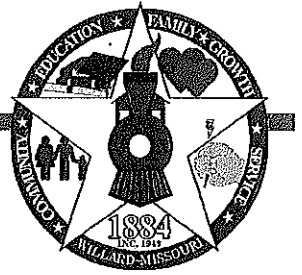


CITY OF WILLARD, MISSOURI

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

July 14, 2014

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Wendell Forshee

Board Members

Michael Barr

David Larimore

Bradley Mowell

Meredith Reaves

David Roggensees

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING**

**July 14, 2014
7:00 P.M.**

Posted July 9, 2014

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m. July 14, 2014 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

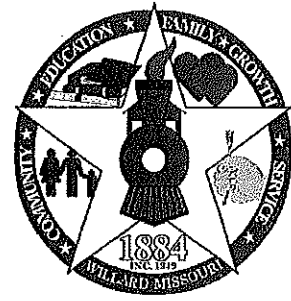
Roll Call

1. **Agenda Amendments/Approval of Agenda.**
2. **Ceremonial Matters.**
 - Presidential Fitness Awards Presentation
 - Memorial Tribute in honor of Chief McClain's loss of a family member
 - Appointment of Don Lee to the Board of Aldermen
 - Appointment of LaDonna Rodriquez to the Economic Development Task Force
 - Appointment of Chet Cornelison to the Economic Development Task Force
3. **Approval of Meeting Minutes:**
 - Approve the minutes of the regular meeting on June 9, 2014.
 - Approve the minutes of the special meeting on June 11, 2014.
 - Approve the minutes of the work study session on June 23, 2014.
4. **Citizen Input (*5 minute limit per person*).**
5. **Financial Reports:**
 - a. May 2014 Budget Summaries
 - b. June 2014 Outstanding Invoices
 - c. May 2014 Checks Written
6. **Department Head Reports.**
7. **Discussion/Vote for the approval of a land lease contract with Mr. Conner for the property located at 109 Rocky Lane to be used as the Public Works Building.**
8. **Discussion/Vote for the purchase of a tractor for the Parks Department.**
9. **Ordinance accepting the Financial Advisory Services Agreement with Piper Jaffray for the Issuance of Refunding Certificates of Participation. (1st and 2nd Read).**

Discussion/Vote

10. **Ordinance Amending the Willard Municipal Code Book, Chapter 205. Animal Regulations, Article 1, General Provisions. (1st and 2nd Read).**
Discussion/Vote
11. **Ordinance Amending the Willard Municipal Code Book, Chapter 205. Animal Regulations, Article II, Dangerous Dogs. (1st and 2nd Read).**
Discussion/Vote
12. **Ordinance Amending the Willard Municipal Code Book, Chapter 705 Waterworks System, Article II Water Service Section 705.150 (C). (1st and 2nd Read).**
Discussion/Vote
13. **Ordinance Accepting the EMPG Grant between the Missouri Office of Homeland Security and the City of Willard. (1st and 2nd Read).**
Discussion/Vote
14. **Ordinance Accepting the DNR Source Protection Development and Implementation Grant. (1st and 2nd Read).**
Discussion/Vote
15. **Ordinance Accepting the Bid from Hunter Chase for Engineer Services for Sidewalk Grant STP 9901 (806). (1st and 2nd Read).**
Discussion/Vote
16. **2014 Code of Ethics Ordinance. (1st and 2nd Read).**
Discussion/Vote
17. **Ordinance accepting amendments to the Internal Control Policy. (1st and 2nd Read).**
Discussion/Vote
18. **Ordinance accepting RFQ's for Consulting Services for a Wastewater Facilities Master Plan. (1st and 2nd Read).**
Discussion/Vote
19. **Discussion/Vote to initiate Single Refuse Service Process.**
20. **New Business.**
21. **Old Business.**
22. **Adjourn Meeting.**

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.



Ceremonial Matters

AGENDA ITEM #2

- a. Presidential Fitness Awards Presentation
- b. Memorial Tribute in honor of Chief McClain's loss of a family member
- c. Appointment of Don Lee to the Board of Aldermen
- d. Appointment of LaDonna Rodriguez to the Economic Development Task Force
- e. Appointment of Chet Cornelison to the Economic Development Task Force



Approval of Minutes

AGENDA ITEM #3

- Approve the minutes of the regular meeting on June 9, 2014.
- Approve the minutes of the special meeting on June 11, 2014.
- Approve the minutes of the work study session on June 23, 2014.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
June 9, 2014**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall; Public Works Director, Justin Reaves; Director of Development, Randy Brown; Community Services Director, J.C. Loveland; Finance Officer, Carolyn Halverson, Reserve Officer, Bill Lingenfielser; Chief of Police, Tom McClain; and Emergency Management Director, Donna Gordon.

City Attorney Ken Reynolds was present.

Citizens in attendance: Alice Mitchell, David Hemphill, Jim Vaughn, Lee McLean, Dwayne Waterworth, Page Waterworth, Brian and Lisa Waterworth, Barbara Pine, George Johnson, Norm Meester, Richard DeKnight, Colette Halle, Kevin Killian, Casey Wray, Donald McClintock, Sam Baird, Lee McLean and James Hansen of the Cross Country Times.

Roll Call

Alderman Mowell-present, Alderman Roggensees-present, Alderman Barr-present, Alderman Larimore-present, Alderman Reaves-present and Mayor Forshee----

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Pro-Tem David Larimore.

Call to Order

Mayor Pro-Tem David Larimore called the meeting to order at 7:00 pm.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Barr and seconded by Alderman Roggensees. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

Approve the Minutes of the Regular Meeting on May 12, 2014

Motion made by Alderman Barr and seconded by Alderman Roggensees to approve the minutes. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

Ceremonial Matters:

a. Reappointment of Valorie Simpson to the Park Board.

Motion made by Alderman Mowell and seconded by Alderman Reaves. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

b. Reappointment of Laurie Pendergrass to the Park Board.

Motion made by Alderman Barr and seconded by Alderman Mowell. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

c. Appointment of Darrel Proctor to the Economic Development Task Force.

Mayor Pro-Tem Larimore asked for a motion to accept the appointment of Mr. Proctor to the Economic Development Task Force. **Motion** made by Alderman Barr. Alderman Roggensees made the second. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

Citizen Input

None

Financial Report.

February 2014 Financial Statements

These were presented to the Board due to questions that were asked when first presented in March. **Motion** was made by Alderman Larimore and seconded by Alderman Roggensees to approve the statements. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

April 2014 Budget Financial Statements

Motion was made by Alderman Mowell and seconded by Alderman Barr to approve the statements. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

April 2014 Comparative Financial Statements

No vote needed. Informational use only.

April 2014 Budget Summaries

No vote needed. Informational use only.

May 2014 Outstanding Invoices

Motion was made by Alderman Reaves and seconded by Alderman Roggensees to approve the invoices. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

April 2014 Checks Written

No vote needed. Informational use only.

2013 End of Year Financial Statements

Motion was made by Alderman Roggensees and seconded by Alderman Barr to approve the statements. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves

Mayor Forshee arrived at this time.

Department Head Reports

Alderman Roggensees asked the Emergency Management Director if she had looked into the cost and feasibility of a reverse 911 system. The Emergency Management Director responded that she had and that Greene County had said that it is not feasible at this time per Greene County.

Alderman Mowell asked the Community Services Director if there had been any progress made on the capital improvements 5-10 year plan.

Alderman Mowell stated that he would like to discuss at a later time the reasons why the City needs six (6) police vehicles.

Public Hearing to consider citizen input on the conditional use request from R-1 to R-3 for Kings Ministries, Inc.

The City Attorney opened the Public Hearing for public comment. Colette Howley, George Johnson, Richard Deaconette, Pastor McClintock and Mr. Pine all spoke in favor of the conditional use request.

The City Attorney closed the hearing and turned the meeting back over to the Mayor to proceed.

Ordinance accepting the Conditional Use request for Kings Ministries, Inc. (1st and 2nd Read).
Discussion/Vote

BILL #

ORDINANCE #

AN ORDINANCE

An ordinance granting a conditional use and authorizing a conditional use permit permitting a non-profit, non-commercial neighborhood facility at 300 s. Main St. Willard Missouri, in a R-1 district.

First read was conducted by the City Clerk

Discussion/Vote. After much discussion a **Motion** was made by Alderman Barr with a second by Alderman Larimore to approve the request. The motion carried with a vote of 3-2. Voting aye: Barr, Roggensees and Reaves. Voting nay- Alderman Mowell and Alderman Larimore.

Second read was conducted by the City Clerk

Discussion/Vote. **Motion** made by Alderman Barr with a second by Alderman Reaves to approve the request. The motion carried with a vote of 2-3. Voting aye: Alderman Barr and Alderman Reaves. Voting nay- Alderman Mowell, Roggensees and Larimore. Motion dies.

9:25 p.m. At this point a motion for a break was called for by Alderman Barr with a second by Alderman Larimore. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

9:35 p.m. Mayor called the meeting back to order.

Alderman Barr made a motion with a second by Alderman Larimore to bring back the conditional use request ordinance placing a limit on the number of residents that the home could accommodate at a time and calling a special meeting to deal with the issue in two days. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

Public Hearing to consider citizen input on the rezoning request of Doug McDaris for 5537 W. Farm Rd 94 from R-1 to R-4.

The City Attorney opened the Public Hearing for public comment. No comments were presented and the public hearing was closed.

BILL # 14-10

ORDINANCE # 140609

AN ORDINANCE

AMENDING the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning parcel the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning parcel #880831400007, as shown in the records of the Greene County Assessor's office, known locally as 5537 W. Farm Rd. 94 Willard, MO.

First read was conducted by the City Clerk

Discussion/Vote.

The City Administrator explained that this was an item that needed to be addressed due to an oversight on the zoning of this property when the original zoning map was created. The Planning and Zoning Commission recommended this for approval.

Motion made by Alderman Larimore and seconded by Alderman Barr to approve the rezoning. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Roggensees to approve the rezoning. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

BILL # 14-11

ORDINANCE# 140609A

AN ORDINANCE

AN ORDINANCE granting the board of public utilities of Springfield, Missouri it's successors and assigns , a non-exclusive franchise to operate a gas distribution system in as limited portion of the city of Willard, Missouri; and imposing a franchise fee (license tax) relating thereto.

First read was conducted by the City Clerk

Discussion/Vote. Motion made by Alderman Roggensees with a second by Alderman Larimore to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Barr and seconded by Alderman Larimore to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

BILL # 14-12

ORDINANCE# 140512B

AN ORDINANCE

AN ORDINANCE granting the board of public utilities of Springfield, Missouri it's successors and assigns , a non-exclusive franchise to operate a electric distribution system in as limited portion of the city of Willard, Missouri; and imposing a franchise fee (license tax) relating thereto.

First read was conducted by the City Clerk

Discussion/Vote. Motion made by Alderman Barr with a second by Alderman Mowell to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Roggensees to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

BILL # 14-13

ORDINANCE# 140609C

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to enter into a municipal agreement with Midwest Meters for the purpose of providing water meters and equipment for the City of Willard Water System.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Roggensees approve the contract. The motion carried with a vote of 4-1. Voting aye: Alderman Barr, Larimore, Roggensees and Reaves. Voting nay- Alderman Mowell.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Reaves to approve the contract. The motion carried with a vote of 4-1. Voting aye: Alderman Barr, Larimore, Roggensees and Reaves. Voting nay- Alderman Mowell.

BILL # 14-14

ORDINANCE# 140609D

AN ORDINANCE

ACCEPTING the proposal of Makenna and Brock to provide entertainment at the 2014 Freedom Fest event for the City of Willard, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.

First read was conducted by the City Clerk

Motion made by Alderman Roggensees and seconded by Alderman Barr approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Barr and seconded by Alderman Larimore to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-15

ORDINANCE# 140609E

AN ORDINANCE

An ordinance adopting and enacting a new Code of Ordinances of the City of Willard; establishing the same; providing for the repeal of certain ordinances not included therein, except as herein expressly provided; providing for the manner of amending such Code of Ordinances; providing penalty for the violation thereof; and providing when this ordinance shall become effective.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Mowell to approve the codification. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Barr to approve the codification. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-16

ORDINANCE# 140609F

AN ORDINANCE

An ordinance approving a municipal code amendment to section 500.330(B) of the municipal code of the city of Willard, MO pertaining to building and construction fees.

First read was conducted by the City Clerk

Motion made by Alderman Roggensees and seconded by Alderman Barr to approve the amendment. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Reaves to approve the amendment. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-17

ORDINANCE# 140609G

AN ORDINANCE

An ordinance establishing additional duties for the City Administrator.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Barr to approve the ordinance as presented. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Mowell to approve the ordinance as presented. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-18

ORDINANCE# 140609H

AN ORDINANCE

An ordinance establishing changes the Willard Employee Policy Manual.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Roggensees to approve the changes as presented. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Barr and seconded by Alderman Larimore to approve the changes as presented. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-19

ORDINANCE# 140609I

AN ORDINANCE

ACCEPTING the proposal of MOPERM to provide property and casualty insurance for the City of Willard, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, MO.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Barr to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Barr and seconded by Alderman Reaves to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

BILL # 14-20

ORDINANCE# 140609J

AN ORDINANCE

ACCEPTING the proposal of Missouri Employers Mutual (MEM) to provide workers' compensation insurance for the City of Willard, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, MO.

First read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Barr to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

Second read was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Mowell to approve the contract. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Larimore, Roggensees, Mowell and Reaves.

New Business

- The City Administrator discussed open employment positions at the City.
- Alderman Larimore asked for the banking services to be researched for bidding out.
- The City Administrator informed the Board that the Public Works building that the City is renting is falling apart and is not safe for the equipment or the employees there. Options are being looked into. One option is the rental of the old Show Me Marble building at \$3500.00 month with all maintenance covered by the owner. This item will be brought back to the Board.
- The City Administrator announced that there will be a MoDOT meeting regarding the ¾ cent sales tax proposal on June 25th from 4- 7 pm at the Springfield Center.
- Alderman Mowell asked if there had been any progress on the filling of the vacancy in Ward 2. The Mayor informed the Board that he had one interested ex- Alderman but that the person did not want to be recommended for appointment unless he knew that the Board would approve him. Other than that the Mayor stated that he did not have any prospects.
- Alderman Mowell asked about the water loss at the fire department. The City Administrator stated that he had held a meeting with the Fire Captain and believes that the issue has been fixed.

Old Business

None

Adjourn meeting

Motion made by Alderman Barr and seconded by Alderman Larimore to adjourn the meeting. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Larimore, Roggensees and Reaves.

The meeting adjourned at 10:30 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard

**BOARD OF ALDERMEN
SPECIAL MEETING
June 11, 2014
6:00 P.M.**

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall and Director of Development, Randy Brown.
City Attorney Ken Reynolds was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Roll Call

Alderman Mowell-present, Alderman Roggensees-present, Alderman Barr-present, Alderman Larimore-present, Alderman Reaves-present and Mayor Forshee-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Barr and seconded by Alderman Larimore. The motion carried with a vote of 5-0.
Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

Citizens Input

Colette Howley, Duane Waterworth and Pastor McClintock all are in favor of this request.

Ordinance accepting the Conditional Use Permit request from Kings Ministries Inc., for 300 S. Main St. (1st and 2nd Read.)

First reading was read by the City Clerk

Motion made by Alderman Barr and seconded by Alderman Roggensees. The motion carried with a vote of 4-1. Voting aye: Barr, Roggensees, Larimore and Reaves. Voting nay- Alderman Mowell.

Second reading was conducted by the City Clerk

Motion made by Alderman Larimore and seconded by Alderman Barr. The motion carried with a vote of 4-1. Voting aye: Barr, Roggensees, Larimore and Reaves. Voting nay- Alderman Mowell.

Adjourn Meeting

Motion made by Alderman Roggensees and seconded by Alderman Mowell. The motion carried with a vote of 5-0. Voting aye: Alderman Barr, Roggensees, Larimore, Reaves and Mowell.

Meeting adjourned at 6:35 pm.

Dale Duvall, City Clerk

Mayor Wendell Forshee

CITY OF WILLARD
BOARD OF ALDERMAN
WORK STUDY SESSION

June 23, 2014

7:00 p.m.

The Board of Aldermen of Willard met for a study session in the Municipal Courtroom at Willard City Hall. Board present: Alderman Roggensees, Alderman Barr, Mayor Forshee, Alderman Larimore and Alderman Mowell.

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Dale Duvall and Finance Officer, Carolyn Halverson.

Citizens present: Jack Dillingham of Piper Jaffray and Mindy Latham.

Roll Call

Alderman Mowell-present, Alderman Roggensees-present, Alderman Barr-present, Alderman Larimore-present, Alderman Reaves-present and Mayor Forshee-present.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Investments presentation by Jack Dillingham of Piper Jaffrey

Jack Dillingham presented options to the Board on the subject of the current Certificate of Participations that the City holds and feasible options to save the City money. After a questions and answer period, the Board was told by the City Administrator that the matter would be pursued with Piper Jaffray and local banks and presented to the Board soon.

Financial disbursements and documentation discussion.

The Finance Officer discussed the financial statements that are presented to the Board monthly.

Discussion of potential utility/finance software solutions.

The Finance Officer and the City Administrator spoke of two (2) companies that had been contacted to get more information on their software products. The Finance Officer handed out supplements showing comparisons of the two (2) companies, Summit and Incode, which are used by most municipalities in Missouri. The Finance Officer will be going to visit other cities to observe their software and how it works. More information will be brought to the Board.

Discussion of ethics and social media policy.

The City Administrator spoke about the policies that are being proposed to the Board. These policies affect all of the members of all of the Boards as well as all of the City employees. There was question by Alderman Mowell on the constitutional legalities of these matters. The City Administrator stated that staff would look into the matter further as to how other cities handle this and bring the issue back to the Board.

Public Works building options.

The City Administrator Spoke to the Board about the feasibility of leasing the building that is located at 109 Rocky Lane for the new Public Works building. The Mayor asked to look into a lease/purchase option. The City Administrator will meet with the owner of the property and bring the answer back to the Board.

Discussion of the utility landlord/tenant ordinance.

The City Administrator explained to the Board that the ordinance currently states that the landlord and the tenant are equally responsible for utility bills. The ordinance has never been enforced and the City Administrator stated that he would like to start enforcing it to assist with the approximately \$65,000 that the City has incurred in bad debt since 2010. The Mayor asked that staff look into the possibility of REQUIRING the landlord to pay the utility bill on a multi-family building.

Discussion of refuse and recycling options.

The City Administrator and the City Clerk spoke about going to a single refuse carrier for the City. The process takes a two year waiting period after the initial notification letter is sent to the local carriers. There are also measures that the City can take now to cut down on the traffic and damage on the streets due to four (4) different companies picking up trash Monday through Friday. This would also allow for the eventual closing of the recycling center. There will be more information brought to the Board on these matters soon.

Discussion of the proposed agenda for July 14, 2014.

The City Clerk discussed what was scheduled to be on the agenda for the next Board meeting. Alderman Roggensees asked that the topic of special committees be added to the work study agenda in July.

Adjourn Meeting

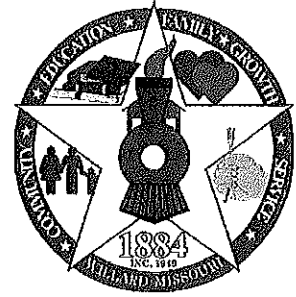
Motion by Alderman Roggensees with a second by Alderman Larimore to adjourn the meeting. The motion carried with a vote of 5-0. Voting aye: Alderman Mowell, Barr, Roggensees, Larimore and Reaves.

Meeting adjourned at 10:05 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #6
FINANCE DEPARTMENT**

Financial Reports

- a. May 2014 Budget Summaries
- b. May 2014 Financial Statements
- c. June 2014 Outstanding Invoices
- d. May 2014 Checks Written

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5(a)
FINANCE DEPARTMENT**

ACTION REQUIRED: INFORMATION ONLY

May 2014 Budget Summary Reports

Year to Date	REVENUE		% Rec'd	EXPENSES		% Used	Cumulative Gains or (Losses) Per Fund
	2014 Projected Revenues	Received As of May 31, 2014		2014 Budgeted Expenses	Expended As of May 31, 2014		
General Fund							
General City Administration							
Law and Public Safety Division							
Street Division							
Planning & Development Division							
Emergency Management Division							
Sub-Total	\$1,630,780.00	\$738,058.00	45.3%	\$1,598,460.00	\$561,452.46	35.1%	\$176,605.54
Park Fund							
Water Fund	\$1,104,000.00	\$357,909.55	32.4%	\$1,079,600.00	\$467,083.44	43.3%	(\$109,173.89)
Sewer Fund	\$1,144,500.00	\$437,397.01	38.2%	\$1,270,675.00	\$473,922.14	37.3%	(\$36,525.13)
	\$1,291,000.00	\$537,775.48	41.7%	\$1,477,350.00	\$461,407.18	31.2%	\$76,368.30
Totals	\$5,170,280.00	\$2,071,140.04	40.1%	\$5,426,085.00	\$1,963,865.22	36.2%	\$107,274.82
Reserves							
	Total	Total		Operating Cash	Operating Cash		
	Reserves Available	Reserves Available		As of May 31, 2014	As of May 31, 2014		
	As of Jan 1, 2014	As of May 31, 2014					
General Fund	\$137,109.54	\$425,566.73		General Fund	\$26,217.00		
Water & Sewer Fund	\$911,241.63	\$1,051,736.12		Water & Sewer Fund	\$136,667.52		
Park Fund	\$297,633.43	\$147,759.40		Park Fund	\$103,282.04		

REVENUE SOURCES Year to Date	2014 Projected Revenues	Received As of May 31, 2014	% of Projected Revenues Collected to Date	
General Fund				
Asset Sales	\$0	0.00	0	
Building Permits	\$20,000	17357.50	86.8%	
Cable TV Franchise Fees	\$16,000	3666.38	22.9%	
County Road & Bridge Tax	\$28,200	27999.78	99.3%	Dedicated to Streets and Roads
Electric Franchise Fees	\$230,000	92510.01	40.2%	
Gas Franchise Fees	\$55,000	26463.12	48.1%	
Grant Revenues	\$208,000	4973.57	2.4%	
Interest Income	\$630	458.24	72.7%	
Law Enforcement Sales Tax	\$23,750	11874.00	50.0%	Dedicated to Public Safety
Merchant Licenses	\$5,400	2055.00	38.1%	
Miscellaneous Revenues	\$1,500	670.86	44.7%	
Mobile Phone Lease Fees	\$68,000	40755.21	59.9%	
Motor Vehicle Fuel Taxes	\$187,000	80729.16	43.2%	Dedicated to Streets and Roads
Planning And Zoning	\$2,400	169.00	7.0%	
Real Estate Taxes	\$181,900	157122.68	86.4%	
Recycling Center	\$500	0.00	0.0%	
Sales & Use Taxes	\$456,000	167629.81	36.8%	
Sales Tax - Capital Improvement	\$70,000	77378.34	0.0%	
State LET Account	\$500	0.00	0.0%	Dedicated to Public Safety
Traffic Court Fines	\$75,000	17650.96	23.5%	
Other Fines	\$0	8474.73	100.0%	
Veterans' Memorial	\$1,000	120.00	12.0%	
Totals	\$1,630,780	\$738,058.35	45.3%	
	\$1,183,330	\$612,482		Available Funds for General Fund

Revenues by Month

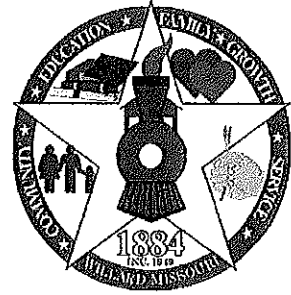
2014		JAN				FEB				MAR				APR				MAY				JUN			
Budget																									
General Fund	\$1,630,780.00	\$217,144.37				\$189,455.17				\$103,212.72				\$117,969.83				\$110,276.26							
		\$217,144.37				\$406,599.54				\$509,812.26				\$627,782.09				\$738,058.35				45.3%			
Cumm. Total		13.3%				24.9%				31.3%				38.5%				45.3%				0.0%			
Water	\$1,144,500.00	\$93,602.19				\$78,535.55				\$94,012.03				\$82,018.16				\$89,229.08							
		\$93,602.19				\$172,137.74				\$266,149.77				\$348,167.93				\$437,397.01				38.2%			
Cumm. Total		8.2%				15.0%				23.3%				30.4%				30.4%				0.0%			
Sewer	\$1,291,000.00	\$114,342.28				\$96,773.97				\$118,470.55				\$98,493.10				\$109,695.53							
		\$114,342.28				\$211,116.25				\$329,586.80				\$428,079.90				\$537,775.43				41.7%			
Cumm. Total		8.9%				16.4%				25.5%				33.2%				33.2%				0.0%			
Parks	\$1,104,000.00	\$106,418.02				\$52,001.65				\$67,309.71				\$46,857.88				\$85,322.29							
		\$106,418.02				\$158,419.67				\$225,729.38				\$272,587.26				\$357,909.55				32.4%			
Cumm. Total		9.6%				14.3%				20.4%				20.4%				24.7%				32.4%			
Totals	\$5,170,280.00	\$531,506.86				\$416,766.34				\$383,005.01				\$345,338.97				\$394,523.16							
		\$531,506.86				\$948,273.20				\$1,331,278.21				\$1,676,617.18				\$2,071,140.34				40.1%			
Cumm. Total		10.3%				18.3%				25.7%				25.7%				32.4%				40.1%			

REVENUE SOURCES Year to Date		2014 Projected Revenues	Received As of May 31, 2014	% of Projected Revenues Collected to Date
Water Fund				
	Asset Sales	\$0	0	N/A
	Certificates of Participation	\$0	0.00	N/A
	Grant Receipts	\$0	0.00	N/A
	Interest Income	\$1,500	394.42	26.3%
	Meter Installations	\$5,000	2,300.00	46.0%
	Miscellaneous Revenues	\$5,000	0.00	0.0%
	Penalty Income	\$25,000	19,171.97	76.7%
	Trash Income	\$183,000	90,862.04	49.7%
	Water Sales - Commercial	\$55,000	13,852.21	25.2%
	Water Sales - Residential	\$870,000	310,816.37	35.7%
	Customer Deposits Rec:			
	Totals	\$1,144,500	437,397.01	38.2%
Sewer Fund				
	Development Lift Station Fees	\$0	0.00	N/A
	Asset Sales	\$0	0.00	N/A
	Certificate of Participation	\$0	0.00	N/A
	Hook-up Fees Received	\$7,000	0.00	0.0%
	Interest Income	\$1,500	394.36	26.3%
	Miscellaneous Revenues	\$0	0.00	0.0%
	Penalty Income	\$32,500	14,654.04	1.0%
	Sewer Sales	\$1,250,000	522,727.03	41.8%
	Totals	\$1,291,000	537,775.43	41.7%

Year To Date	REVENUE SOURCES	Projected Revenue	Received As of May 31, 2014	% of Projected Revenues Collected to Date
	Park Fund			
	Adult Program Fees	\$18,500	5,802.95	31.4%
	Advertising Income	\$30,000	6,897.00	23.0%
	Asset Sales	\$0	0.00	N/A
	Certificates of Participation	\$0	3,350.00	N/A
	Concession Income	\$45,000	8,317.69	18.5%
	Fourth of July	\$7,500	1,970.00	0.0%
	Grant Receipts	\$0	0.00	0.0%
	Interest Income	\$1,000	125.97	12.6%
	Miscellaneous Revenues	\$1,000	15.00	1.5%
	Mobile Phone Tower Fees	\$12,500	5,226.45	41.8%
	Park Fees	\$2,500	0.00	0.0%
	Real Estate Taxes	\$56,000	35,222.19	62.9%
	Facility Rental Income	\$45,000	17,277.83	38.4%
	Sales Tax	\$490,000	181,070.13	37.0%
	Sales Tax - Capital Improvement	\$120,000	0.00	0.0%
	Special Event Income	\$15,000	3,858.00	25.7%
	Swimming Pool Income	\$100,000	17,350.85	17.4%
	Youth Programs	\$160,000	71,425.49	44.6%
	Transfers In or Out	\$0	0.00	0.0%
	Totals	\$1,104,000	357,909.55	32.4%

Expenses	2014 Budget	JAN	FEB	MAR	APR	MAY	JUN
General City Governme Cumm. Total	\$258,000.00	\$26,868.02 \$26,868.02	\$24,872.97 \$51,740.99	\$34,380.49 \$86,121.48	\$47,276.05 \$133,397.53	\$55,952.97 \$189,350.50	0.0% 73.4%
Law & Public Safety Cumm. Total	\$717,650.00	\$47,473.49 \$47,473.49	\$47,121.14 \$94,594.63	\$60,901.88 \$155,496.51	\$49,125.42 \$204,621.93	\$48,517.54 \$253,139.47	0.0% 35.3%
Water Cumm. Total	\$1,270,675.00	\$206,134.87 \$206,134.87	\$40,220.84 \$246,355.71	\$95,471.66 \$341,827.37	\$37,517.96 \$379,345.33	\$94,576.81 \$473,922.14	0.0% 37.3%
Sewer Cumm. Total	\$1,477,350.00	\$168,244.38 \$168,244.38	\$62,206.50 \$230,450.88	\$79,844.76 \$310,295.64	\$66,787.64 \$377,083.28	\$84,323.90 \$461,407.18	0.0% 31.2%
Streets Cumm. Total	\$529,050.00	\$14,937.55 \$14,937.55	\$17,856.57 \$48,788.38	\$13,811.04 \$62,599.42	\$3,960.13 \$66,559.55	\$14,083.49 \$80,643.04	0.0% 15.2%
Planning & Developme Cumm. Total	\$69,260.00	\$21,432.16 \$21,432.16	\$5,396.53 \$10,834.43	\$7,346.74 \$18,181.17	\$5,099.86 \$23,281.03	\$4,087.49 \$27,368.52	0.0% 39.5%
Parks Cumm. Total	\$1,079,600.00	\$32,542.93 \$32,542.93	\$42,119.76 \$74,662.69	\$52,421.88 \$127,084.57	\$45,203.84 \$172,288.41	\$294,795.03 \$467,083.44	0.0% 43.3%
Emergency Managemen Cumm. Total	\$24,500.00	\$3,966.00 \$3,966.00	\$205.21 \$4,171.21	\$281.75 \$4,452.96	\$1,084.14 \$5,537.10	\$5,413.83 \$10,950.93	0.0% 44.7%
Totals Cumm. Total	\$5,426,085.00	\$521,599.40 \$521,599.40	\$239,999.52 \$761,598.92	\$344,460.20 \$1,106,059.12	\$256,055.04 \$1,362,114.16	\$601,751.06 \$1,963,865.22	\$0.00

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5(b)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

May 2014 Budget Financial Statements

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
May 31, 2014

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 26,217.00
CASH IN BANK- MID-MISSOURI BANK	19,569.96
CASH IN BANK - CD'S	76,050.46
CASH IN BANK - JIS	835.26
CASH IN REPURCHASE AGREEMENT	329,946.31
PETTY CASH	350.00
DUE FROM WATER/SEWER FUND	21,588.51
DUE FROM RECREATION FUND	280,784.26

TOTAL ASSETS	\$ 755,341.76
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LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 3,579.12
JUDICIAL EDUCATION FUND	189.65
COURT BONDS PAYABLE	779.40
DRUG MONEY PAYABLE	656.00
LAGERS PAYABLE	3,914.43
GROUP INSURANCE PAYABLE	23,516.55
GARNISHMENTS PAYABLE	784.60
DUE TO WATER/SEWER FUND	77.59
DUE TO RECREATION FUND	2,953.97

TOTAL LIABILITIES	\$ 36,451.31
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EQUITY

FUND BALANCE	\$ 542,284.56
NET INCOME -LOSS	176,605.89

TOTAL FUND EQUITY	\$ 718,890.45
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TOTAL LIABILITIES AND EQUITY	\$ 755,341.76
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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	<---> UNEXPENDED
REVENUES							
ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING PERMITS	20000.00	5140.00	1666.67	17357.50	8333.35	9024.15	-2642.50
CABLE TV FRANCHISE	16000.00	0.00	1333.33	3666.38	6666.65	-3000.27	-12333.62
COUNTY ROAD AND BRIDGE TA	28200.00	0.00	2350.00	27999.78	11750.00	16249.78	-200.22
ELECTRIC FRANCHISE FEES	230000.00	17100.21	19166.67	92510.01	95833.35	-3323.34	-137489.99
GAS FRANCHISE FEES	55000.00	3957.76	4583.33	26463.12	22916.65	3546.47	-28536.88
GRANT REVENUES	208000.00	0.00	17333.33	4973.57	86666.65	-81693.08	-203026.43
INTEREST INCOME	630.00	147.23	52.50	458.24	262.50	195.74	-171.76
LAW ENFORCEMENT SALES TAX	23750.00	3958.00	1979.17	11874.00	9895.85	1978.15	-11876.00
MERCHANTS LICENSES	5400.00	200.00	450.00	2055.00	2250.00	-195.00	-3345.00
MISCELLANEOUS	1500.00	0.00	125.00	670.86	625.00	45.86	-829.14
MOBILE PHONE LEASE FEES	68000.00	4136.00	5666.67	40755.21	28333.35	12421.86	-27244.79
MOTOR VEHICLE TAXES	187000.00	17592.79	15583.33	80729.16	77916.65	2812.51	-106270.84
PLANNING AND ZONING	2400.00	0.00	200.00	169.00	1000.00	-831.00	-2231.00
REAL ESTATE TAXES	181900.00	239.97	15158.33	157122.68	75791.65	81331.03	-24777.32
RECYCLE CENTER INCOME	500.00	0.00	41.67	0.00	208.35	-208.35	-500.00
SALES & USE TAX REVENUES	456000.00	36617.09	38000.00	167629.81	190000.00	-22370.19	-288370.19
SALES TAX - CAP IMP	70000.00	16851.33	5833.33	77378.34	29166.65	48211.69	7378.34
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	208.35	-208.35	-500.00
TRAFFIC COURT FINES	75000.00	2842.88	6250.00	17650.96	31250.00	-13599.04	-57349.04
OTHER FINES	0.00	1433.00	0.00	8474.73	0.00	8474.73	8474.73
VETERAN'S MEMORIAL	1000.00	60.00	83.33	120.00	416.65	-296.65	-880.00
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1630780.00	\$ 110276.26	\$ 135898.33	\$ 738058.35	\$ 679491.65	\$ 58566.70	\$ -892721.65
EXPENDITURES							
COMMUNITY BUILDING:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UTILITIES-OTHER (CB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMM.BLDG. EXPENS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
UNAUDITED							

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> TO DATE UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1600.00	\$ 188.40	\$ 133.33	\$ 829.40	\$ 666.65	\$ -162.75	\$ 770.60
AUDIT FEE	11300.00	0.00	941.67	11590.00	4708.35	-6881.65	-290.00
BUILDING MAINTENANCE (GCG)	0.00	0.00	0.00	200.00	0.00	-200.00	-200.00
CAPITAL ASSET EXPENDITURE	27000.00	0.00	2250.00	0.00	11250.00	11250.00	27000.00
CONTRACT LABOR	500.00	0.00	41.67	203.73	208.35	4.62	296.27
DUES AND SUBSCRIPTIONS	4900.00	80.00	408.33	3446.63	2041.65	-1404.98	1453.37
ELECTION EXPENSE	2600.00	0.00	216.67	2923.00	1083.35	-1839.65	-323.00
GROUP INSURANCE	17000.00	1762.73	1416.67	25083.37	7083.35	-18000.02	-8083.37
INSURANCE	17500.00	0.00	1458.33	0.00	7291.65	7291.65	17500.00
LEGAL	18000.00	11860.00	1500.00	21486.46	7500.00	-13986.46	-3486.46
PROFESSIONAL (GCG)	20000.00	2180.00	1666.67	10865.56	8333.35	-2532.21	9134.44
MISCELLANEOUS EXPENSE	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
OFFICE SUPPLIES	10000.00	3930.92	833.33	8618.92	4166.65	-4452.27	1381.08
PAYROLL TAXES	7000.00	1335.12	583.33	5491.34	2916.65	-2574.69	1508.66
REPAIRS AND MAINTENANCE	1000.00	0.00	83.33	285.96	416.65	130.69	714.04
RETIREMENT PLAN	4000.00	449.48	333.33	2353.23	1666.65	-686.58	1646.77
SALARIES	85000.00	9994.24	7083.33	64324.10	35416.65	-28907.45	20675.90
SPECIAL EVENT	0.00	0.00	0.00	107.28	0.00	-107.28	-107.28
SUPPLIES	4500.00	176.08	375.00	595.88	1875.00	1279.12	3904.12
TELEPHONE	8500.00	629.30	708.33	3702.75	3541.65	-161.10	4797.25
TRAVEL AND TRAINING	4700.00	755.24	391.67	2046.36	1958.35	-88.01	2653.64
UTILITIES-ELECTRIC (GCG)	4400.00	643.09	366.67	1719.49	1833.35	113.86	2680.51
UTILITIES-GAS (GCG)	1700.00	0.00	141.67	818.39	708.35	-110.04	881.61
UTILITIES-OTHER (GCG)	1000.00	21968.37	83.33	22513.53	416.65	-22096.88	-21513.53
VEHICLE EXPENSES-GAS	1300.00	0.00	108.33	84.49	541.65	457.16	1215.51
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
VETERAN'S MEMORIAL EXPENS	2500.00	0.00	208.33	60.63	1041.65	981.02	2439.37
TOTAL GENERAL CITY EXPE	\$ 258000.00	\$ 55952.97	\$ 21499.98	\$ 189350.50	\$ 107499.90	\$ -81850.60	\$ 68649.50

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 100.00	\$ 0.00	\$ 8.33	\$ 0.00	\$ 41.65	\$ 41.65	\$ 100.00
BUILDING MAINTENANCE (LAW)	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
CAPITAL ASSET EXPENDITURE	38900.00	0.00	3241.67	0.00	16208.35	16208.35	38900.00
CONTRACT LABOR	400.00	0.00	33.33	0.00	166.65	166.65	400.00
CVC FEES PAID	4400.00	259.41	366.67	1527.12	1833.35	306.23	2872.88
COURT AUTOMATION FEES	4400.00	254.68	366.67	1040.98	1833.35	792.37	3359.02
DARE	2000.00	0.00	166.67	0.00	833.35	833.35	2000.00
SHERIFF'S RETIREMENT FUND	0.00	0.00	0.00	405.00	0.00	-405.00	-405.00
DUES AND SUBSCRIPTIONS	500.00	765.00	41.67	1165.00	208.35	-956.65	-665.00
GROUP INSURANCE	54500.00	4720.62	4541.67	22592.55	22708.35	115.80	31907.45
INSURANCE	31000.00	53.85	2583.33	215.40	12916.65	12701.25	30784.60
LEGAL AND PROFESSIONAL	20000.00	3045.36	1666.67	10246.16	8333.35	-1912.81	9753.84
PROFESSIONAL (LAW)	15000.00	433.28	1250.00	3426.16	6250.00	2823.84	11573.84
OFFICE EXPENSE (LAW)	6000.00	515.58	500.00	3317.84	2500.00	-817.84	2682.16
PAYROLL TAXES	29750.00	2365.95	2479.17	12545.09	12395.85	-149.24	17204.91
POST FUND	950.00	82.99	79.17	228.37	395.85	167.48	721.63
REPAIRS AND MAINTENANCE	2500.00	0.00	208.33	97.57	1041.65	944.08	2402.43
RETIREMENT PLAN	15450.00	1230.53	1287.50	6791.34	6437.50	-353.84	8658.66
SALARIES	386000.00	29286.96	32166.67	161321.96	160833.35	-488.61	224678.04
SALARIES-OVERTIME	2500.00	15.00	208.33	452.55	1041.65	589.10	2047.45
SUPPLIES	8500.00	1181.31	708.33	3843.30	3541.65	-301.65	4656.70
TELEPHONE	12000.00	807.82	1000.00	3765.02	5000.00	1234.98	8234.98
TRAVEL AND TRAINING	6000.00	414.25	500.00	2240.24	2500.00	259.76	3759.76
UNIFORMS	6800.00	167.46	566.67	458.54	2833.35	2374.81	6341.46
UTILITIES-ELECTRIC (LAW)	5000.00	452.38	416.67	1225.30	2083.35	858.05	3774.70
UTILITIES-GAS (LAW)	2500.00	0.00	208.33	2435.56	1041.65	-1393.91	64.44
UTILITIES-OTHER (LAW)	2500.00	48.97	208.33	272.70	1041.65	768.95	2227.30
VEHICLE EXPENSES-GAS	42000.00	2416.14	3500.00	10028.84	17500.00	7471.16	31971.16
VEHICLE EXPENSE-OTHER	17000.00	0.00	1416.67	3496.88	7083.35	3586.47	13503.12
TOTAL LAW AND SAFETY EX	\$ 717650.00	\$ 48517.54	\$ 59804.18	\$ 253139.47	\$ 299020.90	\$ 45881.43	\$ 464510.53

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	<--> UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
CAPITAL ASSET EXPENDITURE	21000.00	0.00	1750.00	0.00	8750.00	8750.00	21000.00
CONTRACT LABOR	500.00	0.00	41.67	0.00	208.35	208.35	500.00
GROUP INSURANCE	10900.00	0.00	908.33	0.00	4541.65	4541.65	10900.00
INSURANCE	9000.00	0.00	750.00	0.00	3750.00	3750.00	9000.00
PAVING	100000.00	0.00	8333.33	0.00	41666.65	41666.65	100000.00
PAYROLL TAXES	2900.00	240.78	241.67	1262.78	1208.35	-54.43	1637.22
PUBLIC IMPROVEMENTS (ST)	250000.00	0.00	20833.33	28485.40	104166.65	75681.25	221514.60
RECYCLE CENTER EXPENSE	3000.00	150.00	250.00	450.00	1250.00	800.00	2550.00
REPAIRS AND MAINTENANCE	2000.00	0.00	166.67	2595.43	833.35	-1762.08	-595.43
RETIREMENT PLAN	1500.00	116.54	125.00	608.15	625.00	16.85	891.85
SALARIES	37000.00	3147.45	3083.33	16506.94	15416.65	-1090.29	20493.06
SALARIES-OVERTIME	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
STREET LIGHTS	68000.00	10039.98	5666.67	20127.67	28333.35	8205.68	47872.33
SUPPLIES	12000.00	352.21	1000.00	4510.80	5000.00	489.20	7489.20
TREE MAINTENANCE (ST)	0.00	0.00	0.00	9.99	0.00	-9.99	-9.99
UTILITIES-ELECTRIC (ST)	1750.00	0.00	145.83	5295.60	729.15	-4566.45	-3545.60
UTILITIES-GAS (ST)	1300.00	0.00	108.33	0.00	541.65	541.65	1300.00
VEHICLE EXPENSES-GAS	6000.00	0.00	500.00	0.00	2500.00	2500.00	6000.00
VEHICLE EXPENSE-OTHER	1200.00	36.53	100.00	790.28	500.00	-290.28	409.72
TOTAL STREET EXPENSES	\$ 529050.00	\$ 14083.49	\$ 44087.49	\$ 80643.04	\$ 220437.45	\$ 139794.41	\$ 448406.96

UNAUDITED

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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
May 31, 2014

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 136,667.52
WATER/SEWER FUND TDOA	1,051,736.12
CASH - WATER PRINCIPAL AND INTEREST	860,354.99
DUE FROM GENERAL FUND	77.59
2005 RESERVE FUND	49,500.00
2005 CONSTRUCTION FUND	905.36
DUE FROM RECREATION FUND	421,227.75
2008 RESERVE FUND	231,192.21
RETURNED CHECKS	797.47
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	.00
TOTAL CURRENT ASSETS	<u>\$ 2,752,459.01</u>

FIXED ASSETS

LAND	\$.00
ACCUMULATED DEPRECIATION	.00
NET FIXED ASSETS	<u>\$.00</u>
TOTAL ASSETS	<u>\$ 2,752,459.01</u>

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
May 31, 2014

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$	.00	
SALES TAX PAYABLE		2,443.52	
MISSOURI PRIMACY TAX		24,944.28	
WATER POLLUTION SERVICE CONNECTION FEE		7,782.73	
CUSTOMER DEPOSITS		1,234.66	
DUE TO GENERAL FUND		21,588.51	
DEFERRED LOSS ON REFINANCING		.00	
TOTAL LIABILITIES			\$ 57,993.70

EQUITY

CONT. CAPITAL - FED & STATE	\$	.00	
RETAINED EARNINGS		2,654,622.19	
NET INCOME -LOSS		39,843.12	
TOTAL FUND EQUITY			\$ 2,694,465.31
TOTAL LIABILITIES AND EQUITY			\$ 2,752,459.01

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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> TO DATE UNEXPENDED
WATER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES\$	0.00 \$	-0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
INTEREST INCOME	1500.00	78.58	125.00	394.42	625.00	-230.58	-1105.58
METER INSTALLATIONS	5000.00	0.00	416.67	2300.00	2083.35	216.65	-2700.00
MISCELLANEOUS INCOME	5000.00	0.00	416.67	0.00	2083.35	-2083.35	-5000.00
PENALTY INCOME	25000.00	4799.89	2083.33	19171.97	10416.65	8755.32	-5828.03
TRASH INCOME	183000.00	18602.16	15250.00	90862.04	76250.00	14612.04	-92137.96
WATER SALES - COMMERCIAL	55000.00	2795.20	4583.33	13852.21	22916.65	-9064.44	-41147.79
WATER SALES - RESIDENTIAL	870000.00	62953.25	72500.00	310816.37	362500.00	-51683.63	-559183.63
CUSTOMER DEPOSITS RECEIVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1144500.00	\$ 89229.08	\$ 95375.00	\$ 437397.01	\$ 476875.00	\$ -39477.99	\$ -707102.99
EXPENSES							
ADVERTISING	\$ 500.00	\$ 0.00	\$ 41.67	\$ 0.00	\$ 208.35	\$ 208.35	\$ 500.00
AUDIT	5000.00	0.00	416.67	705.00	2083.35	1378.35	4295.00
BUILDING MAINTENANCE (WAT	1000.00	0.00	83.33	135.87	416.65	280.78	864.13
CAPITAL ASSET EXPENDITURE	355000.00	0.00	29583.33	38779.36	147916.65	109137.29	316220.64
CONTRACT LABOR	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
DUES AND SUBSCRIPTIONS	1500.00	22.50	125.00	22.50	625.00	602.50	1477.50
EQUIPMENT	18250.00	0.00	1520.83	8352.13	7604.15	-747.98	9897.87
FISCAL AGENT FEES	1500.00	0.00	125.00	576.93	625.00	48.07	923.07
GROUP INSURANCE	27500.00	2947.06	2291.67	14059.73	11458.35	-2601.38	13440.27
INSURANCE	25000.00	0.00	2083.33	0.00	10416.65	10416.65	25000.00
INTEREST EXPENSE	28175.00	0.00	2347.92	31525.60	11739.60	-19786.00	-3350.60
LEGAL	500.00	227.50	41.67	570.50	208.35	-362.15	-70.50
PROFESSIONAL (WATER)	50000.00	19870.53	4166.67	27180.52	20833.35	-6347.17	22819.48
OFFICE SUPPLIES	15000.00	2588.98	1250.00	13487.31	6250.00	-7237.31	1512.69
PAYROLL TAXES	26000.00	2187.02	2166.67	7103.92	10833.35	3729.43	18896.08
REPAIRS AND MAINTENANCE	30000.00	92.50	2500.00	2090.95	12500.00	10409.05	27909.05
RETIREMENT PLAN	14000.00	527.55	1166.67	2740.74	5833.35	3092.61	11259.26
SALARIES	311250.00	17517.08	25937.50	78200.25	129687.50	51487.25	233049.75
SALARIES-OVERTIME	2500.00	506.02	208.33	2702.72	1041.65	-1661.07	-202.72
SUPPLIES	30000.00	10849.88	2500.00	28772.02	12500.00	-16272.02	1227.98
SUPPLIES - PROJECT	0.00	0.00	0.00	64.73	0.00	-64.73	-64.73
TRASH EXPENSE	175000.00	21524.26	14583.33	90824.02	72916.65	-17907.37	84175.98
TRAVEL AND TRAINING	4500.00	135.62	375.00	635.62	1875.00	1239.38	3864.38
UTILITIES-ELECTRIC (WATER	82000.00	11410.26	6833.33	34516.26	34166.65	-349.61	47483.74
UTILITIES-OTHER (WATER)	6000.00	1478.81	500.00	5750.41	2500.00	-3250.41	249.59
VEHICLE EXPENSES-GAS	14000.00	832.09	1166.67	4644.57	5833.35	1188.78	9355.43
VEHICLE EXPENSE-OTHER	8000.00	1859.15	666.67	2863.48	3333.35	469.87	5136.52
PRINCIPAL EXPENSE (WATER)	37500.00	0.00	3125.00	77617.00	15625.00	-61992.00	-40117.00
TOTAL EXPENSES	\$ 1270675.00	\$ 94576.81	\$ 105889.59	\$ 473922.14	\$ 529447.95	\$ 55525.81	\$ 796752.86
NET INCOME -LOSS	\$ -126175.00	\$ -5347.73	\$ -10514.59	\$ -36525.13	\$ -52572.95	\$ 16047.82	\$ 89649.87

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<---CURRENT BALANCE	<---<--- BUDGET	YEAR TO DATE BALANCE	<---<--- BUDGET	BUDGET TO DATE OVER/UNDER	<---<--- UNEXPENDED
SEWER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
HOOK-UP FEES RECEIVED (SE	7000.00	0.00	583.33	0.00	2916.65	-2916.65	-7000.00
INTEREST INCOME	1500.00	78.56	125.00	394.36	625.00	-230.64	-1105.64
PENALTY INCOME	32500.00	2736.70	2708.33	14654.04	13541.65	1112.39	-17845.96
SEWER SALES	1250000.00	106880.27	104166.67	522727.03	520833.35	1893.68	-727272.97
TOTAL REVENUES	\$ 1291000.00	\$ 109695.53	\$ 107583.33	\$ 537775.43	\$ 537916.65	\$ -141.22	\$ -753224.57
EXPENSES							
ADVERTISING	\$ 100.00	\$ 0.00	\$ 8.33	\$ 0.00	\$ 41.65	\$ 41.65	\$ 100.00
AUDIT	5000.00	0.00	416.67	705.00	2083.35	1378.35	4295.00
BUILDING MAINTENANCE (SEW	750.00	0.00	62.50	135.87	312.50	176.63	614.13
CAPITAL ASSET EXPENDITURE	375000.00	0.00	31250.00	795.00	156250.00	155455.00	374205.00
CONTRACT LABOR	1500.00	0.00	125.00	0.00	625.00	625.00	1500.00
DUES AND SUBSCRIPTIONS	1000.00	22.50	83.33	22.50	416.65	394.15	977.50
EQUIPMENT	18250.00	0.00	1520.83	8352.13	7604.15	-747.98	9897.87
FISCAL AGENT FEES	1500.00	0.00	125.00	576.92	625.00	48.08	923.08
GROUP INSURANCE	27500.00	2947.07	2291.67	14059.75	11458.35	-2601.40	13440.25
HOOK-UP EXPENSE (SEWER)	5000.00	0.00	416.67	0.00	2083.35	2083.35	5000.00
INSURANCE	18000.00	0.00	1500.00	0.00	7500.00	7500.00	18000.00
INTEREST EXPENSE	36500.00	0.00	3041.67	31525.59	15208.35	-16317.24	4974.41
LEGAL	1000.00	227.50	83.33	934.50	416.65	-517.85	65.50
PROFESSIONAL (SEWER)	45000.00	669.08	3750.00	3356.57	18750.00	15393.43	41643.43
OFFICE SUPPLIES	18000.00	2588.96	1500.00	12375.84	7500.00	-4875.84	5624.16
PAYROLL TAXES	18000.00	2080.98	1500.00	6619.66	7500.00	880.34	11380.34
REPAIRS AND MAINTENANCE	10000.00	92.50	833.33	2175.33	4166.65	1991.32	7824.67
RETIREMENT PLAN	10000.00	527.55	833.33	2740.74	4166.65	1425.91	7259.26
SALARIES	231750.00	16169.60	19312.50	72184.84	96562.50	24377.66	159565.16
SALARIES-OVERTIME	2500.00	467.10	208.33	2494.80	1041.65	-1453.15	5.20
SPRINGFIELD SEWER CHARGES	437000.00	34614.52	36416.67	175227.19	182083.35	6856.16	261772.81
SUPPLIES	12000.00	7660.47	1000.00	15625.96	5000.00	-10625.96	-3625.96
TRAVEL AND TRAINING	4500.00	135.61	375.00	670.61	1875.00	1204.39	3829.39
UTILITIES-ELECTRIC (SEWER	52000.00	12036.44	4333.33	21827.27	21666.65	-160.62	30172.73
UTILITIES-OTHER (SEWER)	10000.00	1392.79	833.33	4824.10	4166.65	-657.45	5175.90
VEHICLE EXPENSE-GAS	13500.00	832.08	1125.00	3778.64	5625.00	1846.36	9721.36
VEHICLE EXPENSE-OTHER	4500.00	1859.15	375.00	2898.37	1875.00	-1023.37	1601.63
PRINCIPAL EXPENSE (SEWER)	117500.00	0.00	9791.67	77500.00	48958.35	-28541.65	40000.00
TOTAL EXPENSES	\$ 1477350.00	\$ 84323.90	\$ 123112.49	\$ 461407.18	\$ 615562.45	\$ 154155.27	\$ 1015942.82
NET INCOME -LOSS	\$ -186350.00	\$ 25371.63	\$ -15529.16	\$ 76368.25	\$ -77645.80	\$ 154014.05	\$ 262718.25

UNAUDITED

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CITY OF WILLARD
BALANCE SHEET
PARK FUND
May 31, 2014

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	103,282.04	
PARK FUND TDOA		147,759.40	
PETTY CASH		240.00	
DUE FROM GENERAL FUND		2,953.97	
2008 RESERVE FUND		301,000.00	
YOUTH SCHOLARSHIPS		840.00	
TOTAL ASSETS	\$		554,395.41

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$	.00	
DUE TO GENERAL FUND		280,784.26	
DUE TO WATER/SEWER FUND		421,227.75	
MID-MISSOURI BANK		.00	
TOTAL LIABILITIES			\$ 702,012.01

EQUITY

FUND BALANCE	\$	-38,965.71	
NET INCOME -LOSS		- 108,650.89	
TOTAL FUND EQUITY			\$ - 147,616.60

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TOTAL LIABILITIES AND EQUITY	\$		554,395.41
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UNAUDITED

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CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 18500.00	\$ 1130.00	\$ 1541.67	\$ 5802.95	\$ 7708.35	\$ -1905.40	\$ -12697.05
ADVERTISING INCOME	30000.00	834.00	2500.00	6897.00	12500.00	-5603.00	-23103.00
CERTIFICATE OF PARTICIPAT	0.00	0.00	0.00	3350.00	0.00	3350.00	3350.00
CONCESSION INCOME	45000.00	2514.06	3750.00	8317.69	18750.00	-10432.31	-36682.31
FOURTH OF JULY	7500.00	300.00	625.00	1970.00	3125.00	-1155.00	-5530.00
INTEREST INCOME	1000.00	16.53	83.33	125.97	416.65	-290.68	-874.03
MISCELLANEOUS INCOME	1000.00	0.00	83.33	15.00	416.65	-401.65	-985.00
MOBILE PHONE TOWER	12500.00	1045.29	1041.67	5226.45	5208.35	18.10	-7273.55
PARK FEES	2500.00	0.00	208.33	0.00	1041.65	-1041.65	-2500.00
REAL ESTATE TAXES	56000.00	118.19	4666.67	35222.19	23333.35	11888.84	-20777.81
FACILITY INCOME	45000.00	3033.00	3750.00	17277.83	18750.00	-1472.17	-27722.17
SALES TAX	490000.00	50967.58	40833.33	181070.13	204166.65	-23096.52	-308929.87
SALES TAX - CAP IMP	120000.00	0.00	10000.00	0.00	50000.00	-50000.00	-120000.00
SPECIAL EVENT INCOME	15000.00	660.00	1250.00	3858.00	6250.00	-2392.00	-11142.00
SWIM POOL INCOME	100000.00	16620.85	8333.33	17350.85	41666.65	-24315.80	-82649.15
YOUTH PROGRAMS	160000.00	8082.79	13333.33	71425.49	66666.65	4758.84	-88574.51
 TOTAL REVENUES	 \$ 1104000.00	 \$ 85322.29	 \$ 91999.99	 \$ 357909.55	 \$ 459999.95	 \$ -102090.40	 \$ -746090.45

UNAUDITED

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CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 5 month period ended May 31, 2014

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET OVER/UNDER	TO DATE UNEXPENDED
EXPENDITURES							
ADVERTISING	\$ 1000.00	\$ 0.00	\$ 83.33	\$ 568.00	\$ 416.65	\$ -151.35	\$ 432.00
BUILDING MAINTENANCE (PAR	1000.00	0.00	83.33	550.00	416.65	-133.35	450.00
CAPITAL ASSET EXPENDITURE	10000.00	0.00	833.33	0.00	4166.65	4166.65	10000.00
CHEMICALS	8000.00	0.00	666.67	0.00	3333.35	3333.35	8000.00
CONCESSIONS	25000.00	2845.05	2083.33	5513.53	10416.65	4903.12	19486.47
CONTRACT LABOR	7000.00	0.00	583.33	6273.44	2916.65	-3356.79	726.56
DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	869.00	0.00	-869.00	-869.00
EQUIPMENT-SPORTS (PARK)	0.00	0.00	0.00	793.90	0.00	-793.90	-793.90
FIREWORKS	10000.00	707.50	833.33	4707.50	4166.65	-540.85	5292.50
FISCAL AGENT FEES	4000.00	750.00	333.33	1500.00	1666.65	166.65	2500.00
GROUP INSURANCE	30000.00	2175.85	2500.00	10833.95	12500.00	1666.05	19166.05
INSURANCE	34500.00	0.00	2875.00	0.00	14375.00	14375.00	34500.00
INTEREST EXPENSE	244000.00	122186.07	20333.33	123064.40	101666.65	-21397.75	120935.60
LANDSCAPING	1000.00	0.00	83.33	107.38	416.65	309.27	892.62
LEGAL	1000.00	0.00	83.33	700.00	416.65	-283.35	300.00
PROFESSIONAL	8000.00	0.00	666.67	2981.00	3333.35	352.35	5019.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	70.00	0.00	-70.00	-70.00
OFFICE SUPPLIES	6000.00	273.83	500.00	3025.29	2500.00	-525.29	2974.71
PAYROLL TAXES	27800.00	2306.95	2316.67	9758.22	11583.35	1825.13	18041.78
REPAIRS AND MAINTENANCE	10000.00	1527.19	833.33	4762.49	4166.65	-595.84	5237.51
RETIREMENT PLAN	8900.00	55.67	741.67	801.69	3708.35	2906.66	8098.31
SALARIES	222500.00	15025.44	18541.67	84736.17	92708.35	7972.18	137763.83
SALARIES-SEASONAL	140000.00	11878.93	11666.67	39567.39	58333.35	18765.96	100432.61
SALARIES-OVERTIME	1000.00	0.00	83.33	0.00	416.65	416.65	1000.00
SUPPLIES-GENERAL (PARK)	6000.00	278.61	500.00	2593.21	2500.00	-93.21	3406.79
SUPPLIES-SPORTS (PARK)	18000.00	1768.72	1500.00	7127.45	7500.00	372.55	10872.55
SUPPLIES-AQUATIC (PARK)	8000.00	4398.59	666.67	4941.89	3333.35	-1608.54	3058.11
SUPPLIES-SPECIAL ACTIVITY	20000.00	1179.52	1666.67	3503.03	8333.35	4830.32	16496.97
SUPPLIES - GROUNDS	500.00	191.90	41.67	191.90	208.35	16.45	308.10
TELEPHONE	7000.00	549.98	583.33	2782.93	2916.65	133.72	4217.07
TRAVEL AND TRAINING	2000.00	0.00	166.67	1221.14	833.35	-387.79	778.86
TREE CITY USA	10400.00	0.00	866.67	483.26	4333.35	3850.09	9916.74
TURF MAINTENANCE	500.00	0.00	41.67	0.00	208.35	208.35	500.00
UTILITIES-ELECTRIC (PARK)	40000.00	5626.43	3333.33	15052.56	16666.65	1614.09	24947.44
UTILITIES-GAS	6000.00	0.00	500.00	3641.81	2500.00	-1141.81	2358.19
UTILITIES-OTHER (PARK)	2500.00	540.34	208.33	2278.47	1041.65	-1236.82	221.53
VEHICLE EXPENSE-GAS	3000.00	528.46	250.00	1792.83	1250.00	-542.83	1207.17
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	289.61	416.65	127.04	710.39
PRINCIPAL EXPENSE (MID-MO	154000.00	120000.00	12833.33	120000.00	64166.65	-55833.35	34000.00
TOTAL EXPENDITURES	\$ 1079600.00	\$ 294795.03	\$ 89966.65	\$ 467083.44	\$ 449833.25	\$ -17250.19	\$ 612516.56
NET INCOME -LOSS	\$ 24400.00	\$ -209472.74	\$ 2033.34	\$ -109173.89	\$ 10166.70	\$ -119340.59	\$ -133573.89

UNAUDITED

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5 (c)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

June 2014 Outstanding Invoices

Additional Outstanding Bills

Monday, June 23, 2014

Vendor	Description	Amount
"Mary" Annette Finn	Water/Sewer/Trash Deposit Refund	30.16
Aaron Paddock	Water/Sewer - Deposit Refund	17.68
AC Electrical Systems, Inc.	Water - Repairs	60.00
Alexander Open Systems	All Departments - Software, Hardware	4,105.04
Amanda Easter	Parks Dep Refund	17.00
American Business Systems	Copies and Rental Fee	783.83
Andrea Cheek	Water/Sewer - Deposit Refund	37.94
Beacon Refuse	Public Works - Trash	117.00
BJ Trophy Shop	Parks - Parade Trophys	63.00
BJs Trophy Shop	Parks - Supplies Sports	441.60
Bluedog Graphix	* Parks - Supplies	188.50
Bluedog Graphix	Parks - Event Shirts	642.00
Brian Ball	Water/Sewer - Deposit Refund	14.30
Brock and Makenna	Parks - Band	\$500.00
Burrell Enterprises	Landlord Account Refund	87.71
Buzzard Waste Services	Water/Sewer - Customer trash service	1,208.57
Calvin Frazier & Cody Demster	Water/Sewer - Deposit Refund	87.89
Cami Jennings	Parks - Deposit Refund	40.00
CaSi Consulting Analytical Srvs	Sewer - Testing	115.00
Charlene Nall	Parks - Deposit Refund	70.00
Christin Vallejo	Parks- Rental Deposit Refund	75.00
Christina Young	Water/Sewer - Deposit Refund	69.08
City of Springfield	Sewer - May charges	\$35,148.16
City of Willard Utilites Dept	Police Department - Water	12.05
City of Willard Utilites Dept	City Hall - Water	48.03
Clean Uniforms	Water/Sewer - Uniforms	140.32
Commerce Commercial Cards	All Departments - supplies, etc	3,642.85
Connell Insurance	* General - Work Comp, Liability	4,873.25
Courtney Rivera	Water/Sewer/Trash Deposit Refund	65.99
Dan Johnson	Parks - Deposit Refund	70.00
Darrell Biellier	Parks - Deposit Refund	75.00
David Dugger	Water/Sewer - Deposit Refund	64.68
David Hemphill	Water/Sewer - Deposit Refund	16.00
Daystar Distributing	Parks - Supplies	72.42
Dennis & Brenda Schmock	Water/Sewer - Deposit Refund	47.91
Dennis Edgar	Water/Sewer/Trash Deposit Refund	99.39
Diedre Rosel	Parks - Swim meet entry	35.00
Direct TV	Parks - Internet service	97.99
Donna Gordon	Emergency Management - Mileage	\$78.25
Donna Gordon	Police Department - Uniforms	144.99
Donna Gordon	Emergency Management - Mileage	10.06
Donna Gordon	Emergency Management - Mileage	27.63
Downtown Furniture/ Harold Gambriel	Water/Sewer/Trash Deposit Refund	71.76
Emily Thomsett/Stanley Pyle	Water/Sewer/Trash Deposit Refund	65.73
Empire District Electric Co	* Parks - Upgrades	1,300.00

Additional Outstanding Bills

Monday, June 23, 2014

Vendor	Description	Amount
Kenco Fire Equipment	Parks - Semi annual inspection	141.45
Kenco Fire Equipment	Parks - Maintenance supplies	37.95
Kim/Teddy Millikin	Parks - Deposit Refund	45.00
Krista Friend	Water/Sewer - Deposit Refund	20.00
Kubota of the Ozarks	Streets - supplies	248.52
Kubota of the Ozarks	Parks - Mower repairs	115.35
Kyla Hawk	Parks - Deposit Refund	35.00
Law Office of Kristoffer Barefield, LLC	Law - Court Appearance	714.38
Legal Shield	Police Department - Memberships	53.85
Leona Busse	Parks - Deposit Refund	70.00
Lowell Mason	Water/Sewer/Trash Deposit Refund	16.22
Lowes	Parks - Maintenance supplies	\$12.97
Lowe's	Parks - Supplies	345.30
Lowe's	Parks - Toilet seats	23.72
Lowe's	Parks - Supplies for Freedom Fest	240.31
MailFinance	Water/Sewer - Folding Machine	210.02
Makenna & Brock	* Parks - Entertainment for Freedom Fest	500.00
Marty / Maria Mingus	Water/Sewer - Deposit Refund	51.91
Mathew Hudson	Water/Sewer/Trash Deposit Refund	51.66
Mediacom	Water/Sewer - Online service	77.45
Mediacom	City Hall - Online service	10.25
Members only band	Parks - Fireworks	\$2,250.00
Members Only Band	* Parks - Entertainment for Freedom Fest	2,250.00
Mid-Missouri Bank	* Parks - Interest Expense	302.54
Midwest Fibre Sales	Public Works - Recycle fees	75.00
Midwest Transit Equipment Inc	* Parks - Bus Purchase	1,900.00
Mike Muhlenbruch	Police Department - Uniforms	212.59
Mike Payne	Police Department - Uniforms	650.00
Missouri Gas Energy	All Departments - Utilities	265.44
Missouri One Call	Water/Sewer Locate fees	197.60
MSHP Criminal Records	Parks - Criminal Records	\$286.00
Murfin's Market	Parks/ Water - concessions, supplies	29.65
Nixa Monument	Veterans Brick Lettering	40.00
Norton Power Systems	Sewer - Labor Lift station	180.00
Olsson Associates	Water - Repairs	303.56
O'Reilly	Parks- Motor Oil	53.97
O'Reilly	Parks - Supplies	2.39
O'Reilly	Water - Vehicle supplies	6.90
O'Reilly	Police Department - Vehicle supplies	20.37
O'Reilly	Parks - Supplies	7.85
O'Reilly	Parks - Supplies	13.38
O'Reilly	Parks - Mower belt	13.48
O'Reilly	Parks - Nut and bolts	7.98
O'Reilly	Parks - Heater hose	1.26
Ozark Greenways	Water/Sewer - Rent	500.00

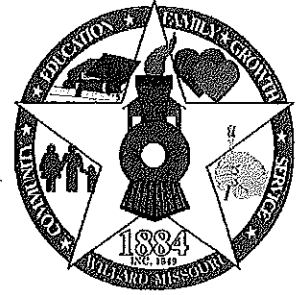
Additional Outstanding Bills

Monday, June 23, 2014

Vendor	Description	Amount
Walmart CC	All Departments - Misc items	3,303.54
Waste Corp of America	Water/Sewer - Trash	354.25
Waterworks Specialties	Parks - Supplies	84.51
Wehrenberg Campbell 16 Theater	* Parks - Child Admissions	60.00
Wehrenberg Campbell 16 Theater	* Parks - Child admissions	90.00
Willard Area Chamber of Commerce	General - June Luncheon	7.00
Willard Area Chamber of Commerce	Parks - June Luncheon	14.00
William & Tiffany Spray	Water/Sewer - Deposit Refund	50.44
Windstream Communications	All Departments - Phone service	2,317.41
Zotts Creamer	* Parks - Child admissions	\$90.00
Zotts Creamery	* Parks - Child Admissions	\$57.00
Zotts Creamery	Parks - Concessions	100.00
Zotts Creamery	* Parks - Child Admissions	57.00
TOTAL		\$109,545.16

* Invoices already paid

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5(d)
FINANCE DEPARTMENT**

ACTION REQUIRED: INFORMATION ONLY

May 2014 Checks Written

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City of Willard
Disbursements Journal
May 31, 2014

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
2532	5/30/14	Joni Walworth	1 740	55.10		55.10
2533	5/30/14	Client Services	1 740	192.00		192.00
2534	5/30/14	Joron Dortch	1 740	41.50		41.50
2535	5/30/14	Akira Bown	1 740	2.50		2.50
2536	5/30/14	Randall Moore	1 740	41.50		41.50
2537	5/30/14	Treasurer State MO POST	1 1905	46.60		46.60
2538	5/30/14	Dept of Revenue Court Auto Fun	1 1833	254.68		254.68
2539	5/30/14	MO Sheriffs Retirement	1 740	108.00		108.00
2540	5/30/14	Dept of Revenue Crime Victims	1 1830	259.41		259.41
2541	5/30/14	Treasurer State MO POST	1 1905	36.39		36.39
2542	5/30/14	City of Willard Muni Division	1 740	4,223.52		4,223.52
13449	5/31/14	AMERIPRIDE SERVICES	2 885 2 1885	70.26 70.26		140.52
13450	5/31/14	BEACON REFUSE	2 943	117.00		117.00
13451	5/31/14	BLUELINE RENTAL	2 900 2 1900	92.50 92.50		185.00

City of Willard
Disbursements Journal
May 31, 2014

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13452	5/31/14	BUS ANDREWS TRUCK EQUIP	2 965	279.54		
			2 1965	279.54		559.08
13453	5/31/14	BUZZARD WASTE SERVICES	2 943	1,144.00		1,144.00
13454	5/31/14	CITY OF SPRINGFIELD	2 1930	34,614.52		34,614.52
13455	5/31/14	CLEAN THE UNIFORM JOPLIN	2 935	140.77		
			2 1935	140.76		281.53
13456	5/31/14	COMMERCE CR CD DNA WATER CERT	2 840	22.50		
			2 1840	22.50		45.00
13457	5/31/14	COMMERCE CR CD POSTAGE	2 1885	147.00		
			2 1885	10.60		
			2 1885	87.72		
			2 1885	39.99		
			2 1959	38.72		324.03
13458	5/31/14	COMMERCE CR CD POSTAGE	2 885	147.00		
			2 885	10.60		
			2 885	40.00		
			2 885	87.73		
			2 935	62.04		
			2 959	38.73		386.10
13459	5/31/14	CONSULTING ANALYTICAL	2 1876	115.00		115.00
13460	5/31/14	EMPIRE ELECTRIC	2 955	6,183.56		
			2 1955	6,809.73		12,993.29
13461	5/31/14	FERGUSON ENTERPRISES	2 965	323.61		
			2 1965	323.61		647.22

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City of Willard
Disbursements Journal
May 31, 2014

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13462	5/31/14	FLYNN DRILLING CO	2 876	19,143.75		19,143.75
13463	5/31/14	FOURAKER PRINTING	2 885 2 1885	122.50 122.50		245.00
13464	5/31/14	INNOVATIVE	2 935	125.16		125.16
13465	5/31/14	ITRON INC	2 935	2,646.47		2,646.47
13466	5/31/14	ITX LLC	2 876 2 1876	340.00 340.00		680.00
13467	5/31/14	LOCKE SUPPLY CO	2 935 2 935	54.88 57.89		112.77
13468	5/31/14	MARMIC FIRE & SAFETY	2 876	55.70		55.70
13469	5/31/14	MIDWEST METER INC	2 935 2 1935	5,904.60 5,904.60		11,809.20
13470	5/31/14	MISSOURI DEPT OF NATL RESOURCE	2 380	1,841.42		1,841.42
13471	5/31/14	MAILFINANCE	2 935 2 1935	105.01 105.01		210.02
13472	5/31/14	MISSOURI ONE CALL	2 876 2 1876	55.25 55.25		110.50
13474	5/31/14	ON LINE COLLECTIONS	2 876 2 1876	158.83 158.83		317.66
13475	5/31/14	O'REILLY AUTO PARTS	2 935	155.32		

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City of Willard
Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13476	5/31/14	OZARK GREENWAYS	2 1935	155.32		310.64
			2 885	250.00		
			2 1885	250.00		500.00
13477	5/31/14	RENNER SUPPLY CO	2 965	1,256.00		
			2 1965	1,256.00		2,512.00
13478	5/31/14	REPUBLIC SERVICES	2 943	12,486.48		
			2 943	64.96		
			2 959	36.00		12,587.44
13479	5/31/14	REX SMITH OIL	2 959	678.60		
			2 1959	678.60		1,357.20
13480	5/31/14	REYNOLDS, GOLD,& GROSSER PC	2 875	227.50		
			2 1875	227.50		455.00
13481	5/31/14	ROCKMOUNT RESEARCH & ALLOYS	2 935	232.96		
13482	5/31/14	RON CRIGHTON	2 935	270.00		
			2 1935	270.00		540.00
13483	5/31/14	SPFLD GREENE CO HEALTH DEPT	2 876	117.00		
13484	5/31/14	JAMES SMITH	2 945	31.17		
			2 945	104.45		
			2 1945	31.17		
			2 1945	104.44		271.23
13485	5/31/14	SPRINGFIELD WINWATER	2 935	29.56		
			2 935	147.80		
			2 935	525.00		
			2 935	192.33		

City of Willard
Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13486	5/31/14	SCHENDEL PEST SERVICES	2 1935	29.56		
			2 1935	147.80		
			2 1935	525.00		
			2 1935	192.33		1,789.38
13487	5/31/14	STAR MECHANICAL	2 935	21.87		
			2 935	9.86		
			2 1935	21.87		
			2 1935	9.86		63.46
13488	5/31/14	STAPLES CONTRACT & COMMERCIAL	2 885	350.99		
			2 1885	350.99		701.98
13489	5/31/14	VERIZON WIRELESS	2 959	15.11		
			2 1959	15.10		30.21
13490	5/31/14	WCA MO CITY BILLING	2 943	7,461.82		7,461.82
13491	5/31/14	WINDSTREAM COMMUNICATIONS	2 959	460.37		
			2 1959	460.37		920.74
13492	5/31/14	US POSTMASTER	2 885	220.00		
			2 1885	220.00		440.00
13493	5/31/14	WEX BANK	2 960	832.09		
			2 1960	832.08		1,664.17
13494	5/31/14	FRANK PACK	2 780	59.70		59.70
13495	5/31/14	DAVID BLAKEMORE	2 959	50.00		
			2 1959	100.00		

City of Willard
Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13496	5/31/14	DUSTIN LONG	2 959 2 1959	100.00 50.00		150.00
13497	5/31/14	MURPHINS MARKET	2 935 2 1935	128.36 128.36		150.00
13498	5/31/14	JAMES SMITH	2 959 2 1959	100.00 50.00		256.72
13499	5/31/14	US POSTMASTER	2 885 2 1885	733.93 733.93		150.00
13500	5/31/14	BETH HUFF	2 370 2 390 2 780 2 1735		- .29 -12.00 -9.19	1,467.86
13501	5/31/14	BECKY STILES	2 370 2 390 2 780 2 1735	100.00	- .30 -12.41 -33.54	78.52
13502	5/31/14	DAN JOHNSON	2 370 2 390 2 780	100.00	- .44 -18.39	53.75
13503	5/31/14	FRANK CHILDRESS	2 370 2 390 2 705 2 780	75.00	- .26 -1.53 -30.66	81.17
13504	5/31/14	GREG SHORE	2 370 2 380 2 390	100.00	- .56 -3.00	42.55

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
13505	5/31/14	JOSEPH BAXTER	2 705		-4.93	
			2 780		-68.23	
						23.28
				125.00		
13506	5/31/14	KELLI MONTGOMERY	2 370		-.19	
			2 390			
			2 780		-21.81	
			2 1735		-10.97	
13507	5/31/14	KENDRA YATES	2 370		-.70	
			2 390			
			2 780		-29.83	
			2 1735		-56.91	
13508	5/31/14	SS ELECTRIC	2 370		-.65	
			2 390			
			2 760		-13.50	
			2 780		-27.28	
13509	5/31/14	SHARON & EVERETT MARSHALL	2 1735		-64.55	
						19.02
				100.00	-1.84	
					-24.45	
13510	5/31/14	WILLIAM BUSHONG	2 370		-.46	
			2 390			
			2 780		-19.11	
			2 1735		-34.44	
13511	5/31/14	ZACH BROWN	2 370		-.36	
			2 390			
			2 760		-13.50	
			2 780		-15.06	
13511	5/31/14	ZACH BROWN	2 1735		-28.69	
						17.39
				75.00		
					-.58	
13511	5/31/14	ZACH BROWN	2 370			
			2 390			
13511	5/31/14	ZACH BROWN		75.00		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			2 760		-13.50	
			2 780		-24.35	
			2 1735		-25.05	
						11.52
13512	5/31/14	AMBERG EVENTS	2 150	353.75		
						353.75
20222	5/31/14	AMERICAN BUSINESS SYSTEMS	3 885	58.00		
						58.00
20223	5/31/14	AMERIPRIDE SERVICES	3 885	39.44		
						39.44
20224	5/31/14	BJ'S TROPHY SHOP	3 936	294.78		
						294.78
20225	5/31/14	BLUEDOG GRAPHIX	3 938	192.00		
						192.00
20226	5/31/14	BLUE WATER POOLS	3 937	1,226.82		
						1,226.82
20227	5/31/14	BRUCE HOLCOMB	3 375	50.00		
						50.00
20228	5/31/14	CENTRAL GARDEN & PET	3 936	400.00		
						400.00
20229	5/31/14	COMMERCE TRUST CO	3 855	750.00		
						750.00
20230	5/31/14	COMMERCE CR CD USPS	3 885	7.35		
			3 885	10.59		
			3 885	5.96		
			3 885	46.74		
			3 885	45.89		
			3 885	47.97		
			3 937	778.81		
			3 937	874.21		
			3 938	350.00		
						2,167.52
20231	5/31/14	CONCO QUARRIES	3 936	64.95		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
20232	5/31/14	DAYSTAR DISTRIBUTING	3 900	100.97		64.95
20233	5/31/14	DERENDA ROSIER	3 375	50.00		100.97
20234	5/31/14	DIRECT TV	3 959	102.99		50.00
20235	5/31/14	DALE DUVAL	3 375	40.00		102.99
20236	5/31/14	ELAINE VOGT	3 375	75.00		40.00
20237	5/31/14	EMPIRE ELECTRIC	3 955	2,748.50		75.00
20238	5/31/14	EWING IRRIGATION	3 900	131.93		2,748.50
20239	5/31/14	FOREMAN MECHANICAL SERVICES	3 900	108.00		131.93
20240	5/31/14	HARRY COOPER SUPPLY CO	3 935	61.14		108.00
20241	5/31/14	HILLYARD JANITORIAL SUPPLY	3 935	132.01		61.14
20242	5/31/14	LESLEY HAYTER	3 375	50.00		132.01
20243	5/31/14	LOWES CREDIT CARD SERVICES	3 900	10.23		50.00
			3 900	362.92		
			3 900	65.16		
			3 900	54.22		
			3 900	7.26		
			3 900	14.97		
			3 900	19.60		
			3 936	386.80		
			3 936	34.44		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			3 937	207.39		1,162.99
20244	5/31/14	MEDIA COM	3 959	217.35		217.35
20245	5/31/14	MELISSA NATIONS	3 375	75.00		75.00
20246	5/31/14	HFA AGRI SERVICE	3 939	191.90		191.90
20247	5/31/14	MO STATE HIGHWAY PATROL	3 936	242.00		242.00
20248	5/31/14	MID MISSOURI BANK	3 870	610.44		610.44
20250	5/31/14	MIDWEST POOL AND SPA	3 937	331.80		331.80
20251	5/31/14	OREILLYS AUTO PARTS	3 935	55.46		55.46
20252	5/31/14	OZARKS COCA COLA	3 820	1,537.83		1,537.83
20253	5/31/14	PAM LONG	3 375	75.00		75.00
20254	5/31/14	PLAY IT AGAIN SPORTS	3 936	291.75		473.05
			3 936	54.00		
			3 938	127.30		
20255	5/31/14	ELISABETH RAY	3 755	40.00		40.00
20256	5/31/14	RENEGADE CHEMICALS	3 937	300.00		300.00
20257	5/31/14	REPUBLIC SERVICES	3 959	220.00		220.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
20258	5/31/14	REX SMITH OIL	3 960	299.09		299.09
20259	5/31/14	SANDI STEINBERG	3 375	100.00		100.00
20260	5/31/14	SKI SHACK	3 937	60.24		60.24
20261	5/31/14	SPRINGFIELD WATERWORKS	3 900	651.93		651.93
20262	5/31/14	SCHENDEL PEST SERVICES	3 935	30.00		30.00
20263	5/31/14	STAR MECHANICAL	3 937	619.32		619.32
20264	5/31/14	STEPHEN GRIFFIN	3 938	440.00		440.00
20265	5/31/14	TESSA BRITAIN	3 375	50.00		50.00
20266	5/31/14	VERIZON WIRELESS	3 940	89.61		89.61
20267	5/31/14	WALMART	3 820 3 820 3 885	750.66 557.20 139.45		1,447.31
20268	5/31/14	WILLARD CHAMBER OF COMMERCE	3 885	32.00		32.00
20269	5/31/14	WINDSTREAM COMMUNICATIONS	3 940	460.37		460.37
20270	5/31/14	WEX BANK	3 960	229.37		229.37
20271	5/31/14	APRIL PRUITT	3 375	40.00		40.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
20272	5/31/14	MURPHINS MARKET	3 820		-3.42	
			3 820	2.78		
			3 938	67.00		66.36
20273	5/31/14	PETTY CASH GEN FUND	3 938	3.22		3.22
20274	5/31/14	TRISH ROBEY	3 375	75.00		75.00
31998	5/31/14	UNITED STATES TREASURY	1 140	1,616.49		
			1 150	248.69		
			1 890	576.57		
			1 1890	124.35		
						2,566.10
32032	5/31/14	EMPIRE ELECTRIC	1 140	3,238.18		
			1 140	7,215.23		
			1 150	2,877.93		
			1 955	187.92		
			1 1955	240.42		
			1 2930	5,212.80		
						18,972.48
32033	5/31/14	AMERICAN BUSINESS SYSTEMS	1 150	58.00		
			1 885	133.00		
			1 885	490.11		
			1 885	1,180.00		
			1 885	133.00		
			1 1885	58.00		
			1 1885	16.17		
			1 1885	58.00		
						2,126.28
32034	5/31/14	AMERIPRIDE SERVICES INC	1 885	14.40		
			1 1885	10.24		
						24.64
32035	5/31/14	BATTLEFIELD SEPTIC	1 140	250.00		250.00
32036	5/31/14	BLUE VALLEY PUBLIC SAFETY	1 5900	580.34		580.34

City of Willard
Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
32044	5/31/14	DAYSTAR DISTRIBUTING	1 2935	49.98		49.98
32045	5/31/14	DALE DUVAL	1 945	23.42		23.42
32046	5/31/14	EMPIRE ELECTRIC	1 955 1 1955 1 2930	455.17 211.96 4,827.18		5,494.31
32047	5/31/14	FOURAKER PRINTING	1 1935	71.50		71.50
32048	5/31/14	GREENE COUNTY IMPOUND FEES	1 1876	145.00		145.00
32049	5/31/14	DONNA GORDON	1 5840 1 5945 1 5945 1 5945	6.00 11.19 316.02 70.06		403.27
32050	5/31/14	GULF STATE DISTRIBUTORS	1 1935	278.00		278.00
32051	5/31/14	GUTH LABORATORIES	1 1935	57.30		57.30
32052	5/31/14	HILLYARD JANITORIAL SUPPLY	1 935	85.34		85.34
32053	5/31/14	CAROLYN HALVERSON TRAVEL REIMB	1 945	165.55		165.55
32054	5/31/14	ITX LLC	1 876 1 1876	340.00 340.00		680.00
32055	5/31/14	J EVERETT MITCHELL REIMB PHONE	1 940	50.00		50.00
32056	5/31/14	KELLYS POLICE & TACTICAL SUP	1 1935	700.18		

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City of Willard
Disbursements Journal
May 31, 2014

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
32057	5/31/14	LEGALSHIELD	1 1865	53.85		700.18
32058	5/31/14	LIN STONEHOUSE TRAVEL REIMB	1 945	4.56		53.85
32059	5/31/14	MANN, WALTER, BISHOP & SHERMAN	1 1875	781.36		4.56
32060	5/31/14	MARCK INDUSTRIES	1 876	40.00		781.36
32061	5/31/14	MEDIACOM	1 959	10.75		40.00
32062	5/31/14	MIDWEST FIBRE SALES	1 2898	150.00		10.75
32063	5/31/14	MISSOURI STATE UNIVERSITY	1 945	200.00		150.00
32064	5/31/14	MSHP CJ ECH FUND	1 1840	765.00		200.00
32065	5/31/14	MOCCFOA-LEESA ROSS, TREASURER	1 840	40.00		765.00
32066	5/31/14	MORRIS BROTHERS EMBROIDERY	1 1950	100.00		40.00
32067	5/31/14	MIDWEST PUBLIC RISK DEDUCTABLE	1 875	10,000.00		100.00
32068	5/31/14	O'REILLYS AUTO PARTS	1 2965	36.53		10,000.00
32069	5/31/14	RANDY BROWN REIMB DEED RECORD	1 4876	33.50		36.53
32071	5/31/14	REYNOLDS, GOLKD, & GROSSER PC	1 875 1 1875 1 4875	1,860.00 1,949.00 565.00		33.50

City of Willard
Disbursements Journal
May 31, 2014

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
32072	5/31/14	SCOTT GROSS CO	1 2935 1 2935 1 2935	107.80 20.34 20.00		4,374.00
32073	5/31/14	SPRINGFIELD GREENE COUNTY	1 5825	3,966.00		148.14
32074	5/31/14	SHANNON SHIPLEY REIMB	1 1945	414.25		3,966.00
32075	5/31/14	SPRINGFIELD NEW LEADER	1 800	86.40		414.25
32076	5/31/14	SCHENDEL PEST SERVICE	1 935 1 1935	40.00 40.00		86.40
32077	5/31/14	SQUITBB MEDIA	1 800	102.00		80.00
32078	5/31/14	SPRINGFIELD STAMP & ENGRAVING	1 885 1 1885	30.00 50.25		102.00
32079	5/31/14	REPUBLIC SERVICES	1 959 1 1959 1 5885	45.75 36.00 41.64		80.25
32080	5/31/14	SWMOCCFOA	1 840	40.00		123.39
32081	5/31/14	SOUTHWEST VALUATION	1 876	1,800.00		40.00
32082	5/31/14	UTILITY SERVICE CO 1ST QTR 14	1 959 1 959	10,932.00 10,932.00		1,800.00
32083	5/31/14	VERIZON WIRELESS	1 940 1 1940	118.93 307.50		21,864.00

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City of Willard
Disbursements Journal
May 31, 2014

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 4940	96.99		523.42
32084	5/31/14	VERIZON WIRELESS	1 1940	39.95		39.95
32085	5/31/14	WILLARD CHAMBER OF COMMERCE	1 885	16.00		16.00
32086	5/31/14	WINDSTREAM COMMUNICATIONS	1 940 1 1940	460.37 460.37		920.74
32087	5/31/14	WEX BANK	1 1960	2,416.14		2,416.14
32088	5/31/14	KELLYS POLICE & TACTICAL	1 1950	499.90		499.90
32089	5/31/14	GARY MARKENSON TRAINING	1 945	350.00		350.00
32090	5/31/14	MISSOURI MAINSTREET CONNECTION	1 945	13.00		13.00
32091	5/31/14	PETTY CASH GEN FUND	1 885 1 1935 1 1935	2.68 8.00 26.33		37.01
32049	5/31/14	DONNA GORDON TRAVEL/TRAINING	1 5945	63.39		63.39
	5/31/14	Contra Entry	1 100		-86,161.65	.00
	5/30/14	Contra Entry	1 125		-5,261.20	.00
	5/31/14	Contra Entry	2 100		- 123,950.98	.00
	5/31/14	Contra Entry	3 100		-19,070.69	.00

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
			Journal Totals	235,139.95	- 235,139.95
					.00



Department Head Reports

AGENDA ITEM #6

Emergency Management Department
Parks Department
Planning and Development
Police Department
Public Works Department

EMERGENCY MANAGEMENT
REPORT
JULY 14, 2014

- Participated in the Region D Emergency Operation Center in Monett for the State-wide earthquake drill "Capstone".
- Participated in the Communications part of the State-wide exercise.
- Met with Erin Pope of Greene County Office of Emergency Management to update our Emergency Operations Plan.
- Participated with the CERT trailer in the Freedom Fest event. Acquired the extra radios from Greene County OEM that would be needed for this event.

Donna Gordon
Emergency Management Director

PARKS DEPARTMENT
REPORT
JULY 14, 2014

Programs

- **Zumba Class** – *The REC on Monday/Wednesday @ 6:30pm-7:30pm & Com. Build Sat. @ 9:30am*
- **Yoga** – *Murray Room on Mondays and Wednesdays @ 6:00-7:00pm.*
- **X-treme Fitness- The REC on Mondays, Tuesdays, and Thursdays @ 5:30-6:30pm.**
- **Willard Playgroup** – *Jackson Park & Pool on Wednesdays @ 9:30 – 11:00am*
- **Senior's Fitness Class** - *Murray Room on Monday, Wednesday, Fridays @ 10-11am.*
- **Summer Adv. Camp** – *Camp days for May 29th-June 13th have grossed \$9,400.50!*

Special Events

- **Splash N Bash** – *Date was set for May 26th. Rain-out date was June 7th.*
 - Weather hurt attendance, but was successful with the 150 participants
- **Freedom Fest** – *Planning in Progress*
 - Date is set for Saturday, June 28, 2014
 - *Full update to follow event*
- **Frisco Runaway Triathlon / Splash n Dash Jr. Triathlon** – *Planning in Progress*
 - Date: August 30th
- **The Doggie Dive** – *Planning in Progress*
 - Date: September 6th
- **Halloween Events** – *Planning in Progress*
 - Date for 2014 Haunted House is October 24th and 25th
 - Date for 2014 Safe Halloween is October 25th
- **Christmas on the Frisco** – **Parks is a partner with Chamber** – *Planning in Progress*
 - Date: November 21st 2014
- **Turkey Trot** – *Planning in Progress*
 - Date for 2014 is November 27th
- **Santa's Workshop** – *Planning in Progress*
 - Date for 2014 is December 13th
- **Sweet Heart Dance** – *Planning in Progress*
 - Date for 2015 – February 6th 2015
- **The Great Egg Hunt and Activities** – *Planning in Progress*
 - Date for 2015 – March 28th 2015
- **Rummage Sale** – *Planning in Progress*
 - Date: TBA
- **Spring Clean Up** – *Planning in Progress*
 - Date: TBA
- **Father Daughter Ball** – *Planning in Progress*
 - Date: TBA

Aquatics

- **Budget and Expense –**
 - Update in the financials
- **Programs -**
 - Pool opened May 23rd
 - 8 Lifeguards have passed and completed lifeguard training.
 - Swim Team practice began May 27th.
 - We have 35 participants
 - Swimming lessons began June 9th.
 - Already having participants for Private Swimming Lessons.
 - Aqua Exercise (Aerobics and Aqua Zumba) classes began June 17th.
 - Private Rentals spots are filling up for June and July - **June (8)**
 - Party Pad Rentals have sparked a lot of interest - **June (6)**

Sports Section

- **Youth Soccer – *Planning in Progress***
 - Fall & Spring 2014-15
- **Youth Volleyball – *Planning in Progress***
 - Fall & Spring 2014-15
- **Youth Baseball/Softball *Games Began May 19***
 - Practices began May 5th, games began May 19th.
 - Registration numbers are up (379 registrations)
 - By best estimate, last year's registration was approximately 270
 - Weather has forced games to be rescheduled multiple times. Games are now being played into July.
 - The "Dog Days of Summer" league will begin July 14th, consist of 5 games.
 - Registration began 5/19
 - Current Registration for Dog Days league is 48.
- **Youth Basketball – *Planning in Progress***
 - Dates: TBA
- **Adult Volleyball – *Planning in Progress***
 - Dates: TBA
- **Adult Basketball– *Planning in Progress***
 - Dates: TBA
- **Special Basketball Camps – *26 Participants***
 - Camps are underway, receiving a positive response to the developmental nature
 - We plan on offering additional camps prior to basketball season

Advertising

- Freedom Fest advertising is the main focus
 - Clear Chanel Radio has been running a PSA with no cost to us on all their local stations.

Facilities

- **May Rentals – Ongoing – Senior Lunch, A.A. Group, Mayors Breakfast, Senior Exercise**
 - Community Building (Private Rentals –8)
 - Recreation Center (Private Rentals –10)
 - Pavilion (Private Rentals –11)

-
- **June Rentals** – Ongoing – Senior Lunch, A.A. Group, Mayors Breakfast, Senior Exercise
 - Community Building (Private Rentals –4)
 - Recreation Center (Private Rentals – 7)
 - Pavilion (Private Rentals –7)

Maintenance

- Freedom Fest Preparations
- Mowing all facilities - Trying to keep up with mowing
- Dealing is a couple of equipment issues – Bat wing Tractor is down
 - Public works loaned parks a tractor and finishing mower

Other Information

- **Website** – *Visitors as of 6/22/14*
 - www.willardparks.com – 17,173 unique visitors
 - www.willardfreedomfest.com – 5,086 unique visitors
 - www.willardaquatics.com – 5,521 unique visitors
- **Facebook** – *1008 likes as of 6/22/14*
 - <https://www.facebook.com/WillardParksAndRec> - 8,651 organic viewers reached

PLANNING AND DEVELOPMENT
REPORT
JULY 14, 2014

Ongoing Project Updates

ATM Commercial Subdivision: APAC has placed base rock on the street and is ready to set up curb and gutter forms. The contractor has re-graded the channel and detention basin. Staff denied the request for retainage reduction but did approve pay request #18 for the amount of \$ 20,480.60 for work that has been completed to date.

True Value Store – The rough in inspection has been completed and a field correction notice was given to the owner. Staff will re-inspect the items that were to be addressed. Inside work (insulating and sheetrock) has begun. Work continues on the outside of the main building and the dirt contractor is working on the regional drainage basin.

Sidewalk Project #STP 9901 (806) – Two bids were submitted and the low bid was received from Hunter Chase for the amount of \$126,889.00. MO DOT has reviewed the bids and has provided concurrence in award. The engineering firm will be scheduling a pre-construction conference and providing us a contract for review, upon MO DOT's receipt of information including final plans, executed contract, payment bond ,performance bond, insurance certificates , e-verify forms and certification regarding affirmative action requirements MODOT will issue Notice To Proceed.

Fox River Development – The building permits are ready to be issued pending receipt of payment.

Willard Baseball Training Facility – The footings have been completed and the rough in plumbing has been installed. The contractor is getting ready to pour the slab.

Dollar General – Staff has issued the demolition permit and building permit. Staff is requiring an existing well to be decommissioned according to MDNR requirements.

Good Samaritan Boys Ranch (Joshua House) – Staff is working with the architects on fire code issues.

Willard Fire Protection District- Staff is working with the developer's architect concerning the public improvements.

Staff has received RFQ's from several engineering firms for the DNR SMALL COMMUNITY ENGINEERING ASSISTANCE PROGRAM. Staff will be reviewing those and making a recommendation for Council to accept.

Staff is working on multiple nuisance complaints – (tall grass)
Staff attended OTO TAP Subcommittee meeting on 7-2-14.

Randy Brown
Director of Development

POLICE DEPARTMENT
REPORT
JULY 14, 2014

- 🏆 Presentation of the Presidential Fitness Award to recent PAL graduates.
- 🏆 Lin Stonehouse completed MULES certification training
- 🏆 Chief McClain was elected as President of the SW Missouri Police Chiefs Association.

	Officer Statistics	Case #s		Reserves	Case #s	Hours
1601	Tom McClain, Chief	4	1640	Doug Thomas, Reserve	0	0
1603	Shannon Shipley, Sgt./Det.	32	1641	Brian Gordon, Reserve	0	10
1604	Robert Bell, Corporal	38	1642	JD Landon, Reserve	0	8
1605	Mike Payne, Senior Officer	31	1643	Davis Hughes, Reserve	14	26
1606	Aaron Roberts, Officer	66	1644	Bill Lingenfelser, Reserve	0	13.5
1607	Mike Muhlenbruch, Officer	61	1645	Reserve		
1608	Jeremiah Tayman, Officer	53	1646	Andy Hunt, Reserve	0	10
1609	Steve Purdy, Officer	48		TOTAL HRS		67.5
1610	Jason Applegate, Officer	78				
1630	Glenn Cozzens, SRO	0				
1631	Clint Heimbach, SRO	0				
	TOTAL INCIDENTS	425				

INCIDENT STATISTICS

Felony	6
Misdemeanor	20
Infraction	210
Other (Services)	196
HBO (Handled By Officers)	329

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST MONTH YTD	
WPD-01 2009 Dodge Charger	117529	351	12	29	\$34.95	\$661.05
WPD-02 2013 Dodge Charger	16557	1695	27	63	\$45.45	\$90.90
WPD-03 2013 Dodge charger	20129	1415	22	64	\$0.00	\$101.40
WPD-04 2013 Dodge Charger	28354	1211	24	51	\$67.37	\$885.00
WPD-05 2008 Dodge Charger-	158329	270	24	11	\$34.95	\$319.35
WPD-06 2013 Dodge Charger	17593	2095	29	72	\$45.45	\$136.35
WPD-08M 2008 Harley-Davidson Motorcycle	4755	0	0	0	\$0.00	\$0.00

PUBLIC WORKS DEPARTMENT
REPORT
JULY 14, 2014

Water & Sewer

- Repaired water leak at 108 Langston
- Replaced broken Chlorine switch over box at Meadows well #1
- Replaced broken Chlorine sensor at Willard well #1
- Built above ground water distribution for vendors set up at Freedom Fest
- Power outage in Willard on Sunday June 29th, Set up generators at Meadows well #1 and Willard well #1

Streets & Right of Ways

- Mowing of lift stations, wells, right of ways, and walking trail is being performed on an ongoing basis

Water Meter Update

Zone 20 has been completed with 70 Meters that were reprogrammed to 6 dial and 50 meters that were replaced due to being unable to reprogram.

Water Loss Update

Justin Reaves
Public Works Director



Land Lease Contract

AGENDA ITEM #7

Discussion/Vote for the approval of a land lease contract for Public Works for 109 Rocky Lane



Tractor Purchase

AGENDA ITEM #8

Discussion/Vote for the purchase of a tractor for the Parks Department.

Tractor Purchase

John Deere

#094289 JD5220; 2001 mfg; 2940 hrs; 53 eng HP; 45 pto HP; 12F x 12R with power shuttle; 540 rpm pto; NO rear remotes; Joystick/mid-mount valve; 7.50-16 ribbed front tires 50%; 14.9R28 rear tires 50%

Capital Improvements Budget = \$10,000

New Bus = \$1,900

New Tractor = \$11,400—Trade in \$4800 = \$6,600+1 rear remote circuit \$400 = \$7,000

Capital Improvements Budget = \$1,100

Capital Asset Sales

Old Bus = \$1,000

Cub Cadet = \$305

Capital Asset Sales Income = \$1,305.00



PiperJaffray Financial Services Agreement Ordinance

AGENDA ITEM #9

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to enter into a municipal agreement with PiperJaffray & CO. for the purpose of providing financial advisory services for the issuance of refunding two(2) Certificates of Participation with the City of Willard.

1st and 2nd Reading

First Reading: 07-14-2014

Second Reading: 07-14-2014

Council Bill No.

Ordinance No.:

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to enter into a municipal agreement with PiperJaffray & CO. for the purpose of providing financial advisory services for the issuance of refunding two(2) Certificates of Participation with the City of Willard.

WHEREAS, in accordance with Chapter 70, Section 70.210 and Section 70.220 of RSMo; and

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

Section 1 – The Board of Aldermen of the City of Willard hereby authorize the Mayor to execute the agreement between the City of Willard and PiperJaffray & Co. for financial services; and

Section 2 – Said agreement will be in the form attached hereto as Exhibit A; and

Section 3 - This Ordinance will be in full force and effect from and after passage.

Passed at meeting: _____

_____, Mayor

Attest: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE __ DAY OF __, 2014

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Dale Duvall, City Clerk

Approved by:

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ DAVID ROGGENSEES	_____	_____	_____
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_____ DAVID LARIMORE	_____	_____	_____
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_____ BRADLEY MOWELL	_____	_____	_____
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_____ MICHAEL BARR	_____	_____	_____
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_____ MEREDITH REAVES	_____	_____	_____
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Ordinance for Amendments to Chapter 205 Animal Regulations

AGENDA ITEM #10

AN ORDINANCE

Approving municipal code amendments to Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.030, Section 205.050, Section 205.060 and Section 205.080.

1st and 2nd Reading

First Reading: 07-14-14

Second Reading: 07-14-14

Council Bill No.:

Ordinance No.:

AN ORDINANCE

AN ORDINANCE approving municipal code amendments to Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.030, Section 205.050, Section 205.060 and Section 205.080.

WHEREAS, it has been determined that amendments are necessary for Section 205.030, Section 205.050, Section 205.060 and Section 205.080 as currently written, and

WHEREAS, the Board of Aldermen are charged with the responsibility to ensure the public health, safety, morals, general welfare and convenience 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 City does hereby amend Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.030, Registration, Vaccination and Issuance of Tag, as follows:

SECTION 205.030: REGISTRATION, VACCINATION AND ISSUANCE OF TAG

B. The licensed veterinarian, upon vaccination of a dog or cat, shall issue a certificate of vaccination ~~and registration~~, the date thereof and shall also furnish a collar tag showing such vaccination. The vaccination ~~and registration~~ shall be valid for the length of time set forth in the most recent "Compendium of the Animal Rabies Control" published by the Center for Disease Control and said compendium shall be kept on file with the City Clerk's office at all times.

D. The tag issued after ~~registration~~ vaccination shall be attached to the dog for which it was issued by means of a secure collar or harness. No cat shall be required to display its collar tag.

Section 2: The City does hereby amend Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.050, Running at Large Declared Public Nuisance-Impoundment, as follows:

SECTION 205.050: RUNNING AT LARGE DECLARED PUBLIC NUISANCE-IMPOUNDMENT

B. Any dog found running at large, ~~regardless of registered vaccination~~, shall be impounded. A dog running at large is hereby declared to be a public nuisance and it shall be the duty of employees of the City of Willard Public Works Department and/or the Willard Police Department designated by the Mayor or his/her representative to abate the nuisance. Employees of the City of Willard designated by the Mayor or his/her representative Public Works Department and/or the Willard Police Department shall have authority to enter upon private property and shall have authority to open gates, cross fences and take whatever steps necessary to abate the nuisance so as to impound the dog that is running at large, except nothing contained herein shall be construed to authorize the City employee to enter into a dwelling of a person.

Section 3: The City does hereby amend Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.060, Impoundment Procedures, as follows:

SECTION 205.060: IMPOUNDMENT PROCEDURES

A. The City of Willard shall arrange for the impoundment by the Springfield Greene County Animal Shelter which shall keep such dog or cat impounded for a period of five (5) business days. During impoundment, the dog or cat shall be housed, fed and watered in a manner consistent with good veterinary practices and all applicable Department of Agriculture regulations. During the five (5) day period, the dog or cat may be released from the impound to any person who signs an affidavit swearing that such dog or cat is his/her personal property and complying with the provisions herein. If such person or owner fails to claim and redeem said dog or cat within said five (5) days, then the Springfield Greene County Animal Shelter shall may arrange for the humane destruction of said dog or cat. Any owner seeking to redeem or release a dog or cat from impoundment shall be required to pay the Springfield Greene County Animal Shelter the rates, in effect at that time, during the time said dog or cat was impounded. ~~and, at the same time, have the dog or cat vaccinated for rabies and produce certificate of vaccination before the said dog or cat is released.~~

B. ~~Further, should an animal, pursuant to court order or other extraordinary circumstances, be kept for more than two (2) weeks by the Springfield Greene County Animal Shelter after said transfer from the City of Willard, any owner of the transferred animal shall be responsible for payment to the Springfield Greene County Animal Shelter of six dollars (\$6.00) per day beginning on the fifteenth (15th) day of the housing of the animal. Any owner shall also reimburse the Springfield Greene County Animal Shelter for any veterinary expenses incurred while an animal is being held pursuant to this Chapter.~~

Section 4: The City does hereby amend Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article I, General Provisions, Section 205.080, Animal Bites, as follows:

SECTION 205.080: ANIMAL BITES

A. Any dog or cat that bites a human shall be turned over to a private licensed veterinarian located within fifteen (15) miles of the center of the City of Willard or at the Springfield Animal Control for observation as to the existence of rabies for the required ten (10) day rabies quarantine period. ~~a time prescribed by said licensed veterinarian. The owner of the animal in quarantine shall provide proof to the Willard Police Department if a private veterinarian is used.~~ Under no circumstances shall the offending dog or cat be destroyed by anyone until such observation is complete. Expenses of keep of the dog or cat during observation shall be paid by the person owning, controlling, harboring, possessing or having the management or care of said dog or cat.

B. No person shall destroy a biting dog or cat without submitting it for observation or shall refuse to deliver up to the City of Willard his/her dog or cat when requested to do so when said City of Willard shall have reasonable grounds to believe that a person has been bitten by said dog or cat.

NOTE: Language that is **Bold and Underlined** has been added and language that has been ~~struck through and bracketed~~ shall be deleted.

Section 5: 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 6: 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, sentences, clauses, or phrases be declared invalid.

Section 7: 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 TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 14th DAY OF JULY, 2014.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ DAVID ROGGENSEES	_____	_____	_____
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_____ DAVID LARIMORE	_____	_____	_____
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_____ BRADLEY MOWELL	_____	_____	_____
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_____ MICHAEL BARR	_____	_____	_____
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_____ MEREDITH REAVES	_____	_____	_____
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Ordinance to amend Chapter 205 Animal Regulations, Dangerous Dogs

AGENDA ITEM #11

AN ORDINANCE

AN ORDINANCE approving municipal code amendments to Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article II, Dangerous Dogs Defined, Section 205.090, Section 205.100, Section 205.110 and Section 205.120.

1st and 2nd Reading

First Reading: 07-14-14

Second Reading: 07-14-14

Council Bill No.:

Ordinance No.:

AN ORDINANCE

AN ORDINANCE approving municipal code amendments to Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article II, Dangerous Dogs Defined, Section 205.090, Section 205.100, Section 205.110 and Section 205.120.

WHEREAS, it has been determined that amendments are necessary for Section 205.090, Section 205.100, Section 205.110 and Section 205.120 as currently written, and

WHEREAS, the Board of Aldermen are charged with the responsibility to ensure the public health, safety, morals, general welfare and convenience 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 205.090: DANGEROUS DOGS DEFINED

Section 1: The City does hereby amend Title II, Public Health Safety and Welfare, Chapter 205, Animal Regulations, Article II, Dangerous Dogs, Section 205.090, Dangerous Dogs Defined, as follows:

- A. Any dog with **one or more of** the following characteristics shall be classified as dangerous:
1. Any dog which has inflicted a severe or fatal injury on a human being on public or private property. "*Severe injury*" means any physical injury resulting directly from a dog's bite which results in broken bones or lacerations requiring stitches or inpatient hospitalization. The victim receiving the severe injuries, as defined above, must provide the **Willard Police Department** ~~Supervisor of Animal Control~~ a signed physician's statement documenting injury and treatment qualifying such as a severe injury or sign an authorization for release of such statement.
 2. Any dog which has killed a domestic animal, livestock or poultry without provocation, while off the owner's property.
 3. Any dog owned or harbored primarily or in part for the purpose of dog fighting or any dog trained for dog fighting.

4. Any dog which has bitten a human being, without provocation, on public or private property other than the property of the owner.
5. Any dog which, while on the owner's property, has bitten, without provocation, a human being other than the owner or a member of the owner's family who normally resides at the place where the dog is kept.
6. Any dog which, when unprovoked, chases or approaches a person upon the streets, sidewalks or any public grounds or private property, other than that property of the owner, in a menacing fashion or apparent attitudes of attack, regardless of whether or not a person is injured by said dog.
7. Any dog with a known propensity, tendency or disposition to attack unprovoked, to cause injury or to otherwise threaten the safety of human beings or domestic animals.

B. The City (police officer or Chief of Police) hereinafter referred to as the Animal Control Officer, investigating any incident in which a dog qualifies under any of those characteristics/circumstances contained in subsection A of this ordinance may officially make the determination that the animal should be deemed/declared as dangerous. If such a determination is made and, after the dog has been impounded for a ten (10) day rabies quarantine the owner, in accordance with subsection C of this ordinance has five (5) working days to submit a request to the Municipal Judge for a hearing and possible appeal. The dog must remain securely confined indoors or on the property of the owner if the animal is muzzled and under the control of a responsible person so that the dog may not exit said property of its own volition. In addition, no such dog may be kept in a house or structure when the windows are open or when screen doors or screen windows are the only obstacle preventing the dog from exiting the structure.

C. B. —If the circumstances surrounding the classification as a dangerous dog under any of the definitions listed in Subsection (A) are in dispute, then The Animal Control Officer shall provide the owner of the dog with written instructions on the process to file for a hearing and possible appeal. The the owner must submit within five (5) working days, a written request to the Municipal Judge for a hearing and possible appeal.

1. The Municipal Judge shall conduct a hearing to be held at the next available regularly scheduled Willard Municipal Court date. This date will be set after receipt of a bona fide written request.
2. Pending the outcome of such a hearing, the dog must be confined in such a manner so as not to be a threat to any person **and in accordance with subsection B.** The confinement may be on the owner's premises or with a licensed kennel. **If the dog is to be kept at a licensed kennel, the owner must provide proof of such to the Animal Control Officer.**
3. The Municipal Judge shall determine whether to declare the animal to be a "dangerous dog" based upon evidence and testimony presented at the time of the hearing by the owner, in addition to witnesses, animal control personnel or any other person possessing information pertinent to such determination.

4. The Municipal Judge shall issue written findings within five (5) days after the hearing. The Municipal Judge will determine one of the following findings:
 - a. That the animal is not to be declared dangerous.
 - b. That the animal is to be declared dangerous.
 - c. That due to the severity of the attack, the animal must be humanely destroyed.

The owner or possessor of the animal found to be dangerous shall be required to maintain the animal as herein provided in this Section.

D. *Exemptions To Dangerous Dog Classification.*

1. With the exception of Subsection (A)(1), no dog may be declared dangerous if the threat, injury or damage was sustained by a person who, at the time, was committing a willful trespass or other tort upon the premises occupied by the owner or keeper of the dog or was teasing, tormenting, abusing or assaulting the dog or has, in the past, been observed or reported to have teased, tormented, abused or assaulted the dog or was committing or attempting to commit a crime.

2. With the exception of Subsection (A), an Animal Control Officer may, because of extenuating circumstances, determine from the investigation of an incident that an animal is not dangerous. However, the owner being responsible for said dog may be warned of the animal's tendencies and ~~to~~ **must** take appropriate action **as presented** to prevent subsequent incidences. This, however, does not exempt the owner from being cited for other animal control ordinance violations.

3. Dogs owned by government or law enforcement agencies when being used in the services of those agencies are exempt.

~~**D.** *Actions To Be Taken For Dangerous Dogs Causing Severe Or Fatal Injuries.*~~

~~—1.— A dog responsible for an unprovoked severe or fatal attack shall be humanely destroyed if determined.~~

~~—2.— A dog responsible for provoked severe or fatal attack should be maintained as a dangerous dog. (Ord. No. 001113-C §1, 11-13-00; Ord. No. 001211D §1, 12-11-00; Ord. No. 120910 §1, 9-10-12)~~

SECTION 205.100: OWNER'S RESPONSIBILITIES

The following actions shall be required of owners of dogs that have been declared dangerous dogs.

~~1. Any dangerous dog which bites or scratches a human being or any dog, whose behavior immediately prior to or during an incident resulting in a human being bitten or scratched, which is determined to be dangerous, shall be impounded for a ten (10) day rabies quarantine at the Municipal Animal Shelter or a veterinarian clinic within the City limits of Willard, Missouri.—~~

2. Any dangerous dog shall wear at all times a bright orange collar with a large brightly colored metal tag attached to the collar so the dog can be readily identified as a dangerous dog.

3. The owner or keeper shall notify the Animal Control Department immediately if a dangerous dog is loose, unconfined or missing, has attacked another animal or has attacked a human being.

4. The owner or keeper shall notify the Animal Control Department Officer within twenty-four (24) hours if a dangerous dog has died or has been sold or given away. If the dog has been sold or given away, the owner or keeper shall provide the Animal Control Department Officer with the name, address and telephone number of the new owner and the new owner, if the dog is kept within the City limits of Willard, must comply with the requirements of this Article.

5. While on the owner's property, a dangerous dog must be securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the entry of young children and designed to prevent the animal from escaping. Such pen or structure must have minimum dimensions of ten (10) feet by ten (10) feet and must have secure sides and a secure top. If it has no bottom attached to the sides, the sides must be embedded into the ground no less than twelve (12) inches. The enclosure must also provide protection from the elements for the dog. The enclosure, when occupied by a dangerous dog, shall not be occupied by any other animal. If the dangerous dog is a female with a litter of puppies under three (3) months of age, the puppies may occupy the same enclosure as the mother.

6. No dangerous dog may be kept on a porch, patio or in any part of a house or structure that would allow the dog to exit the building of its own volition. In addition, no such animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacle preventing the dog from exiting the structure.

7. The owner or keeper of said animal shall display a sign on his/her premises that there is a dangerous dog on the property. This sign shall be visible and capable of being read from the public highway or thoroughfare from which the property is entered. In addition, a similar sign is required to be posted on the kennel or pen or fenced yard of such animal.

8. A dangerous dog may be off the owner's premises if it is muzzled and restrained by a substantial chain or leash not exceeding six (6) feet in length and under the control of a responsible person. The muzzle must be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but must prevent it from biting any person or animal.

9. The owner or keeper of a dangerous dog shall present to the Animal Control Department Officer proof that the owner or keeper has procured liability insurance in the amount of at least one hundred thousand dollars (\$100,000.00) covering the twelve (12) month period during which licensing is sought. This policy shall contain a provision

requiring the City of Willard Animal Control Officer to be notified by the insurance company of any cancellation, termination or expiration of the policy.

10. All owners or keepers of dangerous dogs must within ten (10) days of such declaration provide the ~~Supervisor of~~ Animal Control Officer two (2) color photographs (one (1) showing the left profile, the other showing the right profile) of the animal clearly showing the color and approximate size of the animal.

11. It shall be unlawful for the owner or keeper of a dangerous dog within the City of Willard to fail to comply with requirements and conditions set forth in this Article. Any dog found to be subject of a violation of this Article may be, in addition to other penalties provided by ordinance, subject to immediate seizure and impoundment for a minimum of ten (10) days or the time necessary for the owner or keeper to show compliance with this Article, whichever is shorter. (Ord. No. 001113-C §2, 11-13-00; Ord. No. 001211D §2, 12-11-00)

SECTION 205.110: GUARD DOGS

A. No person shall own, keep, harbor, maintain or allow to be upon any premises occupied by him/her or under his/her charge or control any guard dog (for purposes of this Chapter here defined as a dog not owned by a governmental unit which dog is used to guard public or private property) without such dog being confined behind a fence from which it cannot escape or within any part of a house or structure except when the windows are open or when screen windows or screen doors are the only obstacle preventing the dog from exiting the structure and must not be used or maintained in a manner which, as determined by the Supervisor of Animal Control, endangers individuals on or off the premises guarded.

B. Any guard dog, including law enforcement dogs, used in the City by virtue of such use is hereby declared to be subject to the license and rabies vaccination requirements of this Chapter.

C. All guard dogs residing in or used as such in the City of Willard must be registered annually with the ~~Supervisor of~~ Animal Control Officer. (Ord. No. 001113-C §3, 11-13-00; Ord. No. 001211D §3, 12-11-00)

SECTION 205.120: NON-COMPLIANCE WITH ARTICLE PROVISIONS -- IMPOUNDMENT OF DOG -- NOTICE OF VIOLATION TO OWNER -- PROCEDURE

A. Should the owner of a dog determined to be "dangerous" be unwilling or unable to comply with the requirements of this Article and a violation of the Article occurs, ~~the dog shall be impounded immediately and notice shall be given to said owner of the violation. The dog shall remain impounded, at the owner's expense, until such time as a final disposition of the violation occurs.~~

B. Any person violating any of the provisions of this Chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined an amount not exceeding five hundred dollars (\$500.00) or be imprisoned in the City or County Jail for a period

not exceeding ninety (90) days, or by both such fine and imprisonment. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

B- C. The owner shall be responsible for paying all costs and expenses of impoundment and/or euthanasia.

C D. The owner shall thereafter have ten (10) days in which to give notice of appeal to the Associate Circuit Court, Greene County, Missouri. (Ord. No. 001211D §4, 12-11-00; Ord. No. 120910 §1, 9-10-12).

NOTE: Language that is **Bold and Underlined** has been added and language that has been ~~[struck through and bracketed]~~ shall be deleted.

Section 2: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

Section 3: Severability Clause. If any section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of 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, sentences, clauses, or phrases be declared invalid.

Section 4: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 14th DAY OF JULY, 2014.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

DAVID ROGGENSEES

DAVID LARIMORE

BRADLEY MOWELL

MICHAEL BARR

MEREDITH REAVES



Ordinance to amend Chapter 705, Section 705.150 Family Units

AGENDA ITEM #12

AN ORDINANCE

Approving a Municipal Code Amendment to Section 705.150 family units of the Municipal Code of the City of Willard pertaining to water service.

1st and 2nd Reading

FIRST READ: 07-14-2014

SECOND READ: 07-14-2014

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 705.150 FAMILY UNITS OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO WATER SERVICE.

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

Section 1: The City does hereby amend Title V, Building and Construction, Chapter 705: Water works System, Article II. Water Service, Section 705.150 Family Units, as follows:

SECTION 705.150: FAMILY UNITS

A. Each family unit and each business of any kind whatsoever shall have a separate and individual meter; provided, however that if an individual is operating a business from his or her chief place of residence, and said operation is otherwise permissible under the ordinances of the City, one (1) meter shall be sufficient for both business and the dwelling.

B. Provided further, however, where there is or has been constructed multi-family living units providing living quarters for three (3) or more families' units in one (1) complex, the owner thereof must provide one (1) meter for each family unit.

C. An exception shall be made to subsection (B) if the owner of said multi-family unit assumes all responsibility for the payment of utility services offered by the City of Willard to the unit. In such an instance, the owner may make a request to the City that only one (1) meter service the entire multi-family unit.

D. The term "*family unit*" as used herein shall have the same meaning as that commonly applied to the word "*family*" and shall mean any number of persons more than one (1), living together under the same roof with someone of their number as head who controls the affairs of the household, and upon whom the others or some of them are by reason of same legal or moral obligation dependent.

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 TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 14th DAY OF JULY, 2014.

Approved as to form: _____

Ken Reynolds, City Attorney

Attested by:

Dale Duvall, City Clerk

Approved by:

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

DAVID ROGGENSEES

DAVID LARIMORE

BRADLEY MOWELL

MICHAEL BARR

MEREDITH REAVES



Ordinance to accept the contract for the 2014 EMPG Grant

AGENDA ITEM #13

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to execute a contract between the City of Willard and the Missouri Office of Homeland Security for the purpose of accepting a grant from the Emergency Management Performance Grant program for the purpose of funding for essential emergency management personnel, operations, equipment and travel.

1st and 2nd Reading



Ordinance to accept the contract for the 2014 DNR Source water Protection
Development and Implementation Grant

AGENDA ITEM #14

AN ORDINANCE

Authorizing and accepting the Department of Natural Resources
Source Water Protection Development and Implementation Grant

1st and 2nd Reading

First Reading: 07-14-14

Second Reading: 07-14-14

Council Bill No.

Ordinance No.

AN ORDINANCE

AUTHORIZING AND ACCEPTING THE DEPARTMENT OF NATURAL RESOURCES
SOURCE WATER PROTECTION DEVELOPMENT AND IMPLEMENTATION GRANT

WHEREAS, the City of Willard, MO had previously applied for said funding in order to both purchase and install security fencing equipment around one (1) of the City's wellhead sites; and,

WHEREAS, the Department of Natural Resources on April 14, 2014 had formally notified the City that said funding had been approved for that proposed project in an amount up to twenty thousand dollars (\$20,000.00).

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 Department of Natural Resources Source Water Protection Development and Implementation Grant for the purchase and installation of security fencing.

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 _____ DAY OF _____, 2014.

Approved as to form: _____
City Attorney

Attested by: _____
Dale Duvall, City Clerk

Approved by: _____
Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

DAVID ROGGENSEES

DAVID LARIMORE

BRADLEY MOWELL

MICHAEL BARR

MEREDITH REAVES



Ordinance to accept the contract between the City of Willard and the Hunter-Chase Associates

AGENDA ITEM #15

AN ORDINANCE

Authorizing the mayor, or his designee, to enter into a Municipal agreement with Hunter-Chase Associates for the purpose of constructing sidewalk improvements and the installation of solar powered led stop sign assemblies.

1st and 2nd Reading

First Reading: 07-14-2014

Second Reading: 07-14-2014

Council Bill No.

Ordinance No.

AN ORDINANCE

AUTHORIZING THE MAYOR, OR HIS DESIGNEE, TO ENTER INTO A
MUNICIPAL AGREEMENT WITH HUNTER-CHASE ASSOCIATES FOR THE
PURPOSE OF CONSTRUCTING SIDEWALK IMPROVEMENTS AND THE INSTALLATION
OF SOLAR POWERED LED STOP SIGN ASSEMBLIES

WHEREAS, in accordance with Chapter 70, Section 70.210 and Section 70.220 of RSMo; and

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

Section 1 -- The Board of Aldermen of the City of Willard hereby authorize the Mayor to execute the agreement between the City of Willard and Hunter-Chase Associates for the construction of approximately 605 lineal feet of new sidewalk, storm water conveyance, driveway replacement and any other incidental work and the installation of eight (8) solar powered LED stop sign assemblies -- four (4) placed at Farmer and Jackson and four (4) to be placed at Miller and Jackson; and,

Section 2 -- Said agreement will be in the form attached hereto as Exhibit A; and,

Section 3 -- This ordinance will be in full force and effect from and after passage.

Passed at meeting: _____

_____, Mayor

Attest: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF
WILLARD, MISSOURI ON THE ____ DAY OF _____, 2014.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

David Roggensees

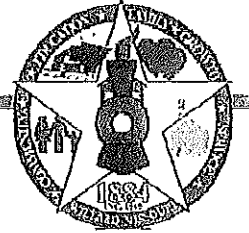
David Larimore

Bradley Mowell

Michael Barr

Meredith Reaves

Exhibit "A"



June 23, 2014

CHAD ZICKEFOOSE
SENIOR TRANSPORTATION PLANNER
MO HIGHWAY AND TRANSPORTATION DEPARTMENT
3025 E. KEARNEY
SPRINGFIELD, MO 65803

RE: MoDOT Concurrence for Willard Sidewalk Improvements Project STP-9901(806)

Dear Mr. Zickefoose:

The City of Willard opened the bids for their enhancement project on Thursday June 12, 2014 at 10:00 AM with two bid packets submitted.

Hunter-Chase Associates was the low bidder based on the Base Bid and was also the low bidder with both Add Alternates 1 and 2.

The total of the Base Bid, \$98,253.00 came in under the project estimate of \$146,927.50. The total of Base Bid plus Add Alternates 1 and 2, \$126,889.00 again, came in under the project estimate of \$191,866.00 Therefore, the City of Willard is requesting to obligate \$126,889.00 in funds to construct the project.

The DBE goal was 5% for this project. DBE documents have been submitted by both the low bidder and the second low bidder (see attached documents) and do appear to exceed the goal.

The contractors were required to be prequalified to bid this project and bidders are confirmed to be on the MoDOT prequalification list.

There was no non-responsive bidder.

The City of Willard did not have any sub-contractors disclosures beyond the normal requirements.

Bid Documents

Attached is an itemized tabulation of the bids and an engineer's estimate for the project.

Attached is the anti-collusion statement from the low and second low bidders.

Attached are the DBE submittal forms from the low and second low bidders.

Attached is the itemized bid form from the low and second low bidders.

Attached is the Affidavit of Publication showing proof of advertisement for 21 days prior to bid opening.

Attached are the E-Verify Affidavit and MOU from the low and second low bidders.

Attached is the Bid Guaranty from the low and second low bidders.

There were no addendums issued for this project.

If there is anything else you need please let me know by calling me at (417) 742-3033.
Thank you for your assistance.

Sincerely,



C. Wendell Forshee
Mayor
Willard, Missouri



2014 Code of Ethics Ordinance

AGENDA ITEM #16

AN ORDINANCE

An ordinance of the City of Willard, Greene County, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials.

1st and 2nd Reading

FIRST READING: _____

SECOND READING: _____

BILL NO. _____

ORDINANCE NO. _____

“CODE OF ETHICS”

AN ORDINANCE OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

WHEREAS: The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

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

Section 1: Conflicts of Interest

- a. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- b. Any member of the governing body of a political subdivision who has a “substantial or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity, or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 2: Disclosure Reports: Each Elected Official, the Chief Administrative Officer, the Chief Purchasing Officer, and full-time general counsel shall disclose the following information by May 1, if any such transactions occurred during the previous calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
- c. The Chief Administrative Officer and the Chief Purchasing Officer also shall disclose by May 1 for the previous calendar year the following information:
 - 1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement.
 - 2. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
 - 3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 3: Filing of Reports:

- a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial statement in any calendar year;
 - 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the financial interest statement to report additional interest acquired after December 31st of the covered year until the date of filing of the financial interest statement.
 - 2. Each person appointed to office shall file the statement within thirty days of such appointments or employment.

- b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 4: Filing of Ordinance: A certified copy of this ordinance adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 5: Effective Date: This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for one year from the date of passage.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN
OF THE CITY OF WILLARD, MISSOURI, ON THE 14th DAY OF July 2014.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Dale Duvall, City Clerk

Approved by:

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ DAVID ROGGENSEES	_____	_____	_____
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_____ DAVID LARIMORE	_____	_____	_____
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_____ BRADLEY MOWELL	_____	_____	_____
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_____ MICHAEL BARR	_____	_____	_____
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_____ MEREDITH REAVES	_____	_____	_____
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Ordinance amending the Internal Controls Policy

AGENDA ITEM #17

AN ORDINANCE

Approving the amendments to the City of Willard Internal Controls Procedures Policy Ordinance;
Ordinance #. 131209.

1st and 2nd Reading

First Reading: 07-14-14

Second Reading: 07-14-14

Council Bill No.:

Ordinance No.:

AN ORDINANCE

AN ORDINANCE APPROVING THE AMENDMENTS TO THE CITY OF WILLARD INTERNAL CONTROLS PROCEDURES POLICY ORDINANCE; ORDINANCE NO. 131209.

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, has considered the amendments to the Internal Control Procedures Policy;

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

Section 1: The City does hereby approve the change in the policy to allow the changes as shown in 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 TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 14th DAY OF July, 2014.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ DAVID ROGGENSEES	_____	_____	_____
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_____ DAVID LARIMORE	_____	_____	_____
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_____ BRADLEY MOWELL	_____	_____	_____
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_____ MICHAEL BARR	_____	_____	_____
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_____ MEREDITH REAVES	_____	_____	_____
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Internal Control Procedures City of Willard

Court

During court each defendant is issued a payment transmittal with the defendant name, amount due, department, date, and an area for special instructions. The defendant will be directed to the cashier area where all payments will be made to the Head Cashier at the front desk. A receipt will be issued to the person making the payment. All checks are restrictively endorsed at the time of receipt. The transmittals will be reconciled each day for deposit purposes and the deposit will be made by the finance department or the designated representative for that day. A copy of the deposit will be issued to the court clerk.

All court proceeds are receipted in the Justice Information System (JIS) with a numbered receipt issued at the time the payment is received. If the defendant is present, a receipt is given to the defendant. If the court proceeds are received in the mail, a receipt is mailed to defendant upon request.

The daily deposit is reconciled against the daily cashier report generated from the JIS system. The monthly cash receipt journal is reconciled against the daily cashier reports and the bank statement by the CFO or Finance Officer (FO) and the court clerk. Deposits are made daily. As detailed in state municipal court guidelines, the responsibility for receipting and disbursing payments are separated between two (2) city employees.

Certain municipal court costs are disbursed each month to the appropriate state office. All disbursements are notated in the cash disbursements journal generated by the JIS system. Copies of the daily cash receipts journals and the monthly cash disbursement journal will be used by the finance office to reconcile the month and prepare the monthly journal entries.

The City of Willard return check policy as detailed in the Utility Billing Section is followed. Only bonded employees are allowed to handle funds.

Case numbers are assigned to each case. The identifying number used on each cash receipt is the last four digits of the ticket number. The JIS system also generates a receipt number which is cross referenced between the manual receipt journal and the JIS receipt journal. The City of Willard Municipal Court accepts cash, personal checks, money orders, certified checks and Visa/Mastercard. Payments accepted are only those authorized by statute or court rule.

Cash control records and the individual files contain the following information:

1. Date received
2. Case/id number
3. Name of payee
4. Receipt number
5. Type of payment (cash, check, etc)
6. Amount received

All voided manual receipts are kept and stapled to the back of the monthly cash receipt journal. Blank receipts and checks are kept in a secure location accessible to designated personnel only. Voided checks are marked "VOID" and notated on the cash disbursements journal.

A separate court checking account is maintained for all court receipts and disbursements. The court account is reconciled monthly against the bank statement.

Unpaid costs and fines are maintained in each case file with the judge's approval of the payment schedule. The unpaid balance and payment plan is also maintained in the JIS receipts journal after each partial payment. A record of each partial payment is also kept

in each cash file. State court procedures are followed by the court clerk for unpaid fines/costs.

Any checks which are outstanding for more than six (6) months are put in an investigative status. The court clerk will follow state recommended guidelines to follow up with the payee at his/her last known address. Subsequent actions will also follow state recommended guidelines.

The police department will be required to maintain a ticket log and track all tickets. This will include any tickets that are voided or damaged. This log should include information such as ticket number, officer name, ticket written to, and whether it is a municipal, county or state ticket. This log is a requirement of the auditor and should include all tickets in each book and which officer that book was issued to.

City Clerk's Office

The City Clerk issues business license and permits, which includes water/sewer hook-ups. A payment transmittal will be issued to the customer, which will then be taken to the Head Cashier for payment. A numbered receipt is written for all funds and the checks/money orders are restrictively endorsed at the time of receipt. The Chief Financial Officer, or FO or Finance Clerk will deposit and post to the receipt journal. Deposits are made on a daily basis.

The City Clerk prepares all accounts receivable billing for planning and zoning charges, meter repairs and replacements, and nuisance violation charges. Accounts receivable schedules are reviewed each month by the Finance Office and the City Clerk.

Utility Clerk

The Utility Clerk prepares all monthly billings for the customers of the Willard Utilities. All monthly billings are reviewed by the **Utilities Services Supervisor**, CFO or FO before being sent out. Monthly billing and usage journals are printed for each billing

period. These are also reviewed by the CFO or FO and available for each year's independent audit.

Any adjustments to utility bills requested by the customer or the utility clerk are reviewed and authorized by the CFO or FO. Any and all adjustments are entered only by the CFO or FO.

Deposits are made daily by the CFO, or FO or Finance Clerk and posted by the Utility Clerks. The postings and deposits are reviewed by the CFO or FO before posting to the receipts journal. All deposits are reconciled monthly with the bank statements.

The cash drawer is balanced at the beginning of each day. The cashiers are responsible for the contents of the cash drawer. ~~At the time she/he leaves for lunch the drawer will be balanced and turned over to the cashier responsible for this time period. When the Head Cashier returns the cash drawer will be balanced a second time and turned back over to the Cashier.~~ The day's receipts will be balanced by the CFO, or FO or Finance Clerk each afternoon and the day's deposits made. No personal checks are cashed through the city cash drawer.

Return checks are immediately posted to the customer's account along with a returned check penalty of **thirty dollars (\$ 30.00)**. A letter is sent to the customer with a deadline to take care of the check and pay the returned check fee. If the check is not covered by the date indicated, the customer's water is shut off.

All monies received in payments are accompanied by a payment stub. If the payment is made in cash, it is notated on the stub. Checks are restrictively endorsed at the time of receipt. The stubs are balanced against the cash and checks to ensure accuracy. Posting to customer accounts are done from the payment stubs by the utility clerks daily.

Deposits/posting reports are verified against the bank statements by the CFO, **Utilities Services Supervisor** or FO each month.

Investment Accounts

The City of Willard investment accounts have been set up by direction of the Board of Aldermen. Transfers are made by the CFO or FO between the operating accounts and the investment accounts as needed.

In order to maximize the investment return, excess funds in the operating accounts are transferred into the higher yield investment accounts. When needed to cover expenses in the operating accounts, funds are transferred back into the operating accounts.

These transfers are done manually by the CFO or FO online and a report is generated.

These reports are used monthly to reconcile all investment and operating accounts.

Petty Cash

A **fifty dollar (\$50.00)** petty cash fund is maintained at City Hall by the Finance Department. It is used for small expenditures usually less than **twenty dollars (\$20.00)**. ~~\$5.00~~. A petty cash slip is filled out for each expenditure with the receipt attached. When all the funds are used, the receipts are balanced against the petty cash slips. The bag must balance for new funds to be added.

Checking Accounts

A non-interest bearing checking account for each fund is maintained – General Fund, Water/Sewer Fund, and Park Fund. A separate account is maintained for the Municipal Court. The Mayor, Mayor Pro- Tem, City Clerk, Chief Financial Officer and Finance Officer will be on all the city accounts. All persons on the city accounts must be bonded. If the person is not bondable, another person will be appointed by the Board of Aldermen to be on the accounts.

All checks are to be signed by two(2) authorized people. A city stamp bearing the ~~m~~**Mayor's** signature may be used on checks. The bill, invoice, or request for payment will

then be signed by two of the following people: ~~the m~~Mayor and ~~the c~~City a~~Administrator~~
~~or presiding president~~ the City Administrator, the Mayor, Mayor Pro- Tem, City
Clerk, Chief Financial Officer or Finance Officer with the check number issued
indicated. If the invoice is on an item/items that were put out for bids, the bid tally sheet
will be attached to the invoice for review by ~~the mayor and/or city administrator or~~
~~presiding president~~ Mayor, City Administrator or the Mayor Pro -Tem. At any time,
further documentation may be requested on any check written. All bank accounts will be
reconciled monthly with the report on file for the yearly independent audit.

Each month certain receipts are received by mail or direct deposit. Franchise fees, real
estate taxes, law enforcement sales tax, etc. are received by mail and include
documentation to verify receipt. All sales tax and motor vehicle funds are received by
direct deposit. Verification of funds are sent by mail. All of these receipts are verified
through the sender as to accuracy by the independent auditor.

Purchasing/Receiving

Each department head will issue a purchase order for all purchases. This purchase order
will follow the format of the attached purchase order form. Each purchase order must
be approved by two of the following people: the City Administrator, the Mayor,
Mayor Pro -Tem, City Clerk, Chief Financial Officer or Finance Officer ~~Each~~ The
appropriate department head must also approve each purchase and indicate the account
to be charged for the purchase. Each department head will be furnished with an approved
account list for their department. Each purchase order must indicate the job which the
purchase will be used for. Any bid documentation must be attached to the purchase
order following the approved bid guidelines.

When supplies/goods are received into the department, a packing list/invoice must show the items received. This must be signed by the receiving employee. This also must be attached to the appropriate purchase order. Each department will maintain an inventory of all supplies/tools/equipment. This inventory must be kept up to date with additions of all purchases and subtractions of all supplies/goods used. Each city vehicle must maintain an inventory of supplies and equipment carried in ~~that truck~~ **said vehicle**. The ~~person~~ **department head** responsible for that vehicle must verify the accuracy of the inventory on a periodic basis.

Credit Card Purchases

~~Department heads will be the only employees who are issued credit cards.~~ City credit cards ~~will~~ **may** be issued to the City Administrator, City Clerk, Chief Financial Officer and the Finance Officer. Cards may also be issued to department heads as deemed appropriate. They will be responsible for each purchase made on that credit card. Every credit card purchase must have a purchase order attached and completely filled out with the appropriate information. Failure to turn in an invoice with an attached purchase order will be grounds for cancellation of that card.

Disbursements

Accounts Payable – Accounts payable disbursements are made only with an invoice from the vendor. All invoices are posted to an unpaid invoice listing by an accounts payable clerk and must be initialed by the appropriate department head. Each invoice will have a purchase order attached which is signed by the department head and approved by the CFO, ~~or~~ Finance Officer, **the Mayor**, City Administrator, and/or City Clerk. The listing is reconciled against the outstanding invoices by the CFO or FO each month. The unpaid

invoice listing is also published for review by the Board of Aldermen and each department head. Any unusual invoice is selected for review by the department head. After the invoice listing has been approved by the Board of Aldermen, the checks for each fund are printed. Each check is signed and/or stamped with the ~~m~~Mayor's signature stamp and the signature block stamp is put on each bill. Each check is reconciled to each bill and a check stub is attached to the bill. The CFO, City Clerk or FO then signs all the checks and prepares the bills for mailing.

After all of the invoices are reviewed and signed by both the ~~city administrator/presiding president or Mayor~~, City Administrator, Mayor Pro-Tem, City Clerk or the Finance Officer and the department head, they are filed according to vendor.

Miscellaneous -- Disbursements other than accounts payable are made only with a purchase order signed by the department head.

Payroll -- Payroll reports are prepared by each department head for every individual in their departments. These reports are turned in to the Finance Department bi-weekly on Monday morning for payroll preparation. Each employee is issued a time card badge that they are required to use to clock in and out. Every department has a time clock installed in their facility. If manual time sheets are used, the time sheets shall be original and no modifications of entries will be allowed. Each employee shall sign the original time sheet. Mistakes/corrections shall be attached to the original time sheet and signed by the employee and his/her immediate supervisor.

The payroll reports are reconciled against the time clock reports for FLSA compliance and accuracy by the CFO or FO. A final payroll report is then prepared by the CFO or FO for use in posting time to the payroll system. The checks are then printed and reconciled against the payroll schedule.

Payroll taxes and disbursements by department are then calculated. Payroll taxes are paid online for federal taxes and for the state payroll withholding. The reports generated are on file and available for the yearly independent audit.

Park Dept

Receipts

Front Desk – All payments received at the front desk of the Recreation Center will be receipted in a two **(2)** part format receipt book. The original shall be given to the customer with the copy retained in the receipt book. The cash drawer shall be balanced daily and no checks will be cashed or payments made out of the cash drawer. All checks will be restrictively endorsed at the time of receipt.

The daily deposit will be balanced against the receipt book and the cash drawer to ensure accuracy. A daily deposit report shall be completed and signed by the preparer of the deposit and checked by another staff member. The original of the daily deposit report shall be submitted to the Finance Department.

Any monies collected by the night monitor will be locked in the park department money drawer before closing for the evening. The day monitor will balance the receipts against the cash drawer before starting the day.

Concession Stand/Gate/Pool – Collections are made at the gate of the sports complex/pool for entry fees. The adult supervisor on duty for the events and at the pool will periodically check with the gatekeeper and any funds over **one hundred fifty dollars (\$150.00)** will be collected and locked in the concession stand cash box. The gatekeeper will keep all funds in the cash box at all times and maintain the cash box within immediate reach of their person.

The concession stand will also be checked by the adult supervisor for excess cash over **one hundred fifty dollars (\$150.00)**, which will be locked in the concession stand cash

box. At the end of the night, the workers will prepare the money which is then checked by the supervisor. The supervisor will then lock the money in the park department safe, which is located in the Recreation Center.

Disbursements – The bi-weekly payroll report shall be prepared by the ~~director of parks and recreation~~ **Director of Community Services** and submitted to the CFO or FO for payroll preparation. All time cards, sheets, etc. entered will be originals with any changes initialed by the employee.

Any requests for deposit refunds, etc. will be submitted on a request for refund form to the Finance Department. The form shall state the person to be refunded to, amount, and reason for refund. The date of original deposit of the funds shall also be included on the form.

Police Department

Funds are received at the Police Department to pay for fingerprints, police reports, etc.

The customer requesting the service is provided with a numbered receipt from the department receipt book. The funds are then transferred to the Finance Office.

The department is also provided with a \$50.00 petty cash fund. A petty cash slip is filled out at the time of disbursement and the receipt is attached. Once the cash is expended, the bank bag is returned to the Finance Department. The petty cash slips and receipts are reconciled to the cash balance and a check is written to refill the fund. All petty cash slips are signed by the approving officer. The bag must balance for new funds to be added.



Ordinance accepting RFQ's from Olsson Associates for Consulting Services

AGENDA ITEM #18

Ordinance accepting RFQ's from Olsson Associates for Consulting Services
for a Wastewater Facilities Master Plan. (1st and 2nd Read).

First Reading: 07-14-2014

Second Reading: 07-14-2014

Council Bill No.

Ordinance No.:

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to enter into a municipal agreement with Olsson Associates for the purpose of providing engineering consulting services for the purpose of conducting a Wastewater Master Facility Plan for the City of Willard.

WHEREAS, the City of Willard, Missouri did advertise and seek proposals from qualified firms for the purpose of providing engineering consulting services, and

WHEREAS, in accordance with Chapter 70, Section 70.210 and Section 70.220 of RSMo; and

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

Section 1 – The Board of Aldermen of the City of Willard hereby authorize the Mayor to execute the agreement between the City of Willard and Olsson Associates for consulting services; and

Section 2 – Said agreement will be include the requirements as stated in Exhibit “A”; and

Section 3 - This Ordinance will be in full force and effect from and after passage.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ___ DAY OF __, 2014.

Approved as to form: _____
Ken Reynolds, City Attorney

Attested by:

Approved by:

Dale Duvall, City Clerk

Wendell Forshee, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
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_____ DAVID ROGGENSEES	_____	_____	_____
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_____ DAVID LARIMORE	_____	_____	_____
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_____ BRADLEY MOWELL	_____	_____	_____
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_____ MICHAEL BARR	_____	_____	_____
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_____ MEREDITH REAVES	_____	_____	_____
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Missouri Department of Natural Resources

Small Community Engineering Assistance Program

Water Protection Program fact sheet

10/2013

Division of Environmental Quality Director: Leanne Tippet Mosby

Description: The Small Community Engineering Assistance Program is available for municipalities, counties, public sewer or water districts, political subdivisions or instrumentalities of the state with a population of less than 10,000. The program offers funding for wastewater engineering costs incurred in preparation of a facility plan. The funding is only available for recipients yet to achieve a funding commitment and who plan to pursue funding.

Communities may be eligible to receive an 80 percent grant with a 20 percent recipient match, while disadvantaged communities may be eligible to receive a 90 percent grant with a 10 percent recipient match. A disadvantaged community is defined as any community with a population of 3,300 or less, whose user rates will be at or above 2 percent of the median household income and the median household income is at or below 75 percent of the state average.

The grant amount shall not exceed \$50,000. Applications are accepted at any time.

Eligible costs:

- Shall be reasonable and cost effective for facility plans.
- Meet the eligibility limitations of the Federal Water Pollution Control Act as amended.
- May include costs of complying with procurement requirements.
- May include costs of engineering services, environmental investigations and other services incurred in preparation of the facility plan.
- May include costs of meeting specific state and statutory procedures.
- Be within the allowable scope of the project as well as other items deemed reasonable, necessary and allocable to the project.

Ineligible costs include, but are not limited to:

- A facility plan completed prior to application.
- Preparation of engineering services grant application.
- Ordinary operating expenses of the recipient including salaries and expenses of elected and appointed officials, preparation of routine financial reports and studies, and the state operating permit fees or other such permit fees necessary for the normal operation of the constructed facility.
- Preparation of applications and permits required by federal, state, or local regulations or procedures.
- Administrative, engineering and legal activities associated with the establishment of special departments, agencies, commissions, regions, districts or other units of government.
- Fines and penalties due to violations of, or failure to comply with, federal, state, or local laws, regulations or procedures.
- Force account engineering.
- Costs outside the scope of the approved project.

Legal Authority: CFR 40 Part 35 and RSMo 644.123

Selection Process: Applications are prioritized based on a first come first serve basis as well as on the project's environmental impact, based upon the priority point system established in 10 CSR 20-4.010.

Contact Information:

Missouri Department of Natural Resources
Financial Assistance Center
P.O. Box 176
Jefferson City, MO 65102-0176
573-751-1192, Fax 573-751-9396
traci.newberry@dnr.mo.gov

For More Information

Missouri Department of Natural Resources
Water Protection Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-1300 office
573-526-1146 FAX
www.dnr.mo.gov/env/wpp/index

J. Everett Mitchell

From: Payne, Jeremy [Jeremy.Payne@dnr.mo.gov]
Sent: Thursday, May 15, 2014 9:58 AM
To: 'ca@cityofwillard.org'
Subject: Small Community Engineering Assistance Program
Attachments: Engineering Requirements.docx

Dear Mr. Mitchel,

On May 2, 2014 the Department sent a letter to the city of Willard regarding the city's eligibility to participate in the Small Community Engineering Assistance Program. Accompanying that letter was a guidance document detailing some of the program requirements regarding engineering procurement and contracts. Since that time, a change has made it necessary to redistribute this guidance. Please find attached the revised document, changes have been highlighted. Please let me know if you have any questions. Thank you.

Jeremy Payne

Project Coordinator

Missouri Department of Natural Resources

DEQ/WPP/FAC

Phone: 573-751-6823

Fax: 573-751-9396



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

May 02, 2014

Mr. J. Everett Mitchel, City Administrator
City of Willard
P.O. Box 187
Willard, MO 65781

RE: Small Community Engineering Assistance Program
City of Willard- 90 Day Eligibility Notice

Dear Mr. Mitchel:

The city of Willard applied for funding through the Missouri Department of Natural Resources Small Community Engineering Assistance Program on April 22, 2014. After reviewing the application for the wastewater collection system evaluation, this project may be eligible for funding through the program pending submittal and review of proper procurement documentation of the engineering firm and approval of the draft engineering agreement within the approved timeframe. Please be advised that this letter does not constitute a guarantee of funding.

The city of Willard now has 90 calendar days to procure engineering services in accordance with Sections 8.285-8.291 RSMo. Please find enclosed with this letter, procurement guidance and engineering contract requirements for program participation. Please submit the required procurement information and a draft engineering agreement to the Department's Financial Assistance Center for review and approval. This information must be submitted by July 31, 2014.

The Request for Qualifications (RFQ) for an engineer should clearly define the need for an engineering report to be developed, prepared and completed for the above referenced project. Please include a copy of the RFQ in the procurement documentation.

The engineering agreement should not be executed until after department approval of the draft agreement. If engineering procurement and contract documentation is not received by MDNR by this date, the application shall be removed from the grant eligibility list. If you have any questions, please feel free to contact me at telephone 573-751-6823 or at Missouri Department of Natural Resources, Water Protection Program, P.O. Box 176, Jefferson City, MO 65102-0176.

Sincerely,

WATER PROTECTION PROGRAM

A handwritten signature in black ink, appearing to read "JP".

Jeremy Payne, Project Coordinator
Financial Assistance Center

JP/jb
Enclosure

**Small Community Engineering Assistance Grant
Engineering Procurement Requirements**

Contracts for engineering services shall be negotiated on the basis of demonstrated competence, qualifications for the type of services required and at fair and reasonable prices. The procedures and procurement requirements in Sections 8.285-8.291, RSMo apply. The applicant must have a method for conducting technical evaluations of the proposals received and for selecting an engineering firm.

The submission shall include:

1. A list of the Evaluation Factors and the scoring system must be submitted. The system selection criterion is a record of the process used for pre-selection. It must be logical and support the final decision. The recipient must base the selection of their desired professional engineer services on the qualification based selection process. In evaluating the qualifications of each firm the following criteria must be used unless the applicant has an adopted qualification based selection procedure equal to state statute on engineering procurement section 8.289 RSMo:
 - A. The specialized experience and technical competence of the firm with respect to the type of services required;
 - B. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
 - C. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
 - D. The firm's proximity to and familiarity with the area in which the project is located.
2. A copy of the Request for Qualifications (RFQ) must be submitted to the Department. The requests for proposals will be publicized and identify all evaluation factors and their relative importance.
3. Solicitations shall include Women Business Enterprise (WBE) and Minority Business Enterprise (MBE) firms as required by law. If solicitation is in the form of a publication in a newspaper, a statement encouraging Women and Minority Business Enterprises to apply is satisfactory.
4. Proof of advertising must be submitted to the Department. Activities to ensure broad solicitation of known or existing firms capable of completing the work must be made. This may take the form of a publication in a newspaper or further solicitation via mail.
5. Draft engineering agreement

Engineering Contract Requirements

Eligibility determinations shall be consistent with 10 CSR 20-6 and 10 CSR 20-8. State regulations do not limit the amount that can be charged for engineering services.

o Engineering contracts should cover the following items:

1. The work is necessary and directly related to the accomplishment of the project
Work not related to the scope of the project must be broken out separately or eliminated from the contract.
2. The contract must be bilaterally executed; both the recipient and the consultant must sign the contract.
3. The cost of the services must be described in dollars, not in the form of a gift, grant, or other consideration.
4. The contract price must be stated as a not to exceed price. A lump sum contract must be limited to a price that may not be exceeded except by an amendment; cost plus fixed fee contracts must have a fixed, not-to-exceed cost stated and a set profit not to be exceeded except by amendment.
5. The time for performance and completion of tasks must be identified by number of days (a time frame) rather than a specific date for completion.
6. The method of payment section should include the provisions for payment.

Directory

Attachment #3

"Six Good Faith Efforts"

The Six Good Faith Efforts are required methods to be used by all Loan and Grant recipients to ensure that all disadvantaged business enterprises (DBE), minority business enterprises (MBE) and woman business enterprises (WBE) have the opportunity to compete for procurements funded by EPA financial assistance dollars.

The prime contractor must pay its subcontractor for satisfactory performance no more than 30 days from the prime contractor's receipt of payment from the recipient.

A recipient must be notified in writing by its prime contractor prior to any termination of a DBE/MBE/WBE subcontractor for convenience by the prime contractor.

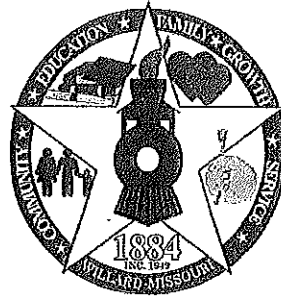
If a DBE/MBE/WBE subcontractor fails to complete work under its subcontract for any reason, the recipient must require the prime contractor to employ the six good faith efforts described below if soliciting a replacement subcontractor.

A recipient must require its prime contractor to employ the six good faith efforts even if the prime contractor has achieved its Fair Share Goals.

The current Fair Share Goals are 10% for Minority Business Enterprises and 5% for Women Business Enterprises. These percentages are goals, not requirements.

The Six Good Faith Efforts are:

1. Ensure MBE/WBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing MBE/WBEs on solicitation lists and soliciting them whenever they are potential sources.
2. Make information on forthcoming opportunities available to MBE/WBEs and arrange time frames for contracts and establish delivery schedules, where requirements permit, in a way that encourages and facilitates participation by MBE/WBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before bid or proposal closing date.
3. Consider in the contracting process whether firms competing for large contracts could subcontract with MBE/WBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBEs in the competitive process.
4. Encourage contracting with a consortium of MBE/WBEs when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance of the SBA and the Minority Business development Agency of the Department of Commerce.
6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.



Letter of Intent

AGENDA ITEM #19

Discussion/Vote on the letter to be sent to the local refuse carriers of the City of Willard's intent to move to a single carrier in 2016.

CITY OF WILLARD, MISSOURI

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



July 14, 2014

Refuse Carrier
Name and Address

NOTICE TO PRIVATE ENTITY OF THE CITY OF WILLARD'S INTENT TO PROVIDE SOLID WASTE COLLECTION SERVICES

Pursuant to Section 260.247, RSMO, please consider this notice by the City of Willard of its intent to provide unified solid waste collection services within city limits.

The City of Willard plans to contract for the provision of services within its area, to franchise trash collection, on September 1, 2014.

**CITY OF WILLARD, A MUNICIPAL
CORPORATION ORGANIZED UNDER THE
LAWS OF THE STATE OF MISSOURI.**

By _____
Mayor Wendell Forshee

