

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

Work Study/Meeting

February 22, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Michael Barr-Mayor Pro-Tem

Jamie Buckley

Samuel Snider

Paul Hood

Sam Baird

Larry Whitman

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
WORK STUDY/MEETING
February 22, 2016
7:00 P.M.**

Posted February 17, 2016.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** February 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 February 8, 2016.
4. Citizen Input (5 minute limit per person).
5. Discussion/Vote on bid approval for Police Department Generator.
6. Discussion/Vote on bid approval for Police Department Logging.
7. Ordinance adopting the 2016 General Code. (2nd Read). Discussion/Vote.
8. Resolution adopting LAGERS benefits increase to level seven (7).
9. Ordinance amending Section 710.470 Sewer Rates. (1st Read) Discussion/Vote.
10. Ordinance amending Section 605.060 Terms of License. (1st Read)
Discussion/Vote.
11. Ordinance amending Section 715.030 Identity Theft Prevention Program. (1st
Read) Discussion/Vote.
12. Discussion/Vote on selection of architectural firm RFQ for City Hall security.
13. New Business.
14. Unfinished Business.
15. 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
February 8, 2016
7:00 p.m.**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Public Works Director, Justin Reaves, Community Services Director, J.C. Loveland; Chief Financial Officer, Carolyn Halverson; Chief of Police, Tom McClain; and Director of Development, Randy Brown.

City Attorney Ken Reynolds was present.

Citizens in attendance: JD Landon, Jim Vaughn, Lucille Murray, Mindy Latham and James Hanson.

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-present, Alderman Whitman-present, Alderman Barr---, Alderman Snider-present, Alderman Baird-present, Alderman Hood-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

The City Administrator requested that items thirteen (13) and fourteen (14) be removed from the agenda, and the number order reassigned. Motion was made by Alderman Buckley and seconded by Alderman Whitman to accept the agenda with changes. The motion carried with a vote of 5-0. Voting aye: Aldermen Whitman, Buckley, Snider, Baird and Hood.

Approve the Minutes of the Regular Meeting January 25, 2016.

Motion was made by Alderman Buckley and seconded by Alderman Baird to approve the minutes. The motion carried with a vote of 5-0. Voting aye: Aldermen Hood, Whitman, Snider, Buckley and Baird.

Proclamation for "Ronald McDonald House Week."

The Mayor read the proclamation authorizing the City of Willard to acknowledge the week of February 8, 2016 to February 14, 2016 as "Ronald McDonald House Week." Motion was made by Alderman Hood and seconded by Alderman Whitman to accept the proclamation. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Whitman, Snider, Baird and Hood.

Citizen Input.

None.

Financial Reports.

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

Department Head Reports.

The Department Heads presented their reports to the Board.

The Chief Financial Officer informed the Board that the December Summaries may have to be brought back to the Board for approval once the 2015 Audit is complete. The 2016 Budget may need amended at that time as well.

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

Discussion/Vote.

Second read was conducted by the City Clerk.

Motion was made by Alderman Buckley and seconded by Alderman Baird to accept the contract with Monkey Business for the Parks Department. The motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Baird, Hood, Whitman and Snider.

Discussion/Vote on bid approval for Parks Department Roofing bid.

The Community Services Director discussed the bids received by three (3) companies for the roof on the big pavilion as well as the pool roof repair. He requested that the Board approve to accept the bid made by Glennstone Roofing and Fence as it was the best one. Motion was made by Alderman Baird and seconded by Alderman Hood to accept the bid made by Glennstone Roofing and Fence. Motion carried with a vote of 5-0. Voting aye: Aldermen Whitman, Buckley, Snider, Baird and Hood.

Discussion/Vote on bid approval for Parks Department Concrete.

The Community Services Director discussed the bids received by four (4) companies for the concrete. He requested that the Board accept the bid made by Liming Concrete as it was the best one. Motion was made by Alderman Hood and seconded by Alderman Buckley to accept the bid made by Liming Concrete. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Whitman, Snider, Baird and Hood.

Ordinance adopting the 2016 General Code. (1st Read).

The City Clerk informed the Board that there were a few minor changes to State Statutes in the General Code. This is just adopting the changes so the City of Willard is up-to-date. Motion was made by Alderman Buckley and seconded by Alderman Whitman to adopt the 2016 General Code. Motion carried with a vote of 5-0. Voting aye: Aldermen Whitman, Buckley, Snider, Baird and Hood.

Discussion/Vote to proceed on grant applications.

The Community Services Director discussed his desire to apply for the Lowe's Community Grant. This grant would allow for an urban garden to be built on City property allowing space for those citizens who wish to have a small garden. There would be a minimal impact on employees, and the garden would generate a small amount of revenue for the City. Motion was made by Alderman Baird and seconded by Alderman Hood to allow the Parks Department to proceed with the application. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Whitman, Snider, Baird and Hood.

The Public Works Director discussed his desire to apply for the Rural Sewer Grant through the Department of Natural Resources. The City is working on a project at this time and the cost has almost doubled. This grant is a 50/50 match grant, which will allow the funding to complete the project. Motion was made by Alderman Hood and seconded by Alderman Baird to allow the Public Works Department to proceed with the application. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Whitman, Snider, Baird and Hood.

New Business.

The City Administrator updated the Board on information pertaining to Tethering Ordinances that other municipalities have adopted. The Board discussed the information and concluded that it would not be in the best interest of the City of Willard or our citizens to adopt this type of Ordinance. The State and the City already have rules in place regarding animal neglect and cruelty and would not benefit from adding information regarding to tethering.

Unfinished Business.

None.

Adjourn.

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

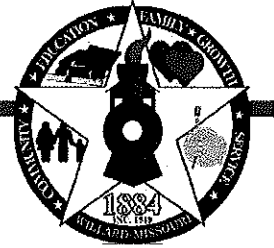
The meeting was adjourned at 9:00 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 5

Discussion/Vote on bid approval for Police Department Generator.

JT Electric and Solar L.L.C

506 W. Osage
Clever, MO 65631
(417)849-6898

BID

Invoice for
Willard P.D.

Payable to
JT Electric and Solar L bid

Invoice #

Willard, MO

Project
P.D. Generator

Due date

Description	Qty	Unit price	Total price
Materials for adding transfer switch to generat	1	\$2,500.00	\$2,500.00
Labor for installation switch for generator		\$1,600.00	\$1,600.00
			\$0.00
			\$0.00

Notes:

Price DOES NOT include permit fees

Subtotal \$4,100.00

Adjustments

\$4,100.00

A & J POWER SYSTEMS, LLC
 PO BOX 1031
 NIXA, MO 65714
 417-725-2506 Phone

info@aandjpower.com

Estimate

Date	Estimate #
2/2/2016	333

CITY OF WILLARD PO BOX 187 WILLARD MO 65781	Project		
	Enclosure Estimate		
Description	Qty	Cost	Total
This is an estimate to provide and install a custom enclosure for the Cummins 80KW generator. We will provide the following: Steel sub-frame with extra structure to support the muffler and exhaust system on top. Access doors on both sides and rear of unit for access to controls. Enclosure will have louvers to provide adequate cooling for engine and generator. All outer panels will be made from aluminum tread plate and the doors will be lockable. Estimate includes delivery, unloading and setup on site. Lead Time: 2 weeks ARO We also checked with Cummins on a factory enclosure and the lead time was 13 weeks ARO with a cost of \$4,305.10 (includes enclosure, freight) We also checked on having a drop over enclosure made and the lead time was 13-16 weeks ARO with a cost of \$5,552.00 (includes enclosure, freight)			2,750.00
I agree to the terms and conditions of this estimate and authorize A & J Power Systems, LLC to proceed with the above service/repairs.	Subtotal		\$2,750.00
Signature _____	Sales Tax (0.0%)		\$0.00
Date _____	Total		\$2,750.00

Terms: This estimate is valid for 30 days. Terms are Net 30 with approved credit. This price is valid for cash/approved credit sales only.

A & J POWER SYSTEMS, LLC
 PO BOX 1031
 NIXA, MO 65714
 417-725-2506 Phone

info@aandjpower.com

Estimate

Date	Estimate #
2/2/2016	331

CITY OF WILLARD PO BOX 187 WILLARD MO 65781	Project		
	Fuel Tank Estimate		
Description	Qty	Cost	Total
This is an estimate to provide a new 500 gallon fuel tank Includes the following: Delivery, unloading, setup and leveling of fuel tank. 1-500 gallon fuel tank on 2' stilts. The fuel tank will be labeled "Diesel Fuel" (Diesel Fuel Not Provided) The fuel tank will have two out ports (one on each end). One end will be hooked to the generator to supply fuel and the other end will be to fuel other equipment per the customer's request. The fuel tank will have fuel shut offs and filters on both ends The fuel tank top will have a 2" fill with cover cap. The fuel tank will also have return ports and a vent. Provide and install fuel line from the tank to supply the generator and fuel line for the return Provide and run fuel line through conduit to keep the fuel line from being damaged Lead Time: Approximately 40 days ARO We are bidding a 500 gallon tank because the difference between a 300 gallon tank and a 500 gallon tank was approximately \$75.00			1,593.92
I agree to the terms and conditions of this estimate and authorize A & J Power Systems, LLC to proceed with the above service/repairs.	Subtotal		\$1,593.92
Signature _____	Sales Tax (0.0%)		\$0.00
Date _____	Total		\$1,593.92

Terms: This estimate is valid for 30 days. Terms are Net 30 with approved credit. This price is valid for cash/approved credit sales only.

A & J POWER SYSTEMS, LLC
 PO BOX 1031
 NIXA, MO 65714
 417-725-2506 Phone

info@aandjpower.com

Estimate

Date	Estimate #
2/2/2016	332

CITY OF WILLARD PO BOX 187 WILLARD MO 65781	Project		
	Installation Estimate		
Description	Qty	Cost	Total
This is an estimate to provide installation of used Cummins 80KW generator set. Includes the following: Delivery, unloading and setup of generator set on customer's concrete pad. The unit will be anchored to pad. Provide and install a meter back with a 200 Amp breaker (needed to meet NEC and Empire District Electric code). Provide and install one new Kohler 200 Amp Automatic Transfer Switch in a Nema 3R enclosure Provide and run conduits between the automatic transfer switch and the generator pad Provide and install wiring to connect the generator set to the automatic transfer switch Provide and install grounding of system Provide and install wiring for block heater and battery charger in separate conduit per NEC code Programing of new Kohler automatic transfer switch Startup, testing & adjusting of generator and the automatic transfer switch systems. Lead Time: 1 week ARO (pending parts availability) We will run the phone systems and lights from our generators while the electrical work is being done.			2,799.54
I agree to the terms and conditions of this estimate and authorize A & J Power Systems, LLC to proceed with the above service/repairs.	Subtotal		\$2,799.54
Signature _____	Sales Tax (0.0%)		\$0.00
Date _____	Total		\$2,799.54

Terms: This estimate is valid for 30 days. Terms are Net 30 with approved credit. This price is valid for cash/approved credit sales only.

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AGENDA ITEM # 6

Discussion/Vote on bid approval for Police Department Logging.

* Bids February 18, 2016 -
1:00 p.m.

Logging on 48 acres

55 Trees

Big League & Timber - Josh Kenney → 15,500.00
David Guy - Guy's logging → 19,365.00
West Logging → 18,250.00
~~Timber~~ ~~Big~~

Cole Creek Timber Co - Traves Yake → 12,800.00
Bunky Long → 13,250.00
George Letterman → 17,006.00
Brian Hawk 14,800.00

Opened by Randy Brown and recorded
by Linda Murray.

Randy Brown

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AGENDA ITEM # 7

**Ordinance adopting the 2016 General Code. (2nd Read).
Discussion/Vote.**

2016 ADOPTING ORDINANCE

BILL NO. 16-04

ORDINANCE NO. 160208

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE OF ORDINANCES OF THE CITY OF WILLARD; ESTABLISHING THE SAME; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN, EXCEPT AS HEREIN EXPRESSLY PROVIDED; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE OF ORDINANCES; PROVIDING PENALTY FOR THE VIOLATION THEREOF; AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

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

Section 1. That pursuant to Section 71.943 of the Revised Statutes of Missouri, the codification of ordinances, as set out in Titles I through VII, each inclusive, of the "Code of Ordinances of the City of Willard" is hereby adopted and enacted as the "Code of Ordinances of the City of Willard"; which shall supersede all other general and permanent ordinances of the City passed on or before November 30, 2015, to the extent provided in Section 3 hereof.

Section 2. That all provisions of such Code shall be in full force and effect from and after the effective date of this ordinance as set forth herein.

Section 3. That all ordinances of a general and permanent nature of the City adopted on final passage on or before November 30, 2015, and not included in such Code or recognized and continued in force by reference therein, are hereby repealed from and after the effective date of this ordinance, except those which may be specifically excepted by separate ordinance, and except the following which are hereby continued in full force and effect, unless specifically repealed by separate ordinance:

- a. Ordinances promising or guaranteeing the payment of money for the City, or authorizing the issuance of any bonds or notes of the City or any other evidence of the City's indebtedness, or authorizing any contract or obligation assumed by the City;
- b. Ordinances levying taxes or making special assessments;
- c. Ordinances appropriating funds or establishing salaries and compensation, and providing for expenses;
- d. Ordinances granting franchises or rights to any person, firm or corporation;
- e. Ordinances relating to the dedication, opening, closing, naming, establishment of grades, improvement, altering, paving, widening or vacating of streets, alleys, sidewalks or public places;
- f. Ordinances authorizing or relating to particular public improvements;
- g. Ordinances respecting the conveyances or acceptance of real property or easements in real property;

- c. Whenever any provision of the Revised Statutes of Missouri or other Statute of the State establishes a penalty differing from that provided by this Section for an offense similar to any offense established by these ordinances, rules, regulations or other orders of the City, the violation of such City law, ordinance, rule, regulation or order shall be punished by the fine or imprisonment established for such similar offense by such State law.
- d. Each day any violation of these ordinances, rules, regulations or orders promulgated pursuant thereto shall continue shall constitute a separate offense, unless otherwise provided.
- e. Whenever any act is prohibited by this Code, by an amendment thereof, or by any rule or regulation adopted thereunder, such prohibition shall extend to and include the causing, securing, aiding or abetting of another person to do said act. Whenever any act is prohibited by this Code, an attempt to do the act is likewise prohibited.

Section 6. That in case of the amendment by the Board of Aldermen of any Section of such Code for which a penalty is not provided, the general penalty as provided in Section 5 of this ordinance shall apply to the Section as amended; or in case such amendment contains provisions for which a penalty other than the aforementioned general penalty is provided in another Section in the same Chapter, the penalty so provided in such other Section shall be held to relate to the Section so amended, unless such penalty is specifically repealed therein.

Section 7. That a copy of such Code shall be kept on file in the office of the City Clerk, preserved in looseleaf form or in such other form as the City Clerk may consider most expedient. It shall be the express duty of the City Clerk, or someone authorized by said officer, to insert in their designated places all amendments and all ordinances or resolutions which indicate the intention of the Board of Aldermen to make the same part of such Code when the same have been printed or reprinted in page form and to extract from such Code all provisions which from time to time may be repealed by the Board of Aldermen. This copy of such Code shall be available for all persons desiring to examine the same.

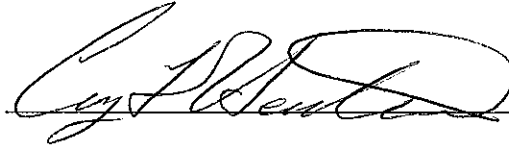
Section 8. That it shall be unlawful for any person to change or alter by additions or deletions any part or portion of such Code, or to insert or delete pages or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Willard to be misrepresented thereby. Any person violating this Section shall be punished as provided in Section 5 of this ordinance.

Section 9. It is hereby declared to be the intention of the Board of Aldermen that the Sections, paragraphs, sentences, clauses and phrases of this ordinance and the Code hereby adopted are severable, and if any phrase, clause, sentence, paragraph or Section of this ordinance or the Code hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and Sections of this ordinance or the Code hereby adopted.

Section 10. This ordinance and the Code adopted hereby shall become effective _____, 2016.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD THIS _____ DAY OF _____ 2016.

APPROVED BY THE MAYOR OF THE CITY OF WILLARD THIS _____ DAY OF _____ 2016.



Mayor

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

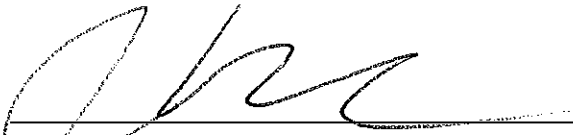
READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD,
MISSOURI ON THE ____ DAY OF ____ 2016.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

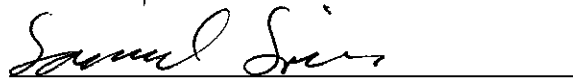
ABSTAINED



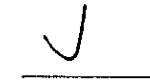
JAMIE BUCKLEY



LARRY WHITMAN



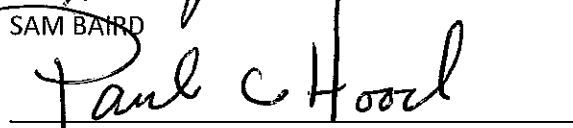
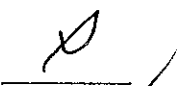
SAMUEL SNIDER



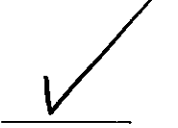
MICHAEL BARR



SAM BAIRD



PAUL HOOD



First Reading:

Second Reading: _____

Council Bill No.:

Ordinance No.: _____

2nd READ

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

JAMIE BUCKLEY

LARRY WHITMAN

SAMUEL SNIDER

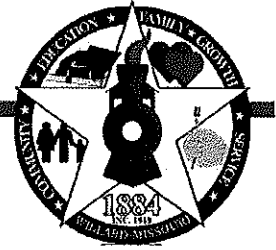
MICHAEL BARR

SAM BAIRD

PAUL HOOD

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 8

Resolution adopting LAGERS benefits increase to level seven (7).

Resolution No. 16-01

RESOLUTION

Adopting the change in the benefits program of covered employees, changing to Benefit Program L-7 in accordance with 70.655 RSMo.

WHEREAS, the Council of the City of Willard has complied with the notice and filing requirements of Section 105.675 RSMo; and

WHEREAS, the Council of the City of Willard understands that by adopting this benefit change, the Council of the City of Willard is accepting the legal obligation to fund the elected benefits now and in the future and that it will be financially able to do so; and

WHEREAS, the fiscal office of City of Willard is authorized to deduct from the wages or salaries of each employee member, the employee contributions, if any, required by Section 70.705 RSMo, and to promptly remit such contributions to LAGERS along with the employer contributions required by Sections 70.705, 70.730 and 70.735 RSMo.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF ALDERMEN AND THE MAYOR OF THE CITY OF WILLARD, MISSOURI an employer under the Missouri Local Government Employees Retirement Systems (LAGERS), hereby elects to adopt a change in the benefit program of covered employees, changing to benefit program L-7 in accordance with 70.655 RSMo.

The City Clerk shall certify this election to the Missouri Local Government Employees Retirement System within ten (10) days hereof. Such election shall be effective on the first (1st) day of March, 2016.

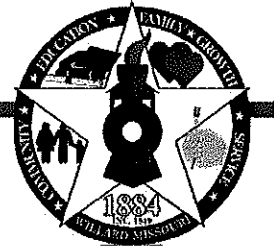
Cory Hendrickson, Mayor (Date)

Attest:

Jennifer Rowe, City Clerk (Date)

CITY OF WILLARD, MISSOURI

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AGENDA ITEMS #9-11

You will receive copies of the three (3) changed Ordinances prior to the meeting on Monday.