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**

**August 22, 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**
**August 22, 2016**
**7:00 P.M.**

Posted August 17, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** August 22, 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 August 8, 2016.**
4. **Citizen Input. (5 minutes each)**
5. **Ordinance accepting the Bylaws for the Park Board. (2nd Read) Discussion/Vote.**
6. **Ordinance accepting the contract with Monkey Business for the Parks Department. (2nd Read). Discussion/Vote.**
7. **Discussion and Resolution on Four Corners Development support letters.**
8. **New Business.**
9. **Unfinished Business.**
10. **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**
**August 8, 2016**
**7:00 p.m.**

Staff present: City Clerk, Jennifer Rowe; Community Services Director, J.C. Loveland; Public Works Director, David O'Connor; Chief Financial Officer, Carolyn Halverson; Police Chief, Thomas McClain; and Director of Development, Randy Brown.

City Attorney Ken Reynolds was present.

Citizens in attendance: J.D. Landon, Jim Vaughn, Lucille Murray, Alice Mitchell, Kim Holaday, Madison Ruley, Mindy Latham, Khalil Barkes and Calvin Hooks.

**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 Buckley---, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Roggensees-present and Mayor Hendrickson-present.

**Agenda Amendments/Agenda Approval.**
Motion was made by Alderman Baird and seconded by Alderman Snider to accept the agenda. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Approve the Minutes of the Regular Meeting and Closed Session July 25, 2016.**
Motion was made by Alderman Snider and seconded by Alderman Whitman to approve the minutes from the regular meeting and closed session July 25, 2016. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Citizen Input.**
None.

**Financial Reports.**

a) Motion was made by Alderman Stewart and seconded by Alderman Baird to accept the Financial Statements. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
b) Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
c) Motion was made by Alderman Roggensees and seconded by Alderman Snider to accept the Adjustments Report. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Department Head Reports.**
The Department Heads presented their reports to the Board.

**Public Hearing on rezoning request for Hamilton Tracts 1 & 2.**

The City Attorney opened the public hearing regarding the rezoning request for Hamilton Tracts 1 & 2 at 8:05 p.m. No citizens wished to speak so the public hearing was closed at 8:06 p.m.

**Ordinance accepting the rezoning request for Hamilton Tract 1. (1st and 2nd read) Discussion/Vote.**
The Director of Development Randy Brown discussed the rezoning request for Hamilton Tract 1. He indicated that the property is currently zoned M-1 Light Industrial, and the developers wish to change that to R-3 Multi-Family Zoning. The City had received sketch plans for forty-eight (48) new units to be put in on the property. Alderman Snider asked about the sewer issues the City is facing and if that would make an impact. Mr. Brown informed him that the sewer capacity is the first thought on development and the City would be fine. Alderman Roggensees discussed the need for intersection improvements with the increase of traffic to the area. He also expressed his desire for more Commercial property to exist, especially in that area along Highway 160. Mr. Brown along with the Director of Public Works Dave O'Connor discussed the future plans for that intersection. The projected plans for a stoplight have been placed on hold while the Four (4) lane is being planned. MoDOT has the highway 160 expansion to four lanes as being done in 2021. Mr. O'Connor stated that MoDOT will not even get the plans ready until 2020. There is an option to bring a plan for smaller improvements to that intersection and he is willing to take that to MoDOT to see if he can get it improved. Alderman Baird stated that while Commercial would be beneficial no businesses have expressed a desire to build there. Kim Holaday, with Hamilton Properties, outlined the plans to the Board and stated that it had been for sale for two (2) years, and no Commercial business owners wanted to purchase it. Ms. Holaday told the Board that rooftops are what bring business in. This subdivision addition would bring more rooftops in, which would increase the population and create a more appealing environment for businesses to want to move in. Mr. Brown reminded the Board that they were only requesting the rezoning at this time, no plans were ready to be approved and it would be brought back to the Board at a later date.
Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the rezoning request for Hamilton Tract 1. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
The second read was conducted by the City Clerk.
Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the rezoning request for Hamilton Tract 1. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance accepting the rezoning request for Hamilton Tract 2. (1st and 2nd read) Discussion/Vote.**
Motion was made by Alderman Baird and seconded by Alderman Stewart to accept the rezoning request for Hamilton Tract 2. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
The second read was conducted by the City Clerk.
Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the rezoning request for Hamilton Tract 2. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance amending the 2016 Budget. (1st and 2nd read) Discussion/Vote.**
The Chief Financial Officer outlined the amended Budget to the Board. She informed the Board that there were adjustments made to move money from the General Fund to Parks so they can pay off what they owe to Public Works. This will clean the Budget up and remove that debt from Parks. The reserves in the General Fund would still be at forty-six percent (46%) after this transfer. Motion was made by Alderman Snider and seconded by Alderman Baird to amend the 2016 Budget. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
The second read was conducted by the City Clerk.
Motion was made by Alderman Snider and seconded by Alderman Stewart to amend the 2016 Budget. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote to accept the Wastewater Master Plan.**
The Director of Development Randy Brown, and the Director of Public Works Dave O'Connor, informed the Board that they felt the Wastewater Master Plan was a good solid plan and requested approval from the

Board to accept it. There were some areas that would be adjusted, but as an overall plan, it was written well. Mr. O'Connor discussed the difference between putting in a new lift station at Delta 2 as opposed to Delta 1, and the cost difference. The Board agreed that Delta 2 is the better choice even though it costs more as it allows for future development and growth within the City. Motion was made by Alderman Snider and seconded by Alderman Roggensees to accept the Wastewater Master Plan and approve the Delta 2 location. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion on Section 605.025 Section F: Prerequisites for Issuance of License; Peddler's Waiting Period.**

The City Clerk informed the Board that the City Code currently states that Solicitor's Licenses will be issued once the background check is complete. As of now, we have nothing in the Code to state that the City has the right to deny a License. There is also a lack of information allowing the City to revoke a license if the Solicitor's do not treat the citizens well. The Board would like to see some changes and feel it is in the citizen's best interest to ensure that their safety is priority. The City Attorney offered to look over the Code and come back at a future Meeting with an update that they can look over. The Board decided to table the discussion until the City Attorney can bring more information.

**Ordinance accepting the Bylaws for the Park Board. (1st Read) Discussion/Vote.**

The Director of Community Services J.C. Loveland discussed the Bylaws with the Board. Ordinance 120213, Bill 12-04 is the Ordinance that the Park Board currently follows. However, the Bylaws that are stated in Section 127.270 as needing to be adopted by the Board of Aldermen, have never been attached to the Park Board Ordinance to be approved. Mr. Loveland requests that the Board approve of the Bylaws and attach them to the Ordinance. The City Attorney agreed that they needed to be approved by the Board of Aldermen. Alderman Roggensees requested that the Park Board also bring a list of items they would like to see accomplished before the Budget meetings begin. Motion was made by Alderman Roggensees and seconded by Alderman Snider to approve the Park Board Bylaws and Ordinance. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance accepting the contract with Monkey Business for the Parks Department. (1st Read) Discussion/Vote.**

The Director of Community Services J.C. Loveland informed the Board that this was the same contract they use every event. The company provides the bounce houses for the Parks Department and this will be for the Halloween event. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Approval of the streetlight change request at:**

a. **Knight Street just west of Miller Road.**

The Director of Development Randy Brown informed the Board that this was something Empire requested anytime they changed out a streetlight. It was not a large expense and the usage charges would actually be less with the new light. Motion was made by Alderman Roggensees and seconded by Alderman Snider to approve the streetlight change request. The motion carried with a vote of 4-1. Voting aye: Aldermen Snider, Stewart, Whitman and Roggensees. Voting nay: Alderman Baird.

**New Business.**

None.

**Unfinished Business.**

The Director of Public Works Dave O'Connor brought up the Miller Road project. He informed the Board that it needed to be added to the TIPP and given approval to proceed with the improvements. The Board agreed we needed to proceed and get it on the TIPP with OTO.

Alderman Snider asked for an update on the Augusta Heights "Children at Play" signs. Mr. O'Connor informed the Board that these were installed on Thursday and the job was complete.

Alderman Baird asked for an update on the Trash service for the City buildings. The City Attorney stated that a letter had been sent informing the company that the contract was void as the Mayor had not signed it.

Nothing had been received back from them. Mayor Hendrickson also brought up the topic of the City going to One (1) carrier for billing purposes. The City sent letters out to all trash companies two (2) years ago informing them that we would be addressing the issue in two (2) years. July 22, 2016 was the two (2) year mark. Alderman Roggensees stated that the billing department does not make any extra money whether it is one (1) or three (3) companies. The biggest issue is all of the trucks on the roads causing damage. Alderman Baird stated he was against going to one (1) carrier. The Mayor asked if there was any benefit in making the change. Alderman Snider stated that if the City and citizens could get a cheaper rate, it may be worthwhile. The Board agreed to go out for bid and just see what offers we receive. The Mayor requested to table the discussion and asked the City Clerk to find the old bid documents from the previous bid and bring them back to the Board at the next meeting.

**Adjourn.**

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

**The meeting was adjourned at 10:04 p.m.**

Corey Hendrickson, Mayor of Willard

Jennifer Rowe, City Clerk

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AGENDA ITEM # 5

# Ordinance accepting the Bylaws for the Park Board. (2nd Read) Discussion/Vote.

Sponsored by the Director of Community Services.

First Reading: 08-01-2016 | Second Reading: ______________________

Council Bill No.:16-27 | Ordinance No.: 160808D

**AN ORDINANCE** approving municipal code amendments to Section 127.210, Section 127.230, Section 127.260, Section 127.270 and Section 127.290 of the municipal code of the City of Willard pertaining to the Park and Recreational Advisory Board.

WHEREAS, the Park and Recreation Advisory Board held a public meeting on amendments to Title I, Government Code, Chapter 127, Departments, Boards and Commissions, Article III, Park and Recreational Advisory Board, Section 127.210, Section 127.230, Section 127.260, Section 127.270 and Section 127.290 regarding the makeup and duties of the Park and Recreation Advisory Board and in accordance with Section 127.270 is recommending amendments for consideration of the Board of Aldermen.

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

Section 1: The City does hereby amend Title I, Government Code, Chapter 127, Departments, Boards and Commissions, Article III, Park and Recreational Advisory Board, Section 127.210, Section 127.230, Section 127.260, Section 127.270 and Section 127.290 as follows:

Section 127.210: Appointment of Board

The Mayor, shall, with the approval of a majority of all members of the Board of Aldermen, appoint a Park and Recreational Advisory Board of seven (7) members, five (5) members to be chosen from the citizens of the City at large with reference to their qualifications for such position, up to two (2) members may be chosen from outside the city limits but within five (5) miles and not in any other city.

Section 127.230: Terms of Members

Each member shall serve a three (3) year term.

Section 127.260: Meeting - Election of Officers

The Park and Recreational Advisory Board members shall meet at least monthly on a set date and time as determined by the members. June of every year the members shall elect one of its members as President, and one of its other members as Vice-President, and one of its other members as Secretary.

Section 127.270: Duties

The Park and Recreational Advisory Board shall have the following duties and responsibilities:

(1) Make and adopt such bylaws and recommend to the Board of Aldermen rules and regulations for their guidance and for the government of the parks.
(2) Identify park and recreational opinions of individuals and organizations in the community.
(3) Make annual budget recommendations.
(4) Ensure resources to continue ongoing and future park and recreation programs.

(5) Accept and perform delegated responsibilities.
(6) Advise on basic policies that guide the department.
(7) Maintain a clear distinction between its own function and the function of the governing body and professional staff.
(8) Submit all recommendations or suggestions in writing to avoid misinterpretations.
(9) Recognize that its recommendations or suggestions will not always be followed.
(10) Review and advise on development plans.
(11) Recommend sites for park expansion.
(12) Recommend new programs for inclusion into department offerings.

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 Alderman 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, subsections, sentences, clauses, or phrases be declared invalid.

Section 4: 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.

Passed at meeting: ___________________________

_______________________________________

Mayor, Corey Hendrickson

Attest: ___________________________________________, City Clerk

Approved as to form: ___________________________________, 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 |
| --- | --- | --- | --- |
| ______________________ JAMIE BUCKLEY | ________ | ______ | ________ |

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

DAVID ROGGENSEES

| MEMBERS OF THE BOARD OF ALDERMEN: | YES | NO | ABSTAINED |
|---|---|---|---|
| JAMIE BUCKLEY | | | |
| SAMUEL SNIDER | | | |
| DONNA STEWART | | | |
| LARRY WHITMAN | | | |
| SAM BAIRD | | | |
| DAVID ROGGENSEES | | | |

# Bylaws for the

# Willard, Missouri Park and Recreation Advisory Board

Article I. NAME OF THE BOARD

This Board shall be called the Willard, Missouri Park and Recreation Advisory Board, to serve as the Park Board for the City.

Article II. PURPOSE OF THE BOARD

The purpose of the Willard, Missouri Park and Recreation Advisory Board is to provide recreation opportunities and facilities for all residents of Willard. They shall be vested with the power, duties, and obligations necessary to accomplish this purpose. They shall be charged with advisory ability to the City of Willard Board of Aldermen for the recreation programs and park facilities under their direction.

Article III. MEMBERSHIP

Section 1 The membership of the Board shall be seven members appointed by the Mayor, with the approval of the Board of Aldermen. Board members shall hold office for three years or until their successor is appointed.

Section 2 Five (5) members to be chosen from the citizens of the city at large with reference to their fitness for such position, up to two (2) members may be chosen from outside the city limits but within five (5) miles and not in any other city.

Section 3 No member of the Park and Recreation Advisory Board shall be a member of the municipal government. Board members shall serve without salary or compensation, but shall be entitled to documented expenses for mileage, per diem and expenses.

Section 4 Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Board of Aldermen, and shall be filled in like manner as original appointments, for the unexpired term of said member.

Article IV. OFFICERS

Section 1 The officers of this Board shall be a President, Vice President and a Secretary. The officers shall be elected at the organization meeting in June to serve for one year or until a successor shall be elected.

Section 2 The Park and Recreation Advisory Board shall make and adopt Bylaws, rules and regulations for its own guidance, proceedings, as may be expedient not inconsistent with <u>Ordinance No.: 120213</u> adopted by the City of Willard Board of Aldermen on February 13, 2012.

<u>Article V.</u> <u>MEETINGS</u>

Section 1 Regular meetings shall be held the last Thursday of each month during the year unless otherwise agreed upon by the Board.

Section 2 Special meetings may be called by the President or on the request of at least three (3) members.

Section 3 All regular meetings are to be held at the Willard City Hall.

Section 4 The meetings shall convene at 7:00 p.m. unless otherwise agreed.

Section 5 The first regular meeting in June of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, reviewing the inventory report, and other business that may need to come before such meetings.

Section 6 A simple majority of the current sitting members of the Park and Recreation Advisory Board shall constitute a quorum at any regular or special meeting.

Section 7 All meetings are open to the public pursuant to Missouri Law.

Section 8 Meetings shall be conducted by the President and in accordance with procedures prescribed in the Bylaws and decisions reached only after full consideration and debate on the issue in question. All procedures shall be in compliance with the State of Missouri Sunshine Law.

Section 9 The following shall be the order of business of the Park and Recreation Advisory Board, but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.

Order of Business:

1. Call to order

2. Roll call
3. Agenda Amendments/Approval of Agenda
4. Approval of minutes of last regular meeting and of any special meetings held subsequently
5. Citizens Input
6. Approval of Financial Statements
7. Program Budgets
8. Directors Report
   a. Sports Report
   b. Aquatics Report
9. Reports of Standing Committees
   a. Finance and Programs Committee
   b. Buildings, Grounds, and Equipment Committee
10. Old Business
11. New Business
12. Adjourn Meeting

Article VI. DUTIES AND RESPONSIBILITIES OF THE BOARD

Section 1 General Duties and Responsibilities

a. Be responsible for the improvement, supervision, care and custody of the following parks, including all facilities located within that park or any future park: Highline Soccer Park, Miller Farm Park, Jackson Street Park and Willard Sports and Recreation Complex.

b. Interpret the recreation and park services of the department to the community and interpret the needs and desires of the community to the Board of Aldermen.

c. Determine and establish the general policies to be followed in carrying out the purpose for which the Board was established.

d. The Park and Recreation Advisory Board will solicit, evaluate, and interview potential employees for the position of Parks and Recreation Director, at the direction of the Board of Aldermen, and present the top three candidates to the Board of Aldermen for final selection.

e. Periodically evaluate:

1. The progress of acquisition and development programs
2. The effectiveness of recreation programs
3. The level of maintenance of park areas
4. The work of employees responsible to the park service

f. Aid in coordinating the recreation services and programs of other agencies, both public and private, providing recreation in the community.

g. Recommend to the Board of Aldermen to either accept or reject, after due consideration, all private donations in any form in accordance with that which the Board believes is in the best interest of the citizens of the City of Willard.

Section 2 Financial Duties and Responsibilities

a. The Park and Recreation Advisory Board shall present to the Board of Aldermen an annual budget sufficient to finance the program of recreation and parks the Board deems necessary for the welfare of the residents of the City of Willard. The budget shall be submitted to the Board of Aldermen at the time designated by the Council to hear the requests.

b. The Board shall annually recommend to the Board of Aldermen a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the City.

c. The Board shall recommend for approval to the Board of Aldermen all bills and necessary expenditures. All purchase requests shall be first submitted to the Park Board for approval to submit to the Board of Aldermen. All moneys shall be deposited in a separate account to the credit of the Willard Park and Recreation for the City and shall be kept separate and apart from all other moneys and accounts of the City of Willard, Missouri.

Section 3 Planning Duties and Responsibilities

a. Prepare a master plan for the acquisition and development of an adequate system of parks, facilities and recreation programs for the residents of the City of Willard.

b. Investigate and determine the needs and interests of the community for recreation facilities and programs. To develop a recreational program to meet those needs.

Article VII. DUTIES OF OFFICERS

Section 1 President:

a. The President shall preside at all meetings of the Board. The President shall appoint all committees, represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He/She shall perform the other duties ordinarily performed by that office.

b. The President shall prepare or cause to be prepared a manual for each member of the Board including the following information:

1. Copy of ordinance authorizing the Park and Recreation Board
2. Bylaws of the Board
3. List of fees and charges used by the department
4. Copy of last year's expenses
5. Copy of current annual budget
6. Site plans of each park area owned and operated by the City and a list of their facilities and equipment
7. Salary schedules for employees
8. Agreements in writing for use of any area or facility not owned by the City
9. Other reports that may be submitted to the Board
10. Any other information helpful in acquainting new board members of the procedures and operation of the Board

Section 2 Vice President:

a. The Vice-President shall preside over meetings upon the absence of the President.

b. The Vice-President should assist the President with any and all duties he/she deems necessary.

Section 3 Secretary:

a. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board. This includes regular and special meetings plus reports of standing committees. The Secretary shall issue or cause to be issued notices of regular and special meetings. All records shall be submitted to the City Clerk as custodian of documents.

Article VIII COMMITTEES

Section 1 Standing Committees; there shall be two standing committees.

a. Finance and Programs Committee

b. Buildings, Grounds, and Equipment Committee

Section 2 Appointment of Committees

a. The Standing Committees shall be appointed by the President of the Board at the annual meeting or as soon thereafter as possible and serve until their successors are appointed and qualified.

Section 3 Personnel of Committees

a. Each committee shall consist of no more than three members of the Board.

b. Each committee shall elect one member to serve as Chairman of the committee.

Section 4 Committee Reports

a. A record of the actions of each committee shall be kept by the Chairman of said committee and shall be reported in writing to the Board at its next meeting for action by the Board.

Section 5 Duties of the Finance and Programs Committee:

a. This committee shall recommend fees and charges to be used, and shall be responsible for submitting information to be used in preparation of the budget.

b. The Community Services Director shall be a member of this committee.

c. This committee shall exercise supervision over all recreation programs within the park system. They shall also plan a program of recreation based on the expressed needs and interests of the community residents and recommend to the Park and Recreation Advisory Board those programs which they feel should be implemented within the available finances and facilities of the Board.

Section 6 Duties of the Buildings, Grounds, and Equipment Committee:

a. This committee shall exercise supervision over care and control of all buildings, grounds, and equipment, within the park system.

b. The Director of Development for the City of Willard shall be a member of this committee.

c. The committee shall investigate and determine the need for new facilities, equipment, or renovation of existing buildings and equipment and for expansion and improvement.

d. This committee shall prepare a master plan for acquisition and development of park areas, and make the best possible use of all land under the control of the Board.

e. Landscaping and beautification shall also be charged to this committee. Parking lots, location of new facilities, etc. shall be finalized by this committee for approval by the Park and Recreation Advisory Board before presentation to the Board of Aldermen.

Article IX REMOVAL OF BOARD MEMBER

Section 1 When a member has been absent or has not performed the duties of that office for three consecutive meetings, that member may forfeit their seat.

Section 2 The Mayor may, with the consent of a majority of all members of the Board of Aldermen, remove any Park and Recreation Advisory Board member for misconduct or neglect of duty. Any member may also be removed by a two-thirds (2/3) vote of all members of the Board of Aldermen, independent of the Mayor's approval or recommendations.

Article X. AMENDMENTS

Section 1 These Bylaws may be amended at any regular meeting of the Park and Recreation Advisory Board by a majority vote of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. Bylaws and amendments to the Park and Recreation Advisory Board Bylaws shall be approved by the Board of Aldermen in order to be fully adopted.

These Bylaws were accepted and approved at

the ___(Date)____ Willard Park Board meeting.

| Members of the Park and Recreation Advisory Board | Yes | No |
|---|---|---|
| ______________________ Blaine Kennard, President | ___ | ___ |
| ______________________ Valorie Simpson, Vice-President | ___ | ___ |
| ______________________ Billie Middleton, Secretary | ___ | ___ |
| ______________________ Laurie Pendergrass | ___ | ___ |
| ______________________ Samantha Mosier | ___ | ___ |
| ______________________ Vacant | ___ | ___ |
| ______________________ Vacant | ___ | ___ |

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

AGENDA ITEM # 6

# Ordinance accepting the contract with Monkey Business for the Parks Department. (2nd Read). Discussion/Vote.

Sponsored by the Director of Community Services.

First Reading: 08/08/16 Second Reading: ______________

Council Bill No.: 16-28 Ordinance No.: 160808E

AN ORDINANCE

**ACCEPTING** **the proposal of Mac Entertainment LLC d/b/a Monkey Business Events to provide rental equipment for the City of Willard Recreation Center, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.**

WHEREAS, the City of Willard has selected Mac Entertainment LLC d/b/a Monkey Business Events to provide said services as itemized in detail in Exhibit A as attached hereto;

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the proposal of Mac Entertainment LLC d/b/a Monkey Business Events to provide the services described in Exhibit A.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

______________________________
Mayor

ATTEST: ______________________, City Clerk

Approved as to form: ________________________________, 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 |
|---|---|---|---|
| ______________________ JAMIE BUCKLEY | ______ | ______ | ______ |
| ______________________ SAMUEL SNIDER | ______ | ______ | ______ |
| ______________________ DONNA STEWART | ______ | ______ | ______ |
| ______________________ LARRY WHITMAN | ______ | ______ | ______ |
| ______________________ SAM BAIRD | ______ | ______ | ______ |
| ______________________ DAVID ROGGENSEES | ______ | ______ | ______ |

First Reading: 08/08/16 Second Reading: ____________

Council Bill No.: 16-28 Ordinance No.: 160808E

2nd READ

| MEMBERS OF THE BOARD OF ALDERMEN: | YES | NO | ABSTAINED |
| --- | --- | --- | --- |
| JAMIE BUCKLEY | | | |
| SAMUEL SNIDER | | | |
| DONNA STEWART | | | |
| LARRY WHITMAN | | | |
| SAM BAIRD | | | |
| DAVID ROGGENSEES | | | |

**MONKEY BUSINESS EVENTS**
**2733 East Battlefield #248**
**Springfield, MO 65804**

## EQUIPMENT RENTAL/SERVICES AGREEMENT

1. This contract is for the equipment/service(s) listed in section labeled Section A. to be provided by **Mac Entertainment LLC d/b/a Monkey Business Events** ("Provider") to the Customer listed below, pursuant to the terms set forth herein.

2. **Customer:**

| | | |
|---|---|---|
| | Name: | CITY OF WILLARD – JC LOVELAND |
| | Address: | CITY PARK, WILLARD MO |
| | Phone: | 417-742-5380 |

3. **Event Details:** The terms, location, date, and times of the contract shall be listed in the section labeled Section B.

4. **Cost:** Customer shall pay Provider an amount equaling the total listed in the following section labeled Section C for the equipment/services provided. A payment in full of the costs stated on Section C shall be payable no later than 1 week prior to the Event Date. Customer understands and agrees that there are No refunds if cancelled by Customer.

5. **Condition/Inspection:** Customer agrees to inspect all equipment at the time of delivery and immediately notify Provider of any deficiencies prior to its use so that Provider may inspect. Customer agrees to return all equipment in the same condition as it was provided and will pay for all damage to, theft or other loss of, all equipment.

6. **Warranty/Damages Disclaimer:** Customer agrees all equipment is provided on an "**AS-IS**" basis, and Provider makes no express or implied warranties as to the condition or performance of any equipment or other items provided under this contract. The only warranties applicable are those provided by the manufacturer on the equipment or instruction manual. **ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS EXPRESSLY DISCLAIMED. IN NO EVENT SHALL PROVIDER BE RESPONSIBLE FOR CONSEQUENTIAL DAMAGES.**

7. **Risks of Use:** Customer understands that use of the equipment can result in physical injury, paralysis, and death, and property damage. Customer agrees to read and comply with all instructions located on equipment, and comply with the policies/rules attached hereto.

14. DO NOT FASTEN OR TIE ANYTHING TO THE EQUIPMENT. ANY DAMAGE OR EXCESSIVE DEBRIS WILL RESULT IN A REPAIR OR CLEANING CHARGE TO YOU THE CUSTOMER.

15. IN CASE OF INCLEMENT WEATHER, DEFLATE ANY INFLATABLE EQUIPMENT FOR RAIN AND/OR HIGH WINDS. ALLOW THE UNIT TO DRY WHEN RE-INFLATATED AS THE VINYL SURFACE CAN BE EXTREMELY SLIPPERY WHEN WET.

16. TO AVOID NECK, BACK AND OTHER BODILY INJURIES - NO WRESTLING, FLIPS OR ROUGH HOUSING IS PERMITTED IN, ON OR FROM UNITS. PARTICIPANTS SHALL NOT JUMP FROM PLATFORMS ONTO THE SLIDING AREAS, CLIMB THE NETTING OR ROOFS OR BOUNCE AGAINST THE SIDES OR NEAR THE DOORWAY OF THE UNITS.

17. ANYONE WITH HEAD, BACK, NECK OR ANY MUSCULAR-SKELETAL INJURIES OR DISABILITIES, PREGNANT WOMEN AND OTHERS WHO MAY BE SUSCEPTIBLE TO INJURY FROM FALLS BUMPS OR BOUNCING ARE NOT PERMITTED IN THE UNITS AT ANY TIME.

18. DO NOT ALLOW OLDER CHILDREN TO JUMP WITH YOUNGER CHILDREN.

19. IF THE UNITS LOSE POWER OR BEGIN TO DEFLATE DURING OPERATION OR THERE IS ANY REASON TO STOP THE UNITS' USE, THE ADULT SUPERVISOR SHOULD IMMEDIATELY ASSIST PARTICIPANTS WITH SAFE EVACUATION FROM UNITS

20. UNITS MUST BE SECURED TO THE GROUND AT ALL TIMES TO PREVENT TIPPING OR INJURY. AT NO TIME SHOULD THE UNITS BE REMOVED FROM INSTALLED LOCATION.

Initial: _____

8. **Liability Insurance:** Provider shall carry liability insurance to cover all products and services that Provider staffs. Any product or service not provided or staffed by Provider will not be covered by Provider's insurance, and Customer agrees to provide liability insurance coverage of the use of all equipment by Customer and its guests, agents and invitees.

9. **Liability:** Provider shall carry liability insurance to cover all products and services that Provider staffs. Any product or service not provided or staffed by Provider, will not be covered.

10. **No Joint Venture:** Nothing in this contract shall be construed by any party as creating an agency, relationship, partnership, or joint venture.

11. **Merger:** This contract and attachments contain the entire agreement of the parties with respect to the transaction. No modification or addition to its terms shall be valid unless by signed written agreement.

12. **Supervision/Responsibility. The undersigned Customer shall be responsible for the proper usage by, and supervision and safety of, all users of Provider's equipment.**

**Execution and Signatures:** BY SIGNING BELOW, THE UNDERSIGNED CUSTOMER STATES AND AGREES: I HAVE READ AND UNDERSTAND THE ENTIRE CONTENTS OF THIS AGREEMENT INCLUDING ALL ATTACHMENTS, AND AGREE TO BE BOUND BY THEM, AND FURTHER WARRANT AND REPRESENT THAT I AM EITHER THE CUSTOMER NAMED ABOVE, OR AM AUTHORIZED AND EMPOWERED TO ACCEPT DELIVERY OF THE EQUIPMENT AND TO SIGN THIS AGREEMENT ON THEIR BEHALF AS THEIR AGENT. ~~FURTHERMORE, I AGREE THAT I AM ALSO BINDING MYSELF PERSONALLY AS AN ADDITIONAL PARTY TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.~~ OK

**Dated this 2nd day of August, 2016**
CUSTOMER:

Print: ______________________________

Sign: ______________________________
**Accepted by Provider:**

**MAC Entertainment LLC**

By: ANGIE GOFF

Position: MANAGER

**Section A**

Monkey Business Events will provide:

ITEMIZED EQUIPMENT/SERVICE: FEE: $400.00

ADVENTURE GALLEY – DRY
RACING FUN COMBO
*NO ATTENDANTS PROVIDED
*NO GENERATORS PROVIDED
*SET UP ON GRASS

TOTAL FEE $400.00

*Customer is responsible for providing an adult attendant for each item listed above, for safety and supervision. No staff will be supplied, unless requested and listed along with each item above.

*Customer is also responsible for electrical outlets to operate each item list above. No generators will be supplied, unless requested and listed above.

Initial: _____

**Section B**

Agreement Terms

| | | |
|---|---|---|
| Event Location: | CITY PARK<br>WILLARD, MO 65738 | |
| Event Date: | 10-22-2015 | |
| Event Time: | 6:00PM-9:00PM | |
| Terms: | $400.00 | **See Section C** |

Initial: _____

**Section C**

Cost
$400.00

A payment in the amount of $200.00 shall be due upon the signing of this contract, with a final payment of $200.00 due no later than 1 week before event.
**Price includes, Delivery, Set up and Tear down.*

**Once this agreement is signed it will be considered an agreement/contract between equipment/service recipient and the equipment/service provider.*

Initial: _____

**POLICIES & RULES:**

1. EVENT LOCATION AREA MUST BE FLAT, DRY AND CLEAR OF ROCKS OR ANY OTHER DEBRIS TO ENSURE THE SAFETY OF PARTICIPANTS. A 20-FOOT OVERHEAD CLEARANCE IS NEEDED, AS WELL AS A 5FT OR MORE PERIMETER AROUND THE UNITS. IT IS THE CUSTOMER'S RESPONSIBILITY TO CLEAN AREA PRIOR TO SET UP.

2. THE CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ANY DAMAGE OR LOSS TO EQUIPMENT WHILE AT CUSTOMER'S DESIGNATED LOCATION.

3. THE CUSTOMER IS RESPONSIBLE FOR PROVIDING POWER TO OPERATE BLOWER UNITS AND WATER FOR THE WET UNITS. A GROUNDED 3-PRONG OUTLET CAN BE USED AND MUST BE WITHIN 100' OF THE UNIT. A 100' HOSE CAN BE USED AND MUST BE WITHIN 100' OF THE UNIT.

4. EQUIPMENT MUST BE UNDER ADULT SUPERVISION AT ALL TIMES ENSURING THAT IT IS SAFE AND WITHIN RECOMMENDED MANUFACTURER'S GUIDELINES FOUND ON THE ATTACHED SAFETY SIGN OF EACH UNIT AS TO NUMBERS OF USERS, AGES AND SIZES.

5. SHOES, GLASSES, JEWELRY, BADGES, HAIR BARETTES, AND ANY OTHER OBJECT WHICH MAY CAUSE INJURY AND/OR DAMAGE TO PERSON OR EQUIPMENT MUST BE REMOVED PRIOR TO ENTERING.

6. TO AVOID ANY INJURIES, NO FLIPS, NO SOMERSAULTS, NO WRESTLING, NO ROUGH HOUSING, NO PUSHING, NO COLLIDING, OR ANY FORM OF BODILY CONTACT IS ALLOWED.

7. NO AEROSOLS (SUCH AS "SILLY STRING"-TYPE PRODUCTS), FOOD, DRINK, CANDY, CHEWING GUM OR ANY OTHER STICKY SUBSTANCE IS ALLOWED IN OR AROUND THE EQUIPMENT.

8. ABSOLUTELY NO USER UNDER THE INFLUENCE OF ALCOHOL, DRUGS, OR ANY INTOXICATING DRUGS SHOULD USE THE EQUIPMENT.

9. NO SMOKING OR BARBEQUE UNITS WITHIN 15 FEET OF THE EQUIPMENT.

10. DO NOT ALLOW ANYONE TO BOUNCE ON THE FRONT SAFETY STEP OR ANYWHERE ON THE EXTERIOR OF THE EQUIPMENT.

11. DO NOT ALLOW INDIVIDUALS TO CLIMB, HANG, OR SIT ON INFLATABLE WALLS.

12. KEEP EQUIPMENT AWAY FROM SWIMMING POOLS.

13. SUBJECTS OVER THE AGE OF 15 YEARS SHOULD NOT USE THE EQUIPMENT UNLESS THE UNIT IS DESIGNED FOR ADULTS.

Initial: _____

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

AGENDA ITEM # 7

# Discussion and Resolution on Four Corners Development support letters.

Sponsored by the Director of Development.

Four Corners Development Support Letters & Resolution

August 22, 2016

Four Corners Development is proposing a 48 unit development consisting of four – eight unit apartments and eight duplexes and a community building to be located across from the Willard Police Department.

The rezoning of the property from M-1 to R-3 was approved at the July 26th Planning and Zoning meeting and the August 8th Board of Aldermen meeting. A sketch plan outlining the proposal will be presented to the Planning and Zoning Commission meeting on August 23 rd.

The Hamilton Development Group has requested letters of support from the Mayor, B.O.A. and Public Works including the passage of a resolution to signify the Cities support solidifying our intent to work with the developer to provide affordable housing for our citizens.

Staff would ask your consideration for approval of these requests. If approved it will help insure this project receives further approval at the state level.

This request does not and will not relieve the Developer of meeting all requirements of the Land Development Regulations as outlined in Chapter 400 of the Willard Municipal Code.

Feel free to contact me if you have any questions or concerns regarding this agenda item.

Randy Brown
Director of Development

CITY OF WILLARD
RESOLUTION NO: 16-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLARD, MISSOURI SUPPORTING THE APPLICATION OF FOUR CORNERS DEVELOPMENT MISSOURI HOUSING DEVELOPMENT COMMISSION (MHDC) PROPOSAL**

WHEREAS, the City of Willard supports Economic Development and promotes affordable housing for the benefit of the Citizens of Willard, Missouri, and;

WHEREAS, the City Council of the City of Willard, Missouri hereby resolves to support the application for Fox River Estates, Phase II submitted to the Missouri Housing Development Commission by Four Corners Development for the betterment of our Community.

**NOW, THEREFORE, BE IT RESOLVED,** it is noted that the proposed development, Fox River Estates, is consistent with the City of Willard, Missouri affordable housing strategies and Comprehensive Plan and will serve qualifying families in the City of Willard, Missouri.

**THIS RESOLUTION PASSED AND APPROVED** at a regular meeting of the City Council and approved by the Mayor the _______ day of ________, 2016.

______________________________
**Corey Hendrickson, Mayor**

**ATTEST:**

______________________________
**Jennifer Rowe, City Clerk**

**CITY OF WILLARD, MISSOURI**

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

August 22, 2016

Missouri Housing Development Commission
Mr. Frank Quagraine, Director of Rental Production
920 Main Street, Suite 1400
Kansas City, MO 64105

RE: The proposal of Willard Fox River Estates Phase II
Willard, Missouri

Dear Mr. Quagraine,
The City of Willard is always in support of the development of affordable housing for all income levels. The property shown as Exhibit "A" on the following page was passed for approval of rezoning to "R-3" for multiple family residence districts at the city council meeting held on August 8, 2016.

The property meets the comprehensive plan as revised by the rezoning of the property to an R-3 residential district. The project density that has been presented at this time is appropriate for the property size. The property is now zoned in accordance with the proposed project.

We anticipate approval of the project upon submission of plans that are in accordance with the requirements that are outlined in the Willard Municipal Code Book. We look forwards to doing all that we can to make this project a success.

If there should be any questions, please contact our office at 417-742-5300.

Sincerely,

The Willard Board of Aldermen

| | |
|---|---|
| DAVID ROGGENSEES | SAM BAIRD |
| LARRY WHITMAN | SAMUEL SNIDER |
| DONNA STEWART | JAMIE BUCKLEY |