

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

**Special Meeting (Replacing
the regular meeting on
November 11, 2013)**

November 4, 2013

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Wendell Forshee

Board Members

David Hemphill

David Roggensees

Kevin McDonald

Cyndi Trapp

Bryan Vincent

**CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL MEETING
NOVEMBER 4, 2013
7:00 P.M.**

Posted October 31, 2013

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., November 4, 2013 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. **Appointment of Jerome Radar to the Tree Board**
Swearing in of new police officer, Aaron Roberts
Vote for the acceptance of the resignation of Alderman Johnson from Ward I
Discussion/Appointment of new Alderman for Ward I through April 2014 election
 3. **Approval of Meeting Minutes:**
Approve the minutes of the regular meeting on October 7, 2013
Approve the minutes of the special closed meeting on October 7, 2013
Approve the minutes of the work study session on October 28, 2013
 4. **Citizen Input (5 minute limit per person)**
 5. **Financial Reports**
 - a. September 2013 financial statements
 - b. September 2013 budget summaries
 - c. October 2013 outstanding invoices
 6. **Department Head Reports**
- Public Hearing to consider citizen comments on the proposed 2014 City of Willard Budget**
7. **2014 Budget Ordinance (2nd Reading)**
 - a. Discussion/Vote
 8. **Ordinance accepting the Willard Purchasing Policy Ordinance (1st and 2nd Reading)**
 - a. Discussion/Vote
 9. **2014 Election Ordinance (1st and 2nd Reading)**
 - a. Discussion/Vote

10. **2013 Auditor Engagement Letter Ordinance (1st and 2nd Reading)**
 - a. Citizen Input
 - b. Discussion/Vote

Public Hearing to consider citizen comments on the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1520 Floodplain Management.

11. **Discussion/Vote on Planning and Zoning Commission's Recommendations to the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1520 Floodplain Management Ordinance. (1st and 2 Reading)**

Public Hearing to consider citizen comments on the proposed rezoning request from R-3 to C-1 for Cathy and John Havens.

12. **Discussion/Vote on Planning and Zoning Commission's Recommendations on the proposed rezoning ordinance request from R-3 to C-1 for Cathy and John Havens (1st and 2 Reading)**

Public Hearing to consider citizen comments on the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1170 Sketch Plan.

13. **Discussion/Vote on Planning and Zoning Commission's Recommendations to the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1170 Sketch Plan Ordinance. (1st and 2 Reading)**

14. **Ordinance accepting the Cardinal Hills replat of lots #37-40 (1st and 2nd Reading)**
 - a. Discussion/Vote

15. **New Business**

16. **Old Business**

17. **Adjourn Open Meeting**

18. **Closed Session pursuant to Section 610.021 # (1) Legal, # (3) Personnel and # (13) Personnel**

19. **Adjourn Meeting**

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

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dale Duvall
224 West Jackson
Willard, MO 65781

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 7, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Alderman McDonald, Alderman Vincent-present, Alderman Johnson-present and Mayor Forshee-present.

Staff present: City Clerk, Dale Duvall; Director of Development, Randy Brown; Chief Financial Officer, Karen Robson; Public Works Director, Justin Reaves; Community Services Director, J.C. Loveland; Finance Officer, Carolyn Halverson; Chief of Police, Tom McClain and Reserve Officer, Bill Lingenfielser.

City Attorney Ken Reynolds was present.

Citizens in attendance: Lucille Murray, Sam Baird, Meredith Reaves, Stacia Buffington, Marchelle Roe, Robert Nobige, and Bradley Mowell,
Chris Herndon of Midwest Meters was also present.
Christy Iler of the Cross Country Times 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 7:05 pm.

Roll Call

The City Clerk called the roll call: Alderman Trapp-present, Alderman Hemphill-present, Alderman Vincent-present, Alderman McDonald-present, Alderman Roggensees-present and Mayor Forshee-present. Alderman Johnson-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Johnson and seconded by Alderman Vincent to approve the agenda. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Presentation by Midwest Meters Representatives

Chris Herndon updated the Board on the status of the work that Midwest Meters has been doing for the city. Mr. Herndon expressed that he believed that part of the problem was that the person that was being trained on the meters was a part time person. He stated that it would be beneficial to the city to cross train on the meters and also that there needs to be more training of staff on the Summit software.
The Board agreed to give Midwest Meters another 45 days to further evaluate the problems and solutions.

Approve the minutes of the regular meeting on September 9, 2013

Motion made by Alderman Hemphill and seconded by Alderman Trapp to approve the minutes. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Approve the minutes of the special meeting on September 16, 2013

Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the minutes. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-- Six votes aye. Motion carried.

Citizen Input

None

Financial Report

August 2013 Financial Statements- Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the statements. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Nay. Five votes aye. One vote nay. Motion carried.

August 2013 Budget Summaries-Informational Only. No vote taken.

September 2013 Outstanding Invoices- Motion made by Alderman Hemphill and seconded by Alderman Roggensees to approve the invoices. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Questions for the Department Heads

Parks Dept-There was no questions.

Planning and Development Dept- The owners of the True Value Hardware store are requesting that the city assist in the cost of the two required fire hydrants by furnishing the labor to install the hydrants.

Police Dept-There was no questions.

Public Works-There was no questions.

City Clerk-There was no questions.

Bill No. 13-49

Ordinance No.: 131007

Ordinance accepting the contract with Laclede Gas Company (1st and 2nd Reading)

AN ORDINANCE APPROVING THE ASSIGNMENT OF THE CONTRACT BETWEEN THE CITY OF WILLARD AND MISSOURI GAS ENERGY COMPANY, ASSIGNING THE CONTRACT RIGHTS OF MISSOURI GAS ENERGY TO LACLEDE GAS COMPANY.

First read was conducted by the City Clerk

Discussion/Vote: The City Clerk explained that Missouri Gas Company had sold out to Laclede Gas Company and that this was to accept the contract agreement.

Motion made by Alderman Johnson and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman McDonald and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

2014 Budget Ordinance (1st Reading)

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MO

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the approval of the Group Health Insurance Policy for 2014

The CFO asked for the Board to approve the renewal with Coventry Health for employee insurance for the year 2014. There will be a mandatory employee meeting on November 9th to explain the health insurance benefits for 2014. The increase in cost for the city will be 8%. **Motion** made by Alderman Hemphill and seconded by Alderman Trap. Alderman Vincent-Aye Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Six votes aye. Motion carried.

Bill No. 13-50

Ordinance No.: 131007A

An Ordinance accepting amendments to Section 600.040 Sales of Liquor Prohibited Near Schools and Churches, Section 210.515 Drinking Intoxicating Liquor In Any Street or Public Place and Section 600.070(G) Drinking in Public Places Prohibited (1st Reading and 2nd Reading)

Approving a municipal code amendment to Section 210.515 of the municipal code of the City of Willard pertaining to drinking intoxicating liquor in any street or public place; Section 600.040 pertaining to sales of liquor prohibited near schools and churches, and Section 600.070 pertaining to miscellaneous offenses.

Citizens Input-Bradley Mowell addressed the Board regarding the alcohol amendments proposal.

First read was conducted by the City Clerk

Discussion/Vote: The Board discussed the differences in the three options that were being presented. Option # 1 was presented for a motion first. **Motion** made by Alderman Johnson and seconded by Alderman Vincent to approve the first reading. Alderman Vincent-Aye Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Six votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: **Motion** made by Alderman Johnson and seconded by Alderman Hemphill to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-51

Ordinance No.: 131007B

An Ordinance accepting the Members Only Contract for Freedom Fest 2014 (1st and 2nd Reading)

An Ordinance accepting the proposal of Members Only, LLC to provide entertainment 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

Discussion/Vote: **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: **Motion** made by Alderman Roggensees and seconded by Alderman Trapp to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Bill No. 13-52

Ordinance No.: 131007C

Ordinance accepting the Resignation Agreement of the Chief Financial Officer (1st and 2nd Reading)
AN ORDINANCE APPROVING THE RESIGNATION AND CONSULTING AGREEMENT BETWEEN THE CITY OF WILLARD AND KAREN S. ROBSON.

First read was conducted by the City Clerk

Discussion/Vote: Alderman Roggensees asked Karen Robson for a structured training plan to be implemented with Carolyn Halverson. Karen informed the Board that she would do so and have a copy to them within a week. **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Motion made by Alderman Vincent and seconded by Alderman Johnson to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Mill St. Sidewalk Project Bids

The Director of Development discussed the bids with the Board and asked for their approval of the bid from Kenney Hall Construction. **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the Kenney Hall bid. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Community Building Ice Machine Bids

The Director of Community Services discussed the bids with the Board and asked for their approval of the bid from Best Refrigeration. **Motion** made by Alderman McDonald and seconded by Alderman Roggensees to approve the bid from Best Refrigeration. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Meadows Area Sewer Capacity Proposal

The Director of Development asked the Board for approval to proceed with bids for engineering services that would estimate preliminary cost estimates, construction plans, permitting and bid letting to construct a re-circulating sand filter treatment system for the meadows area. Randy Brown told the Board that the school was interested in hooking up to Willard at the Meadows and that the City had been approached by two developers as well. It is an anticipated cost of \$500,000. The Board stated that the City was not in the financial position to pursue this. The Public Works Director stated that although the lagoons were created as a temporary solution, they are still in compliance with DNR. There was discussion of annexation of the Meadows area and the Board stated that they did not know if the citizens in that area wanted to be annexed into Willard.

Alderman Vincent asked that Olsson Engineering, who had done initial studies at the Meadows be contacted to find out what they would recommend the City do to remedy the problems with the lagoons.

No vote/ motion was made.

Discussion/Vote on the Source Water Protection Plan and the Solar Panel Installation at Willard Well # 1. The Director of Development discussed the need for the Source Water Protection Plan recertification. This certification will also help the City in obtaining the solar panel grant. The Director of Development asked the Board to sign a Letter of Intent. No vote is needed. The Board will sign the letter.

New Business

The City Clerk told the Board of a request from a citizen working on his Eagle Scout status for monetary donations for his project.

Municipalities cannot donate money and so the City Clerk will write a letter explaining that to the citizen.

The Mayor stated that he asked for and had received a proposal for \$5000.00 from Bob Helm, a CPA in Springfield, to do the revised audit that had been discussed previously in closed session.

Mayor Forshee and Carolyn Halverson, finance officer, stated that Carolyn was looking to verify balances on reconciliations and look at the operatives and reserves liabilities.

Alderman Vincent asked for our current auditors, Davis, Lynn and Moots, to be contacted to get answers and or availability and pricing information and to bring it back to the Board as soon as possible.

After discussion among the Board they asked that references for Bob Helm and quotes from Bob Helm and Davis, Lynn and Moots be brought to the Board for a special meeting before work study on October 28th.

The City Attorney and City Clerk stated that they would confirm that bidding was not needed for this and bring the information back to the Board.

Mayor Forshee told the Board that he had sent a letter to the owner of the East Center asking for \$340. to reimburse the city for the gravel that Public Works had put down in the alley at the East Center.

Alderman Trapp discussed the Freedom Bank detention issue that was in the Director of Development's report. There was discussion of the liability to the City for the exposed lines of the City's that were dug up.

The City Attorney stated that the City would not be held liable if an accident occurred there due to the exposed lines. The Board asked Randy Brown to meet with the engineers and the owners of the bank to determine when this project will be finished.

Old Business

Alderman Hemphill asked if costs for upgrading the audio equipment in the Chambers had been done. The City Clerk informed the Board that she had called two places to see if they had done the original work. Neither had, so she will now call and get a couple of companies out to do estimates on the upgrade.

Adjourn meeting

Motion made by Alderman Roggensees and seconded by Alderman Hemphill to adjourn the meeting. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried. Alderman McDonald announced that the Board would be going into closed session pursuant to RSMo Section 610.021 (#1) Legal, (2) Real Estate and (#3) (13) Personnel.

Open meeting adjourned at 10:07 p.m.
Alderman Johnson left at this time.

Closed Session

Motion made by Alderman McDonald and seconded by Alderman Trapp to go into closed session pursuant to Section 610.021(#1) Legal, and (#3) (13) Personnel. Alderman Vincent-Aye, Alderman Johnson-----, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Motion made by Alderman Trapp and seconded by Alderman Hemphill to close the closed session, open the open session and close the open session. Alderman Vincent-Aye, Alderman Johnson---, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Meeting Adjourned at 11:00 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMAN
CLOSED SESSION
October 7, 2013
6:00 PM**

Board Present: Alderman David Hemphill, Mayor Wendell Forshee, Alderman Bryan Vincent, Alderman Johnson and Alderman McDonald. Alderman David Roggensees and Alderman Cindy Trapp were not present.

Staff Present: Dale Duvall, City Clerk; City Administrator, David Gardner and Tom McClain, Chief of Police.

The Mayor called the meeting to order at 6:00 p.m.

Motion made by Alderman Vincent and seconded by Alderman Hemphill to adjourn the open session and go into executive session pursuant to section # (3) Personnel. Alderman McDonald-Aye; Alderman Trapp---; Alderman Hemphill-Aye, Alderman Roggensees---, Alderman Johnson- Aye and Alderman Vincent-Aye. All votes aye. Motion carried.

Adjourn Executive Meeting

Motion made by Alderman Vincent and seconded by Alderman Hemphill to adjourn the closed session. Alderman McDonald-Aye; Alderman Trapp---; Alderman Hemphill-Aye, Alderman Roggensees---, Alderman Johnson- Aye and Alderman Vincent-Aye. All votes aye. Motion carried.

Meeting adjourned at 6:55 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor

CITY OF WILLARD
BOARD OF ALDERMAN
WORK STUDY SESSION
September 23, 2013
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 Hemphill, Mayor Forshee, Alderman Trapp, Alderman Vincent and Alderman Johnson and Alderman McDonald was absent.

David Roggensees arrived at 7:05 p.m.

Staff present: City Administrator, David Gardner; CFO, Karen Robson; Director of Development, Randy Brown; Finance Officer, Carolyn Halverson; City Clerk, Dale Duvall; Chief of Police, Tom McClain and Director of Community Services, J.C. Loveland.

Citizens present: Mindy Latham and Sam Baird

2014 Budget Workshop

There was discussion of the 2014 budget proposal. This was presented by Karen Robson and Carolyn Halverson.

Employee Health Insurance Discussion

Karen Robson explained to the Board that in January 2015 all of the provisions of the new healthcare reform will be implemented.

Karen also explained that as an employer of more than 50 full time employees (by the new definitions) that the City must provide insurance for its employees. The city's current provider is offering a rate of an 8% increase from the 2013 rate. This will be brought to the Board at the October meeting.

Discussion of the Alcohol Ordinance

The Board asked for two different versions of the ordinance to be brought to the October meeting for their review and vote.

Discussion of rental fees for charity use at the Community Building

The Mayor told the Board that a church had rented the Community Center to collect food for "The Pantry" in town. The church was required to pay the rental fee and the Mayor asked for the Board to approve nonprofit rentals at no cost. It was recommended by the Board to only allow one rental a year per group at zero cost. The Director of Community Services will look at other cities and get an idea of who would be included in this policy. This will be brought back to the Board.

Discussion of the proposed agenda for the October 7, 2013 meeting.

The meeting will be held on the 7th, due to the 14th being a holiday. The City Clerk went over the items for the agenda.

Adjourn Open Meeting and vote to go into Closed Session (#3 and #13 Personnel)

Motion made by Alderman Vincent with a second by Alderman McDonald to go into closed session pursuant to Section 610.021 (#3, #13 Personnel)

Dale Duvall, City Clerk

Wendell Forshee, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #5
FINANCE DEPARTMENT**

Financial Reports

- a. September 2013 Financial Statements
- b. September 2013 Budget Summaries
- c. October 2013 Outstanding Invoices

**CITY OF WILLARD
BOARD OF ALDERMEN**



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

ACTION REQUIRED: APPROVAL REQUESTED

September 2013 Financial Statements

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
September 30, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	42,786.18	
CASH IN BANK- MID-MISSOURI BANK		19,556.93	
CASH IN BANK - CD'S		75,688.52	
CASH IN BANK - JIS		12,130.79	
CASH IN REPURCHASE AGREEMENT		234,944.97	
PETTY CASH		350.00	
DUE FROM WATER/SEWER FUND		64,104.31	
DUE FROM RECREATION FUND		209,391.03	
TOTAL ASSETS	\$		658,952.73
			=====

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$	4,700.74	
COURT BONDS PAYABLE		958.40	
LAGERS PAYABLE		2,125.31	
GROUP INSURANCE PAYABLE		4,557.39	
DUE TO RECREATION FUND		.00	
TOTAL LIABILITIES	\$		12,341.84

EQUITY

FUND BALANCE	\$	461,434.64	
NET INCOME -LOSS		185,176.25	
TOTAL FUND EQUITY	\$		646,610.89
TOTAL LIABILITIES AND EQUITY	\$		658,952.73
			=====

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
September 30, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	165,527.71	
WATER/SEWER FUND TDOA		760,951.81	
CASH - WATER PRINCIPAL AND INTEREST		914,831.11	
2005 RESERVE FUND		49,500.00	
2005 CONSTRUCTION FUND		905.36	
DUE FROM RECREATION FUND		779.57	
2008 RESERVE FUND		231,192.21	
2008 CONSTRUCTION FUND		59,498.71	
RETURNED CHECKS		279.61	
DEFERRED CHARGE-COI-2002 REFUNDING BONDS		.00	
TOTAL CURRENT ASSETS			\$ 2,183,466.09

FIXED ASSETS

LAND	\$	.00	
ACCUMULATED DEPRECIATION		.00	
NET FIXED ASSETS			\$.00
TOTAL ASSETS			\$ 2,183,466.09

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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
September 30, 2013

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$	.00	
SALES TAX PAYABLE		6,251.77	
MISSOURI PRIMACY TAX		9,281.81	
WATER POLLUTION SERVICE CONNECTION FEE		44.78	
CUSTOMER DEPOSITS		17,045.00	
DUE TO GENERAL FUND		64,104.31	
DEFERRED LOSS ON REFINANCING		.00	
TOTAL LIABILITIES			\$ 96,727.67

EQUITY

CONT. CAPITAL - FED & STATE	\$	.00	
RETAINED EARNINGS		2,160,105.86	
NET INCOME -LOSS		-73,367.44	
TOTAL FUND EQUITY			\$ 2,086,738.42
TOTAL LIABILITIES AND EQUITY			\$ 2,183,466.09

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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
September 30, 2013

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	30,783.59	
PARK FUND TDOA		155,589.93	
PETTY CASH		240.00	
2008 RESERVE FUND		301,000.00	
2008 COST OF ISSUANCE		3,420.57	
TOTAL ASSETS	\$		491,034.09

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$	.00	
DUE TO GENERAL FUND		209,391.03	
DUE TO WATER/SEWER FUND		779.57	
MID-MISSOURI BANK		.00	

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TOTAL LIABILITIES \$ 210,170.60

EQUITY

FUND BALANCE	\$	470,249.95	
NET INCOME -LOSS		- 189,386.46	

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TOTAL FUND EQUITY \$ 280,863.49

TOTAL LIABILITIES AND EQUITY \$ 491,034.09

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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2013

GENERAL FIXED ASSETS

ASSETS

FIXED ASSETS, UNDEPRECIATED	\$ 3,132,701.57
	=====

EQUITY

INVESTMENT IN GENERAL FIXED ASSETS	\$ 3,132,701.57
	=====

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2013

GENERAL LONG-TERM DEBTS

ASSETS

AMOUNT AVAILABLE FOR DEBT RETIREMENT	\$ 62,452.03	
AMOUNT AVAILABLE FOR DEBT RETIREMENT	158,044.38	
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT	397,547.97	
AMOUNT TO BE PROVIDED FOR DEBT RETIREMENT - 2001	1,366,955.62	
AMOUNT TO BE PROVIDED-POLICE STATION	245,000.00	
TOTAL ASSETS		\$ 2,230,000.00

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LIABILITIES

CERTIFICATES OF PARTICIPATION PAYABLE	460,000.00	
CERTIFICATE OF PARTICIPATION - 2001	1,525,000.00	
LEASE-PURCHASE-POLICE STATION (2002)	245,000.00	
TOTAL LIABILITIES		\$ 2,230,000.00

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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND

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
BUILDING PERMITS		20000.00		2775.00		1666.67		20261.54		15000.03		5261.51
CABLE TV FRANCHISE FEES		18000.00		0.00		1500.00		11965.20		13500.00		-1534.80
COUNTY ROAD AND BRIDGE TA		27921.00		0.00		2326.75		27920.97		20940.75		6980.22
ELECTRIC FRANCHISE FEES		235000.00		23405.53		19583.33		171117.18		176249.97		-5132.79
GAS FRANCHISE FEES		50000.00		1725.53		4166.67		32684.40		37500.03		-4815.63
GRANT REVENUES		9000.00		5294.00		750.00		7370.63		6750.00		620.63
INTEREST INCOME		1500.00		25.60		125.00		1052.81		1125.00		-72.19
LAW ENFORCEMENT SALES TAX		24000.00		1979.00		2000.00		13853.00		18000.00		-4147.00
MERCHANTS LICENSES		5100.00		25.00		425.00		2364.50		3825.00		-1460.50
MISCELLANEOUS		1500.00		918.31		125.00		12953.17		1125.00		11828.17
MOBILE PHONE LEASE FEES		60000.00		6336.00		5000.00		44909.03		45000.00		-90.97
MOTOR VEHICLE TAXES		187200.00		16437.34		15600.00		144414.36		140400.00		4014.36
PLANNING AND ZONING		5000.00		50.00		416.67		1196.70		3750.03		-2553.33
REAL ESTATE TAXES		178400.00		2418.02		14866.67		158699.11		133800.03		24899.08
RECYCLE CENTER INCOME		1000.00		0.00		83.33		0.00		749.97		-749.97
SALES & USE TAX REVENUES		420000.00		61319.35		35000.00		376265.97		315000.00		61265.97
SALES TAX - CAP IMP		85000.00		29318.49		7083.33		80853.18		63749.97		17103.21
STATE LET ACCOUNT		500.00		0.00		41.67		0.00		375.03		-375.03
TRAFFIC COURT FINES		85000.00		17497.06		7083.33		67300.83		63749.97		3550.86
VETERAN'S MEMORIAL		1000.00		60.00		83.33		360.00		749.97		-389.97
TRANSFERS IN -OUT		0.00		0.00		0.00		0.00		0.00		0.00

TOTAL REVENUES	\$ 1415121.00	\$ 169584.23	\$ 117926.75	\$ 1175542.58	\$ 1061340.75	\$ 114201.83	\$ -239578.42
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EXPENDITURES

COMMUNITY BUILDING:

[illegible][illegible]

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1500.00	\$ 0.00	\$ 125.00	\$ 1494.96	\$ 1125.00	\$ -369.96	\$ 5.04
AUDIT FEE	5000.00	0.00	416.67	12437.90	3750.03	-8687.87	-7437.90
CONTRACT LABOR	1000.00	0.00	83.33	1027.73	749.97	-277.76	-27.73
DUES AND SUBSCRIPTIONS	2000.00	0.00	166.67	5120.17	1500.03	-3620.14	-3120.17
ELECTION EXPENSE	2500.00	0.00	208.33	3163.35	1874.97	-1288.38	-663.35
GROUP INSURANCE	15000.00	1897.01	1250.00	13623.22	11250.00	-2373.22	1376.78
INSURANCE	14800.00	0.00	1233.33	16108.56	11099.97	-5008.59	-1308.56
LEGAL	20000.00	3081.20	1666.67	10664.33	15000.03	4335.70	9335.67
PROFESSIONAL (GCG)	18000.00	4336.00	1500.00	37487.29	13500.00	-23987.29	-19487.29
MISCELLANEOUS EXPENSE	1000.00	0.00	83.33	186.41	749.97	563.56	813.59
OFFICE SUPPLIES	8000.00	3978.35	666.67	14579.04	6000.03	-8579.01	-6579.04
PAYROLL TAXES	9700.00	1248.95	808.33	6043.10	7274.97	1231.87	3656.90
REPAIRS AND MAINTENANCE	1000.00	2802.00	83.33	3156.18	749.97	-2406.21	-2156.18
RETIREMENT PLAN	3600.00	495.85	300.00	3298.09	2700.00	-598.09	301.91
SALARIES	125000.00	16326.26	10416.67	81321.05	93750.03	12428.98	43678.95
SUPPLIES	4500.00	2190.34	375.00	3171.72	3375.00	203.28	1328.28
TELEPHONE	7800.00	1108.91	650.00	9435.79	5850.00	-3585.79	-1635.79
TRAVEL AND TRAINING	2500.00	470.73	208.33	2533.48	1874.97	-658.51	-33.48
UTILITIES-ELECTRIC (GCG)	6000.00	497.13	500.00	2981.87	4500.00	1518.13	3018.13
UTILITIES-GAS (GCG)	1000.00	41.91	83.33	1007.45	749.97	-257.48	-7.45
UTILITIES-OTHER (GCG)	1000.00	71.69	83.33	903.82	749.97	-153.85	96.18
VEHICLE EXPENSES-GAS	1000.00	177.69	83.33	697.93	749.97	52.04	302.07
VEHICLE EXPENSE-OTHER	1000.00	70.17	83.33	449.63	749.97	300.34	550.37
VETERAN'S MEMORIAL EXPENS	500.00	0.00	41.67	2367.59	375.03	-1992.56	-1867.59
TOTAL GENERAL CITY EXPE	\$ 253400.00	\$ 38794.19	\$ 21116.65	\$ 233260.66	\$ 190049.85	\$ -43210.81	\$ 20139.34

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14.00	\$ 0.00	\$ -14.00	\$ -14.00
BUILDING MAINTENANCE (LAW)	500.00	0.00	41.67	0.00	375.03	375.03	500.00
CAPITAL ASSET EXPENDITURE	55000.00	5438.91	4583.33	57509.15	41249.97	-16259.18	-2509.15
CONTRACT LABOR	750.00	0.00	62.50	542.05	562.50	20.45	207.95
CVC FEES PAID	4200.00	0.00	350.00	3234.71	3150.00	-84.71	965.29
COURT AUTOMATION FEES	4200.00	0.00	350.00	3175.71	3150.00	-25.71	1024.29
DARE	1000.00	999.99	83.33	999.99	749.97	-250.02	0.01
SHERIFF'S RETIREMENT FUND	0.00	0.00	0.00	12.00	0.00	-12.00	-12.00
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	515.00	375.03	-139.97	-15.00
GROUP INSURANCE	49500.00	4014.16	4125.00	31624.70	37125.00	5500.30	17875.30
INSURANCE	20000.00	53.85	1666.67	28658.16	15000.03	-13658.13	-8658.16
LEGAL AND PROFESSIONAL	18000.00	6370.94	1500.00	31795.30	13500.00	-18295.30	-13795.30
PROFESSIONAL (LAW)	18000.00	22.92	1500.00	3390.60	13500.00	10109.40	14609.40
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-60.00	0.00	60.00	60.00
OFFICE EXPENSE (LAW)	6000.00	574.36	500.00	6196.51	4500.00	-1696.51	-196.51
PAYROLL TAXES	27500.00	2968.30	2291.67	21325.27	20625.03	-700.24	6174.73
POST FUND	750.00	0.00	62.50	453.67	562.50	108.83	296.33
REPAIRS AND MAINTENANCE	2000.00	508.50	166.67	1794.15	1500.03	-294.12	205.85
RETIREMENT PLAN	14000.00	1910.26	1166.67	10887.43	10500.03	-387.40	3112.57
SALARIES	358600.00	38169.41	29883.33	276143.88	268949.97	-7193.91	82456.12
SALARIES-OVERTIME	2000.00	632.27	166.67	999.55	1500.03	500.48	1000.45
SUPPLIES	6500.00	312.60	541.67	4431.01	4875.03	444.02	2068.99
TELEPHONE	9200.00	934.83	766.67	8307.54	6900.03	-1407.51	892.46
TRAVEL AND TRAINING	5750.00	688.09	479.17	3952.90	4312.53	359.63	1797.10
UNIFORMS	6800.00	0.00	566.67	5086.87	5100.03	13.16	1713.13
UTILITIES-ELECTRIC (LAW)	4500.00	485.94	375.00	2891.39	3375.00	483.61	1608.61
UTILITIES-GAS (LAW)	2500.00	0.00	208.33	0.00	1874.97	1874.97	2500.00
UTILITIES-OTHER (LAW)	2500.00	48.43	208.33	2273.98	1874.97	-399.01	226.02
VEHICLE EXPENSES-GAS	40000.00	2450.13	3333.33	25248.98	29999.97	4750.99	14751.02
VEHICLE EXPENSE-OTHER	15000.00	1518.23	1250.00	15786.76	11250.00	-4536.76	-786.76
TOTAL LAW AND SAFETY EX	\$ 675250.00	\$ 68102.12	\$ 56270.85	\$ 547191.26	\$ 506437.65	\$ -40753.61	\$ 128058.74

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2013

	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	15000.00	1660.00	1250.00	7603.00	11250.00	3647.00	7397.00
CONTRACT LABOR	500.00	0.00	41.67	0.00	375.03	375.03	500.00
GROUP INSURANCE	9875.00	0.00	822.92	3017.94	7406.28	4388.34	6857.06
INSURANCE	8500.00	0.00	708.33	1725.64	6374.97	4649.33	6774.36
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-225.00	0.00	225.00	225.00
PAVING	0.00	0.00	0.00	11820.00	0.00	-11820.00	-11820.00
PAYROLL TAXES	2680.00	237.94	223.33	2477.92	2009.97	-467.95	202.08
PUBLIC IMPROVEMENTS (ST)	80000.00	2235.00	6666.67	3325.00	60000.03	56675.03	76675.00
RECYCLE CENTER EXPENSE	3000.00	75.00	250.00	1507.31	2250.00	742.69	1492.69
REPAIRS AND MAINTENANCE	1500.00	148.57	125.00	601.60	1125.00	523.40	898.40
RETIREMENT PLAN	1500.00	495.73	125.00	12591.80	1125.00	-11466.80	-11091.80
SALARIES	35000.00	3110.41	2916.67	28337.95	26250.03	-2087.92	6662.05
STREET LIGHTS	62000.00	4785.62	5166.67	42234.48	46500.03	4265.55	19765.52
SUPPLIES	13000.00	487.71	1083.33	5684.27	9749.97	4065.70	7315.73
TRASH EXPENSE	18900.00	0.00	1575.00	18819.99	14175.00	-4644.99	80.01
TRAVEL AND TRAINING	0.00	0.00	0.00	765.00	0.00	-765.00	-765.00
TREE MAINTENANCE (ST)	10400.00	0.00	866.67	200.00	7800.03	7600.03	10200.00
UTILITIES-ELECTRIC (ST)	1500.00	177.11	125.00	799.39	1125.00	325.61	700.61
UTILITIES-GAS (ST)	1200.00	0.00	100.00	0.00	900.00	900.00	1200.00
UTILITIES-OTHER (ST)	0.00	0.00	0.00	471.25	0.00	-471.25	-471.25
VEHICLE EXPENSES-GAS	5000.00	0.00	416.67	101.97	3750.03	3648.06	4898.03
VEHICLE EXPENSE-OTHER	1000.00	78.00	83.33	501.84	749.97	248.13	498.16
TOTAL STREET EXPENSES	\$ 270555.00	\$ 13491.09	\$ 22546.26	\$ 142361.35	\$ 202916.34	\$ 60554.99	\$ 128193.65

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
PLANNING & DEVELOPMENT							
ADVERTISING (P&D)	0.00	34.00	0.00	34.00	0.00	-34.00	-34.00
CAPITAL ASSET EXPENDITURE	15000.00	0.00	1250.00	0.00	11250.00	11250.00	15000.00
DUES & SUBSCRIPTIONS (P&D)	100.00	0.00	8.33	165.00	74.97	-90.03	-65.00
GROUP INSURANCE (P&D)	4950.00	415.05	412.50	3631.28	3712.50	81.22	1318.72
PROFESSIONAL	2000.00	0.00	166.67	196.00	1500.03	1304.03	1804.00
OFFICE SUPPLIES (P&D)	500.00	0.00	41.67	462.94	375.03	-87.91	37.06
PAYROLL TAXES (P&D)	2900.00	440.04	241.67	2971.99	2175.03	-796.96	-71.99
REPAIRS/MAINTENANCE (P&D)	250.00	0.00	20.83	0.00	187.47	187.47	250.00
RETIREMENT (P&D)	1700.00	264.62	141.67	1828.42	1275.03	-553.39	-128.42
SALARIES (P&D)	37900.00	5752.50	3158.33	38850.00	28424.97	-10425.03	-950.00
STORMWATER/PLANNING	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
TELEPHONE (P&D)	1000.00	83.40	83.33	751.96	749.97	-1.99	248.04
TRAVEL & TRAINING (P&D)	500.00	0.00	41.67	60.00	375.03	315.03	440.00
VEHICLE EXPENSE-GAS	1000.00	0.00	83.33	299.68	749.97	450.29	700.32
VEHICLE EXPENSE-OTHER	500.00	0.00	41.67	48.98	375.03	326.05	451.02
TOTAL P & D EXPENSES	\$ 69300.00	\$ 6989.61	\$ 5775.00	\$ 49300.25	\$ 51975.00	\$ 2674.75	\$ 19999.75
EMERGENCY MANAGEMENT							
CONTRACT LABOR (EM)	18000.00	0.00	1500.00	11898.00	13500.00	1602.00	6102.00
DUES & SUBSCRIPTIONS (EM)	0.00	0.00	0.00	20.00	0.00	-20.00	-20.00
GROUP INSURANCE (EM)	500.00	0.00	41.67	0.00	375.03	375.03	500.00
PROFESSIONAL (EM)	0.00	0.00	0.00	3966.00	0.00	-3966.00	-3966.00
REPAIRS/MAINTENANCE (EM)	0.00	0.00	0.00	1923.20	0.00	-1923.20	-1923.20
SUPPLIES (EM)	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
TELEPHONE (EM)	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
TRAVEL & TRAINING (EM)	500.00	365.43	41.67	376.29	375.03	-1.26	123.71
VEHICLE EXPENSE-GAS	0.00	0.00	0.00	39.32	0.00	-39.32	-39.32
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	30.00	0.00	-30.00	-30.00
TOTAL EMERGENCY MGMT EX	\$ 21000.00	\$ 365.43	\$ 1750.00	\$ 18252.81	\$ 15750.00	\$ -2502.81	\$ 2747.19
TOTAL EXPENDITURES	\$ 1289505.00	\$ 127742.44	\$ 107458.76	\$ 990366.33	\$ 967128.84	\$ -23237.49	\$ 299138.67
NET INCOME -LOSS	\$ 125616.00	\$ 41841.79	\$ 10467.99	\$ 185176.25	\$ 94211.91	\$ 90964.34	\$ 59560.25

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2013

ANNUAL	<--CURRENT	-->	<--	YEAR TO DATE	-->	<--	BUDGET TO DATE	-->
BUDGET	BALANCE	BUDGET	BALANCE	BUDGET	OVER/UNDER	UNEXPENDED		

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 9 month period ended September 30, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
WATER DEPARTMENT							
REVENUES							
GAIN -LOSS ON ASSET SALES\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CERTIFICATES OF PARTICIPA	59500.00	0.00	4958.33	59498.71	44624.97	14873.74	-1.29
INTEREST INCOME	1650.00	85.39	137.50	1344.92	1237.50	107.42	-305.08
METER INSTALLATIONS	5000.00	1950.00	416.67	1950.00	3750.03	-1800.03	-3050.00
MISCELLANEOUS INCOME	1000.00	0.00	83.33	9905.22	749.97	9155.25	8905.22
PENALTY INCOME	20000.00	1691.20	1666.67	14442.73	15000.03	-557.30	-5557.27
TRASH INCOME	180000.00	16516.10	15000.00	137357.24	135000.00	2357.24	-42642.76
WATER SALES - COMMERCIAL	50000.00	2834.08	4166.67	26400.94	37500.03	-11099.09	-23599.06
WATER SALES - RESIDENTIAL	845000.00	67577.60	70416.67	589191.98	633750.03	-44558.05	-255808.02
CUSTOMER DEPOSITS RECEIVE	0.00	0.00	0.00	17640.00	0.00	17640.00	17640.00
TOTAL REVENUES	\$ 1162150.00	\$ 90654.37	\$ 96845.84	\$ 857731.74	\$ 871612.56	\$ -13880.82	\$ -304418.26
EXPENSES							
ADVERTISING	\$ 750.00	\$ 0.00	\$ 62.50	\$ 1093.00	\$ 562.50	\$ -530.50	\$ -343.00
AUDIT	5000.00	0.00	416.67	0.00	3750.03	3750.03	5000.00
BUILDING MAINTENANCE (WAT	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
CAPITAL ASSET EXPENDITURE	170000.00	54851.78	14166.67	391136.13	127500.03	-263636.10	-221136.13
CONTRACT LABOR	2000.00	0.00	166.67	1027.74	1500.03	472.29	972.26
DUES AND SUBSCRIPTIONS	1500.00	0.00	125.00	1392.00	1125.00	-267.00	108.00
EQUIPMENT	40000.00	0.00	3333.33	0.00	29999.97	29999.97	40000.00
FISCAL AGENT FEES	1500.00	0.00	125.00	1050.00	1125.00	75.00	450.00
GROUP INSURANCE	25000.00	2544.02	2083.33	23851.27	18749.97	-5101.30	1148.73
INSURANCE	14000.00	0.00	1166.67	24519.85	10500.03	-14019.82	-10519.85
INTEREST EXPENSE	57129.00	0.00	4760.75	73770.02	42846.75	-30923.27	-16641.02
LEGAL AND PROFESSIONAL	750.00	0.00	62.50	0.00	562.50	562.50	750.00
PROFESSIONAL (WATER)	50000.00	6239.15	4166.67	61512.04	37500.03	-24012.01	-11512.04
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	579.50	0.00	-579.50	-579.50
OFFICE SUPPLIES	13000.00	2113.49	1083.33	18560.16	9749.97	-8810.19	-5560.16
PAYROLL TAXES	25000.00	1674.28	2083.33	11681.04	18749.97	7068.93	13318.96
REPAIRS AND MAINTENANCE	30000.00	630.00	2500.00	10351.04	22500.00	12148.96	19648.96
RETIREMENT PLAN	13000.00	764.07	1083.33	-3781.61	9749.97	13531.58	16781.61
SALARIES	323000.00	21454.62	26916.67	153049.94	242250.03	89200.09	169950.06
SALARIES-OVERTIME	2500.00	431.64	208.33	431.64	1874.97	1443.33	2068.36
SUPPLIES	25000.00	2212.43	2083.33	26814.47	18749.97	-8064.50	-1814.47
SUPPLIES - PROJECT	0.00	60.20	0.00	736.73	0.00	-736.73	-736.73
TRASH EXPENSE	170000.00	15700.34	14166.67	113256.87	127500.03	14243.16	56743.13
TRAVEL AND TRAINING	4500.00	417.50	375.00	1726.90	3375.00	1648.10	2773.10
UTILITIES-ELECTRIC (WATER	80000.00	9314.88	6666.67	67679.80	60000.03	-7679.77	12320.20
UTILITIES-OTHER (WATER)	6000.00	1719.68	500.00	5311.34	4500.00	-811.34	688.66
VEHICLE EXPENSES-GAS	13000.00	824.34	1083.33	7279.13	9749.97	2470.84	5720.87
VEHICLE EXPENSE-OTHER	7500.00	0.00	625.00	2625.17	5625.00	2999.83	4874.83
PRINCIPAL EXPENSE (WATER)	40000.00	0.00	3333.33	80000.00	29999.97	-50000.03	-40000.00
TOTAL EXPENSES	\$ 1121129.00	\$ 120952.42	\$ 93427.41	\$ 1075654.17	\$ 840846.69	\$ -234807.48	\$ 45474.83
NET INCOME -LOSS	\$ 41021.00	\$ -30298.05	\$ 3418.43	\$ -217922.43	\$ 30765.87	\$ -248688.30	\$ -258943.43

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 9 month period ended September 30, 2013

	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	6500.00	0.00	541.67	0.00	4875.03	-4875.03	-6500.00
INTEREST INCOME	1000.00	85.38	83.33	821.71	749.97	71.74	-178.29
PENALTY INCOME	30000.00	2798.95	2500.00	21937.05	22500.00	-562.95	-8062.95
SEWER SALES	1206000.00	102889.25	100500.00	941817.88	904500.00	37317.88	-264182.12
TOTAL REVENUES	\$ 1243500.00	\$ 105773.58	\$ 103625.00	\$ 964576.64	\$ 932625.00	\$ 31951.64	\$ -278923.36
EXPENSES							
ADVERTISING	\$ 100.00	\$ 0.00	\$ 8.33	\$ 419.00	\$ 74.97	\$ -344.03	\$ -319.00
AUDIT	5000.00	0.00	416.67	0.00	3750.03	3750.03	5000.00
BUILDING MAINTENANCE (SEW	500.00	0.00	41.67	42.15	375.03	332.88	457.85
CAPITAL ASSET EXPENDITURE	70000.00	1626.77	5833.33	27131.77	52499.97	25368.20	42868.23
CONTRACT LABOR	1500.00	0.00	125.00	1027.73	1125.00	97.27	472.27
DUES AND SUBSCRIPTIONS	1000.00	0.00	83.33	747.00	749.97	2.97	253.00
EQUIPMENT	45000.00	0.00	3750.00	0.00	33750.00	33750.00	45000.00
FISCAL AGENT FEES	3000.00	0.00	250.00	1050.00	2250.00	1200.00	1950.00
GROUP INSURANCE	25000.00	2544.02	2083.33	20645.50	18749.97	-1895.53	4354.50
HOOK-UP EXPENSE (SEWER)	3000.00	0.00	250.00	0.00	2250.00	2250.00	3000.00
INSURANCE	16000.00	0.00	1333.33	20847.98	11999.97	-8848.01	-4847.98
INTEREST EXPENSE	74170.00	0.00	6180.83	56728.75	55627.47	-1101.28	17441.25
LEGAL AND PROFESSIONAL	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
PROFESSIONAL (SEWER)	25000.00	1847.43	2083.33	8431.83	18749.97	10318.14	16568.17
OFFICE SUPPLIES	18000.00	1833.96	1500.00	18726.99	13500.00	-5226.99	-726.99
PAYROLL TAXES	17800.00	1545.47	1483.33	9499.26	13349.97	3850.71	8300.74
REPAIRS AND MAINTENANCE	10000.00	0.00	833.33	5606.14	7499.97	1893.83	4393.86
RETIREMENT PLAN	9300.00	722.80	775.00	5964.16	6975.00	1010.84	3335.84
SALARIES	232500.00	19804.26	19375.00	124207.70	174375.00	50167.30	108292.30
SALARIES-OVERTIME	2500.00	398.43	208.33	398.43	1874.97	1476.54	2101.57
SPRINGFIELD SEWER CHARGES	420000.00	38574.64	35000.00	312869.74	315000.00	2130.26	107130.26
SUPPLIES	11000.00	650.64	916.67	20721.96	8250.03	-12471.93	-9721.96
TRAVEL AND TRAINING	4500.00	92.50	375.00	1340.26	3375.00	2034.74	3159.74
UTILITIES-ELECTRIC (SEWER	50000.00	5262.02	4166.67	43096.33	37500.03	-5596.30	6903.67
UTILITIES-OTHER (SEWER)	10000.00	1054.41	833.33	9399.71	7499.97	-1899.74	600.29
VEHICLE EXPENSE-GAS	12000.00	824.34	1000.00	8344.02	9000.00	655.98	3655.98
VEHICLE EXPENSE-OTHER	4000.00	18.48	333.33	2775.24	2999.97	224.73	1224.76
PRINCIPAL EXPENSE (SEWER)	60000.00	0.00	5000.00	120000.00	45000.00	-75000.00	-60000.00
TOTAL EXPENSES	\$ 1131870.00	\$ 76800.17	\$ 94322.47	\$ 820021.65	\$ 848902.23	\$ 28880.58	\$ 311848.35
NET INCOME -LOSS	\$ 111630.00	\$ 28973.41	\$ 9302.53	\$ 144554.99	\$ 83722.77	\$ 60832.22	\$ 32924.99

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 9 month period ended September 30, 2013

	ANNUAL	<--CURRENT		--> <--	YEAR TO DATE		<-->	BUDGET TO DATE		<-->
	BUDGET	BALANCE	BUDGET	BALANCE	BUDGET	OVER/UNDER	UNEXPENDED			
REVENUES										
ADULT PROGRAMS	\$ 17000.00	\$ 2736.75	\$ 1416.67	\$ 9141.25	\$ 12750.03	\$ -3608.78	\$ -7858.75			
ADVERTISING INCOME	27500.00	0.00	2291.67	15040.00	20625.03	-5585.03	-12460.00			
CONCESSION INCOME	47500.00	2344.08	3958.33	28867.99	35624.97	-6756.98	-18632.01			
FOURTH OF JULY	3500.00	0.00	291.67	4970.00	2625.03	2344.97	1470.00			
INTEREST INCOME	1000.00	15.86	83.33	210.52	749.97	-539.45	-789.48			
MISCELLANEOUS INCOME	1000.00	0.00	83.33	2293.16	749.97	1543.19	1293.16			
MOBILE PHONE TOWER	11600.00	1045.29	966.67	9274.69	8700.03	574.66	-2325.31			
PARK FEES	1250.00	0.00	104.17	0.00	937.53	-937.53	-1250.00			
REAL ESTATE TAXES	54575.00	0.00	4547.92	52616.22	40931.28	11684.94	-1958.78			
FACILITY INCOME	47500.00	2718.00	3958.33	27612.47	35624.97	-8012.50	-19887.53			
SALES TAX	475000.00	51151.25	39583.33	352825.20	356249.97	-3424.77	-122174.80			
SALES TAX - CAP IMP	100000.00	0.00	8333.33	22612.97	74999.97	-52387.00	-77387.03			
SPECIAL EVENT INCOME	11000.00	0.00	916.67	202.50	8250.03	-8047.53	-10797.50			
SWIM POOL INCOME	100000.00	1291.12	8333.33	65181.09	74999.97	-9818.88	-34818.91			
YOUTH PROGRAMS	150000.00	7497.81	12500.00	112557.48	112500.00	57.48	-37442.52			
TOTAL REVENUES	\$ 1048425.00	\$ 68800.16	\$ 87368.75	\$ 703405.54	\$ 786318.75	\$ -82913.21	\$ -345019.46			

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 9 month period ended September 30, 2013

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> TO DATE UNEXPENDED
EXPENDITURES							
ADVERTISING	\$ 1000.00	\$ 0.00	\$ 83.33	\$ 1073.59	\$ 749.97	\$ -323.62	\$ -73.59
BUILDING MAINTENANCE (PAR	1000.00	0.00	83.33	597.23	749.97	152.74	402.77
CAPITAL ASSET EXPENDITURE	40000.00	0.00	3333.33	15581.00	29999.97	14418.97	24419.00
CAPITAL ASSET EXP-EQUIPME	0.00	0.00	0.00	-30321.00	0.00	-30321.00	-30321.00
CHEMICALS	8000.00	0.00	666.67	10253.33	6000.03	-4253.30	-2253.33
CONCESSIONS	25000.00	772.90	2083.33	16195.63	18749.97	2554.34	8804.37
CONTRACT LABOR	7000.00	-1706.53	583.33	5495.12	5249.97	-245.15	1504.88
DUES AND SUBSCRIPTIONS	0.00	50.00	0.00	95.00	0.00	-95.00	-95.00
EQUIPMENT-SPORTS (PARK)	0.00	0.00	0.00	160.93	0.00	-160.93	-160.93
FIREWORKS	8000.00	0.00	666.67	14822.18	6000.03	-8822.15	-6822.18
FISCAL AGENT FEES	4000.00	0.00	333.33	3696.75	2999.97	-696.78	303.25
GROUP INSURANCE	25000.00	1554.33	2083.33	12680.80	18749.97	6069.17	12319.20
INSURANCE	20000.00	0.00	1666.67	34356.32	15000.03	-19356.29	-14356.32
INTEREST EXPENSE	251640.00	456.24	20970.00	128110.75	188730.00	60619.25	123529.25
LANDSCAPING	1000.00	0.00	83.33	231.03	749.97	518.94	768.97
LEASE PAYMENTS	145000.00	0.00	12083.33	115000.00	108749.97	-6250.03	30000.00
LEGAL	1500.00	413.00	125.00	525.00	1125.00	600.00	975.00
PROFESSIONAL	8000.00	246.50	666.67	9532.09	6000.03	-3532.06	-1532.09
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	294.54	0.00	-294.54	-294.54
OFFICE SUPPLIES	5500.00	415.47	458.33	7092.56	4124.97	-2967.59	-1592.56
PAYROLL TAXES	23500.00	2399.07	1958.33	22358.96	17624.97	-4733.99	1141.04
REPAIRS AND MAINTENANCE	10000.00	462.58	833.33	2873.27	7499.97	4626.70	7126.73
RETIREMENT PLAN	5000.00	195.52	416.67	634.90	3750.03	3115.13	4365.10
SALARIES	180000.00	21047.11	15000.00	135019.09	135000.00	-19.09	44980.91
SALARIES-SEASONAL	127500.00	10312.23	10625.00	153121.80	95625.00	-57496.80	-25621.80
SALARIES-OVERTIME	1000.00	0.00	83.33	66.00	749.97	683.97	934.00
SUPPLIES-GENERAL (PARK)	6000.00	375.47	500.00	8393.26	4500.00	-3893.26	-2393.26
SUPPLIES-SPORTS (PARK)	18000.00	1338.90	1500.00	12123.26	13500.00	1376.74	5876.74
SUPPLIES-AQUATIC (PARK)	7500.00	0.00	625.00	12813.13	5625.00	-7188.13	-5313.13
SUPPLIES-SPECIAL ACTIVITY	19000.00	2691.53	1583.33	11131.54	14249.97	3118.43	7868.46
SUPPLIES - GROUNDS	500.00	43.50	41.67	1231.26	375.03	-856.23	-731.26
TELEPHONE	7000.00	577.85	583.33	5773.46	5249.97	-523.49	1226.54
TRAVEL AND TRAINING	2000.00	253.50	166.67	1774.44	1500.03	-274.41	225.56
UTILITIES-ELECTRIC (PARK)	48000.00	6599.75	4000.00	37020.37	36000.00	-1020.37	10979.63
UTILITIES-GAS	6000.00	118.80	500.00	2853.97	4500.00	1646.03	3146.03
UTILITIES-OTHER (PARK)	2500.00	347.60	208.33	2446.98	1874.97	-572.01	53.02
VEHICLE EXPENSE-GAS	2500.00	853.09	208.33	3162.39	1874.97	-1287.42	-662.39
VEHICLE EXPENSE-OTHER	2750.00	235.28	229.17	940.32	2062.53	1122.21	1809.68
PRINCIPAL EXPENSE (MID-MO	34000.00	34000.00	2833.33	68000.00	25499.97	-42500.03	-34000.00
TOTAL EXPENDITURES	\$ 1054390.00	\$ 84053.69	\$ 87865.80	\$ 887853.25	\$ 790792.20	\$ -97061.05	\$ 166536.75
NET INCOME -LOSS	\$ -5965.00	\$ -15253.53	\$ -497.05	\$ -184447.71	\$ -4473.45	\$ -179974.26	\$ -178482.71

UNAUDITED

**CITY OF WILLARD
BOARD OF ALDERMEN**



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

ACTION REQUIRED: INFORMATION ONLY

September 2013 Financial Summaries

	2013 Budgeted			2013 Projected			Cumulative Gains or (Losses) Per Fund
	Expenses Annual Budget	Expended As of Sept 30, 2013	% Used	Revenues Annual Budget	Received As of Sept 30, 2013	% Rec'd	
General Fund							
General City Administration	\$253,400.00	\$233,260.66	92.1%				
Law and Public Safety Division	\$675,250.00	\$547,191.26	81.0%				
Street Division	\$270,555.00	\$142,361.35	52.6%				
Planning & Development Division	\$68,300.00	\$49,300.25	72.2%				
Emergency Management Division	\$21,000.00	\$18,252.81	86.9%				
Sub-Total	\$1,288,505.00	\$990,366.33	76.9%	\$1,415,121.00	\$1,175,542.58	83.1%	\$185,176.25
Park Fund							
Water Fund	\$1,020,390.00	\$887,853.25	87.0%	\$1,048,425.00	\$703,405.54	67.1%	(\$184,447.71)
Sewer Fund	\$1,121,129.00	\$1,075,654.17	95.9%	\$1,162,150.00	\$857,731.74	73.8%	(\$217,922.43)
Totals	\$1,131,870.00	\$820,021.65	72.4%	\$1,243,500.00	\$964,576.64	77.6%	\$144,554.99
Totals	\$4,561,894.00	\$3,773,895.40	82.7%	\$4,869,196.00	\$3,701,256.50	76.0%	(\$72,638.90)
	Total Reserves Available As of January 1, 2013			Total Operating Cash As of Sept 30, 2013			Total Reserves Available As of Sept 30, 2013
General Fund	\$173,905.36			\$42,786.18			\$299,460.65
Water & Sewer Fund	\$648,540.31			\$165,527.71			\$760,951.81
Park Fund	\$229,679.04			\$30,783.59			\$155,589.93

Revenues by Month

	2013		July	Aug	Sept	Oct	Nov	Dec
	Budget							
General Fund	\$1,415,121.00	\$124,287.75	\$94,425.18	\$169,584.23				
Cumm. Total		\$911,533.17	\$1,005,958.35	\$1,175,542.58	83.1%	0.0%	0.0%	0.0%
Water	\$1,162,150.00	\$104,557.45	\$99,720.38	\$90,654.37				
Cumm. Total		\$667,356.99	\$767,077.37	\$857,731.74	73.8%	0.0%	0.0%	0.0%
Sewer	\$1,243,500.00	\$111,814.74	\$109,415.89	\$105,773.58				
Cumm. Total		\$749,387.17	\$858,803.06	\$964,576.64	77.6%	0.0%	0.0%	0.0%
Parks	\$1,048,425.00	\$96,756.04	\$50,910.57	\$68,800.16				
Cumm. Total		\$583,694.81	\$634,605.38	\$703,405.54	67.1%	0.0%	0.0%	0.0%
Totals	\$4,869,196.00	\$437,415.98	\$354,472.02	\$434,812.34				
Cumm. Total		\$2,911,972.14	\$3,266,444.16	\$3,701,256.50	76.0%	\$0.00	\$0.00	\$0.00
		59.8%	67.1%	76.0%	76.0%	76.0%	76.0%	76.0%

REVENUE SOURCES	2013 Projected Revenues	Received As of Sept 30, 2013	% of Projected Revenues Collected to Date
General Fund			
Asset Sales	\$0	0.00	
Building Permits	20,000.00	20,261.54	101.3%
Cable TV Franchise Fees	18,000.00	11,965.20	66.5%
County Road & Bridge Tax	27,921.00	27,920.97	100.0%
Electric Franchise Fees	235,000.00	171,117.18	72.8%
Gas Franchise Fees	50,000.00	32,684.40	65.4%
Grant Revenues	9,000.00	7,370.63	N/A
Interest Income	1,500.00	1,052.81	70.2%
Law Enforcement Sales Tax	24,000.00	13,853.00	57.7%
Merchant Licenses	5,100.00	2,364.50	46.4%
Miscellaneous Revenues	1,500.00	12,953.17	863.5%
Mobile Phone Lease Fees	60,000.00	44,909.03	74.8%
Motor Vehicle Fuel Taxes	187,200.00	144,414.36	77.1%
Planning And Zoning	5,000.00	1,196.70	23.9%
Real Estate Taxes	178,400.00	158,699.11	89.0%
Recycling Center	1,000.00	0.00	0.0%
Sales & Use Taxes	420,000.00	376,265.97	89.6%
Sales Tax - Capital Improvement	85,000.00	80,853.18	0.0%
State LET Account	500.00	0.00	0.0%
Traffic Court Fines	85,000.00	67,300.83	79.2%
Trash Income	0.00	0.00	0.0%
Veterans' Memorial	1,000.00	360.00	36.0%
Totals	\$1,415,121.00	\$1,175,542.58	83.1%

REVENUE SOURCES	2013 Projected Revenues	Received As of Sept 30, 2013	% of Projected Revenues Collected to Date
Water Fund			
Asset Sales	0.00	0.00	N/A
Certificates of Participation	59,500.00	59,498.71	N/A
Grant Receipts	0.00	0.00	N/A
Interest Income	1,650.00	1,344.92	81.5%
Meter Installations	5,000.00	1,950.00	39.0%
Miscellaneous Revenues	1,000.00	9,905.22	990.5%
Penalty Income	20,000.00	14,442.73	72.2%
Trash Income	180,000.00	137,357.24	76.3%
Water Sales - Commercial	50,000.00	26,400.94	52.8%
Water Sales - Residential	845,000.00	589,191.98	69.7%
Customer Deposits Rec.		17,640.00	
	1,162,150.00	857,731.74	73.8%
Sewer Fund			
Development Lift Station Fees	0.00	0.00	N/A
Asset Sales	0.00	0.00	N/A
Certificate of Participation	0.00	0.00	N/A
Hook-up Fees Received	6,500.00	0.00	0.0%
Interest Income	1,000.00	821.71	82.2%
Miscellaneous Revenues	0.00	0.00	0.0%
Penalty Income	30,000.00	21,937.05	1.0%
Sewer Sales	1,206,000.00	941,817.88	78.1%
	1,243,500.00	964,576.64	77.6%

REVENUE SOURCES	Projected Revenue	Received As of Sept 30, 2013	% of Projected Revenues Collected to Date
Park Fund			
Adult Program Fees	17,000.00	9,141.25	53.8%
Advertising Income	27,500.00	15,040.00	54.7%
Asset Sales	0.00	0.00	N/A
Certificates of Participation	0.00	0.00	N/A
Concession Income	47,500.00	28,867.99	60.8%
Fourth of July	3,500.00	4,970.00	0.0%
Grant Receipts	0.00	0.00	0.0%
Interest Income	1,000.00	210.52	21.1%
Miscellaneous Revenues	1,000.00	2,293.16	229.3%
Mobile Phone Tower Fees	11,600.00	9,274.69	80.0%
Park Fees	1,250.00	0.00	N/A
Real Estate Taxes	54,575.00	52,616.22	96.4%
Facility Rental Income	47,500.00	27,612.47	58.1%
Sales Tax	475,000.00	352,825.20	74.3%
Sales Tax - Capital Improvement	100,000.00	22,612.97	22.6%
Special Event Income	11,000.00	202.50	1.8%
Swimming Pool Income	100,000.00	65,181.09	65.2%
Youth Programs	150,000.00	112,557.48	75.0%
Transfers In or Out	0.00	0.00	0.0%
	1,048,425.00	703,405.54	67.1%

Expenses	2013 Budget	JAN	FEB	MAR	APR	MAY	JUN	
General City Governme	\$221,400.00	\$15,788.23	\$15,830.80	\$20,514.99	\$28,728.89	\$18,015.04	\$39,340.39	17.8%
Cumm. Total		\$15,788.23	\$31,619.03	\$52,358.64	\$81,087.53	\$99,102.57	\$138,442.96	
Law & Public Safety	\$691,350.00	\$44,799.43	\$68,836.37	\$49,711.22	\$63,980.39	\$48,000.46	\$99,928.99	14.5%
Cumm. Total		\$44,799.43	\$113,635.80	\$164,016.95	\$227,906.46	\$275,906.92	\$375,835.91	
Water	\$951,659.00	\$122,689.83	\$66,345.39	\$61,485.43	\$118,220.97	\$44,790.13	\$218,988.81	23.0%
Cumm. Total		\$122,689.83	\$189,035.22	\$267,038.14	\$408,799.00	\$453,589.13	\$672,577.94	
Sewer	\$1,140,626.00	\$57,728.08	\$39,984.35	\$76,443.40	\$102,003.62	\$64,817.38	\$40,948.99	3.6%
Cumm. Total		\$57,728.08	\$97,712.43	\$175,015.14	\$292,280.36	\$357,097.74	\$398,046.73	
Streets	\$459,800.00	\$26,499.78	\$16,092.85	\$9,700.09	\$8,359.28	\$16,717.72	\$33,482.49	7.3%
Cumm. Total		\$26,499.78	\$42,592.63	\$52,277.97	\$60,637.25	\$77,354.97	\$110,837.46	
Planning & Developme	\$83,600.00	\$4,681.55	\$4,796.75	\$5,281.11	\$7,011.83	\$5,128.16	\$5,103.52	6.1%
Cumm. Total		\$4,681.55	\$9,478.30	\$14,937.28	\$21,949.11	\$27,077.27	\$32,180.79	
Parks	\$1,033,090.00	\$30,678.63	\$30,063.85	\$28,429.54	\$58,776.72	\$298,370.59	\$143,773.33	13.9%
Cumm. Total		\$30,678.63	\$60,742.48	\$94,087.16	\$160,698.87	\$459,069.46	\$602,842.79	
Emergency Manageme	\$20,500.00	\$10.00	\$7,932.00	\$0.00	\$30.00	\$3,966.00	\$1,923.20	9.4%
Cumm. Total		\$10.00	\$7,942.00	\$7,942.00	\$7,972.00	\$11,938.00	\$13,861.20	
Totals	\$4,602,025.00	\$302,875.53	\$249,882.36	\$251,565.78	\$387,111.70	\$499,805.48	\$583,489.72	
Cumm. Total		\$302,875.53	\$552,757.89	\$827,673.28	\$1,214,784.98	\$1,714,590.46	\$2,344,625.78	50.9%

Expenses	2013 Budget	JUL	AUG	SEPT	OCT	NOV	DEC
General City Govt	\$253,400.00	\$25,762.41	\$30,422.07	\$38,794.19			
Cumm. Total		\$164,044.40	\$194,466.47	\$233,260.66	92.1%	0.0%	0.0%
Law	\$675,250.00	\$48,529.16	\$54,662.89	\$68,102.12			
Cumm. Total		\$424,426.25	\$479,089.14	\$547,191.26	81.0%	0.0%	0.0%
Water	\$1,121,129.00	\$84,563.55	\$197,560.26	\$120,952.42			
Cumm. Total		\$757,141.49	\$954,701.75	\$1,075,654.17	95.9%	0.0%	0.0%
Sewer	\$1,131,870.00	\$83,005.04	\$262,169.71	\$76,800.17			
Cumm. Total		\$481,051.77	\$743,221.48	\$820,021.65	72.4%	0.0%	0.0%
Streets	\$270,555.00	\$8,409.81	\$9,622.99	\$13,491.09			
Cumm. Total		\$119,247.27	\$128,870.26	\$142,361.35	52.6%	0.0%	0.0%
Plan & Dev	\$68,300.00	\$4,984.25	\$5,145.60	\$6,989.61			
Cumm. Total		\$37,165.04	\$42,310.64	\$49,300.25	72.2%	0.0%	0.0%
Parks	\$1,020,390.00	\$88,963.25	\$111,993.52	\$84,053.69			
Cumm. Total		\$691,806.04	\$803,799.56	\$887,853.25	87.0%	0.0%	0.0%
Emg Mgmt	\$21,000.00	\$4,026.18	\$0.00	\$365.43			
Cumm. Total		\$17,887.38	\$17,887.38	\$18,252.81	86.9%	0.0%	0.0%
Totals	\$4,561,894.00	\$348,243.65	\$671,577.04	\$409,548.72			
Cumm. Total		\$348,243.65	\$3,364,346.68	\$3,773,895.40	82.7%	\$0.00 0.0%	\$0.00 0.0%

GENERAL FUND SALES TAX RECEIPT SUMMARY

	2010			2011			2012			2013		
	Cap Imp	Use	City	Cap Imp	Use	City	Use	City	Cap Imp	Use	City	
January	\$13,631.13	\$2,958.92	\$29,324.69	\$15,072.94	\$2,279.42	\$30,146.24	\$1,768.60	\$33,483.17	681.53	3,209.09	33,985.66	
February	\$8,175.93	\$2,251.81	\$18,484.84	\$7,955.56	\$2,107.10	\$15,911.22	\$2,062.28	\$13,404.52	1,943.35	3,425.99	19,050.62	
March	\$14,456.14	\$1,534.82	\$34,012.04	12540.67	\$732.52	\$25,081.47	\$4,092.52	\$39,842.27	5,464.13	2,689.20	32,769.61	
April	\$12,341.47	\$1,586.13	\$28,889.71	\$21,884.75	\$2,296.75	\$43,769.88	\$ 4,452.07	\$ 39,157.37	18,151.43	4,354.77	36,481.17	
May	\$7,266.11	\$2,873.03	\$16,213.88	\$8,237.29	\$1,835.59	\$16,474.72	\$ 1,946.00	\$ 13,400.75	11,094.36	3,465.20	22,559.31	
June	\$20,360.88	\$1,771.08	\$44,333.95	\$18,716.02	\$1,528.83	\$37,432.07	\$ 3,091.17	\$ 50,210.58	25,572.76	3,513.41	57,062.10	
July	\$12,092.52	\$1,776.69	\$26,480.19	\$21,859.33	\$2,666.11	\$43,718.78	\$ 3,611.87	\$ 38,178.36	18,191.91	2,834.53	36,560.93	
August	\$8,447.23	\$1,212.55	\$16,811.43	\$7,307.79	\$1,482.91	\$14,615.76	\$ 5,039.10	\$ 12,316.99	7,102.34	2,658.87	14,132.92	
September	\$20,478.16	\$1,582.23	\$48,071.83	\$24,888.43	\$1,802.43	\$49,777.16	\$ 4,502.96	\$ 55,221.06	29,318.49	2,719.35	58,600.00	
October	\$15,967.59	\$1,698.03	\$35,731.74	\$15,117.62	\$1,498.90	\$30,235.22	\$ 4,259.19	\$ 30,204.24	14,230.05	1,500.56	28,485.39	
November	\$6,580.69	\$1,726.15	\$13,658.64	\$8,175.80	\$1,611.64	\$18,500.67	3,463.33	17,591.62				
December	\$20,437.77	\$1,602.46	\$46,195.67	\$23,396.98	\$3,821.10	\$46,794.05	\$ 3,167.11	47,545.21				
Totals	\$160,235.62	\$22,573.90	\$358,208.61	\$185,153.18	\$23,663.30	\$372,457.24	\$41,456.20	\$390,556.14	131,750.35	30,370.97	339,687.71	
	\$541,018.13			\$581,273.72			\$432,012.34				501,809.03	

380782.51

396120.54

PARK FUND SALES TAX RECEIPT SUMMARY

	2011			2012				2013					
	County	Use	Park	Cap Imp	Use	County		Park	Cap Imp	Use	County		Park
						I	II				I	II	
January	17329.97	1139.70	14588.49	15607.35	884.30	8883.77	17738.49	16741.44	16992.77	1604.54	8334.69	8172.21	14829.92
									112.56				
February	16655.67	1053.55	7088.69	6785.70	1031.14	7123.76	14234.70	6187.95	7581.91	1713.00	9971.03	10000.50	9510.39
March	14293.71	366.26	11008.51	19921.20	2046.24	9455.41	18875.91	17133.46	10925.07	1344.60	8795.01	8766.81	14328.39
April	28682.82	1148.37	17577.62	17046.56	2226.03	9854.90	19683.45	19490.92	89.21	2177.38	6561.60	6592.09	14654.62
May	20016.07	917.79	7441.19	6720.17	973.16	5570.98	11430.80	6700.39	185.25	1732.60	10433.43	10452.26	10689.62
June	27813.84	764.42	16104.56	23339.54	1545.59	10928.80	21692.49	25105.42	2958.29	1756.71	9657.14	9672.67	25848.72
July	31301.43	1333.06	20684.35	16986.07	1805.93	9317.68	18629.16	19086.96	88.58	1417.27	6010.08	6032.09	16374.78
August	16096.76	741.45	7006.74	6158.28	2519.55	6041.87	11391.58	5644.29	0.00	1329.44	11778.61	11801.36	6609.08
				2306.39									
September	37465.80	901.21	21007.07	27610.32	2251.48	10901.10	14060.69	24465.87	0.00	1359.67	8198.16	8227.06	26211.61
				14874.06									
October	25674.48	749.45	13361.07	15102.13	2129.59	8373.27	16588.52	12896.23		750.28			12810.58
				14410.67									
November	18147.25	805.82	9250.27	8795.78	1731.66	6640.94	6620.36	6896.49					
				8112.16									
December	30661.36	1910.54	21028.39	23772.49	1583.56	7972.34	7998.91	10369.53					
				22263.51									
Totals	284139.16	11831.62	166146.95	249812.38	20728.23	101064.82	178945.06	170718.95	38933.64	15185.49	79739.75	79717.05	151867.71

Motor Fuel Tax

	2011	2012	2013
January	\$ 9,785.47	\$ 14,937.92	\$ 15,755.00
February	\$ 10,049.94	\$ 15,380.44	\$ 14,612.19
March	\$ 8,928.60	\$ 14,734.66	\$ 14,192.64
April	\$ 9,792.87	\$ 15,755.88	\$ 15,615.25
May	\$ 10,593.43	\$ 15,986.75	\$ 15,971.44
June	\$ 9,954.01	\$ 16,051.17	\$ 17,248.80
July	\$ 10,492.08	\$ 16,539.51	\$ 15,188.07
August	\$ 10,200.12	\$ 16,386.28	\$ 16,623.05
September	\$ 11,208.41	\$ 16,148.03	\$ 16,437.34
October	\$ 10,307.43	\$ 16,512.64	\$ 16,995.21
November	\$ 9,620.78	\$ 15,391.24	
December	\$ 10,082.28	\$ 15,708.84	
	\$ 121,015.42	\$ 189,533.36	\$ 158,638.99

**CITY OF WILLARD
BOARD OF ALDERMEN**



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

ACTION REQUIRED: APPROVAL REQUESTED

October 2013 Outstanding Invoices

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number		Total Due
ACE150	AC ELECTRICAL SYSTEMS, INC.	133070SE	10/08/13	11/15/13	RREPAIR CHATTER BO	2	1876	1103.99
ACE150	AC ELECTRICAL SYSTEMS, INC.	133162SE	10/17/13	11/15/13	REPAIR LIFT MEADOW	2	1876	479.32
ACE150	AC ELECTRICAL SYSTEMS, INC.	133164WA	10/11/13	11/15/13	INSTRUCT RESET#2	2	876	60.00
Vendor Total								1643.31
APC100	APAC Missouri, Inc	208189ST	10/03/13	11/15/13	D MIX/RAP	1	2935	608.72
BLD150	BLUEDOG GRAPHIX	121771PK	10/07/13	11/15/13	BANNER HALLOWEEN	1	1876	158.00
BRC100	BEST REFRIGERATION CO. INC,	135071PK	10/08/13	11/15/13	ICE MACHINE	3	810	2673.82
CAR150	CARTER WATERS CONSTRUCTION MAT	33SE	10/15/13	11/15/13	FLAGGING	2	1935	35.13
CAR150	CARTER WATERS CONSTRUCTION MAT	33WA	10/15/13	11/15/13	FLAGGING	2	935	58.55
Vendor Total								93.68
CIT105	CITY OF WILLARD	118160301LW	10/25/13	11/15/13	UTILITIES	1	1959	14.12
CIT105	CITY OF WILLARD	301170001GN	10/25/13	11/15/13	UTILITIES	1	959	46.59
Vendor Total								60.71
COM380	COMMERCE TRUST COMPANY	800047417PK	10/10/13	11/15/13	INTEREST CERT 2003	3	870	26565.00
COM380	COMMERCE TRUST COMPANY	800047615PK	10/10/13	11/15/13	INTEREST SRS2008B	3	870	91590.06
Vendor Total								118155.06
COMMEM	COMMERCE CREDIT CARD SERVICES	10072013EM	10/07/13	11/15/13	TRAVEL EXPENSE	1	5945	60.39
COMMGN	COMMERCE CREDIT CARD SERVICES	092613GN	9/26/13	11/15/13	E-MAIL & APPS	1	876	120.00
COMMGN	COMMERCE CREDIT CARD SERVICES	876082GN	10/21/13	11/15/13	CLOUD STORAGE	1	876	50.00
COMMGN	COMMERCE CREDIT CARD SERVICES	1557182GN	9/30/13	11/15/13	AD FOR OPEN POSITI	1	800	419.00
COMMGN	COMMERCE CREDIT CARD SERVICES	9202013GN	9/20/13	11/15/13	OFFICE SUPPLIES	1	885	42.85
COMMGN	COMMERCE CREDIT CARD SERVICES	9252013GN	9/25/13	11/15/13	OUTLET FEE	1	959	20.00
COMMGN	COMMERCE CREDIT CARD SERVICES	09162013GN	9/16/13	11/15/13	UTILITIES	1	958	84.61
COMMGN	COMMERCE CREDIT CARD SERVICES	09262013GN	9/26/13	11/15/13	COPY PAPER	1	885	80.28
COMMGN	COMMERCE CREDIT CARD SERVICES	10092013GN	10/09/13	11/15/13	POSTAGE PAYABLES	1	885	20.71
COMMGN	COMMERCE CREDIT CARD SERVICES	10102013GN	10/10/13	11/15/13	POSTAGE	1	885	31.60
COMMGN	COMMERCE CREDIT CARD SERVICES	10102013GN	10/10/13	11/15/13	TRAVEL REGIONAL	1	945	9.99
COMMGN	COMMERCE CREDIT CARD SERVICES	10112013GN	10/11/13	11/15/13	TRAINING REGIONAL	1	945	9.61
Vendor Total								888.65
COMMLW	COMMERCE CREDIT CARD SERVICES	171100LW	9/26/13	11/15/13	ATTORNEY FEES	1	1875	3390.11
COMMLW	COMMERCE CREDIT CARD SERVICES	09262013LW	9/26/13	11/15/13	OFFICE SUPPLY	1	1885	51.96
COMMLW	COMMERCE CREDIT CARD SERVICES	10092013LW	10/09/13	11/15/13	POSTAGE PAYABLES	1	1885	2.75
COMMLW	COMMERCE CREDIT CARD SERVICES	10102013LW	10/10/13	11/15/13	POSTAGE	1	1885	44.80
COMMLW	COMMERCE CREDIT CARD SERVICES	10112013LW	10/11/13	11/15/13	FLOOR CLEAN MACHIN	1	1885	127.99
Vendor Total								3617.61
COMMPK	COMMERCE CREDIT CARD SERVICES	09162013PK	9/16/13	11/15/13	UTILITIES	3	958	241.12
COMMPK	COMMERCE CREDIT CARD SERVICES	09202013PK	9/20/13	11/15/13	POSTAGE	3	938	3.32
COMMPK	COMMERCE CREDIT CARD SERVICES	09232013PK	9/23/13	11/15/13	CAMP SUPPLIES	3	938	92.00
COMMPK	COMMERCE CREDIT CARD SERVICES	10092013PK	10/09/13	11/15/13	POSTAGE PAYABLES	3	885	9.66
COMMPK	COMMERCE CREDIT CARD SERVICES	10102013PK	9/30/13	11/15/13	SECURITY POOL	3	959	69.95
COMMPK	COMMERCE CREDIT CARD SERVICES	10102013PK	10/10/13	11/15/13	POSTAGE	3	885	2.76
COMMPK	COMMERCE CREDIT CARD SERVICES	2143596623PK	10/01/13	11/15/13	FITNESS CENTER	3	959	94.99
Vendor Total								513.80
COMMSE	COMMERCE CREDIT CARD SERVICES	9202013SE	9/20/13	11/15/13	OFFICE SUPPLIES	2	1885	55.74
COMMSE	COMMERCE CREDIT CARD SERVICES	09162013SE	9/16/13	11/15/13	UTILITIES	2	1959	85.79
COMMSE	COMMERCE CREDIT CARD SERVICES	10082013SE	10/08/13	11/15/13	TRAINING MODNR	2	1945	45.00
COMMSE	COMMERCE CREDIT CARD SERVICES	10092013SE	10/09/13	11/15/13	POSTAGE REMINDER	2	1885	12

CITY OF WILLARD
Unpaid Invoice Listing
October 25, 2013

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
FER100	Ferguson Enterprises	0410683WA	10/11/13	11/15/13	METER PITS	2 935	331.00
FOU325	FOURAKER PRINTING CO.	10124SE	10/17/13	11/15/13	BILL ENVELOPES	2 1885	122.50
FOU325	FOURAKER PRINTING CO.	10124WA	10/17/13	11/15/13	BILL ENVELOPES	2 885	122.50
					Vendor Total		245.00
GCH100	GREENE CO HEALTH DEPT	440WA	10/17/13	11/15/13	WATER TESTS	2 876	117.00
GSG100	Graystone Graphics, Inc	179026PK	7/16/13	11/15/13	T SHIRT JULY 2013	3 936	83.00
GUL345	GULF STATE DISTRIBUTORS	1179733LW	10/22/13	11/15/13	AMMO 30 CAL CARBIN	1 1935	418.00
GUT350	GUTH LABORATORIES	1350202LW	10/08/13	11/15/13	PREMIX SOLUTION	1 1935	57.30
HAW145	HAWKINS INC.	3523747WA	10/08/13	11/15/13	CHLORINE CYLINDER	2 935	495.36
HIL100	HILLYARD JANITORIAL SUPPLY	886811LW	10/11/13	11/15/13	PAPER TOWELS	1 1885	73.42
IRW150	Irwin Printing	131265PK	10/02/13	11/15/13	POSTER HALLOWEEN	3 938	112.50
LOW505	LOWES CREDIT SERVICES	9272013PK	9/27/13	11/15/13	EDGER BLADE	3 935	13.28
MCB150	MCBEE SYSTEMS	42630814GN	10/07/13	11/15/13	DEPOSIT SLIPS	1 885	30.95
MCB150	MCBEE SYSTEMS	42630814WA	10/07/13	11/15/13	CHECKS W/S	2 885	72.50
					Vendor Total		103.45
MLF100	MAILFINANCE	4250004SE	10/09/13	11/15/13	FOLDING MACHINE	2 1885	105.01
MLF100	MAILFINANCE	4250004WA	10/09/13	11/15/13	FOLDING MACHINE	2 885	105.01
					Vendor Total		210.02
MPI150	MELTON PROPANE, INC.	11502PK	10/23/13	11/15/13	PROPANE	3 959	299.80
MPRI00	Midwest Public Risk	13GLO379WA	10/15/13	11/15/13	CLAIM LOSS	2 900	1000.00
MUR460	MURFIN'S MARKET	10182013PK	10/18/13	11/15/13	CONCESSIONS	3 820	27.90
OIS160	ONLINE INFORMATION SERVICES	527661SE	10/16/13	11/15/13	UTILITY REPORT	2 1876	79.65
OIS160	ONLINE INFORMATION SERVICES	527661WA	10/16/13	11/15/13	UTILITY REPORTS	2 876	79.65
					Vendor Total		159.30
OLC150	ON LINE COLLECTIONS	136800024WA	10/16/13	11/15/13	COLLECTIONS	2 876	40.85
ORE145	O'REILLY'S AUTO PARTS	264879WA	10/01/13	11/15/13	OIL & FILTERS	2 935	55.79
ORE145	O'REILLY'S AUTO PARTS	264893SE	10/01/13	11/15/13	BRUSH & OIL	2 1935	25.67
ORE145	O'REILLY'S AUTO PARTS	265161PK	10/03/13	11/15/13	FILTER ELE	3 900	14.28
ORE145	O'REILLY'S AUTO PARTS	265326WA	10/04/13	11/15/13	GLASS CLEANER	2 935	3.49
ORE145	O'REILLY'S AUTO PARTS	265808SE	10/07/13	11/15/13	OIL FILTER	2 1935	12.94
ORE145	O'REILLY'S AUTO PARTS	265842SE	10/07/13	11/15/13	AIR FILTER	2 1935	26.82
ORE145	O'REILLY'S AUTO PARTS	265843SE	10/07/13	11/15/13	AIR FILTER	2 1935	26.82
ORE145	O'REILLY'S AUTO PARTS	266024PK	10/08/13	11/15/13	DRAIN COCK	3 935	1.88
ORE145	O'REILLY'S AUTO PARTS	266046SE	10/08/13	11/15/13	SPREADER & SUPPLY	2 1935	19.99
ORE145	O'REILLY'S AUTO PARTS	267212WA	10/15/13	11/15/13	ALTERNATOR	2 965	81.22
ORE145	O'REILLY'S AUTO PARTS	267344SE	10/15/13	11/15/13	PARTS	2 1965	10.28
ORE145	O'REILLY'S AUTO PARTS	267389PK	10/16/13	11/15/13	TIRE GAUGE	3 965	4.09
					Vendor Total		283.27
OZA255	OZARKS COCA COLA	595627PK	10/08/13	11/15/13	CONCESSION	3 820	205.08
OZA255	OZARKS COCA COLA	597825WA	10/18/13	11/15/13	SODA- OFFICE	2 885	108.60
OZA255	OZARKS COCA COLA	13866264PK	10/01/13	11/15/13	FOUNTAIN WEATHERIZ	3 876	107.17
					Vendor Total		420.85
OZA280	Ozark Greenways, Inc	11022013SE	11/02/13	11/15/13	RENT	2 1885	250.00
OZA280	Ozark Greenways, Inc	11022013WA	11/02/13	11/15/13	RENT	2 885	250.00
					Vendor Total		500.00
PAS100	PLAY IT AGAIN SPORTS	936PK	10/01/13	11/15/13	VOLLEYBALLS	3 936	280.00
RAC450	RACE BROS. FARM SUPPLY, INC.	657910SE	10/17/13	11/15/13	REPAIR GRASS SEED	2 1935	55.99
RAC450	RACE BROS. FARM SUPPLY, INC.	657910WA	10/17/13	11/15/13	REPAIR GRASS SEED	2 935	55.99
					Vendor Total		111.98
REX380	REX SMITH OIL CO.	77017SE	10/15/13	11/15/13	DIESEL	2 1960	590.45
REX380	REX SMITH OIL CO.	77017WA	10/15/13	11/15/13	DIESEL	2 960	590.45
REX380	REX SMITH OIL CO.	10082013PK	10/08/13	11/15/13	DIESEL	3 935	308.05
					Vendor Total		1488.95
SCO150	SCOTT GROSS CO.INC.	2993295ST	10/08/13	11/15/13	ACETYLENE	1 2935	30.05
SIR310	SIRCHIE FINGER PRINT LABS	139390LW	10/09/13	11/15/13	SUPPLIES TAPE	1 1885	85.45
SJD100	Saint Joe Distributing	31023067PK	10/23/13	11/15/13	CONCESSIONS	3 820	38.69

CITY OF WILLARD
Unpaid Invoice Listing
October 25, 2013

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
SJD100	Saint Joe Distributing	31023067PK	10/23/13	11/15/13	SUPPLIES	3 935	83.78
					Vendor Total		122.47
SPR275	SPRINGFIELD WINWATER WORKS CO	291082WA	10/01/13	11/15/13	IP SADDLE	2 935	157.56
SPR275	SPRINGFIELD WINWATER WORKS CO	29125900SE	10/18/13	11/15/13	RAIN SHINE CMNT	2 1935	59.25
SPR275	SPRINGFIELD WINWATER WORKS CO	29128900WA	10/21/13	11/15/13	PVC80 TEE	2 935	43.92
SPR275	SPRINGFIELD WINWATER WORKS CO	29129200WA	10/21/13	11/15/13	GALV COUP	2 935	185.28
					Vendor Total		446.01
SPS150	SCHENDEL PEST SERVICES	550201452GN	10/07/13	11/15/13	PEST CONTROL 2 APP	1 885	60.00
SPS150	SCHENDEL PEST SERVICES	550201452LW	10/07/13	11/15/13	PEST CONTROL 2 APP	1 1885	60.00
SPS150	SCHENDEL PEST SERVICES	550201452PK	10/07/13	11/15/13	PEST CONTROL 2 APP	3 885	160.00
SPS150	SCHENDEL PEST SERVICES	550201452SE	10/07/13	11/15/13	PEST CONTROL 2 APP	2 1885	60.00
SPS150	SCHENDEL PEST SERVICES	550201452WA	10/07/13	11/15/13	PEST CONTROL 2 APP	2 885	60.00
					Vendor Total		400.00
SQB100	Squibb Media, LLC	10162013GN	10/16/13	11/15/13	NOTICE BUDGET	1 800	18.00
STG300	Stephen Griffin	100PK	10/09/13	11/15/13	DJ DANCE	3 938	300.00
STI150	SAWYER TIRE INC.	609663SE	10/07/13	11/15/13	TIRE	2 1965	132.38
STI150	SAWYER TIRE INC.	609663ST	10/07/13	11/15/13	TIRE	1 2965	20.77
STI150	SAWYER TIRE INC.	609663WA	10/07/13	11/15/13	TIRE	2 965	106.42
STI150	SAWYER TIRE INC.	609725ST	10/07/13	11/15/13	TIRE MOWER TRAILER	1 2965	15.60
STI150	SAWYER TIRE INC.	609727LW	10/08/13	11/15/13	OIL CHANGE #4	1 1965	44.95
STI150	SAWYER TIRE INC.	609750LW	10/08/13	11/15/13	OIL CHANGE # 3	1 1965	44.95
STI150	SAWYER TIRE INC.	609872SE	10/15/13	11/15/13	TIRE #103	2 1965	168.95
STI150	SAWYER TIRE INC.	609882LW	10/16/13	11/15/13	OIL CHANGE #2	1 1965	45.45
STI150	SAWYER TIRE INC.	609951SE	10/21/13	11/15/13	REPAIR TIRE	2 1965	12.60
					Vendor Total		592.07
VLV100	Volvo Rents	4143210001SE	10/10/13	11/15/13	DRUM ROLLER	2 1935	650.25
VLV100	Volvo Rents	4143210001ST	10/10/13	11/15/13	DRUM ROLLER	1 2935	102.00
VLV100	Volvo Rents	4143210001WA	10/10/13	11/15/13	DRUM ROLLER	2 935	522.75
					Vendor Total		1275.00
VSP130	VISION SERVICE PLAN - (IC)	1228305701GN	10/21/13	11/15/13	VISION INS	1 860	44.10
VSP130	VISION SERVICE PLAN - (IC)	1228305701LW	10/21/13	11/15/13	VISION INS	1 1860	76.45
VSP130	VISION SERVICE PLAN - (IC)	1228305701PK	10/21/13	11/15/13	VISION INS	3 860	23.52
VSP130	VISION SERVICE PLAN - (IC)	1228305701SE	10/21/13	11/15/13	VISION INS	2 1860	60.51
VSP130	VISION SERVICE PLAN - (IC)	1228305701WA	10/21/13	11/15/13	VISION INS	2 860	60.51
					Vendor Total		265.09
WAL110	Walmart Community/GEMB	9272013PK	9/27/13	11/15/13	COFFEE MAKERS	3 935	56.81
WAT250	WATERWORK SPECIALITIES, INC.	21304500SE	10/18/13	11/15/13	PVC PIPE	2 1935	96.00
WIL295	WILLARD CHAMBER OF COMMERCE	1933GN	9/30/13	11/15/13	OCTOBER LUNCH	1 885	10.00
WIN100	WINDSTREAM COMMUNICATIONS	13073557GN	10/24/13	11/15/13	PHONE SERVICE	1 940	892.30
WIN100	WINDSTREAM COMMUNICATIONS	13073557LW	10/24/13	11/15/13	PHONE SERVICE	1 1940	581.93
WIN100	WINDSTREAM COMMUNICATIONS	13073557PK	10/24/13	11/15/13	PHONE SERVICE	3 940	537.61
WIN100	WINDSTREAM COMMUNICATIONS	13073557SE	10/24/13	11/15/13	PHONE SERVICE	2 1959	67.22
WIN100	WINDSTREAM COMMUNICATIONS	13073557WA	10/24/13	11/15/13	PHONE SERVICE	2 940	126.61
					Vendor Total		2205.67
					Final Total		143492.41
					=====		
1	800	0	ADVERTISING (GCG)		437.00		
1	860	0	GROUP INSURANCE (GCG)		44.10		
1	876	0	PROFESSIONAL (GCG)		170.00		
1	885	0	OFFICE SUPPLIES (GCG)		276.39		
1	935	0	SUPPLIES (GCG)		155.95		
1	940	0	TELEPHONE (GCG)		892.30		
1	945	0	TRAVEL AND TRAINING (GCG)		19.60		
1	958	0	UTILITIES-GAS		84.61		
1	959	0	UTILITIES-OTHER (GCG)		66.59		
1	1860	0	GROUP INSURANCE (LAW)		76.45		
1	1875	0	LEGAL (LAW)		3390.11		
1	1876	0	PROFESSIONAL (LAW)		158.00		
1	1885	0	OFFICE EXPENSE (LAW)		446.37		
1	1935	0	SUPPLIES (LAW)		475.30		
1	1940	0	TELEPHONE (LAW)		581.93		
1	1959	0	UTILITIES-OTHER (LAW)		14.12		
1	1965	0	VEHICLE EXPENSE-OTHER		135.35		
1	2935	0	SUPPLIES (STREETS)		1378.57		
1	2965	0	VEHICLE EXPENSE-OTHER		36.37		
1	5945	0	TRAVEL AND TRAINING (EM)		60.39		
			Total for Fund #: 1		8899.50		
2	860	0	GROUP INSURANCE (WATER)		60.51		
2	876	0	PROFESSIONAL (WATER)		297.50		

CITY OF WILLARD
Unpaid Invoice Listing
October 25, 2013

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
2	885 0				OFFICE SUPPLIES (WATER)		997.61
2	900 0				REPAIRS AND MAINTENANCE (WATER)		1000.00
2	935 0				SUPPLIES (WATER)		1986.86
2	940 0				SUPPLIES - PROJECT		126.61
2	945 0				TRAVEL AND TRAINING (WATER)		45.00
2	959 0				UTILITIES-OTHER (WATER)		84.02
2	960 0				VEHICLE EXPENSES-GAS		590.45
2	965 0				VEHICLE EXPENSE-OTHER		187.64
2	1860 0				GROUP INSURANCE (SEWER)		60.51
2	1876 0				PROFESSIONAL (SEWER)		2007.96
2	1885 0				OFFICE SUPPLIES (SEWER)		714.69
2	1935 0				SUPPLIES (SEWER)		1008.86
2	1945 0				TRAVEL AND TRAINING (SEWER)		45.00
2	1959 0				UTILITIES-OTHER (SEWER)		153.01
2	1960 0				VEHICLE EXPENSES-GAS		590.45
2	1965 0				VEHICLE EXPENSE-OTHER		324.21
Total for Fund #: 2							10280.89
3	810 0				CAPITAL ASSET EXPENDITURES		2673.82
3	820 0				CONCESSIONS		271.67
3	860 0				GROUP INSURANCE		23.52
3	870 0				INTEREST EXPENSE		118155.06
3	876 0				PROFESSIONAL		107.17
3	885 0				OFFICE SUPPLIES		172.42
3	900 0				REPAIRS AND MAINTENANCE		14.28
3	935 0				SUPPLIES-GENERAL (PARK)		775.70
3	936 0				SUPPLIES-SPORTS		363.00
3	938 0				SUPPLIES-SPECIAL ACTIVITY (PARK)		507.82
3	940 0				TELEPHONE		537.61
3	958 0				UTILITIES-GAS (PARK)		241.12
3	959 0				UTILITIES-OTHER (PARK)		464.74
3	965 0				VEHICLE EXPENSE-OTHER		4.09
Total for Fund #: 3							124312.02

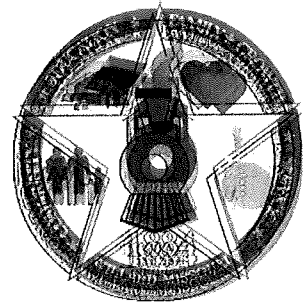


**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #6

DEPARTMENT HEAD REPORTS

**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**



City Clerk Report

1. I attended a meeting on the Biggert Waters reform Act for Floodplain Administration.
2. I have attended meetings and created the agendas, packets and minutes for the boards.
3. I attended the SWMOCCFOA Regional Conference in Republic on October 10th and 11th.
4. Have been preparing for public hearings for Planning and Zoning and the Board of Aldermen on three different matters.
5. Have been working with the potential buyers of a Willard property to help them with a floodplain issue.
6. I have been working on/completed the following ordinances:
 - Business License Changes
 - Pawn Shops/Tattoo Parlors
 - Sign Ordinance changes
7. There will be a replat for several lots in Cardinal Hills brought to the Board in November.
8. The Barbeque place will be opening up again in December.
9. Have updated all minutes for all of the boards books.
10. Continue to work with the City Attorney on various legal issues.

Dale Duvall, City Clerk

Willard Parks and Recreation
Director's Report
November 4, 2013

Programs

- **Zumba Class** – Community Building on Tues. and Thurs. @ 7 – 8pm & Sat. 10 – 11am.
- **Yoga** – Murray Room on Mondays @ 630-730pm.
- **X-treme Fitness**- Murray Room on Mondays and Wednesdays @ 530-630pm.
- **Children's Dance Classes** - Murray Room on Tuesdays and Thursdays @ 4:00 – 7:30pm.
- **Willard Playgroup** - Recreation Center on Wednesdays @ 9:30 – 11:00am.
- **Golden Grooves** - Community Building on Tuesdays and Thursdays @ 430-530pm.
- **Tumbling Toddlers** - Recreation Center on Wednesdays @ 830-930am.
- **Senior's Fitness Class** - Murray Room on Monday, Wednesday, Fridays @ 10-11am.
- **Summer Adventure Camp** – Planning in progress for 2014
- **Kid-Venture Days** – We will be hosting Kid-Venture Days for schools out days.
 - Pre-registration is required, and is ongoing.
- **Tumbling Toddlers** – Recreation Center on Wednesdays @ 8:45 – 9:30am.
- **Homeschool P.E.** – Recreation Center on Tuesdays @ 1:00 – 3:00pm.
 - 10/22 will switch days from Tuesdays to Wednesdays @ 1:00pm-3:00pm
- **Mad Science** – Recreation Center on Tuesdays **CANCELLED will try again in Spring**
 - 4-6 yrs (10 – 10:45am) / K-2 grades (6 – 7pm) / 3-6 grades (7:30 – 8:30pm)

Special Events

- **Splash N Bash** – Planning in Progress
 - Date is set for May 26th.
- **Freedom Fest** – Planning in Progress
 - Date is set for Saturday, June 28, 2014
- **Frisco Runaway Triathlon / Splash n Dash Jr. Triathlon**
 - Revenue: \$1389.76
 - 59 adult participants and 19 youth participants
 - Sponsors: Kuat Racks, Cox Fitness Centers, Murfins
- **The Doggie Dive** –
 - Sponsors: Debbie's Pet Clips, Willard Veterinary Hospital LLC
 - Revenue- \$61.90
 - 35 dog participants
- **Halloween Events** – Planning in Progress
 - Costume Party Dance will be held on October 18th from 7-10. – Posters and flyers have been distributed to all surrounding schools inviting 5th-8th graders.
 - Haunted House will be open October 25th and 26th. 22 volunteers have signed up to scare people in the haunted house.
 - Safe Halloween will be held on Saturday, October 26th.
 - Want to partner with Community Businesses and Churches for 'Trunk or Treat' and do games and prizes inside in gyms.
 - 15 businesses are participating

Willard Parks and Recreation Director's Report

November 4, 2013

- Money Donations are \$612
- Candy and other prizes have also been donated
- **Christmas on the Frisco** – *Planning in Progress*
 - This event is set for November 23rd.
 - The event is sponsored by the Willard Area Chamber of Commerce and the Parks Department is a partner.
- **Turkey Trot** – *Planning in Progress (Met August 21st with Care to Learn to discuss event)*
 - Date for the event is November 28th
 - This will be the second year for the event.
 - Flyers have been made and will be distributed to all the area schools
 - Scholarship fund will get 10% of proceeds
- **Santa's Workshop** – *Planning in Progress*
 - Date is set for December 14th
 - Will have pictures with Santa, Games, and Craft for the kids to do at the workshop
- **Sweet Heart Dance** – *Planning in Progress*
 - Date is set for Friday, February 7th from 7-10pm.
- **The Great Egg Hunt and Activities** – *Planning in Progress*
 - Date for event is April 12th
- **Rummage Sale** – *Planning in Progress*
 - Date is Set for April 5th
- **Spring Clean Up** – Partnering with Jim Roberts
 - Date is set for April 26th
- **Father Daughter Ball** – *Planning in Progress*
 - Date for event is May 3rd
 - This will be for Pre-K through 6th Grade.

Aquatics

- **Programs**
 - Planning for 2014 season

Sports Section

- **Youth Soccer**
 - Youth soccer games began Sept 14th. We have 22 teams with 194 players in four divisions.
- **Youth Volleyball**
 - We have 70 players registered for Recreational volleyball, with a total of 9 teams in two divisions.
- **Youth Basketball**
 - Registration Underway (currently have 140 registrations)
- **Adult Volleyball / Adult Basketball**
 - There were not enough registrations to start a basketball league.
 - Adult volleyball leagues had \$600 in registration

Willard Parks and Recreation
Director's Report
November 4, 2013

Sponsorships

- **GYM Signs**
 - As of August 21st we have 20 paid signs.
 - Staff have come up with a new way to sell add space in the gyms as well as cover some of the holes in the insulation.
- **Pool Days of Fame**
 - We are still looking at ways to promote and sell. (Summer 2014)

Facilities

- **September Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 6)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 1)
 - Ongoing – Xtreme Fitness, Dance, Volleyball Practice, Senior Exercise, Tumbling Toddlers, Play Group
 - Pavilion (Private Rentals – 8)
- **October Rentals** – Willard Parks continues to promote the facility rentals.
 - Community Building (Private Rentals – 4)
 - Ongoing – Zumba, Yoga, Senior Lunch, A.A. Group, Mayors Breakfast
 - Recreation Center (Private Rentals – 3)
 - Ongoing – Xtreme Fitness, Senior Exercise, Mad Science, Play Group, Volleyball Practice, Tumbling Toddlers, Dance
 - Pavilion (Private Rentals – 2)
- **Maintenance**
 - Staff is working together to form an ongoing list of jobs and maintenance needs to be completed.
 - Staff continues to work on grounds.
 - Soccer Complex irrigation has been winterized.
 - Pool building and Pool mechanics has been winterized.

Other Information

- **Internal Organization**
 - All fulltime staff is working on internal procedures and paperwork to enhance productivity.
- **Website**
 - Please go check it out: www.willardparks.com
- **Facebook**
 - Please go check out: <https://www.facebook.com/WillardParksAndRec>

Planning and Development Report
November 4, 2013

Development Projects

ATM Commercial Subdivision – To follow up with you (BOA and Mayor) concerning the engineers comment letter that was presented to you last council meeting, a meeting was scheduled on 10-10-13 with the owner, contractor and city staff to discuss our concerns with the ongoing incompleted project. The contractor admitted that he was at fault and that all items would be addressed, the owner was very supportive of the City's concerns and assured staff that he was committed to the project . It was decided that the City would be notified in advance of any disruption of service to the water system in order for staff to prepare to assist.

To date progress has been made cleaning up the work site, excavated areas are being barricaded per request of staff. The water taps have been completed but there is still some tie ins of water lines to be finished. Some work has been done on the detention basis, and the storm water channel work is on going.

I have completed the background report on the floodplain text amendment for the P/Z and BOA Meeting.

Acted as liaison between the City Attorney, city clerk, review engineer, owner and owner's engineer on this issue.

True Value Hardware – Staff is prepared to issue a building permit for the project pending revised drawing review concerning the finish floor elevation of the storage building. The contractors responsible for the dirt work have mobilized and work has begun.

Mill Street Sidewalk- The engineer has sent out a notice of award and we should be signing final contract documents soon. A pre-construction meeting with staff, the contractors and the Engineer will be held prior to the start of construction along with the adjacent property owners being notified.

Farmer Road Sidewalk Project STP-9901 (806) – Staff has received pay request # 3 from Great River Associates, the preliminary design work is completed and will be forwarded to MO DOT and the City of Willard for 1st review.

Solar Grant Application - I have completed the solar grant application for security fencing around the tower site at well #1 located along Kime Street along with solar equipment that will be installed to off set energy costs associated with pumping water by 20%. I will keep you posted on the outcome.

Cardinal Hills Re plat – I completed the survey review and field verified lot sizes. Compiled a background report for P/Z and BOA.

Reviewed the rezoning application for 105 South Street and prepared background report for P/Z and BOA.

Building Regulations –

I have completed the review of the building plans for the True Value Project and sent comments back to the architect for revisions.

Calculated the permit fees associated with the True Value Project.

Reviewed application for a R-1 Single Family/ issued permit- 420 Stone Creek

Reviewed application for a 41' x 26' accessory structure.-700 Watson

Issued demolition permit for accessory structure located at 700 Watson St.

Inspections- Electrical -723 Becky, 418 Stone Creek

Pre site / Footing – 420 Stone Creek

Followed up on nuisance complaints per City Clerk.

Reviewed sign ordinance in preparation for Economic Development Task Force Meeting, P/Z, and BOA.

Meetings – Economic Development Task Force 10 – 21-13

OTO Board of Directors 10 – 17-13

Planning and Zoning- 10-22-13

BOA Work Session -10 – 28-13

Missouri Rural Water Technical Conference 10-30 to 11-1-13

Director of Development
Randy Brown

**CITY OF WILLARD
BOARD OF ALDERMEN
POLICE DEPARTMENT**

🍷 Our new hire, Aaron Roberts started Monday, October 21st.

🍷 Taser training is scheduled for next week here at WPD

	Officer Statistics	Case #'s		Reserves	Case #'s	Hours
1601	Tom McClain, Chief	8	1640	Doug Thomas, Reserve	0	0
1603	Shannon Shipley, Sgt./Det.	34	1641	Brian Gordon, Reserve	0	
1604	Robert Bell, Corporal	49	1642	JD Landon, Reserve	0	8
1605	Mike Payne, Senior Officer	23	1643	, Reserve		
1606	Clint Heimbach, Officer Aaron Roberts, Officer	12 1	1644	Bill Lingenfelter, Reserve	0	4.5
1607	Mike Muhlenbruch, Officer	42	1645	Michele Lappin, Reserve	0	4
1608	Jeremiah Tayman, Officer	56		TOTAL HRS		16.5
1609	Steve Purdy, Officer	43				
1610	Jason Applegate, Officer	60				
1630	Glenn Cozzens, SRO	0				
1631	Clint Heimbach, SRO	0				
	TOTAL INCIDENTS	328				

INCIDENT STATISTICS

Felony	4
Misdemeanor	11
Infraction	145
Other (Services)	164
HBO (Handled By Officers)	253

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST MONTH	MAINTENANCE COST YTD
WPD-01 2009 Dodge Charger	112191	686	20	34	\$52.99	\$2545.16
WPD-02 2013 Dodge Charger	6743	2054	26	79	\$45.45	\$2811.75
WPD-03 2013 Dodge charger	7661	1638	20	81	\$44.95	\$1167.10
WPD-04 2013 Dodge Charger	16717	1630	23	71	\$44.95	\$2198.91
WPD-05 2008 Dodge Charger-	155753	649	13	50	\$0.00	\$8902.11
WPD-06 2013 Dodge Charger	4988	1530	19	79	\$0.00	\$2140.56
WPD-08M 2008 Harley-Davidson Motorcycle	4748	0	0	0	\$0.00	\$365.34

Public Works Department

November 4, 2013

Water & Sewer

- Check wells daily
- Check lift stations daily
- Chlorine residual samples daily
- Locates daily or as needed
- In's & Out's/Work orders daily
- Lagoon samples daily
- Run lagoon irrigation daily or as needed; weather permitting
- Read meters; Christopher Herndon was present at the time of meter reading and assisted us with the use of the handheld for the radio read meters and to also get an idea of the downloading process and assess any issues that may arise.
- Meter Re-reads
- Monthly water samples to Greene Co Health Dept
- Monthly lagoon samples to CASI Lab in Springfield
- Monthly lagoon DMR paperwork delivered to Springfield DNR office
- Flush hydrants throughout water distribution system
- Mow all wells, lift stations, and lagoons
- Replace meter pit lids with ones that will accept an ERT holder to increase the strength of signal to better read the meters with the handheld
- Disassembled and cleaned the chlorine injector at Meadows Well #1 & Meadows Well #2
- Randy from A/C Electrical diagnosed a bad alternator relay switch at Meadows West lift station- Public Works ordered and replaced switch
- Randy from A/C Electrical diagnosed loose connection and bad overload relay at Meadow Well #2-tightened connection and bypassed overload relay
- Replaced inoperable meters at 102 Kime & 431 South FR 89
- Clean air relief valves in sewer force main from AB Hwy to Kearney Street
- Change oil in irrigation motor at Lagoons & replace battery cables and ends
- Justin, Jimmy and Randy Brown attended meeting about possible solar panel installation at Willard Water Well #1
- Set up barricades, caution tape and cones at water project east of Freedom Bank
- Inspect 6" water line hot tap east of Freedom Bank on water line project
- Attend progress report meeting on water line project at Freedom Bank
- Measure water line across Jackson Street Park from Cherry Lane to Swimming Pool per DNR request
- Clean out all sprinkler heads on lagoon irrigation
- Replaced row #5 irrigation at lagoons with new pipe, valves, uprights, sprinkler heads and fittings

- Repair water main break at 619 South Mark St
- Replaced chlorine injector, chlorine box, stainless unions, fittings and plastic lines and fittings at Meadows Well #2
- Meet with MRWA associate to implement sampling sites and monitoring plan for TTHM & HAA samples which will take effect spring of 2014
- Clean inline filters at Regional lift station
- Replaced inline filter on pump #1 at Regional lift station
- Perform dirt work, seed and straw over water line right of way at 728 Berry Lane
- Chris & Stacy attending a multi-day wastewater certification class

Streets, Vehicle Maintenance, & Misc.

- Temporarily repair roof at Public Works Shop
- Meet with roofing company for a price quote on fixing leaking roof at Public Works Shop
- Change oil in PW Truck #101
- Mow right of ways as needed
- Install thermoplastics sidewalk material at New Melville & Miller
- Repair front wheel on John Deere tractor and replaced front tire
- Replaced front tire on backhoe
- Asphalt patches at; 121 Deer Run, 508 Arrowhead, 2 spots at 812 Barwick, and 3 spots on Dorcas
- Wash Public Works trucks
- Welded boom mower blades with hardening rod to extend life of blades
- Replaced stop sign at Grand Prairie & Willey
- Replaced street signs at Grand Prairie & Willey
- Set out barricades along homecoming parade route for police
- Replaced tire on PW truck #103 due to carriage head bolt puncture tire
- Replaced alternator on PW truck #106
- Drop off PW truck #107 (grey dump truck) at Bill Roberts Chevrolet in Bolivar for gauge cluster replacement
- Pick up 2 dogs and deliver to Greene Co Animal Shelter
- Load and deliver 5 foot corrugated pipe to Rec Center for use in the haunted house taking place on Halloween
- Pick up tips, electrodes and replacement parts for plasma cutter in Springfield
- Plastic to Midwest Fiber in Springfield 6 times during the month
- Metal to Midwest Fiber in Springfield 1 time during the month



**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #7

AN ORDINANCE

ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MISSOURI FOR THE YEAR 2014.

1st and 2nd Reading

First Reading: 11/04/13

Second Reading: 11/04/13

BILL NO. 13-53

ORDINANCE: 131104

AN ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD,
MISSOURI FOR THE YEAR 2014.

WHEREAS, a study had been made by the Board of Aldermen as to the anticipated revenue, expenditures, and expenses of the City for the year of 2014; and

WHEREAS, one public hearing having been held, after legal notice thereof, as to the overall budget and the anticipated revenues and expenditures by categories.

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

Section 1: The City does hereby adopt the annual budget for the year 2014 set forth on the attached Schedule A, which is incorporated herein by reference as if set forth in full.

Section 2: The appropriate officers of the City are authorized to make all payments and issue checks for the City treasury in payment of items reflected in the approved budget.

Section 3: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed in so far any portion thereof shall conflict with this Ordinance.

Section 4: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

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

Section 6: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Approved as to form: _____

Ken Reynolds, City Attorney

ATTESTED BY:

APPROVED BY:

DALE DUVALL, CITY CLERK

WENDELL FORSHEE, MAYOR

READ TWO TIMES AND PASSED at the meeting of the Board of Aldermen of the City of Willard,
Missouri, on the ____ day of _____ 2013.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

DAVID ROGGENSEES

DAVID HEMPHILL

CYNDI COSBY-TRAPP

KEVIN MCDONALD

BRYAN VINCENT

City of Willard 2014 Budget

General Fund						
		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Revenues						
Asset Sales		0.00	0.00	0.00	0.00	0.00
Building Permits		20,000.00	20,000.00	19,732.20	20,337.00	14,100.00
Cable TV Franchise		16,000.00	18,000.00	14,332.28	15,152.00	14,800.00
County Road & Bridge		28,200.00	27,921.00	27,396.79	27,380.00	26,725.00
DARE		0.00	0.00	0.00	0.00	0.00
Electric Franchise		230,000.00	235,000.00	223,695.04	224,012.00	202,037.00
Gas Franchise		55,000.00	50,000.00	33,873.19	44,906.00	42,100.00
Grant Revenues	*	208,000.00	9,000.00	10,378.76	8,194.00	97,000.00
Interest Income		630.00	1,500.00	445.51	1,500.00	1,600.00
LEST		23,750.00	24,000.00	55,324.00	21,769.00	19,790.00
Merchants Licenses		5,400.00	5,100.00	5,789.00	5,039.00	4,920.00
Miscellaneous		1,500.00	1,500.00	8,248.65	24,201.00	10,650.00
Mobile Phone Lease		68,000.00	60,000.00	52,503.85	47,917.00	49,320.00
Motor Vehicle Taxes		187,000.00	187,200.00	194,036.32	121,015.00	122,200.00
Planning & Zoning		2,400.00	5,000.00	716.50	2,660.00	23,423.00
Real Estate Taxes		181,900.00	178,400.00	186,692.36	171,072.00	185,300.00
Recycle Center Income		500.00	1,000.00	624.45	318.00	0.00
Sales & Use Tax *		456,000.00	420,000.00	427,506.66	413,061.00	375,855.00
Sales Tax - Cap Improv		70,000.00	85,000.00	49,456.53	0.00	0.00
State LET Acct		500.00	500.00	556.88	674.00	607.00
Trash Income		0.00	0.00	189,939.08	63,009.00	0.00
Traffic Court Fines		75,000.00	85,000.00	76,817.29	66,388.00	105,296.00
Veterans Memorial		1,000.00	1,000.00	13,102.08	0.00	0.00
		1,630,780.00	1,415,121.00	1,591,167.42	1,278,604.00	1,295,723.00

General City Gov't						
		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Supplies/Services						
Advertising		1,600.00	1,500.00	1,698.84	1,078.00	1,280.00
Audit Fee		11,300.00	5,000.00	4,510.62	21,960.00	3,200.00
Contract Labor		500.00	1,000.00	110.00	9,468.00	11,000.00
Dues/Subscriptions		4,900.00	2,000.00	4,210.75	2,327.00	2,225.00
Election Expense		2,600.00	2,500.00	2,004.00	6,568.00	2,900.00
Insurance		17,500.00	14,800.00	27,363.40	27,014.00	12,500.00
Legal		18,000.00	20,000.00	15,225.95	28,740.00	41,150.00
Miscellaneous		1,000.00	1,000.00			
Professional		20,000.00	18,000.00	41,998.68	20,474.00	12,500.00
Office Supplies		10,000.00	8,000.00	14,668.35	10,200.00	11,600.00
Repairs/Maint		1,000.00	1,000.00	3,598.39	1,926.00	1,800.00
Supplies		4,500.00	4,500.00	4,437.41	11,879.00	4,600.00
Telephone		8,500.00	7,800.00	14,665.87	13,611.00	10,600.00
Travel/Training		4,700.00	2,500.00	7,277.37	4,802.00	2,500.00
Utilities - Electric		4,400.00	6,000.00	4,627.36	4,888.00	4,600.00
Utilities - Gas		1,700.00	1,000.00	509.65	1,555.00	1,325.00
Utilities - Other		1,000.00	1,000.00	1,250.86	724.00	550.00
Vehicle Expense - Gas		1,300.00	1,000.00	1,272.66	1,393.00	125.00
Vehicle Expense - Other		1,000.00	1,000.00	50.49	10.00	225.00
Veterans Memorial		2,500.00	500.00	3,079.04	0.00	0.00
		118,000.00	100,100.00	152,559.69	168,617.00	124,680.00
Capital Expenditures						
Capital Improvements	*	27,000.00	0.00	3,224.96	6,132.00	4,350.00
		0.00	0.00	3,224.96	6,132.00	4,350.00
		27,000.00				
Personnel						
Payroll Taxes		7,000.00	9,700.00	6,095.84	6,770.00	5,500.00
Retirement		4,000.00	3,600.00	8,023.68	6,760.00	9,350.00
Salaries		85,000.00	125,000.00	80,732.70	88,200.00	72,175.00
Group Insurance		17,000.00	15,000.00	13,390.00	13,599.00	21,350.00
		113,000.00	153,300.00	108,242.22	115,329.00	108,375.00
		258,000.00	253,400.00	264,026.87	290,078.00	237,405.00

* New server plus software and retention software, etc.

		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Public Safety						
Lease/Interest Payment		0.00	0.00	16,400.00		
Supplies/Services						
Advertising		100.00	0.00	98.00	0.00	0.00
Building Expense		1,000.00	500.00	216.00	0.00	600.00
Contract Labor		400.00	750.00	0.00	5.00	5,800.00
DARE		2,000.00	1,000.00	949.39	0.00	1,000.00
Dues/Subscriptions		500.00	500.00	425.00	300.00	975.00
Insurance		31,000.00	20,000.00	29,017.67	24,668.00	21,675.00
Legal		20,000.00	18,000.00	14,902.04	16,784.00	30,400.00
Professional		15,000.00	18,000.00	28,527.46	14,532.00	13,415.00
Office Expense		6,000.00	6,000.00	7,094.40	3,625.00	3,915.00
Repairs/Maintenance		2,500.00	2,000.00	2,225.53	3,217.00	11,600.00
Supplies		8,500.00	6,500.00	8,037.00	6,734.00	5,735.00
Telephone		12,000.00	9,200.00	11,391.08	13,441.00	11,700.00
Travel/Training		6,000.00	5,750.00	3,856.10	2,925.00	2,600.00
Utilities - Electric		5,000.00	4,500.00	3,901.14	4,290.00	3,700.00
Utilities - Gas		2,500.00	2,500.00	45.12	2,440.00	2,500.00
Utilities - Other		2,500.00	2,500.00	2,607.80	655.00	500.00
Vehicle Expense- Gas		42,000.00	40,000.00	25,430.87	27,959.00	27,400.00
Vehicle Expense - Other		17,000.00	15,000.00	10,389.87	15,984.00	11,560.00
		174,000.00	152,700.00	149,114.47	137,559.00	155,075.00
Personnel						
Group Insurance		54,500.00	49,500.00	46,253.25	46,951.00	56,380.00
Retirement		15,450.00	14,000.00	18,698.14	18,501.00	17,900.00
Salaries		386,000.00	358,600.00	374,029.53	407,240.00	390,042.00
Salaries - Overtime		2,500.00	2,000.00	0.00	0.00	0.00
Uniforms		6,800.00	6,800.00	5,430.00	6,589.00	7,150.00
Payroll Taxes		29,750.00	27,500.00	28,701.58	31,154.00	29,800.00
		495,000.00	458,400.00	473,112.50	510,435.00	501,272.00
State Funds						
CVC Fees Paid		4,400.00	4,200.00	3,978.93	4,030.00	5,700.00
Court Automation Fees		4,400.00	4,200.00	3,906.39	3,915.00	0.00
POST Fund		950.00	750.00	558.05	565.00	825.00
		9,750.00	9,150.00	8,443.37	8,510.00	6,525.00
Capital Expenditures						
Capital Improvements	*	38,900.00	55,000.00	18,458.23	1,760.00	18,150.00
		38,900.00	55,000.00	18,458.23	1,760.00	18,150.00
		717,650.00	675,250.00	647,070.34	656,504.00	662,872.00

* Includes radio & computer repl, car payment and new software for accounting plus \$ 15,000.00 for security project (cameras and construction),

		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Streets						
Supplies/Services						
Contract Labor		500.00	500.00	23.16	2,190.00	4,175.00
Insurance		9,000.00	8,500.00	10,128.21	3,937.00	4,675.00
Paving	*	100,000.00				
Public Improvements	**	250,000.00	80,000.00	26,434.23	7,993.00	1,900.00
Recycle Ctr Expense		3,000.00	3,000.00	2,500.00	0.00	0.00
Repairs/Maintenance		2,000.00	1,500.00	1,508.73	158.00	4,175.00
Street Lights		68,000.00	62,000.00	55,550.12	40,929.00	51,000.00
Supplies		12,000.00	13,000.00	9,109.46	12,317.00	13,600.00
Travel/Training		0.00	0.00	150.00	0.00	0.00
Trash Expense		0.00	18,900.00	182,544.64	44,981.00	0.00
Tree Maintenance		0.00	10,400.00	258.89	72.00	1,404.00
Utilities - Electric		1,750.00	1,500.00	652.13	16,939.00	2,980.00
Utilities - Gas		1,300.00	1,200.00	0.00	1,376.00	125.00
Utilities - Other		0.00	0.00	756.57	1,899.00	5,200.00
Vehicle Expense - Gas		6,000.00	5,000.00	1,085.93	10,857.00	9,600.00
Vehicle Expense - Other		1,200.00	1,000.00	887.87	475.00	5,350.00
		454,750.00	206,500.00	291,589.94	144,123.00	104,184.00
Personnel						
Group Insurance		10,900.00	9,875.00	3,500.00	5,000.00	4,300.00
Payroll Taxes		2,900.00	2,680.00	2,268.06	2,188.00	3,550.00
Retirement		1,500.00	1,500.00	1,500.00	2,865.00	2,350.00
Salaries		37,000.00	35,000.00	33,867.23	28,600.00	46,400.00
Salaries - Overtime		1,000.00	0.00	0.00	0.00	0.00
		53,300.00	49,055.00	41,135.29		
					38,653.00	56,600.00
Capital Expenditures						
Capital Improvements	**	21,000.00	15,000.00	3,790.02	21,713.00	1,110.00
		21,000.00	15,000.00	3,790.02		
		529,050.00	270,555.00	332,725.23	182,776.00	160,784.00

* Micro-paving plus crackseal material

** Includes safe room expense and sidewalk matching funds

** Salt spreader plus used truck

		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Planning/Development						
Supplies/Services						
Advertising		0.00	0.00	228.00	0.00	0.00
Contract Labor		0.00	0.00	1,109.50	4,302.00	12,782.00
Dues/Subscriptions		100.00	100.00	265.00	150.00	10.00
Professional	*	20,000.00	2,000.00	1,929.91	781.00	3,850.00
Office Supplies		500.00	500.00	532.14	114.00	450.00
Repairs/Maint		250.00	250.00	0.00	250.00	725.00
Telephone		1,000.00	1,000.00	932.44	778.00	1,000.00
Travel/Training		2,000.00	500.00	207.46	340.00	425.00
Vehicle Exp - Gas		1,000.00	1,000.00	484.59	249.00	60.00
Vehicle Exp - Other		500.00	500.00	94.61	2,214.00	260.00
		25,350.00	5,850.00	5,555.65	9,178.00	19,562.00
Personnel						
Group Insurance		5,500.00	4,950.00	3,789.49	2,806.00	4,000.00
Payroll Taxes		2,450.00	2,900.00	2,840.84	3,761.00	3,580.00
Retirement		1,260.00	1,700.00	2,187.16	2,007.00	2,910.00
Salaries		31,500.00	37,900.00	27,139.70	49,160.00	46,766.90
		40,710.00	47,450.00	35,957.19	57,734.00	57,256.90
Capital Expenditures						
Capital Improvements	**	3,000.00	15,000.00	0.00	0.00	0.00
		3,000.00	15,000.00	0.00	0.00	0.00
		69,060.00	68,300.00	41,512.84	66,912.00	76,818.90

* Update comprehensive plan

** Laptop plus software

[illegible]

2014 Projected Beginning Cash Balance					50,000.00
Investment Funds					244,640.87
2014 Income					1,630,780.00
2014 Expenditures					1,598,260.00
2013 Projected Ending Cash Balance					50,000.00
Investment Funds					277,160.87

				Water/Sewer Fund Budget 2014			
Water Fund							
Revenues			2014 Budget	2013 Amended	2012 Actual	2011 Actual	2010 Actual
Asset Sales			0.00	0.00	0.00	0.00	0.00
COP Proceeds			0.00	59,500.00			
Grant Receipts			0.00	0.00	0.00	656.00	0.00
Interest Income			1,500.00	1,650.00	1,900.69	2,285.00	3,530.00
Meter Installations			5,000.00	5,000.00	3,000.00	8,945.00	18,500.00
Miscellaneous			5,000.00	1,000.00	2,628.15	19,569.00	3,100.00
Penalty Income			25,000.00	20,000.00	20,960.89	40,338.00	39,000.00
Trash Income			183,000.00	180,000.00			
Water Sales-Comm			55,000.00	50,000.00	43,860.54	41,359.00	38,800.00
Water Sales-Resi			870,000.00	845,000.00	810,905.18	743,453.00	745,200.00
			1,144,500.00	1,162,150.00	883,255.45	856,605.00	\$848,130.00

Expenses	2014	2013	2012	2011	2010
Supplies/Services	Budget	Amended Budget	Actual	Actual	Actual
Advertising	500.00	750.00	850.50	786.00	700.00
Audit Expense	5,000.00	5,000.00	4,524.85	10,717.00	10,100.00
Bldg Maintenance	1,000.00	1,000.00	0.00	0.00	20.00
Contract Labor	1,000.00	2,000.00	5,959.50	3,731.00	9,600.00
Dues/Subscriptions	1,500.00	1,500.00	140.00	612.00	850.00
Insurance	25,000.00	14,000.00	18,215.66	18,180.00	13,000.00
Legal	500.00	750.00	468.33	623.00	4,000.00
Professional	50,000.00	50,000.00	67,021.43	25,297.00	11,650.00
Office Supplies	15,000.00	13,000.00	17,681.84	17,856.00	21,000.00
Repairs/Maintenance	30,000.00	30,000.00	75,538.76	103,951.00	85,900.00
Supplies	30,000.00	25,000.00	54,847.18	91,270.00	68,000.00
Trash Expense	175,000.00	170,000.00			
Travel/Training	4,500.00	4,500.00	3,498.10	3,308.00	2,000.00
Utilities - Electric	82,000.00	80,000.00	81,830.04	67,483.00	60,975.00
Utilities - Other	6,000.00	6,000.00	5,892.82	3,533.00	3,375.00
Vehicle Exp - Gas	14,000.00	13,000.00	10,561.50	8,146.00	9,225.00
Vehicle Exp - Other	8,000.00	7,500.00	7,186.36	3,987.00	2,400.00
	449,000.00	424,000.00	354,216.87	359,480.00	302,795.00

Water - Continued	2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Capital Expenditures					
Capital Improvements *	355,000.00	170,000.00	14,935.83	0.00	0.00
Equipment	18,250.00	40,000.00	172.49	0.00	0.00
	373,250.00	210,000.00	15,108.32	0.00	0.00
Personnel					
Group Insurance	27,500.00	25,000.00	24,789.96	37,304.00	28,700.00
Payroll Taxes	26,000.00	25,000.00	15,898.96	15,021.00	14,000.00
Retirement	14,000.00	13,000.00	15,279.62	4,297.00	11,550.00
Salaries	311,250.00	323,000.00	206,284.08	196,349.00	182,400.00
Salaries - Overtime	2,500.00	2,500.00	0.00	0.00	600.00
	381,250.00	388,500.00	262,252.62	252,971.00	237,250.00
Debt Service					
Interest Expense	28,175.00	57,129.00	67,425.01	41,272.00	62,825.00
Principal Payments	37,500.00	40,000.00	0.00	37,500.00	70,000.00
Fiscal Agent Fees	1,500.00	1,500.00	300.00	1,350.00	800.00
	67,175.00	98,629.00	67,725.01	80,122.00	133,625.00
		0.00			
	1,270,675.00	1,121,129.00	699,302.82	692,573.00	673,670.00

* Meters, Constant Chlorinator, Acct Software, Solar Project
and \$ 200,000.00 for water line improvements

** Server, Gas saw, mower

Sewer Fund						
Revenues		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Asset Sales		0.00	0.00	0.00	0.00	0.00
Devel Lift St Fees		0.00	0.00	0.00	0.00	0.00
Interest Income		1,500.00	1,000.00	689.90	657.00	2,100.00
Hook-up Fees Rec'd		7,000.00	6,500.00	3,750.00	9,225.00	20,000.00
Penalty Income		32,500.00	30,000.00	28,701.93	22,176.00	28,200.00
Sewer Sales		1,250,000.00	1,206,000.00	1,127,545.20	927,379.00	828,165.00
		1,291,000.00	1,243,500.00	1,160,687.03	959,437.00	\$878,465.00

Expenses	2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Supplies/Services					
Advertising	100.00	100.00	474.50	210.00	400.00
Audit Expense	5,000.00	5,000.00	4,524.85	10,717.00	4,000.00
Bldg Maintenance	750.00	500.00	0.00	0.00	0.00
Contract Labor	1,500.00	1,500.00	5,484.49	2,338.00	1,000.00
Dues/Subscriptions	1,000.00	1,000.00	140.00	3,562.00	500.00
Insurance	18,000.00	16,000.00	12,438.06	12,400.00	18,000.00
Legal	1,000.00	1,000.00	415.32	850.00	2,500.00
Professional	45,000.00	25,000.00	36,088.60	10,054.00	5,000.00
Office Supplies	18,000.00	18,000.00	16,361.23	16,535.00	6,000.00
Repairs/Maintenance	10,000.00	10,000.00	15,944.84	53,020.00	15,000.00
Spfd Sewer Chgs	437,000.00	420,000.00	339,968.97	296,280.00	230,000.00
Supplies	12,000.00	11,000.00	17,770.64	12,819.00	25,000.00
Travel/Training	4,500.00	4,500.00	3,127.18	1,736.00	2,000.00
Utilities - Electric	52,000.00	50,000.00	44,172.55	45,367.00	46,500.00
Utilities - Other	10,000.00	10,000.00	6,851.32	11,723.00	9,000.00
Vehicle Exp - Gas	13,500.00	12,000.00	10,451.18	8,867.00	10,000.00
Vehicle Exp - Other	4,500.00	4,000.00	2,349.93	2,376.00	3,000.00
	633,850.00	589,600.00	516,563.66	488,854.00	377,900.00

Sewer - Continued	2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Capital Expenditures					
Capital Improvements	375,000.00	70,000.00	14,915.12	0.00	0.00
Equipment	18,250.00	45,000.00	0.00	0.00	0.00
	393,250.00	115,000.00	14,915.12	0.00	0.00
Personnel					
Group Insurance	27,500.00	25,000.00	20,786.79	12,487.00	25,300.00
Payroll Taxes	18,000.00	17,800.00	13,763.59	15,021.00	20,000.00
Retirement	10,000.00	9,300.00	14,210.76	4,297.00	14,300.00
Salaries	231,750.00	232,500.00	178,369.95	196,349.00	254,000.00
Salaries - Overtime	2,500.00	2,500.00	0.00	0.00	3,000.00
	289,750.00	287,100.00	227,131.09	228,154.00	316,600.00
Debt Service					
Interest Expense	36,500.00	74,170.00	67,825.01	98,449.00	80,600.00
Principal Payments	117,500.00	60,000.00	0.00	57,500.00	40,000.00
Fiscal Agent Fees	1,500.00	3,000.00	1,800.00	3,000.00	3,000.00
	155,500.00	137,170.00	69,625.01	158,949.00	123,600.00
Miscellaneous					
Hook-up Expense	5,000.00	3,000.00	0.00	2,500.00	7,500.00
	5,000.00	3,000.00	0.00	2,500.00	7,500.00
	1,477,350.00	1,131,870.00	828,234.88	878,457.00	825,600.00

[illegible]

City of Willard 2014 Budget						
Park Fund						
		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Revenues						
Adult Programs		18,500.00	17,000.00	5,745.66	13,258.00	12,700.00
Advertising Income		30,000.00	27,500.00	14,430.56	14,980.00	18,150.00
Capital Asset Sales		0.00	0.00	0.00	0.00	0.00
Concession Income		45,000.00	47,500.00	30,912.87	36,307.00	38,900.00
Fourth of July		7,500.00	3,500.00	1,945.00	4,300.00	
Grant Receipts		0.00	0.00	500.00	6,554.00	500.00
Interest Income		1,000.00	1,000.00	483.86	93.00	1,200.00
Misc Income		1,000.00	1,000.00	1,367.50	1,016.00	15,000.00
Mobile Phone Tower		12,500.00	11,600.00	12,156.55	9,923.00	0.00
Park Fees		2,500.00	1,250.00	500.00	1,000.00	2,200.00
Real Estate Taxes		56,000.00	54,575.00	39,041.15	51,551.00	59,500.00
Facility Income		45,000.00	47,500.00	33,459.50	30,586.00	32,000.00
Sales Tax		490,000.00	475,000.00	491,302.19	462,118.00	430,250.00
Sales Tax Capital Imp		120,000.00	100,000.00	156,778.82	176,426.00	140,000.00
Special Event Income		15,000.00	11,000.00	1,302.14	0.00	1,625.00
Swim Pool Income		100,000.00	100,000.00	87,496.17	103,152.00	105,000.00
Youth Programs		160,000.00	150,000.00	129,515.33	100,983.00	120,850.00
		1,104,000.00	1,048,425.00	1,006,937.30	1,012,247.00	977,875.00

Expenses		2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Supplies/Services						
Advertising		1,000.00	1,000.00	2,413.00	538.00	3,000.00
Building Maint		1,000.00	1,000.00	674.07	450.00	5,250.00
Chemicals		8,000.00	8,000.00	9,998.60	6,497.00	9,200.00
Contract Labor		7,000.00	7,000.00	10,039.60	13,366.00	18,500.00
Dues & Subscriptions		0.00	0.00	58.75	0.00	465.00
Equipment-Sports		0.00	0.00	50.00	0.00	550.00
Insurance		34,500.00	20,000.00	28,390.00	23,299.00	22,000.00
Landscaping		1,000.00	1,000.00	170.97	1,285.00	550.00
Legal		1,000.00	1,500.00	1,792.88	301.00	2,400.00
Professional		8,000.00	8,000.00	11,383.58	16,776.00	12,500.00
Office Supplies		6,000.00	5,500.00	5,108.41	5,047.00	9,350.00
Repairs & Maintenance		10,000.00	10,000.00	10,396.75	7,958.00	11,100.00
Supplies - General		6,000.00	6,000.00	6,521.07	16,254.00	12,900.00
Supplies - Sports		18,000.00	18,000.00	17,739.30	20,466.00	21,050.00
Supplies - Aquatic		8,000.00	7,500.00	6,572.95	6,980.00	3,850.00
Supplies - Grounds		500.00	500.00	769.04	1,176.00	200.00
Telephone		7,000.00	7,000.00	7,316.80	12,030.00	11,800.00
Travel & Training		2,000.00	2,000.00	432.75	1,187.00	825.00
Tree City USA		10,400.00	0.00	0.00	0.00	0.00
Turf Maintenance		500.00	0.00	666.49	1,000.00	0.00
Utilities - Electric		40,000.00	48,000.00	47,123.18	50,910.00	47,275.00
Utilities - Gas		6,000.00	6,000.00	1,222.22	5,114.00	7,000.00
Utilities - Other		2,500.00	2,500.00	3,249.32	2,607.00	1,700.00
Vehicle Expense - Gas		3,000.00	2,500.00	3,401.46	3,777.00	1,050.00
Vehicle Expense - Other		1,000.00	2,750.00	2,396.41	920.00	2,625.00
		182,400.00	165,750.00	177,887.60	197,938.00	205,140.00

Expenses	2014 Budget	2013 Amended Budget	2012 Actual	2011 Actual	2010 Actual
Personnel					
Group Insurance	30,000.00	25,000.00	18,728.62	20,891.00	32,650.00
Payroll Taxes	27,800.00	23,500.00	26,687.29	24,876.00	25,850.00
Retirement	8,900.00	5,000.00	7,908.10	8,117.00	8,100.00
Salaries - Full Time	222,500.00	180,000.00	186,050.35	170,462.00	168,350.00
Salaries - Seasonal	140,000.00	127,500.00	161,674.94	154,712.00	168,000.00
Salaries - Overtime	1,000.00	1,000.00	102.30	1,000.00	1,000.00
	430,200.00	362,000.00	401,151.60	380,058.00	403,950.00
Debt Service					
Fiscal Agent Fees	4,000.00	4,000.00	5,555.00	4,050.00	4,200.00
Interest Expense	244,000.00	251,640.00	257,216.47	265,217.00	273,089.00
Principal Expense	154,000.00	145,000.00	130,000.00	120,000.00	155,000.00
	402,000.00	400,640.00	392,771.47	389,267.00	432,289.00
Special Event Expenses					
Concessions	25,000.00	25,000.00	20,638.00	17,028.00	23,200.00
Fourth of July	10,000.00	8,000.00	7,824.90	7,796.00	6,900.00
Supplies-Special Events	20,000.00	19,000.00	5,642.35	6,348.00	16,225.00
Concession Pay-Back	0.00	0.00	30,321.00		
	55,000.00	52,000.00	64,426.25	31,172.00	46,325.00
Capital Asset Exp					
Capital Asset Exp.	10,000.00	40,000.00	0.00	3,238.00	
	10,000.00	40,000.00	0.00	3,238.00	
	1,079,600.00	1,020,390.00	1,036,236.92	1,001,673.00	1,087,704.00

[illegible]



**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #8

AN ORDINANCE

ADOPTING amendments to the Purchasing Policy of the City of Willard Internal Control Policy Manual.

I have made the changes to the definition of Department Supervisor and Department Head as well sections 8.12 and 8.13 wording of City Council to Board of Aldermen

1st and 2nd Reading

First Reading:11/04/13

Second Reading:11/04/13

Council Bill No.:13-44

Ordinance No.:131104A

AN ORDINANCE

ADOPTING amendments to the Purchasing Policy of the City of Willard Internal Control Policy Manual

WHEREAS, on July 27, 2009 the Board of Aldermen of the City of Willard did adopt a Internal Control Policy Manual, and

WHEREAS, the Board of Aldermen may revise, alter, or add new policies to the items contained in the Internal Control Policy Manual, and

WHEREAS, the Board of Aldermen are required to adopt an ordinance setting forth the new policies.

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: Section 1: The City does hereby adopt the revised Purchasing Policy as part of the Internal Control Policy Manual set forth in the attached Exhibit A.

Section 2. The Board of Aldermen find the changes to the City of Willard Internal Control Policy Manual necessary as recommended by the City Administrator and Chief Financial Officer.

Section 3: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and its approval by the Mayor, Board of Aldermen, and attested by the City Clerk.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS _____ OF _____, 2013.

APPROVED BY:

MAYOR

ATTEST: _____, CITY CLERK

Approved as to form: _____, City Attorney

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

CITY OF WILLARD FINANCE DEPARTMENT

PURCHASING POLICY AND PROCEDURES

Effective:	
Initiated by:	Karen Robson Chief Financial Officer
Approved by:	City of Willard Board of Aldermen
Date of Approval:	
Review Date:	May 10, 2012

SECTION 1

LEGAL BASIS, POLICIES, AND ORGANIZATION OF THE PURCHASING POLICY

1. Purpose

- 1.1. To establish operational policies and procedures which assures the community that goods and services required to support the operation of City government are procured in a manner consistent with the provisions of the Ordinances of the City of Willard, and to assure the community that the procurement system of the City is committed to fair and equal opportunity with integrity and openness.

2. Objectives

- 2.1. To procure supplies, materials, equipment, contractual labor, and services in a manner that insures maximum value.
- 2.2. To procure goods and services at the most appropriate cost and best quality consistent with the goods and services required.
- 2.3. To exercise positive financial accountability in the expenditure of City funds.
- 2.4. To provide an efficient means for procurement, storage, and disposal of items in an effort to minimize duplication and overstocking.
- 2.5. To ensure the fair and equitable treatment of all persons who deal with the purchasing system of the City.
- 2.6. To provide safeguards which promote quality and integrity in the procurement process.
- 2.7. To ensure that all parties involved in the negotiation, performance, or administration of City contracts act in good faith.

3. Definitions

- 3.1. **Contract** means a legally binding document that states provisions and obligations of a purchasing agreement entered into on behalf of the City.
- 3.2. **Department Supervisor** means an employee of the City who is a member of management.
- 3.3. **Department Head** means an employee designated as a supervisor of a designated section of a department.
- 3.4. **Employee** means any individual earning wages paid by the City, whether elected or not; and, for purposes of this document, any non-compensated individual performing personal services for the City or one of its administrative boards.
- 3.5. **Purchasing Clerk** refers to the employee working under the direction of the Finance Director whose duties shall include all aspects of the procurement process.
- 3.6. **Purchase Order** is a City form authorizing the procurement of goods or services from a particular vendor.
- 3.7. **Purchase Requisition** is a City form providing a description of goods or services required for City operations and requesting purchase of such items.
- 3.8. **Receiving Agent** means an employee designated by Department Director to verify receipt of goods or services.
- 3.9. **Request for Bid** is a City document containing or referring to a purchase description, specifications, services, and all contractual terms and conditions applicable to a formal sealed bid purchase.
- 3.10. **Request for Proposal** refers to a document containing or referring to a purchase description, specifications, services, and all contractual terms and conditions applicable to a formal sealed bid purchase with the possibility of negotiation after the bids are opened. This method is used only when the Request for Bid is either not practical or not advantageous for the City.
- 3.11. **Requisitioning or Contracting Department** means the department requesting goods or services for the operations of that department.
- 3.12. **Telephone Bid Summary** refers to a form used to record informal bids (items less than \$5,000.00 received via telephone, facsimile, or other electronic means).
- 3.13. **Vendor** means any person who does business with the City, other than as an employee, whether by purchasing, selling, constructing, providing services, or otherwise.
- 3.14. **Vendor Verification Form** is a City form used to record and to verify vendor information.
- 3.15. **Vendor Performance Form** is a City form used by employees who are involved in the procurement process to report their experiences with vendors.

4. Applicable Laws

- 4.1. City Ordinances – Section 130.010 states that the Chief Financial Officer shall be the purchasing agent for the City of Willard and all purchases shall be made under his/her direction and supervision, and all such purchases shall be made in accordance with purchasing rules and procedures approved by the City Council.
- 4.2. Missouri Contracting Statute – State statutes impose various requirements on the City in contracting. While a complete or comprehensive outline is not feasible, RSMo. Section 432.070 should be noted. It provides, in essence, that any

contract made by the City will be valid and effective only if the contract is executed before any performance or payment; within the scope of the City's powers or expressly authorized by law; supported by present or future consideration; in writing; dated when made; and subscribed by the parties or their agents.

- 4.3. General Law – Unless displaced by the particular provision of this policy, the principles of law and equity, including the Missouri Uniform Commercial Code, the law merchant, and law relative to capacity to contract, agency, fraud, misrepresentation, duress, coercion, mistake, or bankruptcy shall supplement the provisions of this policy.

5. Duties of Purchasing Clerk

- 5.1. The Purchasing Clerk shall be responsible for the collecting of information required for the writing of bid documents and specifications for the purchase of items as provided in this policy or as established by the City Administrator or his designee, and shall maintain such documents on file for a minimum length of time as required by state statutes. Purchasing Clerk may rely on expertise and assistance from requisitioning departments in writing specifications of a technical nature.
- 5.2. The Purchasing Clerk shall determine and establish contracts for the procurement of goods and services used regularly and on a volume basis whether by individual department, or City wide.
- 5.3. The Purchasing Clerk shall be responsible for the verification of purchasing documents and for notification of bid awards.
- 5.4. The Purchasing Clerk shall retain records of purchase orders, vendor performance forms, and other documents pertaining to the purchase process.
- 5.5. The Purchasing Clerk shall establish a relationship of mutual confidence between the City and its suppliers. Such relationship shall be based on fair and equal opportunity to compete for City business within a system with the highest standards of integrity. To accomplish this goal, each Department Head shall provide documentation to Purchasing Clerk of all transactions conducted between the City and its suppliers.

6. Regulations Governing Competitive Bidding

- 6.1. **Competitive Bids** – Any contract pursuant to this policy shall be made only after ample competition. This policy establishes the following dollar levels and method of competitive procurement.
- A. Purchases not exceeding \$2,000.00 may be made without competitive bidding. Purchases under \$2000.00 may be made by the Department Director at his discretion.
- B. All purchases exceeding \$5,000.00 shall be made only after competitive bidding as described elsewhere herein.
- C. Subdivision of contracts or purchases for the purpose of evading requirements of competitive bidding is prohibited.
- D. The City reserves the right to refuse any or all bids.
- E. All purchases over \$5,000.00 will be approved by the City of Willard Board of Aldermen.

- 6.2. **Informal bids** – refers to competitive bids by telephone, facsimile, or other electronic means. Purchases made for more than \$2,000 and no more than \$5,000.00 may be made after taking bids from at least three (3) potential vendors able to provide the item(s) being purchased, or fewer number of potential vendors if there are not three (3) dealing in and able to supply in accordance with the required specifications. Written explanation shall be provided when there are fewer than three (3) potential vendors. Written confirmation of bids received from all vendors shall be attached to the purchasing documents.

Informal bids obtained by the requisitioning department shall be attached to a completed Telephone Bid Summary, the Purchase Requisition and forwarded to the Purchasing Clerk for approval of the purchase documents and completion of the Purchase Order.

- 6.3. **Formal Bids** – Purchases of goods or services or other items exceeding \$5,000.00 shall be made only after the formal advertising that bids will be received, opened, and read in public at a particular time, place, and a date which provides potential vendors adequate time to submit bids. Such bids shall be made on the bid documents and specifications prepared by the City Purchasing Clerk and shall be received in sealed container and not opened until the time established by the formal notice that bids will be received.

- 6.4. **Bidding Methods** – Informal or formal bids exceeding \$5,000.00 may be made utilizing either of two methods:

- 6.4.1. **Request for Bid** – The bid documents and specifications are definite and specific. Awards shall be made to the bidder offering the lowest cost who is responsive to the requirements of the bid documents, without material exception, and who is responsible and capable of providing the item(s) to be purchased.

Evaluation and award are limited to cost, determination of compliance with the specifications and conditions specified in the bid documents, and the responsibility of the bidder. Negotiations are not permitted.

The Purchasing Clerk and requisitioning department may use judgmental consideration to determine if the bidder's offer complies with the specifications and conditions – if such considerations can be demonstrated to be reasonable, appropriate, and fairly applied. This method does not permit comparison of the relative specifications of competing bidders but only comparison to the specifications contained in the bid documents.

- 6.4.2. **Request for Proposal** – This method can be used whenever detailed specifications cannot be determined, whenever several possible methods may satisfy the City's requirements, or whenever the nature of the requirements is such that subjective evaluation of criteria, other than cost, is necessary. This method can be utilized when definite specifications cannot be determined in advance, when a scope of work is required which makes comparison of competing proposals relative to each other appropriate, or when it is in the interest of the City to have a contractor design and build the

public improvement. This method permits negotiations and discussion with competing vendors to determine the best solution to the City's needs. Proposals may be revised or modified at the request of the City. Nothing contained herein shall prohibit a contractor who is selected to design and build a public improvement from contracting independently with an engineer or architect to perform engineering or architectural services.

Subjective criteria may be used in the evaluation of competing proposals. The relative value of evaluation criteria shall be established in the Request for Proposal documents published by the City. Negotiations and discussions with competing vendors will only be allowed after proposals are opened; therefore, no information taken from proposals received shall be disclosed to any competing vendor.

- 6.5. Non-Responsive or Unacceptable Bids** – The City shall reject any bid or proposal which is materially non-responsive to the requirements set forth in the bid documents. The City Purchasing Clerk may re-solicit bids or proposals if, in her discretion, bids received as a result of a solicitation for bids or proposals are not acceptable for any reason. Such a re-solicitation shall not be for the purpose of directing the award to a particular bidder.
- 6.6. Requirement for Bid Security** – Bid security shall be required for all competitive sealed bidding for all construction contracts and for other items as determined by the City. Bid security shall be a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City in an amount equal to at least 5% of the amount of the bid. Failure to provide security will result in the bid being rejected. If the bidder fails to honor his bid for any reason, then such bid security may be retained by the City and deposited to the General Fund.
- 6.7. Withdrawal of Bids** – Bids or proposals may be revised, modified, or withdrawn by the bidder at any time prior to opening. Any such revision, modification, or withdrawal shall be in writing. After the bids are opened, they shall be irrevocable for the period specified in the bid documents. Bids or proposals may not be withdrawn or revised after opening except as permitted under 6.4.2.
- 6.8. Receipt of Bids** – Bids or proposals shall not be received after the time set in the bid documents for receipt of proposals for opening of bids.
- 6.9. Contract Performance and Payment Bonds** – When a construction contract is awarded, for an amount exceeding \$10,000.00, a bond shall be delivered to the City and shall become binding on the parties upon the execution of the contract; which bond shall be a performance, labor, and materials bond satisfactory to the City, executed by a surety company authorized to do business in this state or otherwise secured in a manner satisfactory to the City, in an amount equal to 100% of the price specified in the contract. If the amount of the contract is less than \$10,000.00, such bond may be required at the recommendation of the contracting department.

- 6.10 Certification of Appropriated Funds** – The Chief Financial Officer is to certify that funds are appropriated and unencumbered for the expenditure of funds contemplated by any contract entered into by the City, and that such certification to be in writing on the actual contract form before such contract is valid and binding.
- A. Upon receipt of a requisition or otherwise written request to make a contract for goods and services, the Director of Finance shall certify in writing on such written request that funds are appropriated and unencumbered sufficient to pay for entire amount of funds obligated under any contract which may result from the request.
 - B. All contracts shall have certification thereon by the Director of Finance that funds are appropriated and unencumbered in sufficient amounts to discharge any obligation under the contract.
 - C. Any contract amendment, addendum, or change order which increases the amount of any contract shall be certified thereon by the Director of Finance that there are sufficient funds appropriated and unencumbered to pay for any such increase.
- 6.11 Approval of Contract as to Form** – The City Attorney shall approve all contracts as to form. No contract shall be valid unless and until approved as to form thereon by the City Attorney. The City Attorney may establish in his discretion procedures by which contracts may be pre-approved as to form.
- 6.12. Correction or Withdrawal of Bids** – Correction or withdrawal of erroneous bids after opening, or cancellation of awards or contracts based on such bid mistakes, shall not be permitted.
- 6.13. When Competitive Bidding is not required** – In the following cases, competitive bidding shall not be required. Nevertheless, a contract or purchase order will be required notwithstanding any other provisions of this policy.
- A. Purchases made cooperatively with other units of government.
 - B. Services of individuals possessing a high degree of professional skill.
 - C. Contracts for printing or engraving of bonds or other evidences of indebtedness.
 - D. Magazines, books, or periodicals.
 - E. Items or services for data processing when the item or service is designed to be used in connection with an existing data processing system; and it has been determined that it is reasonable to require all such items or services to be used with the existing data processing system in an effort to be compatible so that responsibility for the operation and maintenance of the system may be determined.
 - F. Recurring payments such as utilities, postage, telephone, travel, mileage, principal and interest on debt, rents, FICA, LAGERS contributions, judgments and claims.
 - G. Sole source items as determined by the Purchasing Clerk and/or Requisitioning Department. See item 7 of this section.
 - H. Items procured utilizing funds donated or granted to the City if the terms of the grant or donation agreement require the City to procure a specific item from a specific source.
 - I. Items provided for Emergency Purchases in Section 3.

J. Items not requiring competitive bidding as specified in other policies.

7. **Sole Source Items** – Prior to sole source purchases greater than \$2,000.00, advertisement will be published in local paper to make notice of intent to make single feasible source purchase. Item will be listed with vendor name and vendor's city and state.

8. **Approval of Contracts**

8.12. Contracts for items which were approved by the Board of Aldermen and that are equal to or less than the amount approved by the annual budget ordinance shall be reviewed by the City Administrator and the requisitioning Department Director.

8.13. Contracts for items which were not approved in the annual budget ordinance or items which exceed the budgeted amount shall be approved by a budget amendment by the Board of Aldermen.

8.14. Except as otherwise provided by the Board of Aldermen the Mayor shall sign on behalf of the City all capital project contracts and professional services agreements, and all contracts and agreements related to the administration and management of government business.

8.15. The City Attorney shall review all contracts as to form and legality.

9. **Miscellaneous Purchasing Policies**

9.12. **Vendor Verification** – A Vendor Verification Form and W-9 Form shall be required from all vendors prior to purchase from the vendor and submitted to the Finance Department. Approval of vendor shall be made by the Chief Financial Officer. Also, prohibited from participation in the purchasing process shall be any employee identified as a family member of the vendor. Vendor Verification forms shall be retained by the Finance Department. Prior to payment, the Accounts Payable Clerk shall verify that both a Vendor Verification form and W-9 form have been submitted and approved.

9.13. **Vendor Performance** – A Vendor Performance Form is available to any employee involved in the purchasing process to report their experience with vendors during the procurement of goods or services. This documentation may be used in the evaluation of vendors for future purchases.

9.14. **Local Procurement** – The City shall, whenever possible and practical, solicit bids from potential vendors within the Willard area. After consideration of the effects of time of delivery, maintenance, and repair services and other pertinent costs, it is determined that a bid received from a firm located in the Willard area is substantially equal to or better than other bids received, award shall be made to the local firm.

9.15. **Tie Bids** – In the event two or more bids are equal in all evaluation criteria, such bids shall be awarded first to the bidder within Willard city limits, next to bidders within Greene County, next to bidders located in the adjacent counties, then next to other Missouri bidders. If a tie bid situation still exists after the application of these criteria, then the bid shall be awarded by the drawing of lots or a flip of a coin. If it is deemed to be in the best interest of the City, the City may elect to divide the contract award between two or more vendors, unless the terms, conditions, and specifications of the Request for Bid state to the contrary.

9.16. **Unsolicited Sales** – The City prohibits purchase of goods or services from unsolicited sales calls.

10. **Professional Consulting and Project Services** – It shall be the policy of the City of Willard to negotiate contracts for architectural, engineering, land surveying services, and other professional services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

SECTION 2 PURCHASING PROCEDURES

1. **Items less than \$200.00** – Requisition forms are not required for the procurement of items less than \$200.00. Approval of purchase shall be signified by the signature of the Department Head, CFO and City Administrator.
2. **Routine Items** – Routine Items include recurring payments, customer refunds, and employment related costs. In most cases, such payments do not require requisition forms, or receiving documentation. However, verification of charges, appropriate receipting documentation, and approval by Department Head or their appointed representative shall be required on a purchase order. Routine items include, but may not be limited to, the following:
 - A. Advertising
 - B. Background Check Fees
 - C. Bond Payments and Fees
 - D. Cable TV Charges
 - E. Customer Refunds (for fees or deposits)
 - F. Employee Garnishments
 - G. Employee Group Insurance Payments
 - H. Employee Meetings and Trainings
 - I. Employee Reimbursements
 - J. Employee Retirement Benefits
 - K. Employee St. John's membership fees
 - L. Membership Dues
 - M. Postage and Meter Charges
 - N. Pre-employment Drug Screening and Random Drug Testing
 - O. Professional Services
 - P. Sales Tax remittances
 - Q. Subscriptions
 - R. Telephone Charges

- S. Travel Related Expenses
- T. Utility Bills

3. **Requisition Form** – This form is designed to assist departments in the initiation of the purchasing process for all items purchased.
 - 3.1. The requesting department prepares the form in order to request items to be purchased by the Purchasing Clerk of the Finance Department.
 - 3.2. When solicitation of bids are to be initiated by the Purchasing Clerk, the requisition should be initiated not less than 30 days prior to the date items are needed in order to allow adequate time for review and solicitation of bids by the Purchasing Clerk. The rate of consumption of the items requisitioned should be carefully reviewed in determining the quantity to be requested. This section does not preclude the requisitioning of items a lesser number of days in advance when the need for these could not have been foreseen; however, an explanation must accompany each request presented under this circumstance.
 - 3.3. Whenever solicitation of bids is initiated by the department, this form shall be completed and all bid information attached and forwarded to the Purchasing Clerk for approval of requisition documents and processing of purchase order.
 - 3.4. After completion of the requisition by the department, the original is submitted to the Finance Department and a copy is retained in the departmental files. The Finance Department reviews the requisition to determine there are monies budgeted to cover the requested purchase, that there is sufficient cash available for payment, and that proper account numbers are identified. Requisitions not meeting these requirements will be returned to the department with the reasons indicated thereon.
 - 3.5. Acceptable requisitions will be approved by the Director of Finance and/or the Purchasing Clerk.
4. **Telephone Bid Summary** – The Telephone Bid Summary shall be used whenever informal bids are taken (items less than \$5,000.00). If the bids are taken by the department, this form, along with written confirmation from vendors, must be attached to the Requisition Form and forwarded to the Finance Department. The Telephone Bid Summary documents that purchasing requirements are being met and that bids have been solicited properly. The Purchasing Clerk will produce the Purchase Order from the lowest bid received, unless the requesting department specifically requests acceptance of another bid and an explanation is provided. Explanation must be in accordance to the Purchasing Policy.
5. **Purchase Order** – A Purchase Order is required for the procurement of all items. The signed Purchase Order authorizes the vendor to ship the items specified thereon. Purchase Orders should be clear and concise in order to avoid misunderstandings or confusion.
 - 5.1. Items \$2,000 or less – The Purchase Order may be prepared by the Department and signed by the Department Head. Bids are not required for purchases less than \$2,000.00. Original Purchase Order will be forwarded to Purchasing Clerk and copy will be retained in departmental files.
 - 5.2. Items greater than \$2,000.00– The Purchase Order will be prepared by the Purchasing Clerk.
 - A. Items amounting to \$2,000.01 to \$5,000.00 shall be signed by the Department Head.

5.3. Upon receipt of goods, shipment of any partial orders shall be noted on the Purchase Order.

6. **Invoices** – An invoice is the vendor's statement of its charges against the City for items provided. Invoices are normally based on information from Purchase Orders and must contain substantially the same information. Invoices should be mailed to the Finance Department. In some cases, however, the invoice may be delivered with the items at the receiving point. In such cases, the using department must attach the invoice to the signed receiving report along with any applicable documentation and forward to the Purchasing Clerk. If invoice serves as the receiving document, authorized employees shall verify receipt of goods or services on the invoice. (See Section 4 for details on receiving of goods and services.) Payment of invoices will be managed by the Accounts Payable Clerk.

7. **Accounts Payable Clerk Duties**

- 7.1. Accounts Payable Clerk will be responsible for verifying vendor has been approved prior to processing payment.
- 7.2. Payment of goods or services shall be processed by the Accounts Payable Clerk. Payments shall be made in a timely manner with consideration given to discounts made available by vendors.
- 7.3. Accounts Payable Clerk is responsible for research and follow-up of all unpaid invoices, credits, and verification of documents submitted for payment.
- 7.4. All accounts payable checks require two signatures. Authorized signatures include: Mayor, Mayor Pro Tempore, City Clerk, and Finance Director. Documentation for payments shall be made available to check signers.
- 7.5. Check stubs, invoice documentation, and listing of invoices selected for payment will be retained by the Accounts Payable Clerk.

8. **Approval of Payment**

- 8.1. Approval of payment is signified by the signature of a Department Head or Department Director on the invoice or purchase order.
- 8.2. Documents providing approval of payment must identify vendor, quantities, description of items, and pricing of items.
- 8.3. Items under \$2,000.00 may be approved by Department Head or his designee.
- 8.4. Items over \$2,000.00 and less than \$5,000.00 require the approval of the Department Head.
- 8.5. City Administrator's approval is required for items over \$5,000.00. Limit for City Administrator's approval is \$10,000.00, provided item has not been approved in the annual budget ordinance.
- 8.6. Purchase of any item which has not been approved in the annual budget ordinance must receive approval in the form of a budget amendment by the City Council. Exception may be allowed if purchase constitutes an emergency in accordance with provisions outlined in Section 3 – Emergency Purchases 1.4.

SECTION 3

EXCEPTIONS TO NORMAL PURCHASING PROCEDURES

1. **Emergency Purchases** – Notwithstanding any other provisions of this Policy, the City Administrator may make or authorize others to make emergency purchases when a threat exists to public health, welfare, or safety under emergency conditions. Purchases shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular vendor shall be included with the request for payment.
 - 1.1. Procedures – The Chief Financial Officer and City Administrator shall establish procedures to insure such purchases are made consistent with the nature and degree of the emergency condition; are made with such competition as is possible; that funds are or can be made available for the emergency purchase; fiscal accountability is maintained; and such purchase is a valid emergency.
 - 1.2. Emergency Purchases Under \$20,000 – Upon the declaration that an emergency situation exists, the City Administrator may suspend the rules for competitive bidding and permit the user department or others to make such purchases as may be necessary because of the emergency. Verbal requests for emergency purchase may be made provided that a written purchase requisition is submitted in the manner which is established for normal purchasing within twenty-four hours or the next business day. The requisition shall clearly and prominently indicate the authorized emergency and must contain a description of the emergency circumstances. The Chief Financial Officer may verbally certify the funds available to the Purchasing Clerk or requesting department; and, the Chief Financial Officer may require that such certification be made prior to the purchase. The Chief Financial Officer may require the department head of the requesting department to concur and approve such emergency purchases.
 - 1.3. Emergency Purchases Necessary Outside of Normal Business Hours – The Director of a department may approve emergency purchases, in his discretion, outside normal business hours whenever an emergency situation exists and the Chief Financial Officer cannot be contacted. The Director of the department which makes such an emergency purchase shall notify the City Administrator and the Chief Financial Officer at the first opportunity and before the close of the next business day. The Purchasing Clerk may then issue a confirming purchase order to the emergency purchase supplier.
 - 1.4. Emergency Purchases Over \$20,000 – All emergency purchases over \$20,000.00 must be approved by the City Administrator and the Mayor in writing.
2. **Price Agreement Purchases**
 - 2.1. The Purchasing Clerk is authorized to and shall consolidate requirements for items which are continually needed by the various departments for the purpose of procurement of such items as needed and if needed during a term of up to one year and may extend such term as is appropriate in her discretion. Revisions to specifications for the purpose of avoiding purchases under the price agreement are not permitted.
 - 2.2. All departments shall plan their needs for such items and provide the Purchasing Clerk with sufficient scheduling information, specifications, and other information as may be required to prepare bid documents and enter into the

agreements. Requisitions for items under a price agreement shall reference the applicable agreement.

- 2.3. All purchases for such items shall be made from the selected supplier unless that supplier is unable to deliver as needed by the City or as promised in its bid. If the agreement has been terminated for failure of the Supplier to perform the provisions of the agreement, the Purchasing Clerk shall seek bids from other qualified suppliers. Until such time an agreement is entered into with a new supplier, the Purchasing Clerk may purchase from whichever source is in the City's best interests.

3. **Petty Cash Purchases** – The Chief Financial Officer is authorized to create petty cash funds where they are needed within City government. The size of all petty cash funds will be controlled by the Chief Financial Officer. Routine purchases of items less than Ten Dollars (\$10.00) may be made from petty cash without contacting the Purchasing Clerk. The following regulations will apply to all petty cash funds:

- 3.1. Reimbursement is to be made only to personnel authorized by the department head. It shall be the responsibility of the using department to properly code or classify the item or expenditure.
- 3.2. Reimbursement is not to be made until an invoice marked "paid", a valid receipt, or certificate of expenditure is received by the fund custodian.
- 3.3. No reimbursement is to be made for items over Ten Dollars (\$10.00) other than postage and freight charges without prior approval by the Director of Finance, or for separate items which total over \$50.00 where it appears that the purchasing regulations are being circumvented.
- 3.4. Custodians of petty cash funds shall submit reimbursement documents to the Finance Department at least once a month. Finance Department will replenish petty cash upon receipt of reimbursement documents.
- 3.5. All petty cash funds will be subject to audit at unannounced times by the Finance Department.
- 3.6. Petty cash funds are not to be used to cash personal or payroll checks.
- 3.7. Additional rules and regulations regarding petty cash funds may be established by the Finance Director as deemed necessary.

4. **Disposal of Obsolete, Scrap, or Surplus Property** – Whenever a department of the City has items which have become obsolete, scrap, or surplus to their needs, these items may be disposed. After verification that no other City departments has use for these items, the items shall be disposed of in coordination with the Purchasing Clerk in any one or more of the following ways:

- 4.1. Publicly advertised auction sales.
- 4.2. Solicitation of bids for such property. Usual practices of competitive bidding will be followed.
- 4.3. Property that has no monetary value may be destroyed or donated to a not-for-profit organization. If more than one organization desires the property, the Purchasing Clerk shall draw lots for the purpose of making the selection.
- 4.4. Department may trade-in obsolete or surplus items for credit against the purchase price of replacement items. If a department elects trade-in to dispose of an item,

the Purchasing Clerk shall determine the actual methods to obtain the best value or credit for such items.

- 4.5. Obsolete or surplus items with salvage value over ten-thousand dollars (\$10,000.00) shall be disposed of after approval of the City Administrator.
- 4.6. Sale of scrap metal at Public Works Facility may be sold as approved by Public Works Director.

5. Disposal of Obsolete, Scrap, or Surplus Property Used for Public Safety

Purposes – Whenever the Police Department has items relating specifically to public safety functions which have become obsolete, scrap, or surplus to the needs of the department, these items may be donated to a bona fide public safety agency within the State of Missouri.

- 5.1. This section shall not apply to vehicles of any kind.
- 5.2. Any public safety organization to which items are donated shall agree in writing to waive any liability of the City of Willard, Missouri, and shall further agree not to sell or use as trade-in against the purchase of other items.
- 5.3. If, after notification of available items for donation under this section, more than one qualified organization requests items, then the selection of the organization shall be made by the drawing of lots. Lots shall be drawn first for Greene County organizations, next for the counties bordering Greene County, and last, other Missouri counties.
- 5.4. Records shall be maintained by the Finance Department of all donations made under this section.

6. Disposal of Unclaimed Property Held by the Police Department – Procedures and Policies outlined in City of Willard Ordinance # 130909, dealing with the disposal of unclaimed property held by the Police Department.

- 7. **Miscellaneous Exceptions:** Due to the nature of some purchases, separate guidelines may be required. Any such purchases shall be evaluated by the Department Director for the development of appropriate procedures. Such procedures and policies shall also be committed to fair and equal opportunity with integrity and openness. These policies shall be presented to the City Administrator for review. Approval of such policies shall be made by the City Council, as deemed necessary by the City Administrator.

SECTION 4

RECEIPTING OF GOODS AND SERVICES

This section defines the manner in which goods and services are received by the City to assure that the quantity, quality, and price of the goods and services received are accurate, and that payment is made only for goods and services actually received by the City. This section further emphasizes the responsibility that is placed on employees in the receipting of goods and services for the City.

1. Merchandise Delivered to City Facilities

- 1.1. Employees may sign for packaged products when carrier provides shipping document noting number of packages and provided packages do not exhibit any signs of damages or shortages.
- 1.2. Vendors are to provide packing documents with complete description and quantities noted.
- 1.3. Responsibilities of employees receiving merchandise include:
 - A. Inspection of shipment for completeness and condition.
 - B. Comparison of products to shipping documents and purchase orders.
 - C. Notification to purchasing clerk and accounts payable clerk of shortages, overages, damages, incorrect, or defective merchandise.
 - D. Providing verification of receipt of goods by signature on shipping documents and forwarding of such documentation to Finance Department.
- 1.4. Merchandise under \$200.00 may be verified by the signature of one employee.
- 1.5. Merchandise over \$200.00 requires verification of goods by a Department Receiving Agent.
- 1.6. Designated Receiving Agent shall not be allowed to verify receipt of goods if he or she has participated in the procurement process.

2. Services Rendered at City Locations

- 2.1. Service vendors shall provide a description of services upon performance at a City location.
- 2.2. Services rendered at City locations shall require the signature of one employee and the approval of the Department Head.

3. Merchandise Obtained at Vendor's Location

- 3.1. Merchandise picked up at a vendor's location must not total more than \$500.00 without written approval by the Department Director.
- 3.2. Merchandise picked up by employee(s) requires the verification of goods by the signatures of two employees on documentation containing quantity and description of goods.
- 3.3. Employees are to forward documentation to Finance Department for processing of payment.

4. Receipting of Fuel

- 4.1. Verification of fuel purchases requires only the signature of the employee making purchase.
- 4.2. Fuel purchases shall be noted on employee's monthly vehicle log.

SECTION 5 LEGAL AND CONTRACTUAL REMEDIES

1. **Right of Protest** – Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation of bids or the award may protest to the City Clerk. The protest shall be presented in writing stating the basis upon which the solicitation or award is contested, and protest must be presented within thirty (30) days after the aggrieved party became aware of the solicitation or award. City Clerk shall forward protest document to City Administrator for review. Before proceeding in any court action, a person must pursue the administrative remedies set forth below.
2. **Resolution of Protest** – Whenever the City Administrator so requests, a City Purchasing Committee shall meet and resolve contested solicitation or awards. The committee shall be comprised of the City Administrator, the Chief Financial Officer, and the City Attorney. The City Purchasing Committee shall have no authority to overturn bid awards, but may advise the City Purchasing Clerk, or the Director of the contracting department of changes or guidelines to follow in the future.
3. **Authority to Suspend or Debar** – The Purchasing Committee shall have authority to suspend or debar a person from consideration for bid awards. The length of the debarment shall be made at the discretion of the Purchasing Committee.
4. **Suspension and Debarment Procedures**
 - 4.1. Notice of suspension or debarment shall be given by certified mail at least seven (7) days prior to the effective date of the suspension or debarment.
 - 4.2. The person to be suspended or debarred has a right to a hearing, if requested within fourteen (14) days after mailing of notice. Hearing shall be requested in writing to the City Administrator.
 - 4.3. The hearing shall be held promptly thereafter before the Hearing Officer. A Hearing Officer shall be appointed by the City Administrator for this purpose. The Hearing Officer shall have all powers necessary to conduct the hearing.
 - 4.4. The City Attorney, on behalf of the City, or any party to the proceeding may request that the Hearing Officer issue subpoenas for witnesses or subpoenas duces tecum. The Hearing Officer shall cause a record of the case to be kept and copies shall be made available to any interested person upon the payment of a fee. The hearing need not be conducted according to the rules of evidence. Any relevant matter may be admitted and considered by the Hearing Officer if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs. Objections to evidence shall be noted and the Hearing Officer may rule on such objections.
 - 4.5. The decision of the Hearing Officer shall be in writing and shall be subject to appeal under Chapter 536, Revised Statutes of Missouri. All decisions of the Hearing Officer shall be final decisions thirty (30) days after the mailing or personal service of the decision.
 - 4.6. Suspension or debarment will not be stayed due to any pending hearing or appeal.
5. **Causes for Suspension or Debarment** – The causes for suspension or debarment include the following:

- 5.1. Conviction within the last ten (10) years for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - 5.2. Conviction within the last ten (10) years under State or Federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor.
 - 5.3. Conviction within the last ten (10) years under State or Federal statutes arising out of the submission of bids or proposals;
 - 5.4. Violation within the last two (2) years of contract provisions, as set forth below, of a character which is regarded to be so serious as to justify debarment action.
 - 5.4.1. Deliberate failure without cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 5.4.2. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
 - 5.5. Violation of general ethical standards in relation to gratuities or kickbacks involving City contracts.
 - 5.6. Any other cause determined to be so serious and compelling as to affect responsibility as a contractor.
6. **Solicitations or Awards in Violation of Law** – When solicitation or award is determined to be in violation of the law, the following provisions shall apply:
- 6.1. **Remedies Prior to Award** – If, prior to award, it is determined that a solicitation or proposed award of a contract is in violation of law, then the solicitation or proposed award shall either be cancelled or revised to comply with the law.
 - 6.2. **Remedies After Award** – If, after an award, it is determined that a solicitation or award of a contract is in violation of law, then:
 - 6.2.1. If the person awarded the contract has not acted fraudulently or in bad faith, at the option of the City,
 - A. The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the City; or
 - B. The contract may be terminated and the person awarded the contract shall be compensated for the actual expenses reasonably incurred under the contract prior to the termination;
 - 6.2.2. If the person awarded the contract has acted fraudulently or in bad faith, at the option of the City,
 - A. The contract may be declared null and void; or
 - B. The contract may be ratified and affirmed if such action is in the best interests of the City, without prejudice to the City's rights to such damages as may be appropriate.

7. **Ethics and Conflict of Interest**

- 7.1. **For Employees** – See City of Willard Conflict of Interest Policy.

7.2. **For Non-Employees** – Any effort to influence any public employee to breach the standards of ethical conduct set forth by the City of Willard is also a breach of ethical standards.

8. **Gratuities and Kickbacks**

8.1. **Gratuities** – It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept, or agree to accept from another person, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a contract requirement, specification, or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any requirement, contract, subcontract, or any solicitation of proposal therefore.

An employee may not accept gifts, monetary or otherwise, from suppliers, vendors, contractors, or elected officials for performing his/her work duties.

8.2. **Kickbacks** – It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a contractor or subcontractor under a contract to the City, prime contractor, or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.

9. **Confidential Information** – It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

10. **Criminal Sanctions** – To the extent that violations of the ethical standards of conduct set forth by this policy constitute violations of the state criminal statutes or the City of Willard Ordinances, they shall be punishable as provided therein. Such sanctions shall be in addition to the remedies provided in this policy.

11. **Remedies**

11.1. **Against Employees** – Any employee who violates the provisions of this policy may be reprimanded, suspended, or terminated.

11.2. **Against Non-Employees** – Any non-employee who violates the provisions of the policy may be warned, reprimanded, suspended, or debarred in accordance with the provisions in the policy.

11.3. **Department Heads and Department Directors** – All supervisory personnel will be held to the same requirements and standards with regard to compliance with the provisions of the purchasing procedures as are other employees. When a department head or director becomes aware of violations of the purchasing procedures, they shall immediately take appropriate action as authorized by this section to remedy the violation.



**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #9

AN ORDINANCE

AN ORDINANCE CALLING FOR THE REGULAR ELECTION IN THE CITY OF WILLARD, MISSOURI, FOR THE PURPOSE OF HAVING THE QUALIFIED VOTERS OF SAID CITY ELECT FOUR (4) ALDERMEN, DESIGNATING A TIME OF HOLDING SAID ELECTION, PRESCRIBING THE INFORMATION FROM THE BALLOT TO BE USED, AND AUTHORIZING THE CITY CLERK TO GIVE SUCH INFORMATION AND NOTICE OF SAID ELECTION TO THE COUNTY CLERK OF GREENE COUNTY.

1st and 2nd Reading

First Reading: 11-4-13

Second Reading: 11-4-13

BILL NO. 13-55

ORDINANCE NO. 131104B

AN ORDINANCE

AN ORDINANCE CALLING FOR THE REGULAR ELECTION IN THE CITY OF WILLARD, MISSOURI, FOR THE PURPOSE OF HAVING THE QUALIFIED VOTERS OF SAID CITY ELECT FOUR (4) ALDERMEN, DESIGNATING A TIME OF HOLDING SAID ELECTION, PRESCRIBING THE INFORMATION FROM THE BALLOT TO BE USED, AND AUTHORIZING THE CITY CLERK TO GIVE SUCH INFORMATION AND NOTICE OF SAID ELECTION TO THE COUNTY CLERK OF GREENE COUNTY.

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

Section 1. The annual City election shall be held on April 8TH 2014 as provided by Missouri Revised Statutes with the polling places, judges, and clerks, as may be provided by the County Clerk, as the same is now set forth by the Missouri Revised Statutes.

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

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

Section 3. The filing deadline to be a candidate for any of the above offices to be filled at said election is 5:00 p.m. on January 21ST, 2014.

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

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

Section 6. The City Clerk of the City of Willard is hereby authorized and directed to and did give notice of the vacancies to be filled by said election and of the filing deadline to be a candidate. Said notice was and is to be published at least once a week for three consecutive weeks preceding the filing deadline of the 21ST day of January, 2014.

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

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

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

Approved as to form: _____
Ken Reynolds, City Attorney

READ TWO TIMES AND PASSED at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the 4th day of November, 2013.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
_____	_____	_____
DAVID HEMPHILL		
_____	_____	_____
DAVID ROGGENSEES		
_____	_____	_____
KEVIN MCDONALD		
_____	_____	_____
CYNDI COSBY-TRAPP		
_____	_____	_____
BRYAN VINCENT		

APPROVED BY:

ATTESTED BY: _____
DALE DUVALL, CITY CLERK

WENDELL FORSHEE, MAYOR



**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #10

AN ORDINANCE

AUTHORIZING the Mayor, on behalf of the City of Willard, to execute an agreement between the City of Willard and Davis. Lynn and Moots, PC, to provide professional municipal auditing services.

1st and 2nd Reading

First Reading: 11-04-13

Second Reading: 11-04-13

Council Bill No.13-56

Ordinance No.: 131104C

AN ORDINANCE

AUTHORIZING the Mayor, on behalf of the City of Willard, to execute an agreement between the City of Willard and Davis, Lynn and Moots, PC. to provide professional municipal auditing services.

WHEREAS, the City of Willard has selected Davis, Lynn and Moots PC., to provide said services as itemized in detail in Exhibit "A" as attached hereto.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to execute an agreement between the City of Willard and Davis, Lynn and Moots, PC., to provide professional municipal auditing services. as described in Exhibit "A" of said agreement.

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 4th DAY OF November, 2013.

APPROVED BY:

Mayor Wendell Forshee

ATTEST: _____, City Clerk, Dale Duvall

Approved as to form: _____, City Attorney, Ken Reynolds

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

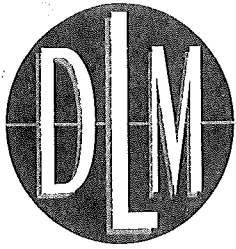
CYNDI COSBY-TRAPP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES



DAVIS, LYNN &
MOOTS, P.C.
Certified Public
Accountants

Exhibit A.

LARRY M. BROWN, CPA
LAWRENCE W. DAVIS, CPA
ANTHONY D. LYNN, CPA
RANDALL G. MOOTS, CPA
ANGELA M. PATRICK, CPA
ANDREW A. MARMOUGET, CPA

3828 SOUTH AVENUE
SPRINGFIELD, MO 65807
(417) 882-0904
FAX (417) 882-4343

www.dlmcpa.com
e-mail: cpa@dlmcpa.com

October 17, 2013

Honorable Mayor and Board of Alderman
City of Willard
224 W. Jackson
Willard, Missouri 65781

We are pleased to confirm our understanding of the services we are to provide the City of Willard, Missouri for the year ended December 31, 2013. We will audit the financial statements of the governmental activities, the business-type activities and each major fund which collectively comprise the basic financial statements of the City of Willard, Missouri, as of and for the year ended December 31, 2013.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Budgetary Comparison Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body of individuals charged with governance, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual, preferably from senior management, with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities and each major fund, of the City of Willard, Missouri, and the respective changes in financial position and cash flows, where applicable, in conformity with the modified cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further auditing procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Willard, Missouri's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in

Honorable Mayor and Board of Alderman
City of Willard
Willard, Missouri
Page Five

place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Davis, Lynn & Moots, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State or its designee, a federal agency providing direct or indirect funding, or U.S. General Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Davis, Lynn & Moots, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in March 2014 and to issue our reports by July 31, 2014. Andy Marmouget is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services for the year ended December 31, 2013, will be \$14,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If the City has expended over \$500,000 in federal awards and a single audit is required under OMB Circular A-133, there will be an additional fee of \$2,500 for additional procedures and reporting required. We will issue a substitute engagement letter if a single audit is determined to be required. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Honorable Mayor and Board of Alderman
City of Willard, Missouri
Willard, Missouri
Page Six

Government Auditing Standards require that we provide you with a copy of our most recent peer review report. Our 2011 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Willard, Missouri and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Davis, Lynn: Moots, PC

DAVIS, LYNN & MOOTS, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Willard, Missouri.

By: _____

Title: Mayor

Date: 11-4-13

234 South Main
P.O. Box 1020
Ottawa, Kansas 66067
(785) 242-3170
(785) 242-9250 FAX
www.agc-cpas.com WEB SITE



Lucille L. Hinderliter, CPA
Harold K. Mayes, CPA

W. Keith Gaeddert, CPA
(Retired)

SYSTEM REVIEW REPORT

May 11, 2012

To the member/owners' of
Davis, Lynn & Moots, P.C.
and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Davis, Lynn & Moots, P.C. (the firm) in effect for the year ended November 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in the System review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Davis, Lynn & Moots, P.C. in effect for the year ended November 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass; pass with deficiency (ies) or fail. Davis, Lynn & Moots, P.C. has received a peer review rating of pass.

Agler & Gaeddert, Chartered

Agler & Gaeddert Chartered
Certified Public Accountants





**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #11

AN ORDINANCE

APPROVING AMENDMENTS TO THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO LAND DEVELOPMENT REGULATIONS, CHAPTER 400 ; ARTICLE XVII MISCELLANEOUS REGULATIONS; SECTION 400.1520D FLOODPLAIN MANAGEMENT

1st and 2nd Reading

First Reading: 11-04-13

Second Reading: 11-04-13

Council Bill No.13-57

Ordinance No.: 131104D

**AN ORDINANCE APPROVING AMENDMENTS TO THE MUNICIPAL CODE OF THE CITY OF WILLARD
PERTAINING TO LAND DEVELOPMENT REGULATIONS, CHAPTER 400 ; Article XVII
MISCELLANEOUS REGULATIONS; SECTION 400.1520D FLOODPLAIN MANAGEMENT**

WHEREAS, a public hearing was held on November 4, 2013.

WHEREAS, the Planning and Zoning Commission of the City of Willard has initiated a proposed amendment to the Land Use Regulation in accordance with Article III. Administration and Review, Section 400.350, Amendments, paragraph B, *Initiation of Amendment*; and

WHEREAS, the Planning and Zoning Commission held a public hearing on October 22, 2013 for the purpose of receiving comments and input from the community on the proposed amendments; and

WHEREAS, after receiving public input, the Planning and Zoning Commission voted to recommend to the Board of Aldermen the proposed amendments to the Land Use Regulations 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 IV. Land Use, Chapter 400: Land Development Regulations, Article XVII. Miscellaneous Regulations, Section 400.1520D, Floodplain Management, to read as follows:

D. Provisions for Flood Hazard Reduction

1. General standards.

c. Until a floodway is designated, no new construction, substantial improvements or other development, including fill, shall be permitted within any numbered A Zone or AE Zone on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot ~~at on~~ on any point adjoining or other parcel of land within the community.

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.

Passed at meeting: _____

Mayor, Wendell Forshee

Attest: _____, City Clerk, Dale Duvall

Approved as to form: _____, City Attorney, Ken Reynolds

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD,
MISSOURI ON THE ____ DAY OF _____, 2013.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

Staff Report for a Text Amendment
Section 400.1520 Floodplain Management

Date: November 4, 2013

Background Information: A preliminary site plan and hydraulic model calculations were submitted by Olsson Associates for Freedom Bank. After staff review it was determined to avoid any potential conflicts of interest that the City would ask a third party to review the plan. Great River Engineering reviewed and denied approval based on the City of Willard's current floodplain management ordinance. After multiple discussions with all parties involved and further review of the City's regulations regarding height of fill, it was determined that the Willard Floodplain Ordinance is more restrictive than the NFIP regulations. A text amendment is proposed that would change the text of the ordinance to be in line with NFIP regulations. Ultimately FEMA has the final review of the CLOMR and LOMAR. Staff has included a drawing that illustrates the developer's intent and both engineering comments for your review.

Planning and Zoning Commissioners recommended approval of the proposed change.

Staff Recommendation: Staff request consideration from the Board of Aldermen for approval of the Great River Engineer's recommended Text Amendment.

Director of Development

Randy Brown



August 13, 2013

Mr. Randy Brown
Director of Planning and Development
City of Willard
224 W. Jackson St.
Willard, MO 65781

RE: Proposed Proctor Road Extension - Storm Water Calculations submitted by Olsson Associates

Dear Mr. Brown,

I have completed my review of the submitted HEC-RAS calculations for drainage channel improvements between Hwy 160 and East New Melville Road for the purpose of constructing a new portion of Proctor Road across an existing FEMA Floodplain.

The flow numbers provided for flow through the channel appear to be calculated correctly, and are a little conservative. However, there are seven instances within the proposed improvement where the proposed water surface elevation exceeds the existing water surface elevation by more than one foot. According to City of Willard Floodplain Management Code, Section 400.1520, Subsection D.1, Paragraph c: "Until a floodway is designated, no new construction, substantial improvements or other development, including fill, shall be permitted within any numbered A Zone or AE Zone on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community." This particular development area is within an unnumbered A Zone and therefore the current design fails to meet the current code.

I cannot recommend approval of this design as submitted, as it violates the current City of Willard's Code.

If you should have any questions, please do not hesitate to contact me.
Thank you.

Sincerely,
GREAT RIVER ASSOCIATES

David A. Lundstrom, P.E.



City of Willard

Zoning Case No. 9-3-13
Application Date 9-3-13
Application Fee \$50.00

PD 9/3/13
CK \$50.00 - RB
NO CHECK#

**APPLICATION
TEXT AMENDMENT TO
LAND DEVELOPMENT REGULATIONS**

We, the undersigned, owners of land, or having an interest in property within the City of Willard, Missouri, request that the Board of Aldermen approve an amendment to the text of the *Willard Land Development Regulations* as described herein. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising costs for the public hearings as required by the Willard Land Development Regulations. The City of Willard is authorized to prepare and publish all required legal advertising, the cost of which is to be billed to the name listed below for payment.

Land Development Regulations section number(s) requested to be amended: _____

Section 400.1520 (Floodplain Management) D.1

On a separate sheet(s), answer the following questions:

1. Wording of proposed text amendment.
2. Explain the reasons that you are requesting the proposed text amendment.
3. Identify property that you own, control or occupy in the City of Willard that would benefit from the proposed amendment. Provide the street address, or provide the legal description if the property does not have a street address.
4. Explain the extent to which other properties in the City of Willard that are subject to the regulations may be affected by the proposed text amendment.

Applicant's Name ATM Square, LLC

If corporation, Corporate Official and Seal: _____

Mailing Address 7588 N. Farm Road 119, Willard, MO 65781

Telephone Number 417-742-1776 Fax Number _____

Applicant's Signature [Signature]

BILL LEGAL ADVERTISING TO:

Name Same as applicant Telephone _____

Address _____

Wording of proposed text amendment:

The following should be added in the Section 400.1520 Floodplain Management, D.1 (General Standards)

"g. Notwithstanding any other provision of this section, permits may be issued for development in Zones A1-30, AE, AH on the FIRM which increase the water surface elevation of the base flood by more than one foot, provided that the applicant first applies for a conditional FIRM revision, fulfills the requirement for such a revision as established under the provisions of 44 CFR Sec. 65.12, and receives the approval from the Floodplain Administrator. "

See attached letter from
Great River engineering
for
verbiage.

Reasons for proposed text amendment:

The current city code is missing a clause that would allow floodplain modifications to increase the base flood elevation by more than 1 foot provided a conditional FIRM revision is first requested, and the increase does not adversely affect the community. As is, the city's code is more restrictive than the National Flood Insurance Program (NFIP) requirements. The proposed text amendment wording is copied from the National Flood Insurance Program regulations.

Legal Description of the property owned:

Being all that part of the Southeast Quarter of Section 26, Township 30 North, Range 23 West, being all of Lot 1 of ATM Square, a subdivision in the City of Willard, Greene County, Missouri duly filed in the Greene County Recorder's Office in Plat Book AAA, Page 235, and all that part of the tract of land as described in the General Warranty Deed duly filed in the Greene County Recorder's Office in Deed Book 2008, Page 03977-08, all in the City of Willard, Greene County, Missouri, and being more particularly described as follows:

BEGINNING at the Northwest corner of Lot 1 of ATM Square, a subdivision in the City of Willard, Greene County, Missouri duly filed in the Greene County Recorder's Office in Plat Book AAA, Page 235, said point being in the South Right-of-Way line of State Highway 160, as now established; thence South 87 Degrees 51 Minutes 00 Seconds East along said South Right-of-Way line, a distance of 1,551.68 feet, said point being the Northwest corner of the tract of land as described in the Warranty Deed duly recorded in the Greene County Recorder's Office in Deed Book 2003, Page 089393-03; thence departing said South Right-of-Way line South 02 Degrees 02 Minutes 16 Seconds West along the West line of said tract of land, any beyond, along the West line of the tract of land as described in General Warranty Deed duly filed in the Greene County Recorder's Office in Deed Book 2417, at Page 1349, and beyond, along the West line of Proctor's Addition, a subdivision in the City of Willard, Greene County Missouri, duly filed in the Greene County Recorder's Office in Plat Book II, at Page 53, a distance of 950.95 feet to a found 5/8" iron bar in the North Right-of-Way line of New Melville Road, as now established; thence departing said West line North 87 Degrees 41 Minutes 05 Seconds West along said North Right-of-Way line, a distance of 331.89 feet; thence continuing along said North Right-of-Way line North 87 Degrees 45 Minutes 56 Seconds West along said North Right-of-Way line, a distance of 817.62 feet to a point in the same; thence departing said North Right-of-Way line North 01 Degrees 49 Minutes 23 Seconds East along the East line of Brayfield

Village, a subdivision in the City of Willard, Greene County, Missouri, duly filed in the Greene County Recorder's Office in Plat Book PP, at Page 63, and beyond, along the East line of Lot 2 of said ATM Square subdivision, a distance of 770.52 feet to the Southeast corner of said Lot 1, said point being in the North Right-of-Way line of Proctor Road, as now established; thence North 87 Degrees 52 Minutes 02 Seconds West along said North Right-of-Way line, a distance of 425.07 feet to the Southwest corner of said Lot 1, said point being in the East Right-of-Way line of State Highway AB; thence departing said North Right-of-Way line North 01 Degrees 09 Minutes 35 Seconds East along said East Right-of-Way line, a distance of 148.36 feet; thence continuing along said East Right-of-Way line North 45 Degrees 05 Minutes 53 Seconds East, a distance of 41.09 feet to the POINT OF BEGINNING and containing 1,168,937 square feet or 26.835 acres of land, more or less. EXCEPT any part thereof taken, deeded or used for road or highway purposes

Extent to which other properties are affected:

By approving this text amendment, other properties within the City of Willard will be able to modify the current floodplain if they so choose. This amendment would not have any impact on the current floodplains within the City.

Recommended
Verbiage.

Randy,

Below is the City of Willard flood hazard reduction text. I have highlighted in yellow the words I would suggest be removed and replaced with the words in red text. I believe this will protect the citizens of Willard while allowing for the development property within the City.

If you have any questions please feel free to give me a call.

Provisions For Flood Hazard Reduction

1. *General standards.*

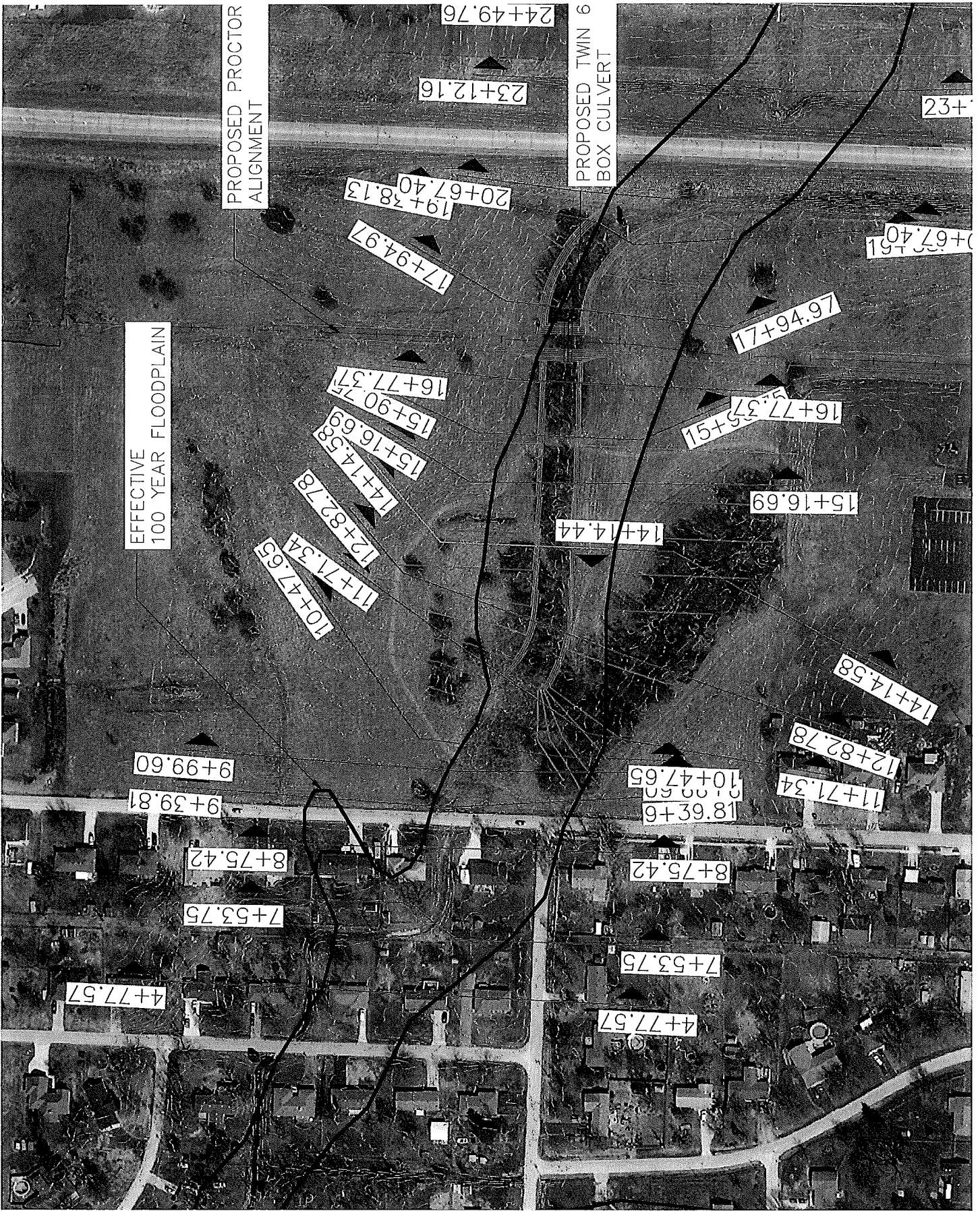
a. No permit for floodplain development shall be granted for new construction, substantial improvements and other improvements, including the placement of manufactured homes, within any unnumbered A Zones and AE Zones, unless the conditions of this Section are satisfied.

b. All areas identified as unnumbered A Zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A Zones is subject to all provisions of this Section. If Flood Insurance Study data is not available, the community shall obtain, review and reasonably utilize any base flood elevation or floodway data currently available from Federal, State or other sources.

c. Until a floodway is designated, no new construction, substantial improvements or other development, including fill, shall be permitted within any numbered A Zone or AE Zone on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot ~~at~~ on any adjoining or other parcel of land ~~point~~ within the community.

d. All new construction, subdivision proposals, substantial improvements, prefabricated buildings, placement of manufactured homes and other developments shall require:

King Coltrin, P.E., LEED-AP
Principal
Great River Associates
King@greatriv.com
417-886-7171





**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #12

AN ORDINANCE

AMENDING the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning 105 South Street in the City of Willard, MO.

1st and 2nd Reading

First Reading: 11/04/13

Second Reading: 11/04/13

Council Bill No.: 13-58

Ordinance No.: 131104E

AN ORDINANCE

AMENDING the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning 105 South Street in the City of Willard, MO.

WHEREAS, an application has been filed for a zoning change of the tract of land described in Exhibit "A" from R-3, Multi-Family Residence District to C-1, Neighborhood Business; and

WHEREAS, following proper notice; a public hearing was held before the Planning and Zoning Commission on October 22, 2013, and said Commission approved the recommendation; and

WHEREAS, proper notice was given of a public hearing to be held on November 4, 2013, before the Board of Aldermen and that said hearing was held in accordance with the law.

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 property herein described as 105 South Street, specifically described in Exhibit "A" attached hereto, within the City of Willard, and the same hereby is, rezoned from a R-3, Multi-Family Residence District to C-1 Neighborhood Business District and the Willard Land Use Regulations, Section 400.380A thereof, Zoning Map, is hereby amended, changed and modified accordingly.

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.

Passed at meeting: _____

Mayor, Wendell Forshee

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 _____, 2013.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

CITY OF WILLARD, MISSOURI

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



EXHIBIT "A"

A TRACT OF LAND IN PART OF THE NORTH $\frac{1}{2}$ OF LOT 1 AND THE NORTH $\frac{1}{2}$ OF LOT 2 OF THE SW FRACTIONAL $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 22 WEST, WILLARD, GREENE COUNTY, MISSOURI, DESCRIBED AS FOLLOWS; COMMENCING AT THE WEST $\frac{1}{4}$ CORNER OF SAID SECTION 31, THENCE $88^{\circ} 19' 22''$ E, 694.31 FEET ALONG THE SOUTH LINE OF SAID NW FRACTIONAL $\frac{1}{4}$; THENCE $88^{\circ} 19' 22''$ E, 175.99 FEET ALONG SAID SOUTH LINE; THENCE $S 02^{\circ} 09' 42''$ W, 974.05 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING $S 02^{\circ} 09' 42''$ W, 324.83 FEET; THENCE $S 88^{\circ} 17' 26''$ E, 1039.45 FEET TO THE INTERSECTION WITH A NON-TANGENT 7464.44 RADIUS CURVE OF THE WEST RIGHT OF WAY LINE OF US HIGHWAY 160; THENCE ALONG SAID CURVE WHOSE CORD BEARS $N 27^{\circ} 09' 59''$ W AN ARCDISTANCE OF 363.41 FEET; THENCE $N 87^{\circ} 51' 00''$ W, 861.43 FEET TO THE POINT OF BEGINNING.

CONTAINING 7.0 ACRES SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

Staff Report
Rezoning Request 105 South Street
R-3 to C-1

Date: November 4, 2013

PURPOSE: To rezone the property which would allow staff to issue the owner a business license to operate a Wedding Chapel.

Request: Staff received a request for information concerning the code requirements for the operation of a Wedding Chapel that would be located in the existing structure located at 105 South Street formerly known as the Willard Presbyterian Church. After review of the property location, current zoning and proposed business, staff advised the owner that a rezoning would be needed to permit the business.

Background Information: This property is located on the northwest corner of the intersection of South Street and East Robberson Street. There is an access alley paralleling the north boundary of the property. South Street parallels the east side, and East Roberson parallels the south side of the property. The property is bounded to the north by Commercial District both C-1 and C-2. The property is bounded by the west with R-3 and C-1. The property is bounded to the east by R-3 and C-1. The property is bounded to the south by R-1.

The Comprehensive Plan, Economic Development Vision includes the redevelopment of the downtown core area as a high priority to include small business development that would bring renewed civic life to the city's core area and would serve as a catalyst for private investment and expenditures of outside dollars in the local economy.

The Planning and Zoning Commission recommended approval of this zoning amendment.

Staff Recommendation: The current zoning is R-3, staff recommends rezoning to C-1 in an effort to accommodate a new business that will attribute to the preservation of one of Willard's oldest historic buildings and fuel further revitalization of the downtown area provided all other conditions of the Land Development Regulations are met.

Director of Development

• Randy Brown



City of Willard

Zoning Case No. _____
Application Date 10-1-13
Application Fee \$50.00

PD CK# 3869
on 9/11/13
DD

**APPLICATION
ZONING CHANGE (REZONING)**

We, the undersigned, ask the City of Willard, Missouri Board of Aldermen to approve a zoning change as requested in this application on the tract of land described below. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising and mail notification costs for the public hearings as required by the *Willard Land Development Regulations*. The City of Willard is authorized to prepare and publish all required legal advertising and mail notifications, the cost of which is to be billed to the name listed below for payment.

Present Zoning Classification R3 Requested Zoning Classification C1

Legal Description of Property Requested to be Rezoned (attach additional sheet if needed):

Attached

Street Address or Other Common Property Description 105 South Street, Willard, Mo

Property Owner's Name(s) Cathy and John Havens

If corporation, Corporate Official Name and Seal: _____

Mailing Address 7847 W. Farm Road 64 Willard, MO 65781

Telephone Number 417-619-3468 Fax Number 417-742-0770

PROPERTY OWNER'S SIGNATURE:

Cathy Havens

(Not necessary if there is an authorized representative. Authorized representative must sign below).

AUTHORIZED REPRESENTATIVE:

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this application. A power of attorney is attached.

Name _____ Signature _____

Address _____ Telephone _____

BILL ADVERTISING AND NOTIFICATION COSTS TO:

Name Cathy Havens Telephone 417-619-3468

Address 7847 W. Farm Road 64, Willard, MO 65781

QUESTIONS ON REZONING APPLICATION

(Attach additional sheets if necessary)

1. What is the current use of the property? As a residence/monastery
and Mass has been held in the church.
2. Why are you requesting a change in zoning? The property will be
restored as a chapel and used for special
purposes such as weddings and a fellowship
hall for receptions.
3. Are there any deed restrictions or restrictive covenants that would affect the use of this property?
If so, what are they?
None.
4. Has a rezoning ever been requested for this property in the past by the current owner? What
zoning classification was requested and when?
The property was rezoned from church status
to R3 in 1991 so the property could be used
as a monastery.
5. If the rezoning is approved, does the applicant intend to develop the property? No.
The property will remain a church, as it
has been since 1887, and used for
related events. It will not be developed,
it will be restored to its original purpose.

Parking:

There is limited parking available at the property. ADA compliant spaces will be added. Parking is available on Jackson Street. Terry Whaley with Ozark Greenways has approved use of the Frisco Hightline parking lot, which will provide ample parking. Integrity Motors will provide valet parking service utilizing the Integrity lot on Jackson St.

ALL OF LOTS ELEVEN (11) AND TWELVE (12) AND THE SOUTHEASTERLY HALF OF LOT TEN (10), BLOCK SEVEN (7), IN THE ORIGINAL TOWN OF WILLARD, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

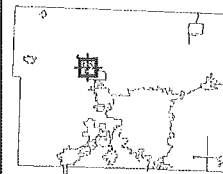
ALL OF LOTS ELEVEN (11) AND TWELVE (12) IN BLOCK SEVEN (7) IN THE ORIGINAL TOWN OF WILLARD AND ALSO THE FOLLOWING:

BEGINNING ON THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE 20 FOOT ALLEY RUNNING THROUGH THE MIDDLE OF SAID BLOCK SEVEN (7) AT A POINT WHERE THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) INTERSECTS SAID RIGHT-OF-WAY LINE; THENCE SOUTHWESTERLY ALONG THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) A DISTANCE OF 140.25 FEET TO THE SOUTHWESTERLY LINE OF SAID BLOCK SEVEN (7); THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK SEVEN (7) A DISTANCE OF 25 FEET; THENCE NORTHEASTERLY ALONG A LINE PARALLEL WITH AND 25 FEET DISTANCE FROM THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) A DISTANCE OF 140.25 FEET TO SAID RIGHT-OF-WAY LINE OF THE 20 FOOT ALLEY; THENCE SOUTHEASTERLY ALONG SAID RIGHT-OF-WAY LINE 25 FEET TO THE POINT OF BEGINNING, IN GREENE COUNTY, MISSOURI.

Date Created: 10/17/2013



Overview



Legend

Parcel Lines

- <all other values>
- DASHROW
- MUNIRWD
- PROPDASH
- PROPLINE
- RRROW
- ZONING

Section Lines

- Quarter Section Lines
- Section Lines

Streets

- <all other values>
- 8

Parcel ID	880726113015	Alternate ID	n/a	Owner Address	MCDONALD, ROBERT M ETAL
Sec/Twp/Rng	26-30-23	Class	R		PO BOX 487
Property Address	105 S SOUTH ST WILLARD	Acreage	0.40		WILLARD MO 65781
District	180				
Brief Tax Description	WILLARD SE1/2 LOT 10 & ALL LOTS 11 & 12 BLK 7 (Note: Not to be used on legal documents)				

Last Data Upload: 9/28/2013 2:34:26 AM

The sinkhole layer on the map is only intended to show a general location of sink holes and cannot be used to determine the exact locations. Confusion over this has necessitated the removal of this layer. At sometime in the future we hope to replace this layer with the Lidar photography if possible.



developed by
The Schneider Corporation
www.schneidercorp.com

Electronically Recorded

044430-13 01 Oct 2013 10:11:00 AM



Book: 2013
Page: 044430-13
2 pages

REAL ESTATE DOCUMENT
GREENE COUNTY, MISSOURI
RECORDERS CERTIFICATION

Cheryl L. Dawson
Cheryl L. Dawson
Recorder of Deeds

ofredrickson

General Warranty Deed

THIS DEED, Made and entered into this 30 day of September, 2013, by and between

Grantor: **ROBERT M. MCDONALD, A SINGLE PERSON**

of the County of GREENE, State of MISSOURI, party or parties of the first part, and

Grantee: **CATHY HAVENS AND JOHN A. HAVENS, WIFE AND HUSBAND**

of the County of GREENE, MISSOURI, party or parties of the second part,

Grantee's mailing address: 7847 W FR64 W. Hard mo 65781

WITNESSETH, that the said party or parties of the first part, for and in consideration of the sum of Ten Dollars and other good and valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second part, the following described Real Estate, situated in the County of GREENE and State of Missouri, to-wit:

ALL OF LOTS ELEVEN (11) AND TWELVE (12) AND THE SOUTHEASTERLY HALF OF LOT TEN (10), BLOCK SEVEN (7), IN THE ORIGINAL TOWN OF WILLARD, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF LOTS ELEVEN (11) AND TWELVE (12) IN BLOCK SEVEN (7) IN THE ORIGINAL TOWN OF WILLARD AND ALSO THE FOLLOWING:

BEGINNING ON THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE 20 FOOT ALLEY RUNNING THROUGH THE MIDDLE OF SAID BLOCK SEVEN (7) AT A POINT WHERE THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) INTERSECTS SAID RIGHT-OF-WAY LINE; THENCE SOUTHWESTERLY ALONG THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) A DISTANCE OF 140.25 FEET TO THE SOUTHWESTERLY LINE OF SAID BLOCK SEVEN (7); THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK SEVEN (7) A DISTANCE OF 25 FEET; THENCE NORTHEASTERLY ALONG A LINE PARALLEL WITH AND 25 FEET DISTANCE FROM THE LINE RUNNING BETWEEN LOTS TEN (10) AND ELEVEN (11) A DISTANCE OF 140.25 FEET TO SAID RIGHT-OF-WAY LINE OF THE 20 FOOT ALLEY; THENCE SOUTHEASTERLY ALONG SAID RIGHT-OF-WAY LINE 25 FEET TO THE POINT OF BEGINNING, IN GREENE COUNTY, MISSOURI.

****GRANTOR FURTHER STATES THAT ROBERT M. MCDONALD IS THE SURVIVING JOINT TENANT OF EARL W. BLAIN, GRANTEE IN CORPORATE WARRANTY DEED IN BOOK 2119 AT PAGE 1775****

SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND COVENANTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD THE SAME, Together with all rights and appurtenances to the same, belonging unto the said party or parties forever.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands

the day and year first above written.

The said party or parties of the first part covenanting that said party or parties and the heirs, executors, administrators and assigns of such party or parties, shall and will WARRANT AND DEFEND the title to the premises unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever, against the lawful claims of all person whomsoever, excepting however, the general taxes for the current calendar year, and thereafter, and special taxes becoming a lien after the date of this deed, and restrictions, easements and building set back lines of record if any, and zoning laws.



ROBERT M. MCDONALD

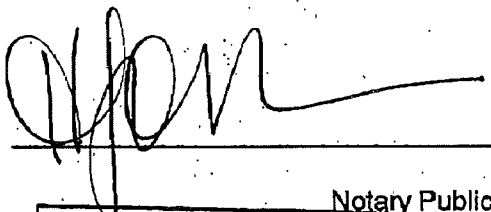
STATE OF MISSOURI,)

) SS.

County of GREENE)

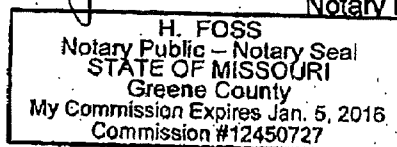
On this 30 day of September, 2013, before me personally appeared ROBERT M. MCDONALD, A SINGLE PERSON

, to me known to be the person(s) described in and who executed the forgoing instrument, and acknowledged that he/she/they executed the same as his/her/their free act and deed. IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in SPRINGFIELD, MO the day and year first above written.



Notary Public

1309055



The following is a letter received on Monday October 14, 2013 by a citizen regarding the rezoning request.

10-7-13

City of Willard ✓
Via: Certified Mail
PO Box 187
Willard, MO 65781

COPY

CC:
Mayor: Wendell Forshee
City Administrator
City Attorney
Ward 1 Aldermen: Doug Johnson, Cindi Trapp

As you can see from the attached photos, the City of Willard has an ever growing problem here on Main Street.

Parking has always been our worst problem, simply because there is NOT ANY. In the photos, all the vehicles on the left side of South Main, up to Jackson, are all associated with the building at 101 S. Main St.. While it is uncommon for 3 trucks to be parked in the street or alley at one time, the rental truck has been here before. The tool truck is parked on the street every Friday for 1-2 hours always with the diesel motor running, causing smells and noise. The tow truck is periodically either parked in the alley, on the street, or is blocking Main Street trying to unload a vehicle into the large entrance door. The vehicles parked on the left side of the street farther toward Jackson, blocking the parking lot entrance, are usually there. There is nearly always a vehicle blocking the ONLY City Fire Hydrant for the Main Street business area.

While I can count at least 8 violations of Willard City Ordinances in the photos, imagine my surprise, awhile back, when during the process of filing a Noise Complaint against the building at 101 S. Main at the Willard Police Department, I found out that the Willard City Administration had requested the Willard City Police Department NOT to enforce Willard City Ordinance Violations against this building.

I don't know if this was past or present Willard City Administration.

As a taxpayer, this appears short sighted on the City's part because it could make the City liable for any damages caused by allowing Main Street or access alleys to be blocked to Emergency Vehicles.

It kind of sounds like "The Good Old Boy" system we used to have in Willard, or could be considered abuse of power or even Malfeasance In Office, depending on who did it and why it was done.

As a taxpayer, it seems these instructions should be revised in writing, so as to not cause a misunderstanding later. Also I would like a copy.

We also had 3 instances in the last 2 weeks of high speed, reckless driving down Main Street with tire burn outs and slides onto Robberson past houses with 3 sets of small kids.

This building has a long history of City Ordinance Violations, generally Parking and Noise. I can think of at least 2 times The City got involved concerning Noise Pollution; once when a race car engine builder was there and once when a heavy duty machine shop was there.

This building has always had a design flaw as it acts like a drum and magnifies low sounds in particular and projects them away from the building. I think it is because it has no or not enough insulation, has no partitions, and is backed up to the block building. Several owners have discovered this problem.

And of course there have been numerous alley and street blocking problems over the years.

In every instance The City ALWAYS ENFORCED THEIR OWN ORDINANCES.

This is NOT a Jim Myers problem or a Main Street problem, this is a City of Willard Administration problem.

While writing this, another similarly related potential problem has popped up,

The church building that is to be turned into a Wedding Reception facility The owner seems to think this is a done-deal with the City. How can this be so, before the Rezoning Hearing?

1. Where are you going to park 25-30 cars or more? I know the Trail might allow parking depending on their needs however I also know that in the heat of the moment, guests are going to park where they want.

2. Was alcohol discussed? Can it be served?

3. What about noise? Music?

4. Hours of operation?

5. Four of the 5 houses on this corner have families with small children.

Having lived at 101 E. Robberson since 1964, we can remember when church members parked on, and blocked all the streets, driveways, mail boxes, and alley for 2 blocks around the church.

No Willard citizen would want that again in their neighborhood.

Concerning the alleys both East and West behind the businesses facing Jackson St. It is extremely important that these not be blocked. All of the food delivery services use at least 40' and sometimes even 55' OTR trucks for delivery. There are 2 businesses on the East Alley which receive these deliveries and if the buildings on the West Alley are sold again for food businesses they will receive the same trucks. These long trucks take a wide approach to turn into or out of the Alleys and they are almost 10' wide so they take up most of the 12' alleys.

Also, the City crews use the West Alley every day.

I used to work for large companies and if you griped about something, you also had to offer a solution, so here is mine.

This has been the un written, generally used rule, most businesses use in this area.

Area defined as; south 100 blocks of Jefferson, Main, & South Streets & 100 blocks East and West Robberson. This has nothing to do with Jackson St., which has it's own problems.

1. Do not allow any parking on city street pavement. I'm sure an ordinance already covers this.
2. Keep both alleys open. They are 12' wide and have NO City Right of Way on either side. They should be posted at either end of both alleys as "No Parking at any time, Tow away Zone"
3. Off Street Parking - This has always been defined as parking on your own property. The City already has Ordinances to cover this.
4. On Street Parking - This has always been defined as parking on the city right of way between where the pavement ends and up to private property line. Limit this amount of parking to the length and/or width of each individual business property which touches any named street. Limit it to those businesses only.

This has worked well in the past and is equally fair to all property owners.

Jim & Emma Myers
101 E. Robberson
742-3125





**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #13

AN ORDINANCE

APPROVING A MUNICIPAL CODE AMENDMENT TO TITLE IV. LAND USE CHAPTER 400:
LAND DEVELOPMENT REGULATIONS, ARTICLE XIV. PLANS, PLATS AND
OTHER REQUIRED INFORMATION SECTION 400.1170 SKETCH PLAN OF THE
MUNICIPAL CODE OF THE CITY OF WILLARD, MO

1st and 2nd Reading

First Reading: 11-04-13

Second Reading: 11-04-13

Council Bill No.: 13-59

Ordinance No.: 131104F

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO TITLE IV. LAND USE CHAPTER 400: LAND DEVELOPMENT REGULATIONS, ARTICLE XIV. PLANS, PLATS AND OTHER REQUIRED INFORMATION SECTION 400.1170 SKETCH PLAN OF THE MUNICIPAL CODE OF THE CITY OF WILLARD, MO

WHEREAS, a public hearing was held on November 4, 2013.

WHEREAS, the Planning and Zoning Commission of the City of Willard has initiated a proposed amendment to the Land Use Regulation in accordance with Article III. Administration and Review, Section 400.350, Amendments, paragraph B, *Initiation of Amendment*; and

WHEREAS, the Planning and Zoning Commission held a public hearing on September 24, 2013 for the purpose of receiving comments and input from the community on the proposed amendments; and

WHEREAS, after receiving public input, the Planning and Zoning Commission voted to recommend to the Board of Aldermen the proposed amendments to the Land Use Regulations 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 IV. Land Use, Chapter 400: Land Development Regulations, Article XIV. Plans, Plats and other required information, Section 400.1170, Sketch Plan to read as follows:

1. B. The sketch plan shall be drawn to an approximate scale (one (1) inch equals one hundred (100) feet). ~~Fifteen (15)~~ **Eight (8) 11"x17" and three (3) 24"x36"** copies of the sketch plan shall be submitted.

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.

Passed at meeting: _____

Mayor, Wendell Forshee

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 _____, 2013.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

CITY OF WILLARD
PLANNING AND ZONING
REGULAR MEETING
September 24, 2013
7:00 P.M.

Meeting opened by Vice-Chairman Robert Taylor at 7:00 p.m.

Staff present: City Administrator, David Gardner; and Director of Development, Randy Brown.

Attorney Ken Reynolds was also present.

Guests present: Mindy Latham and Sam Baird
Christy Iler of the Cross Country Times was present.

Roll Call:

Present: Secretary Valorie Simpson, Adam Shelledy, Lucille Murray, Dave Helton, Vice-Chairman Robert Taylor, and Mayor Forshee. Absent: Bryan Vincent

Approval of Agenda

Motion made by Valorie Simpson with a second by Robert Taylor to approve the agenda. Valorie Simpson-Aye, Lucille Murray-Aye, Bryan Vincent---, Adam Shelledy-Aye, Dave Helton-Aye, Robert Taylor-Aye, and Mayor Forshee- Aye. All votes "Aye". Motion passed.

Approve the minutes from the May 28, 2013 regular meeting:

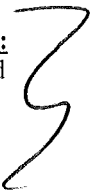
Motion by David Helton with a second by Adam Shelledy to approve the minutes with two changes. Valorie Simpson-Aye, Lucille Murray-Aye, Bryan Vincent---, Adam Shelledy-Aye, Dave Helton-Aye, Robert Taylor-Aye, and Mayor Forshee- Aye. All votes "Aye". Motion passed.

Citizens Input

None.

Public Hearing to consider and recommend to the Board of Aldermen, changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1170 Sketch Plan

City Attorney, Ken Reynolds opened the hearing. There was no citizen input. Ken Reynolds closed the hearing.

 **Discussion/vote for recommendation to the Board of Aldermen amendments to Chapter 400 Section 400.1170: Sketch Plan.** Motion by Valorie Simpson with a second by Lucille Murray to recommend the changes to the Board of Aldermen. Valorie Simpson-Aye, Lucille Murray-Aye, Bryan Vincent---, Adam Shelledy-Aye, Dave Helton-Aye, Robert Taylor-Aye, and Mayor Forshee- Aye. All votes "Aye". Motion passed. 

Old Business

There was discussion about the sign ordinance. The City Attorney suggested that the Commission review the last minutes that dealt with this issue. It was also suggested by the City Attorney that a member of the Economic Development Task Force present their proposal for sign changes to the Commission. Robert Taylor asked that this be put on the agenda for the meeting in October.

Adjourn Meeting:

Motion by Robert Taylor with a second by Dave Helton to adjourn the meeting. Valorie Simpson-Aye, Lucille Murray-Aye, Bryan Vincent---, Adam Shelledy-Aye, Dave Helton-Aye, Robert Taylor-Aye, and Mayor Forshee-Aye. All votes "Aye". Motion passed.

Meeting adjourned.

Minutes submitted by Valorie Simpson

Secretary Valorie Simpson

Robert Taylor, P& Z Vice -Chairman



**CITY OF WILLARD
BOARD OF ALDERMEN
11/04/2013**

Agenda Item #14

AN ORDINANCE

AUTHORIZING the acceptance of the public streets and easements to the City of Willard as shown on the Re-Plat of Lots 37,38, 39 and 40 of Cardinal Hills Subdivision; and authorizing the City Clerk to sign the re-plat upon compliance with the terms of this ordinance.

1st and 2nd Reading

First Reading:11-04-13

Second Reading:11-04-13

Council Bill No.: 13-60

Ordinance No.: 131104G

AN ORDINANCE

AUTHORIZING the acceptance of the consolidation of lots 37, 38, 39 and 40 of the Cardinal Hills Subdivision in Willard, MO; and authorizing the City Clerk to sign the re-plat upon compliance with the terms of this ordinance.

WHEREAS, the purpose of the re-plat was to alter the lot widths of Lots 37, 38, and 39 of Cardinal Hills Subdivision; and

WHEREAS, on October 22, 2013 the Planning and Zoning Commission of the City of Willard, Missouri, reviewed the re-plat of Lots 37,38,39 and 40 within Cardinal Hills Subdivision and voted to recommend approval to the Board of Aldermen of the City of Willard.

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

Section 1: The Board of Aldermen do hereby accept the consolidation of lots 37, 38, 39 and 40 of the Cardinal Hills Subdivision in Willard, Missouri as recommended by the Planning and Zoning Commission and as shown on the document attached hereto and incorporated herein as Exhibit "A", and that the re-plat of said property comprises the following real estate to-wit:

Lots 37A, 38A and 39A of Cardinal Hills Subdivision in the City of Willard, Missouri

Section 2: Upon compliance with all the requirements of this ordinance, the City Clerk is hereby authorized to endorse the Board of Aldermen's approval upon the re-plat pursuant to Section 445.030, RSMo.

Section 3: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Passed at meeting: _____

Mayor, Wendell Forshee

Attest: _____, City Clerk, Dale Duvall

Approved as to form: _____, City Attorney. Ken Reynolds

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 4th DAY OF November, 2013

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

BRYAN VINCENT

KEVIN MCDONALD

DAVID HEMPHILL

DAVID ROGGENSEES

Staff Report for Re-Plat of Lots 37,38,39,40
Cardinal Hills A Residential Planned Development District

November 4, 2013

Purpose: To increase the size of three lots that will allow larger homes to be constructed.

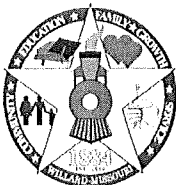
Background Information: Cardinal Hills Subdivision was approved by the Commission and Board of Aldermen in 2007. The owner has requested to re plat an area on the southeast corner of the subdivision in order to accommodate a larger floor plan to be constructed on one of the lots. The new plat will create additional square footage for three (3 lots).

Section 400.090 Land Development Regulations – General Regulations-Subdivision
H. Revision of plat after approval – No changes, erasures, modifications or revisions shall be made on any plat of a subdivision after final approval has been given by the Board of Aldermen and endorsed in writing on the plat, unless it is first resubmitted to the Planning and Zoning Commission and the Board of Aldermen according to the procedures prescribed here in.

Staff Recommendation: Staff asks for the approval of the Board of Aldermen providing any discrepancies or conflicts concerning underground utilities that may be discovered be addressed at the owner's expense and any utilities that need to be retired will also be at the owner's expense.

Director of Development

Randy Brown



City of Willard

Subdivision
Application Date
Application Fee

Cardinal Hills
10/10/13 RB
\$75.00

CK #6384

APPLICATION RE-PLAT/LOT SPLIT

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

Legal description of property (attach additional sheet if necessary): _____

Cardinal Hills Lots 37-40

Address of re-plat/lot split; _____

Property Owner's Name Richard Kramer

If corporation, Corporate Official: _____

Mailing Address 789 N Miller Rd Springfield mo 65802

Telephone Number 417-299-2874 B.H. Fax Number 417-742-5129

PROPERTY OWNER'S SIGNATURE(S):

Richard Kramer
(If corporation, signature of corporation official)

APPROVED BY THE BOARD OF GREENE COUNTY
 DEPT. OF PLANNING
 DATE: 10/17/2006
 PROJECT: 02005
 SHEET: 1071

UNDEVELOPED LAND
 VINCENT P. SCHIAVONE
 BOOK: 2701
 PAGE: 1071

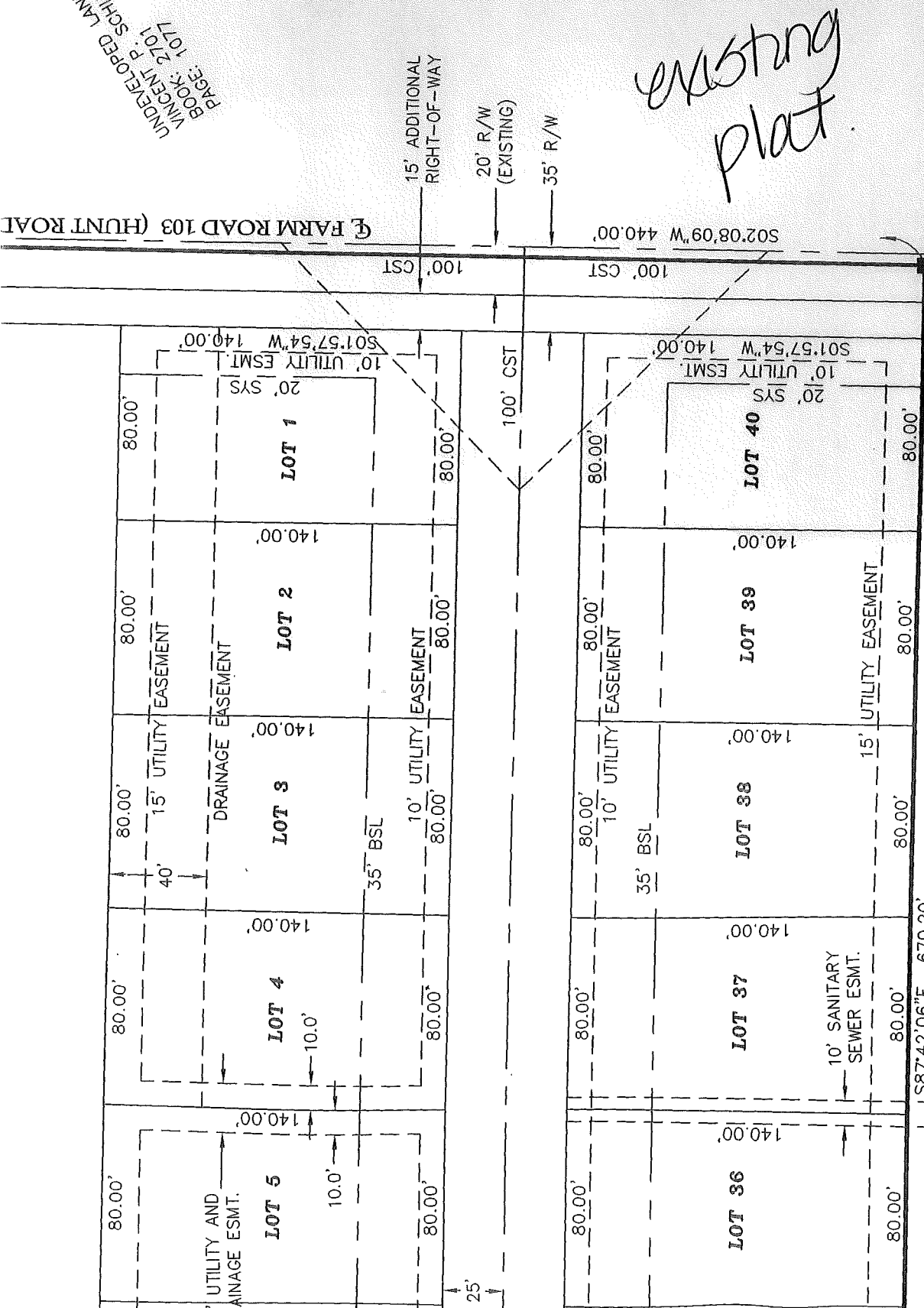
APPROVED BY THE BOARD OF GREENE COUNTY
 DEPT. OF PLANNING
 DATE: 10/17/2006
 PROJECT: 02005
 SHEET: 1071

UNDEVELOPED LAND
 JEREMY A. HEWITT
 BOOK: 02005
 PAGE: 07269405

DATE: 10-30-2006

N: 161281.048 (M)
 E: 419241.367 (M)

UNDEVELOPED LAND
 JAMES MIZE
 BOOK: 2006
 PAGE: 056198-06



S87°42'06"E 670.20'

S02°08'09"W 440.00'

S01°57'54"W 140.00'

S01°57'54"W 140.00'