FENCE &amp; SUPPLY INC.</b>					
OZARK FENCE & SUPPLY INC.	5426	05/09/2024	RENT CONSTRCTN PANELS PLYGRND EQUIP SECURE-PKS	30-800-95500	720.00
<b>Vendor OZA200 - OZARK FENCE &amp; SUPPLY INC. Total:</b>					<b>720.00</b>
<b>Vendor: OZA255 - OZARKS COCA COLA</b>					
OZARKS COCA COLA	27597622	05/09/2024	CONCESSIONS - PKS	30-800-50200	284.00
<b>Vendor OZA255 - OZARKS COCA COLA Total:</b>					<b>284.00</b>
<b>Vendor: PIL100 - PILOT WIRELESS LLC</b>					
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	10-100-61000	87.77
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	10-200-61000	87.76
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	10-250-61000	62.68
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	10-300-61000	62.68
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	10-400-61000	62.68
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	20-600-61000	87.76
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	20-700-61000	87.76
PILOT WIRELESS LLC	INV4317	05/09/2024	PHONE-ALL	30-800-61000	87.76
<b>Vendor PIL100 - PILOT WIRELESS LLC Total:</b>					<b>626.85</b>
<b>Vendor: PLL100 - PRESLEY LANDSCAPING LLC</b>					
PRESLEY LANDSCAPING LLC	4-27-24	05/09/2024	RED & YLW DOGWOODS, BUTTON BUSHES - PKS	30-800-50210	280.00
<b>Vendor PLL100 - PRESLEY LANDSCAPING LLC Total:</b>					<b>280.00</b>
<b>Vendor: PAP100 - PROMOTER ADVERTISING PRODUCTS</b>					
PROMOTER ADVERTISING PR	58319	05/10/2024	TENT CANOPY FRAMES - PKS	30-800-55200	434.00
<b>Vendor PAP100 - PROMOTER ADVERTISING PRODUCTS Total:</b>					<b>434.00</b>
<b>Vendor: MLF100 - QUADIENT LEASING</b>					
QUADIENT LEASING	Q1315419	05/10/2024	NEW FOLDING MACHINE LEASE QTRLY-W/S	20-600-55850	449.77
QUADIENT LEASING	Q1315419	05/10/2024	NEW FOLDING MACHINE LEASE QTRLY-W/S	20-700-55850	449.78
<b>Vendor MLF100 - QUADIENT LEASING Total:</b>					<b>899.55</b>
<b>Vendor: RAC450 - RACE BROS FARM SUPPLY, INC</b>					
RACE BROS FARM SUPPLY, INC	762445	05/10/2024	SPEED HEAD FOR STS WEED EATER - STS	10-300-71100	37.99
<b>Vendor RAC450 - RACE BROS FARM SUPPLY, INC Total:</b>					<b>37.99</b>
<b>Vendor: RAN175 - RANDALL A. BROWN</b>					
RANDALL A. BROWN	4-30-24	05/09/2024	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56400	1,275.00
<b>Vendor RAN175 - RANDALL A. BROWN Total:</b>					<b>1,275.00</b>
<b>Vendor: REP100 - REPUBLIC PRINTING INC</b>					
REPUBLIC PRINTING INC	042752	05/09/2024	TRANSMITTAL & CT FORMS, ENVELOPES-GEN/LAW/CT/P&	10-100-50700	84.50
REPUBLIC PRINTING INC	042752	05/09/2024	TRANSMITTAL & CT FORMS, ENVELOPES-GEN/LAW/CT/P&	10-200-50700	11.00
REPUBLIC PRINTING INC	042752	05/09/2024	TRANSMITTAL & CT FORMS, ENVELOPES-GEN/LAW/CT/P&	10-250-50700	238.50
REPUBLIC PRINTING INC	042752	05/09/2024	TRANSMITTAL & CT FORMS, ENVELOPES-GEN/LAW/CT/P&	10-400-50700	84.50

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REPUBLIC PRINTING INC	042753	05/09/2024	WINDOW ENVELOPES - GEN/P&D/W/S	10-100-50700	74.25
REPUBLIC PRINTING INC	042753	05/09/2024	WINDOW ENVELOPES - GEN/P&D/W/S	10-400-50700	24.75
REPUBLIC PRINTING INC	042753	05/09/2024	WINDOW ENVELOPES - GEN/P&D/W/S	20-600-50700	33.00
REPUBLIC PRINTING INC	042753	05/09/2024	WINDOW ENVELOPES - GEN/P&D/W/S	20-700-50700	33.00
REPUBLIC PRINTING INC	042768	05/10/2024	FIELD CORRECTION NOTICE-P&D	10-400-50700	110.00
<b>Vendor REP100 - REPUBLIC PRINTING INC Total:</b>					<b>693.50</b>

**Vendor: S&H410 - S&H FARM SUPPLY INC**

S&H FARM SUPPLY INC	W10890	05/10/2024	SERVICE, PARTS & LABOR ON WEED EATER - STS	10-300-71100	237.32
<b>Vendor S&amp;H410 - S&amp;H FARM SUPPLY INC Total:</b>					<b>237.32</b>

**Vendor: SPS150 - SCHENDEL PEST SERVICES**

SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	10-100-50130	25.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	10-200-50130	35.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	10-250-50130	5.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	10-300-50130	10.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	10-400-50130	5.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	20-600-50130	30.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	20-700-50130	30.00
SCHENDEL PEST SERVICES	1018111	05/09/2024	PEST CONTROL-ALL	30-800-50130	40.00
<b>Vendor SPS150 - SCHENDEL PEST SERVICES Total:</b>					<b>180.00</b>

**Vendor: SCH175 - SCHULTE SUPPLY, INC.**

SCHULTE SUPPLY, INC.	S1213999.001	05/10/2024	PALLET OF PERMA PATCH - ST PATCHING - STS	10-300-51000	1,182.50
<b>Vendor SCH175 - SCHULTE SUPPLY, INC. Total:</b>					<b>1,182.50</b>

**Vendor: SLI100 - SMITH & LOVELESS INC**

SMITH & LOVELESS INC	176365	05/10/2024	SUPLYS FOR SEWER REPAIR/MNT - S	20-700-51000	1,209.00
<b>Vendor SLI100 - SMITH &amp; LOVELESS INC Total:</b>					<b>1,209.00</b>

**Vendor: SOMO100 - SOMO, INC**

SOMO, INC	387/1	05/10/2024	STRAW BALES FOR SITE REPAIR - W / S	20-600-51000	33.00
SOMO, INC	387/1	05/10/2024	STRAW BALES FOR SITE REPAIR - W / S	20-700-51000	33.00
<b>Vendor SOMO100 - SOMO, INC Total:</b>					<b>66.00</b>

**Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO**

SPRINGFIELD WINWATER WO	33896901	05/09/2024	12" ULTRA SLV - W	20-600-50130	2,269.92
SPRINGFIELD WINWATER WO	33937501	05/10/2024	MISC WTR SUPPLIES FOR RESTOCK - W	20-600-50130	807.40
SPRINGFIELD WINWATER WO	33938001	05/10/2024	WATER SUPLYS - W	20-600-50130	934.36
SPRINGFIELD WINWATER WO	33909001	05/10/2024	WTR SPLYS FOR SHOP RESTOCK - W	20-600-50130	5,625.33
SPRINGFIELD WINWATER WO	33942901	05/10/2024	WATER SUPLYS - W	20-600-50130	1,168.56
SPRINGFIELD WINWATER WO	33943001	05/10/2024	PIPE CUTTER & BLADE, SAWZALL BLADE - W	20-600-52000	104.69
SPRINGFIELD WINWATER WO	33933901	05/10/2024	ORIFICE BUTTONS & GASKETS - WTR SPLYS - W	20-600-50130	565.60
<b>Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:</b>					<b>11,475.86</b>

**Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT**

SPRINGFIELD-GREENE COUNT	WILLARD-050324	05/10/2024	WATER TESTS-W	20-600-50200	182.00
<b>Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:</b>					<b>182.00</b>

**Vendor: SQB100 - SQUIBB MEDIA, LLC**

SQUIBB MEDIA, LLC	1114	05/09/2024	NON-DISCRIMINATION NOTICE - GEN	10-100-55200	145.96
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Post Dates: 4/25/2024 - 5/10/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SQUIBB MEDIA, LLC	756	05/09/2024	BOOM MOWER OPERATOR AD - STS	10-300-55200	51.04
<b>Vendor SQB100 - SQUIBB MEDIA, LLC Total:</b>					<b>197.00</b>
<b>Vendor: STA160 - STAR MECHANICAL SUPPLY INC</b>					
STAR MECHANICAL SUPPLY IN	5483651	05/10/2024	PLUGS SS 304 SQ HD THD - REPR WIMPYS LFT STN - S	20-700-51000	10.96
<b>Vendor STA160 - STAR MECHANICAL SUPPLY INC Total:</b>					<b>10.96</b>
<b>Vendor: TRH100 - TREVOR HOFFMAN</b>					
TREVOR HOFFMAN	APR	05/10/2024	REIM CELL PHONE APR - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	APR	05/10/2024	REIM CELL PHONE APR - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	APR	05/10/2024	REIM CELL PHONE APR - STS/W/S	20-700-61000	20.00
<b>Vendor TRH100 - TREVOR HOFFMAN Total:</b>					<b>50.00</b>
<b>Vendor: TYL100 - TYLER TECHNOLOGIES INC</b>					
TYLER TECHNOLOGIES INC	025-463827	05/09/2024	TIME & ATTEND PROJ PLAN - GEN	10-100-95500	2,755.00
TYLER TECHNOLOGIES INC	025-464079	05/10/2024	TIME & ATTEND PROJ MGT - GEN	10-100-95500	1,400.00
TYLER TECHNOLOGIES INC	025-464495	05/10/2024	TIME & ATTEND MEETNG W/ KRISTIN - GEN	10-100-95500	5,365.00
<b>Vendor TYL100 - TYLER TECHNOLOGIES INC Total:</b>					<b>9,520.00</b>
<b>Vendor: UMB100 - UMB BANK</b>					
UMB BANK	4-22-24	05/09/2024	SERIES 2015 COP PRIN & INT- PKS	30-800-96000	235,000.00
UMB BANK	4-22-24	05/09/2024	SERIES 2015 COP PRIN & INT- PKS	30-800-96200	39,196.22
UMB BANK	975199	05/10/2024	FEES 10/1/23-3/31/24 - W/S	20-600-96400	375.00
UMB BANK	975199	05/10/2024	FEES 10/1/23-3/31/24 - W/S	20-700-96400	375.00
<b>Vendor UMB100 - UMB BANK Total:</b>					<b>274,946.22</b>
<b>Vendor: UNI120 - UNITED RENTALS, INC</b>					
UNITED RENTALS, INC	232472566-001	05/09/2024	DRUM ROLLER RENTAL NEW BLDG - STS/S/W	10-300-95100	124.85
UNITED RENTALS, INC	232472566-001	05/09/2024	DRUM ROLLER RENTAL NEW BLDG - STS/S/W	20-600-95100	249.71
UNITED RENTALS, INC	232472566-001	05/09/2024	DRUM ROLLER RENTAL NEW BLDG - STS/S/W	20-700-95100	249.70
<b>Vendor UNI120 - UNITED RENTALS, INC Total:</b>					<b>624.26</b>
<b>Vendor: USA400 - USA BLUE BOOK</b>					
USA BLUE BOOK	INV00321466	05/09/2024	FIRE HYDRANT METERS - W	20-600-52500	2,636.73
<b>Vendor USA400 - USA BLUE BOOK Total:</b>					<b>2,636.73</b>
<b>Vendor: VER100 - VERIZON WIRELESS</b>					
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-100-61050	80.02
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61000	121.14
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61050	160.04
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-300-61000	16.07
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-400-61000	40.38
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-600-61000	32.16
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-700-61000	32.16
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61000	85.76

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Post Dates: 4/25/2024 - 5/10/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9962406632	05/10/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61050	40.01
<b>Vendor VER100 - VERIZON WIRELESS Total:</b>					<b>607.74</b>
<b>Vendor: AMK100 - VESTIS</b>					
VESTIS	4170229450	05/09/2024	UNIFORM SERVICE - STS / S /	10-300-92500	25.86
VESTIS	4170229450	05/09/2024	UNIFORM SERVICE - STS / S /	20-600-92500	51.73
VESTIS	4170229450	05/09/2024	UNIFORM SERVICE - STS / S /	20-700-92500	51.72
VESTIS	4170231171	05/09/2024	UNIFORM SERVICE - STS / S /	10-300-92500	29.98
VESTIS	4170231171	05/09/2024	UNIFORM SERVICE - STS / S /	20-600-92500	59.97
VESTIS	4170231171	05/09/2024	UNIFORM SERVICE - STS / S /	20-700-92500	59.97
VESTIS	4170233196	05/10/2024	PW SHOP UNIFORMS - STS / W / S	10-300-92500	36.48
VESTIS	4170233196	05/10/2024	PW SHOP UNIFORMS - STS / W / S	20-600-92500	72.97
VESTIS	4170233196	05/10/2024	PW SHOP UNIFORMS - STS / W / S	20-700-92500	72.97
VESTIS	4170235165	05/10/2024	PW SHOP UNIFORMS - STS / W / S	10-300-92500	28.13
VESTIS	4170235165	05/10/2024	PW SHOP UNIFORMS - STS / W / S	20-600-92500	56.25
VESTIS	4170235165	05/10/2024	PW SHOP UNIFORMS - STS / W / S	20-700-92500	56.26
VESTIS	4170237483	05/10/2024	PW SHOP UNIFORM SERVICE - STS / W / S	10-300-92500	31.62
VESTIS	4170237483	05/10/2024	PW SHOP UNIFORM SERVICE - STS / W / S	20-600-92500	63.24
VESTIS	4170237483	05/10/2024	PW SHOP UNIFORM SERVICE - STS / W / S	20-700-92500	63.24
<b>Vendor AMK100 - VESTIS Total:</b>					<b>760.39</b>
<b>Vendor: WAL110 - WALMART CAPITAL ONE</b>					
WALMART CAPITAL ONE	5-2-24	05/10/2024	SAMS CLEANING SUPPLYS FOR CAMP, CONCESSIONS - PKS	30-800-50177	46.40
WALMART CAPITAL ONE	5-2-24	05/10/2024	SAMS CLEANING SUPPLYS FOR CAMP, CONCESSIONS - PKS	30-800-50200	59.70
WALMART CAPITAL ONE	5-2-24	05/10/2024	SAMS CLEANING SUPPLYS FOR CAMP, CONCESSIONS - PKS	30-800-50550	103.25
<b>Vendor WAL110 - WALMART CAPITAL ONE Total:</b>					<b>209.35</b>
<b>Vendor: WCP100 - WHITE CAP LP</b>					
WHITE CAP LP	50026196785	05/10/2024	BLADS,CONCRT SPRDS,ASPHLT LUTES & TAR R	10-300-52000	557.72
<b>Vendor WCP100 - WHITE CAP LP Total:</b>					<b>557.72</b>
<b>Vendor: WIL295 - WILLARD CHAMBER OF COMMERCE</b>					
WILLARD CHAMBER OF COM	1	05/10/2024	ROAD FLAGS FREEDOM FEST - PKS	30-800-50450	706.73
<b>Vendor WIL295 - WILLARD CHAMBER OF COMMERCE Total:</b>					<b>706.73</b>
<b>Vendor: WTV100 - WILLARD HOME CENTER LLC</b>					
WILLARD HOME CENTER LLC	D99703	05/09/2024	CIRCULAR SAW BLADE - PKS	30-800-50130	53.99
WILLARD HOME CENTER LLC	B254847	05/02/2024	LUMBER BRIDGE REPR - PKS	30-800-51000	139.86
WILLARD HOME CENTER LLC	B255953	05/09/2024	MISC SCREWS - W	20-600-50130	8.52
WILLARD HOME CENTER LLC	B256364	05/09/2024	MISC SCREWS - W	20-600-50130	3.60
WILLARD HOME CENTER LLC	B256637	05/09/2024	PAINT RESPIRATORS, STAINLESS STEEL ROD - STS	10-300-50130	77.17
WILLARD HOME CENTER LLC	B257174	05/09/2024	40PC INPACT DRIVER SET, MISC BOLTS, MISC STIHL - S	20-700-51000	63.97
WILLARD HOME CENTER LLC	B257755	05/10/2024	24PK WOOD STAKES ST SIGN REPAIR - STS	10-300-51000	11.69
WILLARD HOME CENTER LLC	D101869	05/09/2024	STIHL OIL FOR WEED EATER & CHAIN SAW - STS	10-300-71100	8.97
WILLARD HOME CENTER LLC	D101899	05/09/2024	GLASS CLEANER - STS/S/W	10-300-50550	0.57
WILLARD HOME CENTER LLC	D101899	05/09/2024	GLASS CLEANER - STS/S/W	20-600-50550	1.13
WILLARD HOME CENTER LLC	D101899	05/09/2024	GLASS CLEANER - STS/S/W	20-700-50550	1.14

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILLARD HOME CENTER LLC	B257865	05/09/2024	TICK & MOSQUITO REPELLENT - W	20-600-50130	12.58
WILLARD HOME CENTER LLC	B257876	05/02/2024	PLUMBING PARTS POOL BLDG REPR - PKS	30-800-50500	77.43
WILLARD HOME CENTER LLC	B257906	05/02/2024	DISCONNECT CLIP, PIPE CONNECTOR POOL BLDG - PK	30-800-50130	2.24
WILLARD HOME CENTER LLC	B257906	05/02/2024	DISCONNECT CLIP, PIPE CONNECTOR POOL BLDG - PK	30-800-50500	23.39
WILLARD HOME CENTER LLC	B257936	05/02/2024	CUT KEYS PARK BATHROOMS - PKS	30-800-50130	3.58
WILLARD HOME CENTER LLC	D101990	05/09/2024	CUT WHLS,TRBO DIA BLD,PIPE END STP,CHISL - PKS	30-800-50130	2.24
WILLARD HOME CENTER LLC	D101990	05/09/2024	CUT WHLS,TRBO DIA BLD,PIPE END STP,CHISL - PKS	30-800-50500	38.64
WILLARD HOME CENTER LLC	D101992	05/02/2024	TUBING CUTTER - PKS	30-800-50130	17.63
WILLARD HOME CENTER LLC	D102001	05/02/2024	DISCONNECT CLIP, COUPLING REPR POOL BLDG - PKS	30-800-50500	34.63
WILLARD HOME CENTER LLC	B257954	05/02/2024	WORK GLOVES AND KEY - PKS	30-800-50130	43.85
WILLARD HOME CENTER LLC	D102104	05/02/2024	MISC BOLTS HARDWARE - PKS	30-800-50500	23.90
WILLARD HOME CENTER LLC	D102126	05/02/2024	SHP TOWELS, CAULKING, SOCKET ADAPTER - PKS	30-800-50130	23.82
WILLARD HOME CENTER LLC	D102135	05/10/2024	SHOP KEYS FOR NEW EMP AARON - STS / W / S	10-300-50130	0.72
WILLARD HOME CENTER LLC	D102135	05/10/2024	SHOP KEYS FOR NEW EMP AARON - STS / W / S	20-600-50130	1.43
WILLARD HOME CENTER LLC	D102135	05/10/2024	SHOP KEYS FOR NEW EMP AARON - STS / W / S	20-700-50130	1.43
WILLARD HOME CENTER LLC	D102293	05/10/2024	COMPOST FORK - STS / W / S	10-300-50130	11.88
WILLARD HOME CENTER LLC	D102293	05/10/2024	COMPOST FORK - STS / W / S	20-600-50130	23.75
WILLARD HOME CENTER LLC	D102293	05/10/2024	COMPOST FORK - STS / W / S	20-700-50130	23.76
WILLARD HOME CENTER LLC	B258431	05/10/2024	3/8" SS SPR SNAP LINK SEWER REPAIR - S	20-700-51000	10.79
WILLARD HOME CENTER LLC	B258457	05/09/2024	KEY, GLOVES, TRIMMER MOWNG HEAD - PKS	30-800-52000	57.77
WILLARD HOME CENTER LLC	D102436	05/10/2024	BULBS,FIBRGLS CLTH REPR KIT WIRNG COMM BLDG-PKS	30-800-50500	36.58
WILLARD HOME CENTER LLC	D102446	05/09/2024	PLUMBING SUPLYS POOL BLDG REPR - PKS	30-800-50500	43.86
WILLARD HOME CENTER LLC	D102476	05/09/2024	STRAIGHT CONNECTOR AND SEAL TAPE REC - PKS	30-800-50500	15.72
WILLARD HOME CENTER LLC	B258559	05/09/2024	BLUE TAPE, CLR SHEETNG REC PAINTNG - PKS	30-800-50500	26.35
WILLARD HOME CENTER LLC	D102509	05/09/2024	COUPLINGS, BUSHINGS, PVC PIPE LAGOON REPR - S	20-700-51000	43.06
WILLARD HOME CENTER LLC	D102521	05/09/2024	STARTER ROPE/HANDLE MWR - PKS	30-800-71100	12.34
WILLARD HOME CENTER LLC	D102522	05/09/2024	PAINT PRIMER REC - PKS	30-800-50500	205.00
WILLARD HOME CENTER LLC	D102535	05/09/2024	BLACK SPRAY PAINT REC - PKS	30-800-50500	40.45
WILLARD HOME CENTER LLC	B258614	05/10/2024	EYE BOLTS, RND BASE MAGNETS, BUNGEE CORDS -	20-700-51000	42.75
WILLARD HOME CENTER LLC	B258621	05/09/2024	SLEDGE HAMMER HANDLE, HAND TRCK - STS/W/S	10-300-52000	12.78
WILLARD HOME CENTER LLC	B258621	05/09/2024	SLEDGE HAMMER HANDLE, HAND TRCK - STS/W/S	20-600-52000	25.55
WILLARD HOME CENTER LLC	B258621	05/09/2024	SLEDGE HAMMER HANDLE, HAND TRCK - STS/W/S	20-700-52000	25.55
WILLARD HOME CENTER LLC	D102550	05/09/2024	BLU TAPE, SCRAPERS/BLADES REC PAINTNG-PKS	30-800-50500	35.48
WILLARD HOME CENTER LLC	D102553	05/09/2024	CHAIN FOR SHOP CHAINSAW - STS / W / S	10-300-52000	4.80
WILLARD HOME CENTER LLC	D102553	05/09/2024	CHAIN FOR SHOP CHAINSAW - STS / W / S	20-600-52000	9.59
WILLARD HOME CENTER LLC	D102553	05/09/2024	CHAIN FOR SHOP CHAINSAW - STS / W / S	20-700-52000	9.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILLARD HOME CENTER LLC	D102561	05/09/2024	MICROFIBR TWL,DENATURED ALCOHOL REC PAINTG-PKS	30-800-50500	22.03
WILLARD HOME CENTER LLC	D102563	05/09/2024	30% MP VINEGAR FOR VAULT MNT - W	20-600-51000	19.94
WILLARD HOME CENTER LLC	D102572	05/09/2024	CABLE TIES MOBILE RADAR UNIT - LAW	10-200-71100	2.69
WILLARD HOME CENTER LLC	D102577	05/09/2024	U-BOLTS WHIMPYS LFT STN REPR - S	20-700-51000	8.62
WILLARD HOME CENTER LLC	D102742	05/09/2024	PAVILION ELECTRICAL REPAIR - PKS	30-800-50500	41.17
WILLARD HOME CENTER LLC	B258994	05/09/2024	MORTAR MIX FOR SPARROW LN RD PATCH - STS	10-300-51000	13.57
WILLARD HOME CENTER LLC	D102777	05/09/2024	INNER TUBE - PKS	30-800-71100	16.19
WILLARD HOME CENTER LLC	B259142	05/10/2024	LYNCH PINS TRACTOR - PKS	30-800-71100	1.79
WILLARD HOME CENTER LLC	B259150	05/10/2024	SHORT & LONG BITS TOOLS - PKS	30-800-50130	8.96
WILLARD HOME CENTER LLC	D102956	05/10/2024	SAFETY HASPS & DOOR PULLS LAGOON CONTAINER - S	20-700-51000	35.60
WILLARD HOME CENTER LLC	D102967	05/10/2024	MISC BOLTS, NUTS & HRDWRE LAGOON CONTAINER	20-700-51000	7.77
WILLARD HOME CENTER LLC	D102983	05/10/2024	WASP SPRAY SPORTS - PKS	30-800-50180	32.35
WILLARD HOME CENTER LLC	B259203	05/10/2024	LIQUID NAILS, KEYS - PKS	30-800-50130	16.14
WILLARD HOME CENTER LLC	B259211	05/10/2024	BOLT PLAYGROUND - PKS	30-800-50130	1.75
WILLARD HOME CENTER LLC	B259299	05/10/2024	PRIMR, PAINT, ROLLR FRM & COVERS, TRYS & LINRS-PKS	30-800-50500	84.30
WILLARD HOME CENTER LLC	B259527	05/10/2024	PAINT/DUST RESPIRATORS & SHOVEL 94 LS CLEAN UP-S	20-700-51000	140.86
WILLARD HOME CENTER LLC	B259545	05/10/2024	PRIMR, PAINT, ROLLER FRM & COVERS - PKS	30-800-50500	267.43
WILLARD HOME CENTER LLC	B259554	05/10/2024	SEAL TAPE LFT STNS - S	20-700-51000	0.89
WILLARD HOME CENTER LLC	D103265	05/10/2024	SCREWS - SEWER TRUCK REPAIRS - S	20-700-71000	16.16
WILLARD HOME CENTER LLC	D103355	05/10/2024	LIGHT FIXTR & BULBS REPLACEMENT SOCCER - PKS	30-800-50500	31.48
WILLARD HOME CENTER LLC	D103371	05/10/2024	BRSHES, TAPE, ROLLR FRM & COVRS REC CNTR - PKS	30-800-50500	39.46
WILLARD HOME CENTER LLC	D103407	05/10/2024	SHOVEL - PKS	30-800-50130	23.98
<b>Vendor WTV100 - WILLARD HOME CENTER LLC Total:</b>					<b>2,228.66</b>
<b>Vendor: EZA150 - WILLARD TIRE LLC</b>					
WILLARD TIRE LLC	8249	05/10/2024	FLAT REPAIR ON PW TRK #116 - STS/S/W	10-300-71000	4.00
WILLARD TIRE LLC	8249	05/10/2024	FLAT REPAIR ON PW TRK #116 - STS/S/W	20-600-71000	8.00
WILLARD TIRE LLC	8249	05/10/2024	FLAT REPAIR ON PW TRK #116 - STS/S/W	20-700-71000	8.00
<b>Vendor EZA150 - WILLARD TIRE LLC Total:</b>					<b>20.00</b>
<b>Grand Total:</b>					<b>455,928.84</b>

## Report Summary

## Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	55,285.94
20 - WATER AND SEWER FUND	92,488.60
30 - PARKS FUND	308,154.30
<b>Grand Total:</b>	<b>455,928.84</b>

## Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	46.53
10-100-50550	CUSTODIAL SUPPLIES-GC	12.91
10-100-50700	OFFICE SUPPLIES-GCG	198.98
10-100-55200	ADVERTISING-GCG	145.96
10-100-55600	CONTRACT LABOR-GCG	2,340.64
10-100-55900	ELECTION EXPENSE-GCG	23,531.34
10-100-56400	PROFESSIONAL-GCG	15.55
10-100-56940	TRAINING & EDUCATION	30.00
10-100-56950	TRAINING & EDUCATION	90.00
10-100-57400	EQUIPMENT/SOFTWARE	256.66
10-100-61000	TELEPHONE-GCG	87.77
10-100-61050	INTERNET-GCG	197.54
10-100-62300	UTILITIES OTHER-GCG	94.50
10-100-95500	CAPITAL ASSET EXP EQUI	10,599.96
10-16000	PREPAID INSURANCE-GC	2,430.51
10-200-50130	SUPPLIES-LAW	35.00
10-200-50700	OFFICE SUPPLIES-LAW	51.23
10-200-56500	SAFETY PROGRAM-LAW	855.05
10-200-57400	EQUIPMENT/SOFTWARE	181.97
10-200-61000	TELEPHONE-LAW	208.90
10-200-61050	INTERNET-LAW	277.56
10-200-62300	UTILITIES OTHER-LAW	63.00
10-200-71100	EQUIPMENT REPAIR &	2.69
10-200-92500	UNIFORMS-LAW	106.97
10-200-93000	GROUP INSURANCE-LA	29.90
10-250-50130	SUPPLIES-COURT	5.00
10-250-50700	OFFICE SUPPLIES-COURT	290.93
10-250-56400	PROFESSIONAL-COURT	900.00
10-250-57400	EQUIP/SOFTWARE CONT	5.29
10-250-61000	TELEPHONE-COURT	62.68
10-250-61050	INTERNET-COURT	83.88
10-300-50130	SUPPLIES-STREETS	333.02
10-300-50550	CUSTODIAL SUPPLIES-ST	0.57
10-300-51000	REPAIRS AND MAINTEN	3,544.56
10-300-52000	SUPPLIES SMALL EQUIP	599.36
10-300-55200	ADVERTISING-ST	151.20
10-300-61000	TELEPHONE-STREETS	98.75
10-300-61050	INTERNET-STREETS	86.69
10-300-71000	VEHICLE REPAIR & MAIN	4.00
10-300-71100	EQUIPMENT REPAIR &	5,150.11
10-300-92500	UNIFORMS-STREETS	152.07
10-300-95100	CAPITAL ASSET EXP-STRE	124.85
10-400-50130	SUPPLIES-P&D	5.00
10-400-50700	OFFICE SUPPLIES-P&D	219.25
10-400-56400	PROFESSIONAL-P&D	1,275.00
10-400-56950	TRAINING & EDUCATION	105.00
10-400-57400	EQUIPMENT/SOFTWARE	10.67
10-400-61000	TELEPHONE-P&D	103.06
10-400-61050	INTERNET-P&D	83.88
20-16000	PREPAID INSURANCE-W	1,551.39

## Account Summary

Account Number	Account Name	Expense Amount
20-600-50000	CHEMICALS-WATER	1,041.11
20-600-50130	SUPPLIES-WATER	11,923.62
20-600-50200	LABORATORY FEES-WAT	182.00
20-600-50550	CUSTODIAL SUPPLIES-W	1.13
20-600-50700	OFFICE SUPPLIES-WATER	73.23
20-600-51000	REPAIRS AND MAINTEN	2,770.89
20-600-52000	SUPPLIES SMALL EQUIP	258.72
20-600-52500	METER REPLACEMENT-	2,636.73
20-600-55200	ADVERTISING-WATER	100.16
20-600-55850	EQUIPMENT RENTAL-WA	449.77
20-600-56400	PROFESSIONAL-WATER	204.90
20-600-57400	EQUIPMENT/SOFTWARE	159.65
20-600-61000	TELEPHONE WATER	159.92
20-600-61050	INTERNET-WATER	128.68
20-600-62300	UTILITIES OTHER-WATER	214.42
20-600-71000	VEHICLE REPAIR & MAIN	8.00
20-600-71100	EQUIPMENT REPAIR &	18.91
20-600-92500	UNIFORMS-WATER	304.16
20-600-95100	CAPITAL ASSET EXP-WAT	249.71
20-600-96400	FISCAL AGENT FEES-WAT	375.00
20-700-50130	SUPPLIES-SEWER	230.09
20-700-50550	CUSTODIAL SUPPLIES-SE	1.14
20-700-50700	OFFICE SUPPLIES-SEWER	73.23
20-700-51000	REPAIRS AND MAINTEN	6,047.46
20-700-52000	SUPPLIES SMALL EQUIP	83.27
20-700-55200	ADVERTISING-SEWER	100.16
20-700-55850	EQUIPMENT RENTAL-SE	449.78
20-700-56400	PROFESSIONAL-SEWER	7,605.02
20-700-57200	RECYCLE CENTER EXPEN	254.06
20-700-57400	EQUIPMENT/SOFTWARE	159.65
20-700-61000	TELEPHONE-SEWER	159.92
20-700-61050	INTERNET-SEWER	128.68
20-700-62300	UTILITIES OTHER-SEWER	214.42
20-700-71000	VEHICLE REPAIR & MAIN	102.98
20-700-71100	EQUIPMENT REPAIR &	90.45
20-700-92500	UNIFORMS-SEWER	304.16
20-700-95100	CAPITAL ASSET EXP-SEW	249.70
20-700-95500	CAPITAL ASSET EXP EQUI	53,047.33
20-700-96400	FISCAL AGENT FEES-SEW	375.00
30-16000	PREPAID INSURANCE-PK	1,189.40
30-800-50000	CHEMICALS-PKS	9,825.23
30-800-50110	SUPPLIES - GROUNDS	51.33
30-800-50130	SUPPLIES GENERAL-PKS	422.31
30-800-50140	SUPPLIES-AQUATIC	100.00
30-800-50170	SUPPLIES SPECIAL ACTIV	100.00
30-800-50177	SUPPLIES-YOUTH CAMP	226.65
30-800-50180	SUPPLIES SPORTS-PKS	1,196.75
30-800-50200	CONCESSIONS-PKS	343.70
30-800-50210	TURF MAINTENANCE-PK	280.00
30-800-50450	FREEDOM FEST EXPENSE	1,463.56
30-800-50500	BUILDING MAINTENANC	11,956.98
30-800-50550	CUSTODIAL SUPPLIES-PK	769.26
30-800-50700	OFFICE SUPPLIES-PKS	75.75
30-800-51000	REPAIRS AND MAINTEN	510.98
30-800-52000	SUPPLIES SMALL EQUIP	191.90
30-800-55200	ADVERTISING-PKS	635.98
30-800-55800	DUES AND SUBSCRIPTIO	795.08
30-800-55850	EQUIPMENT RENTAL-PK	239.80



**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
30-800-56950	TRAINING & EDUCATION	30.00
30-800-57400	EQUIPMENT/SOFTWARE	390.24
30-800-61000	TELEPHONE-PKS	173.52
30-800-61050	INTERNET-PARKS	171.52
30-800-62300	UTILITIES OTHER-PKS	695.41
30-800-71100	EQUIPMENT REPAIR &	313.88
30-800-95500	CAPITAL ASSET EXP EQUI	1,808.85
30-800-96000	PRINCIPAL EXPENSE-PKS	235,000.00
30-800-96200	INTEREST EXPENSE-PKS	39,196.22
	<b>Grand Total:</b>	<b>455,928.84</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>	
**None**	401,072.66	
2070095500-12	53,047.33	
308009550011	1,808.85	
	<b>Grand Total:</b>	<b>455,928.84</b>

# CITY OF WILLARD, MISSOURI

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



Consent Agenda Item #3c

## Department Head Reports

**CITY OF WILLARD  
BOARD OF ALDERMEN  
05/13/2024**



## **City Clerk Report**

1. Business license applications continue to come in.
2. I attended meetings and created the agendas, packets, and minutes for the Board of Aldermen.
3. I attended the Planning and Zoning meeting and created the agenda, packet, and minutes.
4. I updated ordinances and sent them to the City Attorney for her approval.
5. I sent contracts to the City Attorney for her approval.
6. I am working on filing projects to remove older files for storage or destruction.
7. I attended web meetings with Tyler Technologies to discuss time and attendance software.
8. I have updated my payment transmittal spreadsheet.
9. I have been in contact with the Greene County Clerk's office regarding a Special Election for Mayor.
10. I assisted employees to answer any questions.
11. I have returned to human resource duties/ payroll due to the resignation of Cheryl Richardson from the human resources position.
12. I place a job opening on Indeed for a boom mower operator for Public Works.

Dona Slater

## MUNICIPAL DIVISION SUMMARY REPORTING FORM

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

<b><u>I. COURT INFORMATION</u></b>		Municipality: WILLARD	Reporting Period: Apr 1, 2024 - Apr 30, 2024	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781				
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781			County: Greene County	Circuit: 31
Telephone Number:		Fax Number:		
Prepared by: Terry Forshee		E-mail Address:		
Municipal Judge: DAVID W. DORAN				
<b><u>II. MONTHLY CASELOAD INFORMATION</u></b>				
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		11	320	80
B. Cases (citations/informations) filed		0	30	0
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	2	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		0	33	0
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	13	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	2	1
8. certified for jury trial (not heard in Municipal Division)		0	0	0
<b>9. TOTAL CASE DISPOSITIONS</b>		0	50	1
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		11	300	79
E. Trial de Novo and/or appeal applications filed		0	0	0
<b><u>III. WARRANT INFORMATION (pre- &amp; post-disposition)</u></b>		<b><u>IV. PARKING TICKETS</u></b>		
1. # Issued during reporting period	39	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	29	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	306			

## MUNICIPAL DIVISION SUMMARY REPORTING FORM

<b>COURT INFORMATION</b>	Municipality: WILLARD	Reporting Period: Apr 1, 2024 - Apr 30, 2024
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<b><u>V. DISBURSEMENTS</u></b>			
<b>Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)</b>		<b>Other Disbursements:</b> Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$2,968.50	Court Automation	\$281.53
Clerk Fee - Excess Revenue	\$376.40	Judicial Facility Srchg CT31	\$402.50
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$12.66	Sheriff Retirement-CO/Muni	\$3.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	<b>Total Other Disbursements</b>	<b>\$687.03</b>
<b>Total Excess Revenue</b>	<b>\$3,357.56</b>	<b>Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited</b>	<b>\$5,441.00</b>
<b>Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)</b>		<b>Bond Refunds</b>	<b>\$0.00</b>
		<b>Total Disbursements</b>	<b>\$5,441.00</b>
Fines - Other	\$882.50		
Clerk Fee - Other	\$66.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$40.23		
Peace Officer Standards and Training (POST) Commission surcharge	\$40.21		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$286.75		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$2.22		
Law Enforcement Training (LET) Fund surcharge	\$78.50		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
<b>Total Other Revenue</b>	<b>\$1,396.41</b>		

## **Park Director's Report**

**May 2024**

Quote of the Month: "Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul." - John Muir

Progress continues on both the playground project and the aquatic center sandblasting and painting. We also continue to make progress on updating the lobby area at the Rec Center. Fresh paint and a refinishing of the concrete floors in the main customer areas will improve the lighting and make the space look more welcoming, with lighter colors to brighten the space. In addition to those planned upgrades, we are also addressing some of the park bridges at Jackson Street. They were beginning to become a safety hazard, with failing deck boards and structural supports. We also had to upgrade the wiring at the pavilion. Years of neglect and Band-Aid fixes had left it as a potential hazard to users. These unplanned expenses were detrimental to our building maintenance and repairs and maintenance budgets.

Planning for summer camp is nearly complete with only a couple of fieldtrips left to finalize. Our aquatics programs are nearly fully charted, and we are adding programs to our line-up to increase revenue. Sports programs are underway, with soccer and volleyball both mid-season, and baseball/softball programs registering now. We plan to offer adult league softball again this summer.

I am currently working with internal parks staff, the planning director, and the Park Board, on a ten-year comprehensive plan for the parks department. I am hoping that the completion of our new playground will drive community interest in furthering the development of parks programs and properties, and that the community will continue to affirm that parks and recreation is a key asset for community development.

# CITY OF WILLARD, MISSOURI

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



## Planning Department Report May 2024

### Permits - April

Permits Issued	Fees collected (April)	Est. Value of Work (April)	Permits Issued (YtD)	Fees Collected (YtD)	Est. Value of Work (YtD)
10	\$6487.00	\$588,123.00	127	\$249,553.00	\$17,007,263.00

*Sunshine requests included the US Census, Data Dodge Analytics, and Build-zoom*

### Current Development

ATM Subdivision: Has applied for Final Plat. Will send to P&Z and BOA.

Hoffman Hills: Phase 1 several lots have been sold and building permits have been submitted. Several of them have been completed. Phase 2 excavation permits have been approved groundwork has begun.

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

Stone Creek: Flint Rock has received multiple building permits for homes in the new subdivision. Most are completed.

Generations Village: All building permits have been issued. They have started excavating.

Rocky Point: Applied for a preliminary plat. Will send to P & Z and BOA this month.

Mike Ruesch  
Director of Planning and Development  
417-742-5310

### Other Business

1. Inflow and infiltration code to be forwarded to Aldermen after legal review
2. Added capacity report findings to new fees. Will present to the board of Aldermen soon.
3. Adoption of the 2018 International Codes to Aldermen in June
4. Review of MU mixed Use Code in May
5. Working on going paperless for all building submittals & online applications. Added online payment and online applications.
6. PC is reviewing the 160 overlay requirements to PC for review. This details the development requirements for new projects along the 160 corridors.
7. Will submit the sign ordinance and variance codes to accommodate school signage to PC in June.

Mike Ruesch  
Director of Planning and Development  
417-742-5310





**Willard Police Department**  
**April 2024 - Monthly Statistical Report**



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	10
Shannon Shipley, Major	1602-003	18
	<b>Total</b>	<b>28</b>

Squad #1	1604-044	Billie Deckard, Cpl.	22	Squad #2	1603-027	Steve Purdy, Sgt.	26
	1607-050	Caleb Steen, Sr. Officer	58		1608-054	Stefan Collette, Sr. Officer	48
	1605-056	Mark Cole, Officer	44		1610-061	Christian Smith, Officer	39
	1611-064	Danielle Cale, Officer	24		1609-063	Cody Weatherford, Officer	27
	<b>Total</b>		<b>148</b>	<b>Total</b>			<b>140</b>

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer	2	10.5
	1641-014	Brian Gordon, Reserve		0
	1642-015	JD Landon, Reserve		15.5
	1645-047	Glenn Cozzens, Reserve		3.5
	1646-031	Andrew Hunt, Reserve		0
	1643-048	Tim Wheeler, Reserve		0
	<b>Total</b>		<b>2</b>	
<b>Total Incidents for the month...</b>			<b>318</b>	

**Incident Statistics**

Felony	3	HBO (Handled by Officers)	135
Misdemeanor	5	Use of Force	0
Infraction	137	Dog at Large	2
Other (Services)	165	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	30,795	823	18	46		0
WPD-02 2021 Charger	62,166	1,572	23	68		84.50
WPD-04 2023 Durango	16,607	2,593	33	79	76.49	76.49
WPD-05 2023 Charger	15,149	1,496	19	79	107.49	214.98
WPD-06 2023 Durango	7,293	1,794	38	47		107.49
WPD-07 2017 Explorer	26,878	645	13	50	949.00	1,104.12
WPD-08 2008 Harley	6,075	0	0	0		95.73

**Monthly Vehicle Maintenance Details**

WPD-01:	WPD-05: oil change; tire rotation
WPD-02:	WPD-06:
WPD-04: oil change	WPD-07: oil change; new tires

**Misc. Dept. Info:** Cpl Billie Deckard resigned for a promotion to Sgt at Fair Grove PD, a \$6.00 per hour raise, and a take home car.

**Monthly Water Loss 2024**

Current Month  
4

Month	January	February	March	April	Annual Average	Annual
Amount of Gallons Pumped	22,132,300	25,487,800	22,794,600	23,592,100	23,501,700	94,006,800
Dollar Amount Sold	\$81,280.17	\$85,823.98	\$79,830.51	\$82,738.98	\$82,418.41	\$329,673.64
Gallons of Water Sold	14,708,000	16,491,009	14,190,044	15,238,017	15,156,768	60,627,070
Flushing	45,000	45,000	200,000	200,000	122,500	490,000
Leaks/Adjustments	950,000	850,000	130,000	130,000	515,000	2,060,000
City Usage (not billed)	13,000	30,000	44,000	28,000	28,750	115,000
Fire Dept	57,000	59,000	70,000	57,000	60,750	243,000
Tower Overflows	0	0	0	0	0	0
Residuals	160,000	160,000	160,000	160,000	160,000	640,000
Total Gallons Accounted For	15,863,000	17,546,009	14,680,044	15,728,017	15,954,268	63,817,070
% Water Loss	28.33%	31.16%	35.60%	33.33%	32.11%	
Amount of Water Lost	6,269,300	7,941,791	8,114,556	7,864,083	7,547,433	30,189,730
Willard North #1	1,346,700	2,079,500	1,604,800	963,700	1,498,675	5,994,700
Willard South #2	1,718,400	2,143,000	2,119,900	2,570,200	2,137,875	8,551,500
Meadows West #1	10,774,200	11,048,300	11,687,900	11,159,200	11,167,400	44,669,600
Meadows East #2	8,293,000	10,217,000	7,382,000	8,899,000	8,697,750	34,791,000
Correction per MRWA Willard Well 1&	0	0	0	0	0	0
Total Water Pumped	22,132,300	25,487,800	22,794,600	23,592,100	23,501,700	94,006,800
<b>Customer Count</b>						
City Commercial Irrigation	18	18	18	18	18	
City Commercial 1 SPF	141	138	138	140	139	
City Commercial 3 Water only	19	20	21	22	21	178
City Residential Irrigation	2	2	2	3	2	
City Residential 1 SPF	2114	2114	2128	2145	2,125	
City Residential 3 Water Only	72	72	71	72	72	2,199
Rural Irrigation	3	3	4	4	4	
Rural Residential 1 SPF	2	2	2	2	2	
Rural Residential 2 Lagoon	274	274	274	273	274	
Rural Residential 3 Water Only	891	890	892	888	890	1,170
Rural Commercial 2 Lagoon	3	3	3	3	3	
Rural Commercial 3 Water only	14	14	14	14	14	
Zero-Non Billed	8	8	9	9	9	26
Number of Total Customers	3561	3558	3576	3593	3572	3572
<b>Service Consumption</b>						
City Commercial Irrigation	19,000	4,000	75,000	268,000	91,500	
City Commercial 1 SPF	1,261,000	1,545,000	1,421,000	1,708,000	1,483,750	
City Commercial 3 Water only	68,000	74,000	171,000	216,000	132,250	1,707,500
City Residential Irrigation	1,000	-	1,000	-	500	
City Residential 1 SPF	7,711,000	8,755,007	7,267,039	7,559,010	7,823,014	
City Residential 3 Water Only	314,000	321,000	281,000	298,000	303,500	8,127,014
Rural Irrigation	-	-	-	1,000	250	
Rural Residential 1 SPF	12,000	13,000	10,000	10,000	11,250	
Rural Residential 2 Lagoon	931,000	1,040,000	894,000	968,000	958,250	
Rural Residential 3 Water Only	4,258,000	4,601,002	3,905,005	4,064,007	4,207,004	5,176,754
Rural Commercial 2 Lagoon	54,000	29,000	30,000	40,000	38,250	
Rural Commercial 3 Water only	58,000	71,000	62,000	61,000	63,000	101,250
Zero-Non Billed	21,000	38,000	73,000	45,000	44,250	44,250
Total Gallons of Consumption	14,708,000	16,491,009	14,190,044	15,238,017	15,156,768	15,156,768

# CITY OF WILLARD, MISSOURI

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



Consent Agenda Item #3d

## Board Attendance Report



# **CITY OF WILLARD, MISSOURI**

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



Consent Agenda Item #6

## **Adoption of new job description for City Clerk**

### **Discussion/Vote**

## City of Willard, Missouri Job Description

### City Clerk - Administration Department

**Classification:** Clerical

**Pay Grade/Salary Range:** 10 / \$32,000- \$42,000

**Supervised By:** City Administrator

#### **General Purpose of Position**

Perform duties required for the position of City Clerk and provides assistance to the City's administrative function

#### **Major Duties and Responsibilities**

##### **Custodian of Records**

- Assure that official City of Willard records are properly recorded, indexed and maintained
- Prepare and maintain minutes for various types of meetings
- Organize and index ordinances, resolutions and considerations
- Organize, index, and track expiration of contracts, leases and agreements
- Organize and index deeds and titles regarding any property of the city
- Organize, index, and track expiration bonds given by officers or contractors of the city
- Organize, index, and track insurance certificates furnished by contractors to the city
- Organize, index, and track deadlines for regulatory report filings.
- Forward ordinances for codification and minutes for recording to codification vendor
- Responsible for timely updates and revisions to the City of Willard Municipal Code
- Keep the seal for City of Willard
- Provide certified copies of required legal documents.
- Respond to requests under Missouri "Sunshine Law"

##### **Serve as Municipal Election Official**

- Prepare documentation for municipal election
- Prepare Ordinances for elections
- Post and Publish Notices of Municipal Election
- Accept and attest Declarations of Candidacy
- Communicate with and provide documentation to Greene County Clerk's office

##### **Administer of Oaths**

- Administer official oaths and oaths to persons certifying to demands or claims against the city

##### **Provide administrative support to City Administrator, Mayor and Board of Aldermen**

- Seal and Attest to signatures for ordinances, resolutions, contracts, reports and other documents
- Arrange for legal publications as required by Missouri State Statute or City of Willard Municipal Code
- Perform research as requested
- Prepare special proclamations and convey Mayor's correspondence
- Plan and make arrangements for meetings including catering when necessary
- Prepare Board chambers for meetings
- Research and apply for grants
- Participate in development of policies and procedures

**Prepare for and attend all Board of Aldermen meetings**

- Prepare and post agendas
- Organize copies of all relevant materials in appropriate packets
- Send attorney information that pertains to legal issues
- Prepare ordinances and resolutions and submit for attorney review
- Prepare information for department heads
- Arrange for delivery of meeting packets
- Attend all Board of Aldermen meetings, record minutes and official votes

**Provides administrative support for Planning and Zoning Commission and other boards and commissions**

- Prepare and post agendas
- Attend meetings and record minutes and official votes
- Perform research as requested

**Provide public relations**

- Answer phones, transfer calls to appropriate personnel or take messages
- Provide phone numbers or other information as needed
- Direct the public to appropriate departments or persons
- Serve as liaison with constituents
- Issue business and liquor licenses

**Assist with duties of Human Resources**

- Act as Assistant HR officer under HR Director supervision
- Complete training in areas of payroll and employee file maintenance

**Coordinate with HR Director to serve as Deputy City Clerk**

**Performs all City Clerk duties as required by Missouri state statute and City of Willard ordinances or may be requested by the Mayor and Board of Aldermen under the general direction of the City Administrator and other duties as directed.**

**Job Context**

Status	Full-time
FLSA Status	Exempt
Department	Administration
Immediate Supervisor(s)	City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	One (1)
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies

Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	95%
Percentage of Work Outdoors	5%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

\*Exposure to chemicals / hazardous materials may not be limited to this list.

\*\*These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.

### **Education and Experience**

The person in this position must have a high school diploma or its equivalent and some college or managerial courses are preferred. Two years of experience as a City Clerk is preferred, minimum of 2 years office experience required. An equivalent combination of education and experience will be considered.

### **Licenses and Certifications**

A valid Missouri driver's license is required; Ongoing employee training toward receiving status of Certified Municipal Clerk (CMC) or Missouri Registered City Clerk (MRCC) is required until completed. Continuing education is preferred.

### **Knowledge, Skills and Abilities**

Supervisory techniques  
 Responsibilities of a City Clerk as set by state laws  
 Preparation and certification of ordinances and resolutions  
 Federal and state regulations and standards concerning payroll and payroll taxes  
 City ordinances, state statutes and federal laws regarding employment and human resources  
 Basic labor law principles and applications  
 General office and filing practices and procedures  
 General accounting principles  
 Proper grammar and the use of English in speaking and writing  
 Computer operations and applications, including word processing and spreadsheets  
 State statutes concerning the work of the city clerk  
 Mathematical skills, including addition, subtraction, division and multiplication  
 General functions and operations of municipal government

#### **Skills and Abilities**

Organizational skills  
 Use various pieces of office equipment, including personal computer, photocopiers and facsimile machine  
 Accurate typing and data entry using a personal computer



Use a multi-line telephone system to answer and transfer calls  
Prepare and present effectively, oral and written informative material relating to the activities of the department  
Maintain confidentiality  
Proofread reports accurately  
Use various types of office software, including word processing and spreadsheets  
Use common sense  
Exercise patience  
Pay attention to detail  
Use a 10-key adding machine or calculator  
Complete detailed work accurately  
Work effectively with a wide range of people  
Provide effective leadership for and maintain harmonious relationships  
Meet specified deadlines  
Prioritize daily work flow  
Work as a team member with other employees  
Communicate effectively with others, both oral and written  
Work autonomously when necessary  
Handle multiple tasks simultaneously with frequent interruptions  
Deal with others in a professional manner  
Maintain professional composure in heated situations

# **CITY OF WILLARD, MISSOURI**

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



Consent Agenda Item #7

## **Ordinance approving amendments to the Willard Municipal Code City Clerk section #115.100.**

**(1st Read) Discussion/Vote**

First Reading: 05-13-2024

Second Reading: 05-28-2024

Bill No: 24-23

Ordinance No.: 240513A

**AN ORDINANCE** approving a municipal code amendment to Section 115.100, of the municipal code of the City of Willard pertaining to the duties of the City Clerk.

WHEREAS, the Board of Aldermen agree that the duties as described in Ordinance 120109 shall be modified.

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

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

Section 115.100 Duties.

[Ord. No. 030714A §§3 — 20, 7-14-2003; Ord. No. 040510F §§3 — 20, 5-10-2004; Ord. No. 120109 §1, 1-9-2012]

A. The duties of the City Clerk shall be as follows:

**1.**

The City Clerk will keep a journal of the proceedings of the Board of Aldermen with the minutes posted in the time required by State Statutes.

**2.**

The Clerk will seal and attest all contracts of the City and all licenses, permits and such other documents as will require this formality.

**3.**

He/she will safely and properly keep all records and papers belonging to the City, which will be entrusted to his/her care. In addition to the record of ordinances and other records which the Clerk is required by Statute to keep a register of all licenses and permits issued and the payments thereon; a record showing all of the officers and regular employees of the City; and such other records as may be required by the Board of Aldermen or Mayor. The City Clerk will file and arrange all records in a standardized manner in a cross-indexed filing system.

**4.**

The Clerk will be the official custodian of these records and all documents belonging to the City, which are not assigned to the custody of another City Officer. He/she will be the custodian of the City Seal and will affix its impression on documents whenever this is required.

**5.**

The Clerk will keep and maintain a proper index to all documents and records kept by him/her for ready access thereto and use thereof may be had. He/she will develop a standard index file for all documents.

**6.**

The Clerk is hereby empowered to administer official oaths and oaths to persons certifying demands of claims against the City.

**7.**

The Clerk will keep all deeds and papers showing title of the City to any property and all bonds given by officers and contractors of the City.

**8.**

The Clerk will handle election registration and procedures with Greene County, register eligible voters and verify election results to the Board of Aldermen.

**9.**

The Clerk will keep in contact with the City Attorney and provide reports and forms to department heads and Board of Aldermen as requested.

**10.**

The Clerk will perform office administration tasks such as copying, filing, faxing, bookkeeping, etc. He/she will utilize computer applications for inventory, work processing, bookkeeping, etc.

**11.**

The Clerk will operate general office equipment such as computers, copiers, fax machines, etc., and other standard business equipment as may be required.

**12.**

The Clerk shall perform clerical functions in assigned departments such as answering the phone on an as needed basis.

**13.**

The Clerk must deal effectively and courteously with the general public. He/she will answer questions asked by the general public both in person and by phone; disseminates information related to job applications, voter registration, business license applications, etc., and other City business.

14.

~~The City Clerk will keep City maps updated and assign street addresses to new subdivisions.~~

15.

~~The City Clerk will issue zoning permits.~~

16.

14. The City Clerk shall post the Planning and Zoning Commission agenda; gather all material for the Planning and Zoning agenda; ~~and must be familiar with Planning and Zoning regulations~~ attend the Planning and Zoning Commission meetings; keep a journal of the proceedings of the Planning and Zoning Commission meetings with the minutes posted in the time required by City and State Statutes.

17.

~~The City Clerk will give written notices to violators of City ordinances, when appropriate.~~

18.

15. In addition to the duties herein provided, the Clerk shall perform such other duties and functions as may be required by Statute or ordinance or may be requested by the Board of Aldermen or the Mayor under the general direction of the City Administrator.

**CITY OF WILLARD, MISSOURI**

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



Consent Agenda Item #9

**Adoption of new job description for Human Resources  
Director**

**Discussion/Vote**

## **City of Willard, Missouri Job Description**

### **Director of Human Resources**

**Classification: Clerical/Financial**

**Salary Range: Grade 21-22**

**Supervised by: City Administrator**

**Collaborates with: City Clerk, CFO**

#### **General Purpose of Position:**

Manage all duties associated with the City's human resources and payroll  
Perform accounting and financial management processes related to human resources  
Serve as deputy to the City Clerk

#### **Major Duties and Responsibilities:**

**Perform all HR Department duties as required by local ordinances**

##### **Maintain employee compensation system**

- Administer the employee benefit programs
- Serve as an employee advocate during claims process, when needed
- Review timesheets for accuracy
- Input hours and submits files for ACH direct deposit
- Distribute pay stubs to employees
- Assist with and assures correct payroll taxation practices
- Reconcile payroll liabilities
- Print weekly, monthly and quarterly reports
- Maintain employee sick leave, vacation and compensatory time accruals and absentee calendars
- Maintain employee compensation records
- Complete all required tax reports within specified deadlines
- Investigate employee benefit options, collaborate with CFO, and make proposals to BOA
- Review payroll and all associated records in conjunction with the overall compensation of employees

**Manage employee insurance / risk management programs**

- Assist with and participates in bidding process
- Enroll new employees
- Calculate employee premiums
- Collate employee records
- Answer employee questions and concerns regarding insurance
- Assist with filing worker compensation claims
- Disburse employee hire and separation packets

**Provide employee training opportunities and programs**

- Seek targeted learning programs for each department
- Establish training for new employees
- Coordinate with insurance providers for training suggestions to decrease liability

**Reconcile of City bank accounts related to HR**

- Audit and compile reports on accounts related to payroll, taxes and insurance
- Research available data when there are discrepancies
- Prepare and assisting with financial statements and reports regarding HR
- Create reports for Board packets as needed
- Provides preparation for audits
- Reconcile bank account entries to bank statements related to HR

**Reconcile customer payments for General, Water and Sewer Departments**

- Count cash and reconciles cash drawers
- Prepare and transports daily deposits to the bank
- Reconcile receipts and balances deposits
- Processes online payments reports
- Prepare Deposit Receipt Journals and reports
- Research available data when there are discrepancies
- Research various accounts within the system and provides documentation



**Assist with preparation of the City's annual budget relating to HR**

- Provides historical information to department heads and other appropriate personnel
- Answers questions and provides information about specific issues or problems
- Assists with City budget for each fiscal year with HR related input from departments
- Assists with monitoring HR oriented revenues and expenditures throughout the year
- Assists with preparation of budget amendments periodically as needed

**Support other departments**

- Answers and directs telephone calls
- Helps with constituent walk-ins

**Assist with the Duties of the City Clerk**

- Serve as Deputy City Clerk when necessary
- Provide support for City Clerk as needed

**Perform other duties as directed**

**Job Context**

Status	Full-time
FLSA Status	Non-Exempt
Department	HR / Finance
Immediate Supervisor(s)	City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round

Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies
Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	90%
Percentage of Work Outdoors	10%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

*\*Exposure to chemicals / hazardous materials may not be limited to this list.*

*\*\*These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

**Education and Experience**

Must have 2 years or more of college credit, preferably courses related to government, business, finance, human resources, or management. A Bachelor's degree with 2 or more years of experience is preferred. An equivalent combination of education and experience will be considered.

### **Special Conditions**

#### CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime.

This employee must possess a valid State Driver's License

New employees have a probationary period spanning a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

### **Knowledge, Skills and Abilities**

#### **Knowledge**

Principles and applications of risk management related to human resources management  
Federal and state regulations and standards concerning payroll and payroll taxes  
Federal and state regulations and standards concerning employee insurance, workers compensation and liability  
City ordinances, state statutes and federal laws regarding employment and human resources  
Basic labor law principles and applications  
Payroll systems  
Rules and regulations concerning employees  
City's compensation plan and position placements  
General office and filing practices and procedures  
General accounting principles  
Rules and procedures for tax-exempt status  
Computerized accounting systems

City's chart of accounts  
Filing systems and management  
Policies and procedures for handling cash  
Communication techniques  
City ordinances and state statutes  
General operations of City  
Proper grammar and the use of English in speaking and writing  
Computer operations and applications, including word processing and spreadsheets  
Federal and state statutes concerning the work of the department  
Mathematical skills, including addition, subtraction, division and multiplication  
General functions and operations of municipal government

**Skills and Department Tasks**

Organizational skills  
Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine  
Accurate typing and data entry using a personal computer  
Use a multi-line telephone system to answer and transfer calls  
Prepare and present effectively, oral and written informative material relating to the activities of the department  
Maintain confidentiality  
Proofread reports accurately  
Properly manage and handle cash  
Be surety bonded, including employee errors and omissions  
Read and use various financial statements  
Maintain confidential records  
Reconcile books  
Exercise patience  
Use various types of office software, including word processing and spreadsheets  
Use common sense  
Pay attention to detail  
Use a 10-key adding machine or calculator  
Complete detailed work accurately  
Work effectively with a wide range of people  
Provide effective leadership for and maintain harmonious relationships  
Meet specified deadlines  
Prioritize daily work flow  
Operate as a team member with other employees  
Communicate effectively with others, both oral and written  
Work autonomously the majority of the time  
Handle multiple tasks simultaneously with frequent interruptions  
Interact with others in a professional manner  
Maintain professional composure in heated situations  
Implement and follow departmental and City policies and procedures  
Develop and implement HR initiatives and systems

Provide counseling on policies and procedures  
Being actively involved in recruitment by preparing job descriptions  
Post ads to support departments throughout the hiring process  
Processes new employee benefit packets  
Track when new hire benefits become available and processes in a timely manner  
Inform provider of new enrollees  
Forward payroll changes to finance to enter into budget  
Forward W-4 forms to the state  
Process and verify garnishments  
File and verify payroll changes  
Calculate vacation and sick accruals for employees retiring and/or terminating  
Track and notifies department heads when employee pay raises and evaluations are due  
Submit and reconcile monthly benefit payments for health, dental, life, vision, long term disability, and LAGERS  
Accept and submit workers compensation claims  
Resolve issues  
Accept and submits liability claims  
Respond to questions about the claims or directs them to the department responsible.  
Maintain personnel files  
Coordinate annual employee benefits meeting for open enrollment  
Accept employee benefit changes during open enrollment  
Make necessary changes in payroll system  
Receive unemployment benefit notifications and submits necessary paperwork if disputing the claim  
Receive phone calls verifying employment.  
Supports the growth and development of city staff by providing excellent customer service  
Promote the City goals and priorities in compliance with all policies and procedures  
Maintain absolute confidentiality of work-related issues, employee records, and City of Willard information

## Goals for of HR Department 2024-2025

**Establish a procedure for recruiting candidates** Research to understand the city's needs and make sure those needs are met when recruiting for new positions. Compile and maintain contacts, accounts, and data regarding avenues of advertisement for the city. Discuss options with department heads regarding best options and associated costs. Research and analyze the market to best inform department heads, and assist them to manage staff budgets. Continue research to determine what needs to be done to make sure that the right candidates are being attracted and presented.

**Establish a hiring process** Arranging interviews, conducting backgrounds screenings, coordinating hiring efforts, and onboarding new employees. Ensure all paperwork involved with hiring someone is filled out and that everything from the first day to each subsequent day is navigated successfully.

**Complete Tyler timeclock transition and monitor for assurance of accuracy** Adequately train all staff regarding operation and any idiosyncrasies. Evaluate system to ensure protection and use of employee earned time.

**Establish a procedure for discipline** Educate department heads regarding processes for disciplinary actions and recording such actions, ensuring proper documentation. This is to protect the city's liability and assist in overall staff management. When navigated inappropriately, disciplinary actions can lead to the loss of a valuable employee and can even result in litigation or a poor reputation. But when handled appropriately, disciplinary action can result in the success of an employee.

### **Update policies**

Policies need to be updated (or at least examined) every year as the organization changes. It's HR's job to make official updates to policies and to suggest changes to policies when they no longer serve the company or the employees. Sometimes a policy should be updated as a reaction to an occurrence. HR should always be included in and consulted with regarding these decisions.

**Update and maintain employee records** Maintaining HR records is mandated by law. Determine which records are These records help employers identify skill gaps to help with the hiring process and to analyze demographic data and comply with regulations. Update personal details and emergency contacts for each employee.

### **Investigate ways for HR to support employees**

Provide career growth and continuing education opportunities  
Include management training for department heads and assistants

Institute programs to support health and wellness

# **CITY OF WILLARD, MISSOURI**

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



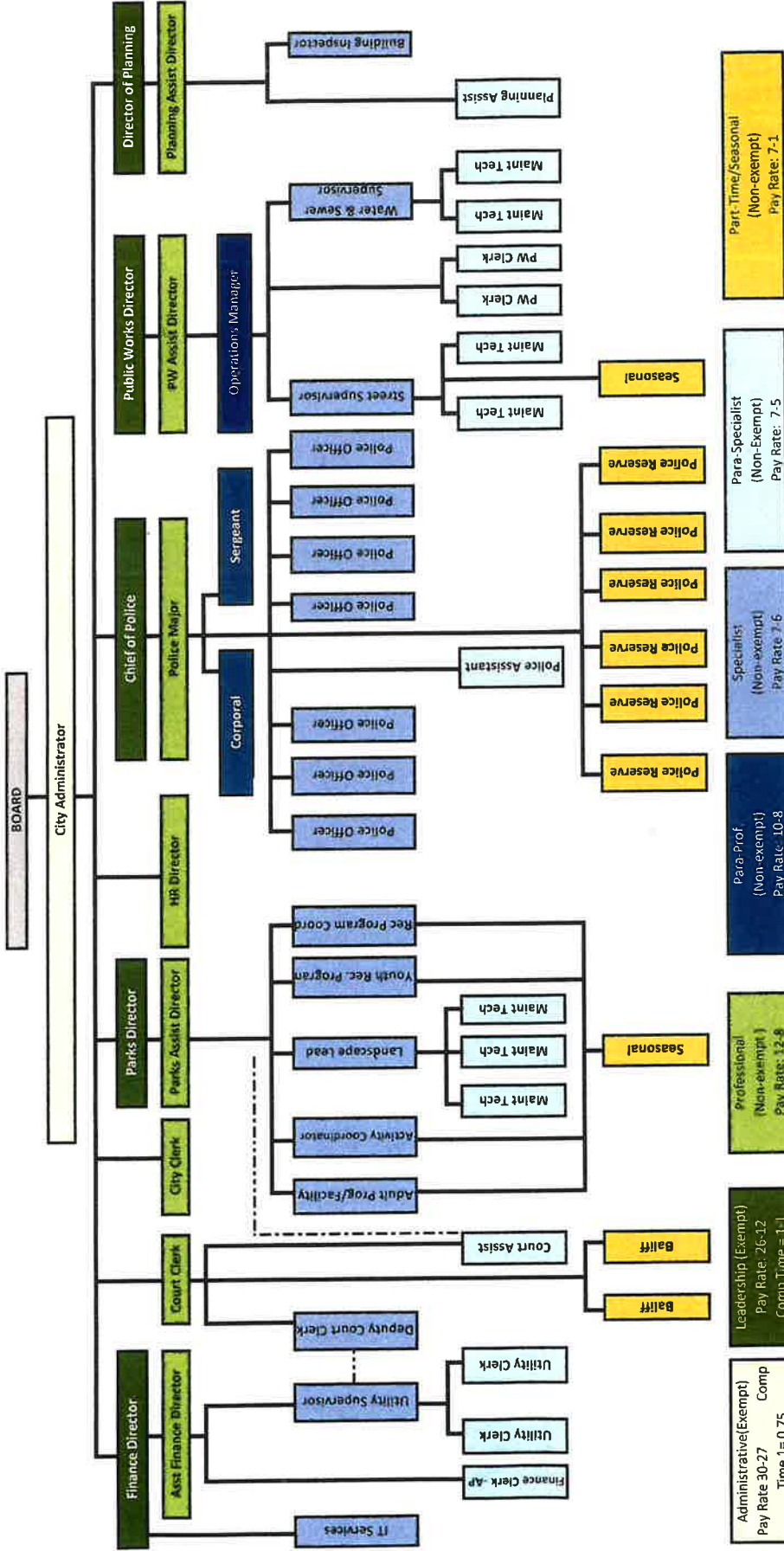
Consent Agenda Item #10

## **Adoption of new Organizational Chart**

### **Discussion/Vote**



# ORGANIZATIONAL CHART



- Part-Time/Seasonal (Non-exempt) Pay Rate: 7-1
- Para-Specialist (Non-Exempt) Pay Rate: 7-5
- Specialist (Non-exempt) Pay Rate 7-6
- Para-Prof. (Non-exempt) Pay Rate: 10-8
- Professional (Non-exempt) Pay Rate: 12-8
- Leadership (Exempt) Pay Rate: 26-12 Comp Time = 1-1
- Administrative(Exempt) Pay Rate 30-27 Comp Time 1=0.75

GRADES

Updated: 5-13-24

# **CITY OF WILLARD, MISSOURI**

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



## **Consent Agenda Item #11**

### **Appoint members to the Board of Adjustments**

- a. John Williams**
- b. Ray Cook**

# **CITY OF WILLARD, MISSOURI**

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



Consent Agenda Item #14

**Ordinance authorizing the Mayor to accept a proposal and contract with Canon Financial Services to lease a printer for the Utility Clerks**

**(1<sup>st</sup> Read) Discussion/Vote**

First Reading: 05/13/2024

Second Reading: 05/28/2024

Bill No.: 24-24

Ordinance No.: 240513B

AN ORDINANCE

**Accepting the proposal by Lakeland Office Systems to provide a printer for City Hall Utility Clerks and authorizing the Mayor to execute all necessary documents on behalf of the City of Willard.**

**WHEREAS**, the City of Willard has a need for a printer at City Hall for Utility Clerks; and,

**WHEREAS**, the City of Willard has selected Lakeland Office Systems to provide the services as itemized in detail in Exhibits "B" as attached hereto.

**NOW THEREFORE, BE IT HEREBY ORDAINED 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 proposal of Lakeland Office Systems to provide the services described in Exhibit "B".

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.

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

ATTEST: \_\_\_\_\_ Janice Gargus, 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 \_\_\_\_\_ 2024.



**Lakeland**  
OFFICE SYSTEMS



*City of*  
**Willard**  
MISSOURI

**RECOMMENDED PRINT SOLUTION**

**Utility Clerk**

Proposed Brand	Model	Qty
Canon	iR ADV DX C259iF	1

**Recommended Solution Includes:**

- Print Speed: up to 26 ppm (Letter) BW/Color
- Document Feeder: Single Pass Duplex - 200 sheet capacity
- (1) 550-sheet Trays
- Scan up to 200 ipm
- 10.1-inch color touch screen



**60 Month Lease:**

Lakeland's Total Solution lease includes the equipment, service, and supplies (except staples, paper and network troubleshooting services).

- Lease Payment ..... \$62.78/Month
- Black and White prints: (C259) \$0.009 per page
- Color prints: (C259) \$0.065 per page

**DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING**

Delivery, Installation, Initial Supplies & Initial Training ..... Included

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Lakeland Office Systems to order, install and invoice the above listed equipment.



CANON FINANCIAL SERVICES, INC. ("CFS")  
 Remittance address: 14904 Collections Center Drive  
 Chicago, Illinois 60693 Phone: (800) 220-0200

# LEASE AGREEMENT

One-Page Agreement for Transactions Under \$150,000 CFS-1122 (06/16)

CFS' AGREEMENT NUMBER: \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY LEGAL NAME		DBA	PHONE	
City of Willard			("Customer") 417-742-3033	
BILLING ADDRESS	CITY	COUNTY	STATE	ZIP
224 W Jackson St	Willard		MO	65781
EQUIPMENT ADDRESS	CITY	COUNTY	STATE	ZIP

EQUIPMENT INFORMATION		NUMBER AND AMOUNT OF PAYMENTS	
Quantity	Serial Number	Make/Model/Description	Payment Amount *
1		Canon iR Adv DX C259iF	
			60
			\$62.78

Term in months: 60 Payment Frequency:  Monthly  Quarterly  Other: \_\_\_\_\_  
 Number of Payments in Advance: 0 End of Term Purchase Option:  Fair Market Value  \$1.00  Other: (\$ or %) \_\_\_\_\_  
 Total Amount Due At Signing \*: \$0.00 \* Plus Applicable Taxes (estimated)

THIS AGREEMENT IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT ALL ACTION REQUIRED TO AUTHORIZE EXECUTION OF THIS AGREEMENT ON BEHALF OF CUSTOMER BY THE FOLLOWING SIGNATORIES HAS BEEN TAKEN. THE UNDERSIGNED HAS READ, UNDERSTANDS AND HEREBY AGREES TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT.

ACCEPTED BY CANON FINANCIAL SERVICES, INC.		AUTHORIZED CUSTOMER SIGNATURE	
By: _____	By: _____	Title: _____	
Title: _____	Printed Name: _____	Email address: _____	
Date: _____	Tax ID# _____	If proprietor, DOB: _____	Date: _____

To: Canon Financial Services, Inc. ("CFS")  
 Customer certifies that (a) the Equipment referred to in this Agreement has been received, (b) installation has been completed, (c) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to Customer, and (d) the Equipment is irrevocably accepted by Customer for all purposes under this Agreement. Accordingly, Customer hereby authorizes billing under this Agreement.  
 Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Title (if any): \_\_\_\_\_ Date: \_\_\_\_\_

### TERMS AND CONDITIONS

- AGREEMENT:** CFS leases to Customer, a Local Government organized under the laws of the State of MO, with its chief executive office at 224 W Jackson St, Willard, MO 65781, and Customer leases from CFS with its place of business at 158 Gaither Drive, Suite 200, Mt Laurel, New Jersey 08054, all the equipment described above ("Equipment"). This Agreement shall be effective on the date the Equipment is delivered to Customer ("Commencement Date"), provided Customer executes CFS' form of acceptance ("Acceptance Certificate") or provides to CFS other written confirmation of its acceptance of the Equipment, which shall conclusively establish that the Equipment has been delivered to and accepted by Customer for all purposes of the Agreement. The term of this Agreement begins on the date accepted by CFS or any later date CFS designates ("Agreement Date") and shall consist of the payment period specified above, any Interim Period, and any renewal periods. If Customer has not, within 10 days after delivery of the Equipment, delivered to CFS written notice of non-acceptance of any of the Equipment, specifying the reasons therefor and specifically referencing this Agreement, Customer shall be deemed to have irrevocably accepted the Equipment. After acceptance of the Equipment, Customer shall have no right to cancel this Agreement, revoke acceptance or return the Equipment to CFS prior to the end of the scheduled term of this Agreement for any reason whatsoever.
- PAYMENTS:** Customer shall pay CFS the payments specified under "Number and Amount of Payments" above and such other amounts permitted hereunder as invoiced by CFS ("Payments"). Customer shall also pay CFS an interim payment in an amount equal to 1/30<sup>th</sup> of the monthly amount of the Payment multiplied by the number of days between the Effective Date and the Commencement Date ("Interim Period"), as determined by CFS. A late payment fee equal to the greater of 10% of the late amount or \$25 will be due if a Payment is late. This lease is a net lease. Payments shall be made without set-off or deduction, even if the Equipment malfunctions. Customer authorizes CFS to adjust the Payment and End of Term Purchase Option ("Purchase Option") herein by up to 15% if the actual total cost of the Equipment, including any sales or use tax, is more or less than originally estimated. Customer (a) shall pay an \$85 documentation fee, and (b) agrees to pay any applicable taxes (including personal property tax), expenses, charges and fees imposed upon CFS or Customer with respect to the Equipment, the Payments, or Customer's performance or non-performance hereunder and shall reimburse CFS for the same plus processing fees (collectively, "Costs"). Customer agrees that CFS may in its sole discretion apply, but shall not be obligated to apply, any amount paid in advance to any amount due or to become due hereunder, and in no event shall any amount paid in advance earn interest except where required by applicable law.
- NAME; OFFICES:** Customer's legal name (as set forth in its constituent documents), chief executive office address and jurisdiction of organization are as set forth herein. Customer shall provide CFS written notice at least 30 days prior to any change of its legal name, chief executive office address or its form of organization (including its jurisdiction of organization), and shall execute and deliver to CFS such documents as required or appropriate.
- WARRANTIES: CUSTOMER ACKNOWLEDGES THAT CFS IS NOT A MANUFACTURER, DEALER, OR SUPPLIER OF THE EQUIPMENT, AND AGREES THAT THE EQUIPMENT IS LEASED "AS IS" AND IS OF A SIZE, DESIGN, AND CAPACITY SELECTED BY CUSTOMER. CFS HAS MADE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EQUIPMENT, INCLUDING SPECIFICALLY ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CFS shall not be liable for consequential, special, indirect or punitive damages. Any warranty related to the Equipment made by the manufacturer, dealer, or supplier is separate from, and is not a part of, this Agreement, and CFS assigns to Customer any warranties agreed between Customer and the manufacturer, dealer, or supplier. Customer acknowledges and agrees that the supplier or dealer is not an agent of CFS and is not authorized to waive or alter any term of the Agreement, or make any representation or warranty with respect to this Agreement or the Equipment on behalf of CFS. Customer warrants that the Equipment will not be used for personal, family or household purposes.**
- LIENS; MAINTENANCE; ALTERATIONS; LOSS:** Customer shall keep the Equipment free and clear of all claims and liens other than those in favor of CFS. Customer shall keep and maintain the Equipment in good working order and shall, at its expense, supply and install replacement parts and accessories when required to maintain the Equipment. Any such changes or substitutions shall be the property of CFS and shall be deemed Equipment. Effective upon delivery to Customer, Customer shall (a) bear the entire risk of any loss, theft of, or damage to the Equipment, and (b) during the term hereof, including renewals and extensions, keep the Equipment insured with CFS as loss payee. If Customer fails to provide proof of insurance, CFS may, but is not required to, obtain insurance covering CFS' interests, and charge Customer for the costs of such insurance, and an administrative fee. CFS and any affiliate may make a profit on the foregoing. No such loss, theft, or damage shall relieve Customer of any obligation hereunder.
- DEFAULT:** If Customer fails to pay any amount due to CFS, CFS will have the right to exercise any one or all of the following remedies in any order: (a) require Customer to immediately pay all unpaid Payments hereunder (whether or not then due), the Purchase Option amount and any other Costs (collectively, "Remaining Lease Balance"); (b) terminate any and all agreements with Customer, (c) repossess the Equipment, (d) sell the Equipment and recover the amount by which the Remaining Lease Balance exceeds the net amount CFS received from such sale, and/or (e) pursue any other remedy permitted at law or in equity. CFS (i) may sell the Equipment after preparing it or not, (ii) may disclaim warranties of title and the like, and (iii) may comply with applicable law, and these actions shall be deemed commercially reasonable. In the event the Equipment is not available for sale, the Customer shall be liable for the Remaining Lease Balance. Customer shall reimburse CFS for its out-of-pocket costs and expenses incurred in enforcing this Agreement and exercising its remedies, including reasonable fees and expenses of attorneys and collection agencies. Any other default hereunder shall entitle CFS to all remedies available at law and equity. Failure to exercise any remedy that CFS may have shall not constitute a waiver of any obligation with respect to which Customer is in default. Customer will also pay for CFS' reasonable collection and other costs which, in the case of a court action, 25% of the total amount sought shall be deemed reasonable.
- ASSIGNMENT: CUSTOMER SHALL NOT ASSIGN OR PLEDGE THIS AGREEMENT, NOR SHALL CUSTOMER SUBLET OR LEND ANY ITEM OF EQUIPMENT. CFS may pledge or assign this Agreement. If CFS assigns this Agreement, the assignee will have the same rights and benefits that CFS has now and will not have to perform any of CFS' obligations, and the rights of the assignee will not be subject to any claims, defenses, or setoffs that Customer may have against CFS.**
- PURCHASE OPTION: (A) END OF TERM PURCHASE OPTION.** At the end of any term, Customer shall give CFS 60 days' irrevocable prior written notice (unless the Purchase Option is \$1.00) that it will purchase all the Equipment at the Purchase Option plus any Costs. (B) PRIOR TO MATURITY PURCHASE. Customer may, at any time, upon 60 days' irrevocable prior written notice, purchase all the Equipment at a price equal to the sum of all remaining Payments plus the Fair Market Value plus Costs. "Fair Market Value" shall be CFS' retail price when Customer purchases the Equipment. Equipment purchases shall be "AS-IS WHERE-IS" without warranty, except for title.
- RENEWAL; RETURN:** This Agreement automatically renews under the same terms and conditions on a month-to-month basis if Customer fails to give CFS 60 days' prior written notice of its intent to purchase or return the Equipment before the end of any term. Unless this Agreement automatically renews or Customer purchases the Equipment, Customer shall return the Equipment on the day the Agreement terminates in good operating condition, ordinary wear and tear resulting from proper use excepted, at Customer's sole cost and expense to a location specified by CFS, and shall reimburse CFS for any costs incurred to place the Equipment in good operating condition. CFS may charge Customer a return fee equal to the greater of one Payment or \$250 for the processing of returned Equipment.
- DATA:** Customer acknowledges that the hard drive(s) on the Equipment, including attached devices, may retain images, content or other data that Customer may store for purposes of normal operation of the Equipment ("Data"). Customer acknowledges that CFS is not storing Data on behalf of Customer and that exposure or access to the Data by CFS, if any, is purely incidental to the services performed by CFS. Neither CFS nor any of its affiliates has an obligation to erase or overwrite Data upon Customer's return of the Equipment to CFS. Customer is solely responsible for: (A) its compliance with applicable law and legal requirements pertaining to data privacy, security, retention and protection; and (B) all decisions related to erasing or overwriting Data. Without limiting the foregoing, if applicable, Customer should, (i) enable the Hard Disk Drive (HDD) data erase functionality that is a standard feature on certain Equipment and/or (ii) prior to return or other disposition of the Equipment, utilize the Hard Disk Drive (HDD) (or comparable) formatting function (which may be referred to as "Initialized All Data/Settings" function) if found on the Equipment to perform a one pass overwrite of Data or, if Customer has higher security requirements, Customer may purchase from its Canon dealer at current rates an appropriate option for the Equipment, which may include (a) an HDD Data Encryption Kit option which disguises information before it is written to the hard drive using encryption algorithms, (b) an HDD Data Erase Kit that can perform up to a 3-pass overwrite of Data (for Equipment not containing data erase functionality as a standard feature), or (c) a replacement hard drive (in which case Customer should properly destroy the replaced hard drive). Customer shall indemnify CFS, its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) arising or related to the storage, transmission or destruction of the Data. This section survives termination or expiration of this Agreement. The terms of this section shall solely govern as to Data, notwithstanding that any provisions of this Agreement or any separate confidentiality or data security or other agreement now or hereafter entered into between Customer and CFS applies, or could be construed to apply to Data.
- UCC:** Customer authorizes CFS to file any form of financing or continuation statements and amendments thereto. THIS AGREEMENT IS INTENDED AS A "FINANCE LEASE" AS THAT TERM IS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE ("UCC 2A") AND CFS IS ENTITLED TO ALL BENEFITS, PRIVILEGES AND PROTECTIONS OF A LESSOR UNDER A FINANCE LEASE. CUSTOMER WAIVES ITS RIGHTS AS A LESSEE UNDER UCC 2A SECTIONS 508-522. If this Agreement is determined not to be a true lease, Customer grants CFS a security interest in the Equipment.
- MISCELLANEOUS: THIS AGREEMENT SHALL BE GOVERNED BY NEW JERSEY LAW. ANY ACTION BETWEEN CUSTOMER AND CFS SHALL BE BROUGHT IN A COURT LOCATED IN THE COUNTY OF BURLINGTON OR CAMDEN, NEW JERSEY, PROVIDED THAT CFS AT ITS SOLE OPTION MAY BRING ANY SUCH ACTION IN A COURT WHERE CUSTOMER OR THE EQUIPMENT IS LOCATED. CUSTOMER AND CFS IRREVOCABLY WAIVE ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS. CFS may accept a facsimile or other electronic transmission of this Agreement and Acceptance Certificate as an original. Customer shall reimburse CFS for and defend CFS against any claim for losses or injury caused by the Equipment, both before and after termination of this Agreement. CFS may insert missing or correct other information, including the Equipment's description, serial number, and location, and corrections to Customer's legal name; otherwise this Agreement embodies the entire agreement.**

### PERSONAL GUARANTY

The undersigned absolutely, irrevocably and unconditionally, jointly and severally, guarantee to CFS all payments and other obligations under this Agreement. This is an absolute and continuing guaranty. SECTION 12 ABOVE SHALL APPLY TO THIS PERSONAL GUARANTY. The undersigned waive any right to require any action against Customer or any other party before enforcing this Personal Guaranty.  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ (no title) Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**Canon Financial Services, Inc.**

**Addendum to Agreement  
for application # 2000848**

WHEREAS, Canon Financial Services, Inc. ("CFS") and City of Willard ("Customer") have determined that it is for their mutual benefit to enter into this Addendum ("Addendum") to the Lease Agreement (whether designated a Lease, Rental Agreement, Master Lease, or otherwise) ("Agreement") for the lease or rental of certain equipment ("Equipment").

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, the parties hereto hereby agree as follows:

Capitalized terms used herein but not otherwise defined herein shall have the respective meanings given to such terms in the Agreement. It is expressly agreed by the parties that this Addendum is supplemental to the Agreement and that the provisions thereof, unless specifically modified herein, shall remain in full force and effect and shall apply to this Addendum as though they were expressly set forth herein.

In the event of any conflict or inconsistency between the provisions of this Addendum and any provisions of the Agreement, the provisions of this Addendum shall in all respect govern and control.

The terms and conditions paragraph(s) in the Agreement (CFS-1122 06/16) are changed as follows:

**2. PAYMENTS:** Paragraph 2 is amended by adding the following sentence after the seventh sentence: "Notwithstanding the foregoing, so long as Customer provides valid tax exemption certificates and maintains its tax-exempt status, CFS will not bill Customer for any taxes."

**12. MISCELLANEOUS:** Paragraph 12 is amended by (i) deleting "New Jersey" and replace it with "Missouri" in the first sentence; (ii) deleting "Burlington or Camden, New Jersey" and replace it with "Greene, Missouri" in the second sentence; and (iii) adding the following to the end of the fifth sentence: ", unless due to CFS' gross negligence or willful misconduct."


A new paragraph 13 is added to read as follows:

**"13. SEVERABILITY:** The invalidity, illegality, or unenforceability of any provision of this Lease or the occurrence of any event rendering any portion or provision of this Lease void shall in no way affect the validity or enforceability of any other portion or provision of this Lease. Any void provision shall be deemed severed from this Lease, and the balance of this Lease shall be construed and enforced as if this Lease did not contain the particular portion or provision held to be void."

A new paragraph 14 is added to read as follows:

**"14. WAIVER:** All waivers of and consents to any terms and conditions of this Lease, or any rights, powers, or remedies under it, by either party must be in writing in order to be effective. Once a right has vested in a party, that party shall not be deemed to have waived its right due to its failure or election to not exercise its right at the time it vests, and such party shall continue to have the option to exercise its right unless it waives its right in writing. No waiver or consent granted with respect to one matter or incident shall be construed to operate as a waiver or consent with respect to any different or subsequent matter or incident."

Customer agrees that CFS may accept a facsimile copy of this Addendum as an original, and that such facsimile copy will be treated as an original for all purposes. THIS ADDENDUM SHALL BE EFFECTIVE WHEN IT HAS BEEN SIGNED BY CUSTOMER AND ACCEPTED BY CFS.

<b>CANON FINANCIAL SERVICES, INC.</b>	<b>CITY OF WILLARD</b>
By: _____ Title: _____ Date: _____	By: _____ Printed Name: _____ Title: _____
	By: _____ Printed Name: _____ Title: _____