

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

February 10, 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

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
February 10, 2020
7:00 P.M.**

Posted February 5, 2020.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** February 10, 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 January 27, 2020.
 - b. January/February 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 January/February 2020.**
 - 5. Citizen Input.**
 - 6. Discussion/Vote to accept bids for Parks Department.**
 - a. Fireworks
 - b. HVAC
 - 7. New Business.**
 - 8. Unfinished Business.**
 - 9. Recess Open Session.**
 - 10. Open Executive Session.**

11. Close Executive Session.

12. Adjourn Meeting.

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



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 January 27, 2020.
- b. January/February 2020 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
January 27, 2020
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 not present.

Citizens in attendance: Mindy Latham, Geunok Hanson, Robert Hanson, Bishop Davidson and Alice Go.

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-present (late), Alderman Stewart--present, Alderman Whitman-present, Alderman Baird-present, Alderman Jones-present (late), and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

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

Consent Agenda.

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

Alderman Snider arrived at this time.

Discussion/Vote to approve current December 2019/January 2020 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Baird and seconded by Alderman Whitman to approve the current December 2019/January 2020 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman and Baird.

Citizen Input.

None.

Alderman Jones arrived at this time.

Ronald McDonald House Proclamation.

Mayor Hendrickson read the Proclamation.

New Business.

None.

Unfinished Business.

None.

Adjourn.

Motion was made by Alderman Snider and seconded by Alderman Stewart to Adjourn. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The meeting was adjourned at 7:09 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM # 4
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – January & February 2020**



Pending Expense Approval Report - 1

By Vendor Name

Post Dates 01/29/2020 - 02/04/2020

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------------|------------|---|----------------|---------------|
| Vendor: AMP100 - AMERIPRIDE SERVICES INC | | | | | |
| Vendor: AMP100 - AMERIPRIDE SERVICES INC | | | | | |
| AMERIPRIDE SERVICES INC | 340150170 | 02/04/2020 | MATS (ALL DEPTS) & TOWELS (PW) | 10-100-50130 | 25.90 |
| AMERIPRIDE SERVICES INC | 340150170 | 02/04/2020 | MATS (ALL DEPTS) & TOWELS (PW) | 10-200-50130 | 20.50 |
| AMERIPRIDE SERVICES INC | 340150170 | 02/04/2020 | MATS (ALL DEPTS) & TOWELS (PW) | 20-600-50130 | 111.35 |
| AMERIPRIDE SERVICES INC | 340150170 | 02/04/2020 | MATS (ALL DEPTS) & TOWELS (PW) | 20-700-50130 | 111.35 |
| AMERIPRIDE SERVICES INC | 340150170 | 02/04/2020 | MATS (ALL DEPTS) & TOWELS (PW) | 30-800-50130 | 44.80 |
| AMERIPRIDE SERVICES INC | 340150557 | 02/04/2020 | UNIFORM ALLOWANCE - STS/W/S/PKS | 10-300-92500 | 68.70 |
| AMERIPRIDE SERVICES INC | 340150557 | 02/04/2020 | UNIFORM ALLOWANCE - STS/W/S/PKS | 20-600-92500 | 172.69 |
| AMERIPRIDE SERVICES INC | 340150557 | 02/04/2020 | UNIFORM ALLOWANCE - STS/W/S/PKS | 20-700-92500 | 125.59 |
| AMERIPRIDE SERVICES INC | 340150557 | 02/04/2020 | UNIFORM ALLOWANCE - STS/W/S/PKS | 30-800-92500 | 133.23 |
| Vendor AMP100 - AMERIPRIDE SERVICES INC Total: | | | | | 814.11 |
| Vendor AMP100 - AMERIPRIDE SERVICES INC Total: | | | | | 814.11 |
| Vendor: CRC200 - BIG BEAR SHREDDING | | | | | |
| Vendor: CRC200 - BIG BEAR SHREDDING | | | | | |
| BIG BEAR SHREDDING | 994 | 02/04/2020 | SHREDDING FEES - GEN | 10-100-56400 | 49.00 |
| Vendor CRC200 - BIG BEAR SHREDDING Total: | | | | | 49.00 |
| Vendor CRC200 - BIG BEAR SHREDDING Total: | | | | | 49.00 |
| Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES | | | | | |
| Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES | | | | | |
| COMMERCE CREDIT CARD SE | 995 | 02/04/2020 | USPS AED BATTERY RETURN POSTAGE - LAW | 10-200-50750 | 9.45 |
| COMMERCE CREDIT CARD SE | 052021 | 02/04/2020 | KUM & GO VEHICLE FUEL - SEWER | 20-700-70000 | 20.00 |
| COMMERCE CREDIT CARD SE | 1086634 | 02/04/2020 | MACHS SOLICITOR'S LICENSE - GEN | 10-100-56400 | 15.25 |
| COMMERCE CREDIT CARD SE | 1508294 | 02/04/2020 | MOCCFOA - J ROWE CLERK TRAINING FEES - GEN | 10-100-56950 | 205.00 |
| COMMERCE CREDIT CARD SE | 204878 | 02/04/2020 | NFSHSA OFFICIATING MANUALS-PKS | 30-800-50180 | 70.13 |
| COMMERCE CREDIT CARD SE | 3841859 | 02/04/2020 | AMAZON COMPUTER MONITOR CABLE, MARKERS - GEN | 10-100-50700 | 21.86 |
| COMMERCE CREDIT CARD SE | 026 | 02/04/2020 | USPS - IRS FORMS 1099 CERT MAIL POSTAGE - GEN | 10-100-50750 | 15.60 |
| COMMERCE CREDIT CARD SE | 20012813151271925827 | 02/04/2020 | MULTIQUIP PUMP REPAIR PARTS - W/S | 20-600-51000 | 243.39 |
| COMMERCE CREDIT CARD SE | 20012813151271925827 | 02/04/2020 | MULTIQUIP PUMP REPAIR PARTS - W/S | 20-700-51000 | 243.40 |
| COMMERCE CREDIT CARD SE | 4865055 | 02/04/2020 | AMAZON 1993 FORD GLOW PLUGS - STS/W/S | 10-300-71000 | 5.84 |
| COMMERCE CREDIT CARD SE | 4865055 | 02/04/2020 | AMAZON 1993 FORD GLOW PLUGS - STS/W/S | 20-600-71000 | 11.68 |
| COMMERCE CREDIT CARD SE | 4865055 | 02/04/2020 | AMAZON 1993 FORD GLOW PLUGS - STS/W/S | 20-700-71000 | 11.68 |
| COMMERCE CREDIT CARD SE | 6962606 | 02/04/2020 | AMAZON 1993 FORD FUEL INJECTOR - STS/W/S | 10-300-71000 | 6.74 |

Pending Expense Approval Report - 1

Post Dates: 01/29/2020 - 02/04/2020

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|---|----------------|-----------------|
| COMMERCE CREDIT CARD SE | 6962606 | 02/04/2020 | AMAZON 1993 FORD FUEL INJECTOR - STS/W/S | 20-600-71000 | 13.48 |
| COMMERCE CREDIT CARD SE | 6962606 | 02/04/2020 | AMAZON 1993 FORD FUEL INJECTOR - STS/W/S | 20-700-71000 | 13.48 |
| COMMERCE CREDIT CARD SE | 8570640 | 02/04/2020 | AMAZON WET FLOOR SAFETY SIGNS-PKS | 30-800-50550 | 76.98 |
| COMMERCE CREDIT CARD SE | 2253855 | 02/04/2020 | AMAZON PAPER TOWELS-PKS | 30-800-50550 | 38.94 |
| COMMERCE CREDIT CARD SE | 614 | 02/04/2020 | USPS HAZMAT REPORT POSTAGE - EM/W/S | 10-100-50750 | 3.16 |
| COMMERCE CREDIT CARD SE | 614 | 02/04/2020 | USPS HAZMAT REPORT POSTAGE - EM/W/S | 20-600-50750 | 3.17 |
| COMMERCE CREDIT CARD SE | 614 | 02/04/2020 | USPS HAZMAT REPORT POSTAGE - EM/W/S | 20-700-50750 | 3.17 |
| COMMERCE CREDIT CARD SE | 7887467 | 02/04/2020 | AMAZON GLASS CLEANER-PKS | 30-800-50550 | 28.76 |
| COMMERCE CREDIT CARD SE | 8097211-0 | 02/04/2020 | ADMIRAL EXPRESS COPY PAPER - GEN/W/S | 10-100-50700 | 28.99 |
| COMMERCE CREDIT CARD SE | 8097211-0 | 02/04/2020 | ADMIRAL EXPRESS COPY PAPER - GEN/W/S | 20-600-50700 | 43.48 |
| COMMERCE CREDIT CARD SE | 8097211-0 | 02/04/2020 | ADMIRAL EXPRESS COPY PAPER - GEN/W/S | 20-700-50700 | 43.49 |
| COMMERCE CREDIT CARD SE | 9147409 | 02/04/2020 | AMAZON PHONE REST-PKS | 30-800-50700 | 12.40 |
| COMMERCE CREDIT CARD SE | 1195896 | 02/04/2020 | EAGLE VIEW MILLER RD 1099-S FORMS EFILING - GEN | 10-300-56400 | 9.75 |
| COMMERCE CREDIT CARD SE | 6723464 | 02/04/2020 | AMAZON SELF-INKING STAMP, EXPANDING FOLDERS - GEN | 10-100-50700 | 28.47 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 10-100-61000 | 159.67 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 10-200-61000 | 159.67 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 10-250-61000 | 114.06 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 10-300-61000 | 114.06 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 10-400-61000 | 114.06 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 20-600-61000 | 159.68 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 20-700-61000 | 159.68 |
| COMMERCE CREDIT CARD SE | 020120 | 02/04/2020 | NEXTIVA TELEPHONE EXPENSE - ALL DEPTS | 30-800-61000 | 159.68 |
| Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total: | | | | | 2,368.30 |
| Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total: | | | | | 2,368.30 |
| Vendor: BKM225 - DAVID BLAKEMORE | | | | | |
| Vendor: BKM225 - DAVID BLAKEMORE | | | | | |
| DAVID BLAKEMORE | INV0015543 | 02/04/2020 | CELL PHONE REIMBURSEMENT - W/S | 20-600-61000 | 25.00 |
| DAVID BLAKEMORE | INV0015543 | 02/04/2020 | 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: FRA555 - FRANK'S UNIFORMS | | | | | |
| Vendor: FRA555 - FRANK'S UNIFORMS | | | | | |
| FRANK'S UNIFORMS | 2854 | 02/04/2020 | G COZZENS UNIFORM ALLOWANCE - LAW | 10-200-92500 | 9.00 |
| Vendor FRA555 - FRANK'S UNIFORMS Total: | | | | | 9.00 |
| Vendor FRA555 - FRANK'S UNIFORMS Total: | | | | | 9.00 |
| Vendor: HIL100 - HILLYARD / SPRINGFIELD | | | | | |
| Vendor: HIL100 - HILLYARD / SPRINGFIELD | | | | | |
| HILLYARD / SPRINGFIELD | 21885278 | 02/04/2020 | PAPER TOWELS, TOILET TISSUE - GEN/LAW/PKS | 10-100-50550 | 49.63 |

Pending Expense Approval Report - 1

Post Dates: 01/29/2020 - 02/04/2020

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|---|----------------|-----------------|
| HILLYARD / SPRINGFIELD | 21885278 | 02/04/2020 | PAPER TOWELS, TOILET TISSUE - GEN/LAW/PKS | 10-200-50550 | 43.05 |
| HILLYARD / SPRINGFIELD | 21885278 | 02/04/2020 | PAPER TOWELS, TOILET TISSUE - GEN/LAW/PKS | 30-800-50550 | 215.25 |
| Vendor HIL100 - HILLYARD / SPRINGFIELD Total: | | | | | 307.93 |
| Vendor HIL100 - HILLYARD / SPRINGFIELD Total: | | | | | 307.93 |
| Vendor: JKN100 - JASON KNIGHT | | | | | |
| Vendor: JKN100 - JASON KNIGHT | | | | | |
| JASON KNIGHT | 012920 | 02/04/2020 | LEGISLATIVE ACTION MILEAGE REIMBURSEMENT - PKS | 30-800-56900 | 165.60 |
| Vendor JKN100 - JASON KNIGHT Total: | | | | | 165.60 |
| Vendor JKN100 - JASON KNIGHT Total: | | | | | 165.60 |
| Vendor: JAY580 - JAY KEY SERVICE, INC. | | | | | |
| Vendor: JAY580 - JAY KEY SERVICE, INC. | | | | | |
| JAY KEY SERVICE, INC. | 4679 | 02/04/2020 | REC CENTER KEYS-PKS | 30-800-50500 | 15.80 |
| Vendor JAY580 - JAY KEY SERVICE, INC. Total: | | | | | 15.80 |
| Vendor JAY580 - JAY KEY SERVICE, INC. Total: | | | | | 15.80 |
| Vendor: KPM100 - KPM CPAs AND ADVISORS | | | | | |
| Vendor: KPM100 - KPM CPAs AND ADVISORS | | | | | |
| KPM CPAs AND ADVISORS | 35551 | 02/04/2020 | PRELIMINARY AUDIT FEES - GEN/W/S/PKS | 10-100-55400 | 950.00 |
| KPM CPAs AND ADVISORS | 35551 | 02/04/2020 | PRELIMINARY AUDIT FEES - GEN/W/S/PKS | 20-600-55400 | 950.00 |
| KPM CPAs AND ADVISORS | 35551 | 02/04/2020 | PRELIMINARY AUDIT FEES - GEN/W/S/PKS | 20-700-55400 | 950.00 |
| KPM CPAs AND ADVISORS | 35551 | 02/04/2020 | PRELIMINARY AUDIT FEES - GEN/W/S/PKS | 30-800-55400 | 150.00 |
| Vendor KPM100 - KPM CPAs AND ADVISORS Total: | | | | | 3,000.00 |
| Vendor KPM100 - KPM CPAs AND ADVISORS Total: | | | | | 3,000.00 |
| Vendor: LOW505 - LOWE'S CREDIT SERVICES | | | | | |
| Vendor: LOW505 - LOWE'S CREDIT SERVICES | | | | | |
| LOWE'S CREDIT SERVICES | 39971 | 02/04/2020 | SIDING - PKS | 30-800-50500 | 379.60 |
| Vendor LOW505 - LOWE'S CREDIT SERVICES Total: | | | | | 379.60 |
| Vendor LOW505 - LOWE'S CREDIT SERVICES Total: | | | | | 379.60 |
| Vendor: MLF100 - MAILFINANCE | | | | | |
| Vendor: MLF100 - MAILFINANCE | | | | | |
| MAILFINANCE | N8133006 | 02/04/2020 | MARCH - MAY UB FOLDING MACHINE LEASE - W/S | 20-600-55850 | 330.71 |
| MAILFINANCE | N8133006 | 02/04/2020 | MARCH - MAY UB FOLDING MACHINE LEASE - W/S | 20-700-55850 | 330.70 |
| Vendor MLF100 - MAILFINANCE Total: | | | | | 661.41 |
| Vendor MLF100 - MAILFINANCE Total: | | | | | 661.41 |
| Vendor: DES100 - MO DEPT OF LABOR & INDUSTRIAL RELATIONS | | | | | |
| Vendor: DES100 - MO DEPT OF LABOR & INDUSTRIAL RELATIONS | | | | | |
| MO DEPT OF LABOR & INDUS | 36441705 | 02/04/2020 | ACCT #03-79423-0-00 UNEMPLOYMENT BENEFITS - PKS | 30-800-55600 | 877.24 |
| Vendor DES100 - MO DEPT OF LABOR & INDUSTRIAL RELATIONS Total: | | | | | 877.24 |
| Vendor DES100 - MO DEPT OF LABOR & INDUSTRIAL RELATIONS Total: | | | | | 877.24 |
| Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC | | | | | |
| Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC | | | | | |
| O'REILLY AUTOMOTIVE, INC | 2367-274008 | 02/04/2020 | ANTIFREEZE & WIPER FLUID-PKS | 30-800-71000 | 16.98 |
| O'REILLY AUTOMOTIVE, INC | 2367-276389 | 02/04/2020 | WIPER BLADES-PKS | 30-800-71000 | 3.98 |
| O'REILLY AUTOMOTIVE, INC | 2367-276421 | 02/04/2020 | ANTIFREEZE, MOTOR OIL, TRANSMISSION FLUID-PKS | 30-800-71000 | 60.96 |
| O'REILLY AUTOMOTIVE, INC | 2367-276539 | 02/04/2020 | SIGNAL LIGHT - W/S | 20-600-71000 | 3.59 |

Pending Expense Approval Report - 1

Post Dates: 01/29/2020 - 02/04/2020

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|------------------|------------|--|----------------|-----------------|
| O'REILLY AUTOMOTIVE, INC | 2367-276539 | 02/04/2020 | SIGNAL LIGHT - W/S | 20-700-71000 | 3.60 |
| O'REILLY AUTOMOTIVE, INC | 2367-276547 | 02/04/2020 | FUEL FILTER - W /S | 20-600-71000 | 10.95 |
| O'REILLY AUTOMOTIVE, INC | 2367-276547 | 02/04/2020 | FUEL FILTER - W /S | 20-700-71000 | 10.95 |
| O'REILLY AUTOMOTIVE, INC | 2367-277138 | 02/04/2020 | MEADOWS EAST PUMP SEAL - SEWER | 20-700-51000 | 9.49 |
| Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total: | | | | | 120.50 |
| Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total: | | | | | 120.50 |
| Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO | | | | | |
| Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO | | | | | |
| SPRINGFIELD WINWATER WO | 317096 00 | 02/04/2020 | CTS WATER PARTS - WATER | 20-600-51000 | 565.62 |
| SPRINGFIELD WINWATER WO | 317159 00 | 02/04/2020 | METER PIT - WATER | 20-600-51000 | 142.93 |
| Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total: | | | | | 708.55 |
| Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total: | | | | | 708.55 |
| Vendor: OEM100 - SPRINGFIELD/GREENE COUNTY | | | | | |
| Vendor: OEM100 - SPRINGFIELD/GREENE COUNTY | | | | | |
| SPRINGFIELD/GREENE COUNT | 1st QUARTER 2020 | 02/04/2020 | JAN - MARCH PRE-DISASTER SERVICES - EM | 10-500-55600 | 4,085.00 |
| Vendor OEM100 - SPRINGFIELD/GREENE COUNTY Total: | | | | | 4,085.00 |
| Vendor OEM100 - SPRINGFIELD/GREENE COUNTY Total: | | | | | 4,085.00 |
| Vendor: SQB100 - SQUIBB MEDIA, LLC | | | | | |
| Vendor: SQB100 - SQUIBB MEDIA, LLC | | | | | |
| SQUIBB MEDIA, LLC | 020320 | 02/04/2020 | COMMONWEALTH SUBSCRIPTION - GEN | 10-100-55800 | 31.35 |
| Vendor SQB100 - SQUIBB MEDIA, LLC Total: | | | | | 31.35 |
| Vendor SQB100 - SQUIBB MEDIA, LLC Total: | | | | | 31.35 |
| Vendor: TRH100 - TREVOR HOFFMAN | | | | | |
| Vendor: TRH100 - TREVOR HOFFMAN | | | | | |
| TREVOR HOFFMAN | 3994826028 | 02/04/2020 | CELL PHONE REIMBURSEMENT - W/S | 20-600-61000 | 25.00 |
| TREVOR HOFFMAN | 3994826028 | 02/04/2020 | CELL PHONE REIMBURSEMENT - W/S | 20-700-61000 | 25.00 |
| Vendor TRH100 - TREVOR HOFFMAN Total: | | | | | 50.00 |
| Vendor TRH100 - TREVOR HOFFMAN Total: | | | | | 50.00 |
| Vendor: WAL110 - WALMART COMMUNITY/RFCSLLC | | | | | |
| Vendor: WAL110 - WALMART COMMUNITY/RFCSLLC | | | | | |
| WALMART COMMUNITY/RFCS | 2134 | 02/04/2020 | SAM'S CONCESSIONS-PKS | 30-800-50200 | 30.62 |
| WALMART COMMUNITY/RFCS | 4686 | 02/04/2020 | SAM'S CONCESSIONS-PKS | 30-800-50200 | 42.40 |
| WALMART COMMUNITY/RFCS | 4688 | 02/04/2020 | SAM'S CONCESSIONS & CUSTODIAL SUPPLIES-PKS | 30-800-50200 | 352.42 |
| WALMART COMMUNITY/RFCS | 4688 | 02/04/2020 | SAM'S CONCESSIONS & CUSTODIAL SUPPLIES-PKS | 30-800-50550 | 58.12 |
| Vendor WAL110 - WALMART COMMUNITY/RFCSLLC Total: | | | | | 483.56 |
| Vendor WAL110 - WALMART COMMUNITY/RFCSLLC Total: | | | | | 483.56 |
| Vendor: WTV100 - WILLARD HOME CENTER LLC | | | | | |
| Vendor: WTV100 - WILLARD HOME CENTER LLC | | | | | |
| WILLARD HOME CENTER LLC | B130632 | 02/04/2020 | CUSTODIAL SUPPLIES-PKS | 30-800-50550 | 9.98 |
| WILLARD HOME CENTER LLC | D5300 | 02/04/2020 | KEYS - LAW | 10-200-50130 | 4.47 |
| WILLARD HOME CENTER LLC | D5483 | 02/04/2020 | GAS CYLINDER - SEWER | 20-700-50130 | 4.79 |
| WILLARD HOME CENTER LLC | B131166 | 02/04/2020 | READY-MIX & FORM BOARDS - WATER | 20-600-51000 | 42.78 |
| WILLARD HOME CENTER LLC | D6072 | 02/04/2020 | PVC PLUGS - SEWER | 20-700-50130 | 29.93 |
| WILLARD HOME CENTER LLC | B130926 | 02/04/2020 | BUILDING MAINTENANCE SUPPLIES | 30-800-50500 | 1,149.66 |

Pending Expense Approval Report - 1

Post Dates: 01/29/2020 - 02/04/2020

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-------------------------|----------------|------------|---|----------------|------------------|
| WILLARD HOME CENTER LLC | D6083 | 02/04/2020 | BATTERIES - SEWER | 20-700-50130 | 6.99 |
| | | | Vendor WTV100 - WILLARD HOME CENTER LLC Total: | | 1,248.60 |
| | | | Vendor WTV100 - WILLARD HOME CENTER LLC Total: | | 1,248.60 |
| | | | Grand Total: | | 15,425.55 |

Report Summary

Fund Summary

| Fund | Expense Amount |
|---------------------------|------------------|
| 10 - GENERAL FUND | 6,348.23 |
| 20 - WATER AND SEWER FUND | 4,983.79 |
| 30 - PARKS FUND | 4,093.53 |
| Grand Total: | 15,425.55 |

Account Summary

| Account Number | Account Name | Expense Amount |
|----------------|-----------------------|----------------|
| 10-100-50130 | SUPPLIES-GCG | 25.90 |
| 10-100-50550 | CUSTODIAL SUPPLIES-GC | 49.63 |
| 10-100-50700 | OFFICE SUPPLIES-GCG | 79.32 |
| 10-100-50750 | POSTAGE-GCG | 18.76 |
| 10-100-55400 | AUDIT EXPENSE-GCG | 950.00 |
| 10-100-55800 | DUES AND SUBSCRIPTIO | 31.35 |
| 10-100-56400 | PROFESSIONAL-GCG | 64.25 |
| 10-100-56950 | TRAINING & EDUCATION | 205.00 |
| 10-100-61000 | TELEPHONE-GCG | 159.67 |
| 10-200-50130 | SUPPLIES-LAW | 24.97 |
| 10-200-50550 | CUSTODIAL SUPPLIES-LA | 43.05 |
| 10-200-50750 | POSTAGE-LAW | 9.45 |
| 10-200-61000 | TELEPHONE-LAW | 159.67 |
| 10-200-92500 | UNIFORMS-LAW | 9.00 |
| 10-250-61000 | TELEPHONE-COURT | 114.06 |
| 10-300-56400 | PROFESSIONAL-STREETS | 9.75 |
| 10-300-61000 | TELEPHONE-STREETS | 114.06 |
| 10-300-71000 | VEHICLE REPAIR & MAIN | 12.58 |
| 10-300-92500 | UNIFORMS-STREETS | 68.70 |
| 10-400-61000 | TELEPHONE-P&D | 114.06 |
| 10-500-55600 | CONTRACT LABOR-EM | 4,085.00 |
| 20-600-50130 | SUPPLIES-WATER | 111.35 |
| 20-600-50700 | OFFICE SUPPLIES-WATER | 43.48 |
| 20-600-50750 | POSTAGE-WATER | 3.17 |
| 20-600-51000 | REPAIRS AND MAINTEN | 994.72 |
| 20-600-55400 | AUDIT EXPENSE-WATER | 950.00 |
| 20-600-55850 | EQUIPMENT RENTAL-WA | 330.71 |
| 20-600-61000 | TELEPHONE WATER | 209.68 |
| 20-600-71000 | VEHICLE REPAIR & MAIN | 39.70 |
| 20-600-92500 | UNIFORMS-WATER | 172.69 |
| 20-700-50130 | SUPPLIES-SEWER | 153.06 |
| 20-700-50700 | OFFICE SUPPLIES-SEWER | 43.49 |
| 20-700-50750 | POSTAGE-SEWER | 3.17 |
| 20-700-51000 | REPAIRS AND MAINTEN | 252.89 |
| 20-700-55400 | AUDIT EXPENSE-SEWER | 950.00 |
| 20-700-55850 | EQUIPMENT RENTAL-SE | 330.70 |
| 20-700-61000 | TELEPHONE-SEWER | 209.68 |
| 20-700-70000 | VEHICLE EXPENSE FUEL- | 20.00 |
| 20-700-71000 | VEHICLE REPAIR & MAIN | 39.71 |
| 20-700-92500 | UNIFORMS-SEWER | 125.59 |
| 30-800-50130 | SUPPLIES GENERAL-PKS | 44.80 |
| 30-800-50180 | SUPPLIES SPORTS-PKS | 70.13 |
| 30-800-50200 | CONCESSIONS-PKS | 425.44 |
| 30-800-50500 | BUILDING MAINTENANC | 1,545.06 |
| 30-800-50550 | CUSTODIAL SUPPLIES-PK | 428.03 |
| 30-800-50700 | OFFICE SUPPLIES-PKS | 12.40 |
| 30-800-55400 | AUDIT EXPENSE-PKS | 150.00 |
| 30-800-55600 | CONTRACT LABOR-PKS | 877.24 |
| 30-800-56900 | TRAVEL EXPENSE-PKS | 165.60 |
| 30-800-61000 | TELEPHONE-PKS | 159.68 |

Account Summary

| Account Number | Account Name | Expense Amount |
|-----------------------|-----------------------|-----------------------|
| 30-800-71000 | VEHICLE REPAIR & MAIN | 81.92 |
| 30-800-92500 | UNIFORMS-PKS | 133.23 |
| | Grand Total: | <u>15,425.55</u> |

Project Account Summary

| Project Account Key | Expense Amount |
|----------------------------|--------------------------------------|
| **None** | 15,425.55 |
| | Grand Total: <u>15,425.55</u> |

Public Works Report

January 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 131 utility locates.
- We fixed a leak at the corner of Long and Allen (clean-up will still have to be done).
- We fixed a leak at 619 Daniel that involved 2 services (clean-up will still have to be done).
- We put in a double water tap in the 8700 block of farm road 104.
- We are currently working on getting the parts and fixing some of the city's older fire hydrants.

Sewer

- We completed 76 work orders this month.
- A band on our 14" force main blew apart causing a sewer overflow. We temporarily fixed it and then had contractors come back and replace both bands on the 14" main with substantially stronger bands. We do not expect to have a problem in these areas in the future. All paperwork has been filed and DNR is well aware of the situation.
- We had to have a lift pump at the Meadows East lift station rebuilt, it is back in place and working fine, however we need to start replacing the vacuum pumps soon, as they are getting weak.
- We still have issues with our holding basin outside our B lift station (water coming in through cracks in the walls) the cracks that had previously been fixed have started leaking again, so at this time we are working on other solutions.
- Our sewer camera has been taken to EJ Equipment to have some repair work done on it, we should have it back in 2-3 weeks.
- Manhole inspections have begun, starting in the B drainage area to identify I and I issues.

Streets

- We have given the recycle center a good cleaning.

- We have started fixing water valves, this means finding, them cleaning them out, exercising them, and forming and pouring concrete around them.
- We continue to replace street signs and road signs throughout town.
- We have completed two manhole repairs.
- We have been patching potholes at various places around town.
- We have gotten started on building forms and bases for our H₂S air scrubbers that will be installed at and outside our 94-lift station.

Equipment Usage and Repairs

January 2020

| Equip # | Description | Prior Month Miles/Hours | Current Month Miles/Hours | Monthly Usage | Service and Repairs | YTD Repair Cost |
|---------|----------------------------------|----------------------------|------------------------------|------------------|------------------------|--------------------|
| 1 | 2013 Ford F-150 | 75,750 | 76,522 | 772 | \$0.00 | \$0.00 |
| 2 | 2004 Chevy 1 Ton Dump | 137,116 | 138,992 | 1,876 | \$120.00 | \$120.00 |
| 3 | 2003 Chevy 1 Ton Utility - Sewer | 169,361 | 171,251 | 1,890 | \$7.19 | \$7.19 |
| 4 | 1998 Dodge 1/2 Ton FB | 127,532 | 127,583 | 51 | \$0.00 | \$0.00 |
| 5 | 2001 Chevy 1500 | 106,287 | 107,428 | 1,141 | \$0.00 | \$0.00 |
| 6 | 2000 Chevy 3/4 Ton FB | 145,556 | 145,751 | 195 | \$22.86 | \$22.86 |
| 7 | 1993 Ford 1 Ton Utility - Water | 94,410 | 94,438 | 28 | \$21.90 | \$21.90 |
| 8 | 2005 International 3200 Dump | 20,926 | 20,980 | 54 | \$0.00 | \$0.00 |
| 9 | 2017 Chevy Silverado | 21,636 | 23,210 | 1,574 | \$0.00 | \$0.00 |
| 10 | Water Van | 384 | 384 | - | \$0.00 | \$0.00 |
| 11 | 1998 Chevy S-10 | 155,328 | 155,375 | 47 | \$0.00 | \$0.00 |
| 12 | Case Backhoe | 2,926 | 2,998 | 72 | \$0.00 | \$0.00 |
| 13 | 60XT Case Skid Steer | 1,497 | 1,532 | 35 | \$0.00 | \$0.00 |
| 14 | Kubota RTV 1100 | 892 | 892 | - | \$0.00 | \$0.00 |
| | | | | | \$171.95 | \$171.95 |

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

Monthly Water Loss 2020

Current Month

1

| Month | January | Annual Average | Annual |
|-------------------------------------|-------------------|-------------------|-------------------|
| Amount of Gallons Pumped | 23,515,800 | 23,515,800 | 23,515,800 |
| Dollar Amount Sold | \$76,849.76 | \$76,849.76 | \$76,849.76 |
| Gallons of Water Sold | 15,381,000 | 15,381,000 | 15,381,000 |
| Flushing | 0 | 0 | 0 |
| Leaks/Adjustments | 10,000 | 10,000 | 10,000 |
| City Usage (not billed) | 25,000 | 25,000 | 25,000 |
| Fire Department Usage | 0 | 0 | 0 |
| Tower Overflows | 0 | 0 | 0 |
| Residuals | 45,000 | 45,000 | 45,000 |
| Total Gallons Accounted For | 15,461,000 | 7,730,500 | 15,461,000 |
| % Water Loss | 34.25% | 34.25% | |
| Amount of Water Lost | 8,054,800 | 8,054,800 | 8,054,800 |
| Willard North #1 | 2,126,800 | 2,126,800 | 2,126,800 |
| Willard South #2 | 2,506,300 | 2,506,300 | 2,506,300 |
| Meadows West #1 | 10,630,700 | 10,630,700 | 10,630,700 |
| Meadows East #2 | 9,252,000 | 9,252,000 | 9,252,000 |
| Correction per MRWA Willard Well 1& | -1,000,000 | -1,000,000 | -1,000,000 |
| Total Water Pumped | 23,515,800 | 23,515,800 | 23,515,800 |
| City Commercial Irrigation | 14 | 14 | |
| City Commercial 1 SPF | 128 | 128 | |
| City Commercial 3 Water only | 18 | 18 | 160 |
| City Residential Irrigation | 2 | 2 | |
| City Residential 1 SPF | 1984 | 1,984 | |
| City Residential 3 Water Only | 71 | 71 | 2,057 |
| Rural Irrigation | 4 | 4 | |
| Rural Residential 1 SPF | 9 | 9 | |
| Rural Residential 2 Lagoon | 275 | 275 | |
| Rural Residential 3 Water Only | 861 | 861 | 1,149 |
| Rural Commercial 2 Lagoon | 3 | 3 | |
| Rural Commercial 3 Water only | 12 | 12 | |
| Rural Commercial 1 SPF | 0 | 0 | |
| Zero-Non Billed | 11 | 11 | 26 |
| Number of Total Customers | 3392 | 3392 | 3392 |

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
January 2020 - Monthly Statistical Report



| Administration | Officer – DSN | Case #'s |
|----------------------|---------------|-----------|
| Tom McClain, Chief | 1601-001 | 12 |
| Shannon Shipley, Lt. | 1602-003 | 16 |
| | Total | 28 |

| Squad #1 | 1603-040 | Joe Duran, Cpl | 39 | Squad #2 | 1604-027 | Steve Purdy, Cpl. Investigator | 28 |
|----------|--------------|-------------------------|------------|--------------|----------|--------------------------------|------------|
| | 1605-044 | Billie Deckard, Officer | 67 | | 1606-046 | Shawn Garner, Officer | 37 |
| | 1607-050 | Caleb Steen, Officer | 61 | | 1608-049 | Brandon Bond, Officer | 60 |
| | 1610-047 | Glenn Cozzens, Officer | 63 | | 1609-051 | Wayne Hansen, Officer | 62 |
| | | | | | | | |
| | Total | | 230 | Total | | | 187 |

| Reserves | Officer | Officer Names | Case #'s | Hours |
|---|--------------|-----------------------|------------|------------|
| | 1630-024 | Clint Heimbach, SRO | 3 | |
| | 1631-045 | Cindy Garton, SRO | 2 | |
| | 1632-052 | Mark Riggin, SRO | | |
| | 1641-014 | Brian Gordon, Reserve | | |
| | 1642-015 | JD Landon, Reserve | | 8.5 |
| | 1645-035 | Brian Hinkle, Reserve | | |
| | 1646-031 | Andrew Hunt, Reserve | | |
| | | Tim Wheeler, Reserve | | |
| | Total | | 5 | 8.5 |
| Total Incidents for the month... | | | 450 | |

Incident Statistics

| | | | |
|------------------|-----|---------------------------------|-----|
| Felony | 9 | HBO (Handled by Officers) | 348 |
| Misdemeanor | 16 | Use of Force | 0 |
| Infraction | 218 | Dog at Large | 8 |
| Other (Services) | 196 | Neglect- 0 / Abuse-0 / Bites- 0 | 0 |

Vehicle Maintenance

| Vehicle | Odometer Reading | Monthly Mileage | Shifts Used | Miles per Shift | Monthly Maintenance | Year to Date Maintenance |
|-------------|------------------|-----------------|-------------|-----------------|---------------------|--------------------------|
| WPD-01 2013 | 106,550 | 804 | 20 | 40.2 | \$0.00 | \$0.00 |
| WPD-03 2013 | 139,200 | 2193 | 20 | 109 | \$1,438.50 | \$1,438.50 |
| WPD-04 2018 | 41,781 | 4,123 | 47 | 88 | \$32.34 | \$32.34 |
| WPD-05 2019 | 16,195 | 2,083 | 28 | 74 | \$0.00 | \$0.00 |
| WPD-06 2013 | 107,904 | 0 | 0 | 0 | \$0.00 | \$0.00 |
| WPD-07 2017 | 14,044 | 280 | 12 | 23 | \$0.00 | \$0.00 |
| WPD-08 M | 5,607 | 0 | 0 | 0 | \$0.00 | \$0.00 |

Vehicle Maintenance Details

| | |
|--|----------------|
| WPD-01: | WPD-04: Wipers |
| WPD-02: | WPD-06: |
| WPD-03: Strut Assy., Chassis Stabilizer, Rotate Tires, Antifreeze & Power Steering | WPD-07: |

Misc. Dept. Info:

**Planning and Development Report
February 10, 2020**

Ongoing Projects-

HWY 160 Improvements- The contractors are blasting and breaking rock at various locations, they continue to move dirt to construct the new lanes. Drainpipes are being installed along with electric supply lines for traffic signals and streetlighting.

ATM Commercial Subdivision Phase 2 Gauge Crossing Subdivision- The contractor has completed 50% of the waterline installation and 85% of the storm water pipe installation. They are 75% complete excavating and breaking rock in the detention area. They are waiting on fill from the HWY 160 project to fill the lots in. We have received a request for modification of the development plan and will be bringing that back to the BOA following P/Z recommendations later this month.

Capacity Improvements – The contractor has replaced the saddles for the air relief valves on the 14" force main.

Meadows North Subdivision- The developer has completed 90% of the waterline and 50% of the storm water pipe. The wet weather has dampered working on the subbase of the street and detention area.

Transportation Alternative Program Sidewalk Grant – The engineer has sent PS&E documents to MO DOT. We are still planning on advertising for bid the first of March.

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. We are still waiting on comments concerning the storm water.

Miller Rd. Project- Staff is waiting on the modified design plans. We have been told Mid to late February.

F.O.G. Program. Staff continues to issue F.O.G. Permits as the applications and business license renewal request come in.

New Development- Staff is working with surveyors for CMH and will be taking a Lot combination / Replat request to the Planning and Zoning Commission later this month.

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:

8 permits were issued in January totaling \$15,816.60 in permit fees collected, and \$483,000 estimated construction cost. 6 of the permits were issued to finish the Stone Creek Subdivision.

There were 4 establishments invoiced for their Fat, Oil and Grease permit.

Randy and I went to a Floodplain meeting hosted by SMCOG. Some development concerns were cleared up. An additional meeting will be held later in the year.

Mapping:

The Census Boundary and Annexation Survey, and New Construction Survey was updated and submitted. Willard is ready for the 2020 Census. The first invitation to respond online is due to hit mailboxes starting on March 12th. It should be noted that the questionnaire will NOT be asking the previously proposed citizenship status question, which the Bureau believes will help get a more accurate count.

Public works is making a lot of progress on the sewer map. Updates to the data are made weekly.

Prosecuting Clerk:

The 2020 Violations Bureau fine poster was made and replaced the May 2019 fines.

The probation class information was updated due to new organizations offering classes.

367 Open cases without dispositions (244 have active warrants)

215 Open cases with dispositions, still pending payments

130 Probation cases (25 have a class or community service hours to complete)

21 Deferred cases (4 have a class or community service hours to complete)

There were 2 trial in January (one of which will be a trial de novo and will be reheard in Greene County Court)

-Abby Brixey

CITY CLERK: (Informational only) JANUARY 2020

- ~Issued 41 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, ECDTF, 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.
- ~Completed FOG Permits for area restaurants.
- ~Completed Election Ballots and sent to County with letter for Election.
- ~Organized and hosted SWMOCCFOA Clerks Training in Willard. Great turnout with over 30 Clerks!
- ~Swore in as Notary to renew certification.

EMERGENCY MANAGEMENT: (Informational only) JANUARY 2020

- ~Completed EMPG Webinar.
- ~Completed Grant application for 2020 EMPG.
- ~Monitored Severe Weather January 10th, sent updates through appropriate channels.
- ~Began working on update to Master Contact List for EOP Update this year.

MUNICIPAL DIVISION SUMMARY REPORTING FORM

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

| | | | | |
|---|-----|--|--|--------------------------|
| <u>I. COURT INFORMATION</u> | | Municipality: Willard Municipal Court | Reporting Period: Jan 1, 2020 - Jan 31, 2020 | |
| 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 | | | | |
| <hr/> | | | | |
| <u>II. MONTHLY CASELOAD INFORMATION</u> | | Alcohol & Drug Related Traffic | Other Traffic | Non-Traffic Ordinance |
| A. Cases (citations/informations) pending at start of month | | 19 | 285 | 118 |
| B. Cases (citations/informations) filed | | 0 | 15 | 5 |
| C. Cases (citations/informations) disposed | | | | |
| 1. jury trial (Springfield, Jefferson County, and St. Louis County only) | | 0 | 0 | 0 |
| 2. court/bench trial - GUILTY | | 0 | 0 | 0 |
| 3. court/bench trial - NOT GUILTY | | 0 | 0 | 0 |
| 4. plea of GUILTY in court | | 1 | 24 | 4 |
| 5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs) | | 0 | 11 | 1 |
| 6. dismissed by court | | 0 | 0 | 0 |
| 7. <i>nolle prosequi</i> | | 0 | 4 | 3 |
| 8. certified for jury trial (not heard in Municipal Division) | | 0 | 0 | 0 |
| 9. TOTAL CASE DISPOSITIONS | | 1 | 39 | 8 |
| D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9] | | 18 | 261 | 115 |
| E. Trial de Novo and/or appeal applications filed | | 0 | 0 | 0 |
| <hr/> | | | | |
| <u>III. WARRANT INFORMATION (pre- & post-disposition)</u> | | <u>IV. PARKING TICKETS</u> | | |
| 1. # Issued during reporting period | 36 | 1. # Issued during period | 0 | |
| 2. # Served/withdrawn during reporting period | 13 | <input checked="" type="checkbox"/> Court staff does not process parking tickets | | |
| 3. # Outstanding at end of reporting period | 413 | | | |

MUNICIPAL DIVISION SUMMARY REPORTING FORM

| | | |
|--------------------------|---------------------------------------|--|
| COURT INFORMATION | Municipality: Willard Municipal Court | Reporting Period: Jan 1, 2020 - Jan 31, 2020 |
|--------------------------|---------------------------------------|--|

| <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 | \$1,878.50 | Court Automation | \$298.46 |
| Clerk Fee - Excess Revenue | \$347.00 | Judicial Facility Srchg CT31 | \$418.00 |
| Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue | \$11.67 | Law Enf Arrest-Local | \$162.97 |
| Bond forfeitures (paid to city) - Excess Revenue | \$0.00 | Total Other Disbursements | \$879.43 |
| Total Excess Revenue | \$2,237.17 | Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited | \$4,161.47 |
| Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation) | | Bond Refunds | \$13.85 |
| Fines - Other | \$316.50 | Total Disbursements | \$4,175.32 |
| Clerk Fee - Other | \$122.00 | | |
| Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF | \$42.65 | | |
| Peace Officer Standards and Training (POST) Commission surcharge | \$42.63 | | |
| Crime Victims Compensation (CVC) Fund surcharge - Paid to State | \$303.99 | | |
| Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other | \$4.10 | | |
| Law Enforcement Training (LET) Fund surcharge | \$90.00 | | |
| 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 | \$1,044.87 | | |



Agenda Item# 6

Discussion/Vote to accept bids for Parks Department.

a. Fireworks

b. HVAC

Sponsored by the Parks Director.



Jennifer Rowe, City Clerk

City of Willard

224 W. Jackson

PO Box 187

Willard, MO 65781

City of Willard,

Thank you for taking the time to evaluate our proposal. Your proposal contains a variety of multi-shot barrage units through 2.5-inch shells, varying rising effects, and an impressive finale to cap off your display.

Within your proposal you will find sections marked as free product offered to our customers for early payment and multiple year agreements. These percentages are based on the fireworks dollars of your budget. The early payment would be due 70 days before your display and the multiple year agreement gives you 15% in free product every year of your contract with J&M

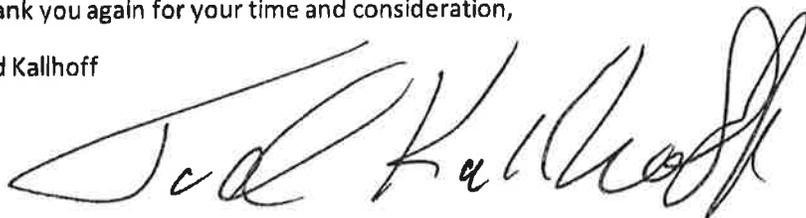
Displays.

J&M Displays, Inc. carries \$10,000,000.00 in Liability Insurance that can be extended to the City of Willard, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions, and affiliates. Within this proposal is a sample Certificate of Insurance for your review.

J&M Displays takes pride in their selection and quality of shells as well as customer service. J&M's stringent quality controls mean better reliability, pattern, and duration. For the past 40 years, we've earned a reputation for reliability, customer satisfaction, safety, and professionalism. We look forward to the opportunity of working with you.

Thank you again for your time and consideration,

Ted Kallhoff

A handwritten signature in black ink, appearing to read "Ted Kallhoff". The signature is fluid and cursive, with a large, sweeping initial "T" and a stylized "K".

Regional Sales Manager

402-639-6065

ted@jandmdisplays.com



J&M Displays Proposal for: Willard Mo

Opening

Multi-shell Barrage Units

| Quantity | Name | Rising Effect | Price | Total |
|---------------------------|---|---------------|----------|----------|
| 2 | Patriotic opening comets and reports 100 shot | | \$166.40 | \$332.80 |
| Category Shell Count: 200 | | | | \$332.80 |
| Section Shell Count: 200 | | | | |

Walls

Multi-shell Barrage Units

| Quantity | Name | Rising Effect | Price | Total |
|----------------------------|--|---------------|---------|----------|
| 4 | V shape candle bundle 300 shot - Assorted colors | | \$73.00 | \$292.00 |
| Category Shell Count: 1200 | | | | \$292.00 |
| Section Shell Count: 1200 | | | | |

Main Event

Multi-shell Barrage Units

| Quantity | Name | Rising Effect | Price | Total |
|----------------------------|---|---------------|----------|------------|
| 2 | Brocade Crown Color Bouquet Rain Bouquet 36 shot | | \$130.95 | \$261.90 |
| 2 | Brocade Crown King 36 shot | | \$130.95 | \$261.90 |
| 2 | Color & report with brocade tail 100 shot | | \$130.95 | \$261.90 |
| 2 | Report with color w/ silver tail 100 shot | | \$130.95 | \$261.90 |
| 2 | Brocade to Red White Blue 49 shot | | \$166.40 | \$332.80 |
| 2 | Color comets whistles and report finale 100 shot Z | | \$166.40 | \$332.80 |
| 2 | Red comets to Red Strobe Willow with Blue 49 shot | | \$166.40 | \$332.80 |
| 2 | Silver tails to Red and silver strobe and blue 100 shot | | \$166.40 | \$332.80 |
| 2 | New color crossettes 100 shot I shape | | \$298.60 | \$597.20 |
| 2 | Whistle tail to titanium salute 100 shot | | \$298.60 | \$597.20 |
| 2 | 0.8" 150 shot Z Shape Flower Rain | | \$356.50 | \$713.00 |
| 2 | Rainbow crossette 100 shot Z shape | | \$356.50 | \$713.00 |
| Category Shell Count: 2040 | | | | \$4,999.20 |

2.5 Inch Color Shells

| Quantity | Name | Rising Effect | Price | Total |
|---------------------------|---|---------------|----------|------------|
| 3 | Assortment F of 30 different J&M Brand shells ELECTRIC FIRE | mixed tails | \$250.00 | \$750.00 |
| 3 | Assortment G of 15 pairs (30 shells) J&M Brand Shells ELECTRIC FIRE | mixed tails | \$250.00 | \$750.00 |
| 3 | Assortment T of 30 different J&M Brand Shells ELECTRIC FIRE | mixed tails | \$250.00 | \$750.00 |
| Category Shell Count: 270 | | | | \$2,250.00 |
| Section Shell Count: 2310 | | | | |

False Finales

Multi-shell Barrage Units

| Quantity | Name | Rising Effect | Price | Total |
|---------------------------|--|---------------|----------|----------|
| 2 | Red White Blue & crackling comets, with report finale 100 shot | | \$166.40 | \$332.80 |
| Category Shell Count: 200 | | | | \$332.80 |
| Section Shell Count: 200 | | | | |



J&M Displays Proposal for: Willard Mo

Miscellaneous

Ignition Items

| Quantity | Name | Rising Effect | Price | Total |
|-------------------------|-----------------------|---------------|--------|----------|
| 325 | Igniter 3 meter leads | | \$1.95 | \$633.75 |
| Category Shell Count: 0 | | | | \$633.75 |
| Section Shell Count: 0 | | | | |

8% Free for Early Payment

2.5 Inch Finales

| Quantity | Name | Rising Effect | Price | Total |
|--------------------------|---|---------------|---------|----------|
| 5 | Red white and blue 10 Shot finale chain | | \$96.45 | \$482.25 |
| Category Shell Count: 50 | | | | \$482.25 |
| Section Shell Count: 50 | | | | |

15% Free for Multiple Year Agreement

2.5 Inch Finales

| Quantity | Name | Rising Effect | Price | Total |
|---------------------------|---|---------------|---------|------------|
| 6 | Red white and blue 10 Shot finale chain | | \$96.45 | \$578.70 |
| 5 | Salute with palm 10 Shot finale chain | | \$96.45 | \$482.25 |
| Category Shell Count: 110 | | | | \$1,060.95 |
| Section Shell Count: 110 | | | | |



J&M Displays Proposal for: Willard Mo

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

| | | | |
|-----------------------|-------------------|-------------------|----------|
| Fireworks Price: | \$8,840.55 | Total Shot Count: | 4070 |
| Discount: | \$1,770.55 | Packing Check: | 382 |
| Subtotal Fireworks: | \$7,070.00 | Date of Display: | 06/27/20 |
| Sales Tax: | | Customer Number: | |
| Local Sales Tax: | | | |
| Insurance Processing: | \$950.00 | | |
| License and Permit: | | | |
| Shoot Fee: | \$950.00 | | |
| Delivery: | \$380.00 | | |
| Musical Firing: | | | |
| Shoot Cost: | \$150.00 | | |
| Equipment Rental: | | | |
| Barge/Pontoon Fee: | | | |
| Total Price of Show: | \$9,500.00 | | |

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$7,070.00 Fireworks Subtotal

| | |
|------------|--------------------------------------|
| \$482.25 | 8% Free for Early Payment |
| \$1,060.95 | 15% Free for Multiple Year Agreement |
| \$1,543.20 | Total Free |

Total Value of Show is \$12,813.75. Your Price is \$9,500.00

Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction, as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|--|-----------------------------|
| PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114 | CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 | | FAX (A/C, No): 216-658-7101 |
| | E-MAIL ADDRESS: | | |
| INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660 | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A : Everest Indemnity Insurance Co. | | 10851 |
| | INSURER B : Maxum Indemnity Company | | 26743 |
| | INSURER C : Axis Surplus Insurance Company | | 26620 |
| | INSURER D : Everest Denali Insurance Company | | 18044 |
| | INSURER E : | | |
| INSURER F : | | | |

COVERAGES

CERTIFICATE NUMBER: 555432832

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

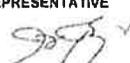
| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|----------|--------------------|-------------------------|-------------------------|---|-------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | SI8ML00060-191 | 1/15/2019 | 1/15/2020 | EACH OCCURRENCE | \$1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$500,000 |
| | | | | | | | MED EXP (Any one person) | \$ |
| | | | | | | | PERSONAL & ADV INJURY | \$1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$2,000,000 |
| | | | | | | | PRODUCTS - COMPIOP AGG | \$2,000,000 |
| | | | | | | | | \$ |
| D | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | SI8CA00033-191 | 1/15/2019 | 1/15/2020 | COMBINED SINGLE LIMIT (Ea accident) | \$1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| B | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | EXC6028118-04 | 1/15/2019 | 1/15/2020 | EACH OCCURRENCE | \$5,000,000 |
| | | | | | | | AGGREGATE | \$5,000,000 |
| | | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | WC STATUTORY LIMITS | OTHER |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |
| C | Excess Liability | | | P-001-000063943-01 | 1/15/2019 | 1/15/2020 | Each Occurrence | \$4,000,000 |
| | | | | | | | Aggregate | \$4,000,000 |
| | | | | | | | Total Excess Limits | \$9,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

CERTIFICATE HOLDER

CANCELLATION

| | |
|---|--|
| J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

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CITY OF WILLARD INVITATION FOR BID #01-2020PKS

Jennifer Rowe, City Clerk
City of Willard
224 W. Jackson, P.O. Box 187
Willard, Missouri 65781

Email: clerk@cityofwillard.org
Telephone Number: 417-742-5302
Due Date: January 24, 2020

SEALED BIDS MUST BE PHYSICALLY RECEIVED AT CITY HALL PRIOR TO 3:00 P.M. ON FRIDAY, January 24, 2020. Bids will be opened by the buyer at the location listed above.

- Bids shall be submitted on the forms provided and must be manually signed by the individual authorized to legally bind the company.
- Bids shall be submitted with the IFB number clearly indicated on the outside of the mailing envelope.
- Bids received after the opening date and time will be rejected.
- The attached Terms and Conditions shall become part of any purchase order resulting from this bid.
- **FAXED/EMAILED BIDS WILL NOT BE ACCEPTED.**

You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

DESCRIPTION

FIREWORKS DISPLAY

See attached General Conditions, Specifications, and Bid Form for detailed information.

DELIVERY: F.O.B. DESTINATION

The articles to be furnished hereunder shall be delivered all transportation charges paid by the bidder to destination.

It is the intent of the City that this Invitation for Bid promotes competitive bidding. It shall be the Vendor's responsibility to advise the City Clerk if any language, requirements, etc. any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation for Bid to a single source. Such notification must be submitted in writing and must be received by the City Clerk not later than three (3) days prior to the bid opening date.

CITY OF WILLARD
INSTRUCTION TO BIDDERS

01. Opening Location

The Bids will be opened at the City of Willard, 224 W. Jackson, Willard, MO 65781 in the presence of City officials at the due date and time indicated on the IFB (Invitation for Bid). All bidders or their representatives are invited to attend the opening of the IFB.

02. IFB Delivery Requirements

Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to the City Clerk's Office for receipt on or before the due date and time indicated. If a Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the City Clerk's office. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Bids may be mailed to the City Clerk's office and accepted if the signed bid form and required information was mailed and received prior to the due date and time. Bids sent by email will not be accepted.

03. Sealed and Marked

If sent by mail, one original signed Bid shall be submitted in one sealed package, clearly marked on the outside of the package with the Invitation for Bid number and addressed to:

City of Willard
Attn: City Clerk
P.O. Box 187
224 W. Jackson,
Willard, MO 65781

04. Legal Name and Signature

Bids shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Bids shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Bid. Failure to properly sign the Bid form shall invalidate same and it shall not be considered for award.

05. Corrections

No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid.

06. Clarification and Addenda

Each bidder shall examine all IFB documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the IFB shall be made through the City Clerk's office in writing or through email. The City Clerk shall not be responsible for oral interpretations given by any City employee, representative or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each bidder, prior to submitting their Bid, to contact the City Clerk at phone number 417-742-5302 to determine if addenda were issued and to make such addenda a part of their Bid.

07. IFB Expenses

All expenses for making Bids to the City are to be borne by the bidder.

08. Irrevocable Offer

Any Bid may be withdrawn up until the due date and time set for opening of the IFB. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of ninety (90) days to sell to the City the goods or services set forth in the IFB, until one (1) or more of the Bids have been duly accepted by the City.

09. Responsive and Responsible Bidder

To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the IFB. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the City and who is known to be fit and capable to perform the Bid as made.

10. Reserved Rights

The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel and past performance records.

11. The Right to Audit

The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three (3) years after final payment.

12. Applicable Law

All applicable laws and regulations of the State of Missouri and the City including the City Procurement Regulations and Procedures will apply to any resulting agreement, contract or purchase order. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations and Procedures.

13. Right to Protest

Appeals and remedies are provided for in the City Procurement Regulations. Protestors shall seek resolution of their complaints initially with the City Clerk. Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within ten (10) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

14. Ethical Standards

With respect to this IFB, if any bidder violates or is a party to a violation of the general ethical standards of the City Procurement Code or the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services for which the Bid is submitted and shall be further disqualified from submitting any future Bids.

15. Collusion

By offering a submission to this Invitation for Bid, the bidder certifies the bidder has not divulged, discussed or compared the Bid with other bidders and has not colluded with any other bidder or parties to this IFB whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this IFB:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- b. Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- d. The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

16. Contract Forms

Any agreement, contract or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the City.

17. Liability and Indemnity

- a. In no event shall the City be liable to the Contractor for special, indirect or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this contract.
- b. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract there under (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage or for damages from the award of this contract to Contractor.
- c. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.

18. IFB Forms, Variances, Alternates

Bids must be submitted on attached City IFB forms, although additional information may be attached. Bidders must indicate any variances from the City requested specifications and/or terms and conditions, on the IFB Affidavit of Compliance. Otherwise, bidders must fully comply with the City requested specifications and terms and conditions. Alternate Bids may or may not be considered at the sole discretion of the City Purchasing Agent.

19. Bid Form

All blank spaces must be completed with the appropriate response. The bidder must state the price, written in ink, for what is proposed to complete each item of the project. Bidders shall insert the words "no bid" in the space provided for an item for which no Bid is made. The bidder shall submit an executed Bid form, affidavit of compliance with other requested documents.

20. Modifications or Withdrawal of Bid

A modification for a Bid already received will be considered only if the modification is received prior to the time announced for opening of Bids. All modifications shall be made in writing, executed and submitted on the same form and manner as the original Bid. Modifications submitted by telephone, fax or email will not be considered.

21. No Bid

If not submitting a Bid, respond by returning the "Statement of No Bid" no later than the stated Bid opening time and date, and explain the reason in the space provided.

22. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Bids; failure to do so will be at the bidder's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error of extension of prices in the Bid, the unit price shall govern.

23. Prices Bid

Give both unit price and extended total. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the Bid, the unit price of the Bid will govern. All prices shall be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. If a bidder offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified. Payment terms shall be Net 30 if not otherwise specified. Pre-payment terms are not acceptable.

24. Discounts

Any and all discounts except cash discounts for prompt payments must be incorporated as a reduction in the Bid price and not shown separately. The price as shown on the Bid shall be the price used in determining award(s).

25. Descriptive Information

All equipment, materials and articles incorporated in the product/work covered by this IFB are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Bidders may submit Bids on items manufactured by other than the manufacturer specified when an "or equal" is stated.

26. Deviations to Specifications and Requirements

When bidding on an "or equal," Bids must be accompanied with all descriptive information necessary for an evaluation of the proposed material or equipment such as the detailed drawings and specifications, certified operation and test data and experience records. Failure of any bidder to furnish the data necessary to determine whether the product is equivalent, may be cause for rejection of the specific item(s) to which it pertains. All deviations from the specifications must be noted in detail by the bidder on the Affidavit of Compliance form, at the time of submittal of Bid. The absence of listed deviations at the time of submittal of the Bid will hold the bidder strictly accountable to the specifications as written. Any deviation from the specifications as written and accepted by the City may be grounds for rejection of the material and/or equipment when delivered.

27. Samples (if required)

For certain types of procurements, samples may be required. If samples are required, it will be stated in the IFB. The following conditions and requirements apply to all samples submitted.

- a. The samples submitted by bidders on items for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- b. Samples not retained must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The City will not be responsible for such samples not removed by the bidder within thirty (30) days after the award has been made. The City reserves the right to consume any or all samples for testing purposes.
- c. Bidders shall make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder.
- d. All samples packages shall be marked "Sample for City Clerk" and each sample shall bear the name of the bidder, item number, Bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of Bid.

28. Quality Guaranty

If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the City, the bidder shall pick up the product from the City at no expense. Also, the bidder shall refund to the City any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.

29. Quality Terms

The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

30. Tax-Exempt

The City is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12494461.

31. Awards

- a. Unless otherwise stated in the IFB, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any minor irregularity or technicality in Bids received.
- c. Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the IFB and (2) is the lowest and best Bid, considering price, delivery, responsibility of the bidder and all other relevant factors.

32. Authorized Product Representation

The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.

33. Regulations

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

34. Termination of Award

Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the City.

35. Royalties and Patents

The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment being furnished. Bidder shall defend all suits or claims for infringement of any patent right and shall hold the City harmless from loss on account or cost and attorney's fees incurred.

36. Equal Employment Opportunity Clause

The City of Willard, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

37. Bid Tabulation

Bidders may request a copy of the bid tabulation of the Invitation for Bid.

38. Budgetary Constraints

The City reserves the right to reduce or increase the quantity, retract any item from the Bid, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.

39. Additional Purchases by Other Public Agencies

The bidder by submitting a Bid authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this IFB unless otherwise noted on the Affidavit of Compliance Form.

40. Order of Precedence

Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to bidders, shall take precedence.

41. Affidavit for Service Contracts

The Bidder represents, in accordance with RSMO 285.530.2 that they have not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under the IFB and agrees to provide an affidavit to the City of Willard affirming that they have not and will not in connection with the IFB, knowingly employ, or subcontract with, any person who is an unauthorized alien.

42. Inspection and Acceptance

No item(s) received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect the item(s). Any item(s) which are discovered to be defective or which do not conform to any warranty of the Seller upon inspection may be returned at the seller's expense for full credit or replacement. If at a later time, the defects were not ascertainable upon the initial inspection may also be returned at the Seller's expense for full credit or replacement. The City's return of defective items shall not exclude any other legal, equitable or contractual remedies the City may have.

**CITY OF WILLARD
INVITATION FOR BID #01-2020PKS
INSURANCE REQUIREMENTS**

Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. Regardless of such approval, it shall be the responsibility of the contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance and shall list the City as additional insured. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Willard, 224 E. Jackson, Willard, MO 65781

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below:

- A. **Workers' Compensation** Statutory coverage per R.S.Mo. 287.010 et seq
Employer's Liability \$3,000,000.00
- B. **Commercial General Liability Insurance**, including coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of **Three Million Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence and **Two Hundred Thousand Dollars (\$200,000.00)** for any one person in a single accident or occurrence.
- C. **Automobile Liability Insurance** covering Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of **Three Million Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence and **Two Hundred Thousand Dollars (\$200,000.00)** for any one person in a single accident or occurrence.
- D. **Subcontracts:** In case any or all of this work is sublet, the Contractor shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Contractor shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City through insurance against applicable hazards or risks and shall provide evidence of such insurance.
- E. **Notice:** The Contractor and/or subcontractor shall furnish the City prior to beginning the work, satisfactory proof of carriage of all the insurance required by this contract, with the provision that

policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Willard.

REQUEST FOR PROPOSAL #01-2020PKS
SECTION ONE: GENERAL INFORMATION

Term: One year beginning on date of award. The City may, at its option, extend the contract for up to five additional one-year terms.

Escalation/DeEscalation: Bid prices shall remain firm for a period of one year from the date of award. The contract prices may be changed after that time for the following reasons:

An increase or decrease in the supplier's cost of materials may be justification for price change; however, this shall not be construed in any way to increase vendor's margin of profit.

All written request for price increase must include backup documentation as to the nature of the increase and shall be submitted to the Chief Financial Officer at least 120 days prior to the scheduled price increase/decrease or renewal of contract. Approval of each request shall be by written confirmation from the Chief Financial Officer. If the City should consider said increase unwarranted or unreasonable, the City reserves the right to terminate the contract with the vendor. Any price decline at the manufacturer's level shall be reflected in an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

Quantity: Budgeted amount may change from year to year.

The City of Willard is soliciting Quotations for our Annual Freedom Fest Fireworks Display. The term of the contract will be one (1) year with five (5) optional renewals. **The show is based on a budget not to exceed \$9,500 for 2020.** The contract will be awarded to the vendor providing the best value to the City of Willard as determined by the evaluation criteria as stated herein.

Date:

The 2020 Annual Fireworks Display is to be held on Saturday, June 27, 2020. For each subsequent renewal period, the successful contractor will provide service on a date as set forth by the City and given to the contractor on or before January 1.

Location - Single site shoot: See Attached Overhead

220 W. Jackson St. Willard, MO 65781

The show will be fired at 10:00 p.m.

1.1 Proposal Due Date

- 1.2.1 **Sealed proposals in the form of one (1) original and two (2) copies must be received by Friday, January 24, 2020 no later than 3:00 p.m. Proposals will not be accepted after that time.**
- 1.2.2 For Mail or Hand Delivery: City of Willard, 224 W. Jackson, P O Box 187, Willard, MO 65781
- 1.2.3 **Proposals should be marked "FIREWORKS DISPLAY IFB 01-2020PKS"**
- 1.2.4 At time of opening, Proposals will be opened and the names of proposers read.

1.2 Bid Requirements

- 1.3.1 The City will not be liable for any cost incurred by the proposer in connection with the preparation or the submittal of this proposal or any interviews/presentations.
- 1.3.2 It is the intent and purpose of the City that this RFP provide a fair and equal opportunity for each proposer to submit competitive proposals. It is the proposer's responsibility to advise the City at least five (5) days prior to the proposal submission date of any language or requirement in this RFP, which unreasonably limits the ability of the offeror to respond.
- 1.3.3 The City reserves the right to accept or reject any or all proposals.
- 1.3.4 All proposals shall be firm and irrevocable for 120 days after the date and time set herein for proposal submission.
- 1.3.5 If it becomes necessary to modify or amend any part of this request for proposal, the City will provide the revision in the form of a written addendum to all of the prospective proposers who received an original request for proposal. An addendum will be issued to answer questions as well.
- 1.3.6 In accordance with chapter 610 of the Revised Statutes of the State of Missouri, all firms submitting proposals should be aware that the request for proposal and the responses are considered public information. Each company submitting a proposal is requested to identify specifically any information contained in their proposal they consider confidential or proprietary that they believe is exempt from disclosure, specifically citing the applicable exempting law.
- 1.3.7 The proposer shall furnish such additional information as the City of Willard shall reasonably require. This includes information that indicates financial resources as well as the ability to provide and maintain services.
- 1.3.8 Exceptions to any RFP terms, conditions, and specifications must be placed on the Affidavit of Compliance included herein and will be considered in the final analysis of the proposal. Failure to include an exception on the Affidavit of Compliance will render

the exception invalid and the proposer will be treated as being in compliance with the specifications regardless of the intent.

- 1.3.9 The contact for the proposal is Jason Knight, 417-742-5381, parkdir@cityofwillard.org. To insure fair consideration for all proposals, the City prohibits communication with any department, City employee, or City official other than the contact during the submission or evaluation process.

To the members of the 2020 Willard Fireworks Selection Committee:

Thank you all for the opportunity to bid the 2020 Willard fireworks display, attached in this packet, you will find a quote in the amount of \$9,500.00 for a multi position 20 minute display containing a number of selected 3" display shells and multi shot cakes.

For the purposes of being most relevant and direct in the information provided, I have used a number of bullet points below in statements about the proposal in addition to general thoughts for consideration.

- This quote provided was designed based off the winning proposal of the 2019 vendor. Having considered that, it is in my opinion that an angle of approach used by this vendor was a very high "shot count" which I have often seen in other winning proposals throughout time.
- "Shot count" can be quite ambiguous to those interpreting proposals. While it can be understood why these high numbers can be of interest to those awarding bids, the numbers are only relevant to the products they represent which understandably can be extremely difficult to those outside of the fireworks industry when weighing value. For example, one 600 shot cake can be the same price as one 10" aerial shell causing a difference of 559 shots is a proposal
- It should be noted that when purchasing a fireworks display, one is being provided much more with a service than a product. While it is important that the value in the products itself is present, the overall "entertainment value" of the production is what should be sought by a customer seeking proposals.
- It appears based upon the provided site diagram, that larger shells can be used, however, given all bids from last year had a max size of 3" that is what was used for the proposal. I do believe that further thought should be given to this instance.
- It is our goal to work with our clients using our experience in the design process to select the best and most appropriate products for the show regardless of the number of shots that represents on paper. Having said that, while what is proposed in the bid will certainly be an entertaining display. Our goal is to gain the opportunity to have a personal meeting with the parties involved to further discuss relevant details and refine the products being proposed. If any products in the proposal were to be changed, the total dollar amount of fireworks in the proposal would remain the same. Please note that a full catalog of our products is publicly available for download at premierpyro.com.

Having considered the above, should the proposal be of interest, we would invite the opportunity for a personal interview to further explore thoughts and possibilities at a time and date of convenience. If anyone should have any questions or comments I would encourage contact to my phone number or email provided on the bid sheet.

Thank you

Quote

Premier Pyrotechnics, Inc.

25255 Highway K
 Richland, MO 65556
 (417) 453-6765

Order Number: 0015787

Order Date: 1/22/2020

Salesperson: CH

Customer Number: 31-0008892

Confirm To:

Ship VIA

Sold To:
 City of Willard
 P.O. Box 187
 WILLARD, MO 65781

Display / Ship To Location:
 City of Willard
 P.O. Box 187
 WILLARD, MO 65781

| Show Type | Show Date | Terms | Customer P.O. | Ship VIA |
|-----------|------------|----------------|---------------|----------|
| Turnkey | 06/27/2020 | Due on Receipt | | |

| Item Description | Ordered | Shot Count | Ext Amount |
|--------------------------------|-----------|------------|------------|
| Aerial Shells | | | |
| 2.5 INCH | | | |
| 2.5"Shell Mod A 96 Shell 24/4 | 1 | 96 | 361.00 |
| 2.5"Shell Mod B 96 Shells 24/4 | 1 | 96 | 361.00 |
| 2.5"FC-R Peony B Peony Slvr P | 6 | 72 | 294.00 |
| 2.5" FC - Color & Salute | 2 | 24 | 98.00 |
| Total 2.5 INCH | 10 | 288 | |
| 3 INCH | | | |
| 3" Shell Mod A 72 Shells 24/3 | 2 | 144 | 972.00 |
| 3" Shell Mod B 72 Shells 24/3 | 1 | 72 | 486.00 |
| 3"Shell Mod C 24/3 w/Tails | 2 | 144 | 972.00 |
| 3" Shell Mod E 36 Shells 18/2 | 1 | 36 | 243.00 |
| 3"FC-R Peony B Peony Slvr Pist | 6 | 60 | 426.00 |
| 3" FC - Color & Salute | 9 | 90 | 639.00 |
| Smile Face | 10 | 10 | 70.00 |
| Total 3 INCH | 31 | 556 | |
| Aerial Shells | 41 | 844 | |
| Cakes | | | |
| 1000 SHOT | | | |
| 1000 Shot Rainbow Comets W | 5 | 5,000 | 845.00 |
| Total 1000 SHOT | 5 | 5,000 | |
| 300 SHOT | | | |
| 300 Shot Broc Crkl Report Z | 3 | 900 | 225.00 |
| 300 Shot Violet Broc Z Fan | 3 | 900 | 225.00 |
| Total 300 SHOT | 6 | 1,800 | |
| 480 SHOT | | | |

Continued

| | | | | | |
|-----------|------------|----------------|---------------|----------|--------------|
| Show Type | Show Date | Terms | Customer P.O. | Ship VIA | Order Number |
| Turnkey | 06/27/2020 | Due on Receipt | | | 0015787 |

| Item Description | Ordered | Shot Count | Ext Amount |
|---------------------------------------|-----------|----------------------------|----------------|
| 480 Shot Splendid Dinner | 3 | 1,440 | 447.00 |
| Total 480 SHOT | 3 | 1,440 | |
| 600 SHOT | | | |
| 600 Shot Four Seasons (Fan) | 3 | 1,800 | 456.00 |
| 600 Shot RWB Crk & Salute (Z) | 3 | 1,800 | 456.00 |
| Total 600 SHOT | 6 | 3,600 | |
| Cakes | 20 | 11,840 | |
| Custom and Other Display Items | | | |
| Shooter Fee | | | 950.00 |
| Insurance Fee | | | 909.12 |
| Shipping and Handling | | | 100.00 |
| | | | <hr/> |
| | | Net Order: | 9,535.12 |
| | | Administrative Adjustment: | 35.12- |
| | | Sales Tax: | 0.00 |
| | | Order Total: | <hr/> 9,500.00 |

Grand total of 12,684 shots in display.

CERTIFICATE OF INSURANCE

ISSUE DATE 2/26/2019

PRODUCER
 PROFESSIONAL PROGRAM INSURANCE BROKERAGE
 DIVISION OF SPG INSURANCE SOLUTIONS, LLC
 371 BEL MARIN KEYS BLVD., SUITE 220
 NOVATO CA, 94949-5662

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR LATER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURER(S) AFFORDING COVERAGE

INSURER A: LLOYD'S OF LONDON

INSURER B:

INSURER C:

INSURER D:

INSURED
 Premier Pyrotechnics, Inc.
 25255 Highway K
 Richland, MO 65556

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

| CO LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|--------|---|---|----------------------------------|-----------------------------------|---|
| A | GENERAL LIABILITY CLAIMS MADE GEN'L AGGREGATE LIMIT APPLIES PER POLICY | PY/19-0015 | 02/01/2019 | 02/01/2020 | EACH ACCIDENT \$ 10,000,000 |
| | | | | | MEDICAL EXP (Any one person) \$ |
| | | | | | FIRE LEGAL LIABILITY \$ 50,000 |
| | | | | | GENERAL AGGREGATE \$ 10,000,000 |
| | | | | | PRODUCTS-COMP/OPS AGG \$ |
| | AUTOMOBILE LIABILITY - ANY AUTO - ANY OWNED AUTOS - SCHEDULED AUTOS - HIRED AUTOS - NON-OWNED AUTOS | This is evidence of insurance procured and developed under the Missouri Surplus Lines Laws. It is NOT covered by the Missouri Guaranty Association. The insurer is not licensed by the state of Missouri and is not subject to its supervision. | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | EXCESS LIABILITY FOLLOWING FORM | | | | EACH ACCIDENT \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | WC STATUTORY LIMITS OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$ |
| | OTHER | | | | |

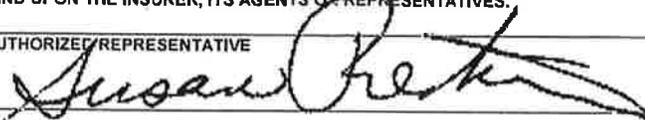
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate of insurance is issued as proof of insurance only as respects the above captioned policy.

CERTIFICATE HOLDER
 TO WHOM IT MAY CONCERN

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Jameson Heating & Air
17004 Lawrence 2127
Mt Vernon, MO 65712 US
(417) 872-6939
bjamesonservice@gmail.com



Estimate

ADDRESS

City of Willard
Attn: City Clerk
PO Box 187
Willard, MO 65781

ESTIMATE # 1131

DATE 01/23/2020

Job Description: HVAC
Replacement for Parks Dept

| ACTIVITY | AMOUNT |
|----------------------|-----------|
| Scope of Work | 15,300.00 |

Remove Existing;
7 1/2 ton air handler
35kw heat strip kit
7 1/2 ton outdoor heat pump

Install new (this equipment is a direct replacement for what you currently have):
American Standard TWE090 air handler - 7 1/2 ton (208/230/460 3 phase)
American Standard 35kw heat strip kit
American Standard TWA090 outdoor heat pump - 7 1/2 ton (208/230/3)
Supply/return ductwork transitions
410-A refrigerant as needed (quantity unknown at this time)
Suction line dryer
Liquid line dryer
Flush/acid scavenger
Misc drain, electric
Labor

Warranty:

5 year compressor
1 year parts
1 year labor

TOTAL

\$15,300.00

Willard Parks will be responsible for removing and putting back any furniture, ceiling grids, and tiles to access the air handler in the ceiling.

On system inspection, we found the compressor had failed causing refrigerant to leak out of the system. This failure caused severe contamination in the refrigerant lines. To keep from damaging the new system, an extensive clean up must be done to the refrigerant lines. This is included in this estimate even though it was not in the specs.

Accepted By

Accepted Date



Jameson Heating & Air

Brian Jameson – Owner

417-872-6939

bjamesonservice@gmail.com

Website: jamesonheatingandair.com

Facebook: @jamesonheating

Google: Jameson Heating & Air

Qualifications:

- 18 years of experience in the industry working with both commercial and residential customers. Founded Jameson Heating & Air in 2014.
- Masters Licensed. Team members are comprised of Journeyman and Masters
- Install, service, and routine maintenance on all Commercial rooftop and ground level units
- Business is located just outside of Mt Vernon
- Available 24/7
- Insured

Past commercial experience prior to Jameson Heating & Air:

James River Mechanical 2011-2014

Commercial Industrial Service Technician – serviced and replaced units ranging from 5 to 100 ton. Boilers, chillers, cooling towers, DX rooftop units, and building automation.

Johnson Controls 2008-2011

York Commercial Factory Technician – serviced and replaced units ranging from 20 to 100 ton. Boilers, chillers, cooling towers, DX roof top units, and building automation.

Commercial Customer References:

Central Assembly of God

Chad Shell – 417-840-0187

- Building consists of 60 units ranging from split systems to 20 ton rooftop units. Perform all preventative maintenance in the spring and fall, repairs as needed, and system replacements.

Select Genetics

Keith Cook - 417-844-9932

- Main hatchery building consists of 12 units ranging from 10 ton to 20 ton. We service and replace units on over 50 farms in the Mt Vernon, Monett, and Aurora area.

Alternative Opportunities

Jeff Hunter – 417-893-9760

- 12 buildings in Springfield, Aurora, and Joplin, consisting of 60 units ranging from split systems to 20 ton rooftop units. Perform all preventative maintenance in the spring and fall, repairs as needed, and system replacements.

Southwest Power Administration

Beth Whitaker – 417-942-9658

- **Building consists of 10 units ranging from small commercial rooftop units to VAV system with fan coils and building automation.**

Rogersville School District

Charles Lee - 417-818-1508

- **Assist maintenance department in service and replacements as needed.**

Additional reviews can be found on our Facebook page and Google.

ODY_I

Job Information



JAMESON HEATING
 WILLARD REC CENTER
 ASHLEY GILBERT

| | | | |
|-----|---------|--------------|--|
| Tag | ODY_I-1 | Model number | TWE09043AAA**A000000 00000000000000000000 |
|-----|---------|--------------|--|

Air Handler Information

| | | | |
|---------------------------|--------------|---------------------------|---------------------------------------|
| AHU Tonnage | 7.5 Ton | AHU Refrigeration Circuit | Single Circuit |
| Max A.H. operating weight | 360.0 lb | Min A.H. operating weight | 323.0 lb |
| AHU Voltage | 208-230/60/3 | Field Applied Voltage | 208-230/3/60 |
| | | Matched Condensing Unit | 7.5 ton Cond Unit, 60Hz, Single Compr |

Cooling Information

| | | | |
|---------------------|-----------|-------------------------|-----------|
| Airflow | 3,000 cfm | Gross total capacity | 98.07 MBh |
| Elevation | | Gross sensible capacity | 76.58 MBh |
| Cooling EDB | 80.00 F | Latent capacity | 21.46 MBh |
| Cooling EWB | 67.00 F | Net total capacity | 94.10 MBh |
| Ambient Temperature | 95.00 F | Net sensible capacity | 72.64 MBh |
| Cooling LDB | 57.72 F | Cooling LWB | 56.92 F |

Heating Information

| | | | |
|--------------------|---------|--------------------|---------|
| Heating EDB | 70.00 F | | |
| Heating Ambient DB | 17.00 F | Heating Ambient WB | 15.00 F |

Electrical Information

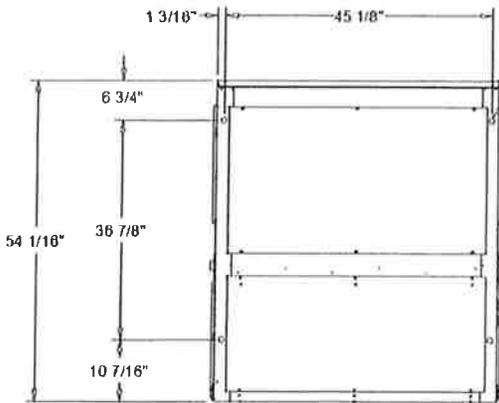
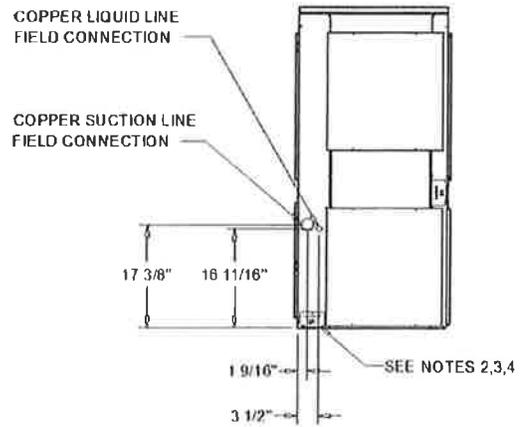
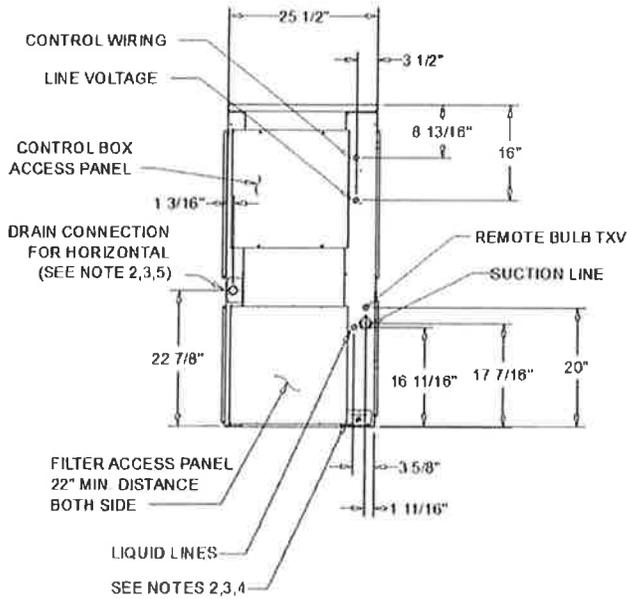
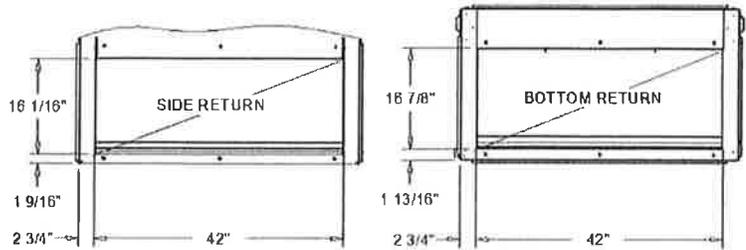
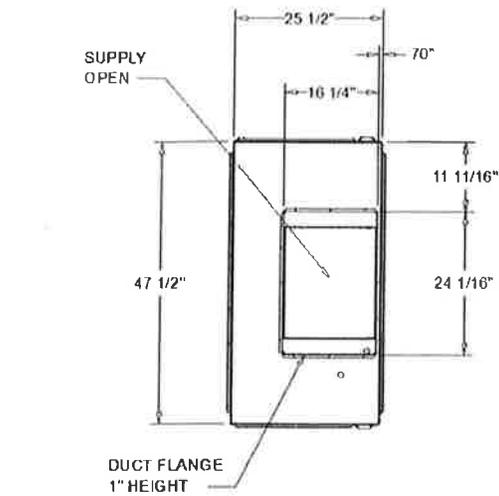
| | | | |
|--------------------------|--------------|---|--------------|
| External Static Pressure | 0.500 in H2O | External plus component static pressure | 0.500 in H2O |
| MCA - A.H. | 98.00 A | MCA - A.H. for 230V w/elect, heat | 112.00 A |
| MOP - A.H. | 100.00 A | MOP - A.H. for 230V w/elect heat | 125.00 A |
| Evaporator motor FLA | 5.30 A | EER @ AHRI (with air handler) | 12.7 EER |
| IEER (system) | 13.1 IPLV | | |

Refrigerant Information

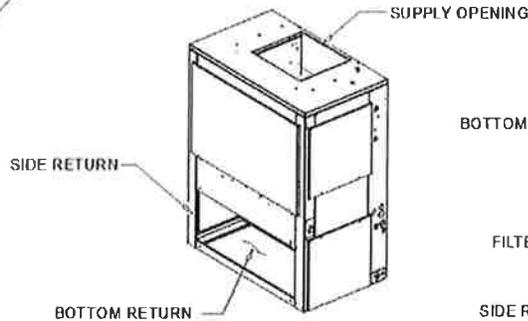
| | | | |
|------------------------|--------------|--------------------------|------------|
| Line Length - Actual | | Metering Device | |
| Evaporator Rows | 4 | Sight glass part# | |
| Evaporator fin spacing | 168 Per Foot | Evaporator face velocity | 386 ft/min |

NOTES:

- 1 PANEL DEPTH 1/2" (TYP. ALL PANELS)
- 2 REMOVABLE DRAIN PAN AND ATTACHED DRAIN CONNECTION MAY BE INSTALLED ON END OF UNIT IN EITHER THE VERTICAL OR HORIZONTAL CONFIGURATION, PLASTIC DRAIN PAN ACCESS PLATE ON THE END OF UNIT OPPOSITE DRAIN CONNECTION MUST BE REMOVED TO SLIDE DRAIN PAN OUT OF UNIT CLEANING ACCESS PLATE MUST BE RE-INSTALLED AFTER SLIDING DRAIN PAN BACK INTO UNIT.
- 3 IF PERIODIC DRAIN PAN CLEANING IS REQUIRED, ALLOW ROOM FOR PARTIAL REMOVAL OF DRAIN PAN CONNECTION AT END OF UNIT.
- 4 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION VERTICAL CONFIGURATION
- 5 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION HORIZONTAL CONFIGURATION

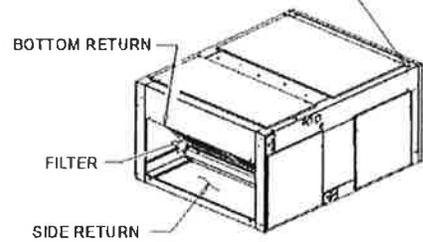


(4) - HOLE FOR HORIZONTAL SUSPENSION



SUPPLY VERTICAL - RETURN HORIZONTAL / RETURN VERTICAL

(4) HOLE FOR HORIZONTAL SUSPENSION



SUPPLY HORIZONTAL - RETURN VERTICAL / RETURN HORIZONTAL

7 1/2 TON AIR HANDLER (SINGLE CIRCUIT)

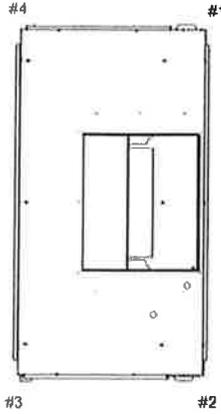
DIMENSIONAL DRAWING

AIR HANDLER ELECTRICAL DATA

| | | | | | | | |
|--|--|--------------------------|--|---|--|--------------------------|--|
| ELECTRICAL DATA Model: Unit Operating Voltage: Minimum Circuit Ampacity: Maximum Fuse Size: Maximum Circuit Breaker: | | Convertible 460 Voltages | | EVAPORATOR FAN MOTOR (9) No. : Volts: Phase: Motor HP: Amp-FLA: Amp-LRA: | | Convertible 460 Voltages | |
| GENERAL DATA | | | | | | | |
| SYSTEM DATA No. Refrigerant Circuits: 1 Suction Line (in) OD: 1 3/8" Liquid Line (in) OD: 1/2" | | | | INDOOR COIL - TYPE Tube Size: 3/8" Face Area: 8 1/8" Row/FPI: 4 / 14 Refrigerant Control: EXPANSION VALVE Drain Connection Size: 1" PVC | | | |
| INDOOR FAN Type: CENTRIFUGAL No. Used/Diameter x Width: 1 / 15"X15" Drive Type/No. Speed: BELT/ADJUSTABLE CFM: 3000 No. Motor: 1 Motor HP - Standard/Oversized: 1 5 / 2 0 / 3.0 Motor RPM: 1725 Motor Frame Size: 56H | | | | FILTER Type: THROWAWAY Furnished: YES No. Size Recommended: (3) 16"X25"X1" | | | |
| HEATER DATA | | | | | | | |
| ELECTRICAL DATA Heat Rating (kW): Control Stages: Power Supply: Minimum Circuit Ampacity: Maximum Fuse Size: Maximum Circuit Breaker: | | | | Notes: 1. KW ratings are at: 208/240V for 208-230V air handlers 480V for 480V air handlers 600V for 575V air handlers For other than rated voltage, capacity = ($\frac{\text{Voltage}}{\text{Rated Voltage}}$) x ² Rated Capacity 2. Any power supply and circuits must be wired and protected in accordance with local electrical codes. 3. The HACR circuit breaker is for U.S.A. installations only 4. With motor field converted to 460V. | | | |

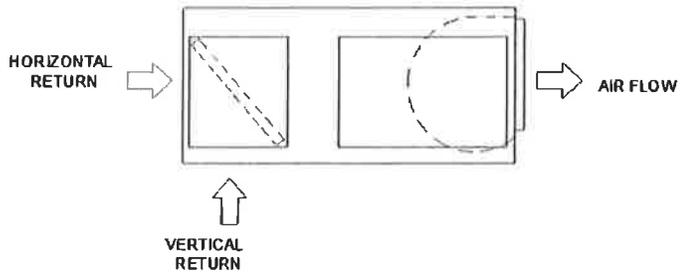
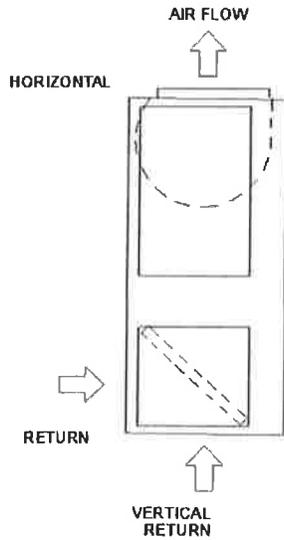
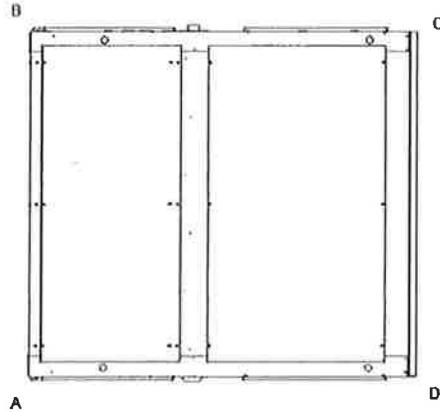
NOTES:

- 1 Cooling performance is rated at 95 F ambient, 80 F entering dry bulb, 67 F entering wet bulb
- 2 Gross capacity does not include the effect of fan motor heat. AHRI capacity is net and includes the effect of fan motor heat. Ratings shown are tested and certified in accordance with AHRI Standard 340/360 or 365 certification program
- 3 Condensing Unit Only Gross Cooling Capacity rate at 45 F saturated suction temperature and at 95 F ambient
- 4 AHRI Net Cooling Capacity is calculated with matched blower coil and 25 ft. of OD interconnecting tubing. EER is rated at AHRI conditions and in accordance with DOE test procedures.
- 5 Integrated Part Load Value is based on AHRI Standard 340/360 or 365. Units are rated at 80 F ambient, 80 F entering dry bulb, and 67 F entering wet bulb at AHRI rated CFM.
- 6 Sound Rating shown is tested in accordance with AHRI Standard 270
7. Refer to refrigerant piping program for line sizing and line length.
- 8 Refrigerant (operating) charge is for condensing unit (all circuits) with matching blower coils and 25 ft of interconnecting refrigerant lines. All units are shipped with a small nitrogen holding charge only.
- 9 Second Column data Coverable to 460 volt



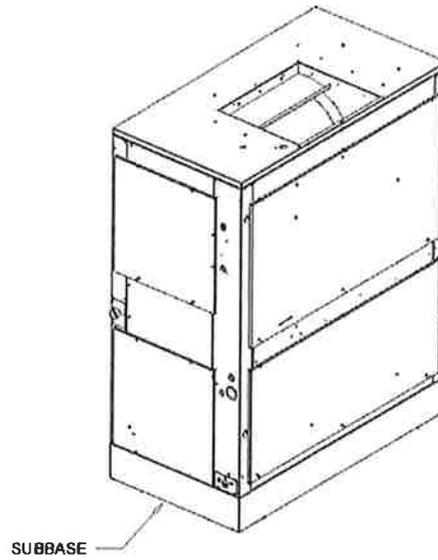
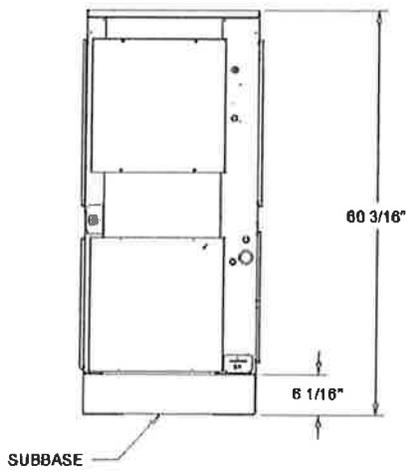
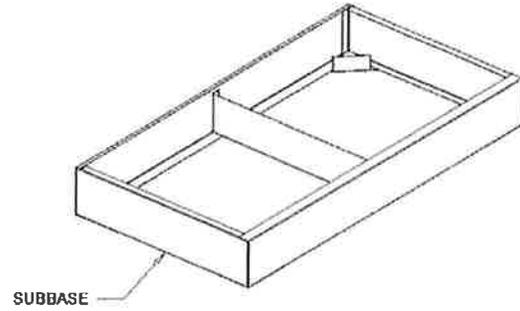
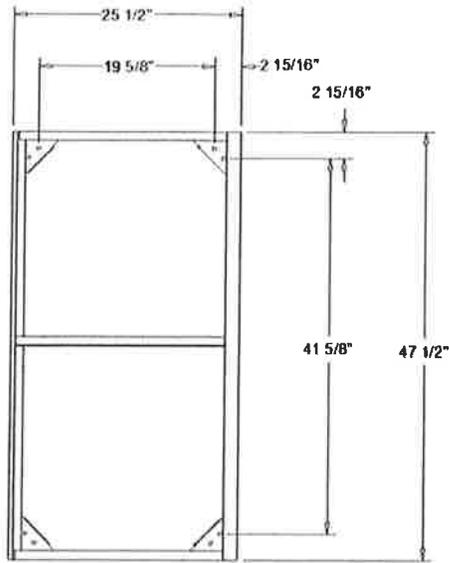
WEIGHTS AND CORNER WEIGHTS

| | |
|-------------------|----------|
| Shipping: | 360.0 lb |
| Net | 323.0 lb |
| VERTICAL | |
| Corner 1: | 67.0 lb |
| Corner 2: | 99.0 lb |
| Corner 3: | 75.0 lb |
| Corner 4: | 82.0 lb |
| HORIZOTNAL | |
| Corner A: | 56.0 lb |
| Corner B: | 92.0 lb |
| Corner C: | 87.0 lb |
| Corner D: | 88.0 lb |

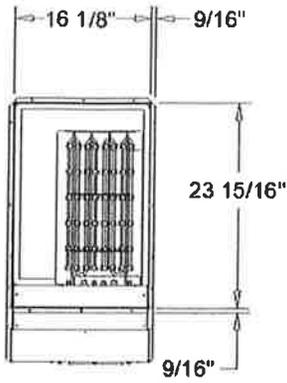


WEIGHTS AND LOAD POINT LOCATION FOR CONDENSOR

WEIGHT AND RIGGING



7 1/2 TON SUBBASE
DIMENSIONAL DRAWING

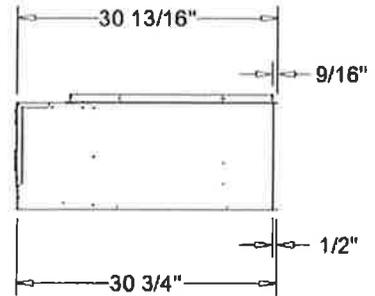
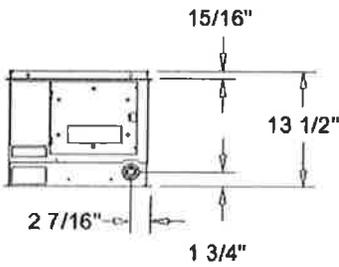
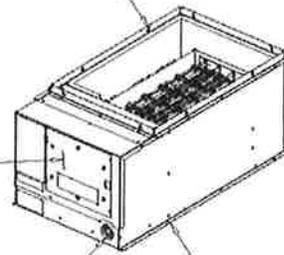


(12) 1/4" DIA HOLE
SAME PATTERN AS TOP

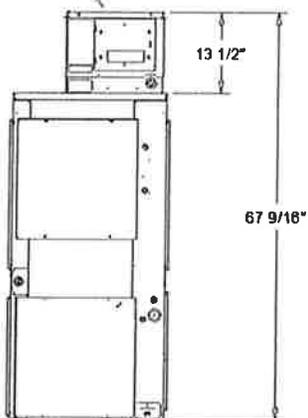
REMOVABLE
PANEL

3 KNOCKOUT FOR 7/8", 1 3/8" AND 2"
DIA CONDUIT POWER SUPPLY ENTRY

(12) 1/4" DIA HOLE
SAME PATTERN AS TOP

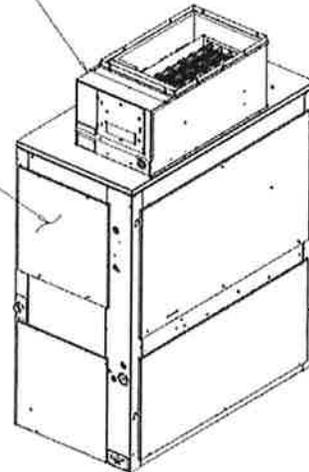


ELECTRIC HEATER

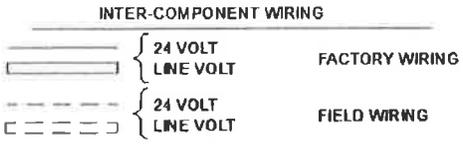
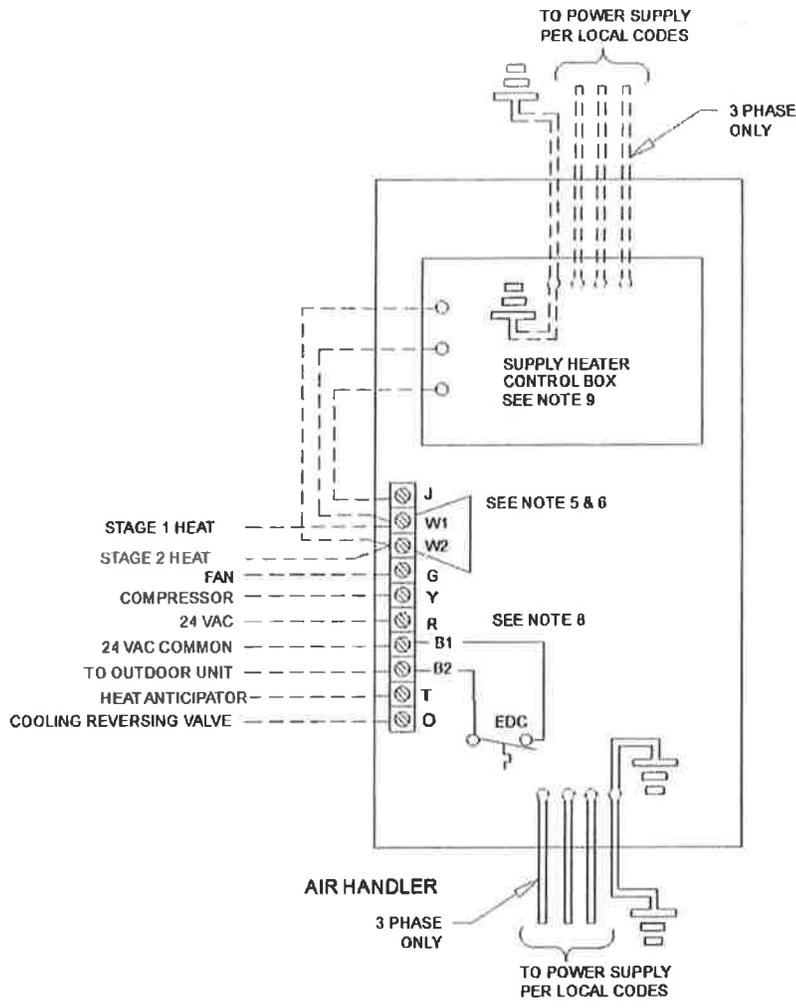


ELECTRIC HEATER

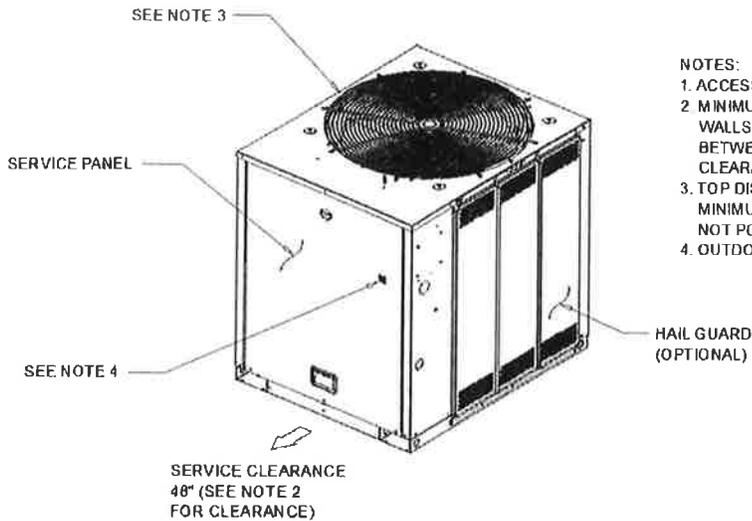
AIR HANDLER



7 1/2 TON ELECTRIC HEATER
DIMENSIONAL DRAWING

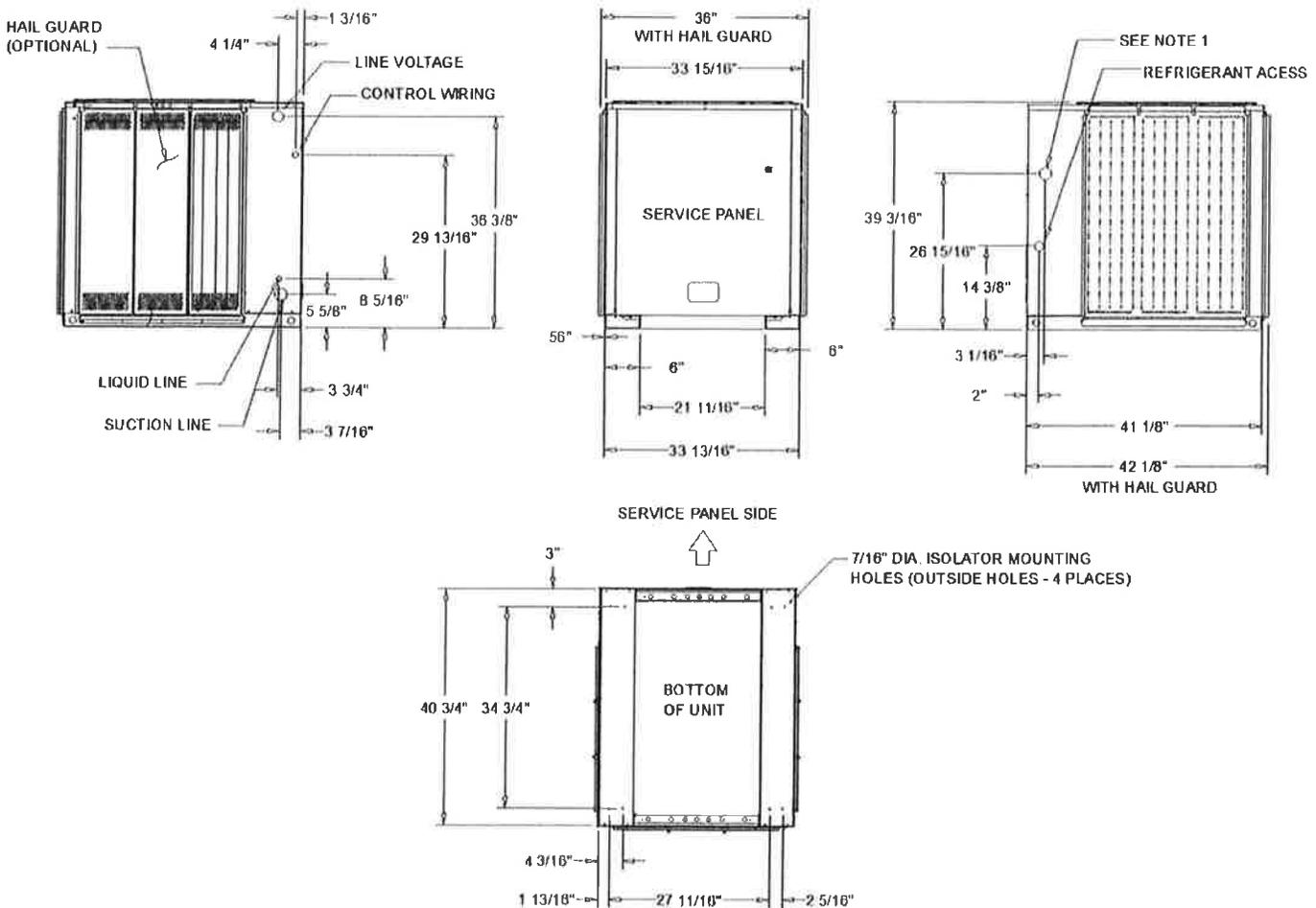


- NOTES:
1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES.
 2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
 3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR.
 4. USE COPPER CONDUCTORS ONLY.
 5. IF TWO STAGE ELECTRIC HEATERS AND THERMOSTAT ARE USED, REMOVE JUMPER BETWEEN W1 AND W2.
 6. FOR SINGLE STAGE ELECTRIC HEATER, OMIT WIRE BETWEEN W2 AND THERMOSTAT AND W2 AND ELECTRIC HEATER.
 7. FOR COOLING ONLY, OMIT WIRES BETWEEN W1, W2 AND THERMOSTAT AND OMIT ELECTRIC HEATER.
 8. IF THE EDC SWITCH IS TO BE CONNECTED IN THE CIRCUIT, THE EDC WIRE MUST BE REMOVED FROM THE B1 TERMINAL AND RECONNECTED TO THE "Y" TERMINAL ON THE INDOOR SECTION LOW VOLTAGE TERMINAL BOARD AS SHOWN
 9. WHEN ELECTRIC HEATER ACCESSORY IS USED, SINGLE POINT POWER ENTRY OR DUAL POINT POWER ENTRY IS FIELD OPTIONAL. SINGLE POINT POWER ENTRY OPTION IS THROUGH ELECTRIC HEATER ONLY.



NOTES:

1. ACCESS OPENING IS FOR FIELD INSTALLED BAYLOAM ACCESSORY.
2. MINIMUM CLEARANCE FOR PROPER OPERATION IS 36" FROM WALLS, SHRUBBERY, PRIVACY FENCES ETC. MINIMUM CLEARANCE BETWEEN ADJACENT UNITS IS 72". RECOMMENDED SERVICE CLEARANCE 48"
3. TOP DISCHARGE AREA SHOULD BE UNRESTRICTED FOR 100' MINIMUM. UNIT SHOULD BE PLACED SO ROOF RUN-OFF WATER DOES NOT POUR DIRECTLY ON UNIT
4. OUTDOOR AIR TEMPERATURE SENSOR OPENING (DO NOT BLOCK OPENING)



6 - 7 1/2 TON HEAT PUMP CONDENSER (SINGLE COMPRESSOR)

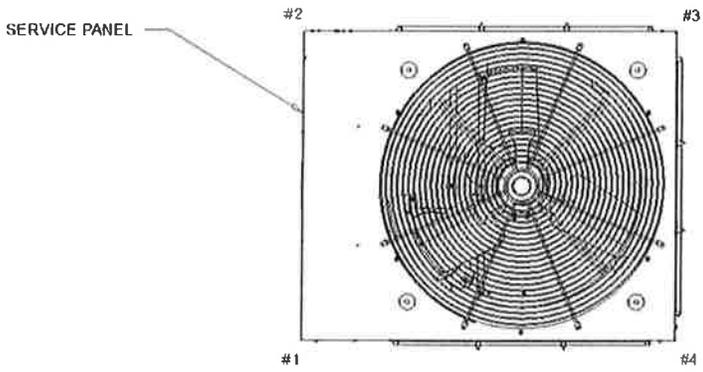
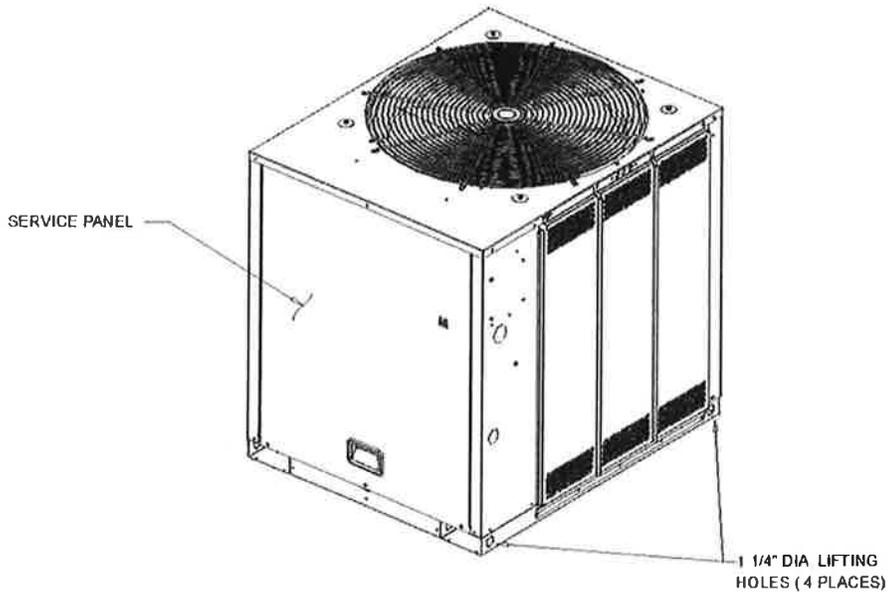
DIMENSIONAL DRAWING

ELECTRICAL DATA CONDENSER

| ELECTRICAL DATA | | COMPRESSOR MOTOR | | CONDENSER FAN MOTOR | |
|---|------------|--------------------------|---------------------------|------------------------------|---------|
| Model: | TWA09043A | No.: | 1 | No.: | 1 |
| Unit Operating Voltage: | 187-253 | Volts: | 208-230 | Volts: | 208-230 |
| Minimum Circuit Ampacity: | 34.0 | Phase: | 3 | Phase: | 1 |
| Maximum Fuse Size: | 50.0 | Amp-RLA: | 25.0 | Amp-FLA: | 3.1 |
| Maximum Circuit Breaker: | 50.0 | Amp-LRA: | 164.0 | Amp-LRA: | 8.1 |
| GENERAL DATA CONDENSER | | | | | |
| COOLING PERFORMANCE (1)(2)(3)(4)(5) | | | COMPRESSOR | | |
| Matched Air Handler: | TWE0904*A* | Number: | Scroll | | |
| Condensing Unit Only: | 84,000 | No. Compressor / Tons: | 1/6.9 | | |
| ARI Net Cooling Capacity: | 86,000 | | | | |
| Matched Air Handler (EER): | 11.3 | | | | |
| Condensing Unit Only (EER): | 11.0 | | | | |
| System KW: | 7.6 | | | | |
| Condensing Unit KW: | 6.8 | | | | |
| System IEER: | 12.4 | | | | |
| | | | SYSTEM DATA (7) | | |
| | | | No. Refrigerant Circuits: | 1 | |
| | | | Suction Line (in.) OD: | 1 1/8" Horizontal & Vertical | |
| | | | Liquid Line (in.) OD: | 1/2" | |
| OUTDOOR COIL | | | OUTDOOR FAN | | |
| Tube Size (in.) OD: | 3/8" | No. Used/Diameter (in.): | 1 / 26" | | |
| Face Area (sq. ft.): | 19 1/4" | Drive Type/No. Speeds: | DIRECT / 1 | | |
| Rows/FPI: | 2/18 | No. Motors/HP: | 1 / 0.5 | | |
| | | | Motor RPM: | 1,100 | |
| REFRIGERANT CHARGE (Fld Supplied) (7)(8) | | | | | |
| TYPE: | R-410A | | | | |
| (Circuits #1): | 22.0 lb | | | | |
| (Circuits #2): | N/A | | | | |

NOTES:

- Cooling performance is rated at 95 F ambient, 80 F entering dry bulb, 67 F entering wet bulb. Gross capacity does not include the effect of fan motor heat. AHRI capacity is net and includes the effect of fan motor heat. Ratings shown are tested and certified in accordance with AHRI.
- Standard 340/360 or 365 certification program.
- Condensing Unit Only Gross Cooling Capacity rate at 45 F saturated suction temperature and at 95 F ambient.
- ARI Net Cooling Capacity is calculated with matched blower coil and 25 ft. of OD interconnecting tubing. EER is rated at AHRI conditions and in accordance with DOE test procedures.
- Integrated Part Load Value is based on AHRI Standard 340/360 or 365. Units are rated at 80 F ambient, 80 F entering dry bulb, and 67 F entering wet bulb at AHRI rated CFM.
- Sound Rating shown is tested in accordance with AHRI Standard 270.
- Refer to refrigerant piping program for line sizing and line length.
- Refrigerant (operating) charge is for condensing unit (all circuits) with matching blower coils and 25 ft. of interconnecting refrigerant lines. All units are shipped with a small nitrogen holding charge only.

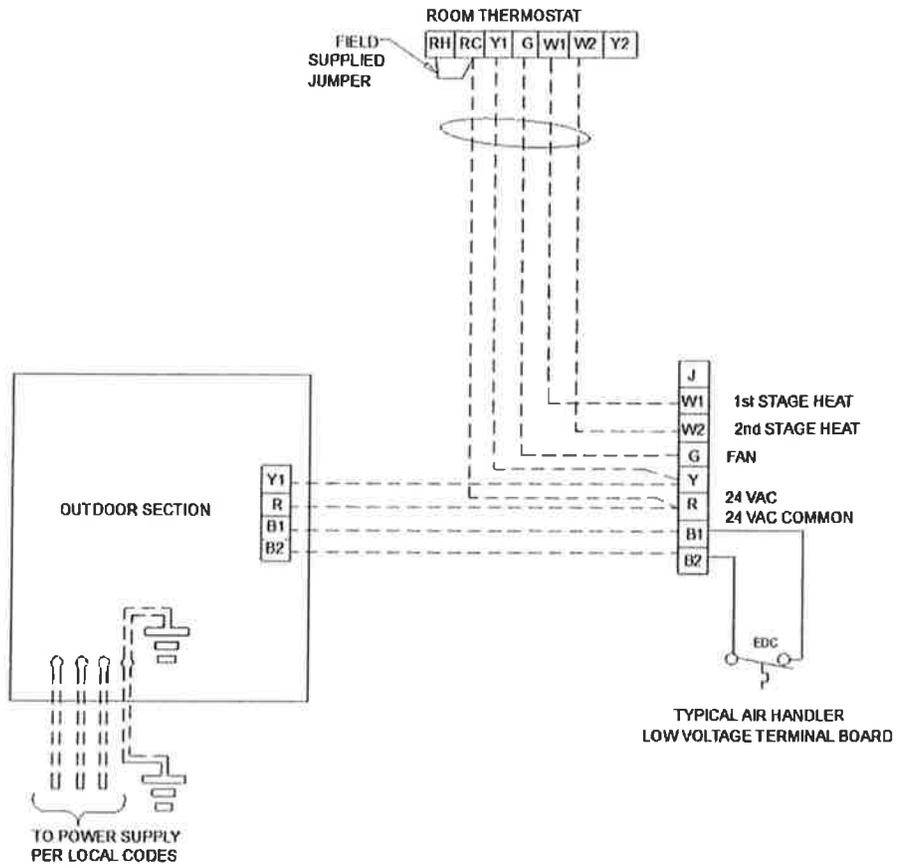


WEIGHTS AND CORNER WEIGHTS

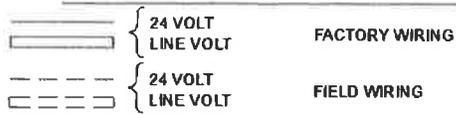
| | |
|-----------|----------|
| Shipping: | 383.0 lb |
| Net: | 333.0 lb |
| Corner 1: | 83.0 lb |
| Corner 2: | 117.0 lb |
| Corner 3: | 60.0 lb |
| Corner 4: | 73.0 lb |

WEIGHTS AND LOAD POINT LOCATION

WEIGHT AND RIGGING

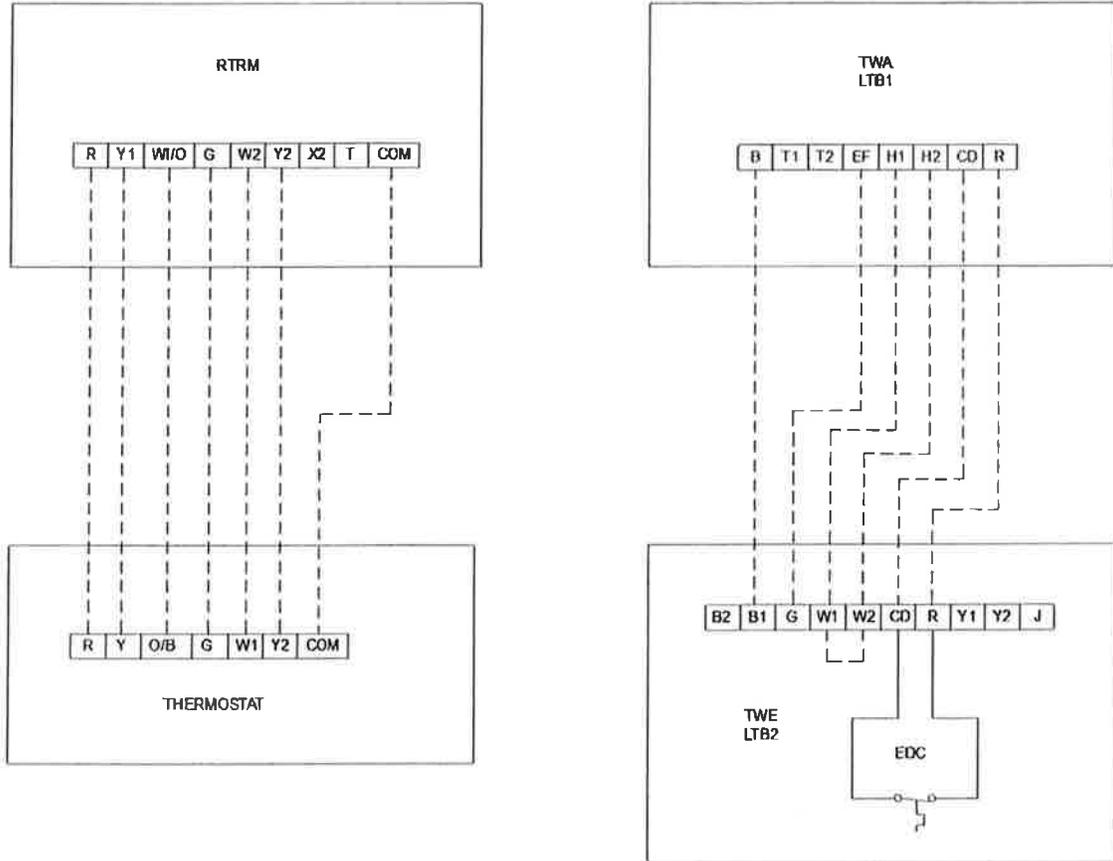


INTER-COMPONENT WIRING



NOTES:

1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES.
2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR.
4. USE COPPER CONDUCTORS ONLY.



- NOTES:
1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES
 2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
 3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR.
 4. USE COPPER CONDUCTORS ONLY.
 5. REMOVE JUMPER BETWEEN W1 AND W2 IF ODT ACCESSORY IS USED.