CITY OF WILLARD, MISSOURI

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

MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

February 28, 2011

7:00 PM - Willard City Hall

224 W. Jackson Street

Mayor
Jamie Schoolcraft

Board Members
Richard Simpson
David Hemphill
Doug Johnson
Pat Lloyd
Board President: Tim Magee
Bryan Vincent

www.cityofwillard.org

CITY OF WILLARD
BOARD OF ALDERMEN
February 28, 2011
7:00 P.M.

Notice posted on February 24, 2011

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., February 28, 2011 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order

1) Roll Call
2) Agenda Amendments/Approval of Agenda
3) Approval of Meeting Minutes;
    a. February 14, 2011 Meeting
4) Citizen Input *(5 minute limit per person)*
5) Chief Financial Officer Report, Karen Robson
    a. January Financial Statements
    b. Updated Mileage Rate
    c. Finance Clerk Job Description
    d. Proposed Safe Room Architect Approval
    e. January Account Transfers
    f. Ozark Greenways Building Report
6) 2011 Budget Amendment Ordinance (1st & 2nd Reading)
    a. Citizen Input
    b. Discussion/Vote
7) 2011 Codification Ordinance (1st & 2nd Reading)
    a. Citizen Input
    b. Discussion /Vote
8) Municipal Court Judge Ordinance (1st & 2nd Reading)

a. Citizen Input

b. Discussion/Vote

9) ATM Square Subdivision/MoDOT Agreement

a. Citizen Input

b. Discussion/Vote

10) ATM Square Subdivision Infrastructure Drawings

a. Citizen Input

b. Discussion/Vote

11) Parks Department Fireworks Show Cost Share

a. Citizen Input

b. Discussion/Vote

12) Old Business

a. Parks Department Update on 2011 Budget Cuts

13) Adjourn Meeting

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

Dale Duvall or Kendra Adams
224 West Jackson
P O Box 187
Willard, MO 65781

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

____
Dale Duvall, City Clerk

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
February 14, 2011
7:00 pm

Board present: Aldermen Richard Simpson, Aldermen David Hemphill, Mayor Jamie Schoolcraft, Aldermen Pat Lloyd, Aldermen Doug Johnson and Aldermen Bryan Vincent. Aldermen Tim Magee was not present.

Staff present: CFO, Karen Robson; City Clerk, Dale Duvall; Director of Development, Randy Brown; Director of Public Works, Justin Reaves; Parks and Recreation Director, Kevin McDonald; Aquatics Director, Brandon Eckhart; Chief of Police, Tom McClain; Willard Reserve Officer, Bill Lingenfielser; and City Attorney, Doug Harpool.

Also in attendance: Christopher Strong, Cindi Trapp, Tom Keltner, Ed Simmons, Robert Quick and Alysa Crosby..

Mayor Schoolcraft led the Pledge of Allegiance.

Call to Order

Mayor Schoolcraft called the meeting to order.

Roll Call

City Clerk, Dale Duvall called the roll call. Aldermen Simpson-present, Aldermen Hemphill-present, Aldermen Lloyd-present, Mayor Schoolcraft-present, Aldermen Johnson-present, Aldermen Magee-----, Aldermen Vincent-present.

Agenda Amendments/Approval of Agenda

> **Motion** made by Aldermen Simpson and seconded by Aldermen Johnson to approve the agenda. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Approve the Minutes of the Regular Meeting on January 13, 2011

> **Motion** made by Aldermen Simpson and seconded by Aldermen Vincent to approve the minutes of the meeting on January 13, 2011. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Citizen Input-Christopher Strong spoke to the Board and thanked Justin Reaves for his hard work in helping to correct the problem with Mr. Strong's waterline. Mr. Strong also asked for compensation on his water bill.

Financial Report-CFO Karen Robson

December Financials- **Motion** made by Aldermen Lloyd and seconded by Aldermen Johnson to approve the December financials. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Outstanding Bills- **Motion** made by AldermenVIncent and seconded by Aldermen Lloyd to pay the unpaid invoices. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

January Utility Billing Adjustment Report - Motion made by Aldermen David Vincent and seconded by Aldermen Lloyd to approve the January report. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Land O' Frost Contract- **Motion** made by Aldermen Lloyd and seconded by Aldermen Johnson to agree to the contract. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Building Lease- **Motion** made by Aldermen Simpson and seconded by Aldermen Vincent to proceed on the potential lease of the Trail Head Building. Aldermen Simpson-Aye, Aldermen Hemphill-Nay, Aldermen Lloyd-Nay, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye.
Three votes aye. Two votes nay. Motion carried.

Flex Time Request –Karen asked for a temporary approval of an accrual of up to 40 hours of flex time for three Public Works employees due to long hours worked during the storm. **Motion** made by Aldermen Vincent and seconded by Aldermen Lloyd. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Park Department Computer- **Motion** made by Aldermen Lloyd and seconded by Aldermen to purchase the desktop computer and Microsoft license. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Water Meter Reading Equipment Update- Karen informed the Board that Public Works is looking into options and that meters will continue to be read manually for now.

Backhoe Lease- **Motion** made by Aldermen Simpson and seconded by Aldermen Hemphill to retain the current backhoe for another two years. Aldermen Simpson-

Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Declaration of Disaster- Karen explained to the Board that Missouri has a limited Presidential Declaration for all counties. Karen told the Board that she will keep them informed of the situation.

Police Department Report-Chief Tom McClain

Police Chief Tom McClain gave his monthly report to the Board.

Emergency Management Report-Stacy Winters

Stacy Winters was not present. Karen Robson gave the emergency management report.

Public Works Report-Justin Reaves

Justin Reaves gave his monthly report.

Development Report-Randy Brown

Randy Brown gave his monthly report.

Parks and Recreation Report-Kevin McDonald

Kevin McDonald gave his monthly report to the Board. Kevin asked the Board to consider paying for half of the annual fireworks show and that he will bring it back to the next meeting for a vote.

Old Business

Karen asked that the Board approve the finance clerk position. The City Attorney stated that due to it not being an agenda item it should be brought back at the next Board meeting.

Adjourn Meeting- Motion made by Aldermen Johnson and seconded by Aldermen Lloyd to adjourn. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. All votes aye. Motion carried.

Meeting adjourned.

Attested by:	Approved by:
______________________	______________________
Dale Duvall, City Clerk	Jamie Schoolcraft, Mayor of Willard

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5a
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL NEEDED

Following are the financial reports for January, 2011.

Please approve.

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
December 31, 2010

ASSETS

CURRENT ASSETS		
CASH IN BANK - CHECKING	$ 55,526.75	
CASH IN BANK- MID-MISSOURI BANK	19,441.24	
CASH IN BANK - CD'S	73,649.47	
CASH IN BANK - JIS	254.97	
CASH IN REPURCHASE AGREEMENT	161,641.39	
TAXES RECEIVABLE	140,632.11	
PETTY CASH	367.00	
DUE FROM RECREATION FUND	396,006.73	
TOTAL ASSETS		$ 847,519.66

LIABILITIES AND EQUITY

LIABILITIES		
PAYROLL TAXES PAYABLE	$ .00	
COURT TRAINING ESCROW	1,001.88	
ESCROW ACCOUNT	8,106.58	
SURETY BOND ESCROW	-1,000.00	
DUE TO WATER/SEWER FUND	343,628.14	
DUE TO RECREATION FUND	15,728.19	
TOTAL LIABILITIES		$ 367,464.79
EQUITY		
FUND BALANCE	$ 388,363.02	
NET INCOME -LOSS	91,691.85	
TOTAL FUND EQUITY		$ 480,054.87
TOTAL LIABILITIES AND EQUITY		$ 847,519.66

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 1 month period ended December 31, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> BUDGET	<-- YEAR TO DATE BALANCE	--> BUDGET	<-- BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
REVENUES							
ASSET SALES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
BUILDING PERMITS	12000.00	563.00	1000.00	563.00	1000.00	-437.00	-11437.00
CABLE TV FRANCHISE FEES	16000.00	3682.73	1333.33	3682.73	1333.33	2349.40	-12317.27
COUNTY ROAD AND BRIDGE TA	27500.00	0.00	2291.67	0.00	2291.67	-2291.67	-27500.00
ELECTRIC FRANCHISE FEES	200000.00	16779.18	16666.67	16779.18	16666.67	112.51	-183220.82
FINANCIAL INSTITUTION TAX	1.00	3.02	0.08	3.02	0.08	2.94	2.02
GAS FRANCHISE FEES	45000.00	4936.81	3750.00	4936.81	3750.00	1186.81	-40063.19
INTEREST INCOME	2500.00	211.33	208.33	211.33	208.33	3.00	-2288.67
LAW ENFORCEMENT SALES TAX	25000.00	1979.00	2083.33	1979.00	2083.33	-104.33	-23021.00
MERCHANTS LICENSES	5000.00	850.00	416.67	850.00	416.67	433.33	-4150.00
MISCELLANEOUS	5000.00	5924.44	416.67	5924.44	416.67	5507.77	924.44
MOBILE PHONE LEASE FEES	49500.00	3086.00	4125.00	3086.00	4125.00	-1039.00	-46414.00
MOTOR VEHICLE TAXES	125000.00	9785.47	10416.67	9785.47	10416.67	-631.20	-115214.53
PLANNING AND ZONING	20000.00	-28.00	1666.67	-28.00	1666.67	-1694.67	-20028.00
REAL ESTATE TAXES	190000.00	169749.14	15833.33	169749.14	15833.33	153915.81	-20250.86
SALES & USE TAX REVENUES	400000.00	32425.66	33333.33	32425.66	33333.33	-907.67	-367574.34
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	41.67	-41.67	-500.00
TRAFFIC COURT FINES	100000.00	5692.12	8333.33	5692.12	8333.33	-2641.21	-94307.88
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	$ 1223001.00	$ 255639.90	$ 101916.75	$ 255639.90	$ 101916.75	$ 153723.15	$ -967361.10

EXPENDITURES

COMMUNITY BUILDING:

ADVERTISING	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
UTILITIES-OTHER (CB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMM.BLDG. EXPENS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 1 month period ended December 31, 2010

	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	$ 0.00	$ 125.00	$ 125.00	$ 1500.00
AUDIT FEE	12500.00	0.00	1041.67	0.00	1041.67	1041.67	12500.00
CAPITAL ASSET EXPENDITURE	0.00	271.81	0.00	271.81	0.00	-271.81	-271.81
CONTRACT LABOR	5000.00	640.00	416.67	640.00	416.67	-223.33	4360.00
DUES AND SUBSCRIPTIONS	1000.00	166.10	83.33	166.10	83.33	-82.77	833.90
ELECTION EXPENSE	2500.00	0.00	208.33	0.00	208.33	208.33	2500.00
GROUP INSURANCE	15500.00	14376.71	1291.67	14376.71	1291.67	-13085.04	1123.29
INSURANCE	10000.00	0.00	833.33	0.00	833.33	833.33	10000.00
LEGAL	30000.00	6798.75	2500.00	6798.75	2500.00	-4298.75	23201.25
PROFESSIONAL (GCG)	7500.00	1695.25	625.00	1695.25	625.00	-1070.25	5804.75
MISCELLANEOUS EXPENSE	0.00	92.83	0.00	92.83	0.00	-92.83	-92.83
OFFICE SUPPLIES	5000.00	761.99	416.67	761.99	416.67	-345.32	4238.01
PAYROLL TAXES	6375.00	854.18	531.25	854.18	531.25	-322.93	5520.82
REPAIRS AND MAINTENANCE	2000.00	306.25	166.67	306.25	166.67	-139.58	1693.75
RETIREMENT PLAN	4500.00	-72.46	375.00	-72.46	375.00	447.46	4572.46
SALARIES	83300.00	11166.00	6941.67	11166.00	6941.67	-4224.33	72134.00
SUPPLIES	5000.00	421.79	416.67	421.79	416.67	-5.12	4578.21
TELEPHONE	8000.00	958.65	666.67	958.65	666.67	-291.98	7041.35
TRAVEL AND TRAINING	2500.00	350.02	208.33	350.02	208.33	-141.69	2149.98
UTILITIES-ELECTRIC (GCG)	4500.00	314.38	375.00	314.38	375.00	60.62	4185.62
UTILITIES-GAS (GCG)	2000.00	156.89	166.67	156.89	166.67	9.78	1843.11
UTILITIES-OTHER (GCG)	750.00	38.53	62.50	38.53	62.50	23.97	711.47
VEHICLE EXPENSES-GAS	1000.00	88.30	83.33	88.30	83.33	-4.97	911.70
VEHICLE EXPENSE-OTHER	500.00	0.00	41.67	0.00	41.67	41.67	500.00
TOTAL GENERAL CITY EXPE	$ 210925.00	$ 39385.97	$ 17577.10	$ 39385.97	$ 17577.10	$ -21808.87	$ 171539.03

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 1 month period ended December 31, 2010

LAW AND PUBLIC SAFETY:	ANNUAL BUDGET	<--CURRENT BALANCE	BUDGET -->	<-- YEAR TO DATE BALANCE	BUDGET -->	<-- BUDGET TO DATE OVER/UNDER	UNEXPENDED -->
ADVERTISING	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
BUILDING MAINTENANCE (LAW	1000.00	0.00	83.33	0.00	83.33	83.33	1000.00
CAPITAL ASSET EXPENDITURE	0.00	271.81	0.00	271.81	0.00	-271.81	-271.81
CONTRACT LABOR	1000.00	0.00	83.33	0.00	83.33	83.33	1000.00
CVC FEES PAID	6000.00	365.44	500.00	365.44	500.00	134.56	5634.56
COURT AUTOMATION FEES	6000.00	358.78	500.00	358.78	500.00	141.22	5641.22
DARE	1000.00	0.00	83.33	0.00	83.33	83.33	1000.00
DUES AND SUBSCRIPTIONS	500.00	100.00	41.67	100.00	41.67	-58.33	400.00
GROUP INSURANCE	52000.00	14469.90	4333.33	14469.90	4333.33	-10136.57	37530.10
INSURANCE	22500.00	0.00	1875.00	0.00	1875.00	1875.00	22500.00
INTEREST EXPENSE (LAW)	1975.00	1175.00	164.58	1175.00	164.58	-1010.42	800.00
LEASE PAYMENTS (LAW)	31000.00	15000.00	2583.33	15000.00	2583.33	-12416.67	16000.00
LEGAL AND PROFESSIONAL	30000.00	2916.25	2500.00	2916.25	2500.00	-416.25	27083.75
PROFESSIONAL (LAW)	7500.00	98.28	625.00	98.28	625.00	526.72	7401.72
OFFICE EXPENSE (LAW)	4000.00	240.76	333.33	240.76	333.33	92.57	3759.24
PAYROLL TAXES	31750.00	2459.47	2645.83	2459.47	2645.83	186.36	29290.53
POST FUND	850.00	51.25	70.83	51.25	70.83	19.58	798.75
REPAIRS AND MAINTENANCE	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
RETIREMENT PLAN	23000.00	971.07	1916.67	971.07	1916.67	945.60	22028.93
SALARIES	415000.00	32149.95	34583.33	32149.95	34583.33	2433.38	382850.05
SUPPLIES	8000.00	46.00	666.67	46.00	666.67	620.67	7954.00
TELEPHONE	12000.00	1143.23	1000.00	1143.23	1000.00	-143.23	10856.77
TRAVEL AND TRAINING	5000.00	75.00	416.67	75.00	416.67	341.67	4925.00
UNIFORMS	6500.00	0.00	541.67	0.00	541.67	541.67	6500.00
UTILITIES-ELECTRIC (LAW)	3800.00	208.08	316.67	208.08	316.67	108.59	3591.92
UTILITIES-GAS (LAW)	3000.00	608.48	250.00	608.48	250.00	-358.48	2391.52
UTILITIES-OTHER (LAW)	1000.00	14.00	83.33	14.00	83.33	69.33	986.00
VEHICLE EXPENSES-GAS	28000.00	2057.27	2333.33	2057.27	2333.33	276.06	25942.73
VEHICLE EXPENSE-OTHER	14000.00	119.64	1166.67	119.64	1166.67	1047.03	13880.36
TOTAL LAW AND SAFETY EX	$ 721375.00	$ 74899.66	$ 60114.57	$ 74899.66	$ 60114.57	$ -14785.09	$ 646475.34

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 1 month period ended December 31, 2010

	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	0.00	21713.21	0.00	21713.21	0.00	-21713.21	-21713.21
CONTRACT LABOR	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
GROUP INSURANCE	8000.00	31.97	666.67	31.97	666.67	634.70	7968.03
INSURANCE	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
MISCELLANEOUS EXPENSE	15000.00	0.00	1250.00	0.00	1250.00	1250.00	15000.00
PAVING	10000.00	486.06	833.33	486.06	833.33	347.27	9513.94
PAYROLL TAXES	3100.00	548.18	258.33	548.18	258.33	-289.85	2551.82
REPAIRS AND MAINTENANCE	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
RETIREMENT PLAN	2200.00	-94.63	183.33	-94.63	183.33	277.96	2294.63
SALARIES	40000.00	7166.00	3333.33	7166.00	3333.33	-3832.67	32834.00
STORM WATER IMPROVEMENTS	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
STREET LIGHTS	55000.00	4537.91	4583.33	4537.91	4583.33	45.42	50462.09
SUPPLIES	8000.00	5234.93	666.67	5234.93	666.67	-4568.26	2765.07
TREE MAINTENANCE (ST)	6400.00	0.00	533.33	0.00	533.33	533.33	6400.00
UTILITIES-ELECTRIC (ST)	3500.00	273.51	291.67	273.51	291.67	18.16	3226.49
UTILITIES-GAS (ST)	2000.00	0.00	166.67	0.00	166.67	166.67	2000.00
UTILITIES-OTHER (ST)	4500.00	2259.47	375.00	2259.47	375.00	-1884.47	2240.53
VEHICLE EXPENSES-GAS	8000.00	523.79	666.67	523.79	666.67	142.88	7476.21
VEHICLE EXPENSE-OTHER	3000.00	185.97	250.00	185.97	250.00	64.03	2814.03
TOTAL STREET EXPENSES	$ 182700.00	$ 42866.37	$ 15225.00	$ 42866.37	$ 15225.00	$ -27641.37	$ 139833.63

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 1 month period ended December 31, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> BUDGET	<-- YEAR TO DATE BALANCE	--> BUDGET	<-- BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
PLANNING & DEVELOPMENT							
CONTRACT LABOR (P&D)	9000.00	192.50	750.00	192.50	750.00	557.50	8807.50
DUES & SUBSCRIPTIONS (P&D	100.00	0.00	8.33	0.00	8.33	8.33	100.00
GROUP INSURANCE (P&D)	4000.00	255.90	333.33	255.90	333.33	77.43	3744.10
PROFESSIONAL	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
OFFICE SUPPLIES (P&D)	500.00	0.00	41.67	0.00	41.67	41.67	500.00
PAYROLL TAXES (P&D)	2825.00	282.10	235.42	282.10	235.42	-46.68	2542.90
REPAIRS/MAINTENANCE (P&D)	500.00	0.00	41.67	0.00	41.67	41.67	500.00
RETIREMENT (P&D)	1900.00	197.87	158.33	197.87	158.33	-39.54	1702.13
SALARIES (P&D)	36850.00	3687.38	3070.83	3687.38	3070.83	-616.55	33162.62
STORMWATER/PLANNING	11000.00	127.55	916.66	127.55	916.66	789.11	10872.45
TELEPHONE (P&D)	1100.00	61.91	91.67	61.91	91.67	29.76	1038.09
TRAVEL & TRAINING (P&D)	500.00	0.00	41.67	0.00	41.67	41.67	500.00
VEHICLE EXPENSE-GAS	750.00	0.00	62.50	0.00	62.50	62.50	750.00
VEHICLE EXPENSE-OTHER	750.00	0.00	62.50	0.00	62.50	62.50	750.00
TOTAL P & D EXPENSES	$ 74775.00	$ 4805.21	$ 6231.25	$ 4805.21	$ 6231.25	$ 1426.04	$ 69969.79
EMERGENCY MANAGEMENT							
DUES & SUBSCRIPTIONS (EM)	100.00	-18.46	8.33	-18.46	8.33	26.79	118.46
PROFESSIONAL (EM)	10000.00	0.00	833.33	0.00	833.33	833.33	10000.00
PAYROLL TAXES (EM)	1425.00	93.91	118.75	93.91	118.75	24.84	1331.09
REPAIRS/MAINTENANCE (EM)	500.00	0.00	41.67	0.00	41.67	41.67	500.00
SALARIES (EM)	18500.00	1227.60	1541.67	1227.60	1541.67	314.07	17272.40
SUPPLIES (EM)	1000.00	30.34	83.33	30.34	83.33	52.99	969.66
TELEPHONE (EM)	1000.00	-7.65	83.33	-7.65	83.33	90.98	1007.65
TRAVEL & TRAINING (EM)	500.00	665.10	41.67	665.10	41.67	-623.43	-165.10
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMERGENCY MGMT EX	$ 33025.00	$ 1990.84	$ 2752.08	$ 1990.84	$ 2752.08	$ 761.24	$ 31034.16
TOTAL EXPENDITURES	$ 1222800.00	$ 163948.05	$ 101900.00	$ 163948.05	$ 101900.00	$ -62048.05	$ 1058851.95
NET INCOME -LOSS	$ 201.00	$ 91691.85	$ 16.75	$ 91691.85	$ 16.75	$ 91675.10	$ 91490.85

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
December 31, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	$ 68,743.83	
SEWER LIFT STATION - FIXED COSTS	78,000.00	
SEWER LIFT STATION - INCREMENTAL COSTS	35,770.00	
SEWER LIFT STATION - VARIABLE COSTS	49,150.00	
CASH - RURAL WATER GRANT	42,495.55	
WATER/SEWER FUND TDOA	40,505.87	
CASH - REVENUE BOND ESCROW	50,219.53	
CASH - WATER PRINCIPAL AND INTEREST	304,457.80	
CASH IN REPURCHASE AGREEMENT	34,915.92	
CASH-WW/SS PRINCIPAL & INTEREST	175,651.51	
DUE FROM GENERAL FUND	343,628.14	
2005 RESERVE FUND	49,500.00	
2005 CONSTRUCTION FUND	905.36	
DUE FROM RECREATION FUND	16,552.14	
2008 RESERVE FUND	231,192.21	
2008 CONSTRUCTION FUND	196,607.71	
RETURNED CHECKS	384.65	
RECEIVABLE - FIRE DEPT	100,000.00	
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	77,059.53	
TOTAL CURRENT ASSETS		$ 1,895,739.75

FIXED ASSETS

LAND	$ 205,894.58	
EQUIPMENT	633,074.74	
SEWER SYSTEM	5,123,389.05	
ACCUMULATED DEPRECIATION	- 104,484.12	
WATER SYSTEM	4,191,160.84	
ACCUMULATED DEPRECIATION	-2,939,176.16	
NET FIXED ASSETS		$ 7,109,858.93
TOTAL ASSETS		$ 9,005,598.68

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
December 31, 2010

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	$ .00	
SALES TAX PAYABLE	1,422.35	
MISSOURI PRIMACY TAX	26.40	
WATER POLLUTION SERVICE CONNECTION FEE	1,739.60	
CUSTOMER DEPOSITS	147,716.76	
DUE TO RECREATION FUND	3,252.76	
REVENUE BONDS PAYABLE	155,000.00	
2005 REVENUE BONDS PAYABLE	445,000.00	
2003 REVENUE BONDS PAYABLE	220,000.00	
2008 REVENUE BONDS PAYABLE	2,305,000.00	
DEFERRED LOSS ON REFINANCING	-11,183.94	
TOTAL LIABILITIES		$ 2,957,973.93

EQUITY

CONT. CAPITAL - FED & STATE	$ .00	
RETAINED EARNINGS	6,121,119.20	
NET INCOME -LOSS	-73,494.45	
TOTAL FUND EQUITY		$ 6,047,624.75
TOTAL LIABILITIES AND EQUITY		$ 9,005,598.68

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 1 month period ended December 31, 2010

	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	100000.00	0.00	8333.33	0.00	8333.33	-8333.33	-100000.00
INTEREST INCOME	5000.00	224.70	416.67	224.70	416.67	-191.97	-4775.30
METER INSTALLATIONS	20000.00	910.00	1666.67	910.00	1666.67	-756.67	-19090.00
MISCELLANEOUS INCOME	2500.00	1274.88	208.33	1274.88	208.33	1066.55	-1225.12
PENALTY INCOME	35000.00	2154.65	2916.67	2154.65	2916.67	-762.02	-32845.35
TRASH INCOME	145000.00	13380.62	12083.33	13380.62	12083.33	1297.29	-131619.38
WATER SALES - COMMERCIAL	40000.00	3366.82	3333.33	3366.82	3333.33	33.49	-36633.18
WATER SALES - RESIDENTIAL	745000.00	56764.87	62083.33	56764.87	62083.33	-5318.46	-688235.13
TOTAL REVENUES	$ 1092500.00 $	78076.54 $	91041.66 $	78076.54 $	91041.66 $	-12965.12 $	-1014423.46
EXPENSES							
ADVERTISING	$ 1000.00 $	0.00 $	83.33 $	0.00 $	83.33 $	83.33 $	1000.00
AUDIT	10000.00	0.00	833.33	0.00	833.33	833.33	10000.00
CAPITAL ASSET EXPENDITURE	35000.00	0.00	2916.67	0.00	2916.67	2916.67	35000.00
CONTRACT LABOR	2500.00	142.50	208.33	142.50	208.33	65.83	2357.50
DEPRECIATION	133909.00	8707.01	11159.08	8707.01	11159.08	2452.07	125201.99
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	0.00	41.67	41.67	500.00
EQUIPMENT	2500.00	0.00	208.33	0.00	208.33	208.33	2500.00
FISCAL AGENT FEES	2000.00	675.00	166.67	675.00	166.67	-508.33	1325.00
GROUP INSURANCE	27500.00	9624.20	2291.67	9624.20	2291.67	-7332.53	17875.80
INSURANCE	16000.00	0.00	1333.33	0.00	1333.33	1333.33	16000.00
INTEREST EXPENSE	69500.00	30430.32	5791.67	30430.32	5791.67	-24638.65	39069.68
LEGAL AND PROFESSIONAL	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
PROFESSIONAL (WATER)	7500.00	1766.47	625.00	1766.47	625.00	-1141.47	5733.53
MISCELLANEOUS EXPENSE	0.00	55.00	0.00	55.00	0.00	-55.00	-55.00
OFFICE SUPPLIES	12000.00	1670.12	1000.00	1670.12	1000.00	-670.12	10329.88
PAYROLL TAXES	15500.00	637.72	1291.67	637.72	1291.67	653.95	14862.28
REPAIRS AND MAINTENANCE	20000.00	48734.19	1666.67	48734.19	1666.67	-47067.52	-28734.19
RETIREMENT PLAN	10000.00	795.52	833.33	795.52	833.33	37.81	9204.48
SALARIES	225000.00	8336.30	18750.00	8336.30	18750.00	10413.70	216663.70
SALARIES-OVERTIME	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
SUPPLIES	20000.00	1825.93	1666.67	1825.93	1666.67	-159.26	18174.07
SUPPLIES - PROJECT	50000.00	0.00	4166.67	0.00	4166.67	4166.67	50000.00
TRASH EXPENSE	135000.00	24284.97	11250.00	24284.97	11250.00	-13034.97	110715.03
TRAVEL AND TRAINING	2500.00	0.00	208.33	0.00	208.33	208.33	2500.00
UTILITIES-ELECTRIC (WATER	65000.00	4777.55	5416.67	4777.55	5416.67	639.12	60222.45
UTILITIES-OTHER (WATER)	4500.00	256.66	375.00	256.66	375.00	118.34	4243.34
VEHICLE EXPENSES-GAS	10000.00	563.30	833.33	563.30	833.33	270.03	9436.70
VEHICLE EXPENSE-OTHER	3000.00	4.94	250.00	4.94	250.00	245.06	2995.06
TOTAL EXPENSES	$ 888409.00 $	143287.70 $	74034.09 $	143287.70 $	74034.09 $	-69253.61 $	745121.30
NET INCOME -LOSS	$ 204091.00 $	-65211.16 $	17007.57 $	-65211.16 $	17007.57 $	-82218.73 $	-269302.16

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 1 month period ended December 31, 2010

	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
CERTIFICATE OF PARTICIPAT	100000.00	0.00	8333.33	0.00	8333.33	-8333.33	-100000.00
HOOK-UP FEES RECEIVED (SE	24000.00	0.00	2000.00	0.00	2000.00	-2000.00	-24000.00
INTEREST INCOME	8500.00	74.93	708.33	74.93	708.33	-633.40	-8425.07
MISCELLANEOUS INCOME	1000.00	0.00	83.33	0.00	83.33	-83.33	-1000.00
PENALTY INCOME	35000.00	1739.67	2916.67	1739.67	2916.67	-1177.00	-33260.33
SEWER SALES	768000.00	70698.85	64000.00	70698.85	64000.00	6698.85	-697301.15
TOTAL REVENUES $	936500.00 $	72513.45 $	78041.66 $	72513.45 $	78041.66 $	-5528.21 $	-863986.55
EXPENSES							
ADVERTISING $	500.00 $	0.00 $	41.67 $	0.00 $	41.67 $	41.67 $	500.00
AUDIT	10000.00	0.00	833.33	0.00	833.33	833.33	10000.00
CAPITAL ASSET EXPENDITURE	75000.00	0.00	6250.00	0.00	6250.00	6250.00	75000.00
CONTRACT LABOR	1500.00	0.00	125.00	0.00	125.00	125.00	1500.00
DEPRECIATION	141600.00	11159.10	11800.00	11159.10	11800.00	640.90	130440.90
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	0.00	41.67	41.67	500.00
EQUIPMENT	3500.00	0.00	291.67	0.00	291.67	291.67	3500.00
FISCAL AGENT FEES	3000.00	1125.00	250.00	1125.00	250.00	-875.00	1875.00
GROUP INSURANCE	27500.00	8055.30	2291.67	8055.30	2291.67	-5763.63	19444.70
HOOK-UP EXPENSE (SEWER)	7000.00	0.00	583.33	0.00	583.33	583.33	7000.00
INSURANCE	20000.00	0.00	1666.67	0.00	1666.67	1666.67	20000.00
INTEREST EXPENSE	79000.00	39940.94	6583.33	39940.94	6583.33	-33357.61	39059.06
LEGAL AND PROFESSIONAL	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
PROFESSIONAL (SEWER)	5000.00	1973.22	416.67	1973.22	416.67	-1556.55	3026.78
OFFICE SUPPLIES	7000.00	1657.33	583.33	1657.33	583.33	-1074.00	5342.67
PAYROLL TAXES	15500.00	637.72	1291.67	637.72	1291.67	653.95	14862.28
REPAIRS AND MAINTENANCE	15000.00	973.81	1250.00	973.81	1250.00	276.19	14026.19
RETIREMENT PLAN	10000.00	795.52	833.33	795.52	833.33	37.81	9204.48
SALARIES	225000.00	8336.31	18750.00	8336.31	18750.00	10413.69	216663.69
SALARIES-OVERTIME	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
SPRINGFIELD SEWER CHARGES	240000.00	0.00	20000.00	0.00	20000.00	20000.00	240000.00
SUPPLIES	25000.00	160.90	2083.33	160.90	2083.33	1922.43	24839.10
SUPPLIES - PROJECT	30000.00	0.00	2500.00	0.00	2500.00	2500.00	30000.00
TRAVEL AND TRAINING	2500.00	0.00	208.33	0.00	208.33	208.33	2500.00
UTILITIES-ELECTRIC (SEWER	48000.00	4048.19	4000.00	4048.19	4000.00	-48.19	43951.81
UTILITIES-OTHER (SEWER)	10000.00	852.89	833.33	852.89	833.33	-19.56	9147.11
VEHICLE EXPENSE-GAS	12000.00	563.30	1000.00	563.30	1000.00	436.70	11436.70
VEHICLE EXPENSE-OTHER	4000.00	517.21	333.33	517.21	333.33	-183.88	3482.79
TOTAL EXPENSES $	1026100.00 $	80796.74 $	85508.33 $	80796.74 $	85508.33 $	4711.59 $	945303.26
NET INCOME -LOSS $	-89600.00 $	-8283.29 $	-7466.67 $	-8283.29 $	-7466.67 $	-816.62 $	81316.71

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
December 31, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	$ 60,643.85	
RESTRICTED CASH	7,614.75	
PARK FUND TDOA	12,823.10	
TAXES RECEIVABLE	43,035.35	
2003 COPS RESERVE	1.00	
PETTY CASH	1,200.00	
DUE FROM GENERAL FUND	60.00	
2009 B CERTIFICATE FUND	3,252.76	
2008 RESERVE FUND	301,000.00	
2008 COST OF ISSUANCE	3,420.57	
PROJECT PLAYGROUND	1,383.41	
YOUTH SCHOLARSHIPS	1,590.65	
TOTAL ASSETS		$ 430,077.32

LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	$ .00	
DUE TO GENERAL FUND	395,813.20	
DUE TO WATER/SEWER FUND	16,552.14	
MID-MISSOURI BANK	150,000.00	
TOTAL LIABILITIES		$ 562,365.34
EQUITY		
FUND BALANCE	$ - 134,155.30	
NET INCOME -LOSS	1,867.28	
TOTAL FUND EQUITY		$ - 132,288.02
TOTAL LIABILITIES AND EQUITY		$ 430,077.32

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 1 month period ended December 31, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	BUDGET -->	<-- YEAR TO DATE BALANCE	BUDGET -->	<-- BUDGET TO DATE OVER/UNDER	UNEXPENDED -->
REVENUES							
ADULT PROGRAMS	$ 13000.00	$ 2683.00	$ 1083.33	$ 2683.00	$ 1083.33	$ 1599.67	$ -10317.00
ADVERTISING INCOME	18000.00	1480.00	1500.00	1480.00	1500.00	-20.00	-16520.00
CONCESSION INCOME	45000.00	877.15	3750.00	877.15	3750.00	-2872.85	-44122.85
FOURTH OF JULY	2000.00	0.00	166.67	0.00	166.67	-166.67	-2000.00
INTEREST INCOME	1500.00	1.63	125.00	1.63	125.00	-123.37	-1498.37
MISCELLANEOUS INCOME	10000.00	0.00	833.33	0.00	833.33	-833.33	-10000.00
MOBILE PHONE TOWER	11820.00	985.00	985.00	985.00	985.00	0.00	-10835.00
PARK FEES	2500.00	0.00	208.33	0.00	208.33	-208.33	-2500.00
REAL ESTATE TAXES	58000.00	0.00	4833.33	0.00	4833.33	-4833.33	-58000.00
FACILITY INCOME	30000.00	2525.00	2500.00	2525.00	2500.00	25.00	-27475.00
SALES TAX	432000.00	32402.91	36000.00	32402.91	36000.00	-3597.09	-399597.09
SALES TAX - CAP IMP	145000.00	0.00	12083.33	0.00	12083.33	-12083.33	-145000.00
SWIM POOL INCOME	100000.00	230.00	8333.33	230.00	8333.33	-8103.33	-99770.00
TRANSFERS IN -OUT	350000.00	0.00	29166.67	0.00	29166.67	-29166.67	-350000.00
YOUTH PROGRAMS	150000.00	4135.50	12500.00	4135.50	12500.00	-8364.50	-145864.50
TOTAL REVENUES	$ 1368820.00	$ 45320.19	$ 114068.32	$ 45320.19	$ 114068.32	$ -68748.13	$ -1323499.81

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 1 month period ended December 31, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	BUDGET -->	<-- YEAR TO DATE BALANCE	BUDGET -->	<-- BUDGET TO DATE OVER/UNDER	UNEXPENDED -->
EXPENDITURES							
ADVERTISING	$ 3500.00	$ 0.00	$ 291.67	$ 0.00	$ 291.67	$ 291.67	$ 3500.00
BUILDING MAINTENANCE (PAR	5500.00	247.61	458.33	247.61	458.33	210.72	5252.39
CAPITAL ASSET EXPENDITURE	0.00	268.81	0.00	268.81	0.00	-268.81	-268.81
CAPITAL ASSET EXP-GRANT	-5000.00	0.00	-416.67	0.00	-416.67	416.67	5000.00
CHEMICALS	11000.00	0.00	916.67	0.00	916.67	916.67	11000.00
CONCESSIONS	25000.00	0.00	2083.33	0.00	2083.33	2083.33	25000.00
CONTRACT LABOR	18000.00	0.00	1500.00	0.00	1500.00	1500.00	18000.00
EQUIPMENT-SPORTS (PARK)	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
FIREWORKS	8000.00	0.00	666.67	0.00	666.67	666.67	8000.00
FISCAL AGENT FEES	4500.00	600.00	375.00	600.00	375.00	-225.00	3900.00
GROUP INSURANCE	19500.00	13700.51	1625.00	13700.51	1625.00	-12075.51	5799.49
INSURANCE	20000.00	0.00	1666.67	0.00	1666.67	1666.67	20000.00
INTEREST EXPENSE	377290.00	0.00	31440.83	0.00	31440.83	31440.83	377290.00
LANDSCAPING	1500.00	0.00	125.00	0.00	125.00	125.00	1500.00
LEASE PAYMENTS	300000.00	0.00	25000.00	0.00	25000.00	25000.00	300000.00
LEGAL	2000.00	28.00	166.67	28.00	166.67	138.67	1972.00
PROFESSIONAL	14000.00	246.99	1166.67	246.99	1166.67	919.68	13753.01
MISCELLANEOUS EXPENSE	1000.00	0.00	83.33	0.00	83.33	83.33	1000.00
OFFICE SUPPLIES	9500.00	789.41	791.67	789.41	791.67	2.26	8710.59
PAYROLL TAXES	26500.00	1228.60	2208.33	1228.60	2208.33	979.73	25271.40
REPAIRS AND MAINTENANCE	20000.00	223.75	1666.67	223.75	1666.67	1442.92	19776.25
RETIREMENT PLAN	10500.00	856.73	875.00	856.73	875.00	18.27	9643.27
SALARIES	195500.00	14757.79	16291.67	14757.79	16291.67	1533.88	180742.21
SALARIES-SEASONAL	150000.00	3241.78	12500.00	3241.78	12500.00	9258.22	146758.22
SALARIES-OVERTIME	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
SUPPLIES-GENERAL (PARK)	14000.00	414.73	1166.67	414.73	1166.67	751.94	13585.27
SUPPLIES-SPORTS (PARK)	15000.00	1696.87	1250.00	1696.87	1250.00	-446.87	13303.13
SUPPLIES-AQUATIC (PARK)	5000.00	0.00	416.67	0.00	416.67	416.67	5000.00
SUPPLIES-SPECIAL ACTIVITY	10000.00	49.99	833.33	49.99	833.33	783.34	9950.01
SUPPLIES - GROUNDS	3000.00	0.00	250.00	0.00	250.00	250.00	3000.00
TELEPHONE	10000.00	1087.87	833.33	1087.87	833.33	-254.54	8912.13
TURF MAINTENANCE	2000.00	0.00	166.67	0.00	166.67	166.67	2000.00
UTILITIES-ELECTRIC (PARK)	45000.00	2804.94	3750.00	2804.94	3750.00	945.06	42195.06
UTILITIES-GAS	7500.00	893.75	625.00	893.75	625.00	-268.75	6606.25
UTILITIES-OTHER (PARK)	2000.00	0.00	166.67	0.00	166.67	166.67	2000.00
VEHICLE EXPENSE-GAS	2000.00	205.40	166.67	205.40	166.67	-38.73	1794.60
VEHICLE EXPENSE-OTHER	2500.00	109.38	208.33	109.38	208.33	98.95	2390.62
TOTAL EXPENDITURES	$ 1351790.00	$ 43452.91	$ 112649.19	$ 43452.91	$ 112649.19	$ 69196.28	$ 1308337.09
NET INCOME -LOSS	$ 17030.00	$ 1867.28	$ 1419.13	$ 1867.28	$ 1419.13	$ 448.15	$ -15162.72

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
December 31, 2010

GENERAL FIXED ASSETS

ASSETS

FIXED ASSETS, UNDEPRECIATED	$ 3,132,701.57
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EQUITY

INVESTMENT IN GENERAL FIXED ASSETS	$ 3,132,701.57
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UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
December 31, 2010

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

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

UNAUDITED

City Of Willard
Disbursements Journal
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Reference Number	Date	Transaction Description	Account		Debit Amount	Credit Amount	NET
2189	1/31/11	STACEY ESTES	1	740	274.96		274.96
2190	1/31/11	SHAWN HUGHEY	1	740	70.00		70.00
2191	1/31/11	MISSOURI DEPT OF REVENUE	1	1833	358.78		358.78
2192	1/31/11	MISSOURI DEPT OF REVENUE	1	1830	365.44		365.44
2193	1/31/11	TREASURER, STATE OF MISSOURI	1	1905	51.25		51.25
2194	1/31/11	CITY OF WILLARD	1	740	986.04		986.04
2195	1/31/11	CITY OF WILLARD	1	740	5,816.03		5,816.03
7650	1/31/11	JUSTIN REAVES	2	935	97.49		97.49
7651	1/31/11	DUSTIN LONG	2	880	55.00		55.00
7652	1/31/11	JUSTIN REAVES	2	959	50.00		50.00
7653	1/31/11	POSTMASTER	2	885	565.38		
			2	1885	565.38		1,130.76
7654	1/31/11	KEVIN BELL	2	1959	50.00		50.00
7655	1/31/11	DAVID BLAKEMORE	2	959	50.00		50.00
7656	1/31/11	MISSOURI DEPT OF REVENUE	2	370	4,154.33		
			2	935		- 254.48	
			2	1935		- 254.49	3,645.36

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
7657	1/31/11	AMY WALTERS	2 780	50.21		50.21
7658	1/31/11	LOUIS AHART	2 780	33.10		33.10
7659	1/31/11	MELISSA LIMPUS	2 780	15.71		15.71
7660	1/31/11	JIMMY ROGERS	2 390	75.00		75.00
7661	1/31/11	NITA RODACK	2 390	75.00		75.00
7662	1/31/11	AMANDA HOLMES	2 390	75.00		75.00
7663	1/31/11	KATHY FARR	2 390	75.00		75.00
7664	1/31/11	BOB SWEARINGEN	2 390	75.00		75.00
7665	1/31/11	MURNEY ASSC	2 390	75.00		75.00
7666	1/31/11	FLORENE PYRAH	2 390	75.00		75.00
7667	1/31/11	MIKE SLY	2 390	75.00		75.00
7668	1/31/11	DORIS HESSEL	2 390	75.00		75.00
9755	1/31/11	LESLIE ARNOLD	3 755	40.00		40.00
9756	1/31/11	VOID	3 755		.00	.00
9757	1/31/11	WILLARD RII SCHOOLS	3 755	40.00		

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							40.00
9758	1/31/11	BLM & H	3	875	28.00		28.00
9759	1/31/11	LETA VERDUGO	3	723	135.00		135.00
9760	1/31/11	DEANNA WARD	3	723	75.00		75.00
9761	1/31/11	MELISSA SOVIA	3	755	40.00		40.00
9762	1/31/11	CHRISTY DUFFEL	3	755	40.00		40.00
9763	1/31/11	MARDY HUMPHREY	3	595	45.00		45.00
9764	1/31/11	MELIA HARDIN	3	723	75.00		75.00
9765	1/31/11	AMANDA MCGEE	3	595	45.00		45.00
9766	1/31/11	GAYTHA YATES	3	723	75.00		75.00
9767	1/31/11	LETA VERDUGO	3	723	75.00		75.00
11714	1/31/11	AC ELECTRICAL SYSTEMS	2	1900	850.06		850.06
11715	1/31/11	ADVISOR INSURANCE AGENCY	2	860	8,051.93		
			2	1860	6,483.00		14,534.93
11716	1/31/11	ALLIED WASTE SVC	2	943	18,111.72		18,111.72
11717	1/31/11	ALEXANDER OPEN SYSTEM	2	900	131.25		131.25

Reference Number	Date	Transaction Description	Account		Debit Amount	Credit Amount	NET
11718	1/31/11	APAC-MISSOURI, INC.	2	900	379.90		379.90
11719	1/31/11	A T & T	2	959	53.15		
			2	1959	661.91		715.06
11720	1/31/11	AUTOMATED WASTE SVC	2	943	333.75		333.75
11721	1/31/11	BRENNTAG MID-SOUTH, INC.	2	935	660.00		660.00
11722	1/31/11	COMMERCE TRUST CO.	2	400	20,000.00		
			2	400	30,000.00		
			2	870	28,689.38		
			2	1870	9,510.63		
			2	1870	28,689.37		116,889.38
11723	1/31/11	COMMERCE TRUST CO.	2	855	300.00		
			2	855	375.00		
			2	1855	750.00		
			2	1855	375.00		1,800.00
11724	1/31/11	COMMERCE TRUST CO.	2	400	45,000.00		
			2	870	1,740.94		
			2	1870	1,740.94		48,481.88
11725	1/31/11	COMMERCE BANK	2	1885	6.00		
			2	1885	1.00		
			2	1935	11.92		18.92
11726	1/31/11	COMMERCE BANK	2	885	19.80		19.80
11727	1/31/11	CONCO QUARRIES. INC.	2	935	18.88		18.88
11728	1/31/11	CONOCOPHILLIPS FLEET	2	960	563.30		

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			2 1960	563.30		
						1,126.60
11729	1/31/11	COPY PRODUCTS, INC.	2 885	407.55		
			2 1885	407.55		
						815.10
11730	1/31/11	DAYSTAR DISTRIBUTING INC.	2 935	91.25		
			2 1935	91.25		
						182.50
11731	1/31/11	DOWNTOWN MINUTEMAN PRESS	2 885	407.05		
			2 1885	407.06		
						814.11
11732	1/31/11	EMPIRE ELECTRIC	2 955	4,777.55		
			2 1955	4,048.19		
						8,825.74
11733	1/31/11	GREENE CO HEALTH DEPT	2 876	90.00		
						90.00
11734	1/31/11	JUNCTION CAFE	2 935	52.81		
						52.81
11735	1/31/11	KZ DESIGN & DETAILING LLC	2 825	142.50		
						142.50
11736	1/31/11	LAKELAND LABORATORIES	2 1876	135.00		
						135.00
11737	1/31/11	MISSION COMMUNICATIONS, LLC	2 876	1,582.92		
			2 1876	1,582.92		
						3,165.84
11738	1/31/11	MISSOURI GAS ENERGY	2 959	45.51		
						45.51
11739	1/31/11	MISSOURI LAGERS	2 910	795.52		
			2 1910	795.52		
						1,591.04
11740	1/31/11	MISSOURI ONE CALL	2 876	25.35		
			2 1876	25.35		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
						50.70
11741	1/31/11	ONLINE INFORMATION SERVICES	2 876	49.95		
			2 1876	49.95		99.90
11742	1/31/11	O'REILLY'S AUTO PARTS	2 935	82.44		
			2 965	4.94		
			2 1935	35.70		
			2 1965	53.27		176.35
11743	1/31/11	REDNECK TRAILER SUPPLIES	2 1965	463.94		463.94
11744	1/31/11	REED'S PLUMBING	2 1876	180.00		180.00
11745	1/31/11	SCHULTE SUPPLY, INC.	2 935	181.30		
			2 1935	181.30		362.60
11746	1/31/11	SCOTT GROSS CO., INC.	2 876	18.25		
			2 935	17.95		36.20
11747	1/31/11	SPRINGFIELD WINWATER WORKS	2 935	379.40		379.40
11748	1/31/11	STAR MECHANICAL	2 935	7.66		7.66
11749	1/31/11	TRIPLE S SATER SEWER SVC	2 1900	123.75		123.75
11750	1/31/11	UNIFIRST CORP	2 935	125.46		
			2 1935	125.46		250.92
11751	1/31/11	UTILITY SERVICE CO., INC.	2 900	48,223.04		48,223.04
11752	1/31/11	VSP	2 860	89.91		
			2 1860	89.92		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
						179.83
11753	1/31/11	WATER WORKS, INC.	2 935	396.00		
						396.00
11754	1/31/11	WCA	2 943	5,839.50		
						5,839.50
16151	1/31/11	ADVISOR INSURANCE AGENCY LLC	3 860	11,537.17		
						11,537.17
16152	1/31/11	A T & T	3 940	903.60		
						903.60
16153	1/31/11	BJ'S TROPHY SHOP	3 935	141.65		
			3 936	268.25		
			3 938	150.49		
						560.39
16154	1/31/11	COMMERCE TRUST CO.	3 855	600.00		
						600.00
16155	1/31/11	COMMERCE BANK	3 885	55.55		
			3 965	109.38		
						164.93
16156	1/31/11	COPY PRODUCTS, INC.	3 885	223.86		
						223.86
16157	1/31/11	DAYSTAR DISTRIBUTING INC.	3 808	240.58		
						240.58
16158	1/31/11	DIRECTV	3 876	78.99		
						78.99
16159	1/31/11	DOWNTOWN MINUTEMAN PRESS	3 885	570.50		
						570.50
16160	1/31/11	EMPIRE ELECTRIC	3 955	2,804.94		
						2,804.94
16161	1/31/11	FEDERAL PROTECTION INC.	3 876	108.00		
						108.00

Reference Number	Date	Transaction Description	Account		Debit Amount	Credit Amount	NET
16162	1/31/11	HALLIDAY PRODUCTS, INC.	3	808	7.03		7.03
16163	1/31/11	KEE WES EQUIPMENT CO.	3	935	419.67		419.67
16164	1/31/11	KZ DESIGN & DETAILING	3	150	60.00		60.00
16165	1/31/11	LOWES	3	935	46.89		46.89
16166	1/31/11	MISSOURI GAS ENERGY	3	958	497.99		497.99
16167	1/31/11	MISSOURI LAGERS	3	910	1,221.02		1,221.02
16168	1/31/11	MELTON PROPANE INC.	3	958	395.76		395.76
16169	1/31/11	PLAY IT AGAIN SPORTS	3	936	1,326.49		1,326.49
16170	1/31/11	P & K IRRIGATION	3	900	217.00		217.00
16171	1/31/11	REX SMITH OIL CO.	3	960	205.40		205.40
16172	1/31/11	R N SMITH	3	900	6.75		6.75
16173	1/31/11	UNIFIRST	3	935	137.40		137.40
16174	1/31/11	VSP	3	860	38.22		38.22
16935	1/31/11	MERCY HEALTH PLANS	1	140	2,844.27		
			1	150	1,818.25		
			1	860	1,571.51		
			1	1860	3,389.72		
			1	2860	519.50		

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Reference Number	Date	Transaction Description	Account		Debit Amount	Credit Amount	NET
			1	4860	259.75		
							10,403.00
16936	1/31/11	SHANNON MARLER	1	1880	400.00		
							400.00
16937	1/31/11	PHEAA	1	355	713.15		
							713.15
16938	1/31/11	IRS	1	880	92.83		
							92.83
16939	1/31/11	MIKE PAYNE	1	660	295.00		
							295.00
16940	1/31/11	DALE DUVALL	1	710	138.00		
							138.00
16941	1/31/11	KAREN ROBSON	1	960	88.30		
							88.30
16942	1/31/11	MPCA	1	1945	75.00		
							75.00
16943	1/31/11	FREEDOM BANK	1	680	25.00		
							25.00
16944	1/31/11	VERIZON	1	140	140.98		
			1	150	124.13		
			1	1940	402.06		
			1	4940	61.91		
							729.08
16945	1/31/11	SWMOCCFOA	1	840	20.00		
							20.00
16946	1/31/11	MISSOURI DEPT OF REVENUE	1	350	3,409.00		
							3,409.00
27194	1/31/11	ADVANCED COMPUTER SVC	1	876	825.00		
			1	1876	8.50		
							833.50
27195	1/31/11	ADVISOR INSURANCE AGENCY LLC	1	860	13,005.45		

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Reference Number	Date	Transaction Description	Account		Debit Amount	Credit Amount	NET
			1	1860	11,796.65		24,802.10
27196	1/31/11	ALEXANDER OPEN SYSTEMS	1	876	43.75		
			1	900	306.25		350.00
27197	1/31/11	ALLIED WASTE SVC	1	2959	2,084.51		2,084.51
27198	1/31/11	APAC-MISSOURI, INC.	1	2895	486.06		486.06
27199	1/31/11	A T & T	1	940	739.96		
			1	1940	780.87		
			1	2959	71.57		1,592.40
27200	1/31/11	A T & T	1	140	58.00		
			1	150	60.14		
			1	940	218.69		
			1	5940	63.65		400.48
27201	1/31/11	BAIRD, LIGHTNER, MILLSAP & HAR	1	875	6,798.75		
			1	1875	210.00		7,008.75
27202	1/31/11	CITY OF WILLARD	1	959	38.53		
			1	1959	14.00		52.53
27203	1/31/11	COMMERCE BANK	1	5935	30.34		
			1	5945	665.10		695.44
27204	1/31/11	COMMERCE BANK	1	876	389.00		
			1	885	193.45		
			1	935	39.51		
			1	945	5.02		626.98
27205	1/31/11	COMMERCE BANK	1	1965	9.22		9.22

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
27206	1/31/11	COMMERCE BANK	1 4935	103.35		
						103.35
27207	1/31/11	CONCO QUARRIES	1 2935	196.45		
						196.45
27208	1/31/11	CONOCOPHILLIPS FLEET	1 1960	1,729.17		
						1,729.17
27209	1/31/11	COPY PRODUCTS, INC.	1 1885	27.45		
						27.45
27210	1/31/11	DEERFIELD SEMINARS	1 945	345.00		
						345.00
27211	1/31/11	DIRECT BUSINESS PRODUCTS	1 885	287.64		
						287.64
27212	1/31/11	EMPIRE ELECTRIC	1 955	314.38		
			1 1955	208.08		
			1 2930	4,537.91		
			1 2955	273.51		
						5,333.88
27213	1/31/11	EMERGENCY VEHICLE LIGHTING	1 1965	50.00		
						50.00
27214	1/31/11	GREENE COUNTY HIGHWAY DEPT	1 2810	15,000.00		
			1 2935	4,604.60		
						19,604.60
27215	1/31/11	IKARD & BROWN LAW OFFICES	1 1875	781.25		
						781.25
27216	1/31/11	INLAND PRINTING CO.	1 885	22.58		
						22.58
27217	1/31/11	KEE WES EQUIPMENT CO.	1 935	184.32		
						184.32
27218	1/31/11	KIMBALL MIDWEST	1 2935	89.07		
						89.07

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
27219	1/31/11	KZ DESIGN & DETAILING	1 825	320.00		
			1 825	320.00		
			1 4825	192.50		
						832.50
27220	1/31/11	KRISTOFFER BAREFIELD	1 1875	1,925.00		1,925.00
27221	1/31/11	LOWES	1 935	4.98		4.98
27222	1/31/11	MEDIACOM	1 876	10.00		10.00
27223	1/31/11	MISSOURI GAS ENERGY	1 958	156.89		
			1 2959	103.39		
						260.28
27224	1/31/11	MISSOURI LAGERS	1 910	647.89		
			1 1910	2,257.07		
			1 2910	397.76		
			1 4910	345.36		
						3,648.08
27225	1/31/11	MID-STATES ORGANIZED CRIME	1 1840	100.00		100.00
27226	1/31/11	MODOT CONTROLLERS OFFICE	1 2810	6,713.21		6,713.21
27227	1/31/11	MELTON PROPANE	1 1958	608.48		608.48
27228	1/31/11	O'REILLY'S AUTO PARTS	1 1965	5.49		
			1 2935	66.24		
			1 2965	114.34		
						186.07
27229	1/31/11	PRE-PAID LEGAL SERVICES, INC.	1 1876	53.85		53.85
27230	1/31/11	PURCHASE POWER	1 885	146.76		146.76

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
27231	1/31/11	RACE BROS	1 2965	71.63		
						71.63
27232	1/31/11	REX SMITH OIL	1 2960	1,009.69		
						1,009.69
27233	1/31/11	SAM'S CLUB	1 885	17.84		
			1 935	15.98		
						33.82
27234	1/31/11	SEAL SAFE SEALING & STRIPING	1 2935	275.00		
						275.00
27235	1/31/11	SPFD NEWS LEADER	1 840	146.10		
						146.10
27236	1/31/11	SPFD FAMILY MEDICAL WALK-IN	1 1876	55.65		
						55.65
27237	1/31/11	SULLIVAN PUBLICATIONS	1 876	397.50		
						397.50
27238	1/31/11	SPRINGFIELD WINWATER WORKS	1 2935	23.13		
						23.13
27239	1/31/11	SCHENDEL PEST SVC	1 150	60.00		
			1 876	30.00		
			1 1876	30.00		
			1 2935	30.00		
						150.00
27240	1/31/11	UNIFIRST	1 935	29.40		
			1 1935	46.00		
			1 4935	24.20		
						99.60
27241	1/31/11	US BANK	1 150	268.81		
			1 810	271.81		
			1 1810	271.81		
						812.43
27242	1/31/11	VSP	1 860	53.41		
			1 1860	106.33		
						159.74

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
27243	1/31/11	ZIONS BANK	1 1866	1,175.00		
			1 1870	15,000.00		16,175.00
	1/31/11	Contra Entry	1 100		- 106,467.44	.00
	1/31/11	Contra Entry	1 100		-11,516.15	.00
	1/31/11	Contra Entry	1 125		-7,922.50	.00
	1/31/11	Contra Entry	2 100		- 282,554.70	.00
	1/31/11	Contra Entry	3 100		-23,085.58	.00
			Journal Totals	432,055.34	- 432,055.34	

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
C/R 1	1/31/11		1 740		-5,400.16
C/R 2	1/31/11		1 720		- 169,749.14
C/R 3	1/31/11		1 650		-4,936.81
C/R 4	1/31/11		1 630		-16,779.18
C/R 5	1/31/11		1 660		- 295.00
C/R 6	1/31/11		1 700		-9,785.47
C/R 7	1/31/11		1 610		-3,682.73
C/R 8	1/31/11		1 730		-32,425.66
C/R 9	1/31/11		1 355		- 836.73
c/r g	1/31/11		2 780		-6,089.69
C/R 10	1/31/11		1 710		- 110.00
C/R 11	1/31/11		1 640		-3.02
C/R 12	1/31/11		1 605		- 563.00
C/R 13	1/31/11		1 680		- 875.00
C/R 14	1/31/11		1 690		-5,793.44
C/R 15	1/31/11		1 380		-15,728.19
C/R 16	1/31/11		1 695		- 968.00
C/R 17	1/31/11		1 370		- 910.00
C/R 20	1/31/11		2 705		-1,779.81
C/R 21	1/31/11		2 775		-3,094.82
C/R 22	1/31/11		2 780		- 443.39
C/R 23	1/31/11		2 780		-42,152.01

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
C/R 24	1/31/11		2 370		-1,156.87
C/R 25	1/31/11		2 1735		-54,707.37
C/R 26	1/31/11		2 1705		-1,353.87
c/r 27	1/31/11		2 390		-3,075.00
c/r 28	1/31/11		2 760		-10,305.74
c/r 29	1/31/11		2 420		-77.00
c/r 30	1/31/11		3 625		- 877.15
c/r 31	1/31/11		3 725		-32,402.91
c/r 32	1/31/11		3 723		-2,960.00
c/r 33	1/31/11		3 745		- 230.00
c/r 34	1/31/11		3 598		-1,480.00
c/r 35	1/31/11		3 360		-1,979.00
c/r 36	1/31/11		3 700		- 985.00
c/r 37	1/31/11		3 595		-2,773.00
c/r 38	1/31/11		3 755		-4,255.50
C/R 26a	1/31/11		2 385		-2.52
c/r 26b	1/31/11		2 380		-13.80
c/r 29a	1/31/11		2 690		-1,274.88
c/r 29e	1/31/11		2 705		- 187.42
c/r 29f	1/31/11		2 775		- 136.00
c/r 29h	1/31/11		2 370		- 132.74
c/r 29i	1/31/11		2 1735		-6,903.33

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
c/r 29j	1/31/11		2 1705		- 192.90
c/r 29k	1/31/11		2 385		-1.47
c/r 29l	1/31/11		2 380		-6.30
c/r 29m	1/31/11		2 390		- 100.00
c/r 29n	1/31/11		2 760		-1,537.44
c/r 29o	1/31/11		2 420		-27.00
C/R COURT	1/31/11		1 740		-6,364.50
	1/31/11	Contra Entry	1 100	268,841.53	
	1/31/11	Contra Entry	1 125	6,364.50	
	1/31/11	Contra Entry	2 100	119,437.08	
	1/31/11	Contra Entry	2 100	15,314.29	
	1/31/11	Contra Entry	3 100	47,942.56	
			Journal Totals	457,899.96	- 457,899.96

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5b
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL NEEDED

Following is the IRS standard mileage rate for 2011.

Please approve the increase to $ .51 from $ .50.

IRS Announces 2011 Standard Mileage Rates

IRS.gov

IRS Announces 2011 Standard Mileage Rates

IR-2010-119, Dec. 3, 2010

Corrected on Dec. 13, 2010, to reflect changes for 2011

WASHINGTON — The Internal Revenue Service today issued the 2011 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on Jan. 1, 2011, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 51 cents per mile for business miles driven
- 19 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs as determined by the same study. Independent contractor Runzheimer International conducted the study.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle.

In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. The IRS is requesting public comments on whether taxpayers should be allowed to use the business standard mileage rate in this circumstance.

Beginning in 2011, a taxpayer may use the business standard mileage rate for vehicles used for hire, such as taxicabs.

Also beginning in 2011, the standard mileage rates are announced in a separate notice, which also provides the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate and the maximum standard automobile cost for automobiles under a FAVR allowance. The IRS plans to discontinue publishing the standard mileage rate revenue procedure annually but will publish modifications as required.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Revenue Procedure 2010-51 and Notice 2010-88 contain additional details regarding the standard mileage rates.

Subscribe to IRS Newswire

Page Last Reviewed or Updated: December 14, 2010

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5c
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL NEEDED

Following is the job description for the new position of finance clerk.

Please authorize this position.

City of Willard, Missouri Job Description
Finance Clerk: Administration Department

General Purpose of Position

Assists the Chief Financial Officer with the City's accounting and financial management processes

Major Duties and Responsibilities

Coordinates monthly accounts payable

- Matches invoices to receiving documents
- Prepares monthly report to be included in alderman packet
- Post invoices into the computer system
- Generate accounts payable monthly and print checks
- Research vendor statements, phone calls and discrepancies
- File paid and unpaid invoices and statements
- Organize and match paperwork

Assists with payroll preparation

- Reviews timesheets for accuracy
- Prints weekly and monthly reports
- Organize department payroll submittals to prepare for bi-weekly payroll
- Record leave requests and reconcile with individual leave calendars
- Process payroll, when required, in an accurate and timely manner

Assists Chief Financial Officer with the preparation of the annual Budget

- Coordinates submittals by department heads
- Prepares budget documents for approval by CFO

Reconciles accounts receivable

- Matches daily payment transmittals to month end report
- Assures appropriate accounting number and code from general ledger
- Prepares accounts receivable information for input

Assists with monthly reconciliation of all City bank accounts

- Reconciles each account's entries to bank statements
- Researches available data when there are discrepancies

Supports other departments

- Answers and directs telephone calls
- Helps with constituent walk-ins
- Fills in for front desk staff when needed
- Accepts payments
- Writes portions of the city newsletter

Performs all duties as required by state statute and local ordinances

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-Exempt
Department	Administration
Immediate Supervisor(s)	Mayor and City Administrator
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	None
Type of Work Schedule	Regular hours, year-round
Frequency of Overtime	On a regular basis, for meetings, workload, and emergencies
Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	90%
Percentage of Work Outdoors	10%, in all types of weather conditions
Types of Accountabilities	Monetary, Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Rarely
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, toner
Average Stress Level	Above average, varies with activities
Physical Work Associated With This Position**	Using a personal computer, sitting for long periods of time, reaching for files, bending, and carrying files

**Exposure to chemicals / hazardous materials may not be limited to this list.*
***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must have an Associate's degree; a Bachelor's degree is preferred. At least four years of experience in government finance or a related field; six years is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

A valid Missouri driver's license is required.

Knowledge, Skills and Abilities

Knowledge

- Principles and applications of risk management related to human resources management
- Federal and state regulations and standards concerning payroll and payroll taxes
- Federal and state regulations and standards concerning employee insurance, workers compensation and liability
- City ordinances, state statutes and federal laws regarding employment and human resources
- Basic labor law principles and applications

- Payroll systems
- Rules and regulations concerning employees
- City's compensation plan and position placements
- General office and filing practices and procedures
- General accounting principles
- Utility billing systems
- City and departmental billing and collections procedures
- City work order system and procedures
- Accounts payable principles and applications
- Rules and procedures for tax-exempt status
- City and departmental purchasing procedures
- City purchase order system and procedures
- Computerized accounting systems
- City's chart of accounts
- Filing systems and management
- Policies and procedures for handling cash
- Communication techniques
- City ordinances and state statutes
- General operations of City
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Organizational skills
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machine
- Accurate typing and data entry using a personal computer
- Use a multi-line telephone system to answer and transfer calls
- Prepare and present effectively, oral and written informative material relating to the activities of the department
- Maintain confidentiality
- Proofread reports accurately
- Properly manage and handle cash
- Be surety bonded, including employee errors and omissions
- Reconcile financial records and documentation
- Read and use various financial statements
- Maintain confidential records
- Reconcile books
- Exercise patience
- Use various types of office software, including word processing and spreadsheets
- Use common sense
- Pay attention to detail
- Use a 10-key adding machine or calculator
- Complete detailed work accurately
- Work effectively with a wide range of people
- Provide effective leadership for and maintain harmonious relationships
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees

- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Implement and follow departmental and City policies and procedures

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5d
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL NEEDED

Staff is requesting authorization of Toth and Assc. and Paragon Architecture to be awarded the bid to design the safe room.

Qualifications are available upon request.

Please approve.

CITY OF **WILLARD**
BOARD OF **ALDERMEN**

AGENDA ITEM #5e
FINANCE DEPARTMENT

ACTION REQUIRED: INFORMATIONAL ONLY

Transfers between accounts that were made in the month of January were:

$ 150,000.00 from General Fund to General Fund Money Market
$200,000.00 from Water/Sewer Money Market to Water/Sewer Operating Account
$100,000.00 from General Fund to Park Fund

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5f
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL REQUESTED

In the past week, an inspection of the Ozark Greenways block building has been conducted by Justin Reaves and Randy Brown.

Following is a copy of the contract which has been reviewed by the city attorney.

LEASE AGREEMENT – City of Willard

THIS LEASE, made and entered into this _______ day of ___________, 2011 by and between **Ozark Greenways, Incorporated,** hereinafter referred to as "Landlord," and____________________, hereinafter referred to as "Tenant", hereby memorializes the following mutual terms, conditions, promises and covenants:

WITNESSETH, that the Landlord hereby leases to the Tenant, subject to the terms and conditions as set forth in this Lease Agreement, the building and property located at **115 East Jackson Street, Willard, Missouri 65781,** which includes the building and property, and all fixed improvement and the following described personal property:

One story brick storage building located at the west portion of property, building size 5,000 sq. ft. (hereinafter collectively referred to as the "demised premises.").

TO HAVE AND TO HOLD the demised premises for a period of five years, commencing on the day of ________, through the ____ day of ______, Thereafter, Tenant shall ~~have the~~ option to renew its tenancy for an additional five-year period, so long as the terms of this Agreement have been complied with to Landlord's satisfaction for the first five-year term. After the second five-year term expires, Tenant's occupancy shall continue on a yearly basis unless written notice of termination is given by either party at least six (6) months the end of any lease term, and the terms of this agreement shall govern and control any additional occupancy by Tenant. If Tenant intends to vacate the property at the end of the term of the lease or after continuing on a yearly basis, six (6) months written notice MUST be given to Landlord on the six months before vacating.

Tenant shall pay as rent $500.00 per month, due and payable in full on or before the first day of each month. If the Landlord does not receive the rent by the 5th of each month, Tenant agrees to pay an additional rent in the amount of $25.00, plus $5.00 per day until the rent of or the current month is paid in full. Tenant agrees to pay an additional $20.00 should any rent check be returned to the Landlord by the Tenant's bank. Tenant acknowledges and agrees that all permanently affixed in-kind improvements and contributions to the demised premises will become and remain the property of the Landlord, and Tenant shall not be allowed to remove any such in-kind improvements upon the termination of this agreement. Tenant also agrees that all improvements shall meet the building code requirements of the City of Willard, and Greene County, Missouri.

If Tenant is to occupy the demised premises prior to the date of the first regularly scheduled lease payment, then prorate rent in the amount of $______ is due at the time of possession for the balance of $________. It is expressly agreed that all of the provisions of this agreement, except the in-kind rent requirement of the Tenant, will be in full force and effect during such prorate period.

Landlord, to secure the Tenant's performance of all obligations of this lease, has received a Security and Clean-up Deposit in the amount of $________The Tenant hereby acknowledges that said demised premises have been inspected by Tenant and found to be in an acceptable condition. Tenant agrees to surrender all keys and deliver possession of the demised premises to Landlord at the end of the lease term, or any year-to-year extension thereof, in a clean and undamaged condition. In the event the property is not ready for new Tenants, the cost to make ready including cleaning, repair, plumbing and exterminating of pests will be deducted from the deposits, provided however, that the deposits will not be applied toward all routine maintenance and normal wear and tear. In the event of default in the payment of any periodic lease payment, Tenant hereby waives all rights to the refund of deposits and shall be liable for all damage in excess of the amount of said deposits.

It is expressly agreed that the premises are leased only to the above named tenant, and this lease shall not be assignable by the Tenant nor shall Tenant be permitted to sublease all or any portion of the demised premises without the written consent of Landlord.

1. The Landlord covenants and agrees as follows:

   a. To put the Tenant in possession of the demised premises on the date of the commencement of this agreement, and to allow the Tenant to hold and enjoy the premises peaceably and quietly during the term without any interruption by the Landlord, provided that the Tenant observes all condition set forth in this agreement.

   b. If demised premises are totally destroyed or rendered wholly uninhabitable by fire or otherwise, without fault or negligence of the tenant, this lease shall be terminated as of the date of destruction and a prorate proportion of the prepaid rent shall be refunded to the Tenant.

   c. To allow Tenant to erect no more than one identification or advertising sign, not exceeding twenty-five (25) square feet in size, on or about the demised premises. Any signs erected must be in good taste and promote the style of the Frisco Highline Trail, in the sole discretion of the Landlord. Before the Tenant erects any such signs, they must obtain written permission from the Landlord.

   d. To allow Tenant to install a security system, water, electric or sewer improvements as needed to conduct business or operations at the site at his expense. The Tenant may also install a floor lift rack or such device as needed for safe practice of business.

   e. The leased premises shall be structurally sound and free of material defects. Said premises shall have adequate utility services to the building including electricity, water and sewage disposal to allow tenant to conduct its commercial business as authorized herein.

   f. Tenant shall be responsible for the behavior and any damage done by guests, employees, agents, independent contractors, family members, or any person that the Tenant specifically allows or requests on the demised premises. Should either party elect to take legal action to endorse the terms and provisions of this Lease Agreement, or to take action against the other party relating to this tenancy or the demised premises, the losing party agrees to pay any and all costs and expenses incurred by the prevailing party, including reasonable attorney fees.

2. The Tenant covenants and agrees as follows:

   a. To pay all lease payment and notices provided for herein, by check or money order made payable to Ozark Greenways, Incorporated and mailed to: P.O. Box 50733, Springfield, Missouri 65805, unless otherwise advised in writing, by the Landlord or his agent.

   b. Tenant agrees not to do or permit to be done anything, which would cause cancellation or an increase in the rate of property insurance.

c. Tenant agrees to arrange for the transfer of all utilities to Tenant's name on or before the date of possession, and to pay for all utilities provided to the demised premises during ~~this~~ the term of this Lease or any extension thereof. Possession of the property shall not be granted until said transfer of utilities is completed.

d. Tenant agrees that Landlord, or Landlord's agents, shall have free and unencumbered access to the demised premises at all reasonable times for the purpose of examining the condition of the property and making repairs, and improvements, and also for six months prior to the termination of this lease agreement for the purpose of showing the property to new prospective tenants. The Tenant agrees to keep walks and porches free from ice and snow.

e. Tenant agrees to make no alteration, repairs, or improvements to the property without the consent of the Landlord. Any alteration, repairs, or improvements made by the tenant shall become part of the premises and may not be removed at the expiration of this lease.

f. Any damage to the premises that occurs during the Tenants occupancy, including, but not limited to broken glass, clogged toilets, sinks, or any other damage caused by the Tenant will be repaired and paid for by the Tenant when such damage occurs. Such damage will be immediately reported to the Landlord in writing. In the event that the Tenant does not make such repairs in a reasonable time, the Landlord shall make such repairs and recover the costs thereof from the Tenant. The amount of the damage will be determined by the actual cost of repair, including all labor and materials. Failure to report and repair any damage done to the demised premises, regardless of the nature or sources of such damage may, at the option of the Landlord, be considered a breach of the lease and be grounds for termination by the Landlord. The Tenant agrees to forfeit any prepaid rent for the month that a termination is effected by the Landlord, as liquidated damages.

g. Any non-payment of rent, consistent late payment of rent, or any disruptive or illegal behavior of the Tenant is grounds for termination of this lease by the Landlord. Tenant shall be responsible for the behavior and any damage done by guests, employees, agents, independent contractors, family members, or any persons that the Tenant allows or requests on the demised premises. Should it be necessary for the Landlord to enforce the terms and provisions of this lease, or to take legal action against Tenant relating to this tenancy or the demised premises, the Tenant agrees to pay any and all costs and expenses incurred by the Landlord thereby, including reasonable attorney's fees.

h. Should the rent not be paid by the fifth day of each month and the Tenant is unable to be found, the Landlord may leave a notice in the building stating that the rent must be paid within 48 hours. Should the rent remain unpaid and the Landlord remain unable to find the Tenant, the Tenant hereby agrees that the premises may be declared vacated and the personal property, if any, remaining shall be deemed abandoned. The Tenant hereby agrees to give the Landlord the power to remove any and all personal property from the premises and have it stored at the Tenant's expense. Should the Tenant not be heard from or located by the Landlord for an additional 20 days after removal of said property, the Tenant hereby gives the Landlord permission to dispose of said property in a reasonable manner. The net proceeds, if any, from the sale of disposal of the Tenant's property shall be held by the Landlord for a period of 90 days. Should the Tenant fail to claim such proceeds, the said proceeds shall go to the Landlord as liquidated damages. Nothing in this paragraph shall apply if the Tenant provides notice to the Landlord that the Tenant shall be away from the Springfield area for a period of time not greater than two weeks, and the Landlord agrees in writing to extent the time that rent will be due. OR

i. All notices given to the Tenant may be served upon the Tenant personally, or ~~by mail addressed to the Tenant at the demised premises~~. Any notice by the Tenant to the Landlord must be in writing and delivered to the Landlord personally, or delivered as required by the Landlord.

j. Landlord shall not be liable to Tenant or Tenant's agents, guests, or employees for any damage to them or their persons or property, by theft or burglary, water, rain, snow, ice, sleet, fire, explosion, frost, storm and accidents or by breakage, stoppage or leakage of water, gas, heating and sewer pipes, electric wiring or current or plumbing upon, about or adjacent to said premises, nor for any negligence of others that may cause damage of any character whatsoever. The Tenant further agrees to hold harmless, indemnify, save and defend the Landlord from any claims or any other persons or entities, for damages relating to or arising out of the Tenant's possession of the demised premises, Tenant's acts, actions, or omissions, or the condition of the demised premises, during this tenancy, no matter how such damages are caused.

k. Tenant agrees to keep the demised premises in a clean and tidy condition, and free from dirt, trash and refuge. Tenant agrees that no outdoor storage or equipment or materials is to be allowed.

l. Tenant agrees that if he/she/they/it hold-over and retain possession of the demised premises beyond the time set forth herein, that the terms and conditions of this lease shall remain in full force and effect during the entirety of the Tenant's possession.

m. Tenant hereby understands and agrees that there have been no representations other than those contained herein, and that this agreement is a total agreement and understanding between the parties, and is binding on the Tenant's ~~heirs~~, assigns, successors, ~~executors~~ or administrators.

3. Insurance and Indemnity:

a. The Tenant shall provide, pay the premiums for, and keep in force during the entire term of this Lease and any extensions or renewals thereof, general liability insurance with a good and solvent insurance company licensed to do business in the State of Missouri, naming the Landlord as an additional insured, in the amounts of at least $2,000,000 per occurrence, $500,000 with respect to injuries of any one person, $500,000 with respect to any one accident, and $100,000 with respect to property damage, and shall deliver certificates of such insurance to the Landlord within 30 days from the date this Lease commences.

b. The Tenant agrees to defend and hold the Landlord harmless from any and all liability, suits, causes of action, claims for damages, including but not limited to costs and attorney's fees, due to injury or damage to any person or property or any environmental claims, losses, damages, cleanup costs, fines or penalties resulting from or arising out of any actions or omissions of the Tenant, its agents, servants, employees, contractors or business invitees, or any defect in the premises first appearing or arising during the Tenant's possession.

c. The Tenant shall obtain and maintain any property or casualty insurance it desires regarding the Tenant's personal property, fixtures, contents or business interruption coverage at the Tenant's sole cost, and the Tenant agrees that in no event shall the Landlord be liable to the Tenant for any damages to the Tenant's goods, inventory or personal property. Every insurance policy obtained by either party pursuant to this Agreement shall expressly waive any and all rights of subrogation against the other party, its agents and employees. The Tenant shall deliver to the Landlord, certificates of such insurance, which shall declare that the respective insurer may not cancel the same in whole or in part without giving the Landlord written notice of its intention to do so at least ten (10) days in advance.

4. <u>Fire and Other Casualty:</u>

a. If the Leased Premises, or any portion thereof, are partially or totally destroyed or damaged by fire or other casualty covered by any fire and extended coverage insurance carried by the Landlord on the demised premises, the Landlord shall repair and restore the damaged portion of the premises (excluding any tenant fit up work in excess of the building standard and any additions, equipment, furniture and alterations made by the Tenant) as soon as it is reasonably practicable to substantially the same condition in which the Leased Premises were before such damage to the extent permitted by the available insurance proceeds. Provided, however, that if the Leased Premises are completely destroyed or badly damaged that such repairs cannot be completed within six (6) months thereafter, the Lease Agreement may be terminated immediately by either party hereto by serving written notice upon the other, and in such event, all insurance proceeds shall be the sole property of the Landlord. Under no circumstances shall the Landlord be liable to the Tenant for business interruption or the consequential losses or damages except to the extent of available insurance.

b. In the event ~~of~~ Leased Premises, ~~or~~ any portion thereof, is destroyed or damaged by fire or other casualty covered by the fire and extended coverage insurance carried by the Landlord that such damaged portion can not reasonably be used by the Tenant for the purpose herein provided and the Lease Agreement is not terminated as above provided, there shall be an abatement of rent to the extent that the damaged portion of the Leased Premises is unfit for use by the Tenant in the ordinary course of its business until said damaged portion of the Leased Premises is made useable.

c. In the event the Leased premises, or any portion, shall be destroyed or damaged by fire or other casualty resulting from the fault or negligence of the Tenant, or the agents, employees, licensees or invitees of the Tenant, such damage shall be repaired by and at the expense of the Tenant (to the extent that such destruction or damage is not covered by the fire and extended coverage insurance carried by the Landlord) under the direction and supervision of the Landlord, and rent shall continue without abatement.

d. ~~The Tenant shall obtain and maintain any property or casualty insurance it desires regarding tenant's personal property, fixtures, contents or business interruption coverage at the Tenant's sole cost, and the Tenant agrees that in no event shall the Landlord be liable to the Tenant for any damage to the Tenant's goods, inventory or personal property unless said damage is caused by the Landlord's negligence and/or breach of this agreement. The Tenant shall request any insurance company which issues a policy of insurance on the demised premises to provide to the tenant a certificate of said insurance, which shall declare that the respective insurer may not cancel the same in whole or in part without giving the Landlord written notice of its intention to do so at lease 10 days in advance.~~

- already stated TM 3.C.

"LANDLORD" Ozark Greenways, Inc.	"TENANT" City of Willard
By ______________________ Terry Whaley, Executive Director	By ______________________
Date ______________________	Date ______________________

Approved by: Ozark Greenways, Inc. Board of Directors: January 26, 2011

Approved by: City of Willard, City Council: ________ ________ 2011

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #5g
FINANCE DEPARTMENT

ACTION REQUIRED: APPROVAL REQUESTED

An eight inch flow valve was purchased several years ago by the previous public works director. This valve has never been used. An opportunity has come up to sell the valve to another municipality for $ 2,000.00 to $ 3,000.00.

The original purchase price of this valve was about $ 6,000.00.

Please approve the sale.

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #6
2011 BUDGET AMENDMENT

ACTION REQUIRED: APPROVAL OF 1st AND 2nd READING REQUESTED

THIS IS THE 2011 BUDGET AMENDMENT.

STAFF REQUESTS APPROVAL OF 1ST AND 2ND READING.

General Fund	2011 Budget	2010 Actual	2011 Amended
Revenues			
Asset Sales	0.00	0.00	0.00
Building Permits	5,500.00	14,100.00	12,000.00
Cable TV Franchise	21,000.00	14,800.00	16,000.00
County Road & Bridge	31,000.00	27,000.00	27,500.00
DARE	0.00	0.00	0.00
Electric Franchise	175,000.00	202,000.00	200,000.00
Emergency Mgmt	0.00	0.00	0.00
Engineering Fees Rec'd	0.00	0.00	0.00
FEMA Disaster Reimb	0.00	0.00	0.00
Financial Institution Tax	100.00	1.00	1.00
Gas Franchise	73,000.00	42,100.00	45,000.00
Grant Revenues	0.00	96,900.00	0.00
Interest Income	4,500.00	1,600.00	2,500.00
LEST	40,000.00	19,800.00	25,000.00
Merchants Licenses	2,500.00	4,900.00	5,000.00
Miscellaneous	2,500.00	10,650.00	5,000.00
Mobile Phone Lease	45,500.00	49,500.00	49,500.00
Motor Vehicle Taxes	125,000.00	122,200.00	125,000.00
Planning & Zoning	20,000.00	23,500.00	20,000.00
Real Estate Taxes	183,000.00	185,300.00	190,000.00
Sales & Use Tax	425,000.00	375,900.00	400,000.00
Sales Tax - Cap Improv	0.00	0.00	0.00
Special Event Income	0.00	0.00	0.00
State LET Acct	500.00	600.00	500.00
Traffic Court Fines	75,000.00	105,300.00	100,000.00
Transfers In - Out	0.00	0.00	0.00
	1,229,100.00	1,296,151.00	1,223,001.00

General City Gov't	2011 Budget	2010 Actual	2011 Amended
Expenses			
Advertising	1,800.00	1,300.00	1,500.00
Audit Fee	2,500.00	3,200.00	12,500.00
Bldg Maintenance		50.00	0.00
Capital Asset Exp	5,000.00	4,350.00	0.00
Contract Labor	2,000.00	11,000.00	5,000.00
Dues & Subscriptions	1,000.00	2,250.00	1,000.00
Election Expense	3,000.00	2,900.00	2,500.00
Engineering Expense	2,500.00	0.00	0.00
Group Insurance	10,000.00	21,350.00	15,500.00
Insurance	3,000.00	12,500.00	10,000.00
Legal	32,000.00	41,200.00	30,000.00
Professional	7,500.00	12,500.00	7,500.00
Misc Expense	0.00	500.00	0.00
Office Supplies	9,000.00	11,600.00	5,000.00
Payroll Taxes	5,200.00	5,500.00	6,375.00
Repairs & Maint	2,500.00	1,800.00	2,000.00
Retirement Plan	4,000.00	9,350.00	4,500.00
Salaries	67,000.00	72,175.00	83,300.00
Salaries - Overtime	0.00	0.00	0.00
Special Event	0.00	0.00	0.00
Supplies	6,000.00	4,600.00	5,000.00
Telephone	8,000.00	10,600.00	8,000.00
Travel & Training	2,000.00	2,500.00	2,500.00
Utilities - Electric	4,500.00	4,600.00	4,500.00
Utilities - Gas	3,500.00	1,320.00	2,000.00
Utilities - Other	1,000.00	550.00	750.00
Vehicle Expense - Gas	1,500.00	125.00	1,000.00
Vehicle Expense - Other	1,000.00	225.00	500.00
	185,500.00	238,045.00	210,925.00

	2011 Budget	2010 Actual	2011 Amended
Public Safety			
Advertising	0.00	0.00	0.00
Building Expense	1,500.00	600.00	1,000.00
Capital Asset Exp	0.00	18,150.00	0.00
Contract Labor	0.00	1,400.00	1,000.00
CVC Fees Paid	6,000.00	5,800.00	6,000.00
Court Automation Fees		5,700.00	6,000.00
DARE	1,000.00	1,000.00	1,000.00
Dues & Subs	1,000.00	1,000.00	500.00
Group Insurance	57,500.00	56,400.00	52,000.00
Insurance	22,500.00	22,000.00	22,500.00
Interest	1,975.00	18,450.00	1,975.00
Lease Payments	31,000.00	14,000.00	31,000.00
Legal	30,000.00	30,400.00	30,000.00
Professional	5,000.00	13,400.00	7,500.00
Miscellaneous	0.00	0.00	0.00
Office Expense	3,800.00	3,900.00	4,000.00
Payroll Taxes	33,000.00	29,800.00	31,750.00
POST Fund	750.00	825.00	850.00
Repairs/maint	5,000.00	11,600.00	5,000.00
Retirement Plan	23,000.00	18,000.00	23,000.00
Salaries	416,000.00	390,000.00	415,000.00
Salaries - Overtime	5,000.00	0.00	0.00
Special Event	0.00	150.00	0.00
Supplies	10,000.00	5,700.00	8,000.00
Telephone	8,500.00	11,700.00	12,000.00
Travel/Training	5,500.00	2,600.00	5,000.00
Uniforms	6,500.00	7,150.00	6,500.00
Utilities - Electric	3,500.00	3,700.00	3,800.00
Utilities - Gas	4,000.00	2,500.00	3,000.00
Utilities - Other	2,000.00	500.00	1,000.00
Vehicle Exp - Gas	23,000.00	27,400.00	28,000.00
Vehicle Exp - Other	14,000.00	11,600.00	14,000.00
	721,025.00	715,425.00	721,375.00

	2011 Budget	2010 Actual	2011 Amended
Streets			
Expenses			
Advertising	0.00	150.00	0.00
Capital Asset Exp	0.00	1,110.00	0.00
Contract Labor	1,500.00	4,200.00	3,000.00
Group Insurance	8,500.00	4,300.00	8,000.00
Insurance	2,000.00	4,700.00	3,000.00
Miscellaneous Exp	1,000.00	10,000.00	15,000.00
Paving	10,000.00	1,900.00	10,000.00
Payroll Taxes	3,400.00	3,550.00	3,100.00
Repairs & Maintenance	2,500.00	4,200.00	3,000.00
Retirement Plan	2,400.00	2,300.00	2,200.00
Salaries	43,000.00	46,400.00	40,000.00
Salaries - Overtime	0.00	0.00	0.00
Stormwater	15,000.00	0.00	5,000.00
Street Lights	57,500.00	51,000.00	55,000.00
Supplies	10,000.00	13,600.00	8,000.00
Travel & Training	0.00	0.00	0.00
Tree Maintenance	6,400.00	1,400.00	6,400.00
Utilities - Electric	2,000.00	3,000.00	3,500.00
Utilities - Gas	2,800.00	150.00	2,000.00
Utilities - Other	4,500.00	5,200.00	4,500.00
Vehicle Exp - Gas	5,500.00	9,600.00	8,000.00
Vehicle Exp - Other	3,000.00	5,300.00	3,000.00
	181,000.00	172,060.00	182,700.00

Planning & Development			
	2011 Budget	2010 Actual	2011 Amended
Expenses			
Advertising	0.00	0.00	0.00
Capital Asset Exp	0.00	0.00	0.00
Contract Labor	8,000.00	13,000.00	9,000.00
Dues & Subscriptions	100.00	50.00	100.00
Group Insurance	4,800.00	4,000.00	4,000.00
Insurance	0.00	0.00	0.00
Legal	0.00	0.00	0.00
Professional	7,500.00	4,000.00	5,000.00
Miscellaneous	40,000.00	78,375.00	0.00
Office Supplies	500.00	450.00	500.00
Payroll Taxes	2,300.00	3,600.00	2,825.00
Repairs & Maintenance	550.00	725.00	500.00
Retirement Plan	1,600.00	2,925.00	1,900.00
Salaries	30,000.00	46,800.00	36,850.00
Stormwater Planning	10,000.00	1,000.00	10,000.00
Supplies	1,000.00	0.00	1,000.00
Telephone	1,300.00	1,000.00	1,100.00
Travel & Training	500.00	450.00	500.00
Vehicle Expense - Gas	750.00	100.00	750.00
Vehicle Expense - Other	750.00	260.00	750.00
	109,650.00	156,735.00	74,775.00

	2011 Budget	2010 Actual	2011 Amended
Emergency Management			
Advertising	0.00	0.00	0.00
Capital Asset Exp	0.00	0.00	0.00
Contract Labor	0.00	0.00	0.00
Dues & Subscrip	100.00	25.00	100.00
Group Insurance	0.00	250.00	0.00
Insurance	0.00	0.00	0.00
Legal	0.00	0.00	0.00
Professional	1,000.00	475.00	10,000.00
Miscellaneous	0.00	0.00	0.00
Office Supplies	300.00	275.00	0.00
Payroll Taxes	1,625.00	1,300.00	1,425.00
Repairs & Maint	0.00	2,000.00	500.00
Retirement	0.00	0.00	0.00
Salaries	21,000.00	17,000.00	18,500.00
Salaries-Overtime	0.00	0.00	0.00
Supplies	2,500.00	1,050.00	1,000.00
Telephone	1,000.00	1,000.00	1,000.00
Travel & Training	0.00	600.00	500.00
Veh Expense - Gas	0.00	0.00	0.00
Veh Expense - Ot	0.00	0.00	0.00
	27,525.00	23,975.00	33,025.00

2011 Projected Beginning Balance	$438,761.00
2011 Income	$1,223,001.00
Total	$1,661,762.00
2011 Expenditures	$1,222,800.00
2011 Projected Ending Balance	$438,962.00

Water Fund

Revenues	2011 Budget	2010 Budget	Amended
Asset Sales	0.00	0.00	0.00
Certificates of Part	100,000.00	0.00	100,000.00
Grant Receipts	0.00	0.00	0.00
Interest Income	5,000.00	3,500.00	5,000.00
Meter Installations	15,000.00	18,500.00	20,000.00
Miscellaneous	1,000.00	3,100.00	2,500.00
Penalty Income	24,000.00	39,000.00	35,000.00
Trash Income	60,000.00	140,500.00	145,000.00
Water Sales-Comm	40,000.00	38,800.00	40,000.00
Water Sales-Resi	710,000.00	745,200.00	745,000.00
	955,000.00	988,600.00	1,092,500.00

Expenses	2011 Budget	2010 Actual	Amended
Advertising	1,000.00	750.00	1,000.00
Audit Expense	4,000.00	10,100.00	10,000.00
Cap Asset Exp	35,000.00		35,000.00
Contract Labor	1,500.00	9,600.00	2,500.00
Depreciation	105,600.00	166,300.00	133,909.00
Dues	500.00	850.00	500.00
Equipment	2,500.00	0.00	2,500.00
Fiscal Agent Fees	2,000.00	800.00	2,000.00
Group Insurance	27,500.00	28,700.00	27,500.00
Insurance	20,000.00	13,000.00	16,000.00
Interest Expense	60,165.00	62,825.00	69,500.00
Legal	3,000.00	4,000.00	3,000.00
Professional	5,000.00	11,650.00	7,500.00
Miscellaneous	1,000.00	0.00	0.00
Office Supplies	7,000.00	21,000.00	12,000.00
Payroll Taxes	17,500.00	14,000.00	15,500.00
Principal Payments	37,500.00	70,000.00	37,500.00
Repairs/Maintenance	18,000.00	85,900.00	20,000.00
Retirement	14,000.00	11,550.00	10,000.00
Salaries	225,000.00	183,000.00	225,000.00
Salaries - Overtime	5,000.00	600.00	5,000.00
Supplies	22,000.00	68,000.00	20,000.00
Supplies - Project	75,000.00	0.00	50,000.00
Trash Expense	57,500.00	134,000.00	135,000.00
Travel/Train	2,500.00	2,000.00	2,500.00
Utilities - Electric	50,000.00	60,975.00	65,000.00
Utilities - Gas	0.00	0.00	0.00
Utilities - Other	6,500.00	3,375.00	4,500.00
Vehicle Exp - Gas	12,000.00	9,225.00	10,000.00
Vehicle Exp - Other	5,000.00	2,400.00	3,000.00
	823,265.00	974,600.00	925,909.00

		2010 Budget	Amended
Sewer Fund			
Income			
Devel Lift St Fees	0.00	0.00	0.00
Asset Sales	0.00	0.00	0.00
COP	100,000.00	125,000.00	100,000.00
Hook-up Fees Rec	24,000.00	22,500.00	24,000.00
Interest Income	8,500.00	8,000.00	8,500.00
Misc Income	1,000.00	1,000.00	1,000.00
Penalty Income	35,000.00	32,000.00	35,000.00
Sewer Sales	768,000.00	763,000.00	768,000.00
	936,500.00	951,500.00	936,500.00

Expenses		2010 Budget	Amended
Advertising	1,000.00	400.00	500.00
Audit	4,000.00	4,000.00	10,000.00
Cap Asset Exp	75,000.00		75,000.00
Contract Labor	1,500.00	1,000.00	1,500.00
Depreciation	134,000.00	134,000.00	141,600.00
Dues & Subscr	500.00	500.00	500.00
Equipment	3,500.00	0.00	3,500.00
Fiscal Agent Fees	3,000.00	3,000.00	3,000.00
Group Insurance	27,500.00	25,300.00	27,500.00
Hook-up Expense	8,100.00	7,500.00	7,000.00
Insurance	20,000.00	18,000.00	20,000.00
Interest Expense	60,165.00	80,600.00	79,000.00
Legal	3,000.00	2,500.00	3,000.00
Professional	5,000.00	5,000.00	5,000.00
Miscellaneous	1,000.00	0.00	0.00
Office Supplies	7,000.00	6,000.00	7,000.00
Payroll Taxes	17,500.00	20,000.00	15,500.00
Principal Payments	57,500.00	40,000.00	57,500.00
Repairs & Maint	18,000.00	15,000.00	15,000.00
Retirement	14,000.00	14,300.00	10,000.00
Salaries	225,000.00	254,000.00	225,000.00
Salaries - Overtime	5,000.00	3,000.00	5,000.00
Spfd Sewer Charges	235,000.00	230,000.00	240,000.00
Supplies	27,000.00	25,000.00	25,000.00
Supplies - Project	75,000.00	100,000.00	30,000.00
Travel & Training	2,500.00	2,000.00	2,500.00
Utilities - Electric	48,000.00	46,500.00	48,000.00
Utilities - Other	10,000.00	9,000.00	10,000.00
Vehicle Exp - Gas	12,000.00	10,000.00	12,000.00
Vehicle Exp - Other	4,000.00	3,000.00	4,000.00
	1,104,765.00	1,059,600.00	1,083,600.00

Park Fund

	2011 Budget	2010 Actual	Amended
Revenues			
Adult Programs	12,000.00	13,000.00	13,000.00
Advertising Income	17,500.00	18,000.00	18,000.00
Capital Asset Sales	0.00	0.00	0.00
Cert of Participation	0.00	1,999,286.00	0.00
Concession Income	60,000.00	40,000.00	45,000.00
Fourth of July	5,000.00	1,625.00	2,000.00
Grant Receipts	0.00	0.00	0.00
Interest Income	1,000.00	1,200.00	1,500.00
Misc Income	5,000.00	15,000.00	10,000.00
Park Fees	3,500.00	2,200.00	2,500.00
Real Estate Taxes	55,000.00	59,500.00	58,000.00
Facility Income	27,500.00	32,000.00	30,000.00
Sales Tax	440,000.00	428,500.00	432,000.00
Sales Tax Capital Impro	190,000.00	140,000.00	145,000.00
Swim Pool Income	90,000.00	105,000.00	100,000.00
Transfers In - Out		300,000.00	350,000.00
Youth Programs	200,000.00	120,850.00	150,000.00
	1,106,500.00	3,276,161.00	1,357,000.00

Expenses	2011 Budget	2010 Actual	Amended
Advertising	6,000.00	3,000.00	3,500.00
Building Maint	7,500.00	5,250.00	5,500.00
Capital Asset Exp	0.00	2,001,689.00	0.00
Cap Asset Exp - Equip	5,000.00	0.00	5,000.00
Chemicals	20,000.00	9,200.00	11,000.00
Concessions	35,000.00	23,200.00	25,000.00
Contract Labor	5,000.00	18,500.00	18,000.00
Dues & Subscriptions	0.00	465.00	0.00
Equipment-Sports	5,000.00	550.00	3,000.00
4th of July	8,000.00	6,900.00	8,000.00
Fiscal Agent Fees	4,500.00	4,200.00	4,500.00
Group Insurance	22,000.00	32,500.00	19,500.00
Insurance	20,000.00	22,000.00	20,000.00
Interest Expense	256,112.00	318,100.00	377,290.00
Landscaping	4,500.00	550.00	1,500.00
Lease Payments	120,000.00	117,811.00	300,000.00
Legal	2,000.00	2,400.00	2,000.00
Professional	4,000.00	12,500.00	14,000.00
Miscellaneous Exp	1,000.00	1,050.00	1,000.00
Office Supplies	10,000.00	9,350.00	9,500.00
Payroll Taxes	26,000.00	25,850.00	26,500.00
Repairs & Maintenance	30,000.00	11,100.00	20,000.00
Retirement Plan	5,750.00	8,100.00	10,500.00
Salaries - Full Time	140,000.00	168,350.00	195,500.00
Salaries - Seasonal	190,000.00	168,000.00	150,000.00
Salaries-Overtime	5,000.00	1,000.00	3,000.00
Supplies - General	10,000.00	12,900.00	14,000.00
Supplies - Sports	10,000.00	21,050.00	15,000.00
Supplies - Aquatic	5,000.00	3,850.00	5,000.00
Supplies - Special Activity	5,000.00	16,225.00	10,000.00
Supplies - Grounds	5,000.00	200.00	3,000.00
Telephone	7,000.00	11,800.00	10,000.00
Travel & Training	1,000.00	825.00	0.00
Turf Maintenance	3,000.00	0.00	2,000.00
Utilities - Electric	27,500.00	47,275.00	45,000.00
Utilities - Gas	9,000.00	7,000.00	7,500.00
Utilities - Other	4,000.00	1,700.00	2,000.00
Vehicle Expense - Gas	8,000.00	1,050.00	2,000.00
Vehicle Expense - Other	2,500.00	2,625.00	2,500.00
	1,029,362.00	3,098,115.00	1,351,790.00

Summary	
2011 Beginning Balance	$359,975.66
2011 Income	$1,357,000.00
Total	1,716,975.66
2011 Expenditures	$1,351,790.00
2011 Ending Balance	$365,185.66

BILL NO.____________ ORDINANCE NO.____________

AN ORDINANCE

AN ORDINANCE TO AUTHORIZE PASSAGE, ENFORCEMENT AND UTILIZATION OF THE 2011 BUDGET AMENDMENT.

Be it hereby ordained by the Board of Aldermen of the City of Willard, Missouri as follows:

SECTION 1: That the 2011 Budget Amendment is attached to this Ordinance and is incorporated herein by specific reference thereto as if fully set forth herein.

SECTION 2: The 2011 Budget Amendment is adopted as the 2011 Budget.

SECTION 3: This Budget shall be in full force and effect from the date of its passage.

SECTION 4: All prior ordinances with provisions in conflict with this Ordinance are herewith amended.

SECTION 5: That this Ordinance shall be in full force and effect from the date of its passage.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Willard, Missouri and approved by the Mayor of said city this 28th day of February 2011.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
____________________ RICHARD SIMPSON	____	____
____________________ DAVID HEMPHILL	____	____
____________________ PAT LLOYD	____	____
____________________ DOUG JOHNSON	____	____
____________________ TIM MAGEE	____	____

BILL NO.____________

ORDINANCE NO.____________

YES NO

____ ____

____

BRYAN VINCENT

APPROVED BY:

____

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

____

DALE DUVALL, CITY CLERK

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #7

2011 CODIFICATION ORDINANCE

ACTION REQUIRED: APPROVAL OF 1st AND 2nd READING REQUESTED

Sullivan Publications
13610 Barrett Office Dr., Suite 202
Manchester, MO 63021
Tel: 314.775.0092
Fax: 314.775.0094
mail@sullivanpublications.com

February 16, 2011

Ms. Dale Duvall
City of Willard
224 W. Jackson, P.O. Box 187
Willard, Missouri 65781

Dale

We want you to be aware of the Sections of the Code which have been updated with the 2010 statutory material. Additionally, please find enclosed an adopting ordinance, which the City will need to enact as soon as possible for the new statutory provisions to take effect. After the City enacts the new adopting ordinance, we will be glad to print it for insertion in the front of the book and provide a disk in Word and a PDF file as well:

The following list includes the amended Sections:

125.070(F) "Municipal Judge Without Jurisdiction, When", we inserted the amended language from Section 479.170, RSMo., which additionally changed the Section heading as well.

210.250 "Weapons—Carrying Concealed—Other Unlawful Use", in accordance with changes made in Section 571.030, RSMo., we amended Subsection (A)(5) and amended Subsection (B), (B)(1); and added Subsection (B)(10).

210.275 "Possession Of Firearm Unlawful For Certain Persons", in accordance with changes made in Section 571.070, RSMo., we added Subsection (B) herein.

210.280 "Carrying Concealed Firearms Prohibited—Penalty For Violation", in accordance with changes made in Section 571.107, RSMo., we added a reference to Subsection (B)(10) in Subsection (A)(4) hereof.

210.620 "Unlawful to Sell or Distribute Tobacco Products To Minors—Vending Machine Requirements", in Subsection (B) we changed the reference herein from Subsection (E) to (D), this being an incorrect reference in statutory Section 407.931, RSMo.

342.020 We deleted the sentencing provisions in the last sentence hereof and set out a note directing the City to review Section 577.010, RSMo. as concerns sentencing.

342.030 We set out a note directing the City to review Section 577.012, RSMo. as concerns sentencing.

Ch. 370 Vehicle Equipment

Generally We changed all references to infractions to now read ordinance violations, since the State legislature has changed their designations first to infractions and now back to misdemeanors, so we have chosen the general language "ordinance violation" which will cover both in the future.

370.010 "When Lights Required", in Subsection (B)(2) we changed infraction to ordinance violation, in order to simplify the language herein and avoid the need for changing this if the state returns to the infraction language in the future. See 307.020 and 307.040, RSMo.

370.050 "Tail Lamps—Reflectors", changed infraction to ordinance violation to avoid the need for changing this if the State returns to the infraction language in the future, per Section 307.075, RSMo.

370.135 "Penalty For Violations", we deleted this Section, since all of the Sections now state an "ordinance violation", so this Section is not needed.

370.150 "Loads Which Might Become Dislodged To Be Secured—Failure—Penalty", in Subsection (B) we changed "infraction" to "ordinance violation" per Section 307.010, RSMo.

370.170 "Transporting Children Under 16 Years Of Age—Restraint Systems", we changed infraction to ordinance violation.

370.180 "Vision-Reducing Material Applied To Windshield Or Windows Without Permit Prohibited—Penalty—Rules— Procedure", in Subsection (D) we changed "infraction" to "ordinance violation" per Section 307.173, RSMo.

370.190 "Headgear Required", we changed infraction to ordinance violation.

370.230 "Altering Passenger Motor Vehicle By Raising Front Or Rear Of Vehicle Prohibited, When—Bumpers Front And Rear Required, When Certain Vehicles Exempt", we inserted a new Subsection (C) setting out violations as ordinance violations instead of infractions per Section 307.172, RSMo.

375.090 "Motorized Bicycles—License Required", we inserted new language as Subsection (C) stating a violation is now deemed an ordinance violation instead of an infraction per Section 307.195, RSMo.

380.025 "Effective Revocation—Penalty", we changed misdemeanor to ordinance violation.

380.140 "Financial Responsibility Required", we made changes based on amendments to Section 303.025, RSMo., concerning non-residents.

Also note that any of the amendments or added Sections above may be amended or removed prior to adoption if the City advises us. We will send new pages out before re-adoption.

Please also note that any changes in the Table of Contents and Alphabetical Index have been adjusted to incorporate the changes noted above.

If you have any questions concerning this, please don't hesitate to call.

Sincerely

Marge Perry

Margaret A. Perry

MAP/al

BILL NO.______ ORDINANCE NO.____

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

Be it ordained by the Board of Aldermen of the City of Willard as follows:

Section 1. That pursuant to Section 71.943 of the Revised Statutes of Missouri, the codification of ordinances, as set out in Titles I through VII, each inclusive, of the "Code of Ordinances of the City of Willard" is hereby adopted and enacted as the "Code of Ordinances of the City of Willard"; which shall supersede all other general and permanent ordinances of the City passed on or before December 28, 2010, to the extent provided in Section 3 hereof.

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

Section 3. That all ordinances of a general and permanent nature of the City adopted on final passage on or before December 28, 2010, and not included in such Code or recognized and continued in force by reference therein, are hereby repealed from and after the effective date of this ordinance, except those which may be specifically excepted by separate ordinance, and except the following which are hereby continued in full force and effect, unless specifically repealed by separate ordinance:

a. Ordinances promising or guaranteeing the payment of money for the City, or authorizing the issuance of any bonds or notes of the City or any other evidence of the City's indebtedness, or authorizing any contract or obligation assumed by the City;

b. Ordinances levying taxes or making special assessments;

c. Ordinances appropriating funds or establishing salaries and compensation, and providing for expenses;

d. Ordinances granting franchises or rights to any person, firm or corporation;

e. Ordinances relating to the dedication, opening, closing, naming, establishment of grades, improvement, altering, paving, widening or vacating of streets, alleys, sidewalks or public places;

f. Ordinances authorizing or relating to particular public improvements;

g. Ordinances respecting the conveyances or acceptance of real property or easements in real property;

h. Ordinances dedicating, accepting or vacating any plat or subdivision in the City or any part thereof, or providing regulations for the same;

i. Ordinances annexing property to the City;

j. All zoning and subdivision ordinances not specifically repealed and not included herein;

k. Ordinances establishing TIF districts or redevelopment districts;

l. Ordinances relating to traffic schedules (i.e. stop signs, parking limits, etc.);

m. All ordinances relating to personnel regulations (i.e. pensions, retirement, job descriptions and insurance, etc.);

n. Ordinances authorizing the establishment of industrial development corporations;

o. Ordinances establishing tax rates for the City.

That the repeal provided for in this Section shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance which is repealed by this ordinance.

That the repeal provided for in this Section shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance, nor shall it affect any prosecution, suit or proceeding pending or any judgment rendered prior to such date.

Section 4. That any and all additions and amendments to such Code when passed in such form as to indicate the intention of the Board of Aldermen to make the same a part thereof shall be deemed to be incorporated in such Code so that reference to the "Code of Ordinances of the City of Willard" shall be understood and intended to include such additions and amendments.

Section 5.

a. Except as hereinafter provided, whenever in any rule, regulation or order promulgated pursuant to such ordinances of the City, any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in such City ordinance, rule, regulation or order doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such ordinance of the City, or of any rule, regulation or order promulgated pursuant to such City ordinance, shall be punished by a fine of not less than five dollars ($5.00) and not more than five hundred dollars ($500.00) or by imprisonment for a period not to exceed ninety (90) days, or by both such fine and imprisonment.

b. Whenever any provision of the Revised Statutes of Missouri or other Statute of the State limits the authority of the City to punish the violation of any particular provision of these ordinances or rules, regulations or orders promulgated pursuant thereto to a fine of less amount than that provided in this Section or imprisonment for a shorter term than that provided in this Section, the violation of such particular provision of these ordinances or rules, regulations or orders shall be punished by the imposition of not more than the maximum fine or imprisonment so authorized, or by both such fine and imprisonment.

c. Whenever any provision of the Revised Statutes of Missouri or other Statute of the State establishes a penalty differing from that provided by this Section for an offense similar to any offense established by these ordinances, rules, regulations or other orders of the City, the violation of such City law, ordinance, rule, regulation or order shall be punished by the fine or imprisonment established for such similar offense by such State law.

d. Each day any violation of these ordinances, rules, regulations or orders promulgated pursuant thereto shall continue shall constitute a separate offense, unless otherwise provided.

e. Whenever any act is prohibited by this Code, by an amendment thereof, or by any rule or regulation adopted thereunder, such prohibition shall extend to and include the causing, securing, aiding or abetting of another person to do said act. Whenever any act is prohibited by this Code, an attempt to do the act is likewise prohibited.

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

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

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

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

Section 10. This ordinance and the Code adopted hereby shall become effective ________, 2011.

PASSED by the Board of Aldermen of the City of Willard this ____ day of ___________, 2011.

APPROVED by the Mayor of the City of Willard this _______ day of _______, 2011.

____
Mayor of the City of Willard

ATTEST:

____
City Clerk

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
______________________ RICHARD SIMPSON	___	___
______________________ DAVID HEMPHILL	___	___
______________________ DOUG JOHNSON	___	___
______________________ PAT LLOYD	___	___
______________________ TIM MAGEE	___	___
______________________ BRYAN VINCENT	___	___

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #8
MUNICIPAL JUDGE ORDINANCE

ACTION REQUIRED: APPROVAL OF 1st AND 2nd READING REQUESTED

BILL NO.________________ ORDINANCE NO. ___________

AN ORDINANCE

AN ORDINANCE APPOINTING A TEMPORARY SUCCESSOR AS MUNICIPAL COURT JUDGE FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI.

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

Section 1: That Andrew Brown was appointed the Municipal Court Judge for the City of Willard for the term commencing on December 22, 2008 through December 2010, said term having expired.

Section 2: That Aaron Jones has been approved by the Circuit Court of Greene County to serve as and has filled in as Willard's Municipal Judge in Andrew Brown's absence.

Section 3: The Mayor recommends that Aaron Jones serve as the temporary successor Municipal Court Judge only until such time as the new Mayor is elected and recommends and appoints a Municipal Court Judge, with approval of the Board.

Section 4: The Board of Aldermen hereby agree to the temporary appointment of Aaron Jones as Municipal Judge until such time as the newly elected Mayor appoints and the newly elected Board confirms a new Municipal Judge.

Section 5: 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 28 DAY OF FEBRUARY 2011.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
RICHARD SIMPSON	______	______
DAVID HEMPHILL	______	______

BILL NO.________________ ORDINANCE NO. __________

MEMBERS OF THE BOARD OF ALDERMEN (Cont.): YES NO

PAT LLOYD	_______	_______
DOUG JOHNSON	_______	_______
TIM MAGEE	_______	_______
BRYAN VINCENT	_______	_______

APPROVED BY:

____
JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

____
DALE DUVALL, CITY CLERK

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #9

ATM SQUARE SUBDIVISION/MoDOT AGREEMENT

ACTION REQUIRED: APPROVAL OF MAYOR'S SIGNATURE REQUESTED

Board of Aldermen Meeting
February 28, 2011

2-22-11

To: Board of Aldermen
From: Randy Brown

Re: ATM SQUARE SUBDIVISION

Staff is working with Olson & Associates and MO DOT for approval of a street access onto State Highway AB south of US160. In order to provide assurance to MO DOT that the developer will be responsible for future improvements, the City must agree to require new traffic studies to be submitted to MO DOT for approval before any additional development associated with this proposed development would be permitted. Staff has drafted the attached letter and is requesting BOA approval to allow the Mayor to sign. Please contact me at City Hall if you have any questions.

Sincerely,

Randy Brown

Randy Brown
Director of Development

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

February 22, 2011

To: MoDOT District 8
Attn: Leo Cologna
3025 E. Kearney
Springfield, MO 65801

From: City of Willard
Mayor Jamie Schoolcraft

Re: ATM Subdivision

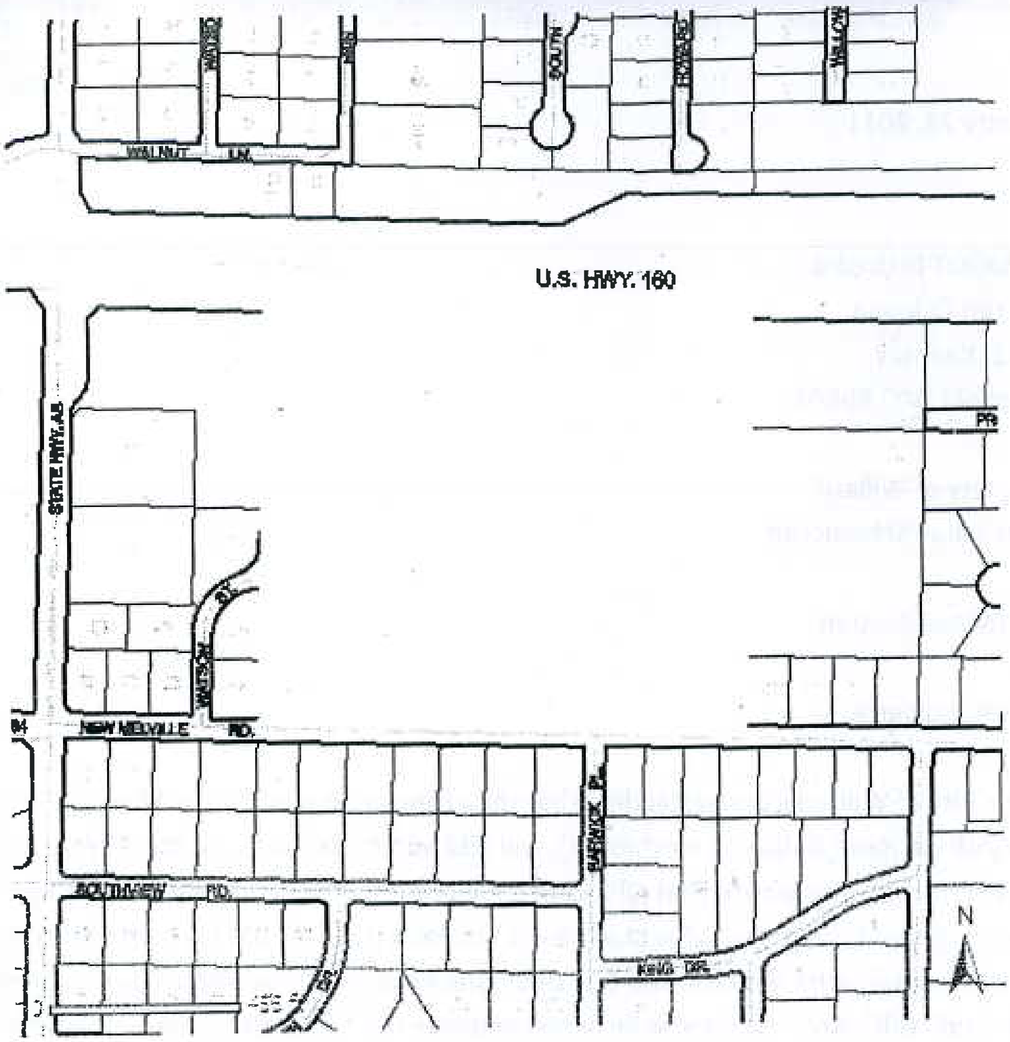
Dear Mr. Cologna,

It is the City of Willard's understanding that the proposed development SE of the intersection of US106/AB (as more defined on exhibit A), will add additional traffic to the current MoDOT system. It is the City's stance that all future development associated with this proposed development will require a traffic study to be submitted to MoDOT for review and approval prior to acceptance by the City. The City understands that improvements as identified in said traffic study will be required to be designed and constructed prior to any future development, issuance of any building permit or final platting. The City will provide MoDOT joint control of all existing and any future access to this development. The City will also insure that no future development within the US160 corridor be allowed to move forward without review and approval by MoDOT.

Sincerely,

Mayor Jamie Schoolcraft

Exhibit A



Summary

Parcel ID	[illegible]	Alternate ID	[illegible]	Owner Name	[illegible]
Sec/Twp/Rng	[illegible]	Class	[illegible]	Owner Address	[illegible]
Property Address	[illegible]	Acreage	[illegible]		

District [illegible]

Brief Tax Description [illegible]

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #10

ATM SQUARE SUBDIVISION INFRASTRUCTURE DRAWINGS

ACTION REQUIRED: APPROVAL OF THE BOARD REQUESTED

2-22-10

To: Mayor Schoolcraft
From: Randy Brown

RE: ATM Square Subdivision

Dear Mayor,
I have reviewed the storm drainage, water, and sewer drawings submitted by Olson for the proposed Freedom Bank and offer the following comments,
1. The developer must meet all of MO DOTs requirements.
2. The drawings were sent out to David Gardner for review, I recommend his comments be met.
3. Written signatures from the adjacent property owner for the off site drainage easements should be required.
4. Street lights and street signs should be required from the developer at his expense.
5. Sidewalks along City Right of Ways should be 6" thick and any sidewalk along MO DOT ROW will require MO DOT approval.
6. The City would request Clow hydrants and valves to be installed by the developer.
7. A pre-construction conference should be scheduled prior to the issuance of any permits.
8. Meter size and locations are not shown on the drawings.
9. The City will be responsible for all Bac-tee sampling.
10. 10 feet separation between the water line and sewer line will be required. A wider easement may be required for the proposed relocation of the sanitary sewer.
11. The City should require 42 ft of asphalt to accommodate a left turn lane out of the development, as per MO DOT recommendation.

Staff recommends approval with the above changes in place.

Director of Development
Randy Brown
Randy Brown

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM # 11
PARKS DEPARTMENT

ACTION REQUIRED: Approval

Willard Parks and Recreation is requesting that the City of Willard pay half of the costs for the 2011 Freedom Fest Fireworks Show to be held on Monday July 4th, 2011. The show cost a total of $5500. The Parks Department is requesting that the city pay half of the cost which is $2750.00. The City has paid for half of the costs in years past, but has not done so over the past three years.

CITY OF WILLARD
BOARD OF ALDERMEN

AGENDA ITEM #12a
PARKS DEPARTMENT

ACTION REQUIRED: NONE

Willard Parks Update On Budget Cuts 2011

Update on Payroll:
1st Pay Period in 2008 thru 1st Pay Period in February: $27,109.60
1st Pay Period in 2009 thru 1st Pay Period in February: $28,742.16
1st Pay Period in 2010 thru 1st Pay Period in February: $25,971.85
1st Pay Period in 2011 thru 1st Pay Period in February: **$22,243.07**

Electricity: During the day, the Willard Parks Department is only using one gym. The other gym remains closed until practices or activities begin.

Dumpsters: Currently the Willard Parks Department pays for two dumpsters (one at the Rec. Center and one at City Hall). Both of these dumpsters are dumped twice a week. We have cut back pickups to once a week instead of two.

Floor Mats: The Willard Parks Department had six floor mats at the Recreation Center. We have cut back to three floor mats.

Parks Cell Phones: Three of the four Parks Departments cell phones have been deactivated.

Closing Times: The Willard Parks Department will be closing at 8:00pm instead of 9:00pm at the conclusion of basketball season in March.

Flyers for advertising / program guides: The Parks Department is doing monthly flyers to the schools for advertising and not individual flyers for the schools for each individual event. We have also decided to eliminate the Parks Program Guide temporally.

Fireworks Cost Sharing: Willard Parks is proposing tonight the cost sharing idea with splitting the costs of the fireworks between the Parks and the City.

Fuel Logs: Fuel logs have been put in place to help control vehicle mileage.