

CITY OF WILLARD, MISSOURI

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



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

January 11, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Michael Barr-Mayor Pro-Tem

Jamie Buckley

Paul Hood

Sam Baird

Larry Whitman

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
January 11, 2016
7:00 P.M.**

Posted January 6, 2016.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** January 11, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

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. Approval of the Minutes from the regular meeting on December 14, 2015 and the Budget meeting on December 18, 2015.**
- 4. Discussion/Vote on new Board of Aldermen Member.**
- 5. Ceremonial Matters.**
 - a. Swearing in of new Alderman.
- 6. 2016 EOP Presentation by Samantha Peterson of Greene County Emergency Management.**
- 7. Citizen Input (5 minute limit per person).**
- 8. Financial Reports.**
 - a. November 2015 Summaries.
 - b. November 2015 Financial Statements.
 - c. December and January 2015 Outstanding Invoices, Paid Invoices, Online Payments and Transfers.
 - d. November 2015 Check Register.
 - e. December 2015 Water Loss Report.
 - f. December 2015 Utility Adjustments Report.
- 9. Department Head Reports.**
- 10. Ordinance accepting the request for a Replat of ATM Subdivision Lot 2. (1st Read). Discussion/Vote.**
- 11. Discussion/Vote on bid approval for Parks Department Sports Team Photographs.**
- 12. Discussion/Vote on bid approval for Parks Department Sports Team T-Shirts.**
- 13. Resolution accepting the 2016 Emergency Operations Plan.**

14. **New Business.**
15. **Unfinished Business.**
16. **Close Open Session.**
17. **Open Executive Session.**
18. **Close Executive Session.**
19. **Adjourn Meeting.**

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO RSMO SECTION 610.021 # (3) PERSONNEL AND # (13) PERSONNEL.

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

Jennifer Rowe
City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
December 14, 2015
7:00 p.m.**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Public Works Director, Justin Reaves, Community Services Director, J.C. Loveland; Chief Financial Officer, Carolyn Halverson; Chief of Police, Tom McClain; and Director of Development, Randy Brown.

City Attorney Ken Reynolds was present.

Citizens in attendance: Mindy Latham, Lucille Murray and JD Landen.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

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

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Whitman-present, Alderman Barr---, Alderman Baird-present, Alderman Hood-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

The City Administrator requested that the Discussion/Vote on the 2016 Budget be removed from the Agenda, as the Board was not ready to vote on that item yet. Motion was made by Alderman Baird and seconded by Alderman Hood to accept the agenda with changes. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

Approve the Minutes of the Regular and Closed Meeting on November 30, 2015.

Motion was made by Alderman Hood and seconded by Alderman Whitman to approve the minutes. The motion carried with a vote of 4-0. Voting aye: Aldermen Hood, Whitman, Buckley and Baird.

Citizen Input.

None.

Financial Reports.

- a) Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the Financial Statements. The motion carried with a vote of 4-0. Voting aye: Aldermen Hood, Whitman, Buckley and Baird.
- b) Motion was made by Alderman Buckley and seconded by Alderman Hood to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Baird, Hood and Whitman.
- c) Motion was made by Alderman Hood and seconded by Alderman Buckley to accept the Adjustments Report. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Baird, Hood and Whitman.

Department Head Reports.

The Department Heads presented their reports to the Board.

Discussion/Vote on Generator Bids.

The Public Works Director discussed the three (3) bids we had received for the two (2) generators at the lift stations. His recommendation was to go with Norton Power Systems as they were skilled in this type of work and it included the concrete pad and setting it all up. Alderman Baird asked if other types of generators were considered, instead of just focusing on diesel. The Mayor discussed the need to request bids on natural gas generators. The Board decided to table the discussion and wait for other information to be received. Permission was given to carry the funds of this project over into the 2016 Budget.

Resolution revising the 2013 Settlement Agreement with Karen Robson.

The City Administrator discussed what was included in the Settlement Agreement and what changes were being requested. Karen Robson had requested that the City pay her full insurance payment for the month of December and she would end the agreement three (3) months early in return. Motion was made by Alderman Hood and seconded by Alderman Whitman to revise the Settlement Agreement. Motion carried with a vote of 3-2. Voting aye: Aldermen Whitman and Hood and Mayor Hendrickson. Voting nay: Aldermen Buckley and Baird.

Resolution accepting the Long Range Transportation Plan with OTO.

The Director of Development discussed what the plan entailed and what streets were affected. He indicated we would only be accepting the thoroughfare plan and not the design standards. Motion was made by Alderman Baird and seconded by Alderman Hood to accept the plan with OTO. Motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Whitman, Baird and Hood.

New Business.

The City Administrator indicated that the Board needed to set a date for the next Budget meeting. The Board decided on Friday December 18, 2015 at 7 p.m.

Unfinished Business.

The Mayor asked if there was an update on conversations with the Fire Department. The City Administrator advised the Board that the City was no longer charging the Fire Department any utility fees. The chlorine tank will also be moved off of their property at a future date.

Adjourn.

Motion was made by Alderman Buckley and seconded by Alderman Baird to adjourn. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Baird, Hood and Whitman.

The meeting was adjourned at 9:04 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN
BUDGET WORKSHOP
December 18, 2015
7:00 p.m.**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Community Services Director, J.C. Loveland; Public Works Director, Justin Reaves; Chief of Police, Tom McClain; CFO, Carolyn Halverson; Court Clerk, Linda Murray; and Director of Development, Randy Brown.

Citizens in attendance: None.

Call to Order.

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

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Whitman-present, Alderman Barr---, Alderman Baird-present, Alderman Hood-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

City Administrator requested an Amendment to approve the addition of the 2016 Budget Ordinance to be added in. This must be approved by the Board due to the need to pass the Budget before the end of the year. Motion was made by Alderman Hood and seconded by Alderman Baird to accept the agenda with said Amendment. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

Approval of the Minutes from December 11, 2015.

Motion was made by Alderman Baird and seconded by Alderman Hood to accept the Minutes from December 11, 2015. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

2016 Budget Workshop.

The new 2016 proposed budget was presented to the Board by the Finance Officer. There was discussion with general questions asked by the Board on the proposal.

2016 Budget Ordinance (1st and 2nd reads).

Due to the Budget needing to be passed by the end of the year, the 2016 Budget Ordinance was added into the Agenda. The requirements of public hearing and citizen input have been met as there have been many open meetings to discuss the Budget and the Budget itself was available to the public at each of these meetings.

1st read was conducted by the City Clerk.

Motion to approve the 2016 Budget made by Alderman Hood and seconded by Alderman Buckley. Motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

2nd read was conducted by the City Clerk.

Motion to approve the 2016 Budget was made by Alderman Hood and seconded by Alderman Buckley. Motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

New Business:

Currently there are no items on the Agenda for the meeting December 28, 2015 and if nothing presents itself in the coming short term, the meeting would be cancelled.

Unfinished Business.

No unfinished business.

Close Open Session.

Motion was made by Alderman Buckley and seconded by Alderman Whitman to adjourn. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Whitman, Baird and Hood.

The meeting was adjourned at 8:07 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard



AGENDA ITEM # 8

Financial Reports.
(These will be provided later)

- a. November 2015 Summaries
- b. November 2015 Financial Statements
- c. December and January 2015 Outstanding Invoices, Paid Invoices, Online Payments and Transfers
- d. November 2015 Check Register
- e. December 2015 Water Loss Report
- f. December 2015 Utility Adjustments Report

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM# 9

Department Head Reports

December 2015

Water/Meters

- Installed water tap on Miller Road
- Leak on Barwick repaired
- Leak on Raintree repaired
- Tracking the ERTs down that are involved with the ERT recall and have started the replacement process
- Purchased the last (2) Constant Chlorine Monitors

Sewer

- Cleaned out the fittings in the irrigation uprights at the Lagoons
- Had (2) pumps rebuilt for Regional Liftstation
- Stayed with the liftstations through all of the flooding
- Sent in yearly reports to DNR
- Received plans for Meadows West Liftstation; in process of looking over and reviewing them

Streets

- During the storms, we put up barricades at New Melville, Hughes, Hunt, Farm Road 103, Farm Road 106, Southview, and Crighton
- Cleaned out the drainage by the businesses on Jackson and patched the large holes
- Performed maintenance on salt spreaders

Willard Public Works Vehicle Maintenance (Month) 2015

2013 Ford F-150 (#1)

- Fuel Filter x2 (\$16.10)
- Oil Filter x3 (\$11.46)

*Total Maintenance Cost: \$27.56

**YTD Maintenance Cost: \$105.34

2004 Chevrolet 3500 Diesel Dump Truck (#2)

- Fuel Filter x2 (\$48.58)

*Total Maintenance Cost: \$48.58

**YTD Maintenance Cost: \$912.88

2003 Chevrolet 3500-Sewer (#3)

- Fuel Filter x2 (48.58)

*Total Maintenance Cost: \$48.58

**YTD Maintenance Cost: \$48.58

1998 Dodge Ram 1500 Flatbed (#4)

- MTC CP7160 Water Pump (\$68.87)
- GAT 38116 Automatic Belt Tensioner (\$66.07)
- Antifreeze (\$59.96)
- DL515023 Hub Bearing (\$144.99)
- MRY PM3788 Blower Motor (\$63.47)
- Glenn's Automotive Labor Cost (\$420.00)
- Oil Filter (\$3.73)

*Total Maintenance Cost: \$827.09

**YTD Maintenance Cost: \$827.09

2001 Chevrolet 1500 (#5)

- Fuel Filter x2 (\$16.10)
- Oil Filter (\$3.45)

*Total Maintenance Cost: \$19.55

**YTD Maintenance Cost: \$19.55

2000 Chevrolet 2500 Flatbed (#6)

- Fuel Filter x2 (\$16.10)
- Oil Filter (\$3.89)

*Total Maintenance Cost: \$19.99

**YTD Maintenance Cost: \$19.99

1993 Ford 350-Water (#7)

- Fuel Filter x2 (\$43.60)
- Oil Filter (\$8.85)

*Total Maintenance Cost: \$52.45

**YTD Maintenance Cost: \$69.17

2002 Dodge Dakota (#8)

- Oil Filter (\$3.73)
- Light (\$5.39)
- Grommet (\$1.16)

*Total Maintenance Cost: \$10.28

**YTD Maintenance Cost: \$523.31

1998 Chevrolet S-10

- Fuel Filter x2 (\$16.62)
- Oil Filter (\$3.45)

*Total Maintenance Cost: \$20.07

**YTD Maintenance Cost: \$260.09

OshKosh Box Truck

*Total Maintenance Cost: \$

**YTD Maintenance Cost: \$

2006 International Dump Truck

- Fuel Filter x2 (\$43.84)
- Oil Filter (\$15.47)
- 10 amp Mini x2 (\$7.98)
- Mini Fuse x2 (\$7.98)
- Mini Bulb (\$3.59)
- 10 amp Pro-PA (\$9.89)
- 10 amp Mini B (\$7.98)

*Total Maintenance Cost: \$96.73

**YTD Maintenance Cost: \$96.73

2009 Case 580 Super M Backhoe

- Fuel Filter (\$6.61)
- Hydraulic Filter (\$29.92)
- Oil Filter (\$4.70)

*Total Maintenance Cost: \$41.23

**YTD Maintenance Cost: \$41.23

2007 Case Skid Steer

- Hydraulic Filter (\$29.92)
- Oil Filter (\$4.70)

*Total Maintenance Cost: \$34.62

**YTD Maintenance Cost: \$40.74

2001 John Deere 5220 (Batwing)

- Fuel Filter (\$17.17)
- Hydraulic Filter (\$26.62)
- Oil Filter (\$4.42)
- Hy-Gard 2.5 Gal x5 (\$220.50)
- Plus-50II 2.5G 15W40 CJ4/SN (\$46.56)

*Total Maintenance Cost: \$315.27

**YTD Maintenance Cost: \$315.27

2010 John Deere 6330 (Boom)

- Fuel Filter (\$16.43)
- Oil Filter (\$10.77)
- Hy-Gard 2.5 Gal x5 (\$220.50)
- Plus-50II 5G 15W40 CJ4/SN (\$86.85)

*Total Maintenance Cost: \$334.55

**YTD Maintenance Cost: \$334.55

1977 Ford 3600 Tractor

- Hydraulic Filter (\$8.93)

*Total Maintenance Cost: \$8.93

**YTD Maintenance Cost: \$8.93

2009 Case IH JX90

- Fuel Filter x3 (\$27.42)
- Oil Filter (\$10.75)

*Total Maintenance Cost: \$38.17

**YTD Maintenance Cost: \$38.17

2013 John Deere 997 Mower

- Pri Air Filter (\$18.73)
- Oil Filter (\$9.81)
- Fuel Filter (\$14.00)
- Plus-50II QT 15W40 x5 (\$23.80)
- Larson's Labor Cost (\$223.00)

*Total Maintenance Cost: \$289.34

**YTD Maintenance Cost: \$289.34

2004 Kubota Mower

- Fuel Filter (\$5.15)
- Oil Filter (\$5.54)

*Total Maintenance Cost: \$10.69

**YTD Maintenance Cost: \$10.69

Grasshopper 928D #1

- Fuel Filter x2 (\$11.62)
- Oil Filter x2 (\$10.84)

*Total Maintenance Cost: \$22.46

**YTD Maintenance Cost: \$22.46

2012 Kubota RTV1100

*Total Maintenance Cost: \$

**YTD Maintenance Cost: \$

Total Maintenance Cost For All Vehicles: \$2,266.14

YTD Maintenance Cost For All Vehicles: \$4,119.40

CURRENT VEHICLE MILEAGE (as of 1/6/16)		
#1	2013 Ford F-150	22,334
#2	2004 Chevrolet 3500 Diesel Dump Truck	98,780
#3	2003 Chevrolet 3500 Diesel Sewer Truck	123,031
#4	1998 Dodge Ram 1500 Flatbed	119,043
#5	2001 Chevrolet 1500	78,525
#6	2000 Chevrolet 2500 Flatbed	132,909
#7	1993 Ford F-350 Water Truck	82,471
#8	2002 Dodge Dakota	111,381
	1998 Chevrolet S-10	151,877

Parks and Recreation - Director's Report – January 11, 2015

Project Report

- **Summer 2016**
 - Staff is working on schedules and special events for the upcoming year
- **New Programs for 2016**
 - Planning has now started on the new potential programs for the 2016-17 budget year
- **Basketball**
 - Resident: 107
 - Non-Resident: 130
 - Fall 2014: 171 / Fall 2015: 237
- **Winter Basketball *As of 1-6-16**
 - Resident: 13
 - Non-Resident: 7
 - Winter 2015: 171 / Winter 2016: 20
- **2016 Capital Improvements**
 - Staff has scheduled bids for the roof repair at the pool
 - Staff has scheduled bids for pavilion roof repair
 - Staff is scheduling bids for back pavilion concrete job

Upcoming Programs / Events

- **Youth Dance**
 - Classes Begin: January 12
- **Winter Basketball Registration Open**
 - Registration ends January 16
- **Youth Cheerleading**
 - Registration ends January 16
- **Kid-Venture Day: January 18**
- **Tumbling Toddlers**
 - Classes Begin: January 27
- **Spring Soccer and Volleyball Registration Open**
 - Registration ends March 5
- **Valentines Dance: February 5**
- **Kid-Venture Day: February 15**
- **The Great Easter Egg Hunt: March 19**
- **Father Daughter Ball: May 7**
- **Freedom Fest: June 24**

Other Information

- **Website – Visitors From 12/8/15 to 1/5/16**
 - www.willardparks.com – 1,718 unique visitors, 11,881 visitors
 - www.willardfreedomfest.com – 582 unique visitors, 1,698 visitors
 - www.willardaquatics.com – 658 unique visitors, 1,602 visitors
- **Facebook – 1498 likes as of 1/6/16**
 - <https://www.facebook.com/WillardParksAndRec>

December 2015

Emergency Management

- Only had a 3 people call for information to report flood damage. Greene County Emergency Management had set up a flood hotline and fielded a lot of the reports.
- No damage caused by flooding to the roadways here in Willard. No major damage reported.
- Will be submitting paperwork for fourth quarter re-imburements on EMPG Grant.

**Willard Police Department
Monthly Report
Dec 2015**

Officer	Officer Statistics	Case #'s	Officer	Reserves	Case #'s	Hours
1601	Tom McClain, Chief	16	1640	Doug Thomas,	0	0
1602	Shannon Shipley, Lt./Det.	44	1641	Brian Gordon, Reserve	7	24.25
1603	Robert Bell, Cpl (FTO)	35	1642	JD Landon, Reserve	3	17.5
1604	Steve Purdy, Cpl./Investigator	34	1643	Davis	0	
1605	Chris Higgins, Officer	49	1644			
1606	Aaron Roberts, Officer	57	1645	Brian Hinkle, Reserve	0	
1607	Kyle Gramley, Officer	55	1646	Andy Hunt, Reserve	0	
1608	Andrew Stone, Officer (FTO)	4		TOTAL HRS		41.75
1609	Danny Wroolie, Officer	62				
1610	Trevor Guinn, Officer	65				
1630	Clint Heimbach, SRO	0				
1631	Wyatt Sharp, SRO	1				
	TOTAL INCIDENTS	434				

INCIDENT STATISTICS

Felony	2
Misdemeanor	30
Infraction	197
Other (Services)	217
HBO (Handled By Officers)	327

VEHICLE MAINTENANCE

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST	
					MONTH	YTD
WPD-01 2009 Dodge Charger	131237	687	20	34	655.53*	\$1,233.02
WPD-02 2013 Dodge Charger	42697	2122	33	64	\$58.93	\$1,199.23
WPD-03 2013 Dodge charger	48919	961	15	64	\$0.00	\$2,167.79
WPD-04 2013 Dodge Charger	48996	784	17	46	1568.99**	\$3,377.41
WPD-05 2008 Dodge Charger-	163214	256	12	21	\$0.00	\$402.83
WPD-06 2013 Dodge Charger	47229	1851	33	56	\$0.00	\$881.10
WPD-08M 2008 Harley- Davidson Motorcycle	4,921	0		0	\$0.00	\$0.00

*Repairs to Chief's vehicle

** Suspension repair

**WILLARD POLICE DEPARTMENT
ANNUAL STATISTICAL REPORT
2015**

	Officer Statistics	CASE #		Reserves	CASE #
1601	Tom McClain, Chief	126	1640	Doug Thomas, Reserve	0
1602	Shannon Shipley, Lt/Det	280	1641	Brian Gordon, Reserve	22
1603	Robert Bell, Corporal	330	1642	JD Landon, Reserve	6
1604	Steve Purdy, Cpl/Inv	509	1643	Davis Hughes, Reserve	0
1605	Chris Higgins, Officer	389	1644	Reserve	
1606	Aaron Roberts, Officer	686	1645	Brian Hinkle, Reserve	1
1607	Kyle Gramley, Officer	683	1646	Andy Hunt, Reserve	10
1608	Jeremiah Tayman, Officer	775		TOTAL	
1609	Danny Wroolie, Officer	746			
1610	Trevor Guinn, Officer	310			
1630	Clint Heimbach, SRO	35			
1631	Glenn Cozzens/Wyatt Sharp, SRO	3			
	TOTAL INCIDENTS	5448			

INCIDENT STATISTICS

Felony	89
Misdemeanor	204
Infraction	2669
Other (Services)	2618
HBO (Handled By Officers)	4382

AGENCY ASSIST	256	DOMESTIC	53	SEXUAL ABUSE	0
ASSAULT	39	DWI	43	STEALING	60
BURGLARY	14	MEDICAL ASSIST	246	TAMPERING	19
CHILD ABUSE	3	MIP	21	10-50	71
CITIZEN ASSIST	105	MOTORIST ASSIST	310	TRAFFIC	2223
DEATH INVEST.	3	MURDER	1	TRAFFIC (CITE)	332
DOG AT LARGE	85	PCS	43	VANDALISM	12

Planning and Development Report
January 6, 2016

Ongoing Project Update –

Hughes Rd./ Hwy 160 Intersection – A meeting was held with MO DOT and the Ozark Greenways Director to go over the preliminary design plans, all parties were favorable to the design and it was determined that Conco Quarry Staff should be notified and asked their thoughts about future use of the intersection. Staff visited Conco with the design engineer and went over the plan . Conco's position is that at this time it would be cost prohibitive to relocate their truck exit. They were receptive of the idea to donate to the project in the way of a discount on the purchase of base stone that would be used to add to the road shoulders.

Jackson St. / Main St. Sidewalk - The City has received pay request #6 for \$2,080.34 from Olsson Associates. The work completed design and surveying. The invoice is currently being processed internally for reimbursement from MO DOT/FHWA. The City will receive \$1664.27 back .

Casey's General Store – The project has been completed and the permit has been closed out.

R-1 Building Update – 694- Becky – work continues on the inside, the house is close to being finalized. 521 Logan has been completed. 527 Logan is complete and has been finalized. 529 Logan is close to being finalized. The foundation is completed for 505 Logan.

New Development –

North Brook Apartment – Staff has issued a building permit for one (1) sixteen (16) unit building for lot #3 of the North Brooke Subdivision. The developer has stated he would be starting the foundation soon.

ATM Commercial Subdivision – The owner/developer has submitted a lot split request, this item was approved by the P/Z Commission on 12-22-15 and staff has included a background report for your records and information. (This item to be discussed later as an agenda item.)

Glen's Automotive – Staff has been advised that another location is being considered for this project.

Staff is reviewing and gathering information to proceed with the annexation of right of ways along AB and EE. Staff will provide an update during report presentation.

Staff has included a year end building permit activity report generated from the Summit Software Program. As of 12-11-15 a total of ninety-six (96) permits totaling \$54,508.85 were issued. That equates to an estimated value of \$1.5million - \$2 million dollars worth of construction activity occurring for the calendar year 2015. See the attached pages for your information and record.

Staff is addressing ongoing nuisance violations.

Staff attended the Bicycle and Pedestrian Sub Committee meeting held at the Springfield Environmental Resource Building on January 6, 2016.

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

Randy Brown, Director of Development

PERMIT TYPE/FEE-TYPE	-----This Year-----		-----Last Year-----	
	PERIOD-TO-DATE	YEAR-TO-DATE	PERIOD-TO-DATE	YEAR-TO-DATE
ISSUANCE FEE		6		18
PERMIT FEE		6		18
INFRASTRUCTURE FEE		6		18
{ WATER CONNECTION		6		18
SEWER CONNECTION		6		18
PARK FEE		6		18
CERTIFICATE OF OCCUPANCY		6		18
PLUMBING		6		18
ELECTRICAL		6		18
MECHANICAL		6		18
DRIVEWAY		6		18
RESIDENTIAL REMODEL				
Issuance		4		4
Permit Fee		4		4
Electrical		4		3
Plumbing		3		2
Mechanical		1		2
Certificate of Occupancy		4		4
ROOFING PERMIT				
ISSUANCE				1
PERMIT				1
SIGN PERMIT				
ISSUANCE FEE	1	8	1	8
ATTACHED SIGN FEE	1	5		4
DETACHED SIGN FEE		3	1	5
ELECTRICAL FEE	1	2		
SUNROOM				
Issuance		1		
Building Permit		1		
Certificate of Occupancy		1		
ELECTRICAL		1		
TEMPORARY USE				
PERMIT FEE		3		2
ISSUANCE FEE		2		2
CERTIFICATE OF OCCUPANCY		2		1
ELECTRICAL FEE		2		
FIREWORKS				
ISSUANCE FEE		4		4
TEMP USE		4		4
CERTIFICATE OF OCCUPANCY		4		4
ELECTRICAL FEE		4		4

PERMITS ACTIVITY REPORT
PERMIT TYPE/FEE-TYPE

	-----This Year-----		-----Last Year-----	
	PERIOD-TO-DATE	YEAR-TO-DATE	PERIOD-TO-DATE	YEAR-TO-DATE
Permits Issued: ACCESSORY BUILDING				

ISSUANCE FEE	1	14	2	7
PERMIT FEE	1	13	2	6
ELECTRICAL		4	1	1
CERTIFICATE OF OCUPANCY		6	2	2
CARPORT				

Issuance Fee		1		
Building Fee		1		
COMMERCIAL NEW				

ISSUANCE FEE	1	2	1	15
PERMIT FEE	1	2	1	13
INFRASTRUCTURE FEE	1	1		8
WATER CONNECTION	1	1		8
SEWER CONNECTION	1	1		9
PARK FEE				8
ELECTRICAL FEE	1	2		9
PLUMBING FEE	1	1		9
MECHANICAL FEE	1	1		10
CERTIFICATE OF OCCUPANCY	1	2		11
PLAN REVIEW	1	1		1
DRIVEWAY	1	1		5
PARKING LOT				6
COMMERCIAL REMODEL				

ISSUANCE		2	1	5
PERMIT		2	1	5
ELECTRICAL		2		4
PLUMBING		2		2
MECHANICAL		1		3
CERTIFICATE OF OCCUPANCY		2	1	5
FIRE SUPPRESSION		1		
DECK PERMIT				

PERMIT FEE		3		5
ISSUANCE FEE		3		5
DEMOLITION				

ISSUANCE FEE				3
PERMIT FEE				3
CASH BOND				3
DRIVEWAY				

ISSUANCE		1		1
DRIVEWAY PERMIT		1		1

	-----This Year-----		-----Last Year-----	
	PERIOD-TO-DATE	YEAR-TO-DATE	PERIOD-TO-DATE	YEAR-TO-DATE
ELECTRICAL PERMIT				
ISSUANCE	1	13	1	6
PERMIT	1	13	1	6
CERTIFICATE OF OCCUPANCY		1	1	1
EXCAVATION				
ISSUANCE		1		1
PERMIT FEE		1		1
CASH BOND		1		
PERMIT EXTENSION				
ISSUANCE FEE				2
FENCE				
ISSUANCE FEE	2	17	2	24
PERMIT FEE	2	17	2	23
FIRE SUPPRESSION				
ISSUANCE FEE		5		
NEW SYSTEM PERMIT		5		
MECHANICAL				
Issuance	1	1		1
Permit Fee	1	1		1
WATER METER PIT -R				
INSTALL				1
ISSUANCE				1
MISCELLANEOUS				
Issuance				1
Permit Fee				1
electric				1
c/o				1
PLUMBING				
ISSUANCE	1	4		5
PERMIT FEE	1	4		5
ABOVE GROUND POOL				
Issuance Fee		6		1
Permit Fee		6		1
NEW RESIDENTIAL SNGL				



AGENDA ITEM# 10

**Ordinance accepting the request for a Replat of ATM
Subdivision Lot 2. (1st Read). Discussion/Vote.**

First Reading: _____

Second Reading: _____

Council Bill No.: _____

Ordinance No.: _____

AN ORDINANCE

AUTHORIZING the acceptance of the replat of Lot 2 of the ATM Commercial Subdivision in Willard, MO; and authorizing the City Clerk to sign the re-plat upon compliance with the terms of this ordinance.

WHEREAS, the purpose of the re-plat is to alter Lot 2 of the ATM Commercial Subdivision; and

WHEREAS, on December 22, 2015 the Planning and Zoning Commission of the City of Willard, Missouri, reviewed the re-plat of Lot 2 within the ATM Commercial Subdivision and voted to recommend approval to the Board of Aldermen of the City of Willard.

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

Section 1: The Board of Aldermen do hereby accept the re-plat of Lot 2 of the ATM Commercial Subdivision in Willard, Missouri as recommended by the Planning and Zoning Commission and as shown on the document attached hereto and incorporated herein as Exhibit "A", and that the re-plat of said property comprises the following real estate to-wit:

Lot 2 of the ATM Commercial Subdivision in the City of Willard, Missouri

Section 2: Upon compliance with all the requirements of this ordinance, the City Clerk is hereby authorized to endorse the Board of Aldermen's approval upon the re-plat pursuant to Section 445.030, RSMo.

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

Passed at meeting: _____

Mayor, Corey Hendrickson

Attest: _____, City Clerk, Jennifer Rowe

Approved as to form: _____, City Attorney. Ken Reynolds

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2016.

1ST READ: _____

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

JAMIE BUCKLEY _____ _____ _____

LARRY WHITMAN _____ _____ _____

MICHAEL BARR _____ _____ _____

SAM BAIRD _____ _____ _____

PAUL HOOD _____ _____ _____

2ND READ:

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

JAMIE BUCKLEY _____ _____ _____

LARRY WHITMAN _____ _____ _____

MICHAEL BARR _____ _____ _____

SAM BAIRD _____ _____ _____

PAUL HOOD _____ _____ _____

Background Report

Replat of Lot 2, ATM Commercial Subdivision Phase 1

Date: January 6, 2016

LOCATION: The property is located east of the Freedom Bank property on the north side of Proctor Rd.

Applicant: Matt Kelly

Tract size: Lot 2a – 20,236.15 sq. ft. – 0.46 acres Lot 2b – 32,652.01 sq. ft. – 0.77 acres

Existing Zoning – C-2 General Business District

Proposed Zoning – C-2 General Business District

Surrounding Land Uses:

North – Property is bounded by U.S. HWY 160

South – Property is zoned C-2

West – Property is zoned C-2 Borders Freedom Bank

East – Property is zoned C-2

History: This tract of land was platted in December 2012 when the ATM Commercial Subdivision was created. The owner has decided to create an additional tract for future development.

Comprehensive Plan: The Future Land Use Map in the Comprehensive plan shows this property to be developed into commercial lots.

Wastewater: Sanitary sewer is available but will need to be extended to serve lot 2B.

Water: Potable water is available

Transportation: Access will be provided from Proctor Rd.

Storm water: The property drains to the south. Final engineering design, grading and building plans will dictate the need for necessary drainage facilities. Storm water detention is provided off-site.

Staff Comments: The applicant is requesting this lot split to create a legal tract of record for resale/ development. Based on the information provided in the survey and review of the General Regulations- Subdivision Article I Section 400.090 H. *REVISION OF PLAT AFTER APPROVAL – No changes, erasures, modifications or revisions shall be made on any plat of a subdivision after final approval has been given by the Board of Aldermen and endorsed in writing on the plat, unless the plat is first resubmitted to the Planning and Zoning 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 # 11 & 12

Discussion/Vote on bid approval for Parks Department Sports Team Photographs & T-Shirts.

Sponsored by the Parks Department

T-shirt Bid 2016

		Crackerjack Shack	Greek Corner	Express Press
Per shirt	1 Color	\$ 4.75	\$ 4.10	\$ 2.99
	2 Color	\$ 5.25	\$ 4.45	\$ 3.77
	3 Color	\$ 5.75	\$ 4.85	\$ 4.55
2x (per shirt)		\$ 1.50	\$ 1.75	\$ 2.00
3x (per shirt)		\$ 1.50	\$ 3.35	\$ 3.00
Number		\$ 1.25	\$ 1.25	\$ 1.00
Logo (back)		\$ 0.75	\$ 0.75	\$ 0.75
Logo (sleeve)		\$ 0.75	\$ 0.75	\$ 0.75
Screen		\$ -	\$ -	\$ -
Long Sleeve	1 Color	\$ 7.00	\$ 6.95	\$ 5.39
	2 Color	\$ 7.50	\$ 7.30	\$ 6.19
	3 Color	\$ 8.00	\$ 7.70	\$ 6.99
2x (per shirt)		\$ 2.00	\$ 1.75	\$ 2.00
3x (per shirt)		\$ 2.00	\$ 2.75	\$ 3.00
Number		\$ 1.25	\$ 1.25	\$ 1.00
Logo (back)		\$ 0.75	\$ 0.75	\$ 0.75
Logo (sleeve)		\$ 0.75	\$ 0.75	\$ 0.75
Screen		\$ -	\$ -	\$ -
Prompt Payment discount		2% <30 days	\$ -	\$ -
Regular Sizes (est)		3000	3000	3000
		\$ 14,250.00	\$ 12,300.00	\$ 8,970.00
# of shirts ordered	2x (est)	25	25	25
	3x (est)	5	5	5
	Short (2x)	\$ 37.50	\$ 43.75	\$ 50.00
	Short (3x)	\$ 7.50	\$ 16.75	\$ 15.00
	Total Annually (est) Short	\$ 14,295.00	\$ 12,360.50	\$ 9,035.00
Long (2x)		\$ 50.00	\$ 43.75	\$ 50.00
Long (3x)		\$ 10.00	\$ 13.75	\$ 15.00
W/payment discount		\$ 14,009.10	\$ 12,360.50	\$ 9,035.00

Sports Photography Bid 2016

Lifetouch		Express Images Sports Photography		Action Shots	
8 wallets	\$ 12.00	8-wallets	\$ 18.00	8 wallets	\$ 15.00
1-5x7 Team		1-5x7 Team		1-5x7 Team	
Team/Ind Folder		Team/Ind Folder		Team/Ind Folder	
2-3x5 Individuals		2-3x5/4x5		2-3x5 Individuals	
8 wallets	\$ 9.00	8 wallets	\$ 9.00	8 wallets	\$ 8.00
2-3x5	\$ 4.50	2-4x5	\$ 11.00		\$ 5.00
1-5x7	\$ 4.50	1-5x7	\$ 9.00	1-5x7	\$ 5.00
1-8x10	\$ 9.00	1-8x10	\$ 11.00	1-8x10	\$ 10.00
Incentives		Incentives		Incentives	
Coaches	Parks	Coaches	Parks	Coaches	Parks
\$30 coaches vouchers	\$500 in banners	Free team Photo	Promotional CD		
5x7 thank you plaque	10% of total sales	5x7 thank you plaque	\$1 per package		
	\$1000 signing bonus				

T-Shirt and Picture Bid Parks Staff Recommendations

Picture Bid

- Parks staff recommend Lifetouch Picture Company
 - Lowest cost for families
 - We get a \$1,000 signing bonus
 - We receive 10% of total sales
 - \$500 dollars in banners – Free

T-Shirt Bid

- Parks staff recommend Express Press
 - The costs are lower per shirt than the other two companies that bid.
 - We could save \$1.75 per shirt ordered with this company

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

Resolution accepting the 2016 Emergency Operations Plan.

The City Administrator will be requesting this item to be removed from the Agenda, as we found it is no longer needed.