

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

November 30, 2015

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Michael Barr-Mayor Pro-Tem

Jamie Buckley

Paul Hood

Sam Baird

Larry Whitman

Don Lee

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 30, 2015
7:00 P.M.**

Posted November 24, 2015

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** November 30, 2015 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. Ceremonial Matters**
Oath of Office for City Clerk.
- 4. Approval of the Minutes from the regular meeting on November 9, 2015.**
- 5. Citizen Input (5 minute limit per person).**
- 6. Discussion/Vote on Comprehensive Plan Revision. (1st read)**
- 7. Ordinance accepting the request by the United Methodist Church for approval of a minor subdivision to be located at 304 Farmer Road. Parcel #880726104060. (1st & 2nd read) Discussion/Vote.**
- 8. Discussion/Vote on destruction of old records.**
- 9. Ordinance authorizing the City of Willard to apply for the Missouri Police Chiefs Association equipment grant for Mobile Data Terminals. (1st & 2nd read). Discussion/Vote.**
- 10. Ordinance authorizing the City of Willard to apply for the Missouri Police Chiefs Association equipment grant for a License Plate Reader. (1st & 2nd read) Discussion/Vote.**
- 11. Ordinance accepting the DWI grant between the City of Willard Police Department and University of Central Missouri Safety Center. (1st & 2nd read). Discussion/Vote**

12. Ordinance approving the 2016 contract with Land O'Frost. (1st & 2nd read)
Discussion/Vote.
13. Discussion/Vote to enter into contract with KPM CPA's, PC to complete audit of 2015 budget.
14. New Business.
15. Unfinished Business.
16. Close open session.
17. Open executive.
18. Close executive session.
19. Open and close open session.

THE TENTATIVE AGENDA OF THIS MEETING INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO RSMO SECTION 610.021 # (1) LEGAL, # (3) PERSONNEL AND # (13) PERSONNEL.

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
November 9, 2015
7:00 p.m.**

Staff present: City Administrator, J. Everett Mitchell; Interim City Clerk, Cheryl Bouton; 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: Mindy Latham, JD Landen, Jim Vaughn, Bill Trepepe, Kate Hendrickson, Rebekah & Adam Brymer, Glenn Cozzens, Caylin Mamsey, Sara Fields, Lucille Murray and Jennifer Rowe.

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 Interim City Clerk conducted the roll call. Alderman Buckley---, Alderman Whitman-present, Alderman Lee-present, Alderman Barr-present, Alderman Baird-present, Alderman Hood-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Lee and seconded by Alderman Barr to accept the agenda. The motion carried with a vote of 5-0. Voting aye: Aldermen Whitman, Lee, Barr, Baird, and Hood.

Approve the Minutes of the Regular and Closed Meeting on October 26, 2015.

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

Citizen Input.

None.

Financial Reports.

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

Department Head Reports.

The Department Heads presented their reports to the Board.

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.

Second read was conducted by the Interim City Clerk.

Motion was made by Alderman Hood and seconded by Alderman Lee 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. The motion carried with a 5-0 vote. Voting aye: Aldermen Barr, Baird, Hood, Whitman and Lee.

Ordinance approving the payment of unused vacation time for all employees accruing same for the 2015 calendar year. (1st and 2nd Read).

First read was conducted by the interim City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Lee to approve the payment of unused vacation time for all employees accruing same for the 2015 calendar year. The motion carried with a vote of 5-0. Voting aye: Aldermen Barr, Baird, Hood, Whitman and Lee.

Second read was conducted by the interim City Clerk.

Motion was made by Alderman Barr and seconded by Alderman Lee to approve the payment of unused vacation time for all employees accruing same for the 2015 calendar year. The motion carried with a vote of 5-0. Voting aye: Aldermen Barr, Baird, Hood, Whitman and Lee.

Discussion/Vote on Award to WatchGuard Digital for four (4) in car video systems for the Police Department.

Motion was made by Lee and seconded by Alderman Barr to approve the award to WatchGuard Digital for four (4) in car video systems for the Police Department. The motion carried with a vote of 5-0. Voting aye: Aldermen Baird, Hood, Whitman, Lee and Barr.

New Business.

During the meeting in October, the Board discussed the issue with the Fire Department property and the chlorine tank being three (3) to four (4) feet over their property line due to a surveying error back in 2008. The City Administrator stated that he discussed with the Fire Chief that the City would pay for a new survey and then change the property lines to accommodate the chlorine tank. There was discussion that we could hire the tank moved off of their property for \$2500.00 and the Board agreed to proceed along that line with open communication between the City and the Fire Department as to our intentions.

Unfinished Business.

Randy Brown followed up with the OTO cautioning that design standard aspect of the plan is not cohesive with our City development plans.

Close open session.

Motion was made by Alderman Barr to close the open session of the Board of Aldermen and seconded by Alderman Lee at 9:20 p.m. with a ten (10) minute break. The motion carried with a vote of 5-0. Voting aye: Aldermen Barr, Baird, Hood, Whitman and Lee.

Closed Session.

Returned to open session at 9:58 p.m.

Adjourn.

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

The meeting was adjourned at 9:58 p.m.

Cheryl Bouton, Interim City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD
MINUTES OF CLOSED MEETING
November 9, 2015

Motion was made to go into closed session by Alderman Barr and seconded by Alderman Lee. The motion carried with a vote of 5-0. Voting aye: Aldermen Barr, Baird, Hood, Whitman and Lee.

Closed session opened at 9:33 p.m.

Attorney Ken Reynolds was present.

Staff present: City Administrator, J. Everett Mitchell.

Discussion was made regarding appointing Jennifer Rowe as the new City Clerk. The Mayor recommended that the Board appoint Jennifer Rowe to be the new City Clerk with a starting salary of \$42,500 annually.

Motion was made by Alderman Lee and seconded by Alderman Hood to consider the Mayor's recommendation. The motion to appoint Jennifer Rowe as City Clerk carried with a vote of 3-2. Voting aye: Aldermen Whitman, Barr and Hood. Voting no: Aldermen Lee and Baird.

Alderman Lee informed the Board that he will be relocating to Marshfield and would be submitting his letter of resignation from the Board of Aldermen.

At 9:56 p.m. a motion to go out of closed session by Alderman Barr and seconded by Alderman Baird. The motion carried with a vote of 5-0. Voting aye: Aldermen Hood, Whitman, Lee, Barr and Baird.

The closed meeting was adjourned at 9:56 p.m.

Mayor, Corey Hendrickson

CITY OF WILLARD, MISSOURI

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AGENDA ITEM# 6

Discussion/Vote on Comprehensive Plan Revision

The Comprehensive Plan will be emailed separately due to the size.

Sponsored by the Director of Development and the City Administrator.

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

Ordinance accepting the request by the United Methodist Church for approval of a minor subdivision to be located at 304 Farmer Road. Parcel #880726104060.

1st and 2nd read.

Ordinance sponsored by the Director of Development and the City Administrator.

Background Report

Willard United Methodist Church Minor Subdivision # 2015113

Date: November 25, 2015

Location: 304 Farmer Road, 305 South Main Street

Applicant: Willard United Methodist Church

Tract Size: Tract #1 - 7.12 acres Tract #2 - .61 acre

Existing Zoning – R-1

Surrounding Land Uses: R-1

History: The existing property includes the Church building located on Farmer Rd. and the single family residence at 305 Main St. It has been requested that the Church would like to sale the house. First a Minor Subdivision must be created, making two tracts dividing the single family residence from the larger tract. The smaller tract meets the requirements for R-1 Single Family based on the current requirements of the Willard Municipal Code Section 400.420. The proposed lot split makes an adjustment to the Northeast property line that has been negotiated by the Church and the current land owner to the north. The reason for the adjustment is that the property survey indicated the property line extended thru an accessory structure. The proposed lot split corrects this issue.

Comprehensive Plan : The Comprehensive Plan shows this property to be R-1 zoning.

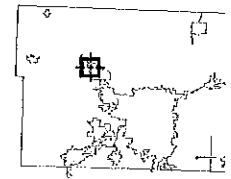
Utilities: Both tracts currently have both City Water and City Sewer.

Staff Comments: Staff has reviewed the Minor Subdivision Application and the additional information from the surveyor based on the guidelines for approval of Minor Subdivisions- Article XII Section 400.1000 thru 400.1020 of the Willard Municipal Code and request the Board of Aldermen's consideration for approval. This request was presented to, and approved by the Planning and Zoning Commission on November 24, 2015.

Randy Brown
Director of Development



Overview



Legend

- Area Numbers
- S/T/R Numbers
- Parcel Lines
 - <all other values>
 - - DASHROW
 - MUNIRWD
 - - PROPDASH
 - PROPLINE
 - RRROW
 - - ZONING
- Section Lines
 - Quarter Section Lines
 - Section Lines
- Streets
 - <all other values>
 - 8
 - County Boundary
- Assessor's Parcels
- Floodplains
- City Limits

Parcel ID	880726104060	Alternate ID	n/a	Owner Address	WILLARD UNITED METHODIST CHURCH
Sec/Twp/Rng	26-30-23	Class	X		PO BOX 87
Property Address	305 S MAIN ST	Acreage	8.26		WILLARD MO 65781
	WILLARD				
District	180				
Brief Tax Description	WILLARD IRR 8.26A/M/L S 8A W1/2 NW1/4 NE1/4 (EX E 170 FT) & BEG NE COR W1/2SW1/4 NE1/4 S 157 FT W 665.33 FT N 157 FT E TO BEG 26/30/23				
	(Note: Not to be used on legal documents)				

The sinkhole layer represents surface depressions from LiDAR imaging obtained in 2010 and 2011. Most of the sinkholes shown have not been field verified and are provided for informational purposes only. This layer should not be used as a substitute for a geological or geotechnical investigation. Questions regarding sinkholes should be directed to the Environmental Section of the Resource Management Department (417) 868-4147. For sinkhole information inside the city limits of Springfield, please call (417) 864-1901.

Date created: 11/12/2015



City of Willard

Subdivision Case No.	<u>2015113</u>
Application Date	<u>11-3-2015</u>
Application Fee	<u>\$50.00</u>
Issuance Fee	
Recording Fee	

**APPLICATION
MINOR SUBDIVISION**

We, the undersigned, request the City of Willard, Missouri Planning and Zoning Commission and Board of Aldermen to approve the minor subdivision as described in the attachment to this application, and attest to the truth and correctness of all facts and information for the proposed minor subdivision presented in this application.

Legal Description of Property (attach additional sheet if necessary): _____

Is a subdivision variance being submitted with this application? Yes _____ No _____

If yes, applicant is to submit a subdivision variance application with this preliminary plat application.

Property Owner's Name Willard United Methodist Church

If corporation, Corporate Official: Wayne Shelton

Mailing Address 304 Farmer Rd., Willard, Mo. 65781
Telephone Number 742-3319 Fax Number _____

PROPERTY OWNER'S SIGNATURE(S):

K. Wayne Nelson
(If corporation, signature of corporation official)

Pd - 60,00 CASH
11-3-15

CHECKLIST
MINOR SUBDIVISION APPLICATION
City of Willard, Missouri

This checklist is provided to help you make sure that you submit everything that is required for a completed minor subdivision application. The application must be complete and all items listed on the checklist must accompany the application or this case will not be processed. The application must be submitted no later than 4:00 p.m. to the Willard City Hall, 15 working days prior to the Planning and Zoning Commission meeting at which the minor subdivision will be considered. Contact the City Clerk at the telephone number below for filing deadlines and meeting dates.

APPLICATION FORM:	
	Property owner's name, address, and telephone number. If a corporation, corporate official and corporate seal.
	If requesting a subdivision variance, submit variance application with minor subdivision application.
	Application signed by property owner, or if applicable, corporate official.
MINOR SUBDIVISION SURVEY:	
	Submit three (3) copies of a certified survey signed and sealed by a registered land surveyor. The survey is to include the following information:
	A. Lots in the subdivision
	B. Location of any structures on the lots
	C. Exact nature, location and dimensions of the subdivision and lots
	D. Legal description of subdivision and lots to be affixed to the certification sheet
	E. Certifications for Minor Subdivision to be affixed to the survey, including: 1. Certificate of Ownership 2. Acknowledgment Certificate 3. Certificate of Survey and Accuracy 4. Certificate of Approval-Planning and Zoning Commission 5. Certificate of Approval-Board of Aldermen
SKETCH PLAN:	
	Submit fifteen (15) copies of a sketch plan drawn to approximate dimensions of the proposed subdivision on 11"x17"sheet size paper. The sketch plan is to include the following information:
	A. Tract boundaries.
	B. Proposed general lot layout
	C. Streets on and adjacent to the tract
	D. Location of any easements
	E. North point and approximate scale.
APPLICATION FEE:	
	Submit application fee. Applicant will be invoiced for recording fee.
Note: See Article XII of the <i>Willard Land Development Regulations</i> for details on approval procedures for Minor Subdivisions. These regulations should be reviewed closely to ensure that the minor subdivision conforms to the subdivision platting requirements.	

Submit Applications to:
Willard City Hall
224 W. Jackson, P.O. Box 187
Willard, MO 65781
(417) 742-3033

For mail delivery, use the post office box address
For hand delivery or parcel delivery, use the street address

First Reading: November 30, 2015

Second Reading: _____

Council Bill No.: _____

Ordinance No.: _____

AN ORDINANCE

AUTHORIZING the approval of the Willard United Methodist Church Minor Subdivision #2015113 and acceptance of all right-of-way and easements to the City of Willard; and authorizing the City Clerk to sign the Minor Subdivision survey upon compliance with the terms of the Land Development Regulations of the City of Willard.

WHEREAS, the purpose of the Willard United Methodist Church Minor Subdivision was to divide the parcel of land located Farmer Rd. and the single family residence located at 305 Main St. also known as Parcel # 880726104060 into two (2) tracts; and

WHEREAS, on November 24, 2015 the Planning and Zoning Commission of the City of Willard, Missouri, reviewed the Minor Subdivision and voted to recommend approval to the Board of Aldermen of the City of Willard.

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 Board of Aldermen hereby approves the Willard United Methodist Church Minor Subdivision located on Farmer Rd. and the single family residence located at 305 Main St. also known as Parcel # 880726104060 (see Exhibit "1") into two (2) tracts and accepts all right-of-way and easements to the City of Willard; and authorizing the City Clerk to sign the Minor Subdivision survey upon compliance with the terms of the Land Development Regulations of the City of Willard.

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, Corey Hendrickson

Attest: _____, City Clerk

Approved as to form: _____, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN:
FIRST (1st) READING

YES

NO

ABSTAINED

PAUL HOOD

SAM BAIRD

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

MEMBERS OF THE BOARD OF ALDERMEN:
SECOND (2nd) READING

YES

NO

ABSTAINED

PAUL HOOD

SAM BAIRD

MICHAEL BARR

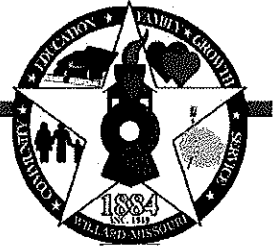
DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

CITY OF WILLARD, MISSOURI

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AGENDA ITEM# 8

Discussion/Vote on destruction of old records.

Sponsored by the City Clerk.



WHERE COMMUNITY AND SPIRIT MEET

RECORDS DESTRUCTION FORM

DATE	RECORD NAME	BRIEF DESCRIPTION	RETENTION PERIOD	DESTRUCTION DATE
12-14-15	Cash Receipts	UB Payment stubs	1-2009-12-2015	1-1-2016
12-14-15	Applications for Ut Serv	Inactive Utility Apps	1/09 - 12/10	1-1-2016

Submitted by: Cheryl Bouton

Date: 11-5-15

Approved by: Carolyn Halverson
Name

Date: 11-5-15

Approved by: Carolyn Halverson
Signature

1512

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Airport Condition and Inspection Reports

Daily reports required by the FAA

May include the Light Inspection Report, Airfield Inspection Report, and Field Condition Report (NOTAM - Notice to Airmen)

6 months - subject to FAA regulations

Destroy

1513

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Airport Pavement Maintenance Survey Records

Airport Pavement Maintenance Inspection Records

Documents pavement maintenance management program

Inspection date; Location; Pavement Distress Type; Maintenance Scheduled or Performed

5 Years

Destroy

Per the Federal Aviation Administration: Public Law 103-305, section 107, amended Title 49, Section 47105, of the United States Code

August 24, 2010

Utilities (Gas, Electric, Water, Steam)**1601**

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Cathode Protection File

Records created and used in maintaining gas mains located in the city

May include installation documents of anodes, test stations, rectifiers, and ground beds

Until superseded or obsolete

Destroy

1602

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Customer Account Card File

Records showing a billing and payment history of all customers using city utilities

May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure

5 years after last entry

Destroy securely

1603

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Customer Service Deposit File

A record of whether a resident paid a utility deposit, and how much

May include customer name, address, account number, amount of deposit for connection, bills owed, cash stubs, book listings, and refunds of deposits for service

2 years after deposit is refunded

Destroy

1604

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Electricity Purchase Reports

Wheeling record
Records showing daily and monthly electricity usage by each area in the system
May include capacity charges and total energy charges in kilowatts and dollars
5 years
Destroy

1605

Also Called:
Function:
Content:

Retention:
Disposition:
Note:
Approval Date:

Filter Plant Files

Monitoring data relating to the operation of the city filtration plant
May include daily logs, reports, lab and test reports, test results, quality control procedures, etc.
3 years
Destroy

1606

Also Called:
Function:

Content:

Retention:
Disposition:
Note:
Approval Date:

Federal Reports: Gas System

Reports filed with the U. S. Department of Transportation documenting the number of miles of gas mains in the system
May include description of pipe system, extent of cathodically protected system, number of leaks in mains, and services performed during the year
20 years
Destroy

1607

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Gas Leak File

Records documenting any leaks and repairs made to the gas line; report required for federal reporting compliance purposes

10 years
Destroy

1608

Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Gas Purchase Reports

Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system

5 years
Destroy

1609

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Gas Tap Records

Gas Work Orders
Work orders used to initiate gas service with new customers

Until superseded
Destroy

1610

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Meter Books

Record documenting consumption statistics gathered when meters are read

May include make or meter, size, number, street, customer's name and address, readings, etc.

5 years

Destroy

1611

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Meter Reading Summary Reports

Monthly summary of meter readings by customer account number for utility consumption

May include old and new readings and actual consumption

5 years

Destroy

1612

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Odorant Usage Reports

A compliance report filed with the Department of Transportation tracking odorants added to natural gas

May include odor level sampling reports, rectifier readings, and inspections which record levels of odorant

5 years

Destroy

1614

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Service Interruption Log Books

A log documenting the interruption of utility water services

May include date of incident, name of person reporting, location, actions taken, and

5 years

Destroy

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CITY OF WILLARD, MISSOURI

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



AGENDA ITEM# 9

Ordinance authorizing the City of Willard to apply for the Missouri Police Chiefs Association equipment grant for Mobile Data Terminals. (1st & 2nd read).

Ordinance sponsored by the Chief of Police and the City Administrator.

1st Read. November 30, 2015

2nd Read. November 30, 2015

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE AUTHORIZING THE CITY OF WILLARD TO APPLY FOR THE MISSOURI POLICE CHIEFS ASSOCIATION EQUIPMENT GRANT.

WHEREAS, the Missouri Police Chiefs Association is awarding funding to be used by states to improve officer and public safety in local law enforcement jurisdictions; and

WHEREAS, short term contracts are awarded for the purchase of Mobile Data Terminals that will enable Missouri law enforcement to meet its goal of public safety; and

WHEREAS, there is no local match by Municipalities such as the City of Willard to receive said funds.

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

Section 1- That the Mayor is hereby authorized to enter into any contract with the Missouri Police Chiefs Association to apply for or receive any grants authorized by the Missouri Police Chiefs Association.

Section 2- The terms of this ordinance shall take affect from and after its passage by the Board of Aldermen and its approval by the Mayor, City of Willard, Greene County, Missouri.

READ TWO (2) TIMES AND PASSED AT THE MEETING OF THE BOARD OF ALDERMEN, CITY OF WILLARD, GREENE COUNTY, MISSOURI ON THIS 30th DAY OF November, 2015.

Approved as to form: _____
City Attorney

Mayor, Corey Hendrickson

Attest: _____
City Clerk

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST (1ST) READING			
_____ PAUL HOOD	_____	_____	_____
_____ SAM BAIRD	_____	_____	_____

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

SECOND (2ND) READING

PAUL HOOD

SAM BAIRD

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



**2015 Missouri Police Chiefs
Equipment Grant Notification and Application
(TIME SENSITIVE – Application Due December 1, 2015)**

Date: November 12, 2015
To: Chiefs of Police/Sheriffs
From: Sheldon Lineback, MPCCF/MPCA Executive Director
Ref: (Live Scan Devices, License Plate Readers, and MDTs equipment grants.)
Deadline: December 1, 2015 at 5:00 p.m.
Questions: Contact MPCCF/Director Lineback at 573.636.5444.

The Missouri Police Chiefs is providing equipment grants for Live Scan Devices, License Plate Readers, and Mobile Data Terminals. The applications for this equipment are attached. The Applications are due by December 1, 2015 at 5:00 p.m. by sending your application(s) to jhudson@mopca.com.

Missouri Police Chiefs Charitable Foundation

MDT Grant Application 2015

Applicant Agency: WILLARD POLICE DEPARTMENT

Agency DUNS #: 037928095

Federal Tax ID #: 43-0890176

Agency Authorized Official (Mayor/City Administrator)

Name/Title: COREY HENDRICKSON - MAYOR
 Phone: 417-742-5303
 Email: COREY.HENDRICKSON@CITYOFWILLARD.ORG
 Mailing Address: CITY OF WILLARD
P.O. 187
WILLARD, MO 65781

Applicant Project Director (Chief/Sheriff)

Name/Title: THOMAS A. MCCLAIN - CHIEF OF POLICE
 Phone: 417-742-5341
 Cell Phone: 417-343-0582
 Email: CHIEFOFPOLICE@CITYOFWILLARD.ORG
 Mailing Address: WILLARD POLICE DEPARTMENT
P.O. BOX 187
WILLARD, MO 65781

Applicant Fiscal Officer (Treasurer/City Administrator)

Name/Title: CAROLYN HALVERSON - CHIEF FINANCIAL OFFICER
 Phone: 417-742-5301
 Email: CFO@CITYOFWILLARD.ORG
 Mailing Address: CITY OF WILLARD
P.O. BOX 187
WILLARD, MO 65781

Evaluation Questions

Do you currently have this equipment?

YES NO

If so, are you seeking replacement?

YES NO

If you are seeking replacement, how old is the device?

5.5 YEARS

Do you have MULES access?

YES NO

Are you willing to pay for maintenance fees?

YES NO

Total Offense Cycle Number 2014?

114

Total Agencies benefiting from this equipment?

5

Total population serviced by applicant agency?

5288

AS OF 2010 CENSUS

**Missouri Police Chiefs Charitable Foundation
MDT Grant Application 2015**

Please provide one paragraph in the shaded area below justifying your need:

The Willard Police Department is seeking a grant for Mobile Data Terminals (MDT) from the Missouri Police Chief's Charitable Foundation. Willard is located roughly five miles northwest of Springfield, Missouri. US 160 is a main thoroughfare that connects Springfield to five other northwest communities, via Willard. According to the latest MODOT survey, we receive over 15,000 transient motorists daily. Currently, we have four MDTs. They are over five years old and have surpassed their service life. The MDT's are shared and shifted from car to car almost daily. The process of mounting and moving the MDTs had caused the external housings to wear or break over time. The internal batteries are non-functional and the computers must be connected to a constant power source in order to operate. Replacing the batteries would be fruitless due to the age of the MDT units, as periodic software upgrades have almost completely filled the hard drives. All officers in our department are certified to operate the MDTs and they are an integral part of our daily operations. The MDTs make DOR and wanted checks fast and convenient, without tying up the radio or relying on already taxed dispatchers. Returns for wanted people and those with caution codes can be relayed discretely and allow the officer reaction time. The MDTs also provide DOR photos for immediate identification of suspects. Our department recently implemented a data storage system via The Cloud. Using the MDTs would also allow our officers to do paperwork in the field and save the information remotely to our central storage location. This grant would allow our department to work safely and efficiently through the use of up to date technology.

PLEASE RETURN APPLICATION BY DECEMBER 1, 2015 by emailing this application to:

Jennifer Hudson at jhudson@mopca.com

Shannon Shipley

From: Mayhew, Jessica [Jessica.Mayhew@mshp.dps.mo.gov]
Sent: Tuesday, November 17, 2015 8:49 AM
To: lt@cityofwillard.org
Cc: Frey, Michelle
Subject: FW: Stats

Listed below are the stats we discussed over the phone. Thanks!

Jessica Mayhew
Certified Tenprint Examiner
CJIS Program Supervisor
Missouri State Highway Patrol
Criminal Justice Information Services
573-526-6153 X-2787

From: Mayhew, Jessica
Sent: Tuesday, November 17, 2015 7:49 AM
To: Frey, Michelle
Subject: RE: Stats

58 via cardscan and if I just use their Livescan identifier, there aren't any criminals; but their ORI is used under Greene Co. – DS & O7 and there are 56 of those criminals from 2014.

Jessica Mayhew
Certified Tenprint Examiner
CJIS Program Supervisor
Missouri State Highway Patrol
Criminal Justice Information Services
573-526-6153 X-2787

From: Frey, Michelle
Sent: Monday, November 16, 2015 3:39 PM
To: Mayhew, Jessica
Subject: Stats

Willard PD - MO0390900 - R1

Michelle L. Frey, Trainer/Auditor I
Missouri State Highway Patrol
Criminal Justice Information Services Division
Tel: ~~573-526-6153~~ ext. 2626
Michelle.Frey@mshp.dps.mo.gov
mfrey@mccic.riss.net
Michelle.Frey@leo.gov

NOTICE This e-mail message (including any file attachments transmitted with it) is for the sole use of the intended recipient(s) and may contain confidential and legally privileged information. Any unauthorized use or disclosure of this email by an unintended recipient is prohibited. If you have received this e-mail in error, please notify the sender by return

Tom McClain

From: Donna Gordon [Police@cityofwillard.org]
Sent: Wednesday, November 18, 2015 7:40 AM
To: Tom McClain
Subject: FW: Circuit Charges for MULES

From: Crocfer, Cheryl [mailto:Cheryl.Crocfer@mshp.dps.mo.gov]
Sent: Wednesday, November 18, 2015 4:42 AM
To: 'Donna Gordon'
Subject: RE: Circuit Charges for MULES

Donna,

The charge of \$780 is for your 56k circuit connection to MULES. It does not have to do with the amount of computers or MDT's you have.

The 3.00 units is for 3 months, since I bill on a quarterly basis.

Let me know if you have any further questions.

Cheryl A. Crocfer
Missouri State Highway Patrol
(573) 751-9000 ext. 2259

From: Donna Gordon [mailto:Police@cityofwillard.org]
Sent: Tuesday, November 17, 2015 9:45 AM
To: Crocfer, Cheryl
Subject: Circuit Charges for MULES

Good Morning Cheryl,

We would like to know the breakdown of the invoice attached to this email. Specifically, we would like to know how many computers or MDT's this is for and how much each additional computer or MDT might cost. We are preparing some grant narratives and need this information.

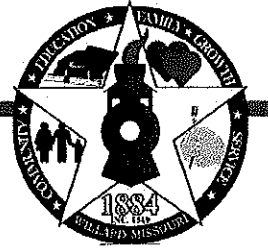
Please let me know if you have any questions or if I need to clarify further. Thank you and have a great day!

Donna Gordon
Administrative Assistant
Willard Police Department
795 Hughes Rd
PO Box 187

Willard MO 65781
P. 417-742-3077
F. 417-742-4710

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

Ordinance authorizing the City of Willard to apply for the Missouri Police Chiefs Association equipment grant for a License Plate Reader.

1st and 2nd read due to due date of grant.

Ordinance sponsored by the Chief of Police and the City Administrator.

Missouri Police Chiefs Charitable Foundation License Plate Reader (LPR) Grant Application 2015

Applicant Agency: **WILLARD POLICE DEPARTMENT**

Agency DUNS #: **037928095**

Federal Tax ID #: **43-0890176**

Agency Authorized Official (Mayor/City Administrator)

Name/Title: **COREY HENDRICKSON - MAYOR**
 Phone: **417-742-5303**
 Email: **COREY.HENDRICKSON@CITYOFWILLARD.ORG**
 Mailing Address: **CITY OF WILLARD**
P.O. BOX 187
WILLARD, MO 65781

Applicant Project Director (Chief/Sheriff)

Name/Title: **THOMAS A. MCCLAIN - CHIEF OF POLICE**
 Phone: **417-742-5341**
 Cell Phone: **417-343-0582**
 Email: **CHIEF@POLICE@CITYOFWILLARD.ORG**
 Mailing Address: **WILLARD POLICE DEPARTMENT**
P.O. BOX 187
WILLARD, MO 65781

Applicant Fiscal Officer (Treasurer/City Administrator)

Name/Title: **CAROLYN HALVERSON - CHIEF FINANCIAL OFFICER**
 Phone: **417-742-5301**
 Email: **CEO@CITYOFWILLARD.ORG**
 Mailing Address: **CITY OF WILLARD**
P.O. BOX 187
WILLARD, MO 65781

Evaluation Questions

Do you currently have this equipment?
 If so, are you seeking replacement?
 If you are seeking replacement, how old is the device?
 Do you have MULES access?
 Are you willing to pay for maintenance fees?
 Total Offense Cycle Number 2014?
 Total Agencies benefiting from this equipment?
 Total population serviced by applicant agency?

YES	(NO)
YES	NO
(YES)	NO
(YES)	NO
114	
5	
5288	

NA
NA

in 2010 CENSUS

**Missouri Police Chiefs Charitable Foundation
License Plate Reader (LPR) Grant Application 2015**

Please provide one paragraph in the shaded area below justifying your need:

The Willard Police Department is seeking a grant for a license plate reader (LPR) from the Missouri Police Chief's Charitable Foundation. Willard is located roughly five miles northwest of Springfield, Missouri. US 160 divides the north and south portions of our city. That highway serves as a direct route between five northern communities and Springfield, the third largest city in Missouri. According to the latest MODOT survey, we receive over 15,000 transient motorists daily. An LPR, in conjunction with a Mobile Data Terminal, would help our officers identify and serve warrants. The Willard Police Department consists of ten full-time officers and five reserves. We are staffed 24-hours a day. That equates to one or two officers per shift. A license plate reader would assist in alerting officers to potential threats and give the officer ample notice to call for back-up. In addition, LPR technology would allow officers to identify stolen license plates, stolen vehicles, LSOA vehicles, rolling disturbances, Amber Alerts, missing persons and welfare checks. We recently had a rash of vehicle break-ins and stolen vehicles. Patrol cars equipped with LPR technology would have had the ability to record the license plates of vehicles in or leaving the area. Often times suspects admit to seeing our responding vehicles and slipping away from the area undetected. An LPR would benefit our department not only in the area of traffic enforcement, but in the investigation of major crimes. Currently we have four primary patrol vehicles. Without this grant, our department could not afford to add LPR technology to our working fleet.

***PLEASE RETURN APPLICATION BY DECEMBER 1, 2015 by emailing this application to:
Jennifer Hudson at jhudson@mopca.com***

1st Read. _____

2nd Read. _____

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE AUTHORIZING THE CITY OF WILLARD TO APPLY FOR THE MISSOURI POLICE CHIEFS ASSOCIATION EQUIPMENT GRANT.

WHEREAS, the Missouri Police Chief's Association is awarding funding to be used by states to improve officer and public safety in local law enforcement jurisdictions; and

WHEREAS, short term contracts are awarded for the purchase of a License Plate Reader that will enable Missouri law enforcement to meet its goal of public safety; and

WHEREAS, there is no local match by Municipalities such as the City of Willard to receive said funds.

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

Section 1- That the Mayor is hereby authorized to enter into any contract with the Missouri Police Chiefs Association to apply for or receive any grants authorized by the Missouri Police Chiefs Association.

Section 2- The terms of this ordinance shall take affect from and after its passage by the Board of Aldermen and its approval by the Mayor, City of Willard, Greene County, Missouri.

READ TWO (2) TIMES AND PASSED AT THE MEETING OF THE BOARD OF ALDERMEN, CITY OF WILLARD, GREENE COUNTY, MISSOURI ON THE 30th DAY OF November, 2015.

Approved as to form: _____
City Attorney

Mayor, Corey Hendrickson

Attest: _____
City Clerk

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST (1ST) READING			
_____ PAUL HOOD	_____	_____	_____
_____ SAM BAIRD	_____	_____	_____

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

SECOND (2ND) READING

PAUL HOOD

SAM BAIRD

MICHAEL BARR

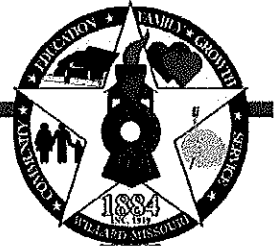
DON LEE

JAMIE BUCKLEY

LARRY WHITMAN

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

Ordinance accepting the DWI grant between the City of Willard Police Department and University of Central Missouri Safety Center.

1st and 2nd read due to due date of grant.

Ordinance sponsored by the Chief of Police and the City Administrator.

First Reading: 11-30-15

Second Reading: 11-30-15

Council Bill No.

Ordinance No.

AN ORDINANCE

AUTHORIZING AND ACCEPTING THE MoDOT TRAFFIC AND HIGHWAY SAFETY DIVISION DWI ENFORCEMENT CAMPAIGN GRANT.

WHEREAS, the City of Willard, MO has been identified as eligible by MoDOT's Traffic and Safety Division to participate in the Drive Sober or Get Pulled Over DWI Enforcement Campaign and;

WHEREAS, the City of Willard, MO will receive a maximum reimbursement amount of \$500.00 from MoDOT upon the submission of the Overtime Enforcement Manpower Report.

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

Section 1: The Mayor is authorized to accept and enter into the agreement authorizing and accepting the MoDOT DWI Enforcement grant.

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 by the Mayor.

READ TWO (2) TIMES AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 30th DAY OF November , 2015.

Approved as to form: _____
City Attorney

Attested by: _____
City Clerk Corey Hendrickson, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST (1ST) READING			

_____	_____	_____	_____
PAUL HOOD			

_____	_____	_____	_____
SAM BAIRD			

_____	_____	_____	_____
MICHAEL BARR			

_____	_____	_____	_____
DON LEE			

_____	_____	_____	_____
JAMIE BUCKLEY			
_____	_____	_____	_____
LARRY WHITMAN			
MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
SECOND (2ND) READING			
_____	_____	_____	_____
PAUL HOOD			
_____	_____	_____	_____
SAM BAIRD			
_____	_____	_____	_____
MICHAEL BARR			
_____	_____	_____	_____
DON LEE			
_____	_____	_____	_____
JAMIE BUCKLEY			
_____	_____	_____	_____
LARRY WHITMAN			



Traffic and Highway Safety
830 MoDOT Drive
P. O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Roberta Broeker, Interim Director

573.751.4161
Fax: 573.634.5977
1.800.800.2358

November 16, 2015

Dear Chief/Sheriff:

Last year there were 197 fatalities and 724 serious injuries that involved at least one substance-impaired driver. That equates to one substance-impaired driving fatality every 1 ¼ days and one substance-impaired driving serious injury every ½ day. During the counting period for Christmas and New Year's Eve holiday in 2014 -2015, twenty-five (25) people were killed and eighty-one (81) seriously injured in Missouri traffic crashes. From December 12, 2014 through January 1, 2015, there were fifty (50) fatalities and two hundred seventy-two (272) serious injuries, which seven (7) fatalities and forty-eight (48) serious injuries involved at least one substance-impaired driver. What's tragic about these crashes is they are clearly preventable. Substance-impaired driving is a crime, not an "accident" and one of America's most often committed and deadliest crimes. Law enforcement agencies throughout Missouri and the U.S. will be cracking down on the crime of substance-impaired driving this upcoming holiday season. The Highway Safety Office at MoDOT requests your help to step-up substance-impaired driving enforcement efforts during the **Drive Sober or Get Pulled Over Holiday DWI Enforcement Campaign, which runs December 18, 2015 - January 3, 2016.**

Law enforcement agencies with Highway Safety grants or mini-grants from the Missouri Safety Center are encouraged to use their grant funds for officers and deputies to work overtime conducting substance-impaired driving enforcement details, whether they are saturation / roving patrols or sobriety checkpoints. For agencies with no overtime grants, please consider a committed focus on substance-impaired driving enforcement during this time frame. After January 1st we ask that you send your enforcement results to our website (see attached instructions to enter citation and warning results online). Please submit your reports for the mobilization by March 5, 2016.

DWI CAR GIVEAWAY:

The Highway Safety Office will once again conduct a drawing for a free DWI enforcement vehicle and other equipment. Law enforcement agencies that participate and report their warning/citation results for the five DWI campaigns listed below will be included in the drawing. Past recipients of the DWI car include Lawrence County Sheriff's Office in 2015, Olivette PD in 2014, Cape Girardeau County Sheriff's Office in 2013, Joplin PD in 2012, Smithville PD in 2011, Foristell PD in 2010 and Carthage PD in 2009. The DWI vehicle and other equipment (in-car cameras, radar units and PBTs) will be drawn and announced at the LETSAC Conference in July, 2016.

(DSOGPO) DWI Saturation Patrol / Sobriety Checkpoint Mobilization Campaigns
Drive Sober or Get Pulled Over DWI Campaign: August 21 - September 7, 2015
December 18, 2015 – January 3, 2016 (Holiday DWI Campaign)
March 17 - 20, 2016 (St. Patrick's Weekend)
May 5 – 16, 2016 (Youth Alcohol Enforcement)
July 1 – 5, 2016 (Fourth of July Weekend)



If you have any questions about this DWI campaign or Highway Safety programs in general please contact Marcus D. Holmes in the Highway Safety Office at Marcus.Holmes@modot.mo.gov or 800-800-2358 or 573-751-5408.

Sincerely,

Bill Whitfield
Highway Safety Director



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

Tom McClain

From: Mindy Sergeant [sergent@ucmo.edu]
Sent: Friday, November 13, 2015 2:33 PM
To: tmccclain4065781@hotmail.com; police@cityofwillard.org; steve.purdy@ymail.com; lt@cityofwillard.org; Tom McClain; Shannon Shipley
Subject: Holiday DWI Enforcement Campaign - Dec 18, 2015 - Jan 3, 2016
Attachments: Willard Police Dept.pdf

Hello,

Please note the new look of the contract from the Missouri Safety Center, the overall guidelines remain the same as past enforcements.

Also, notice the highlighted blocks on the right side of page 1. You will see a block reserved for your agencies DUNS number. Please provide your DUNS number if not prepopulated on contract and if you do see the DUNS number confirm it is correct by initialing it.

What is a DUNS number?

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

IMPORTANT: Those officers conducting Standardized Field Sobriety Testing **MUST** have 24 hours of SFST training to participate in Grant Funded Enforcement efforts. Full-time, part-time and reserve officers are eligible to participate in overtime enforcement campaigns. Part-time and reserve officers must have the same authority as a full-time permanent officer. (See Attachment A)

Two things:

1. Confirm (by initialing) or provide DUNS number.
2. Send back pages 1 and 2 of the contract.

FYI:

I will be out of the office Wednesday, November 18 through the 30th, and our office will be closed in observance of Thanksgiving from Wednesday, November 25th until Monday, November 30th. I will respond to your email as soon as possible upon my return. For immediate assistance please contact LaGena Spence at spence@ucmo.edu or 660-543-4391.

*****Holiday DWI Enforcement Campaign - Dec 18, 2015 - Jan 3, 2016*****

MoDot's Traffic & Highway Safety Division in partnership with the Missouri Safety Center is seeking your agency's participation in the Holiday DWI Enforcement Campaign, December 18, 2015 - January 3, 2016.

Attached you will find your Statement of Work and Notice of Eligibility (Attachment A) and your University of Central Missouri (UCM) Subaward Agreement in the amount of \$500. If your agency would like to participate in this campaign, the UCM Subaward/Subcontract Agreement highlighted sections must be completed, then returned to our office by **December 18, 2015.**

Once your contract is signed, please either fax (660-543-4482) or email to me (Mindy Sergeant) at sergent@ucmo.edu. Once we have received your signed contract we will email you the remaining documentation needed for completion of the enforcement campaign. (All officers working alcohol enforcement campaigns must have 24 hours of SFST training.)

Please help us remove impaired drivers from Missouri's roadways by increasing Missouri's enforcement activities.

If your department chooses not to participate, or if you are going to participate but choose not to use the funding from this grant please let us know by replying to this email.

Thank you, in advance, for participating in this important effort.

Mindy Sargent

Missouri Safety Center
University of Central Missouri
Ph: 660.543.4392
Fax: 660.543.4482
Humphreys 200
Warrensburg, MO 64093

**University of Central Missouri
Subaward Agreement
Holiday DWI Enforcement Campaign**

Pass-Through Entity (PTE): University of Central Missouri – Missouri Safety Center		Subrecipient: Willard Police Dept.
PTE Principal Investigator: Terry Butler – Director, Missouri Safety Center		Subrecipient Principal Investigator (PI): Willard Police Dept.
PTE DUNS Number: 79-559-7124		Subrecipient DUNS Number: 37928095
PTE FEIN: 44-6000293		Subrecipient FEIN: 43-0890176
PTE State Award No: 16-154-AL-141	CFDA No: 20.607	State Awarding Agency: MO Dept. of Transportation – Traffic & Highway Safety
Total Amount of Federal Pass-Through to PTE: N/A		Federal Awarding Agency: US Department of Transportation
Project Title: Holiday DWI Enforcement Campaign		
Subaward Number: SAF074-0365		
Subaward Period of Performance: Award Start: December 18, 2015 Award End: January 03, 2016		Subaward Type: Reimbursable
		Subaward Value: \$500

Terms and Conditions:

The parties to this contract do mutually agree to the following terms and conditions as outlined in this documents and corresponding attachments.

Reporting and Monitoring Requirements:

All invoicing and reporting will follow the guidelines and restrictions as set out in the attached statement of work. All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Agency.

The Agency shall permit monitoring by the State or appropriate federal agency representatives, and comply with such reporting procedures as may be established by the State. The Agency shall maintain all related records for three years following the end date of this contract. Record retention is required for purposes of Federal examination and audit. All invoicing and reporting will follow the guidelines and restrictions as set out in the attached statement of work and contract. By signing this form, Agency agrees to abide by the terms set forth in the statement of work.

Non-Supplanting Certification:

The agency affirms that the federal funds will not be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt of federal funds. Only eligible officer overtime will be reimbursable through this contract.

Revisions and Amendments:

Matters concerning the technical performance of this agreement, not cost extensions, a request or negotiation of any changes in terms, conditions, or amounts should be directed to the UCM principal investigator, as noted in this contract. Any changes made to this agreement require the written approval of each party's Authorized Official.

Indemnification:

Each party shall be responsible for damages resulting from the wrongful or negligent acts or omissions of each respective party's employees, agents, and/or representatives for risks, losses, and circumstances occurring during or arising out of the scope of work in this agreement. University of Central Missouri does not waive its sovereign immunity as provided by RSMo Section 537.600, nor any of the protections afforded it as a quasi-public body of the State of Missouri. The University agrees to be responsible hereunder only to the extent that it would otherwise be liable under the provision of RSMo Section 537.600.



**Attachment A:
Statement of Work and Notice of Eligibility
Holiday DWI Enforcement Campaign**

The Traffic & Highway Safety Division – Missouri Department of Transportation (MoDOT) has identified **Willard Police Dept.** as eligible to participate in the **Holiday DWI Enforcement Campaign**. Those officers conducting Standardized Field Sobriety Testing **MUST** have 24 hours of SFST training to participate in Grant Funded Enforcement efforts. Full-time, part-time and reserve officers are eligible to participate in overtime enforcement campaigns. Part-time and reserve officers must have the same authority as a full-time permanent officer.

Through the University of Central Missouri Subaward Agreement (here after referred to as Subaward Agreement), a maximum reimbursable amount of \$500 has been designated for actual officer overtime salary and fringe benefits dedicated to enforcement activities on this enforcement campaign.

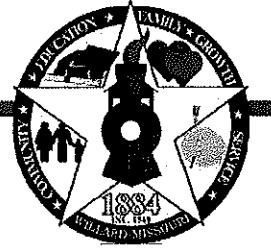
Participation in **Holiday DWI Enforcement Campaign** requires your agency to:

- Complete the following highlighted sections of the University of Central Missouri Subaward Agreement:
 - TWO DIFFERENT (required) signatures. These are typically the Chief, Sheriff or Authorized Official AND the Enforcement Administrator for your agency.
 - Agency Contact Information to include: Address, Phone and Email
- The TWO signatures on the submitted Subaward Agreement must match the two required signatures on the Overtime Enforcement Manpower Report Form. If the signatures are different a memo must be included with the Overtime Enforcement Manpower Report Form explaining the reason for the difference.
 - Therefore, if the person who signed as the Authorizing Official on the Subaward Agreement also works the enforcement campaign a different authorizing official would need to sign the Overtime Enforcement Manpower Report Form then a memo must be submitted explaining the reason for the difference in signatures between the Subaward Agreement and the Overtime Enforcement Manpower Report Form. The Authorizing Official cannot certify/approve THEIR-OWN hours worked.
- Return the signed Subaward Agreement no later than December 18, 2015 to *Mindy Sergent*:
 - Scan then Email to: sergent@ucmo.edu or
 - Fax to: 660-543-4482
- Upon receipt of the completed Subaward Agreement, your agency will received an *email message* from *Mindy Sergent* which will include the following enforcement documents:
 - Pre and Post-News Release Examples
 - Overtime Enforcement Manpower Report Form
 - Enforcement Reimbursement Check List
 - Highway Safety Campaign Letter to include the On-Line Mobilization Reporting Instructions
- Upon campaign completion below items must be completed and submitted to the Missouri Safety Center by **NO LATER THAN February 19, 2016**. Reports submitted after **February 19, 2016** may not be reimbursed:
 - Missouri Safety Center - Overtime Enforcement Manpower Report Form
 - Signatures on Subaward Agreement **MATCH** signatures on Manpower Report, if not, a memo indicating why the signatures a different
 - Copies of the salary earnings or salary verification statement showing that the individual(s) who worked the enforcement received payment. This should be an **agency generated payroll report** to include a check date and check number
 - Online reporting of citations has been submitted to Highway Safety (www.modot.mo.gov)

On behalf of the Missouri Department of Transportation's Traffic and Highway Safety Division and the Missouri Safety Center, we appreciate your willingness to assist in making our roadways safer for all.

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM# 12

Ordinance approving the 2016 contract with Land O'Frost.

1st and 2nd read due to due date of grant.

Ordinance sponsored by the Park Department and the City Administrator.

First Reading: November 30, 2015

Second Reading: November 30, 2015

Council Bill No.: _____

Ordinance No.: _____

AN ORDINANCE

AUTHORIZING the Mayor on behalf of the City of Willard, to execute an agreement between the City of Willard and Land O' Frost, Inc. to accept Land O' Frost as the exclusive jersey sponsor for the Willard Parks and Recreation 2016 sports programs.

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 execute an agreement with Land O' Frost, Inc. to accept Land O' Frost as the exclusive jersey sponsor for the Willard Parks and Recreation 2016 sports programs, said agreement to be substantially in form and content as that document attached hereto and incorporated herein by reference as Exhibit "1".

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.

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 30th DAY OF November, 2015.

APPROVED BY:

MAYOR

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

FIRST (1ST) READING

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ PAUL HOOD	_____	_____	_____
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_____ SAM BAIRD	_____	_____	_____
--------------------	-------	-------	-------

_____ MICHAEL BARR	_____	_____	_____
-----------------------	-------	-------	-------

_____ DON LEE	_____	_____	_____
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_____ JAMIE BUCKLEY	_____	_____	_____
------------------------	-------	-------	-------

_____ LARRY WHITMAN	_____	_____	_____
------------------------	-------	-------	-------

Council Bill No.: _____

Ordinance No.: _____

SECOND (2ND) READING

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

PAUL HOOD

SAM BAIRD

MICHAEL BARR

DON LEE

JAMIE BUCKLEY

LARRY WHITMAN



Willard Parks and Recreation

/LAND O' FROST SPONSORSHIP 2016

The following will be included in the comprehensive 2016 Land O' Frost Youth Sponsorship Program for the Springfield area. The following is a summary of the elements that will be included in the annual sponsorship agreement between Willard Parks and Recreation (WPR) and Land O' Frost (LOF).

This agreement will commence on January 1, 2016 and will terminate on December 31, 2016.

Sponsorship Elements:

This sponsorship will focus on approximately 82 teams in the Winter/Spring/Fall 16' season. Land O' Frost will sponsor teams under the age of 10.

- Prominent Logo inclusion on the front or back of jerseys for 82 teams . LOF will supply all necessary logo \ artwork and WPR will have the shirts printed. **(The LOF logo will need to be a minimum of 2 ½"H x 10" W. The phrase Great Tasting Lunchmeat will need to be placed underneath the Land O' Frost oval. Land O' Frost to be the exclusive jersey sponsor, no other corporate logos to be placed on jerseys.)**
- Announcements by team and league administration to parents / kids about sponsorship.
- Opportunity for mention / inclusion of Land O' Frost product message in any league / parent communication.
- One approximately 4' x 8' banner (or similar signage) to be displayed where WPR teams, that LOF sponsors play. (LOF will give banner artwork and WPR will have banner printed)
- Logo inclusion on WPR game schedules for teams sponsored, registration materials and newsletters if possible.
- Land O' Frost logo/ youth sports link placed on the league web site <http://www.landofrost.com/youthsports>
- A minimum of two (2) annual Email Blasts to all parents, if available, letting them know of the LOF Youth Sports Link for special offers. LOF will provide Email Blast Template.
- **Client will need Proof of Purchase (82 team pictures) by December 31, 2016. The Land O' Frost logo will need to be clearly identified on the shirts in 82 team pictures. The pictures can be informal, taken with a digital camera or regular film.**

LAND O' FROST WILL DONATE: \$9,500.00

Willard Parks and Recreation Representative

Land O' Frost Representative The Knox Sports logo, which consists of a stylized 'K' inside a circle, followed by the word "KNOX" in a bold, sans-serif font and "SPORTS" in a smaller font below it.



Lansing, IL
16850 Chicago, IL 60438
Lansing, IL 60438
P 708.474.7100 F 708.474.9329

Searcy, AR
911 Hastings Ave
Searcy, AR 72143
P 501.268.2473 F 501.268.0357

Madisonville, KY
3295 Nebo RD
Madison, KY 42431
P 270.326.4300 F 270.326.4302

NEW VENDOR/VENDOR CHANGE REQUEST

Please fill in the info below and get proper approvals

Please make sure you get REMIT TO address

Please note: any changes to this vendor will have to be approved by the requestor

NEW VENDOR / CHANGE VENDOR

TYPE OF VENDOR (CIRCLE ONE) CORPORATION INDIVIDUAL PARTNERSHIP

TAX ID/SSN# _____

COMPANY NAME _____

REMIT TO ADDRESS _____

PAYMENT TERMS _____

COMPANY CONTACT _____

A/R CONTACT _____

A/ R PHONE NUMBER _____

A/R E-MAIL _____

COMPLETED BY _____

ALL SIGNATURES REQUIRED

REQUESTOR SIGNATURE _____

DEPT. MANAGER APPROVAL _____

CONTROLLER APPROVAL _____

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM# 13

Discussion/Vote to enter into contract with KPA CPAs, PC to complete audit of 2015 Budget.

File will be emailed separately due to size.

Ordinance sponsored by the City Administrator.