

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

October 10, 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

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 10, 2016
7:00 P.M.**

Posted October 5, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m** October 10, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

- 1. Roll Call.**
- 2. Agenda Amendments/Approval of Agenda.**
- 3. Approval of the Minutes from the Regular Meeting September 26, 2016.**
- 4. Citizen Input. (5 minutes each)**
- 5. City Administrator Report.**
- 6. Financial Reports.**
 - a. August 2016 Summaries.
 - b. August 2016 Financial Statements.
 - c. September and October 2016 Outstanding Invoices, Check and Draft Paid Invoices.
 - d. August 2016 Check Register.
 - e. September 2016 Water Loss Report.
 - f. September 2016 Utility Adjustments Report.
- 7. Department Head Reports.**
 - a. Parks Department.
 - b. Public Works.
 - c. Police Department.
 - d. Planning and Development.
- 8. Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (1st & 2nd Read) Discussion/Vote.**
- 9. Discussion/Vote on approving pay for the Aldermen.**
- 10. Discussion/Vote on Student Advisory Group.**
- 11. Discussion/Vote on Monthly Expense Payments.**

12. New Business.

13. Unfinished Business.

14. Close Open Session.

15. Open Executive Session.

16. Close Executive Session.

17. 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
REGULAR MEETING
September 26, 2016
7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; and City Clerk, Jennifer Rowe.

Citizens in attendance: Mindy Latham and Roscoe Killingsworth.

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-present, Alderman Roggenses-present and Mayor Hendrickson-present.

Agenda Amendments/Approval of Agenda.

Motion was made by Alderman Buckley and seconded by Alderman Snider to approve the Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.

Approval of the Minutes from the regular Meeting on September 12, 2016.

Motion was made by Alderman Baird and seconded by Alderman Roggenses to approve the Minutes from the regular Meeting on September 12, 2016. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggenses.

Citizen Input.

None.

City Administrator Report.

Interim City Administrator Jim Bentley presented his report to the Board. He also suggested that the Board give input on canceling the contract for the Comprehensive Plan Revision, as he feels staff could complete the work to save the City money. Alderman Roggenses would like to see this as an Agenda item at the next meeting. Alderman Baird asked about the work being completed if the Board proceeds with the City Administrator Interviews and possibly a new individual being hired. Mr. Bentley requested that this subject be brought back up in new business.

Discussion/Vote to select an Engineering Firm for designing the "New Lift Station and Force Main" project.

The Interim City Administrator informed the Board that the City had received eight (8) responses to the Request for Qualifications on the project. After careful review by the Director of Development, Director of Public Works and himself, staff was recommending that the Board approve the proposal submitted by White River Engineering. Mr. Bentley also informed the Board that while requesting approval, there was still research to be done after he had conducted talks with the City of Springfield regarding the Lagoons. Alderman Baird asked about the sewer study that was recently completed. The Mayor stated that the project needs to move forward regardless of what happens with the lagoons. Mr. Bentley said that this was just to select the Engineering Firm, and any contract negotiated will come before the Board before it is approved. Motion was made by Alderman Roggenses and seconded by Alderman Baird to select White River Engineering and to allow the Interim City Administrator along with the Director of Development and

Director of Public works, to negotiate a contract and bring it before the Board for approval. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

Discussion/Vote on request by the City Administrator for approval of the position description for the position of Planning Assistant/Deputy Court Clerk.

The Interim City Administrator provided the Board with the job description for the position of Planning Assistant/Deputy Court Clerk, as well as the salary range. Alderman Baird asked who would be in charge of supervising this position. Mr. Bentley stated that this position would be directly under the Director of Development who would supervise whoever is hired. Alderman Baird asked about the role of supervision on just one employee, and why an entire department was just made up of two (2) people. Mr. Bentley asked if he could come back to the Board at a later date regarding supervision roles and that department. Alderman Roggeneses asked about the duties of the inspector that is hired by the City and if we can incorporate that into the budget as a line item. Mayor Hendrickson asked if the inspector was solely for Commercial Property inspections. Mr. Bentley stated that he was originally hired for that, but he has also been taking some residential to help with the burden in that department. Alderman Snider stated that he feels the salary range is high for this position with only a high school diploma and some experience. The Board requested that more experience and education requirements be added into the job requirements. Mr. Bentley stated that someone with the right talent is far better than the degrees they may have. If we lower the salary range too much, the talent may not apply or stay. Alderman Whitman stated that lowering the starting point for the salary range and keeping the top the same would be a good solution. Motion was made by Alderman Baird and seconded by Alderman Buckley to approve the job description but to change the salary range to \$14.50 to \$19.60. Motion carried with a vote of 4-1 with 1 abstained. Voting aye: Aldermen Buckley, Stewart, Whitman and Baird. Voting nay: Alderman Roggeneses. Alderman Snider abstained.

New Business.

The Interim City Administrator requested to schedule a time with the Board to go over some things happening with the City. The Mayor stated that adding a closed session to the October 10, 2016 Agenda would be a good idea.

Mr. Bentley also asked if the department heads needed to be at the next meeting as it was a holiday. Their reports are provided almost a week in advance. Alderman Roggeneses stated it would be a good idea to have them at the meeting only to answer questions.

Unfinished Business.

Alderman Snider brought up the topic on paying the Alderman. Mr. Bentley stated that he has never worked for a City that did not pay their Alderman, as they are required to be at the meetings. He stated that the City could work it into the Budget for next year to show that it can be supported and have the Board vote on it. Alderman Baird asked what the requirements will be if they are receiving a paycheck. Mr. Bentley said he will bring more information during the budget talks.

Adjourn.

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

The meeting was adjourned at 8:35 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 5

City Administrators Report

Sponsored by the City Administrator

ADMINISTRATOR'S REPORT

Meeting Date: October 10, 2016

STAFF

1. The Planning Assistant/Clerk position is staffed in the Planning Department. Abigail Brixey has returned to City employment in that spot. Public Works has selected Joe Crouch to fill the vacant position in that department. And Chief McClain's department has Joe Duran as our newest police patrol officer. At this point all officially authorized positions are filled.
2. I especially appreciate the Board's willingness to devote almost the entire October 24th meeting to City Personnel matters. As a heads up to the Board, expect your staff - all Department Heads at least - to join me at that October 24th meeting. The entire management team has been working to assemble:
 1. A "Grade - Step Chart" of hourly equivalent salaries
 2. A Revised City Personnel Policies Manual
 3. A Projected Revised Organizational Chart
 4. And all City Job Descriptions, revised and in a new format.

I would hope that the Board can adopt each of these 4 presentations, in turn, and our work to budget with revised numbers can get finalized into a November 14th Budget presentation to the Board.

FACILITIES

1. Apparently it was sixteen years ago when two sheds were moved onto what is now the Recreation Center grounds and set up as a restroom and a concession stand near the baseball fields. I recently was shown the boarded up restroom shed and I instructed maintenance staff to remove it. Rot, mold, and other conditions made it structurally unsound and a real potential health hazard. (There are portable toilets in place for a while.) The second shed structure is not as much a health hazard, but it is basically a dead building not worth upgrading. I expect to have a proposal to replace them both quickly with a single new structure before the Board as soon as November.
2. I had previously looked into cleaning up and possibly doing some rehab inside the rented block building used by our Public Works (streets mostly). But with a significant crack in the rear wall of that structure, I would not spend any more than rent money until such time as we can vacate that building altogether.

3. And with a brief consult with a local builder (whose quality work I know) as to the possibility of a "facelift" for the Jackson Street Public Works buildings, I have given up on that idea. It was in the interest of "cleaning up downtown" but the cost is just too much for the short-term benefit it might have had. So I again intend to look for a more suitable solution to a proper facility for water, sewer, and streets to inhabit.

STREETS

1. As of 4 October, the actual sidewalk project work is underway along a section of Jackson Street.

SEWER

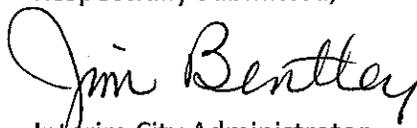
1. I met with White River, the engineering firm selected to design the solutions for Regional Lift Station overflows. As you recall, the theory is that a second larger force main along the path of the current piping, in conjunction with an additional "midway" lift station is the solution – or at least most of it. With estimates in excess of a million dollars to construct, I do not get too excited at the prospects. This one I intend to scrutinize very closely.

2. I had previously indicated my desire to cancel the engineering firm's contract to perform the Comprehensive Plan update for the city. Approved in April with Great River Engineering, it did not make sense to me to have an expensive engineering firm performing a task which can completely be done in-house with existing staff. However, rather than simply cancelling that contract, I have instead directed Great River to delete the original scope of work in the contract and re-scope his efforts to making the required plan (required by DNR) for closing the lagoons. He is preparing a revised scope of work which I will bring to the Board as soon as possible.

OTHER

I especially appreciate the Board's decision to provide me with the "closed" session at the upcoming meeting. I hope to make a series of explanations of potential developments and issues I am working on and receive from you the guidance required to move forward. With that guidance, I would expect to follow through with any appropriate board agenda topics at subsequent meetings.

Respectfully Submitted,


Interim City Administrator



AGENDA ITEM # 7

Department Head Reports

- a. Parks Department.
- b. Public Works.
- c. Police Department.
- d. Planning and Development.

Parks and Recreation - Director's Report – October 10, 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: 144
 - Non-Resident: 103

- **Volleyball Registration**
 - Resident: 27
 - Non-Resident: 55

- **Youth Cheerleading Registration**
 - Resident: 16
 - Non-Resident: 8

Upcoming Programs / Events

- **Youth Fall Dance Class** – Registration Ends: October 1
- **Halloween Boo Bash Dance** – October 21
- **Dungeon of Doom Haunted House** – October 28 & 29
- **Safe Halloween Trunk or Treat** – October 29
- **Youth Fall Basketball** – Registration Ends: October 22
- **Christmas On The Frisco** – November 19
- **Turkey Trot** – November 24
- **Santa's Workshop** – December 16
- **Youth Winter Dance Class** – Classes begin: January 9
- **Youth Winter Basketball** – Registration Ends: January 7
- **Youth Spring Dance Class** – Classes begin: March 6

Other Information

- **Website – Visitors From 8/26/16 to 9/26/16**
 - www.willardparks.com – 1,318 unique visitors, 5,141 visitors
 - www.willardfreedomfest.com – 424 unique visitors, 992 visitors
 - www.willardaquatics.com – 728 unique visitors, 1,598 visitors

- **Facebook – 1767 likes as of 9/26/16**
 - <https://www.facebook.com/WillardParksAndRec>

- **Open Gym – Visitors From 4/19/16 to 9/26/16**
 - Individual Registrations: 201
 - Individual Sign-In: 1256

Public Works Report

September 2016

Water

- Repaired a water leak on Farm Road 89 and Strawberry (300,000 gal. water loss)
- All of the defective ERTs have been replaced.
- Replacing meters on Farm Rd. 94 between Hunt Rd. and US160.
- There were a total of 77 re-reads this month.
- 33 services had to be shut off this month. Three still remain shut off.

Sewer

- We received an estimate of \$20,000 to repair the pump for "D" lift station which includes rebuilding the pump and motor (\$8,500) and replacing the impellor (\$11,500). Considering the cost of a new pump is approximately \$26,000 we've decided to not rebuild the old pump and will consider including the purchase of a new pump in the 2017 budget. Construction started on the new lift station at Meadows West.
- We replaced the damaged gate valve in Regional lift station and the east pump is now fully operational.
- We replace the west pump in Regional lift station and found that the gate valve between the wet well and dry well is not functioning properly and will need to be replaced.
- The new wet well and valve vault on the Meadows West lift station have been set in place.
- We had a raw sewage overflow at the Meadows West lift station on September 16 and 30. The September 16 overflow was due to grease accumulation causing the floats to malfunction. The September 30 overflow was due to the floats becoming entangled. Both overflows were reported to MDNR as required.

Streets

- Mowing rights of way continues.
- Started making repairs on Bray

**Willard Police Department
Monthly Report
September 2016**

Officer	Officer Statistics	Case #'s	Officer	Reserves	Case #'s	Hours
1601	Tom McClain, Chief	8	1640	Andy Hunt, Reserve	0	
1602	Shannon Shipley, Lt./Det.	8	1641	Brian Gordon, Reserve	0	
1603	Robert Bell, Cpl / FTO	54	1642	JD Landon, Reserve	0	11
1604	Steve Purdy, Cpl./Investigator	35	1643	Brian Hinkle, Reserve	3	8
1605	Chris Higgins, Officer	44	1644	Glenn Cozzens, PAL	0	
1606	Aaron Roberts, Officer	56	1645			
1608	Andrew Stone, Officer	48		TOTAL HRS		19
1609	Danny Wroolie, Officer	62				
1610	Scott Rowe, Officer	79				
1630	Clint Heimbach, SRO	1				
1631	Wyatt Sharp, SRO	0				
	Total Incidents	398				

INCIDENT STATISTICS	Total
Felony	5
Misdemeanor	20
Infraction	162
Other (Services)	214
HBO (Handled By Officers)	296
Use Of Force	0
Use Of Force Injuries	0

VEHICLE MAINTENANCE

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST	
					MONTH	YTD
WPD-01 2009 Dodge Charger	137,254	839	20	42	\$0.00	\$2,509.59
WPD-02 2013 Dodge Charger	55,642	2,367	42	56	\$0.00	\$1,890.07
WPD-03 2013 Dodge charger	67,673	1,481	26	57	\$887.50	\$2,136.51
WPD-04 2013 Dodge Charger	66,779	711	9	79	\$887.50	\$3,727.53
WPD-05 2008 Dodge Charger-	165,814	819	6	137	\$105.96	\$914.72
WPD-06 2013 Dodge Charger	62,832	1,900	32	59	\$108.69	\$1,644.99
WPD-08M 2008 Harley-Davidson Motorcycle	5,034	5,034	0	0	\$0.00	\$0.00

Vehicle Maintenance Details

WPD-03: Radio (\$887.50)
WPD-04: Radio (\$887.50)
WPD-05: Toggle Switch (\$15.97); Performance Check (\$89.99)
WPD-06: Headlight Assy (\$97.90); Capsule (\$10.79)

**Planning and Development Report
October 11, 2016**

Ongoing Projects:

Staff has been processing annexation and re-zoning applications for approximately 26 acres of property located west of the intersection of AB/ EE. These will be presented at the 10-25-16 P/Z meeting.

Jackson Street Sidewalk Project: The contractor mobilized on Monday 10-3-16 and began demolition on 10-4-16. Expecting first pour on 10-5-16.

Glenn's Automotive – The owner has indicated he is ready for a grading permit , a meeting has been scheduled for 10-11-16 to receive applications.

Green Acres Subdivision –Owner Jack Minnick – Hillhouse Construction completed the work on the water meter pit installations. Staff is awaiting final as-built drawings and a final plat from the owner.

Robertson Subdivision- Staff reported to the Planning and Zoning Commission the changes / revisions made to the preliminary plat. Information was presented as well as Great Rivers comments in relation to the storm water buyout option. Planning and Zoning Commission approved the buyout option.

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 installed the wet well and is working on the station components.

Waste Water Facility Master Plan- Staff has met with White River Engineering and furnished them a copy of the Olsson Facility Plan and has discussed general details of the project. Staff is waiting on a scope of services and contract for further discussions.

Ornate Development -Staff has made the determination based on information from Toth Engineering and Great River Engineering to allow two house connections to be connected at this time.

Staff is working with a developer for an additional 23 homes to be located off of Hunt Rd. This subdivision will be Autumn Brook 2nd Phase.

Staff is preparing for new department position – Planning Assistant, I am very pleased to have help in this department. This will free up some of my time that is spent on clerical /data entry spent and allow me to focus more on planning and economic development.

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

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 8

**Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (1st & 2nd Read)
Discussion/Vote.**

First Reading: 10/10/16

Second Reading: 10/10/16

BILL NO: 16-32

ORDINANCE NO: 161010

AN ORDINANCE

AN ORDINANCE CALLING FOR THE REGULAR ELECTION IN THE CITY OF WILLARD, MISSOURI, FOR THE PURPOSE OF HAVING THE QUALIFIED VOTERS OF SAID CITY ELECT THREE (3) ALDERMEN, DESIGNATING A TIME OF HOLDING SAID ELECTION, PRESCRIBING THE INFORMATION FROM THE BALLOT TO BE USED, AND AUTHORIZING THE CITY CLERK TO GIVE SUCH INFORMATION AND NOTICE OF SAID ELECTION TO THE COUNTY CLERK OF GREENE COUNTY.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD AS FOLLOWS:

Section 1: The annual City election shall be held on April 4th, 2017 as provided by Missouri Revised Statutes with the polling places, judges, and clerks, as may be provided by the County Clerk, as the same is now set forth by the Missouri Revised Statutes.

Section 2: At the said election, the following offices shall be on the ballot and filled by the election for a term of office of two (2) years:

- One (1) Alderman for Ward I (two (2) year term)
- One (1) Alderman for Ward II (two (2) year term)
- One (1) Alderman for Ward III (two (2) year term)

Section 3: The filing deadline to be a candidate for any of the above offices to be filled at said election is 5:00 p.m. on January 17, 2016.

Section 4: The City of Willard, Missouri, is hereby authorized and directed to give notice of said election to the County Clerk of Greene County who will be responsible for causing the same to be published in a newspaper of general circulation, a notice of the time, place of holding and purpose of said election. The County Clerk will determine the dates for said election to be published in accordance with the requirements of the Missouri Revised Statutes.

Section 5: The County Clerk of Greene County is hereby designated as the election authority for the administration of the election as his duties are defined and set forth in the Missouri Revised Statutes, as amended, and that the County Clerk is hereby authorized and directed to prepare the necessary voter registration books and election forms and supplies and shall cause the same to be delivered to the judge of said election.

Section 6: The City Clerk of the City of Willard is hereby authorized and directed to and did give notice of the vacancies to be filled by said election and of the filing deadline to be a candidate. Said notice was and is to be published at least once preceding the filing deadline of the 17th day of January, 2016.

Section 7: 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 8: 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 (1) or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 9: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Approved as to form: _____
Ken Reynolds, City Attorney

APPROVED BY:

ATTESTED BY:

COREY HENDRICKSON, MAYOR

JENNIFER ROWE, CITY CLERK

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

JAMIE BUCKLEY

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

DAVID ROGGENSEES

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 9

Discussion/Vote on approving pay for the Aldermen

Sponsored by the Interim City Administrator

City of Willard
Board of Aldermen Meeting
October 10, 2016
Agenda Item Staff Report and Back-up

Title of Item: Request to Proceed with the Budget Preparation and with the Necessary Scheduling of Board Action to Begin to provide Monthly Stipends to Aldermen for their Services to the Citizens of Willard.

Initiated by: Alderman Snider

1. **Description and Objective of item:** To decide that the City of Willard will, in the proper steps over the next few months, arrange to commence to pay monthly stipends to its Aldermen. It is timely to make budgetary commitments for 2017; and it can be possible to begin such payments after the elections of April 2017.

2. **Previous Board Action:** Not on this request.

3. **Options:**
 - A) Decide not to pay Alderman stipends
 - B) Decide to begin payments when possible in 2017
 - C) Determine an amount for the monthly payments if B) is selected.

4. **Financial impact; Source of funds** The amount of the impact will depend on the amounts determined to be paid. Costs can be appropriately distributed across several funds.

5. **Staff analysis / recommendations:** At the discretion of the Board, staff will budget accordingly and proceed with the necessary agenda action items for putting this in place.

MISSOURI CITIES COUNCIL AND ALDERMEN PAY:

City of Jamesport, MO: No, all our boards are volunteer.

The City of Bourbon, MO: pays \$100 for the regular meeting and \$50 for special meetings to the Mayor; The Aldermen receive \$50 for the regular meeting and \$25 for special meetings.

City of Charlack, MO: Each Board Member gets paid \$400 per month.

City of Tracy, MO: City of Tracy pays \$30 per month for Aldermen and \$100 per month for the Mayor. They get paid once a year in December. There are no requirements.

City of Republic, MO: We pay Council Members \$200 per month, with the last payroll of the month. We pay the Mayor \$400 per month, with the last payroll of the month

City of Marionville, MO: No compensation

City of Berkeley, MO: My council (7 members including the Mayor) receives \$175.00 each month. In addition, each member can be reimbursed for any necessary incurred expenses authorized by the Council.

City of Union Star, MO: Our mayor and aldermen receive \$25 per month, paid monthly, regardless of whether or not they attend the scheduled meeting

City of Kahoka, MO: The City of Kahoka pays the Aldermen \$200.00 per month and the Mayor \$400.00 per month with \$50.00 per special meeting

City of Hayti, MO: Ordinance Attached Below:

City of Shelbina, MO: Mayor and aldermen get \$150/mo

City of Kearney, MO: City of Kearney pays Mayor \$100.00 per meeting & Alderman \$70.00 per meeting.

City of Kirkwood, MO: The Mayor receives \$300 a month and Council Members receive \$200 a months. There are no requirements to receive this amount.

City of Clayton, MO: Yes. Our Mayor receives \$250 per meeting (quorum); and Alderman receive \$100 per meeting (quorum) - three regularly scheduled meetings per month.

City of Mansfield, MO: The City of Mansfield pays Aldermen \$250.00 per month by Ordinance. We have one regular meeting per month, only occasionally do we have an extra meeting.

City of Marshfield, MO: Yes, our mayor is compensated \$275.00 a month and our aldermen are compensated \$125.00 a month and paid on a quarterly basis. W-2 issued at end of year

City of Owensville, MO: Yes our Aldermen get \$200/month & Mayor \$250/month. All other boards are volunteer.

City of Salem, MO: Aldermen receive \$ 400.00 a month regardless if they attend any meetings. The Mayor receives \$ 12,000.00 a year with a car allowance of \$ 75.00 a week on top of that for a total of \$ 15,900.00 a year.

City of Manchester, MO: Ordinance Attached Below:

City of Eldon, MO: City of Eldon pays the Board members \$200/month and the Mayor \$1000/month

City of Hallsville, MO: The City of Hallsville pays the Aldermen \$10.00 a Board meeting and the Mayor \$15.00 a Board meeting. They are paid quarterly.

City of Mercer, MO: The City of Mercer's Mayor and Board receive compensation...the Mayor gets \$180.00 quarterly and aldermen get \$120.00 quarterly...SS and MC are held out of it and they receive a W-2 in January...

City of Mt. Vernon, MO: \$50.00 per meeting (including any special called meeting) for the Aldermen. We have two meetings per month, second and fourth Tuesdays. \$500.00 per month for the Mayor, regardless of meetings attended. Per the City's Section 218 Agreement with State of Missouri, they do receive W-2's at the end of the year.

City of Fair Grove, MO: No compensation.

City of Concordia, MO: We pay our aldermen \$70 a meeting and mayor \$110 a meeting and \$1000 stipend once a year. We used to pay at the end of our fiscal year but we have one on disability and he works a part time job so in order for him to stay eligible for benefits, we now pay once a month. They can also be reimbursed mileage or meals for city events above the meetings.

City of Frontenac, MO: No, our Mayor nor any members of the Board of Aldermen receives any compensation from the City.

Village of Airport Drive: Our Trustees are not compensated

City of Madison, MO: We pay our Council and our Mayor quarterly. The mayor is paid a flat fee of \$300 no matter how many meetings we hold. The Council is paid \$30 per meeting. if they don't attend a meeting they don't get paid for it. We are a 4th class city with a population of 554.

City of Grandview, MO: Our Mayor is paid \$16,553.25 annually, and Aldermen \$5,517.75 annually. Gross pay. No car allowances. Not based on attendance at meetings.

City of Columbia, MO: The City of Columbia provides stipends to the city council members. It had to be voted on by the citizens as it was an amendment to the city's charter as the charter previously indicated no compensation. It now reads as follows:

- *Section 7. - Stipends.*

At the beginning of the terms of office of council members elected in 2014, the mayor shall receive an annual stipend of nine thousand dollars (\$9,000.00) and all other council members shall receive an annual stipend of six thousand dollars (\$6,000.00). The amount of these stipends shall be adjusted every three (3) years thereafter, but the adjustment shall not take effect until three (3) years later so that no council member shall receive an increase in compensation during the member's term of office. The stipends shall be adjusted by the cumulative percentage cost-of-living adjustment given to city employees during the previous three (3) years. Council members may also be reimbursed for necessary expenses incurred in their capacity as council members.

They are currently still only receiving that amount. I believe an increase will take effect in 2020 based on 2014-2017 adjustments, so it's still a few years away.

City of Crocker, MO: We do not pay.

City of Liberal, MO: Mayor \$100.00/month. Aldermen \$12.00/Quarter

**AN ORDINANCE FIXING THE COMPENSATION FOR ALL ELECTED
OFFICIALS OF THE CITY OF HAYTI, MISSOURI**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HAYTI, MISSOURI AS FOLLOWS:

Section 1. The compensation for the office of **Alderman** is hereby set at \$200.00 per month plus \$25.00 for each special meeting attended with a limit of \$100.00 per month for such special meetings. The President of the Board of Aldermen shall receive an additional \$50.00 per month. In the event an Alderman is absent from more than two regular meetings in any calendar quarter, such alderman's compensation shall be decreased by \$100 for each absence in excess of two. The Aldermen shall be paid monthly.

Section 2. The compensation of the office of **Alderman** as set forth above is the current effective salary for those members elected in the 2013 general municipal election pursuant to ordinance number 2013-01 and shall be fully effective for the entire board from and after the general municipal election in 2014.

Section 3. The compensation for the office of **Mayor** of the City of Hayti, Missouri, is hereby set at \$18,000 per year plus an additional \$250 per year for each full year of service as a member of the Hayti board of alderman combined with each full year of service as Mayor of the City as of the date of his or her election to office. The salary established at the Mayor's entry into office shall be fixed for the full term in office. The Mayor shall be paid monthly.

Section 4. The compensation of the office of **Mayor** as set forth above shall be effective from and after the general municipal election to be held in 2015.

Section 5. The compensation for the office of **Marshal** of the City of Hayti, Missouri, is hereby set at \$30,000 per year plus an additional \$1,000 per year for each full year of service as an active licensed law enforcement officer as of the date of his or her election to office. The salary determined at the City Marshal's entry into office shall be fixed for the full term in office. In the event there is any dispute or question relative to the number of years of service to credit toward an individual elected to the office of City Marshal, the Board of Aldermen shall have the authority in its sole and absolute discretion to establish the number of years of service to be credited for the purpose of this ordinance based upon documents and information before it. The City Marshal shall be paid biweekly.

Section 6. The compensation for the office of **City Marshal** of the City of Hayti, Missouri, as set forth in Section 5 above shall be effective from and after the general municipal election to be held in 2017.

Section 7. The compensation of the office of **Municipal Judge** of the City of Hayti, Missouri, is hereby set at \$8,400 per year for a judge who is not licensed to practice law by the State of Missouri and at \$12,000 per year for a judge who is licensed to practice law by the State of Missouri. The Municipal Judge shall be paid monthly.

Section 8. The compensation for the office of **Municipal Judge** of the City of Hayti, Missouri, as set forth in Section 7 above shall be effective from and after the general municipal election to be held in 2017.

Section 9. The compensation for the office of **Collector** of the City of Hayti, Missouri, is hereby set at \$18,000 per year plus an additional \$500 per year for each full year of service as Collector for the City as of the date of his or her election to office. The salary established at the Collector's entry into office shall be fixed for the full term in office. In addition to the duties of the office of Collector, the Collector of the City of Hayti is also hereby charged with the duty of keeping and maintaining the City's cemetery records. The Collector shall receive an additional \$2,400 annually for this additional duty. The Collector shall be paid biweekly.

Section 10. The compensation of the **Collector** as set forth above shall be effective from and after the general municipal election to be held in 2015.

Section 11. If the City of Hayti has in force a group health, medical or dental insurance plan for the employees of the City of Hayti, the City of Hayti may provide such health, medical or dental insurance for the Mayor, City Marshal and Collector, provided such officials meet the qualifications for participation in the plan, including working a sufficient number of hours per week as may be required by the plan and upon the approval of the appropriate insurance carrier, if any.

Section 12. All salary ordinances for the current term of office of all elected officials shall remain in full force and effect until superseded by the salaries set in this ordinance.

Section 13. This ordinance shall be in full force and effect immediately upon its passage and approval.

READ TWO TIMES, PASSED, APPROVED AND ADOPTED THIS 15th DAY OF DECEMBER, 2014.

Bobby Watkins, Mayor

ATTEST:

Karla J. Laws, City Clerk

CITY OF MANCHESTER, MO:

AN ORDINANCE REPEALING ORDINANCE NO. 02-1341 AND ESTABLISHING A NEW RATE OF COMPENSATION FOR ELECTED OFFICIALS OF THE CITY OF MANCHESTER.

WHEREAS, on April 15, 2002, the Board of Aldermen enacted Ordinance No. 02-1341 establishing a rate of compensation for elected officials of the City of Manchester; and,

WHEREAS, in accordance with Ordinance No. 02-1341, the Mayor of the City currently is paid Three Hundred Dollars (\$300) for attendance at each regular meeting of the Board of Aldermen; and,

WHEREAS, in accordance with Ordinance 02-1341, each member of the Board of Aldermen of the City is paid One Hundred Fifty Dollars (\$150) for attendance at each regular meeting of the Board of Aldermen; and,

WHEREAS, the City has undergone many changes since the aforementioned compensation rates were established in 2002, significantly increasing the workload and time commitment required by the City's elected officials; and,

WHEREAS, the Board of Aldermen believes an adjustment in the rate of compensation for elected officials of the City is in the best interests of the citizens of Manchester by removing to some extent certain impediments to public service.

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

Section One: Ordinance No. 02-1341 is hereby repealed in its entirety.

Section Two: The Mayor elected to office prior to April 7, 2009 shall receive Three Hundred Dollars (\$300) for each regular meeting of the Board of Aldermen attended.

Section Three: The Mayor elected on April 6, 2010 and his successors in office shall receive Four Hundred Fifty Dollars (\$450) for each regular meeting of the Board of Aldermen attended.

Section Four: Each member of the Board of Aldermen elected to office prior to April 7, 2009 shall receive One Hundred Fifty Dollars (\$150) for each regular meeting of the Board of Aldermen attended.

Section Five: Each member of the Board of Aldermen elected on April 7, 2009 and their successors in office shall receive Two Hundred Twenty-Five Dollars (\$225.00) for each regular meeting of the Board of Aldermen attended.

Section Six: Each member of the Board of Aldermen elected on April 6, 2010 and their successors in office shall receive Two Hundred Twenty-Five Dollars (\$225.00) for each regular meeting of the Board of Aldermen attended.

Section Seven: No compensation will be paid to the Mayor or member of the Board of Aldermen for attendance at any special meeting or work session of the Board of Aldermen. Failure to attend any special meeting or work session of the Board of Aldermen shall have no effect upon the compensation of the Mayor or member of the Board of Aldermen.

Section Eight: Subject to the provisions of Sections Two, Three, Four, Five, and Six above, this Ordinance shall be in full force and effect from and after its date of passage as provided by law.

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM # 10

Discussion/Vote on Student Advisory Group.

Sponsored by the Interim City Administrator

City of Willard
Board of Aldermen Meeting
October 10, 2016
Agenda Item Staff Report and Back-up

Title of Item: Request to authorize the City Administrator to invite the youth of the City to form themselves into an advisory group to provide their input into City government.

Initiated by: Alderman Snider

1. **Description and Objective of item:** The “youth” of the City of Willard are a very important constituency. There should be an organized opportunity for them to contribute – both opinion and effort – to the governance of the city. Opening the invitation should be done by the Board of Alderman; creating the actual “youth group” should be done either anew by the youth themselves or through the school system’s “student government”.

The objective of this request is to allow the Board of Aldermen to discuss the question of a “youth advisory” role, and to direct the administrator to orchestrate the Board’s decision.

2. **Previous Board Action:** Not on this request.

3. **Options:**

4. **Financial impact; Source of funds:** Some modicum of City Administrator’s time will be needed; no real costs are contemplated.

5. **Staff analysis / recommendations:** Alderman Snider proposed the idea in my office. I agreed with him as to the propriety of collecting “youth” input at the Board level. In a follow up, I included this topic in a meeting with the Superintendent of Schools. He suggested the High School Student Government might be the vehicle; that he would put me in contact with them; and that the effort might be timely and right.

As City Administrator, I would look forward to helping this happen.

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM # 11

Discussion/Vote on Monthly Expense Payments

Sponsored by the Interim City Administrator

City of Willard
Board of Aldermen Meeting
October 10, 2016
Agenda Item Staff Report and Back-up

Title of Item: Request to authorize timely payment of certain routine monthly expenses.

Initiated by: City Administrator



1. **Description and Objective of item:** There are a number of routine, monthly expenses which should be paid timely; this is not always compatible with the timing of Board meetings. If the finance Department of the city must await Board approval, often these routine payments can be paid late. (Note: See attached list.)

The objective of this request is to prevent late payments – and to more evenly spread the payment processes across the calendar month.

2. Previous Board Action: Not on this request.
3. Options: a) permit the finance department staff to process these routine payments on the dual approval of both the CFO and the City Administrator, and subsequently include them in the next Finance report to the Board.
 b) or continue the requirement for prior approval by the Board.
4. Financial impact; Source of funds: No financial impacts.
5. Staff analysis / recommendations: City Administrator and Finance Department agree that the controls are sufficiently in place to permit this; and it would result in a more efficient distribution of Finance department staff time. There may even be some small savings from avoided late fees or interest.

Administrator recommends “**approval to pay the designated routine monthly expenses timely, requiring dual approval signatures of CFO and City Administrator, with the payments subsequently reported to the Board.**”

Monthly Accounts Payable Expenses

All Departments

American Business Systems
AmeriPride
Barracuda
Empire District
Ken Reynolds, Attorney at Law
Mediacom
MGE (Missouri Gas Energy)
Rackspace
Republic Svcs Acct 0077606 (City)
Schendel Pest Services
Stamps.com Monthly Fee
VDSVision
Verizon
WEX (Wright Express)
Windstream

Copier Leases
Mats
Cloud Storage Backup
Electric Utilities
City Attorney Fees
Online Service
Gas Utilities
Email & Apps
City Waste Removal
Pest Control
Postage Expense
IT Services
Cell Phone Service
Vehicle Fuel Expense
Landline Telephone Services

Court

Law Offices of Kristoffer Barefield
Rooney McBride & Smith

Court Judge Fees
Prosecuting Attorney Fees

Police Department

LegalShield
Spfld-Greene County Health Department

Police Insurance
Impound Fees

Public Works

City of Springfield (Sewer charges)
Clean Uniform
Mediacom
MailFinance Lease N12121647
Midwest Fibre
Missouri One Call
On Line Information Services
Ozarks Greenways
Patriot Disposal (Citizen)
Republic Svcs Acct 3065781 (Citizen)
Scott-Gross
Spfld-Greene County Health Department
Water Movers
WCA

Sewer Charges
Uniform Expense
Online Service
Utility Billing Machine Lease
Recycling Center Fees
Locate Fees
Utility Exchange Report Service
Rent
Citizen Waste Removal
Citizen Waste Removal
Cylinder Rental
Water Testing
Meadows Lift Station Equipment Rental
Citizen Waste Removal

Parks Department

Ozarks Coca-Cola
Mediacom

Concessions
Online Service