

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 9, 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

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 9, 2015
7:00 P.M.**

Posted November 4, 2015

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** November 9, 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:**
Presentation of the Presidential Fitness Awards by Chief Thomas McClain.
- 4. Approval of the minutes from the regular meeting on October 26, 2015.**
- 5. Citizen Input (5 minute limit per person).**
- 6. OTO Presentation**
- 7. Financial Reports.**
 - A. September 2015 Summaries.
 - B. September 2015 Financial Statements.
 - C. October and November 2015 Outstanding Invoices, Paid Invoices, Online payments and transfers.
 - D. September 2015 Check Register.
 - E. October 2015 Water Loss Report.
 - F. October 2015 Utility Adjustments Report.
- 8. Department Head Reports.**
- 9. 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. (2nd Read).**
- 10. Ordinance approving the payment of unused vacation time for all employees accruing same for the 2015 calendar year. (1st and 2nd Read).**
- 11. Discussion/Vote on Award to WatchGuard Digital for four (4) in car video systems.**
- 12. Discussion/Vote on Architectural Services for Front Entry Security.**

13. New Business.

The City Administrator would like to discuss the Fire Station.

14. Unfinished Business.

15. Close open session.

16. Open executive session.

17. Close executive session.

18. 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 # (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.

Cheryl Bouton
Interim City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 26, 2015
6:30 p.m.**

Staff present: City Administrator, J. Everett Mitchell; Interim City Clerk, Cheryl Bouton; 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, Richard Gardner and JD Landen.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 6:30 pm.

Roll Call.

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

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the agenda. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Approve the Minutes of the Regular Meeting on September 14, 2015 and October 13, 2015.

Motion was made by Alderman Baird and seconded by Alderman Hood to approve the minutes. The motion carried with a vote of 4-0. Voting aye: Aldermen Hood, Buckley, Whitman and Baird.

Citizen Input.

Richard Gardner spoke to the Board regarding his son's windshield being broken by a hedge apple that fell from a tree that over hangs a street that the City of Willard maintains and suggested that we trim the tree back to avoid any further damage or problems. Mindy Latham approached the Board and thanked the Public Works Department for mowing and trimming the area she had complained about needing attention. She complimented them on a job well done.

Financial Reports.

- a) Motion was made by Alderman Whitman and seconded by Alderman Hood to accept the Financial Statements. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.
- b) Motion was made by Alderman Baird and seconded by Alderman Hood to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 4-0. Voting aye: Aldermen Hood, Buckley, Whitman and Baird.
- c) Motion was made by Alderman Buckley and seconded by Alderman Whitman to accept the Adjustments Report. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Discussion/Vote on accepting the appointment of Billie Middleton to the Park Board.

Motion was made by Alderman Hood and seconded by Alderman Buckley to accept the appointment of Billie Middleton to the Park Board. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Discussion/Vote on accepting the appointments to the Economic Development Task Force.

Motion was made by Alderman Baird and seconded by Alderman Buckley to accept the appointment of Forest Owens and Kendal Cook to the Economic Development Task Force and to keep Sam Baird on as a Chamber Member. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Discussion/Vote on accepting the Amended 2015 Budget.

Motion was made by Alderman Buckley and seconded by Alderman Baird to accept the Amended 2015 Budget. The motion carried with a 4-0 vote. Voting aye: Aldermen Whitman, Buckley, Baird and Hood.

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.

First and second read was conducted by the Interim City Clerk.

Motion was made by Alderman Buckley and seconded by Alderman Hood 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 4-0 vote. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Ordinance authorizing the City of Willard to apply for the Lowe's Charitable and Educational Foundation/Lowe's Community Partners Grant. (2nd Read). Discussion/Vote.

Second read was conducted by the Interim City Clerk

Motion was made by Alderman Hood and seconded by Alderman Buckley to authorize the City of Willard to apply for the Grant. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Ordinance accepting the proposal of Ball Paving to provide planned road improvement projects on Hughes Rd. and Pershing St. (1st and 2nd Read).

First read was conducted by the Interim City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the proposal of Ball Paving to provide planned road improvement projects on Hughes Rd. and Pershing St. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

Second read was conducted by the Interim City Clerk.

Motion was made by Alderman Hood and seconded by Alderman Whitman to accept the proposal of Ball Paving to provide planned road improvement projects on Hughes Rd. and Pershing St. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

Ordinance approving the 2016 Willard Parks and Recreation Department Fee Revisions. (1st and 2nd Read).

First read was conducted by the Interim City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Whitman to approve the 2016 Willard Parks and Recreation Department Fee Revisions. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

Second read was conducted by the Interim City Clerk.

Motion was made by Alderman Hood and seconded by Alderman Whitman to approve the 2016 Willard Parks and Recreation Department Fee Revisions. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

Ordinance accepting the Mutual Aid Agreement between the Cities of Willard, Ash Grove and Walnut Grove. (1st and 2nd Read).

First read was conducted by the Interim City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Hood to accept the Mutual Aid Agreement between the Cities of Willard, Ash Grove and Walnut Grove. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Whitman, Baird and Hood.

Second read was conducted by the Interim City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Buckley to accept the Mutual Aid Agreement between the Cities of Willard, Ash Grove and Walnut Grove. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Discussion/Vote to Amend Bill # 15-36 adding an (A) due to duplicate bill numbers being assigned to two (2) separate ordinances.

Motion was made by Alderman Baird and seconded by Alderman Whitman to amend Bill #15-36, ordinance #150713 by adding an (A) due to duplicate bill numbers being assigned to two (2) separate ordinances. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

Discussion/Vote approving Resolution No. 2015-02 confirming Cheryl Bouton as Interim City Clerk.

Motion was made by Alderman Buckley and seconded by Alderman Baird to approve Resolution No. 2015-02 confirming Cheryl Bouton as Interim City Clerk. The motion carried with a vote of 4-0. Voting aye: Aldermen Hood, Buckley, Whitman and Baird.

New Business.

- a) The City Administrator brought up the November 23, 2015 meeting being on a holiday week and suggested that the meeting be held on November 30, 2015 if vacations/absences conflicted with attendance. All were in agreement to send out an email to get feedback as to the availability of each of the Aldermen.
- b) The City Administrator announced that the Fire Department station in the Meadows is being sold and there is an issue of our chlorine tank being about three (3) feet over the property line due to an error in the previous surveying. All were in agreement to go to the Fire Department and suggest a quit claim deed to the City of Willard to move the property line.
- c) Alderman Buckley suggested that the City of Willard pay Mr. Gardner for the windshield of his son which would amount to around \$220 which, in his opinion, would be much less costly than absorbing legal action against the City. The City Attorney advised against paying for it to avoid future action against the City by other citizens. The majority was in agreement with the City Attorney and agreed not to pay Mr. Gardner for the broken windshield.

Unfinished Business.

None.

Close open session.

Motion was made by Alderman Buckley to close the open session of the Board of Aldermen and seconded by Alderman Baird at 8:50 p.m. with a ten (10) minute break. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

Closed Session.

Returned to open session at 10:30 p.m.

Adjourn.

Motion was made by Alderman Baird and seconded by Alderman Whitman to adjourn. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

The meeting was adjourned at 10:30 p.m.

Cheryl Bouton, Interim City Clerk

Corey Hendrickson, Mayor of Willard

CITY OF WILLARD
MINUTES OF CLOSED MEETING
October 26, 2015

Motion was made to go into closed session by Alderman Buckley and seconded by Alderman Hood. The motion carried with a vote of 4-0. Voting aye: Aldermen Buckley, Whitman, Baird and Hood.

Closed session opened at 9:09 p.m.

Staff present: City Administrator, J. Everett Mitchell, Chief Financial Officer, Carolyn Halverson, Interim City Clerk, Cheryl Bouton and Chief of Police, Tom McClain.

- A. There was discussion concerning the Fair Labor Standards proposed rulemaking to update the regulations defining and delimiting the exemptions for "white collar" employees. This regulation would require the City to pay time and a half to any salaried employee who works over forty (40) hours per week and would eliminate flex time. The concern regarding this new regulation is that the City does not have it in the budget to pay the proposed salaried employees at that rate. This was a preliminary discussion to prepare the Board for a possible upcoming budget revision to accommodate this proposed regulation if such became law.
- B. There was discussion about employees who are coming up on their anniversary date and have not taken their vacation time and have an excess amount of vacation time built up. If they do not use it they will lose all but eighty (80) hours of that vacation time. The Board decided unanimously to create an ordinance, based on timing, stating that anyone who has an anniversary date between today and the end of 2015 and has more vacation time than they can take will be paid the difference between what they can carry over and what they have. It would also change the amount allowed to be carried over from eighty (80) hours to one hundred twenty (120) hours.

Motion was made by Alderman Buckley and seconded by Alderman Hood to create an ordinance regarding vacation time. The motion carried with a vote of 4-0. Voting aye: Aldermen Whitman, Baird, Hood and Buckley.

At 10:30 p.m. a motion to go out of closed session by Alderman Baird and seconded by Alderman Whitman. The motion carried with a vote of 4-0. Voting aye: Aldermen Baird, Hood, Buckley and Whitman.

The meeting was adjourned at 10:30 p.m.

Interim City Clerk, Cheryl Bouton

Mayor, Corey Hendrickson

CITY OF WILLARD, MISSOURI

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AGENDA ITEM# 6

OTO Presentation

Sponsored by the Director of Development and the City Administrator.

CITY OF WILLARD, MISSOURI

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AGENDA ITEM #7

The Financials are included in a separate attachment due to the size of the packets.

CITY OF WILLARD, MISSOURI

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AGENDA ITEM #8

Department Head Reports:

- 1. Willard Police Department**
- 2. Parks**
- 3. Public Works**
- 4. Planning and Development**

POLICE DEPARTMENT REPORT

October 2015

DEPARTMENT INFORMATION:

	Officer Statistics	Case #'s		Reserves	Case #'s	Hours
1601	Tom McClain, Chief	8	1640	Doug Thomas, Reserve	0	0
1602	Shannon Shipley, Lt./Det	10	1641	Brian Gordon, Reserve	0	14.5
1603	Robert Bell, Cpl	31	1642	JD Landon, Reserve	0	13
1604	Steve Purdy, Cpl./Invest	38	1643	Davis Hughes, Reserve	0	0
1605	Chris Higgins, Officer	36	1644			
1606	Aaron Roberts, Officer	46	1645	Brian Hinkle, Reserve	1	4
1607	Kyle Gramley, Officer	53	1646	Andy Hunt, Reserve	2	8.5
1608	Jeremiah Tayman, Officer (FTO)	17		TOTAL HRS	3	40
1609	Danny Wroolie, Officer	61				
1610	Trevor Guinn, Officer (FTO)	87				
1630	Clint Heimbach, SRO	2				
1631	Wyatt Sharp, SRO	1				
	TOTAL INCIDENTS	392				

INCIDENT STATISTICS

Felony	7
Misdemeanor	8
Infraction	173
Other (Services)	205
HBO (Handled By Officers)	315

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST	
					MONTH	YTD
WPD-01 2009 Dodge Charger	129797	657	20	33	0.00	\$573.90
WPD-02 2013 Dodge Charger	37748	720	20	36	\$139.94	\$1140.30
WPD-03 2013 Dodge charger	46771	1434	24	60	\$224.30	\$915.72
WPD-04 2013 Dodge Charger	54674	981	32	31	\$0.00	\$1763.47
WPD-05 2008 Dodge Charger-	162814	100	4	25	\$0.00	\$342.83
WPD-06 2013 Dodge Charger	43665	1640	26	63	\$0.00	\$881.10
WPD-08M 2008 Harley-Davidson Motorcycle	4921	0	0	0	\$0.00	\$0.00

Chief Tom McClain
Police Chief

Parks and Recreation - Director's Report – November 9, 2015

Project Report

- **Pool House**
 - Winterized for the Season
- **Fitness Room**
 - Carpet – Finished
- **Miller Farm Park Property**
 - Clearing fence for sign project
 - Eagle Scout: Colton Key has almost completed his project
- **Highline Soccer Park**
 - Will be winterizing the week of November 9th
- **Baseball Complex**
 - Will be winterizing the week of November 9th
- **Soccer**
 - Resident: 140
 - Non-Resident: 115
 - Fall 2014: 238 / Fall 2015: 255
- **Volleyball**
 - Resident: 44
 - Non-Resident: 39
 - Fall 2014: 77 / Fall 2015: 83
- **Basketball**
 - Resident: 103
 - Non-Resident: 127
 - Fall 2014: 171 / Fall 2015: 230
- **2016 Budget**
 - Parks staff is working on next year's budget
 - Completing a capital improvements list for the next year

Upcoming Programs / Events

- **Senior Fitness** – M/W/F @ 10:00am
- **Play Group** – Wend. @ 10:am
- **Youth Dance Classes Began** – October 13
- **Kid-Venture Camp** – Oct. 30 & Nov. 2 / 3
- **Christmas on the Frisco** – November 20 & 21
- **Turkey Trot** – November 26
- **Santa's Workshop** – December 12
- **Kid-Venture Camp** – Dec. 21, 22, 23, 28, 29, 30, 31

Other Information

- **Website** – *Visitors From 9/27/15 to 10/26/15*
 - www.willardparks.com – 3,091 unique visitors, 11,615 visitors
 - www.willardfreedomfest.com – 803 unique visitors, 2,204 visitors
 - www.willardaquatics.com – 645 unique visitors, 2,056 visitors
- **Facebook** – 1469 likes as of 10/26/15
 - <https://www.facebook.com/WillardParksAndRec>

November 2015

Water & Sewer

- Water leak on 10" main on EE Highway repaired
- Pumps at D lift station were plugged. Both pumps pulled and debris cleared. Lift station back online.
- Regional lift station still down to one pump. Rebuilt pump will be installed.
- Grinder pump at Foxfire mini storage plugged with debris. Working on pulling pump and clearing the debris.
- Still working with Ollsson Engineering on sewer study.
- White River Engineering working on getting Meadows West lift station back online.

Streets & Right of Ways

- Ball paving working on resurfacing Pershing Street between Ridgeview and Pebble Creek.
- Working on street sign inventory.
- Gravel put in washed out spots on sides of Jackson street.

Water Meter Update

- Still replacing non-working meters and ERT's as we find them. Still changing out manual read meters for radio read meters in zone 2, looking at approximately 60 left to change out. Trevor has been working on replacing meters in zone 3 in the Meadows.

Other

- Training and orientation with new hires
- New time clocks

Planning and Development Report
November 9, 2015

Ongoing Project Update –

Hughes Rd./ Hwy 160 Intersection – preliminary design work is ongoing.

Jackson St. / Main St. Sidewalk - The preliminary plans have been sent to MO DOT for review. The engineer is putting together the bidding documents, specs. I have been getting contact information together for coordination with the businesses and contractor.

Casey's General Store – Work continues on the remodel / addition. The electrical upgrades have been completed. Work has started on the new cooler /freezer.

Foxfire Mini-Storage – Framing and metal work is ongoing on the last building.

R-1 Building Update – 694- Becky – the rough-in inspection has been completed, 521 Logan has been completed. 525&527 Logan are dried in. The owner /developer has submitted plans for 505 Logan another R-1 single family home.

New Development –

North Brook Apartment – Plans are currently being reviewed by staff for compliance with the zoning and building codes.

ATM Commercial Subdivision – Plans have been received for a 6000 sq.ft. office / retail building to be located just to the east of the Freedom Bank. Staff is currently reviewing those for zoning and building code compliance.

Willard United Methodist Church – The Church has submitted a minor subdivision application for a lot split to sell off a parcel of property that currently faces Main St. This request will be presented to the Planning and Zoning Commission on 11-24-15.

Glen's Automotive – A site plan/ survey has been submitted along with requests to construct a 4000 sq. ft. building that would be located just east of Willard Well #2 or south of the Apple Drive Apartment complex. Several discussions have taken place with the realtor and owner/developer concerning various codes and the development requirements. MO DOT has been given a site plan and has given a go ahead. Staff is awaiting architectural plans and storm water engineering calculations before proceeding to the Planning Zoning for building façade approval.

Staff is addressing ongoing nuisance violations.

Staff attended OTO Long Range Transportation Planning Subcommittee Meeting, Economic Development Task Force Meeting.

If you have any questions feel free to contact me at City Hall.

Randy Brown, Director of Development

CITY OF WILLARD, MISSOURI

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AGENDA ITEM #9

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. (2nd Read).

This is sponsored by the City Clerk and the City Administrator.

First Reading: 10-26-15

Second Reading: 11-9-15

BILL NO: 15-54

ORDINANCE NO: 151026 C

AN ORDINANCE

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

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

Section 1: The annual City election shall be held on April 2nd, 2016 as provided by Missouri Revised Statutes with the polling places, judges, and clerks, as may be provided by the County Clerk, as the same is now set forth by the Missouri Revised Statutes.

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

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

Section 3: The filing deadline to be a candidate for any of the above offices to be filled at said election is 5:00 p.m. on January 15, 2016.

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

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

Section 6: The City Clerk of the City of Willard is hereby authorized and directed to and did give notice of the vacancies to be filled by said election and of the filing deadline to be a candidate. Said notice was and is to be published at least once a week for three (3) consecutive weeks preceding the filing deadline of the 15TH day of January, 2015.

Section 7: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

Section 8: Severability Clause. If any Section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each Section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one (1) or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

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

Approved as to form: _____
Ken Reynolds, City Attorney

READ TWO TIMES AND PASSED at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the
26th day of October, 2015.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO



☒

☐

SAM BAIRD



☒

☐

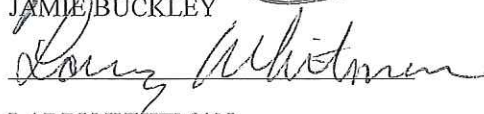
PAUL HOOD



☒

☐

JAMIE BUCKLEY



☒

☐

LARRY WHITMAN

DON LEE

MICHAEL BARR

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

This is sponsored by the Chief Financial Officer and the City Administrator.

BILL NO. 15-56

ORDINANCE NO. 151109

FIRST READING 11-9-15

SECOND READING 11-9-15

AN ORDINANCE

AN ORDINANCE approving the payment of unused vacation time for all employees accruing same for the 2015 calendar year.

WHEREAS, the City of Willard, allows employees to accrue vacation time while employed with the City; and

WHEREAS, beginning January 1, 2015 employees are not allowed to carry over more than eighty (80) hours of vacation time from their own respective anniversary date to the following year; and

WHEREAS, due to critical staffing issues that have arisen this year for City departments, there is a need to adjust the carry-over policy for vacation time.

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

Section 1: The City hereby authorizes employees of the City of Willard to carry over one hundred twenty (120) hours of vacation time from their anniversary date of employment as of October 26, 2015.

Section 2: The City hereby authorizes employees of the City of Willard who have an anniversary date between October 26, 2015 and December 31, 2015 to be paid for vacation time above the one hundred twenty (120) hours allowed to be carried over each year.

Section 3: That beginning January 1, 2016, no City employee will be paid for any vacation time above and beyond the one hundred twenty (120) hours allowed to be carried over each year on their anniversary date of employment.

Section 4: 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 5: Severability Clause. If any section, subdivision, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses or phrases be declared invalid.

Section 6: This ordinance shall be in full force and effect from and after its date of 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 9TH DAY OF NOVEMBER, 2015.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Cheryl Bouton, Interim City Clerk

Corey Hendrickson, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

MICHAEL BARR

SAM BAIRD

PAUL HOOD

JAMIE BUCKLEY

LARRY WHITMAN

DON LEE

Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction after the maximum allowance has been reached. Any deduction will be by the following schedule:

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.
- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

2. Public Works Department

Each employee of the City of Willard Public Works Department will receive a \$450.00 clothing and boot allowance to be used for pants, boots and winter wear. The clothing and boot allowance will be added once per year to the first payroll in January to each employee's paycheck. The uniform allowance paid to the Public Works will be taxed according to payroll tax deductions. No proof of purchase will be required.

The City will provide five (5) t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) with one (1) jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee. The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the Supervisor, Department Head or City Administrator, the employee fails to comply with this expectation, appropriate disciplinary action shall be taken.

XII. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen. Designated holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Memorial Day - Last Monday in May

5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day + Friday following
10. Christmas Eve – Close at noon
11. Christmas Day - December 25
12. New Year's Eve – close at noon

An employee, who shall be required to work during a scheduled holiday, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday. Any compensating day off not taken prior to the end of each calendar year shall be lost and shall not carry forward to the next year.

After an employee has successfully completed their probationary period, they will receive three (3) additional paid days off. The employee shall receive two (2) personal days and one (1) day for their birthday per calendar year. Prior to being used the days must be approved by their Department Head. These additional paid days off not taken prior to the end of the calendar year will be lost and will not carry forward to the next year.

B. Vacation

Employees and appointed officials who work full-time for the City of Willard shall receive vacation leave with accrued hours on the following basis:

<u>Length of Employment</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrued Vacation Per Year</u>
Zero (0) to One (1) Year	1.54 hours per pay period	One (1) week (40 hrs)
One (1) Year to Four (4) Years	3.08 hours per pay period	Two (2) weeks (80 hrs)
Five (5) Years to Eleven (11) Years	4.62 hours per pay period	Three (3) weeks (120 hrs)
Twelve (12) Years to Fourteen (14) Years	6.16 hours per pay period	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours per pay period	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using vacation accrued. Vacation is accrued according to the schedule in this policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

Employees wishing to use earned vacation time shall submit their request to their Department Head or Supervisor for approval. Department Heads or appointed officials must have their vacation approved by the City Administrator. The "Hire Date" of each year is the anniversary date for accrued hours, except those employees that were employed prior to January 1, 2012 and then the anniversary date will be January 1st of each year.

Employees are expected to use vacation benefits in the fiscal year in which vacation is earned. Employees may carry over a maximum of two (2) weeks (80 hours) of unused vacation from one (1) year to the next. Vacation days are accrued per pay period and January 1st is the anniversary date for carry over hours to the next year. Holidays recognized by the City are not considered vacation time. If a designated holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days earned.

Employees who have served their one (1) year continuous service and have taken part or none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination.

C. Sick Leave

Employees and appointed officials of the municipality who work full-time for the City of Willard shall receive pay during unavoidable absences from work due to sickness or accident during any one (1) year on the following basis:

<u>Length of Employment</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrued Sick Time Per Year</u>
Zero (0) to One (1) Year	1.54 hours per pay period	One (1) week (40 hrs)
One (1) Year to Five (5) Years	3.08 hours per pay period	Two (2) weeks (80 hrs)
Six (6) Years to Nine (9) Years	4.62 hours per pay period	Three (3) weeks (120 hrs)
Ten (10) Years to Fourteen (14) Years	6.16 hours per pay period	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours per pay period	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using sick leave accrued. Sick leave is accrued according to the schedule in this policy. Sick leave can be used only after it is earned. The "Hire Date" of each year is the anniversary date for accrued hours, except employees that were employed prior to

January 1, 2012 and then the anniversary date will be January 1st of each year. Sick leave will not be earned during an unpaid leave of absence.

Sick leave is earned by the hour and used by the hour. Where payment is due to such employees or officer under worker's compensation, the amount received by reason of worker's compensation shall be deducted from the allowance above provided for.

Employees shall be allowed to accumulate thirty five (35) working days or two hundred eighty (280) hours in sick leave, which may be carried over from one (1) year to the next. If a holiday should fall within the time the employee is absent on sick leave, it will not be deducted from their available number of sick leave days. Employees do not get paid for sick leave upon termination of employment.

An employee who is sick must call their immediate Supervisor as soon as possible if they are unable to work. If an employee fails to do so within four (4) hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three (3) days, the Department Head or City Administrator may require a doctor's certification; however, a certificate of verification may be required by a Supervisor, Department Head or City Administrator in any case.

D. Shared Care Leave

The Shared Care Leave Program is additional paid leave made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. See attached for more information in the Appendix section.

E. Family and Medical Leave (FMLA)

Eligibility Requirements: Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

- Employee has worked for the City of Willard for the last twelve (12) months.
- Employee is currently employed by the City of Willard.
- During the last twelve (12) months of employment with the City of Willard the employee has worked at least twelve hundred and fifty hours (1,250) hours.

Types of Leave: Employee leaves of absence under the FMLA may include:

- The birth of a child, or the placement of a child with the employee for adoption or foster care;
- A serious health condition that makes the employee unable to perform the essential functions of their job; or

CITY OF WILLARD, MISSOURI

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



AGENDA ITEM #11

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

This is sponsored by the Chief of Police and the City Administrator.

GSA QUOTE

Quote presented on behalf of:

Computech International (CTI)
525 Northern Blvd.
Great Neck, NY 11021
(516) 487-0101

Ell Ziv: ell@cti-intl.com

OEM Presented by
WatchGuard Video



415 Century Parkway, Allen, TX 75013
(972) 423-9777 Fax: (972) 423-9778
National Toll-Free 1-800-605-MPEG (6734)
www.watchguardvideo.com

GSA Contract Number:GS-35F-0186P
Name: Denise Tweton
Date: Tuesday, November 3, 2015

Bill To:		
City of Willard Police Department		
...		
Attn: Tom McLain		
Telephone Number	Fax Number	Email Address
	417-742-4710	chief@police@cityofwillard.org
Quote Presented By	Presenter Phone	Presenter Email
Kyle Keling	913-669-3457	KKeling@WatchGuardVideo.com

Ship To:		
City of Willard Police Department		
...		
Attn: Tom McLain		
Telephone Number	Fax Number	Email Address
		chief@police@cityofwillard.org
Estimated Ship Date	Ship Via	Payment Terms
30 days	UPS Ground	Net 30

Qty	GSA Part Number	Description	Unit Price	Ext Price
4	4RE-STD-GPS-RV2	4RE, HD DVR, Gen 2, 200GB HDD	\$4,701.00	\$18,804.00
1	HDW-4RE-SRV-002	Server, 4RE, Tower, 1-5 Concurrent Cars, 8TB, Win7, Keyboard, Monitor, Mouse	\$3,440.00	\$3,440.00
1	SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (WG-TS)	\$2,525.00	\$2,525.00
1	KEY-ELB-SRV-300	Evidence Library 3 Server Software License Key	\$1,380.00	\$1,380.00
1	Freight	Shipping and Handling Charges	\$350.00	\$350.00
1	WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, Sector	\$245.00	\$245.00
4	CAM-4RE-PAN-NHD	Front Camera, 4RE, HD Panoramic	\$197.00	\$788.00
4	WGA00428-101	MikroTik Configured Wireless Kit, 4RE In-Car 802.11n (Radio, Antenna, PoE, 2-10' Ethernet Cables)	\$197.00	\$788.00
1	BRK-4RE-OHD-104	Bracket Kit, 4RE, Display, Universal Visor Post (Ford PI SUV & Sedan)	Included	Included
4	BRK-ANT-NMO-001	WiFi Vehicle Antenna Mount, NMO, Drill 3/4" Hole, 17" long	Included	Included
4	GPS-ANT-MGN-16F	GPS Antenna, Magnetic Mount	Included	Included
4	MIC-CBN-100-07F	Cabin Microphone - 7'	Included	Included
4	CAB-HDM-4RE-15F	Cable, 4RE, HDMI/Mini, Display ONLY, Straight, 15'	Included	Included
4	WGD00085-KIT	Kit, 4RE DVR Installation Kit	Included	Included
4	MIC-CBN-EXT-12F	Cabin Microphone Extension Cable - 12'	Included	Included
4	WGP02073-300K	Cable Assembly, DV-1C/4RE, Power/Input, R/A 24'	Included	Included
4	BRK-4RE-DIS-101	Bracket Kit, 4RE, Display, w/ Diamond 1" Ball Mounts & 2" RAM	Included	Included
4	4RE-DIS-RCP	4RE, Remote Display Control Panel, Gen 3	Included	Included
4	CAB-MHD-STR-15F	Cable, 4RE, HDMI, (HD Mini Zoom, Panoramic, ZSL) Straight, 15'	Included	Included
4	MIC-WRL-KIT-1v2	Hi-Fi Microphone Kit 1v.2 (Transmitter, Cradle, Belt clip, Pivot clip, 3' + 12' antenna)	Included	Included
1	WGD00089-KIT	Kit, 4RE In-Car Video System User Guide	Included	Included
4	CAB-4RE-HDM-PRT	Cable, 4RE, HDMI, Port 2, IR Camera, 2-Pin Connect, Straight, 16'(5000mm)	Included	Included
1	BRK-WRL-MIC-402	Bracket, Hi-Fi Microphone, Universal	Included	Included
1	BRK-4RE-FPK-02I	Bracket Kit, 4RE, DVR, Console Faceplate, 2"	Included	Included
4	CAM-BST-102-NEW	Camera, Infrared Analog, WMv.1, 2-Pin Connector	Included	Included
4	WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	Included	Included
1	BRK-4RE-DVR-100	Bracket Kit, 4RE, DVR, Universal	Included	Included
1	WGP02055-KIT	R/A Adapter KIT, HDMI Cables, Dual Mount Bracket, 4RE DVR	Included	Included
4	WGA00510-005	Cable Assembly, DVR to Hi-Fi MIC, 180"	Included	Included
4	SPW-MNT-ELB-1ST	Software Protection, Evidence Library, 1st Yr (Months 1-12)	Included	Included

GSA QUOTE

Quote presented on behalf of:

Computech International (CTI)
525 Northern Blvd.
Great Neck, NY 11021
(516) 487-0101

Eli Ziv: eli@cti-intl.com

OEM Presented by
WatchGuard Video



415 Century Parkway, Allen, TX 75013
(972) 423-9777 Fax: (972) 423-9778
National Toll-Free 1-800-605-MPEG (6734)
www.watchguardvideo.com

GSA Contract Number:	GS-35F-0186P
Name:	Denise Tweton
Date:	Tuesday, November 3, 2015

Bill To:		
City of Willard Police Department		

Attn: Tom McLain		
Telephone Number	Fax Number	Email Address
	417-742-4710	chiefofpolice@cityofwillard.org
Quote Presented By	Presenter Phone	Presenter Email
Kyle Keling	913-669-3457	KKeling@WatchGuardVideo.com

Ship To:		
City of Willard Police Department		

Attn: Tom McLain		
Telephone Number	Fax Number	Email Address
		chiefofpolice@cityofwillard.org
Estimated Ship Date	Ship Via	Payment Terms
30 days	UPS Ground	Net 30

Qty	GSA Part Number	Description	Unit Price	Ext Price
1	WGP01567	Bracket Kit, Access Point, Universal J-Mount (includes fasteners)	Included	Included
2	WGS00150	Elecard Codec License	Included	Included
1	SFW-SQL-SRV-101	Software, SQL Server 2008 R2, w/1 CAL	Included	Included
1	KEY-ELB-CLI-300	Evidence Library 3 Client Software License Key, Included	Included	Included
1	KEY-ELB-CLI-300	Evidence Library 3 Client Software License Key, Included	Included	Included

Comments:

This Quote is Valid for 90 days and for Listed Quantities Only.

Thank You for Your Interest in WatchGuard Video Products!

PO must be directed and sent to Eli Ziv @ Computech International at time of purchase.
Veh: TBD

Subtotal	\$28,320.00
Shipping	\$0.00
Taxes	
Total	\$28,320.00

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

Discussion/Vote on Architectural Services for Front Entry Security.

This is sponsored by the Director of Development and the City Administrator.

FEE PROPOSAL

This Proposal signed and dated below, between The City of Willard, 224 West Jackson Street, Willard, Missouri 65781 (Client), and R. E. Werner Architect, LLC 15435 Lawrence County Road 2225, Verona, Missouri 65769 (Architect) serves as the basis for professional services to be performed for the Client by the Architect, and compensation thus related. If fee proposal is accepted the architect will provide an AIA contract or the agreement between the Client and Architect.

Paragraph 1. Scope of Work

Specifically, the Architect shall provide Building Design and Construction Documents for existing City Hall Building - security of the existing public lobby area from the collector's areas and the remainder of the building. A security wall will be placed to separate the existing public lobby area from the collector's areas, will allow the interaction of the public with the collectors, but provide separation and security with bullet resistant panels and vandal resistant glazing to protect the collectors from harm. A bid package will be produced consisting of drawings and specifications booklet to competitively bid the project.

Civil engineering, Surveying, Stormwater, Parking, and Landscape Design, if required by the City of Willard is not part of this agreement. Structural, Mechanical, Electrical, and Plumbing Engineering, should not be required with the security improvements. If any of the above services are required, they will be approved by the City of Willard before proceeding and the additional fee will be based on the hourly rates below. No additional work will be provided until approved by The City of Willard.

Architect will use the current requirements of International Building Code as the reference building code design. The Architect will provide submission of adequately detailed plans and specifications relating to the project to obtain a building permit and competitively bid the project. The architect shall not have control over or charge of and shall not be responsible for installation and construction means, methods, techniques or procedures, or for safety precautions and problems in connection with the work, since these are solely the contractor's schedules or failure to carry out the work in accordance with the contract documents. The architect shall not have control over or charge of acts of omissions of the client, contractor, subcontractors or their agents or employees, or of any other persons performing portions of the work.

Paragraph 2. Supplemental Professional Services

The Client and/or Assignee may desire additional consultation from time to time concerning the Project. The Architect and his consultants will perform these services in a timely manner on an hourly basis once approved by the Client per the fee schedule below.

Paragraph 3. Compensation for the Scope of Work

The fee for the work described in Paragraph 1 is \$5,000.00. Additional costs would be for printing costs associated with plotting and printing (Two (2) copies of the drawings and specifications book included in the basic fee), as well as any other incidental expenses, (no charge for mileage to and from the site) the fee shall be due and payable by the Client or Assignee upon receipt of the invoice. \$500.00 of the fee will be due upon the signing of the AIA agreement as a retainer. Eighty-five percent (85%) of total fee less the paid retainer due once drawings are submitted for the building permit and bidding. The remaining balance of the fee will be due once the building is completed with a certificate of occupancy issued by the City of Willard. In the event any payment or installment when due is not paid, Client agrees to pay a late charge or penalty of one and one half percent (1-1/2%) per month until the default is cured. If any payment or installments are not paid within ninety (90) days, the Client agrees to pay all reasonable attorneys' fees and court costs incurred by the Architect to collect payment. If the project is terminated for any reason by the Client payment of services to that termination date will be due based on the percentage of completed work.

Fee structure:

1. Principal Architect	\$150.00 per hr	4. Drafting Technician	\$50.00 per hr
2. Project Architect	\$120.00 per hr	5. Clerical	\$30.00 per hr
3. Project Engineer	\$140.00 per hr		

FAILURE OF THIS CONTRACT TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Paragraph 4. Compensation for Supplemental Professional Services

The fee for work described in Paragraph 2 shall be at the same rates as outlined in Paragraph 3, but is not a part of (nor subject to) the maximum limit set out in Paragraph 3. Any such fee shall be due and payable by the Client or the Assignee upon receipt of invoice.

Paragraph 5. Services provided by the Owner

The Client and/or the Assignee shall secure adequate construction supervision and management for the project. The architect has neither authority nor responsibility for directing installation or construction, including (but not limited to) job site safety, workmen's insurance and protection, and construction scheduling.

Accepted by:
The City of Willard

R. E. Werner Architect, LLC

Name

Richard E. Werner, Architect
Name

Signature

Signature

Date

Date

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 regarding the Fire Department.

This is sponsored by the City Administrator.