

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

September 12, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Jamie Buckley

Samuel Snider

Sam Baird – Mayor Pro-Tem

Larry Whitman

David Roggensees

Donna Stewart

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
September 12, 2016
7:00 P.M.**

Posted September 1, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m** September 12, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

1. **Roll Call.**
2. **Agenda Amendments/Approval of Agenda.**
3. **Approval of the Minutes from the special meeting August 29, 2016.**
4. **Citizen Input. (5 minutes each)**
5. **City Administrator Report.**
6. **Financial Reports.**
 - a. July 2016 Summaries.
 - b. July 2016 Financial Statements.
 - c. August and September 2016 Outstanding Invoices, Check and Draft Paid Invoices.
 - d. July 2016 Check Register.
 - e. August 2016 Water Loss Report.
 - f. August 2016 Utility Adjustments Report.
7. **Department Head Reports.**
 - a. Parks Department.
 - b. Public Works.
 - c. Police Department.
 - d. Planning and Development.
8. **Discussion/Vote on possible partnership ideas for the Soccer Complex.**
9. **Ordinance amending Chapter 605 Section 605.025 Prerequisites for Issuance of License. (1st and 2nd Read) Discussion/Vote.**
10. **Discussion/Vote on appointing Alderman Snider to the ECDTF in place of Alderman Buckley.**
11. **Discussion/Vote to change the Title and the location of the current position of "Utility Services Supervisor/Deputy Court Clerk" to "Planning Assistant/Deputy Court Clerk" and assign to the Planning Department.**

12. New Business.

13. Unfinished Business.

14. Adjourn Meeting.

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

Jennifer Rowe
City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL MEETING
August 29, 2016
7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; City Clerk, Jennifer Rowe; Chief Financial Officer, Carolyn Halverson; and Director of Development, Randy Brown.

City Attorney Ken Reynolds was also present.

Citizens in attendance: None.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:02 p.m.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird---, Alderman Roggenses-present and Mayor Hendrickson-present.

Agenda Amendments/Approval of Agenda.

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

Approval of the Minutes from the regular Meeting on August 22, 2016.

Alderman Roggenses pointed out a mistake during the second read votes on the Commerce Bank Ordinance. His vote should have been no for the second reading. Motion was made by Alderman Roggenses and seconded by Alderman Snider to approve the Minutes with changes from the regular Meeting on August 22, 2016. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman and Roggenses.

Presentation on Transportation and Economic Development by Former State Representative Charlie Denison.

Mr. Denison gave his presentation to the Board.

Public Hearing to consider the Property Tax Levy of annual tax for the year 2016 for the General Fund and Parks Fund.

The City Attorney Ken Reynolds opened the public hearing on the Tax Levy at 7:50 p.m. No citizens wished to speak, so Mr. Reynolds closed the public hearing at 7:51 p.m.

2016 Real Estate Tax Levy Ordinances (1st and 2nd Read) Discussion/Vote.

The first read was conducted by the City Clerk.

The Chief Financial Officer Carolyn Halverson discussed the proposed Tax Levy for 2016. She informed the Board that this was the recommendation by the State. If the City wished to go higher than the State recommendation, then a vote of the people would have to take place. Alderman Roggenses asked if the Tax Levy needed to be passed in order to create the budget, and Ms. Halverson said yes. The Interim City Administrator Jim Bentley discussed the option of opening budget talks earlier in the year so the City would have a better understanding of what tax rate we needed in order to accomplish the goals for the year. This would allow for more opportunity for feedback by the public and a better understanding of what the budget should be. Alderman Snider asked when it would have to be started if there was a need to obtain a public

vote to raise taxes higher than the State recommendation. Mr. Bentley indicated that eighteen (18) months before the tax rate is in place was the ideal time frame to start. Motion was made by Alderman Roggenses and seconded by Alderman Stewart to accept the Tax Levy as proposed for 2016. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman and Roggenses.

The second read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Tax Levy as proposed for 2016. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman and Roggenses.

New Business.

None.

Unfinished Business.

Alderman Roggenses requested more discussion on the Tax Levy. He asked if this was a yearly thing, and if so, how much notice the staff has regarding running the notice and getting it on the meeting Agenda. Ms. Halverson informed the Board that she did not receive the information until after the 10th of August and was unable to get the public notice published in time to have it at the second (2nd) meeting in August, so we had to hold a special meeting. Mr. Bentley informed the Board that staff would do whatever necessary from this point on, to prevent last minute meetings. Alderman Snider asked when it would have to be started if there was a need to obtain a public vote to raise taxes higher than the State recommendation. Mr. Bentley indicated that eighteen (18) months before the tax rate is in place was the ideal time frame to start discussions and preparing the public for the vote.

Mayor Hendrickson brought the topic of trash service back up and informed the Board that if they had any suggestions for the questions to be sent to the public, to please get them to the City Clerk. He would like to have the survey out within the next ten (10) days so we can move forward.

Adjourn.

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

The meeting was adjourned at 8:10 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 5

City Administrator Report



AGENDA ITEM # 6

Financial Reports.

- a. July 2016 Summaries.
- b. July 2016 Financial Statements.
- c. August and September 2016 Outstanding Invoices, Check and Draft Paid Invoices.
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- e. August 2016 Water Loss Report.
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AGENDA ITEM # 7

7. **Department Head Reports.**
 - a. Parks Department.
 - b. Public Works.
 - c. Police Department.
 - d. Planning and Development.

Parks and Recreation - Director Report - September 12, 2016

Project Report

- **Employee Tasks**
 - 2017 Budget and Bids - Ongoing
 - Planning 2016-17 School Year Programs
- **2016 Capital Improvements**
 - Jackson Park Pavilion Roof – Project Complete
 - Small Pavilion – Project Complete
 - Baseball Field Repairs – Project Completed
 - Baseball Dugouts – Project Completed
 - Baseball Bathrooms – Project Underway
 - GYM Floor Resurfacing – Project Completed
 - Pool Feature – Project Completed
 - Rec. Center Parking Lot – Project Completed
- **Soccer Registration**
 - Resident: 142
 - Non-Resident: 103
- **Volleyball Registration**
 - Resident: 26
 - Non-Resident: 55
- **Youth Fall Cheer**
 - Resident: 16
 - Non-Resident: 9
- **Coed Softball League – 5 Teams**
- **Back to School Dance – 356 Students**

Upcoming Programs / Events

- **Youth Fall Soccer Season Starts** – September 10th
- **Youth Fall Volleyball Season Starts** – September 8th
- **Adult Coed Softball Season Starts** – September 15th
- **Mighty Mites Football Season Starts** – September 20th
- **Schools Out Day Camp For Sept 2nd** - Pre register by August 26th
- **Tumbling Toddlers Registration** – Register by the first class (Sept. 7th)
- **Youth Dance Class** – Classes start Oct 11th. Call the REC for availability.
- **Halloween Dance** – October 21st
- **Halloween Events: Haunted House/Safe Halloween** – October 28/29th
- **Christmas on the Frisco** – November 19th
- **Turkey Trot** – November 24th

Other Information

- **Website – Visitors From 7/30/16 to 8/30/16**
 - www.willardparks.com – 3,730 unique visitors, 12,432 visitors
 - www.willardfreedomfest.com – 1,012 unique visitors, 2,255 visitors
 - www.willardaquatics.com – 2,101 unique visitors, 4,298 visitors
- **Facebook – 1739 likes as of 8/31/16**
 - <https://www.facebook.com/WillardParksAndRec>
- **Open Gym – Visitors From 4/19/16 to 8/30/16**
 - Individual Registrations: 175
 - Individual Sign-In: 1050

Public Works Report

Water

- Repaired a water leak at 6946 Lone Oak
- The new backup generator was installed at Meadows well #2.
- 140 ERTs were replaced on Routes 1 and 2.
- 55 meters were replaced on Route 3.
- There were a total of 84 re-reads and 30 zero consumption during the month.
- 26 services had to be shut off this month.
- Willard Fire Protection District has been inspecting fire hydrants in preparation for their ISO certification. We've been repairing issues as they've been identified. We've also had several calls about discoloration which required us to flush lines. We believe this is due to the hydrant inspections.

Sewer

- We received and installed the new pump for "D" lift station. The lift station is now operating at full capacity. The old pump was taken to Independent Electric in Springfield to be rebuilt.
- Construction started on the new lift station at Meadows West.
- We rebuilt the damaged check valve in Regional lift station. We are now capable of operating both pumps if needed. Parts for the broken gate valve have been ordered.

Streets

- Mowing rights of way continues.
- Cut brush along Farm Road 106 and Hughes Rd.
- Cleaned a 350 ft. long section of the drainage ditch that runs between Crighton Dr. and Main St.
- Cleaned culverts and repaired edge drop-offs along Miller Rd. near O'Reilly's and Sonic

Willard Police Department
Monthly Report
 August 2016

Officer	Officer Statistics	Case #'s	Officer	Reserves	Case #'s	Hours
1601	Tom McClain, Chief	16	1640	Doug Thomas, Reserve	0	
1602	Shannon Shipley, Lt./Det.	10	1641	Brian Gordon, Reserve	1	9
1603	Robert Bell, Cpl	48	1642	JD Landon, Reserve	0	9.5
1604	Steve Purdy, Cpl./Investigator	42	1643	Davis Hughes, Reserve	0	
1605	Chris Higgins, Officer (FTO)	72	1644	Brian Hinkle, Reserve	0	
1606	Aaron Roberts, Officer	50	1645			
1608	Andrew Stone, Officer	40		TOTAL HRS		18.5
1609	Danny Wroolie, Officer	58				
1610	Scott Rowe, Officer	88				
1630	Clint Heimbach, SRO	2				
1631	Wyatt Sharp, SRO	0				
	TOTAL INCIDENTS	427				

INCIDENT STATISTICS

Felony	11
Misdemeanor	13
Infraction	183
Other (Services)	230
HBO (Handled By Officers)	343

VEHICLE MAINTENANCE

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST	
					MONTH	YTD
WPD-01 2009 Dodge Charger	136415	846	20	42	\$274.43	\$2,509.59
WPD-02 2013 Dodge Charger	53275	1009	10	101	\$0.00	\$1,890.07
WPD-03 2013 Dodge charger	66192	2212	26	85	\$34.95	\$1,249.01
WPD-04 2013 Dodge Charger	66068	1224	26	47	\$34.95	\$2,840.03
WPD-05 2008 Dodge Charger-	164995	87	5	17	\$0.00	\$808.76
WPD-06 2013 Dodge Charger	60932	2671	38	70	\$274.43	\$1,536.30
WPD-08M 2008 Harley-Davidson Motorcycle	5,034	5034	0	0	\$0.00	\$0.00

Vehicle Maintenance Details

WPD-06: \$274.43 (Tires, lube & oil)
 WPD-03 \$34.95 (Oil change)
 WPD-04 \$34.95 (Oil change)

**Planning and Development Report
September 12th, 2016**

Ongoing Projects:

Annexation of Rights of Ways – Staff has received an e-mail from MO DOT indicating the section of EE to be annexed has been approved, a work order has been sent to the sign department for placement of the City limit signs.

Jackson Street Sidewalk Project: Olsson Engineer- A preconstruction meeting is scheduled September 6th, tentatively construction should begin in mid September.

Glenn's Automotive – The owner is awaiting funding confirmation.

Green Acres Subdivision –Owner Jack Minnick – Hillhouse Construction completed the work on the sanitary sewer. We are still waiting on him to finish the water meter pit installations.

Robertson Subdivision- Staff is currently reviewing the construction drawings and has sent them to Great River for their comments as well.

Security renovation for City Hall – Hamby Construction has completed the security renovations for the City Hall lobby.

Meadows West Lift Station Improvements – The contractor has started the project with the access road installation and has started excavating the site for the wet well installation.

Waste Water Facility Master Plan- Staff has advertised and sent out requests for letters of interest and statements of qualifications for the new force main and new lift station. Staff will be reviewing those and bringing a recommendation for selection of an engineering firm to council on September 26.

Ornate Development -Staff is reviewing information provided by Great River Engineers to determine the number of connections that the water system can handle without any negative impacts on existing customers.

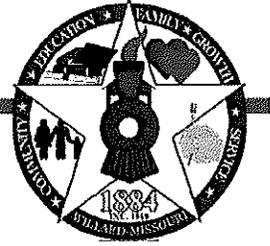
Hamilton Builders – The Planning and Zoning Commission recommended approval of the rezoning from M-1 to R-3 for another 48 unit development. Staff has had discussions with the developer concerning impact fees for both traffic and sanitary sewer if warranted.

Staff has received application for annexation of two tracts of land located at HWY AB &EE and will be presenting information to the Planning and Zoning Commission meeting on September 27,2016.

If you have questions concerning my report please contact me at City Hall.
Randy Brown , Director of Development

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AGENDA ITEM # 9

Ordinance amending Chapter 605 Section 605.025 Prerequisites for Issuance of License. (1st Read) Discussion/Vote.

Sponsored by the City Attorney and City Clerk.

First Reading: 09-12-2016

Second Reading: _____

Council Bill No.: 16-31

Ordinance No.: 160912

AN ORDINANCE

APPROVING MUNICIPAL CODE AMENDMENT TO CHAPTER 605 BUSINESS REGULATIONS, ARTICLE I, GENERAL PROVISIONS, SECTION 605.025 PREREQUISITES FOR ISSUANCES OF LICENSE, OF THE MUNICIPAL CODE OF THE CITY OF WILLARD, AND AMENDING SAME

WHEREAS, the City of Willard, Missouri has seen a need to regulate peddlers soliciting residents of the City of Willard; and

WHEREAS, the present business regulations of the City of Willard does not provide for peddler's licenses to be revoked if peddler's conduct become a nuisance, threatening or harassing to the citizens of Willard.

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

Section 1: The City does hereby amend Chapter 605 Business Regulations, Article I, General Provisions and specifically section 605.025, Prerequisites for Issuance of License, by adding a new paragraph to read as follows:

- 3c. The City reserves the right to revoke a peddler's license if, in the opinion of the City Clerk or the Chief of Police or their designees, that any peddler, solicitor, canvasser, etc. actions while soliciting citizens of Willard constitute a nuisance, or threat to the citizens of Willard or is a violation of city ordinance, or if their criminal history reveals past conduct which would jeopardize the safety of the citizens of Willard.

Any person whose peddler's license is revoked by the City may appeal the revocation to the Municipal Judge by filing an appeal within ten (10) days of such revocation of the peddler's license. The appeal form shall be kept by the City Clerk and supplied upon request and who shall notify the Clerk of the Court of such appeal and who shall set the matter before the Municipal Judge for hearing. A copy of said appeal form is attached hereto and incorporated herein by reference as Exhibit "A".

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

Section 3: Severability Clause. If any section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have

adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, sentences, clauses, or phrases be declared invalid.

Mayor Corey Hendrickson

ATTEST: _____, Jennifer Rowe, City Clerk

Approved as to form: _____, Kenneth P. Reynolds, City Attorney

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

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
_____ Alderman Buckley	_____	_____	_____
_____ Alderman Stewart	_____	_____	_____
_____ Alderman Snider	_____	_____	_____
_____ Alderman Baird	_____	_____	_____
_____ Alderman Whitman	_____	_____	_____
_____ Alderman Roggensees	_____	_____	_____

City of Willard, MO
Wednesday, August 31, 2016

Chapter 605. Business Regulations

Article I. General Provisions

Section 605.025. Prerequisites for Issuance of License.

[Ord. No. 050509D §§2—3, 5-9-2005; Ord. No. 131209B §1, 12-9-2013]

- A. *Payment of License Fee.* Any person, firm, partnership or corporation who shall desire to take out any license as provided by this Article shall pay over to the City Clerk the amount of license fee as provided in this Article, and the City Clerk shall issue his/her license and receipt.
- B. *Payment Of Taxes.* No license shall be issued until all personal taxes and license taxes of the applicant for such licenses for the previous years shall have been paid.
- C. *Retail Sales.* The possession of a retail sales license and a statement from the Department of Revenue that the licensee owes no tax due under Sections 144.010 to 144.510 or Sections 143.191 to 143.261, RSMo., shall be a prerequisite to the issuance or renewal of any City license under this Section which is required for conducting any business where goods are sold at retail. The date of issuance on the statement that the licensee owes no tax due shall be no more than ninety (90) days before the date of submission for application or renewal of the license. The revocation of a retailer's license by the Director shall render the City license null and void.
- D. *Proof Of Identity.* No license shall be issued without proof of a valid identification card or valid driver's license.
- E. *Proof Of Insurance.*
 - 1. All contractors in the construction industry who perform work in the City of Willard shall obtain a City of Willard business license and shall require any subcontractors on any such job to obtain a City of Willard business license. In addition to the fees required by this Chapter, a contractor and subcontractor shall provide proof of a certificate of insurance for workers' compensation coverage if the applicant is required to cover his or her liability under RSMo. Chapter 287, Workers' Compensation Law.
 - 2. If the contractor or subcontractor does not possess workers' compensation, then a completed Affidavit of Exemption for Workers' Compensation Insurance (Form WE-134 A1), must be provided to the City.
- F. *Peddlers' Waiting Period.* For any peddler, as described under Section **605.015** (Definitions), the following shall apply: There shall be a two-week waiting period from the submission date of the application to allow for a criminal record check to be completed by the City of Willard.

[Ord. No. 140414A §1, 4-14-2014]

1. In addition to meeting/conforming to all other applicable requirements of this Chapter, peddlers (as described under Section **605.015**, Definitions) must further:
 - a. Fill out/complete the attached application for a solicitation license for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc.
 - b. Fill out/complete the request for criminal record check for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc. The applicant will bear the cost of obtaining the criminal history record per the fee established by the State of Missouri. Such criminal history shall be good for the period of January 1 through December 31 of the year of application.
 - c. After the application has been received and after payment for the license has been received and after the criminal record history has been run, the City will issue the solicitor's license if all of the above items/steps/processes are or have been approved.
2. *Public solicitation hours.*
 - a. Public solicitation hours shall only be allowed between the hours of 10:00 A.M. through 6:00 P.M. Monday through Friday and between the hours of 12:00 noon through 6:00 P.M. Saturday.
 - b. No solicitation is allowed on Sundays.
3. *Miscellaneous.*
 - a. The penalty for violation of any of these provisions will be the immediate revocation of the solicitation license.
 - b. A fine may also be imposed on the peddler of not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00).

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AGENDA ITEM # 11

Discussion/Vote to change the Title and the location of the current position of “Utility Services Supervisor/Deputy Court Clerk” to Planning Assistant/Deputy Court Clerk and assign to the Planning Department.

Agenda Item Staff Report and Back-up

Title of Item: Request by Administrator to change the Title and the location of the current position of "Utility Services Supervisor/ Deputy Court Clerk" to **Planning Assistant/Deputy Court Clerk** and assign the position to the Planning Department rather than the Finance Department.

Initiated by:

Administrator



1. Description and Objective of item: To rationalize the use of personnel expenditures by more appropriately locating the manpower to the need. Recently the position of Supervisor was vacated by resignation. This change request is in recognition of the urgent staffing support needs of the Planning Department while it also recognizes that the Finance Department functions would not be significantly impacted by this loss of manpower.

2. Previous Board Action: No

3. Options: Make no change and recruit for the Supervisor position. Or make the change and recruit it for the Planning Department.

4. Financial impact; Source of funds: No differences contemplated for the changed use of talent.

5. Staff analysis / recommendations: Administrator finds the position of "Utility Supervisor/Deputy Court Clerk" to be unnecessary as to a fully functioning Finance function, but for its 25% contribution to the Court. And he finds a Planning Department woefully understaffed for the workload it has currently even without anticipated increases in that workload.

Without any net increase in costs of manpower, it would be wise to re-direct the use of these personnel costs.