

CITY OF WILLARD
BOARD OF ALDERMEN
JULY 9TH, 2007
7:00 P.M.

Board present: Mayor Jamie Schoolcraft; Aldermen Charles Whitehead; Aldermen Bill Caplinger; Aldermen Gordon O'Quinn; and Aldermen Louie Amodeo.

Also in attendance: City Administrator, Fred Gress; City Clerk, Kathy Blakemore; Municipal Court Clerk/Deputy City Clerk, Linda Murray; CFO, Karen Robson; Director of Development, Randy Brown; Director of Public Works, Charlie Jones; Building Codes Officer, Steve Vaughn; Director of Parks & Recreations, Kerri Gates; Utility Clerk, Pat Zimdars; Chairmen of Planning & Zoning, Dale Duvall; Vice Chairmen of Planning & Zoning, Valorie Simpson; Executive Secretary, Lucille Murray; and City Attorney Kris Barefield.

Guest present: Joe Cosby, Richard Simpson, Evans Ross, Laurie Ryan, Kirk Reisner, Bill Tropepe, and Alisa Epson.

Mayor Jamie Schoolcraft led the Pledge of Allegiance.

Special Recognition (Awards, Certificates and Honors)

None

Mayor Jamie Schoolcraft called the meeting to order.

Roll Call

City Clerk, Kathy Blakemore called roll call. Aldermen Whitehead-present. Aldermen Caplinger-present. Mayor Schoolcraft-present. Aldermen O'Quinn-present. Aldermen Amodeo-present.

Agenda Amendments/Approval of agenda

Mayor Jamie Schoolcraft stated that item #19 needed removed from the agenda. **Motion** made by Gordon O'Quinn with second by Louie Amodeo to approve the agenda with the amendment listed above. All votes yes. Motion carried.

2006 Audit

City Administrator, Fred Gress introduced Lisa Officer with Officer CPA.

Lisa Officer: I will go over the highlights of this year of 2006. And it was a good financial year for the city. We will move passed, the first section is the section prepared by the city so we will move to page thirteen (13). This is the statement of assets and liabilities and this page has been reported to reflect the city as if it's a business, so all the assets are booked as far as land and buildings, equipments and all the debt. So the main thing I wanted to go over on this page is the governmental activities. That's the Park and

the General Fund. They had cash, a cash and investment increase of \$282,000. In the business type activities, that's your water and sewer fund, your cash and cash equivalence decreased \$12,000 but under the restricted cash it actually had gone up \$282,000. So you had a good year as far as building back some cash that you'd lost in previous years. We will turn next to page fifteen (15), and this breaks out the General Fund and the Park Fund. Of that increase in cash \$229,000 was the increase for the General Fund, and Park Fund increased \$52,000. Page seventeen (17), this is the revenues and expenses for the General and Park Fund. One reason why your, part of the reason why your cash had gone up for the year is your taxes revenues went up twenty percent (20%). A big chunk of that, \$82,000 of that was an increase in the Law Enforcement Sales Tax, different then what you'd had in the previous years. Your sales tax revenues actually went up nine percent (9%). Park Fund total tax revenues were up seven percent (7%). Your other revenue categories were pretty close to the same other than your charge for services, that's your Rec. Center that was a ten percent (10%) increase in revenues. Expenses in the General Fund stated pretty flat, decreased somewhat. The administrative department only increased two percent (2%). Public Safety actually went down one percent (1%). And your Street Department went down three percent (3%). Your Recreation Department went up fifteen percent (15%), which is part of the reason why your charge for services had gone up in the Park. But the biggest chunk of the increase was in salaries for the Recreation Department for that increase. One the General Fund in the center of the page it says, "excess of revenues" over, under expenditures, you see a positive figure of \$96,764. Last year in 05 you actually had a loss there of \$154,000. So you're seeing a good turn around in the General Fund. Like I said a chunk of it was that Law Enforcement Sales Tax money. The Park Fund you see some pretty big figures under debt proceeds and principal payments, that was the refinancing that was done in 06. Next we will turn to page twenty (20). This is the revenues and expenses for the Water and Sewer Fund. Your operating revenues for the Water and Sewer Fund increased fifty two percent (52%) this year over last year, as you know, due to your rate increases. Your expenses didn't increase that much. The Water Department expenses increased four point six percent (4.6%) and Sewer actually went down two percent (2%). So if you look at operating income loss line, it has \$402,410 that is your profit as compared to the prior year you had a loss of \$36,000. So if you want to look at the next page, page twenty one (21). This is your statement of cash flow, so it tells you how that money was spent. And you'll see under the second section, "cash flows from capital and related financing activities", you had spent almost \$210,000 of that money on fixed assets, extensions, and equipment. "Principal paid on debt" was almost \$98,000 so that was a chunk of how that money was used. So you'll see how you ended up with a pretty nice size increase in your cash that we'd talked about earlier. And that's all I have for the financial statements. If you want to look at the two (2) page report that's loose in the back of your binder or it may have been handed out separately. This letter is used to describe deficiencies in the internal control, the method that the city uses to safeguard its assets. And the first item is the same comment that I've had every year that I have been doing the audit is the lack of segregation of duties and the possibility that someone that's doing the billings is also collecting the money could change the billing records and pocket the cash. The second item was a new hiccup that we ran across for this year. The city started using credit cards for doing a lot of their purchasing and the city needed to develop a method of how those

credit cards got posted to the expense account. You could tell what was paid but then you couldn't follow it through to tell where it was coded. And when you had a lot of small invoices it was hard to recreate. And I believe Karen has already changed the software to be able to print that detail out. And those were my items to report in the management letter. And I guess I probably should also comment, the previous year I had said in the management letter and in the audit that you didn't comply with the revenue bonds because your rates weren't high enough to meet the formula that it spelled out. But obviously with your rate increase there was no issue with failing to comply with your revenue bond ordinances.

Motion made by Bill Caplinger with second by Gordon O'Quinn to accept the 2006 audit as presented. All votes yes. Motion carried.

Minutes

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve the minutes of the Regular Meeting on June 11th, 2007. All votes yes. Motion carried.

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve the minutes of the Regular Meeting on June 25th, 2007. All votes yes. Motion carried.

Citizens Input

Kirk Reisner stated that the Public Works Department has been doing a great job having signs out, safety vests on, no holes unattended while doing work on the streets and waterlines. Kirk also discussed the pyrotechnics at the 4th of July Celebration. Kirk said that they were very close to the ground and some debris was hitting the people in the crowd. This issue needs to be addressed before next year's celebration.

Financial Report

Aldermen O'Quinn asked about the fieldtrip in the amount of \$492.00 on June 12th. City Administrator Fred Gress stated that the summer camp kids went to Silver Dollar City. Director of Parks and Recreations, Kerri Gates stated that approximately thirty five (35) kids went on this fieldtrip.

Motion made by Gordon O'Quinn with second by Bill Caplinger to pay the outstanding bills. All votes yes. Motion carried.

CFO, Karen Robson stated that she had included a survey for uniforms and on call policy for other cities. Board will review survey and discuss at a later meeting.

Karen requested approval for 2007 computer upgrades: Laptop for Mayor, six (6) desktops, and two (2) monitors. Total upgrades including software-\$8,450.63. Two of the desktops will not be purchased until the Meadows purchase is complete.

Aldermen O'Quinn asked what we would be doing with the old computers. Karen stated that the city would keep them and possibly use in other departments.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve the computer upgrades in the amount of \$8,450.63. All votes yes. Motion carried.

Police Report

Major Doug Thomas gave the Police Report. Major Thomas stated that there were 421 total incidents for the month of June, 20 felonies, 26 misdemeanors, 140 infractions, 230

service calls, and 159 handled by officer. Aldermen Caplinger asked why the motorcycle was only used once last month. Major stated that they had lost one of their officers that was motorcycle qualified. Also the bike was in the shop for approximately two (2) weeks. The excessive rain may have played a part in the use of the bike.

City Administrator Fred Gress introduced Steve Vaughn, the new Codes Officer as of July 2nd. Steve is currently training with Greene County.

Development Report

Director of Development, Randy Brown stated that Stone Ridge Subdivision is addressing the punch list items at this time. The Final Plat should be on this month's Planning and Zoning agenda if all items are addressed. Box culvert project is scheduled for the week of July 23rd. Randy has been working with Rich Baker on the Farmer Street road bore. Today Randy passed out twenty (20) water bottles for water samples. This is a requirement from DNR every four years to test for lead and copper content. This is an addition to the five (5) water samples the city does every month. The state has cut the funding for the laboratory analysis, which is currently being done by the Greene County Health Department. It has always been free, now they are requiring us to pay \$10.00 or drop the samples off at specific times for a courier that will take them half way to Jefferson City. Randy stated that he thinks we should pay the \$10.00 fee to insure that we get those sample results out. There is a thirty (30) hour time period from the time the sample is taken and when you have to have the analysis back. Aldermen O'Quinn asked if the twenty (20) samples that we do every year were all taken in the Willard area. Randy stated that all samples were in Willard. Aldermen Caplinger stated that he has seen that Cardinal Hills Subdivision has brought in a lot of dirt. Bill asked if they were still working on the channel. Randy stated that he had talked with Rich Kramer's superintendent about the permitting process and the finishing of the channel was first on their list.

Emergency Management

City Administrator Fred Gress stated that Donna Gordon is now the Administrative Assistant for the Police Department. Fred stated that the recent storm the city had was handled properly. Charlie Jones Director of Public Works was on site.

Public Works Report

Director of Public Works, Charlie Jones stated that Public Works has been installing waterlines along Willey. Lift Stations flooded out because of the large amounts of rain. Lots of culverts have been cleaned out due to all the rain and storm debris. All Public Works employees attended a Missouri Employer Mutual Defensive Driving Seminar in Springfield.

Community Service Report

Mayor Schoolcraft stated that it was great 4th of July and thanked all of the employees that helped.

Kerri Gates, Director of Parks and Recreation thanked the community for all the help with the 4th of July. Summer Camp is going on and has increased since summer school is

done. Baseball is almost over. The season has been drawn out due to all the rain. One more session of swimming lessons is getting ready to start. No teams signed up for adult volleyball and adult basketball. Kerri stated that there has been some interest in softball this year. Soccer and volleyball registration is about to start. The irrigation system on the new soccer fields is completed. Public Works has brush-hogged that area and will be backfilling.

Dave Snider Lot Split

Motion made by Charles Whitehead with second by Bill Caplinger to approve the Lot Split for Dave Snider. All votes yes. Motion carried.

Sewer Rates

BILL NO. 07-21

ORDINANCE NO. 070709

ORDINANCE AMENDING ORDINANCE 880314 (SEWER USE AND SEWER RATE ORDINANCE) OF THE CITY OF WILLARD, AS AMENDED BY ORDINANCE NO. 890213C, NO. 901112, NO. 920914A, NO. 930712, NO. 931011A, NO. 950612A, NO. 990111, NO. 010709B, AND NO. 050912C, REPEALING SECTION 7-5 OF ARTICLE VII OF ORDINANCE AS AMENDED, AND ENACTING IN LIEU THEREOF A NEW SECTION 7-5 OF ARTICLE VII, AND ESTABLISHING CONNECTION FEES FOR NEW USERS OF SAID SYSTEM.

First reading by City Clerk, Kathy Blakemore.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by City Clerk, Kathy Blakemore.

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Recommendation on Flow Monitor Equipment

City Administrator Fred Gress requested the board to authorize to continue the review with the communities and authorize to spend up to \$5060 on Flow Monitor Equipment.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve spending up to \$5060 for a Flow Monitor. All votes yes. Motion carried.

Approval to negotiate contract to inspect sewer truck line from Regional Lift Station to a point North of Highway 160

The city received a quote from Ace Pipe Cleaning to inspect sewer truck line in the amount of \$8000. Wade and Associates will not give a quote until they come out and look at the line. Both companies are from the Kansas City area. Fred stated that both companies said it would be a maximum of \$10,000 but will not give a firm quote until looked at.

Request that work session on July 23rd be placed on the agenda immediately following Roll Call

City Administrator Fred Gress stated that on July 23rd we will have a discussion about Highway 160 and the collectors and arterials that feed 160 here in Willard.

Motion made by Bill Caplinger with second by Louie Amodeo to approve the work session on July 23rd be placed on the agenda immediately following Roll Call. All votes yes. Motion carried.

Old Business

City Administrator Fred Gress stated that the lot at 101 Southview where the house burnt has been cleaned up. The owner will be moving in a home to this location.

The City of Willard had a meeting scheduled with the City of Springfield to discuss the Urban Growth Area. The meeting was canceled by the City of Springfield. Fred stated he would draft a letter to the manager of the City of Springfield asking that he try to get together to start the negotiation.

Fred stated that he has been researching Health Insurance opinions. Fred wants to do a lot of background checking before he makes his presentation. He wants the board to have as much information then can before they make a decision. Karen stated she was doing a survey with other cities on this issue also.

Motion made by Bill Caplinger with second by Gordon O'Quinn to adjourn the meeting. All votes yes. Motion carried.

Meeting adjourned.

Kathy Blakemore, City Clerk