

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

March 11, 2024

6:00 p.m.

Willard City Hall

224 W. Jackson St.

Mayor

Sam Baird

Board Members

Troy Smith - Mayor Pro-Tem

David Keene

Landon Hall

Scott Swatosh

Casey Biellier

Joyce Lancaster

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
MARCH 11, 2024
6:00 P.M.**

Posted March 7, 2024, 4:15 p.m.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **6:00 p.m.** March 11, 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 February 26, 2024, Special Session March 4, 2024, and Special Session March 6, 2024
 - b. February/March 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 February/March 2024.
Discussion/Vote**
 - 5. Citizen Input**
 - 6. City Administrator's report regarding the Open House held March 7, 2024.**
 - 7. Public Hearing to consider and recommend amendments to the City of Willard Municipal Code Book, Chapter 705: Waterworks System, Section 705.040: Water Rates.**
 - 8. Ordinance approving amendments to the City of Willard Municipal Code Book, Chapter 705: Waterworks System, Section 705.040: Water Rates. (1st Read) Discussion/Vote**
 - 9. Public Hearing to consider and recommend amendments to the City of Willard Municipal Code Book, Chapter 710: Sewer Use and Sewer Rates, Section 710.470: Rates.**

10. Ordinance approving amendments to the City of Willard Municipal Code Book, Chapter 710: Sewer Use and Sewer Rates, Section 710.470: Rates. (1st Read) Discussion/Vote
11. Inflow and Infiltration (I&I) Code Section 710.095: Inflow & Infiltration. Discussion/Vote
12. Ordinance accepting an agreement with Mongan Painting, LLC for sandblasting and painting of the City Pool. (1st & 2nd Read). Discussion/Vote
13. Ordinance accepting an agreement with Cochran Engineering for a Water Study Update and 5-year Department of Natural Resources (DNR) Supervised Program. (1st Read) Discussion/Vote
14. Ordinance accepting a Memorandum of Understanding (MOU) with the Joint Municipal Water Commission to re-establish membership. (1st Read) Discussion/Vote
15. Agreement with Language Services to comply with our Limited English Proficiency (LEP) policy. Discussion/Vote
16. Additional policies for Civil Rights Compliance. Discussion/Vote
17. Sanitary Sewer Project Status Report
18. Jackson Street Overlay Project Status Update
19. New Business
 1. Discussion of Residency for election candidates
20. Unfinished Business
21. Recess Open Session
22. Open Executive Session
23. Close Executive Session
24. Reconvene Open Session
25. Adjourn Meeting

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

IF YOU HAVE SPECIAL NEEDS WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY PERSONNEL AT CITY HALL. ACCOMMODATION WILL BE MADE FOR YOUR

NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Dona Slater
City Clerk

CITY OF WILLARD, MISSOURI

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



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 February 26, 2024, Special Session March 4, 2024, and Special Session March 6, 2024
- b. February/March 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 February 26, 2024, Special Session March 4, 2024, and Special Session March 6, 2024

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
FEBRUARY 26, 2024
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Project Engineer Steven Bodenhamer, Director of Finance Carolyn Halverson, Police Officer J.D. Landon, Planning and Development Director Mike Ruesch, Parks and Rec Director Jason Knight, and City Clerk Dona Slater.

City Attorney Holly Dodge was present.

Attendees: Steve Cobb, Debbie Ihrig, Roddy Rogers, Angie Wilson, Larry Whitman, and Mark Lancaster.

Call to Order

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

Roll Call

The City Clerk conducted the Roll Call.

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

Agenda Amendments/Agenda Approval

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

Consent Agenda

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

Current Outstanding invoices, draft and check paid invoices for January/February 2024.

Discussion/Vote

Motion was made by Alderman Lancaster and seconded by Alderman Smith to approve the current outstanding invoices, and draft and check paid invoices for January/February 2024.
Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, and Swatosh.

Citizen Input

None.

Memorandum of Understanding (MOU) with SWMO Water. Discussion/Vote

Discussion was held concerning membership with Southwest Missouri Water and the purchase of water storage from Stockton Lake. Mr. Roddy Rogers of SWMO Water was in attendance and answered questions from the Board of Aldermen. The City was a member of SWMO Water but dropped the membership a couple of years ago. The window to become a member again is closing. The membership fee is \$6,065 per year. The cost of the storage will come later. No vote was taken.

Ordinance accepting an agreement with Tyler Technologies Inc. for time and attendance software.

(2nd Read) Discussion/Vote

Ms. Carolyn Halverson said our current software for time and attendance does not integrate with our payroll software. This new software will reduce errors.

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Keene to approve the Ordinance accepting an agreement with Tyler Technologies Inc. for time and attendance software.

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

Ordinance accepting an agreement with iamGIS for Public Works software services. (2nd Read)

Discussion/Vote

Ms. Stewart said this software will allow the Public Works department to map out the entire area, speed up response time, and allow uploads of GPS and pictures.

The second read was conducted by the City Clerk.

Motion was made by Alderman Biellier and seconded by Alderman Smith to approve the Ordinance accepting an agreement with iamGIS for Public Works software services.

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

Ordinance accepting an agreement with Land O' Frost Inc. as the exclusive jersey sponsor for Parks 2024 sports programs. (1st & 2nd Read) Discussion/Vote

Mr. Jason Knight said Land O' Frost has been the City's exclusive sponsor since 2013. They have sponsored over \$90,000 worth of shirts.

The first read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Biellier to approve the Ordinance accepting an agreement with Land O' Frost, Inc. as the exclusive jersey sponsor for Parks 2024 sports programs.

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

The second read was conducted by the City Clerk.

Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the Ordinance accepting an agreement with Land O' Frost, Inc. as the exclusive jersey sponsor for Parks 2024 sports programs.

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

Ordinance accepting an agreement with Mongan Painting, LLC for sandblasting and painting of the City pool. (1st & 2nd Read) Discussion/Vote

Mr. Jason Knight said there has been a hiccup as the contract didn't pass muster. He is requesting the Board pass this Ordinance and then the contract will be re-worked. Ms. Holly Dodge said there needs to be a payment bond if the contract is over \$50,000. Alderman Swatosh asked to postpone the reading of the Ordinance until the next Board meeting since he wants to see the bond and contract.

Motion was made by Alderman Swatosh and seconded by Alderman Smith to postpone the reading of the Ordinance until the March 11, 2024, meeting of the Board of Aldermen.

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

Civil Rights Non-Discrimination Policies. Discussion/Vote

Mr. Steven Bodenhamer said part of the Environmental Protection Agency (EPA) award requirement is to have a Civil Rights Coordinator and policies in place. He is asking for a motion to adopt these policies. Ms. Dodge said the City will need a contract with Language Line for interpreter services. Mr. Bodenhamer said he will arrange this for the next meeting and put together a training course.

Motion was made by Alderman Smith and seconded by Alderman Biellier to adopt the Civil Rights Non-Discrimination Policies.

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

Sanitary System Project Status Report

Mr. Bodenhamer said the project is moving along. Allgeier, Martin is gearing up for design. They are still tweaking hydraulic modeling. The field surveying is complete. Variable frequency drives are being installed.

New Business.

1. Discussion regarding ballot language for a recreational cannabis sales tax to be placed on the November 2024 election ballot.

Ms. Stewart said she did a little research and got a few links she will research. Ms. Dodge said she has language available for a ballot. Alderman Swatosh asked if there is enough timeframe between now and November to do this and Ms. Stewart said yes. She said she will ask Chief Tom McClain about a law enforcement tax and see if he wants it to be on the ballot too.

2. Discussion of election sign rule changes.

Mayor Sam Baird said someone asked for a revision of the City's sign Ordinance. Our requirements are antiquated. His opinion is to change the Ordinance after the April election. After discussion the consensus of the Aldermen is to wait until after the April election to address the Ordinance.

3. Discussion of an Ordinance to require an annual independent audit of the City of Willard Financials.

Ms. Stewart said she received data from Ms. Dodge that the City is required by the Constitution to have annual audits. If there are concerns, we can have an Ordinance. Mayor Baird said we do have annual audits but can codify this. She asked the Aldermen if they are interested in an Ordinance. Alderman Smith said it doesn't hurt to have an Ordinance. Mayor Baird said we need to work up an Ordinance that mirrors State Statutes.

Adjourn Meeting

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

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

The meeting adjourned at 7:22 p.m.

Dona Slater, City Clerk

Sam Baird, Mayor

CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL SESSION
MARCH 4, 2024
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, and City Clerk Dona Slater.

Attendees: None

Call to Order

Mayor 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.

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

Agenda Amendments/Agenda Approval

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

Payment of concrete invoice. Discussion/Vote

Discussion was held on the payment of an invoice from B&B Concrete Solutions. Ms. Donna Stewart said they are the bid winner to do the concrete for the new Public Works building. This business wants one-half (1/2) of the payment up front and the remaining payment at the time the concrete work is completed. She is asking for approval of the full payment so the check can be written this week and get him paid this Thursday or Friday.

Motion was made by Alderman Lancaster and seconded by Alderman Hall to pay B&B Concrete Solutions on completion of the project.

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

Recess Open Session

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

The Open Session was recessed at 6:05 p.m.

Open the Executive Session

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

The Executive Session opened at 6:05 p.m.

Close the Executive Session

Motion was made by Alderman Smith and seconded by Alderman Hall to close the Executive Session.

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

The Executive Session closed at 7:19 p.m.

Reconvene the Open Session

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

The Open Session reconvened at 7:19 p.m.

Adjourn Meeting

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

The meeting adjourned at 7:20 p.m.

Dona Slater, City Clerk

Sam Baird, Mayor

CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL SESSION
MARCH 6, 2024
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, and City Clerk Dona Slater.

Attorney James Newell attended virtually.

Citizen Attendees: None

Call to Order

Mayor Pro Tem Troy Smith called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Mayor Pro Tem Smith led the Pledge of Allegiance.

Roll Call

The City Clerk conducted the Roll Call.

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

Mayor Baird arrived at 6:11 p.m.

Agenda Amendments/Agenda Approval

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

Recess Open Session

Motion was made by Alderman Keene and seconded by Alderman Biellier to recess the Open Session.
Motion carried with a vote of 5-0. Voting aye: Aldermen Keene, Swatosh, Lancaster, Biellier, and Smith.

The Open Session was recessed at 6:05 p.m.

Open the Executive Session

Motion was made by Alderman Keene and seconded by Alderman Lancaster to open the Executive Session.
Motion carried with a vote of 5-0. Voting aye: Aldermen Biellier, Smith, Lancaster, Swatosh, and Keene.

The Executive Session opened at 6:05 p.m.

Close the Executive Session

Motion was made by Alderman Smith and seconded by Alderman Biellier to close the Executive Session.
Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Biellier, Keene, Lancaster, and Smith.

The Executive Session closed at 7:05 p.m.

Reconvene Open Session

Motion was made by Alderman Lancaster and seconded by Alderman Smith to reconvene the Open Session.
Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Keene, Lancaster, Smith, and Biellier.

The Open Session reconvened at 7:05 p.m.

Adjourn Meeting

Motion was made by Alderman Smith and seconded by Alderman Lancaster to adjourn the meeting.
Motion carried with a vote of 5-0. Voting aye: Aldermen Lancaster, Biellier, Keene, Swatosh, and Smith.

The meeting adjourned at 7:05 p.m.

Dona Slater, City Clerk

Sam Baird, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #3b
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **February 2024/March 2024 Outstanding Invoices**
- **February 2024/March 2024 Check Paid Invoices and Draft Paid Invoices**



Expense Approval Report 1

By Vendor Name

Post Dates 2/28/2024 - 3/7/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ADS100 - ADS ENVIRONMENTAL SERVICES					
ADS ENVIRONMENTAL SERVIC	WILLARD.SOF.MO24	03/07/2024	FLOW METERS SOFTWARE-S	20-700-57400	2,390.00
Vendor ADS100 - ADS ENVIRONMENTAL SERVICES Total:					2,390.00
Vendor: AMA300 - ALLGEIER, MARTIN & ASSOCIATES, INC					
ALLGEIER, MARTIN & ASSOCIA	WILL7020007-152	03/06/2024	PROF FEES GEN ON-CALL REQ	20-700-56400	205.00
ALLGEIER, MARTIN & ASSOCIA	WILL7020007-153	03/06/2024	PROF FEES MDWS TRNK SWR	20-700-56400	2,610.72
					- 5
Vendor AMA300 - ALLGEIER, MARTIN & ASSOCIATES, INC Total:					2,815.72
Vendor: REP425 - ALLIED SERVICES, LLC					
ALLIED SERVICES, LLC	0394-007497972	03/07/2024	TRASH EXP-ALL	10-100-62300	75.00
ALLIED SERVICES, LLC	0394-007497972	03/07/2024	TRASH EXP-ALL	10-200-62300	50.00
ALLIED SERVICES, LLC	0394-007497972	03/07/2024	TRASH EXP-ALL	20-600-62300	170.17
ALLIED SERVICES, LLC	0394-007497972	03/07/2024	TRASH EXP-ALL	20-700-62300	170.18
ALLIED SERVICES, LLC	0394-007497972	03/07/2024	TRASH EXP-ALL	30-800-62300	551.91
ALLIED SERVICES, LLC	0394-007499444	03/07/2024	RECYCLE CENTER-S	20-700-57200	104.06
Vendor REP425 - ALLIED SERVICES, LLC Total:					1,121.32
Vendor: ACS100 - AMAZON CAPITAL SERVICES INC					
AMAZON CAPITAL SERVICES I	1FC4-H4DD-7KTV	03/06/2024	HVY DTY TARP - S	20-700-50130	315.99
AMAZON CAPITAL SERVICES I	13LD-WQ9N-3JCY	03/06/2024	FUEL TRANSFER PUMP - PKS	30-800-52000	308.17
AMAZON CAPITAL SERVICES I	17RT-WVYF-47QT	03/06/2024	(4) ACER 31.5" MONITORS	10-100-95500	686.75
			OPEN HOUSE - GEN		
AMAZON CAPITAL SERVICES I	1C3F-TW1T-669C	03/06/2024	OFFICE CHAIR HALVERSON -	10-100-52000	119.99
			GEN		
AMAZON CAPITAL SERVICES I	2-28-24	03/06/2024	CIRCUIT BRKRS - PKS	30-800-71100	13.80
AMAZON CAPITAL SERVICES I	2-28-24 0758648	03/06/2024	CIRCUIT BREAKERS - PKS	30-800-50500	45.92
AMAZON CAPITAL SERVICES I	2-28-24 1836255	03/06/2024	CIRCUIT BREAKERS - PKS	30-800-50500	75.00
AMAZON CAPITAL SERVICES I	2-28-24 7129046	03/06/2024	JIGLR, SFTY GLS, WADRS (REC	30-800-50500	114.97
			CTR REP) - PKS		
AMAZON CAPITAL SERVICES I	2-28-24 7129046	03/06/2024	JIGLR, SFTY GLS, WADRS (REC	30-800-50700	8.99
			CTR REP) - PKS		
AMAZON CAPITAL SERVICES I	2-28-24 7129046	03/06/2024	JIGLR, SFTY GLS, WADRS (REC	30-800-56500	22.49
			CTR REP) - PKS		
AMAZON CAPITAL SERVICES I	2-28-24 7587461	03/06/2024	CIRCUIT PANEL BUILD MAINT-	30-800-50500	236.04
			PKS		
AMAZON CAPITAL SERVICES I	JNNM	03/07/2024	STRAP CLAMP, DISPSBL GLVS -	20-700-50130	37.83
Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:					1,985.94
Vendor: BVM100 - AMERICAN TRAILER & STORAGE, INC.					
AMERICAN TRAILER & STORA	221337	03/07/2024	STORAGE CONTAINER	30-800-55850	335.50
			RENTALS - PKS		
AMERICAN TRAILER & STORA	221338	03/07/2024	STORAGE CONTAINER RENTAL	30-800-55850	126.50
			- PKS		
Vendor BVM100 - AMERICAN TRAILER & STORAGE, INC. Total:					462.00
Vendor: AMK100 - ARAMARK					
ARAMARK	4170213432	03/07/2024	UNIFORMS AND WKLY	10-300-92500	33.23
			SERVICE FOR PW DEPT-ST5/W		
ARAMARK	4170213432	03/07/2024	UNIFORMS AND WKLY	20-600-92500	66.47
			SERVICE FOR PW DEPT-ST5/W		
ARAMARK	4170213432	03/07/2024	UNIFORMS AND WKLY	20-700-92500	66.47
			SERVICE FOR PW DEPT-ST5/W		
ARAMARK	4170215136	03/07/2024	UNIFORMS AND WKLY	10-300-92500	24.23
			SERVICE FOR PW DEPT-ST5/		
ARAMARK	4170215136	03/07/2024	UNIFORMS AND WKLY	20-600-92500	48.47
			SERVICE FOR PW DEPT-ST5/		
ARAMARK	4170215136	03/07/2024	UNIFORMS AND WKLY	20-700-92500	48.47
			SERVICE FOR PW DEPT-ST5/		

Expense Approval Report 1

Post Dates: 2/28/2024 - 3/7/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARAMARK	4170217146	03/07/2024	UNIFORMS AND WKLY SERVICE FOR PW DEPT-ST5/W	10-300-92500	24.87
ARAMARK	4170217146	03/07/2024	UNIFORMS AND WKLY SERVICE FOR PW DEPT-ST5/W	20-600-92500	49.75
ARAMARK	4170217146	03/07/2024	UNIFORMS AND WKLY SERVICE FOR PW DEPT-ST5/W	20-700-92500	49.74
Vendor AMK100 - ARAMARK Total:					411.70
Vendor: BAT150 - BATTLEFIELD SEPTIC TANK SERVICE, LLC					
BATTLEFIELD SEPTIC TANK SER	180034-9451	03/07/2024	PUMPED OUT & DISPOSAL OF 4 LIFT STATIONS - S	20-700-51000	900.00
Vendor BAT150 - BATTLEFIELD SEPTIC TANK SERVICE, LLC Total:					900.00
Vendor: SGA150 - CITY OF SPRINGFIELD					
CITY OF SPRINGFIELD	SM2024-WILL01	03/07/2024	ASST W/ OVERFLW MNHOLES N FR 101 - S	20-700-55600	408.57
Vendor SGA150 - CITY OF SPRINGFIELD Total:					408.57
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	2-21-24 20036380	03/06/2024	GREENE CO RCRD OF DEEDS 2 DOCS - P&D	10-400-56400	63.08
COMMERCE CREDIT CARD SE	6591414	03/06/2024	AMZ TP,MSKG TPE,PIPE CLNRS,CLY POTS-GEN/PKS	10-100-50550	47.35
COMMERCE CREDIT CARD SE	6591414	03/06/2024	AMZ TP,MSKG TPE,PIPE CLNRS,CLY POTS-GEN/PKS	30-800-50177	68.76
COMMERCE CREDIT CARD SE	2-26-24 20000240	03/06/2024	MO SRPLS PLSMA CTR,ELEC ACC LGT-PKS	30-800-52000	132.85
COMMERCE CREDIT CARD SE	2-26-24 20000241	03/06/2024	MO SRPLS ICE MKR,SCRBR5,CBNTS,TOOL-PK	30-800-50200	200.00
COMMERCE CREDIT CARD SE	2-26-24 20000241	03/06/2024	MO SRPLS ICE MKR,SCRBR5,CBNTS,TOOL-PK	30-800-50550	80.00
COMMERCE CREDIT CARD SE	2-26-24 20000241	03/06/2024	MO SRPLS ICE MKR,SCRBR5,CBNTS,TOOL-PK	30-800-50700	30.00
COMMERCE CREDIT CARD SE	2-26-24 20000241	03/06/2024	MO SRPLS ICE MKR,SCRBR5,CBNTS,TOOL-PK	30-800-52000	21.75
COMMERCE CREDIT CARD SE	2-28-24 729974031	03/06/2024	OTC MTRCYCL SFTY TRN S COLLETTE-LAW	10-200-56950	278.00
COMMERCE CREDIT CARD SE	04092	03/06/2024	SPFLD AREA HR ASSC TRAIN RICHRDSN-GEN	10-100-56950	35.00
COMMERCE CREDIT CARD SE	2471572-0	03/07/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	10-100-50700	40.23
COMMERCE CREDIT CARD SE	2471572-0	03/07/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	20-600-50700	40.23
COMMERCE CREDIT CARD SE	2471572-0	03/07/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	20-700-50700	40.23
COMMERCE CREDIT CARD SE	2471572-0	03/07/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	30-800-50700	40.23
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					1,117.71
Vendor: CONCO170 - CONCO COMPANIES					
CONCO COMPANIES	7002004073	03/06/2024	FRISCO & MIDDLE SCHL DRAINAGE REPAIR - STS	10-300-51000	151.81
CONCO COMPANIES	7002006917	03/06/2024	NEW OFFICE BLDG ADD PROJECT- STS / W / S	10-300-95100	200.68
CONCO COMPANIES	7002006917	03/06/2024	NEW OFFICE BLDG ADD PROJECT- STS / W / S	20-600-95100	401.36
CONCO COMPANIES	7002006917	03/06/2024	NEW OFFICE BLDG ADD PROJECT- STS / W / S	20-700-95100	401.36
Vendor CONCO170 - CONCO COMPANIES Total:					1,155.21
Vendor: DAR200 - DAVIS AND SONS LLC					
DAVIS AND SONS LLC	52193	03/07/2024	OIL CHANGE MAINT ON PW TRK # 116 - W	20-600-71000	79.62
DAVIS AND SONS LLC	52863	03/07/2024	TIRE REPAIR 2017 CHEVY SILVERADO-W	20-600-71000	21.00
Vendor DAR200 - DAVIS AND SONS LLC Total:					100.62

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Post Dates: 2/28/2024 - 3/7/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: DDG100 - DECKER & DEGOOD					
DECKER & DEGOOD	15456	03/07/2024	PREPARE W-2s/1099s - GEN	10-100-56400	840.00
Vendor DDG100 - DECKER & DEGOOD Total:					840.00
Vendor: GOTO100 - GOTO COMMUNICATIONS, INC					
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	10-100-61050	117.78
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	10-200-61050	117.78
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	10-250-61050	84.07
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	10-300-61050	86.88
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	10-400-61050	84.07
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	20-600-61050	128.96
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	20-700-61050	128.96
GOTO COMMUNICATIONS, IN	IN7102761414	03/07/2024	INTERNET-ALL	30-800-61050	131.78
Vendor GOTO100 - GOTO COMMUNICATIONS, INC Total:					880.28
Vendor: JOE400 - JOE'S TIRE SHOP INC					
JOE'S TIRE SHOP INC	348339	03/07/2024	SKID STEER REPAIR - STS/W/S	10-300-71100	6.00
JOE'S TIRE SHOP INC	348339	03/07/2024	SKID STEER REPAIR - STS/W/S	20-600-71100	12.00
JOE'S TIRE SHOP INC	348339	03/07/2024	SKID STEER REPAIR - STS/W/S	20-700-71100	12.00
Vendor JOE400 - JOE'S TIRE SHOP INC Total:					30.00
Vendor: LML100 - LAUBER MUNICIPAL LAW					
LAUBER MUNICIPAL LAW	15963	03/07/2024	CITY PROSECUTOR FEES - LAW	10-200-56400	3,390.00
Vendor LML100 - LAUBER MUNICIPAL LAW Total:					3,390.00
Vendor: LEG250 - LEGALSHIELD					
LEGALSHIELD	2-25-24	03/07/2024	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor: EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT					
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	10-100-62000	497.52
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	10-200-62000	302.95
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	10-300-61110	6,215.94
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	10-300-62000	395.81
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	20-600-62000	8,562.45
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	20-700-62000	7,389.50
LIBERTY UTILITIES-EMPIRE DIS	2-29-24	03/07/2024	ELECTRIC UTILITIES-ALL	30-800-62000	4,369.56
Vendor EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT Total:					27,733.73
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	49861	03/06/2024	TOILET, COUPLNG 94 LFT STN - S	20-700-50500	51.77
LOWE'S CREDIT SERVICES	04294	03/07/2024	CPLNGS,CLMPS,MISC SPLY	20-700-51000	145.75
LOWE'S CREDIT SERVICES	04825	03/07/2024	90-DEG ELBOW LIFT STATION MAINT - S	20-700-51000	2.36
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					199.88
Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC					
MISSOURI ONE CALL SYSTEM,	4020320	03/07/2024	PROF LOCATE FEES-W/S	20-600-56400	73.57
MISSOURI ONE CALL SYSTEM,	4020320	03/07/2024	PROF LOCATE FEES-W/S	20-700-56400	73.58
Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:					147.15
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-140566	03/06/2024	JD TRACTOR BATTERY - PKS	30-800-71100	136.95
O'REILLY AUTOMOTIVE, INC	2367-140820	03/06/2024	AIR/OIL FLTRS, OIL SERV MOWERS - PKS/LAW	10-200-71100	31.19
O'REILLY AUTOMOTIVE, INC	2367-140820	03/06/2024	AIR/OIL FLTRS, OIL SERV MOWERS - PKS/LAW	30-800-71100	69.98
O'REILLY AUTOMOTIVE, INC	2367-140833	03/06/2024	FUEL FLTRS, SPRK PLGS SRV MWRS-PKS/LAW	10-200-71100	15.55
O'REILLY AUTOMOTIVE, INC	2367-140833	03/06/2024	FUEL FLTRS, SPRK PLGS SRV MWRS-PKS/LAW	30-800-71100	5.39
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					259.06

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PIL100 - PILOT WIRELESS LLC					
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	10-100-61000	87.77
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	10-200-61000	87.76
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	10-250-61000	62.68
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	10-300-61000	62.68
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	10-400-61000	62.68
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	20-600-61000	87.76
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	20-700-61000	87.76
PILOT WIRELESS LLC	INV3119	03/07/2024	PHONE-ALL	30-800-61000	87.76
Vendor PIL100 - PILOT WIRELESS LLC Total:					626.85
Vendor: WPM100 - POSTMASTER					
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	10-100-50750	24.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	10-200-50750	12.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	10-250-50750	6.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	10-400-50750	6.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	20-600-50750	30.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	20-700-50750	30.00
POSTMASTER	BOX RENT	03/07/2024	ANNUAL POST OFFICE BOX-AL	30-800-50750	12.00
POSTMASTER	3-4-24	03/07/2024	POSTAGE - LAW/GEN	10-100-50750	8.34
POSTMASTER	3-4-24	03/07/2024	POSTAGE - LAW/GEN	10-200-50750	1.39
Vendor WPM100 - POSTMASTER Total:					129.73
Vendor: RAN175 - RANDALL A. BROWN					
RANDALL A. BROWN	167275	03/06/2024	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56400	2,270.00
Vendor RAN175 - RANDALL A. BROWN Total:					2,270.00
Vendor: REP100 - REPUBLIC PRINTING INC					
REPUBLIC PRINTING INC	042641	03/06/2024	UTILITY BILL ENVELOPES - W/	20-600-50700	608.40
REPUBLIC PRINTING INC	042641	03/06/2024	UTILITY BILL ENVELOPES - W/	20-700-50700	608.40
Vendor REP100 - REPUBLIC PRINTING INC Total:					1,216.80
Vendor: REX380 - REX SMITH OIL CO.					
REX SMITH OIL CO.	123439	03/07/2024	DIESEL FUEL FOR LAGOON PUMPS - S	20-700-70100	1,126.86
Vendor REX380 - REX SMITH OIL CO. Total:					1,126.86
Vendor: SPS150 - SCHENDEL PEST SERVICES					
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	10-100-50130	25.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	10-200-50130	35.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	10-250-50130	5.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	10-300-50130	10.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	10-400-50130	5.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	20-600-50130	30.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	20-700-50130	30.00
SCHENDEL PEST SERVICES	3-1-24	03/07/2024	PEST CONTROL-ALL	30-800-50130	40.00
Vendor SPS150 - SCHENDEL PEST SERVICES Total:					180.00
Vendor: SHP550 - SHANNON SHIPLEY					
SHANNON SHIPLEY	2-22-24	03/06/2024	REIM 2 MEALS TRAIN SHIPLEY & PURDY - LAW	10-200-56900	29.57
Vendor SHP550 - SHANNON SHIPLEY Total:					29.57
Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT					
SPRINGFIELD-GREENE COUNT	WILLARD-030424	03/07/2024	WATER TESTS-W	20-600-50200	143.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					143.00
Vendor: SQB100 - SQUIBB MEDIA, LLC					
SQUIBB MEDIA, LLC	2-23-24	03/07/2024	RENEW COMMONWEALTH SUBSC-GEN	10-100-55800	31.60
Vendor SQB100 - SQUIBB MEDIA, LLC Total:					31.60
Vendor: TEA100 - THE EMBLEM AUTHORITY					
THE EMBLEM AUTHORITY	44846	03/07/2024	PATCHES FOR UNIFORMS-LA	10-200-50130	508.00
Vendor TEA100 - THE EMBLEM AUTHORITY Total:					508.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	FEB	03/07/2024	REIM CELL PHONE FEB - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	FEB	03/07/2024	REIM CELL PHONE FEB - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	FEB	03/07/2024	REIM CELL PHONE FEB - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: TYL100 - TYLER TECHNOLOGIES INC					
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	10-100-57400	76.83
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	10-200-57400	11.53
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	10-250-57400	11.53
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	10-400-57400	11.53
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	20-600-57400	130.60
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	20-700-57400	130.62
TYLER TECHNOLOGIES INC	025-456052	03/07/2024	TIME/ATTENDANCE LIC & SUBSC MAR - ALL	30-800-57400	11.53
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	10-100-57400	1,376.35
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	10-200-57400	206.45
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	10-250-57400	206.45
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	10-400-57400	206.45
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	20-600-57400	2,339.80
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	20-700-57400	2,339.80
TYLER TECHNOLOGIES INC	025-454775	03/07/2024	SOFTWARE SUBS APR-JUN - ALL	30-800-57400	206.45
Vendor TYL100 - TYLER TECHNOLOGIES INC Total:					7,265.92
Vendor: UNI120 - UNITED RENTALS, INC					
UNITED RENTALS, INC	230447248-001	03/07/2024	ROLLER RENTAL BLDG REMODEL - STS/W/S	10-300-95100	196.26
UNITED RENTALS, INC	230447248-001	03/07/2024	ROLLER RENTAL BLDG REMODEL - STS/W/S	20-600-95100	392.53
UNITED RENTALS, INC	230447248-001	03/07/2024	ROLLER RENTAL BLDG REMODEL - STS/W/S	20-700-95100	392.53
Vendor UNI120 - UNITED RENTALS, INC Total:					981.32
Vendor: VER100 - VERIZON WIRELESS					
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-100-61050	80.02
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61000	121.20
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61050	160.04
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-300-61000	16.09
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-400-61000	40.40
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-600-61000	32.16
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-700-61000	32.16
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61000	85.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9957428576	03/07/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61050	40.01
Vendor VER100 - VERIZON WIRELESS Total:					607.88
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE	2-19-24	03/06/2024	FINANCE CHG - GEN	10-100-55500	1.38
Vendor WAL110 - WALMART CAPITAL ONE Total:					1.38
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	D98268	03/07/2024	READY-MIX W/GRAVEL REPRS - STS	10-300-51000	17.56
WILLARD HOME CENTER LLC	D98304	03/07/2024	READY-MIX W/GRAVEL REPRS - STS	10-300-51000	26.34
WILLARD HOME CENTER LLC	B252293	03/07/2024	UTILITY HEATER FOR WELL MAINT - W	20-600-51000	26.99
WILLARD HOME CENTER LLC	B252303	03/07/2024	UPS SHIP CHG, CLEVIS GRB HKS - STS/W/S	10-300-52000	17.75
WILLARD HOME CENTER LLC	B252303	03/07/2024	UPS SHIP CHG, CLEVIS GRB HKS - STS/W/S	20-600-52000	35.49
WILLARD HOME CENTER LLC	B252303	03/07/2024	UPS SHIP CHG, CLEVIS GRB HKS - STS/W/S	20-700-52000	35.50
WILLARD HOME CENTER LLC	B252317	03/07/2024	BATTERIES,CONNECTORS BLDG ADD-STS/W/S	10-300-95100	4.11
WILLARD HOME CENTER LLC	B252317	03/07/2024	BATTERIES,CONNECTORS BLDG ADD-STS/W/S	20-600-95100	8.23
WILLARD HOME CENTER LLC	B252317	03/07/2024	BATTERIES,CONNECTORS BLDG ADD-STS/W/S	20-700-95100	8.23
WILLARD HOME CENTER LLC	B252487	03/07/2024	1" CHIP BRUSHES MTR LID PAINT PROJECT-W	20-600-51000	2.98
WILLARD HOME CENTER LLC	B252834	03/07/2024	COUPLERS, ADAPTERS LAGOON REPAIRS - S	20-700-51000	34.43
WILLARD HOME CENTER LLC	B252887	03/06/2024	FAUCET, (2) PLIERS - GEN/PKS	10-100-50500	58.99
WILLARD HOME CENTER LLC	B252887	03/06/2024	FAUCET, (2) PLIERS - GEN/PKS	30-800-52000	22.28
WILLARD HOME CENTER LLC	D98996	03/06/2024	PLANTER/SAUCER - PKS	30-800-50130	8.08
WILLARD HOME CENTER LLC	D98997	03/06/2024	ROOTING POWDER - PKS	30-800-50110	6.49
WILLARD HOME CENTER LLC	B252887 CREDIT	02/29/2024	FAUCET EXCHG CREDIT - GEN	10-100-50500	-71.99
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					241.46
Vendor: EZA150 - WILLARD TIRE LLC					
WILLARD TIRE LLC	130	03/07/2024	WHEEL ALIGNMNT CHEVY HZ302010 - STS/W/S	10-300-71000	16.00
WILLARD TIRE LLC	130	03/07/2024	WHEEL ALIGNMNT CHEVY HZ302010 - STS/W/S	20-600-71000	32.00
WILLARD TIRE LLC	130	03/07/2024	WHEEL ALIGNMNT CHEVY HZ302010 - STS/W/S	20-700-71000	32.00
Vendor EZA150 - WILLARD TIRE LLC Total:					80.00
Grand Total:					61,869.16

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	20,187.40
20 - WATER AND SEWER FUND	34,034.82
30 - PARKS FUND	7,646.94
Grand Total:	61,869.16

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	25.00
10-100-50500	BUILDING MAINTENANC	-13.00
10-100-50550	CUSTODIAL SUPPLIES-GC	47.35
10-100-50700	OFFICE SUPPLIES-GCG	40.23
10-100-50750	POSTAGE-GCG	32.34
10-100-52000	SUPPLIES SMALL EQUIP	119.99
10-100-55500	BANK/CREDIT CARD FEE	1.38
10-100-55800	DUES AND SUBSCRIPTIO	31.60
10-100-56400	PROFESSIONAL-GCG	840.00
10-100-56950	TRAINING & EDUCATION	35.00
10-100-57400	EQUIPMENT/SOFTWARE	1,453.18
10-100-61000	TELEPHONE-GCG	87.77
10-100-61050	INTERNET-GCG	197.80
10-100-62000	UTILITIES ELECTRIC-GCG	497.52
10-100-62300	UTILITIES OTHER-GCG	75.00
10-100-95500	CAPITAL ASSET EXP EQUI	686.75
10-200-50130	SUPPLIES-LAW	543.00
10-200-50750	POSTAGE-LAW	13.39
10-200-56400	PROFESSIONAL-LAW	3,390.00
10-200-56900	TRAVEL EXPENSE-LAW	29.57
10-200-56950	TRAINING & EDUCATION	278.00
10-200-57400	EQUIPMENT/SOFTWARE	217.98
10-200-61000	TELEPHONE-LAW	208.96
10-200-61050	INTERNET-LAW	277.82
10-200-62000	UTILITIES ELECTRIC-LAW	302.95
10-200-62300	UTILITIES OTHER-LAW	50.00
10-200-71100	EQUIPMENT REPAIR &	46.74
10-200-93000	GROUP INSURANCE-LA	29.90
10-250-50130	SUPPLIES-COURT	5.00
10-250-50750	POSTAGE-COURT	6.00
10-250-57400	EQUIP/SOFTWARE CONT	217.98
10-250-61000	TELEPHONE-COURT	62.68
10-250-61050	INTERNET-COURT	84.07
10-300-50130	SUPPLIES-STREETS	10.00
10-300-51000	REPAIRS AND MAINTEN	195.71
10-300-52000	SUPPLIES SMALL EQUIP	17.75
10-300-61000	TELEPHONE-STREETS	88.77
10-300-61050	INTERNET-STREETS	86.88
10-300-61110	STREET LIGHTS STREETS	6,215.94
10-300-62000	UTILITIES ELECTRIC-STRE	395.81
10-300-71000	VEHICLE REPAIR & MAIN	16.00
10-300-71100	EQUIPMENT REPAIR &	6.00
10-300-92500	UNIFORMS-STREETS	82.33
10-300-95100	CAPITAL ASSET EXP-STRE	401.05
10-400-50130	SUPPLIES-P&D	5.00
10-400-50750	POSTAGE-P&D	6.00
10-400-56400	PROFESSIONAL-P&D	2,333.08
10-400-57400	EQUIPMENT/SOFTWARE	217.98
10-400-61000	TELEPHONE-P&D	103.08
10-400-61050	INTERNET-P&D	84.07

Account Summary

Account Number	Account Name	Expense Amount
20-600-50130	SUPPLIES-WATER	30.00
20-600-50200	LABORATORY FEES-WAT	143.00
20-600-50700	OFFICE SUPPLIES-WATER	648.63
20-600-50750	POSTAGE-WATER	30.00
20-600-51000	REPAIRS AND MAINTEN	29.97
20-600-52000	SUPPLIES SMALL EQUIP	35.49
20-600-56400	PROFESSIONAL-WATER	73.57
20-600-57400	EQUIPMENT/SOFTWARE	2,470.40
20-600-61000	TELEPHONE WATER	139.92
20-600-61050	INTERNET-WATER	128.96
20-600-62000	UTILITIES ELECTRIC-WAT	8,562.45
20-600-62300	UTILITIES OTHER-WATER	170.17
20-600-71000	VEHICLE REPAIR & MAIN	132.62
20-600-71100	EQUIPMENT REPAIR &	12.00
20-600-92500	UNIFORMS-WATER	164.69
20-600-95100	CAPITAL ASSET EXP-WAT	802.12
20-700-50130	SUPPLIES-SEWER	383.82
20-700-50500	BUILDING MAINTENANC	51.77
20-700-50700	OFFICE SUPPLIES-SEWER	648.63
20-700-50750	POSTAGE-SEWER	30.00
20-700-51000	REPAIRS AND MAINTEN	1,082.54
20-700-52000	SUPPLIES SMALL EQUIP	35.50
20-700-55600	CONTRACT LABOR-SEWE	408.57
20-700-56400	PROFESSIONAL-SEWER	2,889.30
20-700-57200	RECYCLE CENTER EXPEN	104.06
20-700-57400	EQUIPMENT/SOFTWARE	4,860.42
20-700-61000	TELEPHONE-SEWER	139.92
20-700-61050	INTERNET-SEWER	128.96
20-700-62000	UTILITIES ELECTRIC-SEW	7,389.50
20-700-62300	UTILITIES OTHER-SEWER	170.18
20-700-70100	EQUIPMENT FUEL-SEWE	1,126.86
20-700-71000	VEHICLE REPAIR & MAIN	32.00
20-700-71100	EQUIPMENT REPAIR &	12.00
20-700-92500	UNIFORMS-SEWER	164.68
20-700-95100	CAPITAL ASSET EXP-SEW	802.12
30-800-50110	SUPPLIES - GROUNDS	6.49
30-800-50130	SUPPLIES GENERAL-PKS	48.08
30-800-50177	SUPPLIES-YOUTH CAMP	68.76
30-800-50200	CONCESSIONS-PKS	200.00
30-800-50500	BUILDING MAINTENANC	471.93
30-800-50550	CUSTODIAL SUPPLIES-PK	80.00
30-800-50700	OFFICE SUPPLIES-PKS	79.22
30-800-50750	POSTAGE-PKS	12.00
30-800-52000	SUPPLIES SMALL EQUIP	485.05
30-800-55850	EQUIPMENT RENTAL-PK	462.00
30-800-56500	SAFETY PROGRAM-PKS	22.49
30-800-57400	EQUIPMENT/SOFTWARE	217.98
30-800-61000	TELEPHONE-PKS	173.56
30-800-61050	INTERNET-PARKS	171.79
30-800-62000	UTILITIES ELECTRIC-PKS	4,369.56
30-800-62300	UTILITIES OTHER-PKS	551.91
30-800-71100	EQUIPMENT REPAIR &	226.12
Grand Total:		61,869.16

Project Account Summary

Project Account Key	Expense Amount
None	61,869.16

Project Account Summary

Project Account Key
None

Expense Amount

Grand Total: 61,869.16

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

MUNICIPAL DIVISION SUMMARY REPORTING FORM

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

<u>I. COURT INFORMATION</u>		Municipality: WILLARD	Reporting Period: Feb 1, 2024 - Feb 29, 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				
<u>II. MONTHLY CASELOAD INFORMATION</u>		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		9	288	81
B. Cases (citations/informations) filed		2	42	5
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	2
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		0	27	1
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	5	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	10	1
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		0	44	4
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		11	286	82
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>		<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	29	1. # Issued during period		0
2. # Served/withdrawn during reporting period	26	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	306			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: Feb 1, 2024 - Feb 29, 2024
--------------------------	-----------------------	--

V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$1,940.23	Court Automation	\$210.76
Clerk Fee - Excess Revenue	\$276.20	Judicial Facility Srchg CT31	\$298.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$9.29	Sheriff Retirement-CO/Muni	\$15.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Other Disbursements	\$523.76
Total Excess Revenue	\$2,225.72	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$3,810.23
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$243.05
		Total Disbursements	\$4,053.28
Fines - Other	\$669.00		
Clerk Fee - Other	\$55.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$30.13		
Peace Officer Standards and Training (POST) Commission surcharge	\$30.11		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$214.66		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$1.85		
Law Enforcement Training (LET) Fund surcharge	\$60.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,060.75		

**CITY OF WILLARD
BOARD OF ALDERMEN
03/11/2024**



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 placed an advertisement in the Commonwealth for Public Hearings for water and sewer rates.
8. I placed notice of public hearings in the Commonwealth.
9. I attended a web meeting with Tyler Technologies to discuss time and attendance software.
10. I have updated my payment transmittal spreadsheet.
11. I continue training the human resource clerk.
12. I have contacted the Greene County Clerk's Office about election ballot initiatives and associated costs.
13. I have been working on a Non-Discrimination Assessment for our Flexible Spending Account (TASC).
14. I assisted employees to answer any questions.
15. I have gathered information for the upcoming audit of City financials.

Dona Slater

Park Director Report, March 4, 2024

Quote of the Month: "There is no power for change greater than a community discovering what it cares about." – Margaret J. Wheatley

As Willard grows and develops, it is vital to maintain a Parks Department that is a resource for the community. Our team is continually researching innovative programs, facilities, and growth opportunities to continue to provide services to the citizens of Willard and the surrounding areas. Since the primary revenue sources for the Parks Department are sales taxes, either through the Springfield-Greene County Parks sales tax, the Capital Improvements sales tax, or tax support from the General Fund, it is important for us to acknowledge that our programs and services are not just for the people of Willard. Ideally, a Parks Department serves as a multiplier, by offering programs or events that bring people from outside of the community in to spend money. Shopping locally is vital to this process, but revenue that originates from outside of our local economy and is spent within our economy increases overall revenue. Thriving parks programs draw that revenue in. Parks departments are often scapegoats and are the first programs to see cuts when budgets are tight and are the last areas to see increases when budgets are strong. That said, no one visits Willard because of a strong water and sewer system, or because the police are best in Missouri, or because our roads are the smoothest.

The Parks Department has been working to clear a backlog of deferred maintenance while continuing to make small but significant improvements to the aesthetics of our facilities. Replacing separating laminate counter tops in the Recreation Center restrooms, updating paint, and refinishing the restroom and lobby floors are vital to building upkeep and stewardship of our assets.

In addition to the new playground, several infrastructure improvements are taking place at Jackson Street Park to enhance the usability of the space for events and gatherings. These included updated ground power and additional water fountains and benches. Landscaping is a focus in the early spring to improve the aesthetics of Jackson Street. Additionally, the pool is receiving additional turf surfaces to replace the graveled areas and improve seating options, and

We are currently hiring seasonal staff for summer sports, camps, and aquatics, as well as our maintenance team.

Public Works Report

February 2024

117 Utility Locates

78 Rereads

286 Work Orders

Water Department

Leak repairs on Saratoga, 104, Honeysuckle Ln, AB & 124.

Repairs were made to chlorometers at Meadows Tower and Vault wells.

Repairs were made to the chlorination system at the Meadows Tower.

Repaired a chlorine leak at well 1.

Hydrant flushing conducted in the Meadows.

Sewer Department

Repairs were made to Whispering Oaks lift station.

Cleared clogged sewer main on lagoon road (104)

Replaced Park Estates lift station pump.

Replaced pump at Wimpy's liftstation and made repairs to controls.

Removed faulty pump from Foxfire liftstation, replumbed it to limit restrictions and repaired power failures.

Rebuilt Meadows East Control Boards.

Repairs made to B liftstation controls.

Smoke testing was done to identify I&I.

Removed old media from 94 liftstation odor control system.

Streets Department

Pothole repairs.

New signs place at Miller St and Stella Court.

Revamped crosswalk on Jackson St by Main.

Miscellaneous

New Utilities services for PW Office done.

2 Dogs were transported to Springfield pound.

Dirt work done on previous 94 failure and at B lift station.



Willard Police Department
February 2024 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	7
Shannon Shipley, Major	1602-003	10
	Total	17

Squad #1	1604-044	Billie Deckard, Cpl.	29	Squad #2	1603-027	Steve Purdy, Sgt.	8
	1607-050	Caleb Steen, Sr. Officer	13		1608-054	Stefan Collette, Sr. Officer	32
	1605-056	Mark Cole, Officer	22		1610-061	Christian Smith, Officer	48
	1606-059	Nicholas Browitt, Officer	6		1609-063	Cody Weatherford, Officer	28
	1611-064	Danielle Cale, Officer	33				
	Total		103		Total		116

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		8.5
	1645-047	Glenn Cozzens, Reserve	1	5.25
	1646-031	Andrew Hunt, Reserve		
	1643-048	Tim Wheeler, Reserve		
	Total		1	
Total Incidents for the month...			237	

Incident Statistics

Felony	5	HBO (Handled by Officers)	113
Misdemeanor	5	Use of Force	0
Infraction	89	Dog at Large	4
Other (Services)	138	Neglect-0 /Abuse-1 /Bites-1	2

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	29,216	661	18	37		0
WPD-02 2021 Charger	59,224	1,251	20	63	84.50	84.50
WPD-04 2023 Durango	12,911	897	13	69		0
WPD-05 2023 Charger	10,561	2,112	38	56	107.49	107.49
WPD-06 2023 Durango	4,013	1,371	16	86		0
WPD-07 2017 Explorer	25,633	837	12	70		155.12
WPD-08 2008 Harley	6,075	65	1	65	95.73	95.73

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05: oil change; tire rotation
WPD-02: oil change; tire rotation	WPD-06:
WPD-04:	WPD-07:
	WPD-08: battery

Misc. Dept. Info:

CITY OF WILLARD, MISSOURI

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Planning Department Report March 2024

Permits - February

Permits Issued	Fees collected (February)	Est. Value of Work (February)	Permits Issued (YtD)	Fees Collected (YtD)	Est. Value of Work (YtD)
23	\$37,636.00	\$2,348,609.00	44	\$69,789.00	\$5,657,611.00

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

Current Development

ATM Subdivision: The floodplain revisions were sent to and approved by FEMA. May apply for a final plat once Matt Kelly installs fire hydrants.

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. Several are completed.

Generations Village: We have the final plat and the ordinance recorded. We have received the corrected final development plan and need to get it recorded. We have completed the estimate for the building permits.

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

Code Revisions: 1. Inflow and infiltration code was recommended by PC to the Board of Aldermen 3-27-2024 barring any legal changes.

2. Adoption of the building codes were recommended by PC to the Board of Aldermen 3-27-2024. Will need to resubmit to PC for review with proposed fee changes.

3. Went over the future use survey with PC. Looking to use the survey results as a master plan, revisable every 3-5 years.

4. Discussion on a new Planned Unit Development code (PUD-R) is beginning in PC. This will be a lengthy process.

5. Working on going paperless for all building submittals & online applications.

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

2024 BOARD ATTENDANCE REPORT

ATTENDED: Y

SPECIAL SESSION

SPECIAL SESSION

NAME	1/8/2024	1/22/2024	2/12/2024	2/26/2024	3/4/2024	3/6/2024
MAYOR SAM BAIRD	Y	Y	Y	Y	Y	Y (LATE)
TROY SMITH	Y	Y	Y	Y	Y	Y
DAVID KEENE	Y	Y	Y	Y	Y	Y
SCOTT SWATOSH	Y	Y	Y	Y	OUT	Y
LONDON HALL	OUT	Y	OUT	OUT	Y	OUT
CASEY BILLIER	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	Y	Y	Y	Y	Y

NAME						
TROY SMITH						
DAVID KEENE						
SCOTT SWATOSH						
LONDON HALL						
CASEY BILLIER						
JOYCE LANCASTER						

NAME						
SAM BAIRD						
TROY SMITH						
DAVID KEENE						
SCOTT SWATOSH						
LONDON HALL						
CASEY BILLIER						
JOYCE LANCASTER						

NAME						
SAM BAIRD						
TROY SMITH						
DAVID KEENE						
SCOTT SWATOSH						
LONDON HALL						
CASEY BILLIER						
JOYCE LANCASTER						

CITY OF WILLARD, MISSOURI

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



Agenda Item #8

**Ordinance approving amendments to the City of Willard
Municipal Code Book, Chapter 705: Waterworks System,
Section 705.040: Water Rates
(1st Read) Discussion/Vote**

First Reading: 03/11/2024

Second Reading: 03/25/2024

Bill No. 24-11

Ordinance No.: 240311A

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

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

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

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

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

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

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

SECTION 705.040: WATER RATES

A. Except as provided for bulk at a flat rate, every user of water from the municipal water system of the City of Willard, Missouri, shall use said water only after it has been metered in a water meter to be furnished, installed, regulated, and controlled by said City and the applicant for each meter, on behalf of him or her, shall pay for said water used at the following monthly rate:

1. For the first one thousand (1000) gallons used in each month, **the rate shall be fifteen dollars and twenty-eight cents (\$15.28) for Residential and Commercial, and sixteen dollars and sixty-three cents (\$16.63) for rural Residential and rural Commercial.**
2. For the next one thousand (1000) gallons or portion thereof used in each month, **the rate shall be two dollars and eighty-six cents (\$2.86) for Residential and Commercial, and three dollars and twelve cents (\$3.12) for Rural Residential and Commercial.**
3. For each additional one thousand (1000) gallons or portion thereof used each month, the rate shall be **two dollars and eighty-six cents (\$2.86) per one thousand (1000) gallons or portion thereof for Residential and Commercial, and three dollars and twelve cents (\$3.12) for Rural Residential and Commercial.**

B. In the event that less than one thousand (1000) gallons is used in any one (1) month by a user the **minimum rate of fifteen dollars and twenty-eight cents (\$15.28) for Residential and Commercial, and sixteen dollars and sixty-three cents (\$16.63) for Rural Residential and Commercial shall be charged and paid.**

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

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

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

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

Mayor Sam Baird

Attest: _____, City Clerk Dona Slater

Approved as to form: _____, City Attorney Holly Dodge

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

CITY OF WILLARD, MISSOURI

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



Agenda Item #10

Ordinance approving amendments to the City of Willard Municipal Code Book, Chapter 710: Sewer Use and Sewer Rates, Section 710.470: Rates

(1st Read) Discussion/Vote

First Reading: 03/11/2024

Second Reading: 03/25/2024

Bill No.: 24-12

Ordinance No.: 240311B

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

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

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

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

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

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

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

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

SECTION 710.470: RATES

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

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

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

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

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

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

Mayor Sam Baird

Attest: _____
City Clerk Dona Slater

Approved as to form: _____ City Attorney Holly Dodge

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

CITY OF WILLARD, MISSOURI

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



Agenda Item #11

Inflow and Infiltration (I&I) Code Section 710.095

Discussion/Vote

Section 710.095 Inflow & Infiltration

To prevent and reduce inflow and infiltration into the sanitary sewer from ground water per contract with federal, state & local regulations.

The connection of roof drains, porch drains, driveway drains, parking lot drains, street drains, footing drains and surface or groundwater sump pumps to the Public Sewer Collection System is strictly prohibited.

Inspection & Prevention

Under the direction of the Director, the public works department shall be authorized to monitor and inspect for compliance of roof drains, pumps, footing drains, foundation sump pumps and other equipment to prevent inflow & infiltration of ground water into the sanitary sewer. A system wide inspection program shall be used to inspect and document all sewer connections. This may require access to private property, two (2) Public Works employees shall notify the individual of their intent to inspect for compliance. The inspection shall be documented, and the homeowner notified of any violations that need correction. A return inspection of compliance shall be scheduled within a 30 day period

Refused Access Per Section-710.560

Failure to Comply

Failure to comply with documented violations after the 2nd inspection by public works shall result in a \$50 fine. The homeowner will be asked to correct the violation within 14 days. An inspection will be scheduled from no later than 2 weeks from the most recent correction notice. If the violation has not been corrected upon the 3rd reinspection the homeowner will be charged an additional fine of \$100 fine and the work will be completed and a lien applied to the property.

Payment for Service

For qualifying individuals, payment for correction of inflow & infiltration violations may be added to the individual's utility bill as directed by the supervisor of utilities. This plan will allow the cost of the correction and a \$50 service fee to be added to the utility bill for a defined number of months until the amount is repaid.

Failure to comply with the notice of violation may be subject to sections **710.600 Prosecution of Violation & 710.610-Penalties** of municipal code.

Any amendment to this code shall be recorded in the annual sewer report and sent to the regional sewer administrator per Section 205 of our wastewater contract.

CITY OF WILLARD, MISSOURI

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



Agenda Item #12

Ordinance authorizing the Mayor to enter into an agreement with Mongan Painting, LLC for sandblasting and painting of the City Pool

(1st & 2nd Read) Discussion/Vote

First Reading: 03/11/2024

Second Reading: 03/25/2024

Bill No.: 24-13

Ordinance No.: 240311C

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MONGAN PAINTING, LLC FOR THE PURPOSE OF SANDBLASTING AND PAINTING THE CITY POOL.

WHEREAS, the City of Willard, Missouri has a need for sandblasting and painting the pool; and

WHEREAS, the City has negotiated with Mongan Painting, LLC for said sandblasting and painting.

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

Section 1: The Board of Aldermen of the City of Willard hereby authorize the Mayor to execute the agreement between the City of Willard and Mongan Painting, LLC for the sandblasting and painting of the City pool as set forth in the Contract marked as Exhibit "A" attached herein and incorporated by reference.

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

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

Mayor Sam Baird

ATTEST: _____, Dona Slater, City Clerk

Approved as to form: _____, Holly Dodge, City Attorney

CITY OF WILLARD, MISSOURI

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



Agenda Item #13

Ordinance authorizing the Mayor to enter into a contract with Cochran Engineering for a Water Study Update and 5- year Department of Natural Resources (DNR) Supervised Program

(1st Read) Discussion/Vote

First Reading: 03/11/2024

Second Reading: 03/25/2024

Bill No.: 24-14

Ordinance No.: 240311D

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER AN AGREEMENT WITH COCHRAN ENGINEERING FOR A WATER SUDY UPDATE AND FIVE-YEAR DEPARTMENT OF NATURAL RESOURCES (DNR) SUPERVISED PROGRAM SERVICES, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard has made a determination that it would benefit from a water study update for the City; and

WHEREAS, the City of Willard has made a determination that it would benefit from a five-year Department of Natural Resources (DNR) Supervised Program; and

WHEREAS, the City of Willard has negotiated with Cochran Engineering to provide a water study update and five-year Department of Natural Resources (DNR) Supervised Program.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the agreement with Cochran Engineering to provide the services described in Exhibit "A".

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Mayor Sam Baird

ATTEST: _____, City Clerk Dona Slater

Approved as to form: _____, City Attorney Holly Dodge

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

EXHIBIT "A"



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

March 5, 2024

Ms. Donna Stewart
City of Willard
224 W Jackson
Willard, MO 65781

SENT VIA: Email
(ca@cityofwillard.org)

RE: Water Study Update & DNR 5 Year Supervised Program

Dear Ms. Stewart:

Thank you for giving Cochran the opportunity to submit this work order to provide professional engineering services. In accordance with our discussions with City Staff, we offer the following professional services:

ITEM NO. 1: WATER STUDY UPDATE / 5 YEAR DNR SUPERVISED PROGRAM APPROVAL

SCOPE OF WORK:

Cochran will apply to renew the 5-Year Supervised Program on the City's behalf. The renewal will update the 2018 Owner Supervised Program. The report shall include a Master Plan showing the City's anticipated Water System Improvements and a projected completion date of each project. The Supervised Program will contain the required elements as per Section 1.8 of the "Minimum Design Standard for Missouri Community Water Systems."

1. Update population information.
2. Update historical water usage information and projected water usage.
3. Update system mapping to include recently completed projects.
4. Prepare hydraulic model of the water system to evaluate system performance under average day, peak flow, and fire flow conditions.
5. Cursorary evaluation of supply capacity of existing wells compared to average day and maximum day demand. Analysis will include firm capacity evaluation.
6. Cursorary evaluation of storage capacity compared to average day demand.
7. Update report to show completed projects and additional recommended projects.
8. Update cost estimates for projects to remain in the owner supervised program and provide cost estimates for newly recommended projects.
9. It is anticipated that newly recommended projects will be identified by city staff or identified during the cursory evaluation performed by Cochran.

ITEM NO. 1 LUMP SUM FEE: 25,000.00

SERVICES NOT INCLUDED:

1. Full Water System Master Study
2. Water Rate Recommendations
3. Sanitary Sewer Rate Recommendations
4. Environmental/Geotechnical/Wetlands/Asbestos/Fire Flow Studies or Reports
5. Recording and Permit Fees
6. Construction Documents and Specifications
7. Topographic, Utility, and Boundary Survey
8. Field Location of System Valves and Hydrants

8 East Main Street
Wentzville, MO 63385
Phone: 636-332-4574
Fax: 636-327-0760

737 Rudder Road
Fenton, MO 63026
Phone: 314-842-4033
Fax: 314-842-5957

530A East Independence Drive
Union, MO 63084
Phone: 636-584-0540
Fax: 636-584-0512

1163 Maple Street
Farmington, MO 63640
Phone: 573-315-4810
Fax: 573-315-4811

2804 N. Biagio Street
Ozark, MO 65721
Phone: 417-595-4180
Fax: 417-595-4109

905 Executive Drive
Osage Beach, MO 65065
Phone: 573-525-0299
Fax: 573-525-0298

www.cochraneng.com

9. In depth evaluation of the Water Treatment Plant or Production Capabilities
10. Water Tower Inspection Reports

OWNER'S RESPONSIBILITY:

1. The Owner shall give prompt and thorough consideration to all documents laid before him. Prompt decisions will be required if project is to proceed on schedule.
2. Owner shall provide pertinent system and financial data requested by the Engineer.

TOTAL FEE:

ITEM NO. 1: WATER STUDY UPDATE / 5 YEAR DNR SUPERVISED PROGRAM APPROVAL	\$ 25,000.00
TOTAL:	\$ 25,000.00

1. Reimbursable Expenses – Mileage, long distance telephone calls, courier, in-house and out-of-house printing charges, etc. are not included in the above fees and will be billed to the Client at cost. It is estimated that the reimbursable expenses will not exceed **\$250.00**.
2. Trips to Site – We have included two (2) trips to the site for meetings with the City in our base fee. Additional trips will be billed as reimbursable expenses above and beyond the estimated fee.
3. Any tasks in addition to those specifically described above, will be billed as extras on a time and materials basis using the attached rates.
4. Billing for Cochran fees and reimbursable expenses will be submitted monthly.

TIME OF PERFORMANCE:

We will make every effort to complete the project within the Owner's time frame and according to schedule. Cochran will not, however, be responsible for delays caused by events beyond our control.

TERMS AND CONDITIONS:

Attached to this proposal is a copy of the Cochran Standard Terms and Conditions. These terms and conditions shall apply to this proposal for professional services, which can also serve as a letter agreement. This document is enclosed for your review and reference.

GENERAL:

The terms and conditions of this contract shall apply to all work performed for the benefit of the project, any contiguous property that may be acquired at a later date, and any work performed off the site that benefits the project (permits, licenses, easements, etc.).

Cochran's reputation is based on understanding and meeting all the project objectives of our clients. We look forward to having an opportunity to demonstrate that responsiveness by providing timely and cost effective professional services.

If you would like to authorize Cochran to perform the professional services outlined in this proposal, please indicate your acceptance of the terms of this letter agreement by signing in the space provided below **AND** initialing **ALL** other pages. Return one (1) copy for our contract files.

If you have any questions or changes regarding this proposal, please contact me at 417-595-4108. Thank you.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION, WHICH MAY BE ENFORCED AT COCHRAN'S OPTION.

Ms. Donna Stewart
City of Willard
Proposal – Water Study Update & 5-Year Supervised Program
March 5, 2024

Sincerely,



Tim Schowe
Cochran

Acceptance:
City of Willard

By: _____

Title: _____

Date: _____

Attachments: Standard Charge-Out Rates
Cochran Terms & Conditions



2024 Hourly Fee Schedule

The following is a list of hourly rates for our Fee Service Contracts.
Effective January 1, 2024, these rates will apply to all projects performed on a time and expense basis.

<u>Title</u>	<u>Charge-Out</u>
Principal/Vice President	\$ 230.00
Department/Division Manager	\$ 195.00
Senior Project Manager	\$ 185.00
Project Manager	\$ 175.00
Project Engineer 1	\$ 160.00
Project Engineer 2	\$ 150.00
Design Engineer 1	\$ 130.00
Design Engineer 2	\$ 120.00
Design Engineer 3	\$ 110.00
Senior Architect	\$ 175.00
Project Architect 1	\$ 160.00
Project Architect 2	\$ 145.00
Design Architect 1	\$ 135.00
Design Architect 2	\$ 120.00
Managing Surveyor	\$ 160.00
Surveyor 1	\$ 150.00
Surveyor 2	\$ 140.00
Surveyor 3	\$ 125.00
Senior Field Manager	\$ 125.00
Field Manager	\$ 85.00
Inspector	\$ 65.00
MoDOT Certified Technician	\$ 70.00
Engineer/Survey Tech 1	\$ 120.00
Engineer/Survey Tech 2	\$ 110.00
Engineer/Survey Tech 3	\$ 100.00
Engineer/Survey Tech 4	\$ 80.00
Secretary	\$ 80.00
One Man Survey Crew	\$ 140.00

Note:

*Survey Field crew prices will vary depending upon the Survey Tech assigned to the project.
*Overtime rate of 1.5 times the regular rate will be charged for hours worked after 8 hours per day, Saturdays, Sundays, or Holidays.

8 East Main Street
Wentzville, MO 63385
Phone: 636-332-4574
Fax: 636-327-0760

737 Rudder Road
Fenton, MO 63026
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Phone: 417-595-4180
Fax: 417-595-4109

905 Executive Drive
Osage Beach, MO 65065
Phone: 573-525-0299
Fax: 573-525-0298

COCHRAN STANDARD TERMS AND CONDITIONS

1. Unless expressly stated in the attached proposal letter ("Proposal"), the Proposal must be accepted in writing within thirty days or the Proposal is void and unenforceable.
2. The acceptance of the Proposal is conditioned upon these Terms and Conditions and the terms of the Proposal, which shall be the only terms and conditions applicable to any agreement between Cochran and Client. Requesting performance of the work by Cochran, sending a notice to proceed with the work, or an acknowledgment of the Proposal by the issuance of a purchase order by Client, notwithstanding any terms additional to or different from those contained herein, shall be deemed to be an acceptance of these Terms and Conditions by Client.
3. The Proposal and these Terms and Conditions constitute the entire agreement ("Contract") between Cochran and the Client for the services identified in the Proposal. All prior proposals, negotiations, representations, recommendations, statements or agreements made or entered into prior to or contemporaneously with this Contract, whether oral or in writing, are superseded by this Contract unless they are expressly incorporated herein by reference. Any terms contained in any communication from Client which are inconsistent with the Contract shall not be binding upon Cochran.
4. Cochran may submit invoices on not less than a monthly basis. Cochran's invoices are due and payable within fifteen (15) days of the submission of each invoice. Interest will accrue at the rate of one and one-half percent (1.5%) per month on all unpaid invoices from the date payment was due. In the event that Client disputes an invoice, Client will pay the undisputed portion of the invoice and provide a written explanation to Cochran of the basis for Client's dispute. If Client fails to pay in full any of Cochran's invoices, Cochran may immediately, without waiving any other rights it may have, suspend work pending resolution of the payment dispute. Client's failure to pay any of Cochran's invoices in full shall be considered a material breach of this Contract.
5. Unless specifically stated to the contrary in the Proposal, reimbursable expenses are in addition to the amounts identified for Cochran's fees for basic and additional services. Reimbursable expenses shall include, but are not limited to: Client-authorized out-of-town travel, transportation, and subsistence expenses; fees paid for securing approval of jurisdictional authorities; postage, courier, or other delivery fees; material costs for models, mock-ups, or other presentation media; photographic film and development expenses.
6. This Contract is binding upon the heirs, successors and assigns of the parties hereto and may not be assigned by either party without the prior written consent of the other party.
7. Nothing in this Contract is intended to create any enforceable third party rights against Client or Cochran.
8. Cochran will perform all of its services consistent with that degree of skill and learning ordinarily used under the same or similar circumstances by the members of Cochran's profession working in the same locale.
9. If, and to the extent that Cochran's scope of work includes construction phase services, any such services shall be provided in accordance with and governed by the applicable terms of AIA Document A201 General Conditions of the Contract for Construction, 2007 Edition ("General Conditions") If there is a conflict between the General Conditions and this Contract, this Contract will control.
10. When making any interpretation or decision as required by the General Conditions, Cochran will not show partiality to any party, and shall not be liable for interpretations or decisions rendered in good faith.
11. Cochran has no responsibility or obligation to supervise or direct the work activities of the Client's employees and representatives, or any construction contractors, sub-contractors or any of their employees, or other persons not employed by Cochran.
12. Cochran will abide by any job-site safety programs identified in writing by the Client but will not be responsible for job-site safety of any persons not directly employed by Cochran.
13. Cochran has no responsibility or obligation with respect to the construction means, methods, sequencing or procedures of any construction contractors, sub-contractors or any of their employees.
14. Cochran is not responsible for the failure of any contractor to perform work properly and in accordance with any applicable documents, plans, specifications, codes or standards.
15. Cochran is not responsible for the identification of unsafe conditions, nor for the identification, handling, or removal of hazardous and/or toxic substances found on or brought to the site. Prior to the start of work, the Client shall disclose and identify in writing to Cochran, to the best of Client's knowledge, all hazardous and/or toxic substances located on the site. Client agrees to defend, indemnify and hold Cochran harmless from and against all claims, demands and liabilities of any kind or nature resulting from any hazardous and/or toxic substances that are found on the site and which were not identified by Client - even if not known by Client.
16. Cochran will have no obligation to commence its work until receipt of a written notice-to-proceed from Client and all other information required to be provided by Client. Cochran shall complete its work within any time limits identified in the Proposal. Cochran shall be entitled to an extension of time for performance of its work due to any delays that are due to any cause beyond Cochran's reasonable control. In no event will Client be entitled to any costs, losses, expenses or damages (including, but not

limited to, claims or damages attributable to home office overhead costs, loss of profits, loss of business opportunities and/or additional financing costs) as a result of any delay caused or attributable to Cochran.

17. Cochran and Client waive any and all claims against each other for consequential, indirect, incidental and special damages arising out of or relating to this Contract, the alleged breach thereof, and/or Cochran's work; including, but not limited to, lost profits, loss of business, financing costs, extended home office overhead and similar types of damages.
18. Provided that written notice of a material breach of this Contract has been provided to the defaulting party and the defaulting party has failed to cure or taken reasonable efforts to cure its default within seven (7) calendar days of its receipt of the notice, the non-defaulting party may terminate this Contract by sending notice of termination to the defaulting party.
19. If the Contract is terminated for any reason not attributable to Cochran, Client will pay for the work performed by Cochran up to the date of termination plus all of Cochran's costs related to the termination (e.g., close-out costs, costs of terminating contracts with consultants, etc.).
20. In the event that there are any changes in applicable laws, codes or regulations after the Contract is executed that result in the need for Cochran to perform additional services and/or incur additional costs, Client shall pay Cochran for said services and costs at the rates set forth in the Proposal.
21. All documents and electronic media produced by Cochran under this Contract ("Instruments of Service") shall remain the property of Cochran, and Cochran shall retain all rights to the same, including copyrights, and they may be used by the Client only for the project identified in the Proposal. In the event of the termination of this Contract, the Client shall return the Instruments of Service to Cochran, and the Instruments of Service may not be used by the Client or a third party to complete the project without the written consent of Cochran.
22. Client and Cochran waive all rights against each other, any contractors and other professionals, and any of their respective consultants, contractors, suppliers, subcontractors, agents and employees, for damages caused by perils to the extent covered by insurance, except such rights as they may have to the insurance proceeds.
23. This Contract and the rights of the parties shall be governed by the laws of the State of Missouri.
24. Any claims, disputes, or other matters in question arising out of or relating to this Contract, the alleged breach thereof, and/or Cochran's work, at Cochran's sole election and discretion, shall be decided by binding arbitration in accordance with the Construction Industry Arbitration Rules of the AAA. A demand for arbitration must be made within a reasonable time, and before the expiration of the applicable statute of limitations. Unless it consents in writing, Cochran may not be joined in any other arbitration involving the same project. The arbitration shall be held where the project is located.
25. In the event of any dispute, claim, arbitration or litigation arising out of or relating to this Contract, the alleged breach thereof, and/or Cochran's work, the prevailing party shall be awarded its attorney's fees, expert witness fees, expenses, arbitration fees and expenses, and court costs at the trial and all appellate levels; including costs and fees related to collection efforts. Determination of which party prevailed shall be made by the judge or arbitrator(s). The determination shall be made by reviewing the claims resolved at trial or arbitration (which excludes any claims resolved prior to the taking of evidence), and then determining which party achieved the greater success by quantifying the amounts awarded the party recovering damages or obtaining relief and comparing that result to the relief and/or damages requested by that party at the trial or arbitration. If that party received less than 50% of the relief and/or damages it sought, then the other party prevailed. If that party receives more than 50% of the relief and/or damages it sought, then it prevailed. The judge or arbitrator(s) may consider the percentage of recovery when determining the amount of fees and expenses to be awarded to the prevailing party. If more than one claim is presented, then the judge or arbitrator(s) may elect to evaluate who is the prevailing party on a claim by claim basis, or in the aggregate as they deem appropriate. In making the determination of which party prevailed, the judge or arbitrator(s) shall take into consideration any settlement offers or demands made prior to trial or arbitration.
26. **THE TOTAL LIABILITY OF COCHRAN AND ANY OF COCHRAN'S CONSULTANTS FOR ANY ACTIONS, DAMAGES, CLAIMS, DEMANDS, JUDGMENTS, LOSSES, COSTS, OR EXPENSES (INCLUDING ATTORNEY'S FEES AND COURT OR ARBITRATION COSTS AND FEES) ARISING OUT OF OR RESULTING FROM COCHRAN'S OR ITS CONSULTANTS' NEGLIGENT ACTS, ERRORS, OMISSIONS OR BREACHES OF CONTRACT IS LIMITED TO THE LESSER OF THE CONTRACT PRICE OR THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE MAINTAINED BY COCHRAN AND AVAILABLE TO PAY SAID CLAIM. THIS LIMITATION OF LIABILITY IS APPLICABLE TO ALL CLAIMS THAT MAY BE ASSERTED AGAINST COCHRAN OR ITS CONSULTANTS ARISING OUT OF OR RELATING TO THE PROJECT OR THIS CONTRACT, WHETHER THE CLAIMS ARISE IN CONTRACT, TORT, STATUTE, OR OTHERWISE.**

CITY OF WILLARD, MISSOURI

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



Agenda Item #14

**Ordinance authorizing the Mayor to enter into a
Memorandum of Understanding (MOU) with the Joint
Municipal Water Commission to re-establish membership
(1st Read) Discussion/Vote**

First Reading: 03/11/2024

Second Reading: 03/26/2024

Bill No.: 24-15

Ordinance No.: 240311E

AN ORDINANCE AUTHORIZING THE MAYOR, ON BEHALF OF THE CITY OF WILLARD, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE JOINT MUNICIPAL WATER COMMISSION AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard has determined that it would benefit from membership with the Joint Municipal Water Commission.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to enter into this Memorandum of Understanding with the Joint Municipal Water Commission as described in Exhibit "A."

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Mayor Sam Baird

ATTEST: _____, City Clerk Dona Slater

Approved as to form: _____, City Attorney Holly Dodge

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

EXHIBIT "A"

DRAFT – Attorney Work Product; Privileged and Confidential

WHEREAS, JMUC anticipates entering into "pass-through" subcontracts with its members to suballocate a portion of JMUC's storage space to the member in exchange for an agreement to pay a portion of JMUC's costs;

WHEREAS, JMUC anticipates that the subcontracts will be substantially similar to the Template Contract attached to this MOU as Exhibit B (the "Subcontract");

WHEREAS, to finalize the Subcontracts and to advance its negotiations with the Corps, JMUC must have a strong sense of the amount of storage each of its members is prepared to take, even if the storage volumes that will be contracted to each member may change slightly at the margins;

WHEREAS, JMUC has requested that each of its members make a *non-binding* commitment to enter into subcontracts substantially similar to the Draft Subcontract for a specific volume of storage at a specific price; and

WHEREAS, while the requested commitment is explicitly non-binding, User understands that JMUC will rely on it for planning purposes and that any departure from it could jeopardize JMUC's ultimate ability to secure any contract with the Corps.

NOW, THEREFORE, this memorandum documents the following understanding:

1. On the terms specified in the Draft Subcontract, User anticipates contracting for 1990 acre-feet of storage space, which amounts to 2.1% of the total storage space available to JMUC and is expected to provide a safe yield of 0.8 million gallons per day on an average annual basis.

2. In exchange for the storage rights provided in Paragraph 1, User anticipates paying 2.1% of JMUC's annual costs in addition to other costs specified by the Draft Subcontract, which are estimated to be approximately \$ \$59,000 per year.

[USER]

SOUTHWEST MISSOURI JOINT MUNICIPAL
WATER COMMISSION

By: _____

By: _____
Roddy Rogers, Executive Director

Date: _____

Date: _____



Membership 2024 INVOICE

DATE: FEBRUARY 22, 2024

SWMO Joint Municipal Water Utility Commission
2241 E Powell
Springfield, MO 65804
Phone (417) 766-1980
rrswmowater@outlook.com

TO City of Willard
C/O Donna Stewart
224 W Jackson PO Box 187
Willard, MO 65781
(417) 742-3033 x5304

# OF CONNECTIONS	1/3 OF DNR PRIMACY FEE	PAYMENT TERMS	DUE DATE
3,446 connections	\$1.76	Upon Receipt	12-31-23

DESCRIPTION	UNIT PRICE	LINE TOTAL
Connections times 1/3 DNR Primacy Fee. 100% (0% Tri-State 2024 fee, separate invoice)		\$6,065 <u>X 1.00</u>
SWMO JMUC 2024 fee		\$6,065

SALES TAX 0

TOTAL \$6,065

Please make check payable to SWMO Joint Municipal Water Utility Commission

CITY OF WILLARD, MISSOURI

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



Agenda Item #15

Agreement with Language Services to comply with our Limited English Proficiency (LEP) policy

Discussion/Vote

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: March 11, 2024

TO: Mayor Baird and BOA

FROM: S. D. Bodenhamer

RE: Language Services Agreement

The attached agreement with Language Line is necessary to comply with our Limited English Proficiency (LEP) and other policies to be submitted to the EPA.

Your motion, second and affirmative vote is requested to achieve compliance with our 180-day agreement with the EPA.

Language Access at all Touchpoints

On-Demand Interpretation

240+ Languages 24/7/365, in Seconds

The LanguageLine® App

One-touch access to video/audio interpreters

Phone Interpreting

Outbound calls to audio interpreters

DirectResponseSM

Inbound calls in-language from limited English proficient (LEP) communities

Telehealth and Virtual Meetings

Integrated access to video/audio interpreters

Face-to-Face Interpretation

150+ Languages

OnSite Interpreting

Interpreters by appointment at a specified location

Virtual OnSite Interpreting

Interpreters by appointment for virtual meetings



Interpretation and Translation
Services and Related Solutions
Contract #R210605

Translation and Localization

290+ Languages, 480+ Language Pairs

Translation

Documents and marketing materials

Localization

Websites, software, apps, eLearning

Transcription

Digital and multimedia content

Clarity®

Macro and micro content simplification

Testing and Training

50+ Languages

Testing

Fluency testing of bilingual staff and recruits

Training

Ongoing in-house interpreter skills development

Available through OMNIA Partners, Contract #R210605 has been competitively solicited and publicly awarded to LanguageLine Solutions. With LanguageLine Solutions and OMNIA Partners, public agencies have access to a full portfolio of language access solutions to support compliance and improve productivity.

Let's Talk Solutions: Contact your Account Executive, email info@languageLine.com, or call Customer Service at 1-800-752-6096

Statement of Work

Interpretation and Translation Services and Related Services Contract #R210605 Administered by OMNIA Partners

Participating Public Agency ("Customer"): City of Willard	Customer # (if applicable): 26156
OMNIA Participation ID: 4018713	

This Statement of Work is subject to cooperative purchasing Contract #R210605 (the "Contract") between Region 4 Education Service Center, administered by OMNIA Partners, Public Sector ("OMNIA") on behalf of Participating Public Agencies, and Language Line Services, Inc. ("Company") for Interpretation and Translation Services and Related Solutions. This document is the sole document that reflects Customer's participation in the Contract and pricing for these services. This document must be signed by an authorized representative of you, the Customer. Pricing is only final upon a signature by an authorized officer of Language Line Services. Pricing changes, if any, will be made on next full monthly billing cycle.

1. LANGUAGELINE PHONE INTERPRETING

1.1. SCOPE OF WORK

- (a) **DESCRIPTION OF SERVICES.** LanguageLine will provide qualified and trained interpreters for Phone Interpreting to facilitate effective communication between Customer's service providers and Limited English Proficient (LEP) individuals by converting spoken language statements between English and another language.
- (b) **SERVICE DELIVERY.** Services are delivered on-demand via telephone, as initiated by Customer's service providers and invoiced monthly following service delivery. Services are available twenty-four (24) hours a day; seven (7) days a week; 365 days a year, including holidays, in over 240 spoken languages.

1.2. PHONE INTERPRETING FEES

- (a) **PER MINUTE USAGE FEES** for LanguageLine Phone and InSight Audio Interpreting

Language Tiers	Languages	Per Minute Charge
1	Spanish	\$0.64
2	All other languages	\$0.69

1.3. PHONE INTERPRETING EQUIPMENT

- (a) **OPTIONS AND DEFINITIONS.** Equipment purchase and lease options are available for the equipment identified below for use with the Phone Interpreting services. All Equipment requests must be submitted in writing over the term of this Agreement and the appropriate fees will apply.
- (b) **PHONE INTERPRETING EQUIPMENT LEASE FEES.** A monthly lease fee per unit applies, and the Equipment remains the property of LanguageLine. The monthly fee covers the cost of equipment programming and providing any necessary replacements and maintenance.
 - 1Solution™ Analog Dual Handset Phone\$4.50
 - 1Solution Dual Handset IP Phone\$12.50
 - Panasonic® Cordless Phone with Dual Handsets.....\$10.50
- (c) **PHONE INTERPRETING LEASED EQUIPMENT ADDITIONAL TERMS.** Upon the termination of the Agreement, Customer shall, at its cost, return the Equipment to Language Line Services within thirty (30) days following the termination date. Customer acknowledges that ownership of the Equipment remains with Language Line Services, and that the Equipment must be returned upon the termination of the Agreement.
- (d) **PHONE INTERPRETING EQUIPMENT PURCHASES.** The following Equipment is available for purchase from LanguageLine during the life of the agreement. Upon depletion of current Equipment models and release of new Equipment models, updated pricing will automatically

**Interpretation and Translation Services and Related Services
Contract #R210605 Administered by OMNIA Partners**

apply. Purchased equipment is covered by a one-year replacement warranty from the manufacturer. Standard rates at the time of purchase will apply. If applicable, proof of sales tax exemption must be provided to TaxDepartment@languageline.com and ContractAdministrationTeam@languageline.com. Details will be available from your Account Executive.

1Solution Analog Dual Handset Phone	\$60.00
1Solution Dual Handset IP Phone	\$150.00
Panasonic Cordless Phone with Dual Handsets	\$60.00
Panasonic Headset.....	\$25.00
Handsets with Splitter	\$10.00
Handset Splitters (price per unit)	\$6.00
Wall Splitters (price per unit).....	\$6.00

2. LANGUAGELINE DIRECT RESPONSE

2.1. SCOPE OF WORK

- (a) **DESCRIPTION OF SERVICES.** LanguageLine will provide qualified and trained interpreters for Phone Interpreting to facilitate effective communication between Customer's service providers and Limited English Proficient (LEP) individuals by converting spoken language statements between English and another language.

STANDARD

- Standard in-language prompts for greeting messages, language menu, and hold/dial-out message
- Prompts recorded by a LanguageLine® Certified linguist
- Custom LanguageLine call flow and call routing
- Capability to integrate with Customer's IVR
- Capability to transmit call to Customer's Direct Inward Dial (DID) number

PREMIUM

- Customizable in-language prompts for greeting messages, language menu, and hold/dial-out message
- Prompts recorded by a LanguageLine® Certified linguist
- Custom LanguageLine call flow and call routing
- Customizable options menu
- Capability to integrate with Customer's IVR
- Capability to transmit call to Customer's Direct Inward Dial (DID) number

- (b) **SERVICE DELIVERY.** Services are delivered on-demand via telephone, as initiated by Limited English Proficient (LEP) individuals and routed directly to Customer's service providers, and invoiced monthly following service delivery. Services are available twenty-four (24) hours a day; seven (7) days a week; 365 days a year, including holidays.

2.2. DIRECT RESPONSE FEES

(a) STANDARD	\$350.00
(b) PREMIUM per language.....	\$650.00
(c) DEDICATED TOLL-FREE LINE per line	\$150.00
(d) INCREMENTAL PRICE PER MINUTE applied to Customer's contracted per minute usage fees for LanguageLine Phone Interpreting.....	\$0.25

3. LANGUAGELINE INSIGHT VIDEO INTERPRETING

3.1. SCOPE OF WORK

- (a) **DESCRIPTION OF SERVICES.** LanguageLine will provide qualified and trained interpreters for InSight Video Interpreting to facilitate effective communication between Customer's service providers and Limited English Proficient (LEP) individuals by converting spoken or

Statement of Work

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signed language statements between English and another language. Equipment purchases are optional.

- (b) **SERVICE DELIVERY.** Services are delivered on-demand via a native iOS or Android Application (the "App") or a Mac/PC using a Chrome, Edge, or Firefox browser. Each call has full end-to-end encryption ensuring privacy. Services are available 24/7 for ASL, Spanish, Mandarin, Arabic, Polish, Cantonese, French, Korean, Portuguese, Vietnamese and Russian, and during business or extended business hours for 30 or more additional languages of lesser diffusion.

3.2. INSIGHT VIDEO INTERPRETING FEES

- (a) **ACTIVATION** Monthly Service Fee or One-Time Fee Waived
- (b) **PER MINUTE USAGE FEES** for LanguageLine InSight Video Interpreting Based on Total Volume

Sign Language Per Minute Charge	Spanish Per Minute Charge	Other Spoken Languages Per Minute Charge
\$2.25	\$1.50	\$1.85

4. LANGUAGE ONSITE INTERPRETING

4.1. SCOPE OF WORK

- (a) **DESCRIPTION OF SERVICES.** LanguageLine will provide highly qualified interpreters in-person (physical onsite) at Customer's business locations or using Customer's online conferencing platform (virtual onsite) to perform consecutive interpreting between Customer's Service Providers and Limited English Proficient (LEP) individuals, by converting spoken or signed language statements between English and another language.
- (b) **SERVICE DELIVERY**
 - Services are available by assignment, with language availability dependent upon regional resources.
 - Virtual onsite assignments using Customer's online conferencing platform may be requested **1-2 days in advance** at 1-888-225-6056, option 1 or onsiterequests@languageline.com.
 - Physical onsite assignments at Customer's business locations may be requested up to **5 days in advance** at 1-888-225-6056, option 1 or onsiterequests@languageline.com.
 - Business locations (city/state/region) where physical onsite assignments will be requested:

City and State:

4.2. LANGUAGELINE ONSITE INTERPRETING FEES

- (a) **MINIMUM ASSIGNMENT TIME** is two (2) hours, with time beyond minimum assignment time billed in 15-minute increments.
- (b) **MILEAGE/TRAVEL REIMBURSEMENT**
 - Charged at the prevailing IRS rate, currently \$0.655 per mile.
 - For one-way travel exceeding 60 miles, travel time may be charged at the applicable hourly rate.
 - Parking/tolls charged if applicable.

**Interpretation and Translation Services and Related Services
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- (c) **CANCELATION.** Assignments canceled with less than one full business days' notice will be charged at the applicable rate for the greater of the minimum assignment time or reserved time for the assignment.

4.3. PRICING TABLE.

Rate	Spanish	American Sign Language	Other Spoken Languages
Standard Hourly Rate	\$75.00	\$100.00	\$90.00
Non-Standard Hourly Rate	\$112.50	\$150.00	\$135.00
Emergency/Holiday Hourly Rate	\$150.00	\$200.00	\$180.00

- (a) Standard Hourly Rate is applied for assignments between 8:00 a.m. and 5:00 p.m. local time Monday through Friday, with more than one full business days' notice.
- (b) Non-Standard Hourly Rate is applied for assignments occurring before 8:00 a.m. or after 5:00 p.m. local time Monday through Friday, Saturday/Sunday or for assignments with less than one full business days' notice.
- (c) Emergency/Holiday Rate is applied for assignments with less than one hour's notice or assignments on federally recognized holidays. Emergency service not available in all areas.

5. LANGUAGELINE TESTING & TRAINING

5.1. SCOPE OF WORK

- (a) **DESCRIPTION OF SERVICES.** Testing and training programs assess Customer's bilingual staff and interpreters' ability to provide quality, careful communication and proficiency in two languages, as well as competence in the requisite medical or other industry-specific vocabulary. Programs focus on the critical interpretation skills of accuracy, efficiency, and cultural competency. Tests and training courses are delivered remotely by assessors with a proven internal record of superior performance as an interpreter and typically hold advanced degrees in language related fields. The content and curricula have been developed in conjunction with leading academic experts and validated by psychometricians.
- (b) **DELIVERABLES.**
 - Assessments and courses offered in 46 languages.
 - Test results delivered within 5 business days.
 - Training deliverables will be agreed-upon at the beginning of the project.

5.2. LANGUAGELINE TESTING AND TRAINING FEES

- (a) **CANCELATION**
 - Cancellation policy for live Language Tests:

Notice	Credit
At least three business days' notice	Credit in full
Less than three business days' notice	Credit at 50% of fee
One business day or less notice	No credit

- Training courses can be rescheduled or canceled only by the person who submitted the original Training Registration Form.
 - Written cancellation of onsite training courses with at least 10 business days' notice prior to the course start date will be fully credited.
 - Written cancellation of web training courses with at least three business days' notice prior to the Learning Management System registration will be credited in full.
 - To reschedule or cancel, please e-mail LLA@LanguageLine.com.
- (b) **PRICING TABLES.** Prices are in U.S. dollars, per individual test or course, and are subject to change.

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Language Skills Test Fees

Language Test Name	1-49* Tests	50-99* Tests	100- 499* Tests	500* or More
Language Proficiency Test (LPT)	\$165	\$155	\$145	\$135
Specialty LPT	\$200	\$200	\$200	\$200
eLanguage Proficiency Test (eLPT)	\$150	\$140	\$130	\$115
Specialty eLPT	\$185	\$185	\$185	\$185
Bilingual Fluency Assessment (BFA)	\$145	\$135	\$120	\$115
Specialty BFA	\$175	\$175	\$175	\$175
eBilingual Fluency Assessment (eBFA)	\$135	\$120	\$110	\$105
Specialty eBFA	\$155	\$155	\$155	\$155
Bilingual Fluency Assessment for Clinicians	\$160	\$150	\$140	\$135
Specialty BFAC	\$190	\$190	\$190	\$190
eBilingual Fluency Assessment for Clinicians	\$145	\$135	\$120	\$115
Specialty eBFAC	\$175	\$175	\$175	\$175

Interpreter Skills Test Fees

Interpreter Test Name	1-49* Tests	50-99* Tests	100- 499* Tests	500* or More
Interpreter Readiness Assessment (IRA)	\$155	\$145	\$135	\$125
eInterpreter Readiness Assessment (eIRA)	\$140	\$125	\$115	\$110
Interpreter Skills Test (IST)	\$200	\$185	\$165	\$150
Specialty IST	\$225	\$225	\$225	\$225
eInterpreter Skills Test (eIST)	\$185	\$165	\$150	\$135
Specialty eIST	\$200	\$200	\$200	\$200
Medical Certification Test (MCT)	\$220	\$210	\$195	\$185
Court Certification Test (CCT)	\$220	\$210	\$195	\$185

Interpreter Training Course Fees

Course Title	Training Delivery	1-4* Courses	5-9* Courses	10* or More
Fundamentals of Interpreting	Web	\$445	\$400	\$285
Advanced Medical Training (AMT)	Web	\$575	\$520	\$500
Module 1 - Medical Interpreter Training: Professional Skills and Ethics	Phone or Onsite	**	\$390	\$290
Module 1 - Medical Interpreter Training: Professional Skills and Ethics	Web	\$230	\$230	\$175
Module 2 – Medical Interpreting Training: Working in the Healthcare System	Phone or Onsite	**	\$520	\$400
Module 2 – Medical Interpreting Training: Working in the Healthcare System	Web	\$290	\$290	\$230
Module 3 – Medical Interpreter Training: Terminology and Advanced Skills	Phone or Onsite	**	\$520	\$400

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Module 3 – Medical Interpreter Training: Terminology and Advanced Skills	Web	\$290	\$290	\$230
Combined Modules – Intensive Advanced Medical Interpreter Training (2 of the 3 above modules)	Phone or Onsite	**	\$805	\$635
Combined Modules – Intensive Advanced Medical Interpreter Training (2 of the 3 above modules)	Web	\$460	\$460	\$345

- eTests will be billed when the test link is delivered to the client.
- *Group discounts for tests are applied once the minimum number of tests have been completed within the calendar year. Group training discounts are based on the actual number of participants.
- **Delivered via phone or onsite, and requires a minimum of 5 participants to conduct the training.
- A training manual may be purchased for \$69 with the advanced Medical Interpreter Training. A training manual with in-language glossary may be purchased for \$99 with the advanced Medical Interpreter Training.
- Interpreter association members qualify for group discounts upon submission of a copy of their membership card to LLA@languageline.com.
- Group training discounts are based on the actual number of participants.

6. LANGUAGELINE TRANSLATION AND LOCALIZATION

6.1. SCOPE OF WORK

(a) **DESCRIPTION OF SERVICES.** LanguageLine utilizes ISO-certified workflows to convert CUSTOMER's written and/or digital content between languages with attention to accuracy, tone, style, and attention to regional language and cultural sensitivities, including:

- Translation of written text
- Modifying graphics and design to properly display translated text
- Changing content to suit preferences
- Converting to local currencies and units of measurement
- Using proper formatting for elements like dates, addresses, and phone numbers
- Addressing local regulations and legal requirements

(b) **DELIVERABLES.**

- Services may be requested at <https://www.languageline.com/s/RequestAQuote> , via email to translation@languageline.com or by calling 1-800-878-8523.
- LanguageLine will provide all deliverables as agreed-upon at the beginning of the project.

6.2. PRICING TABLES. Translation fees, which include Translation and copyediting, are based on the English word count.

TIERS	BI-DIRECTIONAL: ENGLISH>LANGUAGE AND LANGUAGE>ENGLISH	TRANSLATION FEE (PER WORD)
Tier 1	Spanish (US/Latin America)	\$0.15/word
Tier 2	Arabic, Chinese, Portuguese (Brazil), Russian, Vietnamese	\$0.18/word
Tier 3	Bengali, Czech, Farsi, French, German, Hindi, Hungarian, Italian, Korean, Malay, Polish, Portuguese (Portugal), Tagalog, Thai, Urdu	\$0.22/word
Tier 4	Albanian, Bulgarian, Estonian, Haitian Creole, Japanese, Khmer, Lao, Latvian, Lithuanian, Nepali, Slovak, Slovenian, Somali, Turkish	\$0.26/word
	All other (LanguageLine supports 240+ languages)	\$0.29/word

Statement of Work

Interpretation and Translation Services and Related Services Contract #R210605 Administered by OMNIA Partners

ADDITIONAL PRICING COMPONENTS		PRICING
Minimum charge per document translation order		\$75.00 – Spanish \$99.00 – all other listed language
Proofreading (third linguistic step when required)		\$60.00/hour
Basic Layout/Formatting/Desktop Publishing		\$45.00/hour
Localization Engineering Services		\$55.00/hour
In-Language Recordings		Individual Quote
Transcription/Translation of Audio or Video files		Individual Quote
Project Management		10% of the invoice value (0.5-hour minimum @\$55.00/hour)
Rush Fees	0% rush charge applies when an expedite delivery date is requested	
Unless indicated otherwise, a one-hour minimum will apply to all hourly services.		

6.3. DELIVERY GUIDELINES. Because the actual number of English words is not known until the source document has been translated, turn-around commitments are based on the estimated number of English words that will be delivered, as determined in LanguageLine's best judgment before commencing work. Additional services could add extra days to a project timeline.

ESTIMATED NUMBER OF ENGLISH WORDS	STANDARD DELIVERY
Less than 1,500 words	1 - 3 business days
1,501 to 4,000 words	4 - 6 business days
4,001 to 7,500 words	6 - 8 business days
7,501+ words	8 + business days
A 0% rush charge will apply when an expedited delivery date is requested.	
Requests received on weekends and holidays will be processed on the next business day.	
Holidays are New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day.	

The person signing this SOW on behalf of Customer certifies that such person has read, acknowledges, and understands all of the terms and conditions, and is fully authorized to execute this SOW on behalf of and bind the Customer to all its terms and conditions. Both Parties agree the delivery of the signed SOW by facsimile or e-mail or use of a facsimile signature or electronic signature or other similar electronic reproduction of a signature shall have the same force and effect of execution and delivery as the original signature, and in the absence of an original signature, shall constitute the original signature.

City of Willard	LanguageLine
Accepted and agreed to date:	Accepted and agreed to date:
Signature:	Signature:

Interpretation and Translation Services and Related Services Contract #R210605 Administered by OMNIA Partners

Name:	Name: Bonaventura A. Cavaliere
Title:	Title: CFO

CITY OF WILLARD, MISSOURI

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



Agenda Item #16

Additional policies for Civil Rights Compliance

Discussion/Vote

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: March 11, 2024

TO: Mayor Baird and BOA

FROM: S. D. Bodenhamer

RE: Civil Rights Compliance Policies

The City of Willard entered into a 180-day agreement with the U.S. Environmental Protection Agency to update/create Civil Rights Policies on October 18, 2023. Included in your packet are additional policies to assure compliance with the EPA requirements:

- Non-Discriminator Coordinator
- Posting Locations
- Public Participation Policy

I request a motion, second and affirmative vote to adopt these additional policies such that I can submit them to the EPA and fulfill our obligation under the 180-day agreement.



Non-Discrimination Coordinator

Dona Slater, City Clerk has been appointed as the Non-Discrimination Coordinator for The City of Willard. Her contact information is:

Dona Slater, City Clerk
Non-Discrimination Coordinator
City of Willard
P. O. Box 187
224 W. Jackson St.
Willard, MO 65781
Telephone: 417-742-5302
clerk@cityofwillard.org

The duties of the Non-Discrimination Coordinator are:

- Provide information to individuals internally and externally that the City of Willard does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of The City of Willard's programs or activities and The City of Willard does not intimidate or retaliate against any individual or group because of exercised their rights to participate in or oppose actions protected/prohibited by 40 CFR Parts 5 and 7, or for the purpose of interfering with such rights.
- Provide notice of The City of Willard's formal and informal grievance processes and the ability to file a discrimination complaint.
- Establish a mechanism for implementation of The City of Willard's grievance procedures to ensure that all discrimination complaints filed with The City of Willard under federal nondiscrimination laws are processed promptly and fairly. One element of any policy and procedure or mechanism must include providing meaningful access for limited-English proficient individuals and individuals with disabilities to The City of Willard's programs and activities.
- Track all complaints filed with The City of Willard under federal non-discrimination laws, including any patterns or systemic problems.

- Conduct semiannual reviews of all formal and informal discrimination complaints filed with The City of Willard under federal non-discrimination laws and/or any other complaints independently investigated by the City of Willard to identify and address any patterns or systemic problems.
- Ensure that appropriate training is provided for all City Willard staff in the formal and informal process is available to resolve complaints filed with The City of Willard under federal non-discrimination laws.
- Provide or procure training services for The City of Willard staff to ensure they are appropriately trained on The City Willard's non-discrimination policies and procedures, as well as the nature of The City of Willard's obligation to comply with federal nondiscrimination laws.
- Ensure that complainants are updated on the progress of their discrimination complaints filed with The City of Willard under Federal non-discrimination laws and promptly informed as to any determinations The City of Willard has made.
- Undertake periodic evaluations of the efficacy of The City of Willard's efforts to provide services, aids, benefits, and participation in any of The City of Willard's programs or activities without regard to race, color, national origin, disability, age, sex, or prior exercise of rights or opposition to actions protected under federal non-discrimination laws.
- Not having other responsibilities that create a conflict of interest.



Notices of Non-Discrimination Posting Locations

Notice of Non-Discrimination (English and Spanish)

- City Hall Foyer
- Home page, City Website, cityofwillard.org with connecting links to the following documents:
 - Discrimination Complaint and Compliance/Grievance Procedure
 - Non-Employee Discrimination Complaint Form
 - Disability Non-Discrimination Plan
 - Limited English Proficiency (LEP) Plan
 - Non-Discrimination Coordinator
 - Public Participation Policy
- City Hall Employee Information Board
- City Hall Board of Aldermen Meeting Room / Municipal Court Room (dual purpose)
- Public Works Office
- Police Department Foyer
- Recreation Center Foyer
- Message Board at City Pool
- Publish in the Greene County Commonwealth newspaper.
- Mail with utility bills.

A Manual will be created (and maintained by the Non-Discrimination Coordinator) containing:

- Notice of Non-Discrimination
- Discrimination Complaint and Compliance/Grievance Procedure
- Non-Employee Discrimination Complaint Form
- Disability Non-Discrimination Plan
- Limited English Proficiency (LEP) Plan
- Non-Discrimination Coordinator
- Public Participation Policy

Such manual will be distributed to all Department Heads, Board of Aldermen and Mayor.

Such manual will also be available at routine contact points with the Public for reference by clerical staff:

- City Hall Utility Payment Desk
- Municipal Court Clerk and Deputy Municipal Court Clerk
- Public Works Office
- Police Department
- Recreation Center
- Municipal Pool
- Human Resources (regarding new hires)
- Planning and Development Office



Public Participation Policy

It is the policy of The City of Willard to:

- Ensure that The City of Willard’s public involvement process is available to all persons regardless of race, color, national origin, disability, age, sex or prior exercise of rights or opposition to actions protected under federal nondiscrimination laws.
- Ensure that the factors used to determine the appropriate time, place, location, duration, and security of public meetings are developed and applied in a non-discriminatory manner.
- Develop, publicize, and implement written public participation procedures that include implementation of steps for effective public participation that is accessible to all persons regardless of race, color, national origin (including LEP), disability, age, and sex each time The City of Willard engages in public participation or public involvement processes.
 - The City of Willard community:
 - The City of Willard has a population of approximately 6500 according to the 2020 US Census Bureau and covers approximately 6 square miles and is located approximately 6 miles from the City of Springfield. The city serves as “basically” a bedroom community for Springfield.
 - 32.9% of the population is under the age of 18 years. 10.2% of the population is over the age of 65. 49.5% of the population is female.
 - According to the to the US Census Bureau, the population is 93.55% white, 1% African American, 2.95% two or more races and 2.5% Hispanic or Latino.
 - The median household income is \$76,500, per capita income is \$ 28,836 and 11.5% of persons are in poverty.
 - Prevalent languages spoken by Limited English Proficiency (LEP) Persons is 2.2% Spanish and 3% other Indo-European languages.
 - City of Willard History
 - The community of Willard began with the following settlers in the area: Oscar Farmer and family – 1836, Dennis Kime and family – 1854 and George Sloan and family – 1860.
 - In 1884 the St. Louis and San Francisco Railway constructed a rail line from Springfield to Bolivar through Willard. This led to population and economic growth.

- The City of Willard was incorporated in 1949 and currently is a Fourth-Class city with a City Administrator, Mayor, and Board of Aldermen form of government.
- Key Personnel:
 - Donna Stewart, Interim City Administrator, tel. 417-742-5304, ca@cityofwillard.org
 - Dona Slater, City Clerk, Non-Discriminator Coordinator, tel. 417-742-5302, clerk@cityofwillard.org
 - Carolyn Halverson, Chief Financial Officer, tel. 417-742-5301, cfo@cityofwillard.org
 - Justin Sorgen, Public Works Director, tel. 417-742-5307, pwd@cityofwillard.org
 - Jason Knight, Parks Director, tel. 417-742-5381, parksdir@cityofwillard.org
 - Mike Ruesch, Planning Director, tel. 417-742-5310, planning@cityofwillard.org
 - Terry Forshee, Municipal Court Clerk, tel. 417-742-5306, court@cityofwillard.org
 - Tom McClain, Chief of Police, tel. 417-742-5341, chiefofpolice@cityofwillard.org
- Past and Present Community Concerns
 - Currently there are none. However, The City of Willard will address future concerns per policy.
 - There have been no complaints filed under the federal Non-Discrimination laws.
 - A detailed plan of action (outreach activities) will be undertaken to address concerns when they arise.
- Contingency Plans
 - The City of Willard will always be vigilant for future circumstances that require contingency plans.
- Public Meetings
 - Public Meetings are normally held in the Board of Aldermen/Court Room at City Hall or the Community Center adjacent to City Hall. Both locations are fully accessible to disabled persons.
 - Public Meeting schedules are determined by City Staff. There is no public transportation in The City of Willard to determine schedules.
- Language Assistance Services
 - The primary contact for Language Assistance Services is Dona Slater, Non-Discrimination Coordinator (contact information above).
 - Interpretation and Translation Services are provided by Language Access Multicultural People (LAMP) at 877-240-6398.

- Local Media Contacts
 - There are no cultural or linguistic media outlets in the area. However, a list of media outlets are shown below:
 - Springfield New-Leader
 - SGF Daily Citizen
 - Greene County Commonwealth
 - KYTV Channel 3
 - KOLR Channel 10
- The office of the Non-Discrimination Coordinator will serve as the repository for all information.

CITY OF WILLARD, MISSOURI

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



Agenda Item #17

Sanitary Sewer Project Status Report

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: March 11, 2024

TO: Mayor Baird and BOA

FROM: S. D. Bodenhamer

RE: Sanitary Sewer Project Status

COMMUNITY FUNDING PARTNERSHIP (94 Lift Station and Force Main)

Status of components:

- Allgeier Martin is in conversation with Liberty Utilities regarding of increasing the service capacity at 94 Lift Station.
- Allgeier Martin is focusing on pipe materials, ductile iron vs. PVC.
- Lumix is 95% in completing the installation of the variable frequency drive.
- Civil Rights Compliance
 - Additional policies are on the BOA agenda for approval.
 - Approved policies will have been submitted to the EPA.

MEADOWS CONNECTION TO CITY OF SPRINGFIELD

- We have permission from landowners to survey for easement for the best routing of the gravity sewer.
- Field survey along the north side of Farm Rd. 106 is complete.
- One property owner remains on the south side of Farm Rd. 106 to grant permission to survey.
- Allgeier Martin is in discussion with the City of Springfield regarding flow meter specifications for connection to Springfield's Airport Lift Station.

CITY OF WILLARD, MISSOURI

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



Agenda Item #18

Jackson Street Overlay Project Status Update

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: March 11, 2024

TO: Mayor Baird and BOA

FROM: S. D. Bodenhamer

RE: Jackson Street Overlay Status

PROJECT STATUS

- We have received approval from the Federal Highway Administration for the obligation of funds for preliminary engineering for the project. CJW can now proceed with engineering for the project.