

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 13, 2020

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Clark McEntire

Donna Stewart

Sam Baird – Mayor Pro-Tem

Samuel Snider

Larry Whitman

Jon Jones

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
January 13, 2020
7:00 P.M.**

Posted January 9, 2020.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** January 13, 2020 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. Consent Agenda:**

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

- a. Minutes from regular meeting December 23, 2019.
 - b. December 2019/January 2020 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for December 2019/January 2020.**
 - 5. Citizen Input.**
 - 6. Discussion of Public Works with Interim Director Ray Lynch.**
 - 7. Discussion/Vote to accept RecDesk as new Parks and Recreation Software.**
 - 8. Ordinance to approve the contract with Land O’Frost for the Sports Sponsorship. (1st & 2nd Read) Discussion/Vote.**
 - 9. Discussion on Solar for City Buildings.**
 - 10. New Business.**

11. Unfinished Business.

12. Adjourn Meeting.

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

Jennifer Rowe
City Clerk



Agenda Item# 3

Consent Agenda

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

- a. Minutes from regular meeting December 23, 2019.
- b. December 2019/January 2020 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
December 23, 2019
7:00 p.m.**

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; and Director of Finance, Carolyn Halverson.

The City Attorney Ken Reynolds was present.

Citizens in attendance: None.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

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 McEntire-present, Alderman Snider---, Alderman Stewart--present, Alderman Whitman-present, Alderman Baird---, Alderman Jones-present, and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

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

Consent Agenda.

Motion was made by Alderman Jones and seconded by Alderman McEntire to approve the Consent Agenda. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

Discussion/Vote to approve current November/December 2019 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Jones and seconded by Alderman Stewart to approve the current November/December 2019 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

Citizen Input.

None.

Ordinance to accept the Amended 2019 Budget. (2nd Read) Discussion/Vote.

Finance Director Carolyn Halverson stated there were no changes.

The second read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Stewart to accept the Amended 2019 Budget. Motion carried with a vote of 4-0. Voting aye: Aldermen McEntire, Stewart, Whitman and Jones. Alderman Snider abstained.

Resolution adopting a Revised Personnel Policies Manual for the City of Willard. Discussion/Vote.

City Administrator Brad Gray stated that the changes were being made due to the overtime rule being changed. Finance Director Carolyn Halverson discussed the overtime rule and what the changes were. Mr. Gray discussed all changes within the Personnel Policies Manual.

Motion was made by Alderman Stewart and seconded by Alderman McEntire to adopt the Revised Personnel Policies Manual for the City of Willard. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

New Business.

Discussion was made on the salt use during the winter storm.

Discussion was then made on the options for the 94 Lift Station and the smell.

Unfinished Business.

Discussion was made on Social Media and options for the City.

The Board was given a 2020 Calendar with meeting dates. Mr. Gray noted that the Board Meetings on May 25th and October 12th would be moved due to conflicts with holidays.

Alderman Snider discussed the Economic Development Task Force.

Recess Open Session.

Motion was made by Alderman McEntire and seconded by Alderman Jones to Recess the Open Session at 8:07 p.m. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

Open Executive Session.

Motion was made by Alderman Whitman and seconded by Alderman Stewart to Open the Executive Session. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

Close Executive Session.

Motion was made by Alderman McEntire and seconded by Alderman Jones to Close the Executive Session. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

Adjourn.

Motion was made by Alderman McEntire and seconded by Alderman Stewart to Adjourn. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Jones.

The meeting was adjourned at 8:28 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM # 3(B)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – December 2019 & January 2020**



Pending Expense Approval Report - 1

By Vendor Name

Post Dates 12/25/2019 - 01/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
AMERIPRIDE SERVICES INC	340148823	01/07/2020	MATS (ALL DEPTS) & TOWELS (W/S)	10-100-50130	20.72
AMERIPRIDE SERVICES INC	340148823	01/07/2020	MATS (ALL DEPTS) & TOWELS (W/S)	10-200-50130	16.40
AMERIPRIDE SERVICES INC	340148823	01/07/2020	MATS (ALL DEPTS) & TOWELS (W/S)	20-600-50130	89.08
AMERIPRIDE SERVICES INC	340148823	01/07/2020	MATS (ALL DEPTS) & TOWELS (W/S)	20-700-50130	89.08
AMERIPRIDE SERVICES INC	340148823	01/07/2020	MATS (ALL DEPTS) & TOWELS (W/S)	30-800-50130	35.84
AMERIPRIDE SERVICES INC	340149219	01/07/2020	UNIFORMS - STS/W/S/PKS	10-300-92500	69.75
AMERIPRIDE SERVICES INC	340149219	01/07/2020	UNIFORMS - STS/W/S/PKS	20-600-92500	93.40
AMERIPRIDE SERVICES INC	340149219	01/07/2020	UNIFORMS - STS/W/S/PKS	20-700-92500	126.66
AMERIPRIDE SERVICES INC	340149219	01/07/2020	UNIFORMS - STS/W/S/PKS	30-800-92500	134.27
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					675.20
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					675.20
Vendor: ATS200 - ANCHOR TACTICAL SUPPLY, LLC					
Vendor: ATS200 - ANCHOR TACTICAL SUPPLY, LLC					
ANCHOR TACTICAL SUPPLY, LL	204259	12/31/2019	S GARNER UNIFORM ALLOWANCE - LAW	10-200-92500	196.85
Vendor ATS200 - ANCHOR TACTICAL SUPPLY, LLC Total:					196.85
Vendor ATS200 - ANCHOR TACTICAL SUPPLY, LLC Total:					196.85
Vendor: BPT100 - BALL & PRIER TIRE & WHEEL					
Vendor: BPT100 - BALL & PRIER TIRE & WHEEL					
BALL & PRIER TIRE & WHEEL	541008	12/31/2019	2004 CHEVY 1-TON DUMP TRUCK TIRES - STS/W/S	10-300-71000	42.98
BALL & PRIER TIRE & WHEEL	541008	12/31/2019	2004 CHEVY 1-TON DUMP TRUCK TIRES - STS/W/S	20-600-71000	85.96
BALL & PRIER TIRE & WHEEL	541008	12/31/2019	2004 CHEVY 1-TON DUMP TRUCK TIRES - STS/W/S	20-700-71000	85.96
Vendor BPT100 - BALL & PRIER TIRE & WHEEL Total:					214.90
Vendor BPT100 - BALL & PRIER TIRE & WHEEL Total:					214.90
Vendor: CAR150 - CARTER WATERS CONSTRUCTION MATERIALS					
Vendor: CAR150 - CARTER WATERS CONSTRUCTION MATERIALS					
CARTER WATERS CONSTRUCTI	13706171-00	12/31/2019	DIAMOND CUTTER - STS	10-300-50130	234.00
Vendor CAR150 - CARTER WATERS CONSTRUCTION MATERIALS Total:					234.00
Vendor CAR150 - CARTER WATERS CONSTRUCTION MATERIALS Total:					234.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	8648210	12/31/2019	AMAZON CAMP SUPPLIES - PK	30-800-50177	163.78
COMMERCE CREDIT CARD SE	09489G	12/31/2019	DOLLAR GENERAL CAN OPENER - GEN	10-100-50130	4.50
COMMERCE CREDIT CARD SE	4409032	12/31/2019	AMAZON ARBORIST PROTECTIVE HAT & CHAPS - PKS	30-800-52000	63.15
COMMERCE CREDIT CARD SE	6230669	12/31/2019	AMAZON OFFICE SUPPLIES - SEWER	20-700-50700	31.56
COMMERCE CREDIT CARD SE	1655451	12/31/2019	AMAZON 1099 FORMS, W-2 FORMS, BANKERS BOXES - GE	10-100-50700	191.93
COMMERCE CREDIT CARD SE	06183G	12/31/2019	APPLE MARKET CAMP SNACKS - PKS	30-800-50177	26.84

Pending Expense Approval Report - 1

Post Dates: 12/25/2019 - 01/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	10-100-61000	163.71
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	10-200-61000	163.71
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	10-250-61000	116.94
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	10-300-61000	116.94
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	10-400-61000	116.94
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	20-600-61000	163.71
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	20-700-61000	163.71
COMMERCE CREDIT CARD SE	010120	01/07/2020	NEXTIVA TELEPHONE EXPENSE - ALL DEPTS	30-800-61000	163.71
COMMERCE CREDIT CARD SE	22F1BCOX	01/07/2020	SESAC MUSIC PERFORMANCE LICENSE - PKS	30-800-55800	460.00
COMMERCE CREDIT CARD SE	8719409	01/07/2020	AMAZON DEFENDANT FTA SELF-INKING STAMP - CT	10-250-50700	11.95
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					2,123.08
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					2,123.08
Vendor: CON165 - CONCO QUARRIES, INC					
Vendor: CON165 - CONCO QUARRIES, INC					
CONCO QUARRIES, INC	506734/506752	12/31/2019	LIME ROCK - STS	10-300-51000	161.50
Vendor CON165 - CONCO QUARRIES, INC Total:					161.50
Vendor CON165 - CONCO QUARRIES, INC Total:					161.50
Vendor: BKM225 - DAVID BLAKEMORE					
Vendor: BKM225 - DAVID BLAKEMORE					
DAVID BLAKEMORE	010120	01/07/2020	CELL PHONE REIMBURSEMENT - W/S	20-600-61000	25.00
DAVID BLAKEMORE	010120	01/07/2020	CELL PHONE REIMBURSEMENT - W/S	20-700-61000	25.00
Vendor BKM225 - DAVID BLAKEMORE Total:					50.00
Vendor BKM225 - DAVID BLAKEMORE Total:					50.00
Vendor: EXP100 - EXPRESS PRESS					
Vendor: EXP100 - EXPRESS PRESS					
EXPRESS PRESS	2019	12/31/2019	SPORTS SHIRTS-PKS	30-800-50150	2,621.75
Vendor EXP100 - EXPRESS PRESS Total:					2,621.75
Vendor EXP100 - EXPRESS PRESS Total:					2,621.75
Vendor: FEL575 - FELLERS FOOD SERVICE EQUIP LL					
Vendor: FEL575 - FELLERS FOOD SERVICE EQUIP LL					
FELLERS FOOD SERVICE EQUIP	150346	12/31/2019	GRILL CLEANER - PKS	30-800-50500	41.36
Vendor FEL575 - FELLERS FOOD SERVICE EQUIP LL Total:					41.36
Vendor FEL575 - FELLERS FOOD SERVICE EQUIP LL Total:					41.36
Vendor: GLA200 - GLENN'S AUTOMOTIVE LLC					
Vendor: GLA200 - GLENN'S AUTOMOTIVE LLC					
GLENN'S AUTOMOTIVE LLC	11445	12/31/2019	PD CAR 4 BRAKE ROTORS, PADS, & LABOR - LAW	10-200-71000	401.09
Vendor GLA200 - GLENN'S AUTOMOTIVE LLC Total:					401.09
Vendor GLA200 - GLENN'S AUTOMOTIVE LLC Total:					401.09
Vendor: HIL100 - HILLYARD / SPRINGFIELD					
Vendor: HIL100 - HILLYARD / SPRINGFIELD					
HILLYARD / SPRINGFIELD	23426968	01/07/2020	FLOOR CLEANER FILTER KIT - PKS	30-800-50500	14.55
Vendor HIL100 - HILLYARD / SPRINGFIELD Total:					14.55
Vendor HIL100 - HILLYARD / SPRINGFIELD Total:					14.55

Pending Expense Approval Report - 1

Post Dates: 12/25/2019 - 01/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS					
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS					
LAKELAND OFFICE SYSTEMS	IN297125	12/31/2019	11/20 - 12/19 COPIES - PKS	30-800-50700	14.51
LAKELAND OFFICE SYSTEMS	IN297126	12/31/2019	11/20 - 12/19 COPIES - LAW	10-200-50700	31.15
LAKELAND OFFICE SYSTEMS	IN297127	12/31/2019	11/20 - 12/19 COPIES - GEN/CT/P&D/W/S	10-100-50700	45.93
LAKELAND OFFICE SYSTEMS	IN297127	12/31/2019	11/20 - 12/19 COPIES - GEN/CT/P&D/W/S	10-250-50700	7.66
LAKELAND OFFICE SYSTEMS	IN297127	12/31/2019	11/20 - 12/19 COPIES - GEN/CT/P&D/W/S	10-400-50700	7.66
LAKELAND OFFICE SYSTEMS	IN297127	12/31/2019	11/20 - 12/19 COPIES - GEN/CT/P&D/W/S	20-600-50700	45.93
LAKELAND OFFICE SYSTEMS	IN297127	12/31/2019	11/20 - 12/19 COPIES - GEN/CT/P&D/W/S	20-700-50700	45.92
Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:					198.76
Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:					198.76
Vendor: MPI150 - MELTON PROPANE, INC.					
Vendor: MPI150 - MELTON PROPANE, INC.					
MELTON PROPANE, INC.	27638	12/31/2019	PROPANE GAS - LAW	10-200-62100	292.09
Vendor MPI150 - MELTON PROPANE, INC. Total:					292.09
Vendor MPI150 - MELTON PROPANE, INC. Total:					292.09
Vendor: MOC450 - MID-STATES ORGANIZED CRIME					
Vendor: MOC450 - MID-STATES ORGANIZED CRIME					
MID-STATES ORGANIZED CRI	53006-2398	01/07/2020	2020 ANNUAL MEMBERSHIP FEES - LAW	10-200-55800	100.00
Vendor MOC450 - MID-STATES ORGANIZED CRIME Total:					100.00
Vendor MOC450 - MID-STATES ORGANIZED CRIME Total:					100.00
Vendor: MBB100 - MIDWEST BLOCK & BRICK					
Vendor: MBB100 - MIDWEST BLOCK & BRICK					
MIDWEST BLOCK & BRICK	16119808 SO	12/31/2019	REC CENTER FOUNTAIN SUPPLIES - PKS	30-800-95100	275.72
Vendor MBB100 - MIDWEST BLOCK & BRICK Total:					275.72
Vendor MBB100 - MIDWEST BLOCK & BRICK Total:					275.72
Vendor: MCL100 - MISSION COMMUNICATIONS LLC					
Vendor: MCL100 - MISSION COMMUNICATIONS LLC					
MISSION COMMUNICATIONS	1035733	01/07/2020	ANNUAL LIFT STATIONS SERVICE RENEWAL - SEWER	20-600-56400	2,253.60
MISSION COMMUNICATIONS	1035733	01/07/2020	ANNUAL LIFT STATIONS SERVICE RENEWAL - SEWER	20-700-56400	1,605.60
Vendor MCL100 - MISSION COMMUNICATIONS LLC Total:					3,859.20
Vendor MCL100 - MISSION COMMUNICATIONS LLC Total:					3,859.20
Vendor: MIS380 - MISSOURI MUNICIPAL LEAGUE					
Vendor: MIS380 - MISSOURI MUNICIPAL LEAGUE					
MISSOURI MUNICIPAL LEAGU	300011514	01/07/2020	2020 MEMBERSHIP DUES - GEN	10-100-55800	928.80
Vendor MIS380 - MISSOURI MUNICIPAL LEAGUE Total:					928.80
Vendor MIS380 - MISSOURI MUNICIPAL LEAGUE Total:					928.80
Vendor: MIS440 - MISSOURI RURAL WATER ASSOC					
Vendor: MIS440 - MISSOURI RURAL WATER ASSOC					
MISSOURI RURAL WATER ASS	3374	01/07/2020	2020 LEGISLATIVE ASSESSMENT - WATER	20-600-55800	675.00
Vendor MIS440 - MISSOURI RURAL WATER ASSOC Total:					675.00
Vendor MIS440 - MISSOURI RURAL WATER ASSOC Total:					675.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-270590	12/31/2019	WHEEL BEARING - STS	10-300-52000	25.78
O'REILLY AUTOMOTIVE, INC	2367-270672	12/31/2019	PULLER KIT - STS	10-300-52000	28.99

Pending Expense Approval Report - 1

Post Dates: 12/25/2019 - 01/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	2367-272174	12/31/2019	GREASE GUN - STS/W/S	10-300-52000	8.00
O'REILLY AUTOMOTIVE, INC	2367-272174	12/31/2019	GREASE GUN - STS/W/S	20-600-52000	15.99
O'REILLY AUTOMOTIVE, INC	2367-272174	12/31/2019	GREASE GUN - STS/W/S	20-700-52000	16.00
O'REILLY AUTOMOTIVE, INC	2367-272623	12/31/2019	WINDSHIELD WIPER FLUID - LAW	10-200-71000	5.58
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					100.34
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					100.34

Vendor: POT250 - POTTER EQUIPMENT CO., INC.

Vendor: POT250 - POTTER EQUIPMENT CO., INC.

POTTER EQUIPMENT CO., INC.	PI66875	12/31/2019	BACKHOE HYDRAULIC FLUID - STS/W/S	10-300-71100	19.80
POTTER EQUIPMENT CO., INC.	PI66875	12/31/2019	BACKHOE HYDRAULIC FLUID - STS/W/S	20-600-71100	39.61
POTTER EQUIPMENT CO., INC.	PI66875	12/31/2019	BACKHOE HYDRAULIC FLUID - STS/W/S	20-700-71100	39.60
Vendor POT250 - POTTER EQUIPMENT CO., INC. Total:					99.01
Vendor POT250 - POTTER EQUIPMENT CO., INC. Total:					99.01

Vendor: PLL100 - PRESLEY LANDSCAPING LLC

Vendor: PLL100 - PRESLEY LANDSCAPING LLC

PRESLEY LANDSCAPING LLC	123019	12/31/2019	TREE CITY USA - JACKSON ST PARK TREES - PKS	30-800-50190	3,624.00
Vendor PLL100 - PRESLEY LANDSCAPING LLC Total:					3,624.00
Vendor PLL100 - PRESLEY LANDSCAPING LLC Total:					3,624.00

Vendor: SHP550 - SHANNON SHIPLEY

Vendor: SHP550 - SHANNON SHIPLEY

SHANNON SHIPLEY	010120	01/07/2020	CELL PHONE REIMBURSEMENT - LAW	10-200-61000	50.00
Vendor SHP550 - SHANNON SHIPLEY Total:					50.00
Vendor SHP550 - SHANNON SHIPLEY Total:					50.00

Vendor: MSU200 - SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS

Vendor: MSU200 - SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS

SOUTHWEST MISSOURI COUN	COG2020-79	01/07/2020	2020 MEMBERSHIP DUES - GEN	10-100-55800	925.00
Vendor MSU200 - SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS Total:					925.00
Vendor MSU200 - SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS Total:					925.00

Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT

Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT

SPRINGFIELD-GREENE COUNT	1620	12/31/2019	ROUTINE LAB TESTS - WATER	20-600-50200	117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00

Vendor: COM385 - THE COMMERCE TRUST CO

Vendor: COM385 - THE COMMERCE TRUST CO

THE COMMERCE TRUST CO	5026577	01/07/2020	SERIES 2015 FISCAL AGENT FEES - PKS	30-800-96400	750.00
Vendor COM385 - THE COMMERCE TRUST CO Total:					750.00
Vendor COM385 - THE COMMERCE TRUST CO Total:					750.00

Vendor: COM375 - THE COMMERCE TRUST COMPANY

Vendor: COM375 - THE COMMERCE TRUST COMPANY

THE COMMERCE TRUST COM	121219	01/07/2020	SERIES 2014 COP PRINCIPAL & INTEREST - W/S	20-600-96000	77,500.00
THE COMMERCE TRUST COM	121219	01/07/2020	SERIES 2014 COP PRINCIPAL & INTEREST - W/S	20-600-96200	12,666.44
THE COMMERCE TRUST COM	121219	01/07/2020	SERIES 2014 COP PRINCIPAL & INTEREST - W/S	20-700-96000	77,500.00

Pending Expense Approval Report - 1

Post Dates: 12/25/2019 - 01/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
THE COMMERCE TRUST COM	121219	01/07/2020	SERIES 2014 COP PRINCIPAL & INTEREST - W/S	20-700-96200	12,666.44
Vendor COM375 - THE COMMERCE TRUST COMPANY Total:					180,332.88
Vendor COM375 - THE COMMERCE TRUST COMPANY Total:					180,332.88
Vendor: TRI295 - TRI-STATE WATER RESOURCE COALITION					
Vendor: TRI295 - TRI-STATE WATER RESOURCE COALITION					
TRI-STATE WATER RESOURCE	121619	01/07/2020	2020 ANNUAL MEMBERSHIP DUES - WATER	20-600-55800	5,046.00
Vendor TRI295 - TRI-STATE WATER RESOURCE COALITION Total:					5,046.00
Vendor TRI295 - TRI-STATE WATER RESOURCE COALITION Total:					5,046.00
Vendor: TYL100 - TYLER TECHNOLOGIES INC					
Vendor: TYL100 - TYLER TECHNOLOGIES INC					
TYLER TECHNOLOGIES INC	025-283039	01/07/2020	UTILITY BILLING NOTIFICATIONS - W/S	20-600-57400	115.10
TYLER TECHNOLOGIES INC	025-283039	01/07/2020	UTILITY BILLING NOTIFICATIONS - W/S	20-700-57400	115.10
Vendor TYL100 - TYLER TECHNOLOGIES INC Total:					230.20
Vendor TYL100 - TYLER TECHNOLOGIES INC Total:					230.20
Vendor: USA400 - USA BLUE BOOK					
Vendor: USA400 - USA BLUE BOOK					
USA BLUE BOOK	099055	12/31/2019	LAB SUPPLIES - SEWER	20-700-50130	576.40
USA BLUE BOOK	099205	12/31/2019	LAB SUPPLIES - SEWER	20-700-50130	11.49
Vendor USA400 - USA BLUE BOOK Total:					587.89
Vendor USA400 - USA BLUE BOOK Total:					587.89
Vendor: WTV100 - WILLARD HOME CENTER LLC					
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	D3496	12/31/2019	READY MIX - STS	10-300-51000	4.40
WILLARD HOME CENTER LLC	D3519	12/31/2019	EXTENSION CORD - SEWER	20-700-51000	9.99
WILLARD HOME CENTER LLC	03969	12/31/2019	FILE CABINET REPAIR SUPPLIES - W/S	20-600-50130	4.99
WILLARD HOME CENTER LLC	03969	12/31/2019	FILE CABINET REPAIR SUPPLIES - W/S	20-700-50130	5.00
WILLARD HOME CENTER LLC	D390	12/31/2019	COMMUNITY BDLG CLEANING SUPPLIES - PKS	30-800-50550	6.48
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					30.86
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					30.86
Vendor: YAR100 - YARBROUGH INDUSTRIES					
Vendor: YAR100 - YARBROUGH INDUSTRIES					
YARBROUGH INDUSTRIES	0288676	12/31/2019	HOSE & FLARE NUT FOR BACKHOE - STS/W/S	10-300-71100	6.25
YARBROUGH INDUSTRIES	0288676	12/31/2019	HOSE & FLARE NUT FOR BACKHOE - STS/W/S	20-600-71100	12.49
YARBROUGH INDUSTRIES	0288676	12/31/2019	HOSE & FLARE NUT FOR BACKHOE - STS/W/S	20-700-71100	12.49
Vendor YAR100 - YARBROUGH INDUSTRIES Total:					31.23
Vendor YAR100 - YARBROUGH INDUSTRIES Total:					31.23
Grand Total:					204,988.26

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	4,517.00
20 - WATER AND SEWER FUND	192,075.30
30 - PARKS FUND	8,395.96
Grand Total:	204,988.26

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	25.22
10-100-50700	OFFICE SUPPLIES-GCG	237.86
10-100-55800	DUES AND SUBSCRIPTIO	1,853.80
10-100-61000	TELEPHONE-GCG	163.71
10-200-50130	SUPPLIES-LAW	16.40
10-200-50700	OFFICE SUPPLIES-LAW	31.15
10-200-55800	DUES AND SUBSCRIPTIO	100.00
10-200-61000	TELEPHONE-LAW	213.71
10-200-62100	UTILITIES GAS-LAW	292.09
10-200-71000	VEHICLE EXPENSE OTHE	406.67
10-200-92500	UNIFORMS-LAW	196.85
10-250-50700	OFFICE SUPPLIES-COURT	19.61
10-250-61000	TELEPHONE-COURT	116.94
10-300-50130	SUPPLIES-STREETS	234.00
10-300-51000	REPAIRS AND MAINTEN	165.90
10-300-52000	SUPPLIES SMALL EQUIP	62.77
10-300-61000	TELEPHONE-STREETS	116.94
10-300-71000	VEHICLE EXPENSE OTHE	42.98
10-300-71100	EQUIPMENT REPAIRS/M	26.05
10-300-92500	UNIFORMS-STREETS	69.75
10-400-50700	OFFICE SUPPLIES-P&D	7.66
10-400-61000	TELEPHONE-P&D	116.94
20-600-50130	SUPPLIES-WATER	94.07
20-600-50200	LABORATORY FEES-WAT	117.00
20-600-50700	OFFICE SUPPLIES-WATER	45.93
20-600-52000	SUPPLIES SMALL EQUIP	15.99
20-600-55800	DUES AND SUBSCRIPTIO	5,721.00
20-600-56400	PROFESSIONAL-WATER	2,253.60
20-600-57400	EQUIPMENT/SOFTWARE	115.10
20-600-61000	TELEPHONE WATER	188.71
20-600-71000	VEHICLE EXPENSE OTHE	85.96
20-600-71100	EQUIP REPAIRS/MAINT-	52.10
20-600-92500	UNIFORMS-WATER	93.40
20-600-96000	PRINCIPAL EXPENSE-WA	77,500.00
20-600-96200	INTEREST EXPENSE-WAT	12,666.44
20-700-50130	SUPPLIES-SEWER	681.97
20-700-50700	OFFICE SUPPLIES-SEWER	77.48
20-700-51000	REPAIRS AND MAINTEN	9.99
20-700-52000	SUPPLIES SMALL EQUIP	16.00
20-700-56400	PROFESSIONAL-SEWER	1,605.60
20-700-57400	EQUIPMENT/SOFTWARE	115.10
20-700-61000	TELEPHONE-SEWER	188.71
20-700-71000	VEHICLE EXPENSE OTHE	85.96
20-700-71100	EQUIP REPAIRS/MAINT-S	52.09
20-700-92500	UNIFORMS-SEWER	126.66
20-700-96000	PRINCIPAL EXPENSE-SE	77,500.00
20-700-96200	INTEREST EXPENSE-SEW	12,666.44
30-800-50130	SUPPLIES GENERAL-PKS	35.84
30-800-50150	SUPPLIES-SPORTS SHIRT	2,621.75
30-800-50177	SUPPLIES-YOUTH CAMP	190.62

Account Summary

Account Number	Account Name	Expense Amount
30-800-50190	TREE CITY USA-PKS	3,624.00
30-800-50500	BUILDING MAINTENANC	55.91
30-800-50550	CUSTODIAL SUPPLIES-PK	6.48
30-800-50700	OFFICE SUPPLIES-PKS	14.51
30-800-52000	SUPPLIES SMALL EQUIP	63.15
30-800-55800	DUES AND SUBSCRIPTIO	460.00
30-800-61000	TELEPHONE-PKS	163.71
30-800-92500	UNIFORMS-PKS	134.27
30-800-95100	CAPITAL ASSET EXP-PKS	275.72
30-800-96400	FISCAL AGENT FEES	750.00
	Grand Total:	204,988.26

Project Account Summary

Project Account Key	Expense Amount
None	204,988.26
Grand Total:	204,988.26

Public Works Report

December 2019

Water

- The water department spent the month on routine operations including collecting water samples, monthly meter reading, daily monitoring of our four wells and maintenance on our chlorine monitoring systems.
- We completed 113 utility locates.
- We completed an audit of all the fire hydrants in the Meadows and Willard system and will soon be starting a flushing, mapping and inspection program.
- We now have some backup equipment for our Missions control system for our water/sewer system.

Sewer

- We completed 95 work orders this month.
- A problematic air release valve has been fixed at Ridgeview and Main.
- I have completed a system for manhole inspections for our regional and D collection systems, we will start inspections next month.
- We have had some issues with our holding basin outside our B lift station (water coming in through cracks in the walls) this has now been fixed.

Streets

- We re-poured three sections of sidewalk at Eagle, Rocky Lane and Sara Ct.
- We have started cleaning the Southview drainage area.
- We have started fixing the sunk in places in the road/curb and gutter on Finch and preparing them to be resurfaced and re-poured late next summer.
- The street sign audit has been completed and we have started replacing our damaged and faded signs.

Monthly Water Loss 2019

Current Month
12

Month	January	February	March	April	May	June	July	August	September	October	November	December	Annual Average	Annual
Amount of Gallons Pumped	23,403,600	24,192,800	21,612,900	24,497,200	24,503,000	25,365,500	25,770,200	27,727,900	29,300,600	25,134,300	25,749,800	22,763,200	25,001,750	300,021,000
Dollar Amount Sold	\$76,928.20	\$72,920.20	\$77,297.00	\$74,819.60	\$74,493.79	\$74,512.66	\$85,248.60	\$80,200.97	\$85,647.18	\$84,446.88	\$76,081.12	\$79,130.40	\$78,227.22	\$938,726.60
Gallons of Water Sold	15,629,000	14,068,000	15,905,000	14,861,000	13,621,000	15,159,002	18,909,000	17,006,000	18,882,000	18,373,000	15,076,000	15,660,000	16,095,750	193,149,002
Flushing	20,000	40,000	4,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	22,833	274,000
Leaks/Adjustments	14,667	169,783	28,000	79,750	110,000	100,000	330,000	60,000	200,000	13,000	130,000	0	102,933	1,235,200
City Usage (not billed)	31,000	28,000	32,000	24,000	418,000	287,000	156,000	423,000	220,000	56,000	13,000	21,000	142,417	1,709,000
Fire Department Usage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tower Overflows	0	0	0	700,000	0	0	0	0	0	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	58,333	700,000
Total Gallons Accounted For	15,739,667	14,350,783	16,014,000	15,729,750	14,214,000	15,611,002	19,460,000	17,554,000	19,367,000	18,507,000	15,284,000	15,776,000	18,803,601	197,607,202
% Water Loss	32.75%	40.68%	25.91%	35.79%	41.99%	38.46%	24.49%	36.69%	33.90%	26.37%	40.64%	30.70%	34.14%	34.14%
Amount of Water Lost	7,663,933	9,842,017	5,598,900	8,767,450	10,289,000	9,754,498	6,310,200	10,173,900	9,933,600	6,627,300	10,465,800	6,987,200	8,534,483	102,413,798
Willard North #1	1,508,600	1,638,400	1,484,700	2,025,600	2,343,200	2,589,900	2,737,300	2,742,500	3,058,400	2,458,300	2,123,400	2,439,000	2,262,442	27,149,300
Willard South #2	2,927,100	3,147,100	2,855,300	3,512,100	3,105,000	2,948,600	3,031,900	3,678,900	3,463,700	3,060,200	2,838,600	2,187,100	3,062,967	36,755,600
Meadows West #1	9,911,900	10,476,300	9,267,900	9,785,500	10,506,800	10,946,000	10,792,000	11,337,500	11,825,500	11,327,800	10,871,800	11,735,100	10,732,008	128,784,100
Meadows East #2	9,056,000	8,931,000	8,005,000	9,174,000	8,548,000	8,881,000	9,209,000	9,969,000	10,468,000	8,288,000	9,916,000	7,402,000	8,987,250	107,847,000
Correction per MRWA Willard Well 1&2	0	0	0	0	0	0	0	0	0	0	0	-1,000,000	-83,333	-1,000,000
Total Water Pumped	23,403,600	24,192,800	21,612,900	24,497,200	24,503,000	25,365,500	25,770,200	27,727,900	28,815,600	25,134,300	25,749,800	22,763,200	24,961,333	299,536,000
City Commercial Irrigation	14	14	14	14	14	14	14	14	14	14	14	14	14	14
City Commercial 1 SPF	127	125	125	127	125	128	128	126	125	128	125	128	126	126
City Commercial 3 Water Only	19	20	19	21	20	21	21	18	19	19	18	18	18	160
City Residential Irrigation	2	2	2	2	3	3	3	3	3	3	3	2	3	3
City Residential 1 SPF	1943	1943	1957	1956	1977	1992	1997	2003	1994	1994	1980	1984	1,977	3
City Residential 3 Water Only	73	72	72	73	72	73	72	72	72	73	72	71	72	2,051
Rural Irrigation	5	5	5	5	5	5	4	4	4	4	4	4	4	5
Rural Residential 1 SPF	9	9	9	9	9	9	8	8	8	8	9	9	9	9
Rural Residential 2 Lagoon	277	276	276	277	277	274	274	275	276	276	275	275	276	276
Rural Residential 3 Water Only	853	852	853	854	858	859	860	859	864	860	859	861	858	1,147
Rural Commercial 2 Lagoon	2	2	2	2	3	3	3	3	3	3	3	3	3	3
Rural Commercial 3 Water Only	12	12	12	12	12	12	12	12	12	12	12	12	12	3
Rural Commercial 1 SPF	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Zero-Non Billed	10	10	11	11	11	11	11	11	11	11	11	11	11	26
Number of Total Customers	3346	3342	3357	3363	3386	3404	3407	3408	3405	3405	3384	3392	3383	3383

Equipment Usage and Repairs December 2019

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	74,906	75,750	844	\$0.00	\$47.46
2	2004 Chevy 1 Ton Dump	136,989	137,116	127	\$13.38	\$657.48
3	2003 Chevy 1 Ton Utility - Sewer	169,160	169,361	201	\$3.77	\$42.38
4	1998 Dodge 1/2 Ton FB	127,512	127,532	20	\$0.00	\$0.00
5	2001 Chevy 1500	106,190	106,287	97	\$10.44	\$98.97
6	2000 Chevy 3/4 Ton FB	145,327	145,556	229	\$0.00	\$8.99
7	1993 Ford 1 Ton Utility - Water	94,259	94,410	151	\$0.00	\$157.44
8	2005 International 3200 Dump	20,893	20,926	33	\$0.00	\$731.59
9	2017 Chevy Silverado	20,784	21,636	852	\$0.00	\$23.73
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	155,328	155,328	-	\$0.00	\$0.00
12	Case Backhoe	2,917	2,926	9	\$438.54	\$438.54
13	60XT Case Skid Steer	1,494	1,497	3	\$0.00	\$0.00
14	Kubota RTV 1100	892	892	-	\$0.00	\$0.00
					\$466.13	\$2,206.58

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

Parks and Recreation - Director's Report – January 2020

Department Tasks

Budget-

It's a new year, and I am excited to continue improving all aspects of the Parks Department. Some of the things that will see focus this year from a budget perspective include small projects to improve efficiency such as motion sensing lights in restrooms, sourcing less expensive custodial supplies where available, and reducing seasonal labor costs through more efficient scheduling. Additionally, I would like to see revenue improve. We are focusing on re-engaging local sports teams and clubs, marketing our summer camps more effectively, and seeking out new programs that will have a low overhead to reach markets that are currently untapped (enrichment, education, art, cultural, etc).

Event/Program Planning and Recap

Basketball registration for the Winter Session Sports registration has closed, and numbers are up from last spring's session, as well as from this fall's session. Games begin on January 18th. We have our calendar for the year established, always remaining flexible and responsive to outside forces that may effect attendance or program success. One of our team goals this year is to do a better job being responsive to input from the community to offer programs that are not currently offered.

2020 Capital Improvement Projects

There are not many projects planned outside of replacing our broken HVAC unit. Small, low cost improvements will be peppered in as time and budget allows, but our primary focus is the HVAC. Bids have been issued.

Maintenance

Maintenance tasks are accumulating at a rate that is outpacing the rate at which our staff can clear them. Many of these tasks are not difficult as much as time consuming. We are working on triaging the critical tasks and will get to lower priority tasks as time allows. Priority tasks for January include light fixture replacements, small building repairs, construction of a storage building for the Rec Center, and deep cleaning of the facilities. Lower priority tasks include tree mulching/trimming, parking lot upgrades, and mower maintenance.

Upcoming Programs / Events

Basketball Registration underway

School's Out Day January 20th

Valentine's Date Night/Parent Night Out at Rec Center February 14th

Programs

As mentioned, we are evaluating program offerings to try to maximize either revenue or community service, and are considering eliminating some of the low revenue, low community impact programs to increase our efficiency and improve our offerings.



Willard Police Department
December 2019 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	3
Shannon Shipley, Lt.	1602-003	20
	Total	23

Squad #1	1603-040	Joe Duran, Cpl	78	Squad #2	1604-027	Steve Purdy, Cpl. Investigator	31
	1605-044	Billie Deckard, Officer	45		1606-046	Shawn Garner, Officer	13
	1607-050	Caleb Steen, Officer	88		1608-049	Brandon Bond, Officer	69
	1610-047	Glenn Cozzens, Officer	2		1609-051	Wayne Hansen, Officer	80
	Total		213	Total			193

Reserves	Officer	Officer Names	Case #'s	Hours
	1630-024	Clint Heimbach, SRO		
	1631-045	Cindy Garton, SRO	1	
	1632-052	Mark Riffin, SRO	1	
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		12
	1645-035	Brian Hinkle, Reserve		2.25
	1646-031	Andrew Hunt, Reserve		2.25
		Tim Wheeler, Reserve		
	Total		2	16.5
Total Incidents for the month...			431	

Incident Statistics

Felony	15	HBO (Handled by Officers)	341
Misdemeanor	18	Use of Force	0
Infraction	199	Dog at Large	6
Other (Services)	196	Neglect- 1 / Abuse-0 / Bites- 1	2

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2013	105,746	946	20	47	\$0.00	\$1,052.05
WPD-02 2013	132,200	245	8	31	\$0.00	\$6,360.91
WPD-03 2013	137,007	1,664	20	83	\$0.00	\$2,062.59
WPD-04 2018	37,658	3608	40	90	\$1,109.32	\$1,109.32
WPD-05 2019	14,112	2,050	25	82	\$0.00	\$0.00
WPD-06 2013	Out of Service		0		\$0.00	\$2,363.88
WPD-07 2017	13,764	219	10	22	\$0.00	\$0.00
WPD-08 M	5,607	0	0	0	\$0.00	\$0.00

Vehicle Maintenance Details

WPD-01:	WPD-04: Brake pads, rotors, tires, auto lock
WPD-02:	WPD-06:
WPD-03:	WPD-07:

Misc. Dept. Info: New car, 2020 Dodge Charger, slated for delivery by January 10th

Planning and Development Report
January 13, 2020

Ongoing Projects-

HWY 160 Improvements- The contractors continue to move dirt and chips. They have started blasting in some areas. Blasting will continue thru January and February. Minor traffic delays could be encountered at various locations along HWY160 during work hours as a result of this part of the construction process.

ATM Commercial Subdivision Phase 2 Gauge Crossing Subdivision- The contractor has started laying waterline and storm water pipe. They are excavating and breaking rock in the detention area.

Capacity Improvements – Warranty work has been completed at the 94 Lift Station (recoating of two manholes) and B Lift Station – (reinstalling pipe at the basin outlet)

Meadows North Subdivision- The developer has completed the sanitary sewer and now he is installing waterline and storm water pipe. They have hauled some fill dirt in for the sub base of the street. They are excavating the detention area and drainage ditch.

Transportation Alternative Program Sidewalk Grant – The City has received the 404 Army Corp permit and all environmental clearances. The engineer should be sending PS&E documents to MO DOT. We are planning on advertising for bid March 1.

North Brook Apartments- The developer has poured the footings and is setting foundation forms. They are also installing the under slab plumbing.

West Ridge- We have reviewed the improvement plans and have sent comments back to the engineer.

Miller Rd. Project- Staff is waiting on the modified design plans.

F.O.G. Program. Staff has started processing FOG Permits as the applications and business license renewal request come in. The Planning Department is working with the City Clerk to make sure the required documentation is submitted prior to issuance of the permit.

Staff continues to assist other departments as needed.

Planning Assistant- Please find the attached monthly update from Abby.

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

Planning and Development:

148 permits were issued in 2019, total fees collected - \$88,270.95. Estimated value of work being done is \$4,416,667

Closed permit records were sent to the Greene County Assessors office to begin taxing appropriately.

Mapping:

A hydrant map was made for future inspections, as well as a manhole map. Pictures of Hunt Road were sent to our engineer for the Hunt Rd sidewalk project.

I'm working on verifying the zoning on properties in Willard and updating the existing official zoning map. All zoning ordinances have been scanned, and individual files are in the process of being scanned.

Prosecuting Clerk:

369 Open cases without dispositions (248 have active warrants)

207 Open cases with dispositions, still pending payments

128 Probation cases

22 Deferred cases

And 1 trial in December 2019

152 Prosecutor files were destroyed appropriately at the end of 2019.

CITY CLERK: (Informational only) DECEMBER 2019

~Issued 104 Business Licenses.

~Assisted other departments with grant paperwork and research.

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

~Updated website with new information.

~Assisted with gathering and writing articles for the Newsletter.

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

~Handled citizen complaints and directed to the appropriate department heads.

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

~Completed Sunshine requests as received.

~Assisted with FOG Permits.

~Advertised April 2020 Election and prepared packets for potential candidates.

EMERGENCY MANAGEMENT: (Informational only) DECEMBER 2019

~Completed Evacuation & Re-Entry Planning Class.

~Completed 3-year Re-Certification making Willard "Storm Ready." Told we are doing very well and better than some of the other communities they deal with.

~Filed 4th Quarter Claim and Status Report for EMPG Grant, Closing it out for the year.

~Met with new Municipality specialist for Greene County OEM. Went over plans for the year.

~Finalized grid search map with Abby. Got the thumbs up from Fire. Will be implementing it into our EOP in 2020.

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.

I. COURT INFORMATION		Municipality: Willard Municipal Court	Reporting Period: Dec 3, 2019 - Dec 31, 2019	
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: JESSICA TRUITT		E-mail Address:		
Municipal Judge: Kristoffer Barefield				
II. MONTHLY CASELOAD INFORMATION		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		18	302	114
B. Cases (citations/informations) filed		2	27	9
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court/bench trial - GUILTY		0	0	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		1	23	5
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	12	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	9	0
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		1	44	5
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		19	285	118
E. Trial de Novo and/or appeal applications filed		0	0	0
III. WARRANT INFORMATION (pre- & post-disposition)			IV. PARKING TICKETS	
1. # Issued during reporting period	9	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	390			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: Willard Municipal Court	Reporting Period: Dec 3, 2019 - Dec 31, 2019
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<u>V. DISBURSEMENTS</u>			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)			Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs, witness fees, and board bill/jail costs.
Fines - Excess Revenue	\$1,946.50	Court Automation	\$284.33
Clerk Fee - Excess Revenue	\$314.80	Judicial Facility Srchg CT31	\$400.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$10.59	Total Other Disbursements	\$684.33
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$4,191.00
Total Excess Revenue	\$2,271.89	Bond Refunds	\$14.67
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	\$4,205.67
Fines - Other	\$524.50		
Clerk Fee - Other	\$132.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$40.61		
Peace Officer Standards and Training (POST) Commission surcharge	\$40.62		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$289.61		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.44		
Law Enforcement Training (LET) Fund surcharge	\$80.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$123.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,234.78		

CITY OF WILLARD, MISSOURI

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



Agenda Item#

Discussion/Vote to accept RecDesk as new Parks and Recreation Software.

Sponsored by the Parks Director.

Rec Desk (proposed) vs RecPro (current)

RecDesk

- Cost: \$4,400
- Ease of Use: A++
- Cloud Based- will work from any tablet or computer with an internet connection
- Unlimited number of User Profiles=More accountability
- Management level users can do real time sales analysis from mobile phone
- Finance Department can access all reports
- Reporting is easier
- Can export daily reports in excel to upload to Tyler
- In house portal is easier to navigate
- Customer portal is easier to navigate
- Customer portal is more streamlined and professional looking
- Calendar is included (can eliminate using multiple google calendars to track rentals)
- Bulk E-Mail included (up to 20,000 messages/month)
- Text Messaging included
- Membership Package included (can track facility usage, pool season passes, who's in facility, etc.)
- Customer service very responsive
- Integrated Point of Sale within program
- Online Facility Reservation and Rental
- YouTube Channel with videos on how to utilize specific features.

RecPro

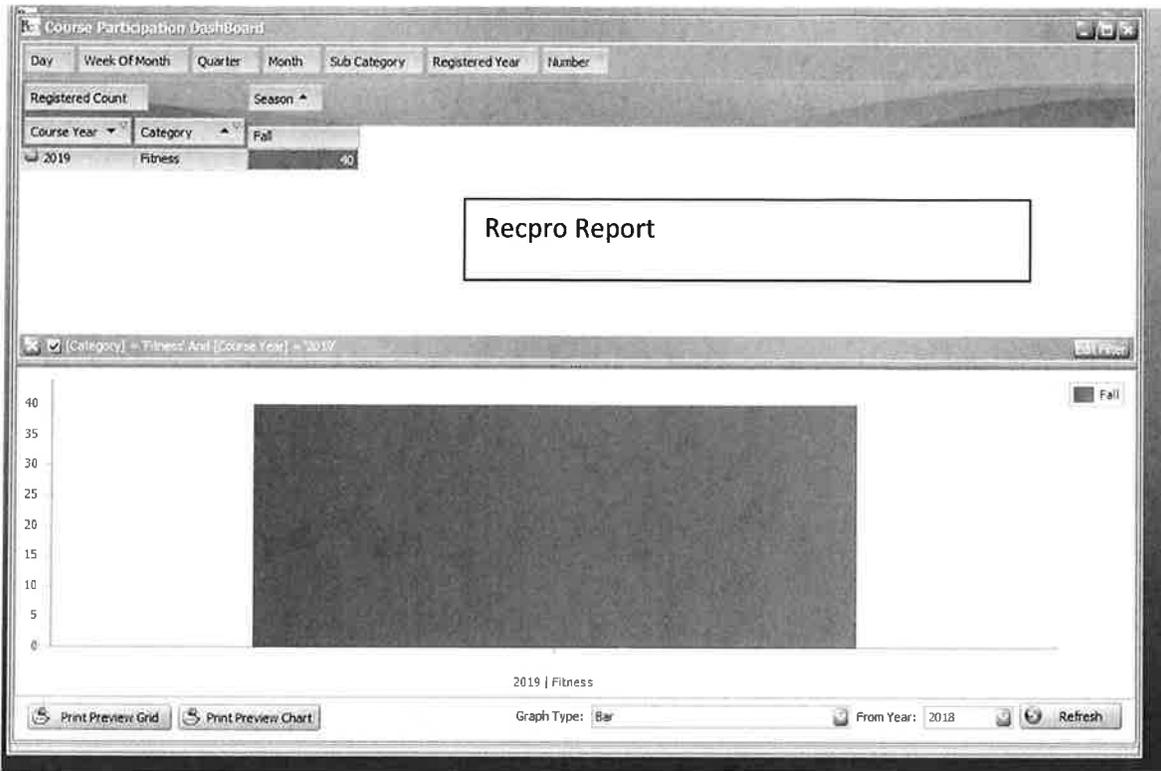
- Cost: \$5,350 (\$3,850 Program plus \$1,500 Server)
- Ease of Use: D
- Server Based- only works on computers or tablets with access to the City network
- 5 user profiles= one profile for all seasonal employees
- Finance Department is not an authorized user
- Reports are difficult to interpret
- Reports must be hand-entered by Finance Department.
- Membership Package not included
- Customer Service less responsive
- Separate point of sale program requires switching back and forth

I have attached a copy of a sample report for each software. The RecPro Report (top) is as dialed down to a specific program as possible. The RecDesk Report also is also dialed down to as specific a program as possible. The difference in clarity is significant.

We have been working on a trial basis with RecDesk, creating programs, taking registrations, signing up members, adding inventory to the Point of Sale system, and we have been very impressed with the ease of use of the online software. I think that it will increase efficiency from a staff standpoint, will improve oversight and accountability by being able to assign specific users, and will overall improve the customer experience.

Current organizations using RecDesk that I have personally spoken with include: Osage Beach, Republic, Lebanon, Jefferson County, and Camdenton.

In every conversation, I heard that their customer service is great, and that they are very helpful. I asked for notable flaws in the system, and the most common feedback that I received is that when registering new users in person, the customer will have to log-on at some point to change their password before having access. Many of the departments have seen an increase in revenue due to the ability to easily take credit cards at concession stands, while passing the cost through to the customer.



Report List Report Viewer

1 of 5 Export to the selected format Export

Program Detail : CBJAN2020 - Cardio Blast

Start Date: 1/7/2020 End Date: 2/13/2020

Instructor:

Registrants: 0

RecDesk Report

General Program Information

GL Account: 30-800-47000 - Parks-Adult Programs

Description:

Fees: Individual \$45.00

Revenue

Invoiced Amount: \$0.00

Gross Paid: (\$180.00)

Net Paid: (\$180.00) ** Net Calculation Cash + Check + Net Credit Card - Refunds - Expenses

Cash	Check	CC (Gross)	CC (Net)	Internal CC	Household Cr	Refunds	Expenses
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$180.00)

Balance Due: \$0.00

Fee Breakdown

Roster

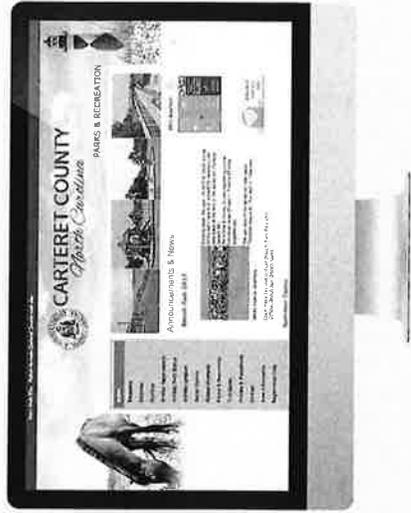
Name	Address	City	Birthday	Fee Amt
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rec desk™

Powerful, Easy-to-Use, Cloud-Based Recreation Management Software

Radically Simplifying the way organizations work with and manage the information that is **important** to them

RecDesk is web-based recreation software that radically simplifies the way recreation organizations work with and manage the information that is important to them. Our powerful set of easy-to-use tools are designed specifically to meet the needs of Recreation Departments, Community Centers and similarly focused Non-Profits.



RecDesk Key Benefits

- Powerful, yet easy-to-use
- Modern web-based interface using the latest technologies
- Fully hosted, PCI compliant
- Simple, flat-fee pricing
- No start-up costs
- No long term contract
- Free training and support
- Unlimited number of users
- All modules included

State-of-the-Art RecDesk is built using the latest web technologies and places a premium on design and overall user experience. We're continuously improving our recreation management platform while finding new and innovative ways to use technology that add value for our customers and drive community engagement.

Powerful, Easy-to-Use and Learn The perfect combination of powerful, yet easy-to-use tools allow organizations to get more done in less time — with no fuss. Get part-time and seasonal staff up-and-running quickly.

Get Started in Minutes Getting started with RecDesk is as simple as signing up for our free trial. There is no software to install or extensive training required. We believe software should pave the way, not get in the way.

Design Matters We use the latest tools and web technologies to provide a solution where every feature is carefully crafted to provide the best user experience possible.

All-Inclusive From program management and facility scheduling to league management, RecDesk is all-inclusive. We never charge more for specific modules or functionality.

Transparency As a business, we strongly believe in the idea of transparency. There is no hunting around for pricing information or having to contact a salesperson to view a live demo of our solution. It's all right there, front-and-center, on our web site.



Cloud-Based Recreation Management Software

Simple,
Flat Fee
Pricing

Powerful,
Yet Easy
To Use

Free
Training
& Support

No
Start-up
Costs

Please visit recdesk.com for complete pricing and features information

RecDesk Key Features

- Online Registration & Payment
- Program & Roster Management
- Facility Scheduling
- Online Reservations & Payment
- Membership Management
- Drop-In Program Support
- User Alerts & Notifications
- Full Featured CMS
- Point of Sale
- Financial Reporting
- Facility Check-In Support
- Billing & Invoicing
- Master Calendar
- Email Marketing Tools
- League Management & Scheduling

RecDesk Features in Focus



MASTER CALENDAR The RecDesk Master Calendar provides a single, integrated view of what is happening in your organization, when it is happening and where. It provides monthly, weekly and daily views and can be further filtered by facility and entry type (program, reservation & league game). Details of each calendar item can be further explored by drilling down to the appropriate level of detail.

EMAIL MARKETING Quickly and easily target specific segments of your member population based on demographic characteristics or past program participation. As marketing and promotion becomes a more important part of running an organization, this allows you to better reach out to the right people at the right time when promoting new programs or getting feedback on old ones.



FULL-FEATURED WEB SITE (CMS) RecDesk provides not only the administrative capabilities you need to run your day-to-day operations, but also a free, full-featured web site built on top of a robust, open-source Content Management System (CMS) engine. This means your online presence is not limited to predefined pages or branding opportunities. RecDesk will work with you to build or further your own unique brand and help you tell your story.

MANAGE PROGRAMS AND ROSTERS WITH EASE RecDesk seamlessly manages both in-house and online registrations on a single Roster. Whether you want to alert program participants via email/Text SMS or share participant information with instructors, everything is at your fingertips and one click away.



FACILITY SCHEDULING Put your mind at ease by always knowing when a community center room or athletic field is being used and by what group or individual. RecDesk does automatic conflict checking on all reservation/schedule entries to make sure that double-bookings are eliminated and your customers are happy.



FAQs

Our Philosophy

What Our Clients Say

What is RecDesk?

RecDesk is a cloud-based solution for Parks & Rec Departments, Schools, Churches, Civic and Non-Profit Organizations that helps them manage programs, facilities, leagues, invoicing, POS and credit card processing and registrations (online, in-person, mail-in). It connects organizations to their communities by offering on-line payment and registration. It is easy to set up, easy-to-use and very cost-effective. The RecDesk solution consists of two applications: *RecDesk Director* which is used by Parks & Rec personnel to manage their Programs, and *RecDesk Community* which is the publicly available site that members of the community see.

What sort of training is required to use RecDesk?

There is no special training required to use RecDesk. It is designed to be easy to use and intuitive. Should questions arise that cannot be answered by online documentation and help, simply contact Customer Support with your question.

Is on-line registration available 24/7?

Yes.

How is credit card processing handled?

All credit card processing is handled via your fully-integrated merchant account. You have complete control over the money your organization receives through RecDesk. We handle the integration details and PCI-compliance. Learn more about payment processing at RecDesk Payment Processing.

How secure is RecDesk?

RecDesk is very secure. Access to the RecDesk Director application is done exclusively over a secure channel (SSL). We do not store credit card information or social security numbers of members. All of our credit card processing is handled by our payment gateway partners on their own secure servers.

See the complete list of FAQs at:

recdesk.com

As a company, we're somewhat opinionated about how an online services business such as RecDesk should be run and how software should be developed. These are the core values that guide us every day as we strive to deliver the best experience and value to our clients. Here's what we believe in:

Transparency in pricing

When you're buying something or thinking about buying something, you shouldn't have to search around a website looking at the fine print or pick up the phone to find out how much it costs. We publish our prices front-and-center, right on our website.

Transparency of products & services

You want to be able to quickly get a feel for how a product or service might fit your needs. We believe you should be able to do all of this without jumping through hoops or picking up the phone – it's the 21st century for crying out loud. That's why here at RecDesk you can check out our online demo or take a deeper dive with the 30-day free trial – both with a simple click.

Software should pave the way, not get in the way

We believe the best software is the software you forget you're even using in that it becomes a natural extension of the way you work. This philosophy has guided how we've developed and will continue to enhance RecDesk.

Customers drive development

RecDesk is a privately held company and we answer only to our customers. We listen to what our customers say and steadily push the platform forward every day to provide more utility and greater value to those we serve.

No Ph.D. required

It's great if you have a Ph.D., but it shouldn't be a requirement for learning how to use new recreation software. Full-time staff and seasonal help alike can be productive and up-and-going with RecDesk in less than an hour.

"I can't imagine trying to do my job without it. RecDesk has allowed us to do so much more with the resources we have and provide incredible service to our community."

Chris – Program Coordinator

"RecDesk is just a pleasure to use and the customer service is outstanding."

Rick – Director

"I love the financial tracking and overall simplicity of RecDesk. Other systems we looked at were just too old-fashioned, too expensive or too complicated. I highly recommend RecDesk."

Daniel – CFO, Nonprofit

Contact Us

T (860) 467-4325

Office Address:

RecDesk LLC
222 Pitkin Street - Suite 115E
East Hartford, CT 06108

Customer Support:

support@recdesk.com

Sales:

sales@recdesk.com

recdesk.com



Agenda Item# 7

Ordinance to approve the contract with Land O’Frost for the Sports Sponsorship. (1st & 2nd Read) Discussion/Vote.

Sponsored by the Parks Director.

First Reading: 01/13/2020

Second Reading: 01/13/2020

Council Bill No.: 20-01

Ordinance No.: 200113

AN ORDINANCE

Authorizing the Mayor on behalf of the City of Willard, to execute an agreement between the City of Willard and Land O' Frost, Inc. to accept Land O' Frost as the exclusive jersey sponsor for the Willard Parks and Recreation 2020 sports programs.

WHEREAS, the City has determined a need for a sponsor to assist with cost of its 2020 sports league; and

WHEREAS, Land O'Frost has offered the City a promotional program that benefits the City sports leagues.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to execute an agreement with Land O' Frost, Inc. to accept Land O' Frost as the exclusive jersey sponsor for the Willard Parks and Recreation 2020 sports programs, said agreement to be substantially in form and content as that document attached hereto and incorporated herein by reference as 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.

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 13th DAY OF JANUARY, 2020.

APPROVED BY:

MAYOR

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

FIRST (1ST) READING

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES

SECOND (2ND) READING

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

CLARK MCENTIRE

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

JON JONES



Great Tasting Lunchmeat

Willard Parks and Recreation

LAND O' FROST SPONSORSHIP 2020

The following will be included in the comprehensive 2020 Land O' Frost Youth Sponsorship Program for the Springfield area. The following is a summary of the elements that will be included in the annual sponsorship agreement Willard Parks and Recreation (WPR) and Land O' Frost (LOF).

This agreement will commence on January 1, 2020 and will terminate on December 31, 2020

Sponsorship Elements:

This sponsorship will focus on approximately 82 teams in the Winter/Spring/Fall 20' season. Land O' Frost will sponsor teams 10 and under.

- Prominent Logo inclusion on the front or back of jerseys for 82 teams . LOF will supply all necessary logo \ artwork and WPR will have the shirts printed. **(The LOF logo will need to be a minimum of 2 ½”H x 10” W. The phrase Great Tasting Lunchmeat will need to be placed underneath the Land O’ Frost oval. Land O’ Frost to be the exclusive jersey sponsor, no other corporate logos to be placed on jerseys.)**
- Opportunity for mention / inclusion of Land O’ Frost product message in any league / parent communication.
- One approximately 4’ x 8’ banner (or similar signage) to be displayed where WPR teams, that LOF sponsors, play. (LOF will give banner artwork and WPR will have banner printed)
- Logo inclusion on WPR game schedules for teams sponsored, registration materials and newsletters if possible.
- Land O’ Frost Web Banner Ads and Social Media posts to discuss downloading the Land O’ Frost Youth Sports Rewards App. (LOF will email artwork)
- A minimum of two (2) annual Email Blasts to all parents, if available, letting them know of the LOF Youth Sports Rewards App. (LOF will provide Email Blast Template)
- **Bonus Incentive:** WPR can scan up to 800 UPC codes (via the LOF Youth Sports App) and you will receive a maximum bonus of \$1,200 from Land O’ Frost. UPC codes must be scanned in by October 31, 2020.
- **Client will need Proof of Purchase (82 team pictures) by December 31, 2020. The Land O’ Frost logo will need to be clearly identified on the shirts in 82 team pictures. The pictures can be informal, taken with a digital camera or regular film.**

LAND O’ FROST WILL DONATE: \$9,500.00

Willard Parks and Recreation Representative

Land O’ Frost Representative





Request to Create or Modify a Vendor Record

Status: New Vendor Modify Existing Vendor Record

Check box if this vendor is: Youth Sports Accounting/Legal

Reason for adding vendor: _____

Company Name Tax ID number / SSN number

Federal Tax Classification

Corporation Individual Partnership

Remit to:

Address 1:

AR Contact : _____

Phone: _____ Email: _____

Address 2:

AR Contact : _____

Phone: _____ Email: _____

Address 3

AR Contact : _____

Phone: _____ Email: _____

Payment Terms: _____

Delivery Terms (check one if apply)

FOB - Freight on Board LOFUP - LOF Fleet PPA&A - Prepaid & Add PPD - Prepaid

Ship Via (check one if apply)

OUT - Outside Carrier FULL - Full Truckload CPK - Customer pickup LOF - LOF Fleet

For LOF use only

Buyer Name: _____ Buyer ID: _____

Requestor Signature** _____ Date _____

Dept. Manager Approval** _____ Date _____

Purchasing Approval** _____ Date _____

**Note: Signatures confirm that evidence to support this request are genuine and authorized to approve the request

Acct Approval/Completed : _____ Date _____