

City of Willard

Park Board Meeting

January 27th, 2011 7:00 PM

Willard City Hall

Members:

Blaine Kennard, Chairman

Valorie Simpson, Vice Chairman

Tricia Taylor, Secretary

Katherine Miles

Becky Miller

Kevin McDonald – Director of Parks &
Recreation

**CITY OF WILLARD
PARK BOARD
JANUARY 27th, 2011
7:00 P.M.**

Notice posted on January 21st, 2011.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., January 27, 2011 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

Call the meeting to order.

1. Roll Call
2. Approval of the Agenda
3. Approve the minutes of the December 30th, 2011 Regular Meeting
4. Citizens Input (5 minute limit)
5. Financial Statements
6. Program Budgets
7. Directors Report/Sports Report
8. Special Events 2011
9. Old Business
 - Park Board Bi-Laws
 - Veterans Memorial
 - Scrap Tire Grant
 - Update on Budget Cuts
10. New Business
11. ADJOURN MEETING

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

Dale Duvall
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.

Submitted by Kevin McDonald: Director of Parks and Recreation

Dale Duvall, City Clerk

CITY OF WILLARD
PARK AND RECREATION ADVISORY BOARD MEETING
December 30th, 2010

Board present: Vice Chairman Valorie Simpson, Becky Miller, Katherine Miles, Chairman Blaine Kennard, and Tricia Taylor present.

Staff present: Kevin McDonald, Parks and Recreation Director and Development Director Randy Brown.

Meeting called to order at 7:11 p.m. by Chairman Blaine Kennard.

Roll Call

Roll call was called by Kevin McDonald. Blaine Kennard-present, Valorie Simpson-present, Becky Miller-present. Katherine Miles-present. Tricia Taylor-present.

Approval of Agenda

Motion made by Tricia Taylor with a second by Becky Miller to approve the December 30th, 2010 Agenda. Katherine Miles-Aye, Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye.

Approve Minutes of the Regular Meeting on October 28th, 2010

Motion made by Katherine Miles with a second by Valorie Simpson to approve the minutes of the October 28th, 2010 meeting minutes. Katherine Miles-Aye, Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye All votes Aye. Motion passed.

Citizen Input

There was no citizen input.

Financial Statements

After some discussion the board requested that a line item included in the yearly budget that shows the money collected for the T-Mobile Tower and Park fees collected.

Motion made by Valorie Simpson with a second by Becky Miller to approve the Financial Statements. Katherine Miles-Aye, Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye All votes Aye. Motion passed.

Program Budgets

Kevin discussed the program budgets including basketball, cheerleading, bowling, Zumba, dance, and facility rentals.

Park Fees

Randy Brown informed the board that the Board of Alderman is considering eliminating the Park in Lieu of Fee and increasing the Park Fee.

Scrap Tire Grant:

Randy Brown discussed the Missouri Department of Natural Resources Grant Application that he has been working on. He requested that the Board sign a letter supporting the project.

Directors/Sports Report

Kevin discussed the past, current, and upcoming park activities.

Audit Report:

Kevin discussed the audit findings with the board. He informed them that every problem listed in the audit regarding the Parks Department has been corrected.

Budget Cuts:

Kevin discussed the budget cuts that the Parks Department staff is requesting for the 2011 year. The board discussed a total of 19 budget cuts.

Old Business

Park Board Bi Laws

Blaine discussed the Park Board Bi-Laws. Blaine went over a few of the changes with the board. Blaine will revise a few more items and bring back to the next Park Board meeting for approval.

Veterans Memorial Project

The Board discussed the Veterans Memorial Project and how much money has been raised up to this point.

Coke Money:

After some discussion a motion was made by Tricia Taylor. The motion was that all monies refunded for Ozarks Coke Cola shall be put into the Project Playground Fund, Valorie Simpson seconded the motion. Katherine Miles-Aye,

Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye All votes Aye. Motion passed.

New Business

Due to the resignation of Stacey Anderson as Park Board Secretary, the Board discussed the need to elect a new secretary. After some discussion, **Motion** made by Katherine Miles to nominate Tricia Taylor for the position. Tricia Taylor nominated Becky Miller. Becky Miller nominated Katherine Miles. After more discussion, Valorie Simpson seconded the motion to elect Tricia Taylor as board secretary. Katherine Miles-Aye, Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye All votes Aye. Motion passed.

Adjourn

Motion made by Valorie Simpson with a second by Becky Miller to adjourn the meeting. Katherine Miles-Aye, Valorie Simpson-Aye, Blaine Kennard-Aye, Becky Miller-Aye, and Tricia Taylor-Aye All votes Aye. Motion passed.

Submitted by Kevin McDonald, Parks and Recreation Director

Dale Duvall, City Clerk

Blaine Kennard, Park Board Chairman

CITY OF WILLARD
BALANCE SHEET
PARK FUND
December 31, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 46,594.89	
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	
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		\$ 415,968.36

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$.00	
DUE TO GENERAL FUND	423,347.86	
DUE TO WATER/SEWER FUND	16,552.14	
MID-MISSOURI BANK	150,000.00	
TOTAL LIABILITIES		\$ 589,900.00

EQUITY

FUND BALANCE	\$ 1,988,790.22	
NET INCOME -LOSS	-2,162,721.86	
TOTAL LIABILITIES AND EQUITY		\$ 415,968.36

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CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 12 month period ended December 31, 2010

	ANNUAL BUDGET	<-- CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 12000.00	\$ 310.00	\$ 1000.00	\$ 12628.90	\$ 12000.00	\$ 628.90	\$ 628.90
ADVERTISING INCOME	20000.00	890.00	1666.63	18131.50	20000.00	-1868.50	-1868.50
COMMUNITY BUILDING	0.00	0.00	0.00	-2015.00	0.00	-2015.00	-2015.00
CONCESSION INCOME	55000.00	1282.72	4583.37	38820.01	55000.00	-16179.99	-16179.99
FOURTH OF JULY	5000.00	0.00	416.63	1621.90	5000.00	-3378.10	-3378.10
INTEREST INCOME	1000.00	1.63	83.37	1180.97	1000.00	180.97	180.97
GRANT RECEIPTS	0.00	500.00	0.00	500.00	0.00	500.00	500.00
MISCELLANEOUS INCOME	5000.00	10.00	416.63	14898.81	5000.00	9898.81	9898.81
PARK FEES	3500.00	0.00	291.63	2153.34	3500.00	-1346.66	-1346.66
REAL ESTATE TAXES	53265.00	0.00	4438.75	59384.57	53265.00	6119.57	6119.57
FACILITY INCOME	25000.00	2110.00	2083.37	31855.00	25000.00	6855.00	6855.00
SALES TAX	440000.00	53351.31	36666.63	428456.66	440000.00	-11543.34	-11543.34
SALES TAX - CAP IMP	185100.00	0.00	15425.00	96888.69	185100.00	-88211.31	-88211.31
SWIM POOL INCOME	95000.00	0.00	7916.63	104778.55	95000.00	9778.55	9778.55
YOUTH PROGRAMS	200000.00	9148.52	16666.63	120854.61	200000.00	-79145.39	-79145.39
TOTAL REVENUES	\$ 1099865.00	\$ 67604.18	\$ 91655.27	\$ 930138.51	\$ 1099865.00	\$ -169726.49	\$ -169726.49

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 12 month period ended December 31, 2010

	ANNUAL BUDGET	---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> <--- TO DATE UNEXPENDED
EXPENDITURES							
ADVERTISING	\$ 4500.00	\$ 0.00	\$ 375.00	\$ 2929.00	\$ 4500.00	\$ 1571.00	\$ 1571.00
BUILDING MAINTENANCE (PAR	5000.00	0.00	416.63	5183.28	5000.00	-183.28	-183.28
CAPITAL ASSET EXPENDITURE	2000.00	0.00	166.63	2001514.22	2000.00	-1999514.22	-1999514.22
CHEMICALS	18000.00	140.01	1500.00	9205.85	18000.00	8794.15	8794.15
CONCESSIONS	35000.00	576.36	2916.63	23205.07	35000.00	11794.93	11794.93
CONTRACT LABOR	15000.00	0.00	1250.00	18497.21	15000.00	-3497.21	-3497.21
DUES AND SUBSCRIPTIONS	350.00	35.00	29.13	464.00	350.00	-114.00	-114.00
EQUIPMENT-SPORTS (PARK)	0.00	0.00	0.00	554.50	0.00	-554.50	-554.50
FIREWORKS	8000.00	0.00	666.63	6941.56	8000.00	1058.44	1058.44
FISCAL AGENT FEES	4500.00	0.00	375.00	4200.00	4500.00	300.00	300.00
GROUP INSURANCE	22850.00	2275.72	1904.13	32438.58	22850.00	-9588.58	-9588.58
INSURANCE	18000.00	0.00	1500.00	21916.74	18000.00	-3916.74	-3916.74
INTEREST EXPENSE	215000.00	718.42	17916.63	318066.58	215000.00	-103066.58	-103066.58
LANDSCAPING	250.00	0.00	20.87	541.25	250.00	-291.25	-291.25
LEASE PAYMENTS	250000.00	0.00	20833.37	117811.00	250000.00	132189.00	132189.00
LEGAL	3000.00	0.00	250.00	2401.00	3000.00	599.00	599.00
PROFESSIONAL	7500.00	734.99	625.00	12456.04	7500.00	-4956.04	-4956.04
MISCELLANEOUS EXPENSE	1500.00	0.00	125.00	1056.14	1500.00	443.86	443.86
OFFICE SUPPLIES	8000.00	27.98	666.63	8928.39	8000.00	-928.39	-928.39
PAYROLL TAXES	29500.00	1346.96	2458.37	25551.69	29500.00	3948.31	3948.31
REPAIRS AND MAINTENANCE	12000.00	1054.68	1000.00	11109.76	12000.00	890.24	890.24
RETIREMENT PLAN	5800.00	806.87	483.37	8078.57	5800.00	-2278.57	-2278.57
SALARIES	145000.00	10460.94	12083.37	162340.08	145000.00	-17340.08	-17340.08
SALARIES-SEASONAL	150000.00	7145.93	12500.00	168005.01	150000.00	-18005.01	-18005.01
SALARIES-OVERTIME	5000.00	0.00	416.63	925.85	5000.00	4074.15	4074.15
SUPPLIES-GENERAL (PARK)	12000.00	1270.57	1000.00	15033.24	12000.00	-3033.24	-3033.24
SUPPLIES-SPORTS (PARK)	10000.00	3287.50	833.37	21045.27	10000.00	-11045.27	-11045.27
SUPPLIES-AQUATIC (PARK)	3000.00	137.94	250.00	3827.96	3000.00	-827.96	-827.96
SUPPLIES-SPECIAL ACTIVITY	5000.00	2486.05	416.63	16221.38	5000.00	-11221.38	-11221.38
SUPPLIES - GROUNDS	3000.00	0.00	250.00	198.05	3000.00	2801.95	2801.95
TELEPHONE	8500.00	1120.09	708.37	11795.44	8500.00	-3295.44	-3295.44
TRAVEL AND TRAINING	1000.00	0.00	83.37	825.00	1000.00	175.00	175.00
TURF MAINTENANCE	3000.00	0.00	250.00	0.00	3000.00	3000.00	3000.00
UTILITIES-ELECTRIC (PARK)	30000.00	2503.42	2500.00	47266.48	30000.00	-17266.48	-17266.48
UTILITIES-GAS	10000.00	480.01	833.37	7000.76	10000.00	2999.24	2999.24
UTILITIES-OTHER (PARK)	4000.00	0.00	333.37	1681.75	4000.00	2318.25	2318.25
VEHICLE EXPENSE-GAS	5000.00	0.00	416.63	1035.74	5000.00	3964.26	3964.26
VEHICLE EXPENSE-OTHER	2500.00	82.88	208.37	2607.93	2500.00	-107.93	-107.93
TOTAL EXPENDITURES	\$ 1062750.00	\$ 36692.32	\$ 88562.50	\$ 3092860.37	\$ 1062750.00	\$ -2030110.37	\$ -2030110.37
NET INCOME -LOSS	\$ 37115.00	\$ 30911.86	\$ 3092.77	\$ -2162721.86	\$ 37115.00	\$ -2199836.86	\$ -2199836.86

UNAUDITED

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City of Willard
Disbursements Journal
December 31, 2010

Page 4

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			2 1885	563.94		1,127.88
7636	12/31/10	JUSTIN REAVES	2 959	50.00		50.00
7637	12/31/10	DAVID BLAKEMORE	2 1959	50.00		50.00
7638	12/31/10	KENNY HERBERT	2 959	50.00		50.00
7639	12/31/10	KEVIN BELL	2 1959	50.00		50.00
7640	12/31/10	ROBERT MARSHALL	2 370 2 780	.18 23.52		23.70
7641	12/31/10	CITY OF SPRINGFIELD	2 1930	20,308.02		20,308.02
7642	12/31/10	CITY OF SPRINGFIELD	2 1930	20,904.37		20,904.37
7643	12/31/10	JUNCTION CAFE	2 935	52.81		52.81
7644	12/31/10	DUSTIN LONG	2 935	10.76		10.76
7645	12/31/10	JESSICA VASQUEZ	2 390	25.00		25.00
9732	12/31/10	CHRIS ROBINSON	3 755	40.00		40.00
9733	12/31/10	LINDA JONES	3 723	75.00		75.00
9734	12/31/10	CINDY GARRISON	3 723	75.00		75.00
9735	12/31/10	LARRY BEEMAN	3 723	75.00		75.00

01/20/11
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City of Willard
Disbursements Journal
December 31, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
9736	12/31/10	KRISTY PLILER	3 755	40.00		75.00
9737	12/31/10	GREENE HILLS COUNTRY CLUB	3 723	75.00		40.00
9738	12/31/10	BILL PATTON	3 723	75.00		75.00
9739	12/31/10	PATRICIA FULLER	3 723	75.00		75.00
9740	12/31/10	ANNITTA EIDSON	3 755	122.50		75.00
9741	12/31/10	DEANNA WARD	3 723	75.00		122.50
9742	12/31/10	COURTNI SATTERLEE	3 723	75.00		75.00
9743	12/31/10	TINA JARVIS	3 723	75.00		75.00
9744	12/31/10	MID-MISSOURI BANK	3 870	718.42		75.00
9745	12/31/10	HOLIDAY LANES	3 938	440.00		718.42
9746	12/31/10	ST. JOHN'S CLINIC	3 876	406.00		440.00
9747	12/31/10	SAM'S CLUB	3 820	162.92		406.00
9748	12/31/10	PAULINE TATE	3 723	75.00		162.92
9749	12/31/10	POLLY MATTHEWS	3 723	75.00		75.00

01/20/11
15:57:05

City of Willard
Disbursements Journal
December 31, 2010

Page 6

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
9750	12/31/10	BRIAN SIMS	3 723	75.00		75.00
9751	12/31/10	AMBER RUZICKA	3 723	75.00		75.00
9752	12/31/10	CAMMIE TEXTOR	3 723	75.00		75.00
11679	12/31/10	ALEXANDER OPEN SYSTEM, INC.	2 1900	525.00		525.00
11680	12/31/10	ALLIED WASTE SERVICES	2 943	16,761.43		16,761.43
11681	12/31/10	A T & T	2 959 2 1959	53.15 661.91		715.06
11682	12/31/10	A T & T/CINGULAR	2 1959	131.55		131.55
11683	12/31/10	COMMERCE BANK	2 1885 2 1935 2 1945	21.49 10.94 232.14		264.57
11684	12/31/10	COMMERCE BANK	2 885 2 935 2 945 2 1935	326.89 277.00 183.32 277.00		1,064.21
11685	12/31/10	CONOCOPHILLIPS FLEET	2 960 2 1960	406.04 406.04		812.08
11686	12/31/10	CONSULTING ANALYTICAL SVC	2 1876	135.00		135.00
11687	12/31/10	EMPIRE ELECTRIC	2 955 2 1955	4,800.11 2,625.65		7,425.76

01/20/11
15:57:05

City of Willard
Disbursements Journal
December 31, 2010

Page 9

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16088	12/31/10	A T & T	3 940	899.94		140.98
16089	12/31/10	A T & T/CINGULAR	3 940	82.94		899.94
16090	12/31/10	BAKER MECHANICAL SERVICE	3 900	257.50		82.94
16091	12/31/10	BJ'S TROPHY SHOP	3 935	15.60		257.50
16092	12/31/10	COMMERCE BANK	3 938	173.04		15.60
16093	12/31/10	DAYSTAR DISTRIBUTING INC.	3 900	90.44		173.04
16094	12/31/10	DIRECTV	3 876	78.99		90.44
16095	12/31/10	EMPIRE ELECTRIC	3 955	2,503.42		78.99
16096	12/31/10	GRAINGER	3 900	331.29		2,503.42
16097	12/31/10	HALLIDAY PRODUCTS, INC.	3 900	40.00		331.29
16098	12/31/10	KEE WES EQUIPMENT CO.	3 935	439.87		40.00
16099	12/31/10	LOWES	3 900 3 935 3 938	52.97 13.46 660.47		439.87
16100	12/31/10	MISSOURI GAS ENERGY	3 958	161.75		726.90
16101	12/31/10	MISSOURI LAGERS	3 910	1,161.33		161.75

01/20/11
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City of Willard
Disbursements Journal
December 31, 2010

Page 10

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16102	12/31/10	MELTON PROPANE, INC.	3 958	318.26		1,161.33
16103	12/31/10	MURFIN'S MARKET	3 820 3 935 3 938	124.41 23.26 78.08		318.26
16104	12/31/10	O'REILLY'S AUTO PARTS	3 938 3 965	23.96 69.93		225.75
16105	12/31/10	OZARKS COCA COLA	3 820	189.20		93.89
16106	12/31/10	PLAY IT AGAIN SPORTS	3 936 3 938	3,287.50 660.50		189.20
16107	12/31/10	P B & J JUMPERS	3 938	450.00		3,948.00
16108	12/31/10	PRINCIPAL FINANCIAL GROUP	3 860	2,433.76		450.00
16109	12/31/10	SS ELECTRIC	3 900	282.48		2,433.76
16110	12/31/10	SAM'S CLUB	3 820 3 840	99.83 35.00		282.48
16111	12/31/10	SPRINGFIELD POOL & SPA	3 815 3 937	140.01 137.94		134.83
16112	12/31/10	SAWYER TIRE INC.	3 965	12.95		277.95
16113	12/31/10	STRIBLING SURVEYING	3 876	250.00		12.95
						250.00

01/20/11
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City Of Willard
Disbursements Journal
December 31, 2010

Page 11

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16114	12/31/10	UNIFIRST CORP	3 935	171.75		171.75
16115	12/31/10	VERIZON	3 940	137.21		137.21
16919	12/31/10	JAMIE SCHOOLCRAFT	1 825 1 940	300.00 50.00		350.00
16920	12/31/10	POSTMASTER	1 885	84.24		84.24
16921	12/31/10	KAREN ROBSON	1 5860	158.00		158.00
16922	12/31/10	AHIMTA	1 5840	25.00		25.00
16923	12/31/10	POSTMASTER	1 885	497.30		497.30
16924	12/31/10	MACA	1 1840	100.00		100.00
16925	12/31/10	KAREN ROBSON	1 960	58.50		58.50
16926	12/31/10	DALE DUVALL	1 940	50.00		50.00
16927	12/31/10	MISSOURI DEPT OF REVENUE	1 350	4,895.00		4,895.00
16928	12/31/10	MISSOURI DEPT OF REVENUE	1 350	11.00		11.00
16929	12/31/10	DRURY UNIVERSITY	1 1945	30.00		30.00
16930	12/31/10	GRAYCLIFF ENTERPRISES	1 320	1,000.00		1,000.00
16931	12/31/10	RANDY BROWN	1 4960	40.00		

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
C/R 27	12/31/10		2 385	-8.40	
C/R 28	12/31/10		2 390	-2,350.00	
C/R 29	12/31/10		2 420	-220.00	
C/R 30	12/31/10		3 625	-1,282.72	
C/R 31	12/31/10		3 725	-53,351.31	
C/R 32	12/31/10		3 723	-1,720.00	
C/R 33	12/31/10		3 598	-890.00	
C/R 34	12/31/10		3 360	-18,035.00	
C/R 35	12/31/10		3 690	-10.00	
C/R 36	12/31/10		3 595	-310.00	
C/R 37	12/31/10		3 755	-9,351.02	
C/R 27A	12/31/10		2 380	-41.40	
C/R 28A	12/31/10		2 760	-12,643.57	
C/R court	12/31/10		1 740	-7,576.27	
	12/31/10	Contra Entry	1 100	157,937.92	
	12/31/10	Contra Entry	1 125	7,576.27	
	12/31/10	Contra Entry	2 100	154,852.37	
	12/31/10	Contra Entry	3 100	84,950.05	
Journal Totals				405,316.61	-405,316.61

11/01/06
14:21:22
Page 1

CITY OF WILLARD
Unpaid Invoice Listing
January 06, 2011

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
ACE150	AC ELECTRICAL SYSTEMS, INC.	1021279S	12/03/10	1/15/11	REPLACE FLOAT SWIT	2 1900	357.58
ACE150	AC ELECTRICAL SYSTEMS, INC.	1021300S	12/09/10	1/15/11	REPLACE RELAY	2 1900	402.48
ACE150	AC ELECTRICAL SYSTEMS, INC.	1021307S	12/09/10	1/15/11	VAC PUMP WIRING	1 1900	90.00
Vendor Total							850.06
ADV170	ADVANCED COMPUTER SERVICES	40232L	11/30/10	1/15/11	SOFTWARE SUPPORT	1 1876	8.50
ADV170	ADVANCED COMPUTER SERVICES	40237G	11/30/10	1/15/11	SOFTWARE SUPPORT	1 876	825.00
Vendor Total							833.50
ADV405	ADVISOR INSURANCE AGENCY LLC	34G	12/29/10	1/15/11	INSURANCE	1 1860	24802.10
ADV405	ADVISOR INSURANCE AGENCY LLC	34P	12/29/10	1/15/11	INSURANCE	3 860	11537.17
ADV405	ADVISOR INSURANCE AGENCY LLC	34WS	12/29/10	1/15/11	INSURANCE	2 1860	14534.93
Vendor Total							50874.20
ALL120	ALLIED WASTE SVC/CITY BILLING	3130124W	11/30/10	1/15/11	CITIZEN BILLING	2 943	9006.36
ALO100	ALEXANDER OPEN SYSTEM, INC.	34101G	12/13/10	1/15/11	MODIFY CALL FLOW	1 900	306.25
ALO100	ALEXANDER OPEN SYSTEM, INC.	34102G	12/21/10	1/15/11	FIREWALL CONFIG	1 876	43.75
ALO100	ALEXANDER OPEN SYSTEM, INC.	34103W	12/21/10	1/15/11	CALL ROUTING CK	2 900	131.25
Vendor Total							481.25
ALW150	ALLIED WASTE SERVICES #394	3129695ST	11/30/10	1/15/11	RECYCLE CENTER	1 2959	937.23
APM100	APAC-MISSOURI, INC.	103212W	12/20/10	1/15/11	WATER LEAK PATCH	2 900	379.90
APM100	APAC-MISSOURI, INC.	103505ST	12/03/10	1/15/11	STREET PATCHES	1 2895	486.06
Vendor Total							865.96
ATT115	A T & T	122910G	12/29/10	1/15/11	PHONES	1 2959	1592.40
ATT115	A T & T	122910P	12/29/10	1/15/11	PHONES	3 940	903.60
ATT115	A T & T	122910WS	12/29/10	1/15/11	PHONES	2 1959	715.06
Vendor Total							3211.06
ATT135	A T & T/CINGULAR	12092010G	12/01/10	1/15/11	PHONES	1 150	400.48
AUT125	AUTOMATED WASTE SERVICES	6844W	12/30/10	1/15/11	CITIZEN TRASH SVC	7 943	333.75
BJS110	BJ'S TROPHY SHOP	76145P	11/30/10	1/15/11	MEDALS	3 935	22.50
BJS110	BJ'S TROPHY SHOP	76207P	11/29/10	1/15/11	MEDALS	3 936	33.75
BJS110	BJ'S TROPHY SHOP	76233P	11/30/10	1/15/11	PLAQUE	3 935	22.15
BJS110	BJ'S TROPHY SHOP	76235P	11/30/10	1/15/11	MEDALS	3 938	150.49
BJS110	BJ'S TROPHY SHOP	76775P	12/31/10	1/15/11	MEDALS	3 936	234.50
BJS110	BJ'S TROPHY SHOP	112910P	11/29/10	1/15/11	MEDALS	3 935	97.00
Vendor Total							560.39
BMS150	BRENNTAG MID-SOUTH, INC.	948338W	12/23/10	1/15/11	CHLORINE	2 935	660.00
CIT105	CITY OF WILLARD	122010G	12/20/10	1/10/11	UTILITIES	1 959	38.53
CIT105	CITY OF WILLARD	122010L	12/20/10	1/10/11	UTILITIES	1 1959	14.00
Vendor Total							52.53
COM380	COMMERCE TRUST COMPANY	1400781S	1/01/11	1/17/11	PRIN & INTEREST	2 400	29510.63
COM380	COMMERCE TRUST COMPANY	1400781WS	1/01/11	1/17/11	PRIN & INTEREST	2 400	87378.75
Vendor Total							116889.38
COM385	COMMERCE TRUST CO	2750814P	1/12/11	1/15/11	AGENT FEES	3 855	600.00
COM385	COMMERCE TRUST CO	2771168W	12/24/10	1/15/11	AGENT FEES	2 855	300.00
COM385	COMMERCE TRUST CO	2771592S	12/24/10	1/15/11	AGENT FEES	2 1855	750.00
COM385	COMMERCE TRUST CO	2752412WS	11/24/10	1/15/11	AGENT FEES	2 1855	750.00
Vendor Total							2400.00
COM450	COMMERCE TRUST CO	66476000WS	1/01/11	1/15/11	PRIN & INTEREST	2 400	48481.88
COMMEN	COMMERCE CREDIT CARD SERVICES	113010EM	11/30/10	1/15/11	GRANT WORKSHOP	1 5935	30.34
COMMEN	COMMERCE CREDIT CARD SERVICES	120610EM	12/06/10	1/15/11	TRAINING	1 5945	423.00
COMMEN	COMMERCE CREDIT CARD SERVICES	120810EM	12/08/10	1/15/11	TRAINING	1 5945	12.70
COMMEN	COMMERCE CREDIT CARD SERVICES	123110EM	12/31/10	1/15/11	TRAINING	1 5945	229.40
Vendor Total							695.44
COMMGN	COMMERCE CREDIT CARD SERVICES	112610G	11/26/10	1/15/11	EMAIL HOSTING	1 876	120.00
COMMGN	COMMERCE CREDIT CARD SERVICES	120110G	12/01/10	1/15/11	FILE FOLDERS	1 885	11.79
COMMGN	COMMERCE CREDIT CARD SERVICES	120110G	12/01/10	1/15/11	OFFICE SUPPLIES	1 885	53.75
COMMGN	COMMERCE CREDIT CARD SERVICES	120210G	12/02/10	1/15/11	HANDICAP SIGN	1 935	36.57
COMMGN	COMMERCE CREDIT CARD SERVICES	120310G	12/03/10	1/15/11	OFFICE SUPPLIES	1 885	74.94
COMMGN	COMMERCE CREDIT CARD SERVICES	121410G	12/14/10	1/15/11	OFFICE SUPPLIES	1 885	52.97
COMMGN	COMMERCE CREDIT CARD SERVICES	121610G	12/16/10	1/15/11	TRAINING	1 945	5.02
COMMGN	COMMERCE CREDIT CARD SERVICES	123110G	12/31/10	1/15/11	CORR	1 935	2.94
COMMGN	COMMERCE CREDIT CARD SERVICES	390690G	12/13/10	1/15/11	BACKUP SERVER	1 876	219.00
COMMGN	COMMERCE CREDIT CARD SERVICES	392921G	12/18/10	1/15/11	BACKUP SERVICE	1 876	50.00

CITY OF WILLARD
Unpaid Invoice Listing
January 06, 2011

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
					Vendor Total		626.98
COMMLW	COMMERCE CREDIT CARD SERVICES	105048L	12/14/10	1/15/11	FUSES	1 1965	9.22
COMMPD	COMMERCE CREDIT CARD SERVICES	18106PD	12/02/10	1/15/11	HP CARRIAGE BELT	1 4935	103.35
COMMPK	COMMERCE CREDIT CARD SERVICES	120110P	12/01/10	1/15/11	OFFICE SUPPLIES	3 885	55.55
COMMPK	COMMERCE CREDIT CARD SERVICES	1814077P	11/23/10	1/15/11	MOWER PARTS	3 965	109.38
					Vendor Total		164.93
COMMSE	COMMERCE CREDIT CARD SERVICES	112910S	11/29/10	1/15/11	POSTAGE	2 1885	6.00
COMMSE	COMMERCE CREDIT CARD SERVICES	120210S	12/02/10	1/15/11	SUPPLIES	2 1935	11.92
COMMSE	COMMERCE CREDIT CARD SERVICES	120710S	12/07/10	1/15/11	POSTAGE	2 1885	1.00
					Vendor Total		18.92
COMMWA	COMMERCE CREDIT CARD SERVICES	120110W	12/01/10	1/15/11	POSTAGE	2 885	1.50
COMMWA	COMMERCE CREDIT CARD SERVICES	121510W	12/15/10	1/15/11	POSTAGE	2 885	18.30
					Vendor Total		19.80
CON165	CONCO QUARRIES, INC.	350908W	12/23/10	1/15/11	GRAVEL FOR PLUG WE	2 935	18.88
CON165	CONCO QUARRIES, INC.	350666ST	12/01/10	1/15/11	CHIPS FOR SPREADER	1 2935	196.45
					Vendor Total		215.33
CON365	CONOCOPHILLIPS FLEET	123110L	12/31/10	1/15/11	GAS	1 1960	1729.17
CON365	CONOCOPHILLIPS FLEET	123110WS	12/31/10	1/15/11	GAS	2 1960	1126.60
					Vendor Total		2855.77
CPI200	COPY PRODUCTS, INC	40023P	11/29/10	1/15/11	TONER BAG	3 885	10.85
CPI200	COPY PRODUCTS, INC	40104P	12/01/10	1/15/11	TONER	3 885	10.00
CPI200	COPY PRODUCTS, INC	56891L	12/13/10	1/15/11	COPIER MAINTENANCE	1 1885	27.45
CPI200	COPY PRODUCTS, INC	56891P	12/13/10	1/15/11	COPIER MAINTENANCE	3 885	203.01
CPI200	COPY PRODUCTS, INC	56891WS	12/13/10	1/15/11	COPIER MAINTENANCE	2 1885	815.10
					Vendor Total		1066.41
DAY425	DAYSTAR DISTRIBUTING INC.	81041P	11/03/10	1/15/11	BULBS	3 805	109.95
DAY425	DAYSTAR DISTRIBUTING INC.	90760P	12/23/10	1/15/11	BULBS/BALLAST-CB	3 805	130.63
DAY425	DAYSTAR DISTRIBUTING INC.	80920WS	10/27/10	1/15/11	BULBS/BALLAST	2 1935	182.50
					Vendor Total		423.08
DEE150	DEERFIELD SEMINARS	100740G	12/16/10	1/15/11	TRAINING	1 945	345.00
DIRE520	DIRECTV	14446146P	12/31/10	1/14/11	SATELLITE	3 876	78.99
DOW100	DOWNTOWN MINUTEMAN PRESS	4758P	12/07/10	1/15/11	NEWSLETTERS	3 885	570.50
DOW100	DOWNTOWN MINUTEMAN PRESS	4747WS	12/02/10	1/15/11	BILL ENVELOPES	2 1885	814.11
					Vendor Total		1384.61
EMP210	EMPIRE ELECTRIC	123110G	12/31/10	1/15/11	UTILITIES	1 2955	5333.88
EMP210	EMPIRE ELECTRIC	123110P	12/31/10	1/15/11	UTILITIES	1 955	2804.94
EMP210	EMPIRE ELECTRIC	123110WS	12/31/10	1/15/11	UTILITIES	2 1955	8825.74
					Vendor Total		16964.56
EVL150	EMERGENCY VEHICLE LIGHTING SOL	105L	12/03/10	1/15/11	LIGHT SERVICE	1 1965	50.00
FED100	FEDERAL PROTECTION INC	473223P	1/01/11	1/15/11	SECURITY	3 876	108.00
GCH100	GREENE CO HEALTH DEPT	149W	11/29/10	1/15/11	WATER TEST	2 876	10.00
GCH100	GREENE CO HEALTH DEPT	152W	12/22/10	1/15/11	WATER TEST	2 876	80.00
					Vendor Total		90.00
GRE100	GREENE COUNTY HIGHWAY DEPT.	00001ST	12/02/10	1/15/11	ROCK SALT	1 2935	4604.60
GRE100	GREENE COUNTY HIGHWAY DEPT.	10014ST	12/28/10	1/15/11	INTERSECTION	1 2810	15000.00
					Vendor Total		19604.60
HAI130	HALLIDAY PRODUCTS, INC.	1190P	11/12/10	1/15/11	FREIGHT	3 805	7.03
IBL150	IKARD & BROWN LAW OFFICES	1122210L	12/22/10	1/15/11	JUDGE	1 1875	781.25
INL105	INLAND PRINTING COMPANY	42138G	12/21/10	1/15/11	COPIER MAINTENANCE	1 885	22.58
JUN500	JUNCTION CAFE	102310W	10/23/10	1/15/11	WATER LEAK	2 935	52.81
KEE100	KEE WES EQUIPMENT CO.	5211P	12/01/10	1/15/11	CLEANERS	3 935	177.40
KEE100	KEE WES EQUIPMENT CO.	5456P	12/20/10	1/15/11	SUPPLIES	3 935	242.27
KEE100	KEE WES EQUIPMENT CO.	25389G	12/08/10	1/15/11	SUPPLIES	1 935	184.32
					Vendor Total		603.99

11/01/06
14:21:22
Page 3

CITY OF WILLARD
Unpaid Invoice Listing
January 06, 2011

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
KIM100	KIMBALL MIDWEST	1753872ST	12/07/10	1/15/11	DRILL BITS/CLEANER	1 2935	89.07
KZD100	KZ DESIGN & DETAILING LLC	233G	12/31/10	1/15/11	WEBSITE/NEWSLETTER	1 825	320.00
KZD100	KZ DESIGN & DETAILING LLC	234G	12/31/10	1/15/11	WEBSITE	1 825	320.00
KZD100	KZ DESIGN & DETAILING LLC	234P	12/31/10	1/15/11	MAPPING	1 4825	60.00
KZD100	KZ DESIGN & DETAILING LLC	234W	12/31/10	1/15/11	MAPPING	2 825	142.50
KZD100	KZ DESIGN & DETAILING LLC	233PD	12/31/10	1/15/11	MAPPING	1 4825	192.50
					Vendor Total		1035.00
LAK110	LAKELAND LABORATORIES	15903S	12/16/10	1/15/11	LAGOON TESTS	2 1876	135.00
LOK150	KRISTOFFER BAREFIELD	123110L	12/31/10	1/15/11	PROS ATTORNEY	1 1875	1925.00
LOW505	LOWES CREDIT SERVICES	121510G	12/15/10	1/15/11	GLASS SPRAY	1 935	4.98
LOW505	LOWES CREDIT SERVICES	122210P	12/22/10	1/15/11	PAINT SUPPLIES	3 935	46.89
					Vendor Total		51.87
MCL100	MISSION COMMUNICATIONS, LLC.	40012528WS	12/15/10	1/15/11	COMMUNICATIONS PKG	2 1876	3165.84
MED230	MEDIACOM	122310G	12/23/10	1/15/11	CABLE	1 876	10.00
MIS315	MISSOURI GAS ENERGY	120710G	12/10/10	1/15/11	UTILITIES	1 958	156.89
MIS315	MISSOURI GAS ENERGY	120710P	12/10/10	1/15/11	UTILITIES	1 958	253.39
MIS315	MISSOURI GAS ENERGY	120710P	12/10/10	1/15/11	UTILITIES	3 958	244.60
MIS315	MISSOURI GAS ENERGY	120710S	12/10/10	1/15/11	UTILITIES	1 959	45.51
MIS315	MISSOURI GAS ENERGY	121010ST	12/10/10	1/15/11	UTILITIES	1 2959	103.39
					Vendor Total		803.78
MIS350	MISSOURI LAGERS	123110G	12/31/10	1/15/11	RETIREMENT	1 4910	3648.08
MIS350	MISSOURI LAGERS	123110P	12/31/10	1/15/11	RETIREMENT	1 910	1221.02
MIS350	MISSOURI LAGERS	123110WS	12/31/10	1/15/11	RETIREMENT	2 1910	1591.04
					Vendor Total		6460.14
MOC100	MISSOURI ONE CALL	120508WS	12/31/10	1/15/11	LOCATES	2 1876	50.70
MOC450	MID-STATES ORGANIZED CRIME	5300614715L	12/28/10	1/15/11	DUES	1 1840	100.00
MOD250	MODOT CONTROLLERS OFFICE	16991ST	11/26/10	1/15/11	INTERSECTION	1 2810	6713.21
MPI150	MELTON PROPANE, INC.	7789L	11/30/10	1/15/11	PROPANE	1 1958	197.88
MPI150	MELTON PROPANE, INC.	7866L	12/21/10	1/15/11	PROPANE	1 1958	410.60
MPI150	MELTON PROPANE, INC.	7867P	12/21/10	1/15/11	PROPANE	3 958	395.76
					Vendor Total		1004.24
ORE145	O'REILLY'S AUTO PARTS	101685S	11/18/10	1/15/11	RESPIRATORS	2 1935	35.70
ORE145	O'REILLY'S AUTO PARTS	103436L	12/02/10	1/15/11	BACK UP LIGHT	1 1965	5.49
ORE145	O'REILLY'S AUTO PARTS	104279W	12/08/10	1/15/11	CLIPS	1 965	4.94
ORE145	O'REILLY'S AUTO PARTS	104319W	12/09/10	1/15/11	FLATBED ANTIFREEZE	2 935	82.44
ORE145	O'REILLY'S AUTO PARTS	104435S	12/10/10	1/15/11	TRUCK REPAIR	2 1965	53.27
ORE145	O'REILLY'S AUTO PARTS	103971ST	12/06/10	1/15/11	TRANS KIT/BRAKE FL	1 2965	50.88
ORE145	O'REILLY'S AUTO PARTS	104048ST	12/07/10	1/15/11	OIL FILTERS	1 2965	35.50
ORE145	O'REILLY'S AUTO PARTS	104921ST	12/13/10	1/15/11	HINGE PIN	1 2935	11.98
ORE145	O'REILLY'S AUTO PARTS	104994ST	12/14/10	1/15/11	HITCH PINS/DISC	1 2935	54.26
ORE145	O'REILLY'S AUTO PARTS	105144ST	12/15/10	1/15/11	TRANS FLUID	1 2965	27.96
					Vendor Total		362.42
PAS100	PLAY IT AGAIN SPORTS	9948P	12/06/10	1/10/11	V BALL SHIRTS	3 936	42.00
PKI150	P & K IRRIGATION	110310P	11/03/10	1/15/11	WINTERIZATION	3 900	217.00
PRE250	PRE-PAID LEGAL SERVICES, INC.	122510L	12/25/10	1/10/11	LEGAL	1 1876	53.85
PUR100	PURCHASE POWER	909003G	12/31/10	1/10/11	POSTAGE	1 885	146.76
RAC450	RACE BROS. FARM SUPPLY, INC.	627057ST	12/28/10	1/10/11	SALT SPREADER PART	1 2965	71.63
RED100	REDNECK TRAILER SUPPLIES	269361S	12/21/10	1/10/11	TRAILOR JACKS	2 1965	463.94
REE400	REED'S PLUMBING	13518S	12/14/10	1/10/11	CAMERA WORK	2 1876	180.00
REX380	REX SMITH OIL CO.	8365P	9/30/10	1/15/11	DIESEL	3 960	205.40
REX380	REX SMITH OIL CO.	65353ST	12/10/10	1/15/11	DIESEL	1 2960	1009.69
					Vendor Total		1215.09
RNS200	R N SMITH	93621P	12/01/10	1/10/11	BATHROOM DOOR	3 900	6.75
SAM420	SAM'S CLUB	122110G	12/21/10	1/15/11	SUPPLIES	1 935	33.82
SCH175	SCHULTE SUPPLY, INC.	1058234WS	12/20/10	1/15/11	TRAFFIC CONES	2 1935	362.60
SC0150	SCOTT GROSS CO. INC.	1870320W	11/30/10	1/15/11	CYLINDERS	2 935	17.95
SEA415	SEAL SAFE SEALING & STRIPING	2753ST	11/26/10	1/15/11	STREET MARKING	1 2935	275.00

11/01/06
14:21:22
Page 4

CITY OF WILLARD
Unpaid Invoice Listing
January 06, 2011

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
SPF100	SPFD FAMILY MEDICAL WALK-IN	11112010L	11/11/10	1/15/11	PRE-EMPL SCREEN	1 1876	55.65
SPI150	SULLIVAN PUBLICATIONS INC.	121610G	12/16/10	1/15/11	UPDATE	1 876	397.50
SPR275	SPRINGFIELD WINWATER WORKS CO	281538W	12/21/10	1/15/11	COUPLING	2 935	356.14
SPR275	SPRINGFIELD WINWATER WORKS CO	109387ST	12/15/10	1/15/11	CEMENT	1 2935	23.13
SPR275	SPRINGFIELD WINWATER WORKS CO	28079200W	10/05/10	1/15/11	SUPPLIES	2 935	73.77
SPR275	SPRINGFIELD WINWATER WORKS CO	28149000W	12/14/10	1/15/11	RETURN	2 935	-50.51
					Vendor Total		402.53
SPS150	SCHENDEL PEST SERVICES	151146G	12/13/10	1/15/11	PEST CONTROL	1 150	150.00
STA160	STAR MECHANICAL	3516278W	11/29/10	1/15/11	REDUCER/PARTS	2 935	7.66
TRI250	TRIPLE S SATER SEWER SERVICE	121310S	12/13/10	1/15/11	SEWER SERVICE	2 1900	123.75
UNI110	UNIFIRST CORP	2602729W	12/01/10	1/15/11	UNIFORMS	2 935	62.73
UNI110	UNIFIRST CORP	2602730P	12/01/10	1/15/11	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2602731L	12/01/10	1/15/11	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2602732G	12/01/10	1/15/11	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2602733P	12/01/10	1/15/11	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2604118S	12/08/10	1/15/11	UNIFORMS	2 1935	62.73
UNI110	UNIFIRST CORP	2604119P	12/08/10	1/15/11	MATS	2 935	12.00
UNI110	UNIFIRST CORP	2604120L	12/08/10	1/15/11	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2604121G	12/08/10	1/15/11	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2604122P	12/08/10	1/15/11	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2605548P	12/15/10	1/15/11	MATS	1 935	12.00
UNI110	UNIFIRST CORP	2605549L	12/15/10	1/15/11	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2605550G	12/15/10	1/15/11	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2605551P	12/15/10	1/15/11	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2606982S	12/22/10	1/15/11	UNIFORMS	2 1935	62.73
UNI110	UNIFIRST CORP	2606983P	12/22/10	1/15/11	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2606984L	12/22/10	1/15/11	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2606985G	12/22/10	1/15/11	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2606986P	12/22/10	1/15/11	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2605547WS	12/15/10	1/15/11	UNIFORMS	2 935	62.73
					Vendor Total		487.92
USA405	US BANK	16714894G	12/31/10	1/18/11	COPIER LEASES	1 150	812.43
UTI115	UTILITY SERVICE CO, INC	253075W	12/01/10	1/15/11	TOWER MAINTENANCE	2 900	4495.04
UTI115	UTILITY SERVICE CO, INC	254798W	12/22/10	1/15/11	MEADOWS TOWER	2 900	43728.00
					Vendor Total		48223.04
VSP130	VISION SERVICE PLAN - (IC)	123110G	12/31/10	1/15/11	GROUP INSURANCE	1 1860	159.74
VSP130	VISION SERVICE PLAN - (IC)	123110P	12/31/10	1/15/11	GROUP INSURANCE	1 860	38.22
VSP130	VISION SERVICE PLAN - (IC)	123110WS	12/31/10	1/15/11	GROUP INSURANCE	2 1860	179.83
					Vendor Total		377.79
WAT200	WATER WORKS, INC.	103053W	12/14/10	1/15/11	BENTONITE	2 935	396.00
					Final Total		359557.61
1	140	0			DUE FROM WATER/SEWER FUND		58.00
1	150	0			DUE FROM RECREATION FUND		388.95
1	810	0			CAPITAL ASSET EXPENDITURES (GCG)		271.81
1	825	0			CONTRACT LABOR (GCG)		640.00
1	860	0			GROUP INSURANCE (GCG)		13058.86
1	876	0			PROFESSIONAL (GCG)		1695.25
1	885	0			OFFICE SUPPLIES (GCG)		380.63
1	900	0			REPAIRS AND MAINTENANCE (GCG)		306.25
1	910	0			RETIREMENT PLAN (GCG)		647.89
1	935	0			SUPPLIES (GCG)		274.19
1	940	0			TELEPHONE (GCG)		958.65
1	945	0			TRAVEL AND TRAINING (GCG)		350.02
1	955	0			UTILITIES-ELECTRIC (GCG)		314.38
1	958	0			UTILITIES-GAS		156.89
1	959	0			UTILITIES-OTHER (GCG)		38.53
1	1810	0			CAPITAL ASSET EXP (LAW)		271.81
1	1840	0			DUES & SUBSCRIPTIONS (LAW)		100.00
1	1860	0			GROUP INSURANCE (LAW)		11902.98
1	1875	0			LEGAL (LAW)		2706.25
1	1876	0			PROFESSIONAL (LAW)		148.00
1	1885	0			OFFICE EXPENSE (LAW)		27.45
1	1900	0			REPAIRS & MAINTENANCE (LAW)		90.00
1	1910	0			RETIREMENT PLAN (LAW)		2257.07
1	1935	0			SUPPLIES (LAW)		46.00
1	1940	0			TELEPHONE (LAW)		780.87
1	1955	0			UTILITIES-ELECTRIC (LAW)		208.08
1	1958	0			UTILITIES-GAS (LAW)		608.48
1	1959	0			UTILITIES-OTHER (LAW)		14.00
1	1960	0			VEHICLE EXPENSES-GAS		1729.17
1	1965	0			VEHICLE EXPENSE-OTHER		64.71
1	2810	0			CAPITAL ASSET EXP. (STREETS)		21713.21
1	2895	0			PAVING (STREETS)		486.06

CITY OF WILLARD
Unpaid Invoice Listing
January 06, 2011

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
1	2910 0				RETIREMENT PLAN (STREETS)		397.76
1	2930 0				STREET LIGHTS (STREETS)		4537.91
1	2935 0				SUPPLIES (STREETS)		5284.49
1	2955 0				UTILITIES-ELECTRIC (ST		273.51
1	2959 0				UTILITIES-OTHER (ST)		1112.19
1	2960 0				VEHICLE EXPENSE-GAS		1009.69
1	2965 0				VEHICLE EXPENSE-OTHER		185.97
1	4825 0				CONTRACT LABOR (P&D)		252.50
1	4910 0				RETIREMENT (P&D)		345.36
1	4935 0				SUPPLIES (P&D)		127.55
1	5935 0				SUPPLIES (EM)		30.34
1	5940 0				TELEPHONE (EM)		63.65
1	5945 0				TRAVEL AND TRAINING (EM)		665.10
	Total for Fund #: 1						76980.46
2	400 0				REVENUE BONDS PAYABLE		95000.00
2	825 0				CONTRACT LABOR (WATER)		142.50
2	855 0				FISCAL AGENT FEES (WATER)		675.00
2	860 0				GROUP INSURANCE (WATER)		8141.84
2	870 0				INTEREST EXPENSE (WATER)		30430.32
2	876 0				PROFESSIONAL (WATER)		1698.27
2	885 0				OFFICE SUPPLIES (WATER)		834.40
2	900 0				REPAIRS AND MAINTENANCE (WATER)		48734.19
2	910 0				RETIREMENT PLAN (WATER)		795.52
2	935 0				SUPPLIES (WATER)		2013.15
2	943 0				TRASH EXPENSE		9340.11
2	955 0				UTILITIES-ELECTRIC (WATER)		4777.55
2	959 0				UTILITIES-OTHER (WATER)		98.66
2	960 0				VEHICLE EXPENSES-GAS		563.30
2	965 0				VEHICLE EXPENSE-OTHER		4.94
2	1855 0				FISCAL AGENT FEES (SEWER)		1125.00
2	1860 0				GROUP INSURANCE (SEWER)		6572.92
2	1870 0				INTEREST EXPENSE (SEWER)		39940.94
2	1876 0				PROFESSIONAL (SEWER)		1923.27
2	1885 0				OFFICE SUPPLIES (SEWER)		821.61
2	1900 0				REPAIRS AND MAINTENANCE (SEWER)		883.81
2	1910 0				RETIREMENT PLAN (SEWER)		795.52
2	1935 0				SUPPLIES (SEWER)		445.63
2	1955 0				UTILITIES-ELECTRIC (SEWER)		4048.19
2	1959 0				UTILITIES-OTHER (SEWER)		661.91
2	1960 0				VEHICLE EXPENSES-GAS		563.30
2	1965 0				VEHICLE EXPENSE-OTHER		517.21
	Total for Fund #: 2						261549.06
3	805 0				908.53		247.61
3	855 0				FISCAL AGENT FEES		600.00
3	860 0				GROUP INSURANCE		11575.39
3	876 0				PROFESSIONAL		186.99
3	885 0				OFFICE SUPPLIES		849.91
3	900 0				REPAIRS AND MAINTENANCE		223.75
3	910 0				RETIREMENT PLAN		1221.02
3	935 0				SUPPLIES-GENERAL (PARK)		745.61
3	936 0				SUPPLIES-SPORTS		310.25
3	938 0				SUPPLIES-SPECIAL ACTIVITY (PARK)		150.49
3	940 0				TELEPHONE		903.60
3	955 0				UTILITIES-ELECTRIC (PARK)		2804.94
3	958 0				UTILITIES-GAS (PARK)		893.75
3	960 0				VEHICLE EXPENSES-GAS		205.40
3	965 0				VEHICLE EXPENSE-OTHER		109.38
	Total for Fund #: 3						21028.09

CITY OF WILLARD

Additional Outstanding Bills

1/12/2011

Allied Waste	9,105.36	Citizen Trash
News-Leader	146.10	Subscription
Online Information Svc	99.90	Exchange Reports
Direct Business Products	287.64	Office Supplies
Allied Waste	1,147.28	Recycle Center
BLM & H	7,036.75	Legal
Zions Bank	16,175.00	PD P & I Payment
Play It Again Sports	2,231.50	Sports
Scott-Gross Co.	18.25	Tank Rental
WCA	5,839.50	Citizen Trash

Basketball - Session 2

ONLY ONE WEEK OF GAMES COMPLETE

Item	Income	Expense	Net
Administrative Fee	\$ -	\$ 1,500.00	\$ (1,500.00)
Payroll*	\$ -		
Registrations	\$ 6,605.00		\$ 6,605.00
Gate			
Maintenance			
Equipment			
Concessions			
T-Shirts			
Trophies			
General & Administrative			
Photography Commission			
Subtotals	\$ 6,605.00	\$ 1,500.00	\$ 5,105.00
Program Totals			\$ 5,105.00

Cheerleading 2011

Item	Income	Expense	Net
Administrative Fee		\$ 500.00	(500.00)
Payroll*	\$ -	\$ -	-
Registrations	\$ -	\$ -	-
Gate	\$ 960.00	\$ -	960.00
Maintenance		\$ -	-
Equipment		\$ -	-
Concessions		\$ -	-
T-Shirts		\$ -	-
Trophies		\$ -	-
General & Administrative		\$ -	-
Photography Commission		\$ -	-
Subtotals	\$ 960.00	\$ 500.00	460.00
Program Totals		\$	460.00

Adult Volleyball

ONLY ONE WEEK OF GAMES COMPLETE

Item	Income	Expense	Net
Administrative Fee	\$ -	\$ 500.00	\$ (500.00)
Payroll*	\$ -		-
Registrations	\$ 1,008.00		\$ 1,008.00
Gate			-
Maintenance			-
Equipment			-
Concessions			
T-Shirts			-
Trophies			-
General & Administrative			-
Photography Commission			-
Subtotals	\$ 1,008.00	\$ 500.00	\$ 508.00
Program Totals			\$ 508.00

Zumba

1st Session:

	<u>Amount</u>
Registrations	\$900
Park Fees	\$ 300.00
Instructor Fees	\$ 600.00

Request for payment sent to Karen on 9/10/10
CHECK CUT

2nd Session

<u>Item</u>	<u>Amount</u>
Registrations	\$360
Park Fees	\$ 90.00
Instructor Fees	\$ 270.00

Request for payment send to Karen on 11/2/10

3rd Session

<u>Item</u>	<u>Amount</u>
Registrations	\$180
Park Fees	\$45
Instructor Fees	\$135

4th Session

<u>Item</u>	<u>Amount</u>
Registrations	\$760
Park Fees	\$190
Instructor Fees	\$570

Dance - Winter 2011

<u>Item</u>	<u>Amount</u>
Registrations	\$2,715
Park Fees	\$678.75
Instructor Fees	\$2,036.25

Facility Rentals - January

<u>Item</u>	<u>Hours</u>
Community Buld.	38
Rec. Center	2
Pavilion	

CITY OF WILLARD



Parks Report

ACTION REQUESTED-NONE

Session 2 Youth Basketball: A total of 31 teams are participating in the 2011 Basketball Season. Games are played on Saturdays at the Recreation Center.

Youth Cheerleading: This season a total of 24 girls are participating. The cheerleaders cheer at the Willard Parks Basketball Games.

Adult Volleyball: This season a total of 8 teams are participating. Games are played on Monday nights at the Recreation Center.

Spring Soccer: Registration is currently going on for Spring Soccer. The fee to participate is \$40 and registration ends February 18th, 2011.

Spring Volleyball: Registration for Spring Volleyball is going on now for Spring Volleyball. The fee to participate is \$40 and registration ends February 18th, 2011.

Adult Basketball: Registration is enrolling now for the 2011 Adult Basketball League. The fee to participate is \$250 per team. All games will be held at the Recreation Center.

Youth Bowling 2011: Willard Parks and Recreation is currently taking registrations for the 2011 Youth Bowling Season. This season is open for 1st – 8th grade and the fees are below. All of the bowling will take place at Holiday Lanes in Springfield.

Bowling Fees:

Package One: Bowling Ball, Team Shirt, Shoe Rental, Awards, and 2 Games: \$70

Package Two: Team Shirt, Shoe Rental, Awards, and 2 Games: \$50

Youth Dance Classes: Willard's 2011 dance has begun at the Recreation Center. This is session two of youth dancing. All dance classes are held in the Murray Room at the Recreation Center.

2011 Zumba Basic and Zumba Toning Class: Willard 2011 Session of Zumba has begun. This session a total of 39 people are enrolled. Classes are held at the Willard Community Building. Due to spacing and additional class is being considered.

Get Willard Fitness Challenge: Willard Parks and Recreation will again host a fitness challenge to the community in 2011. The fitness challenge is scheduled for begin January 29th. Cox Health Fitness Center is sponsoring the event

How the Challenge Works:

- Fee to participate is \$20 per person (\$10 for winners and \$10 administrative)
- Every Saturday starting January 29th, participants will come to the Willard Recreation Center between 9am – 11am to weigh in.
- The deadline to register is January 28th, 2011
- All participants will receive a Free Trial Week with CoxHealth Fitness Center in Willard
- The person who losses the most body fat percentage at the end of the challenge on March 12th will win!

Facility Rentals: Willard Parks and Recreation continues to rent out the community building and the rooms at the Recreation Center during the winter months.

Summer Camp: The dates of the 2011 Summer Camp have been set. This years summer camp will be held May 31st – August 12th. Camp this year is will be open for completion of kindergarten – completion of 6th grade.

Valentine's Dance: Willard Parks and Recreation 2011 Valentine's Dance to be held at the Recreation Center on February 11th, 2011 from 7pm – 9pm. Admission to the dance is \$3 at the door. If under the age of 12 you must be accompanied with and adult.

2011 Aquatic Center Dates: May 27th – August 14th. The Aquatic Center will be closed every Monday. Fee will remain the same for the 2011 season.

Land O' Frost: Land O' Frost is requesting again to be the 2011 Willard Parks and Recreation uniform sponsor. They will be giving \$9500 for the sponsorship.

Contracts: Signed contracts are now in place of the 2011 class instructors. These contracts are in a file at City Hall.

Fuel Logs: Fuel logs are now in place in the two Parks and Recreation vehicles. These logs are filled out every time the vehicles are taken anywhere.

Risk Management: Parks staff attended a Risk Management meeting at City Hall on January 12th, 2011.

New School Flyers: Please see that attached flyer to this email. These are the new flyers for the schools. These are taken to the schools every month.

Easter Egg Hunt

Saturday
April 16th, 2011

9:00am

- **Games**
- **Egg Hunt**
- **Easter Bunny**

For Information Contact Us

417-742-2262

Visit us on the web at
www.willardparks.com

Men's Basketball

League

Registration

Deadline February

25th, 2011

For info Contact

Shawn @ 742-2262

Special Thanks to:



For your support of the 2011

Valentines Dance

www.upnextentertainment.yolasite.com

W i l l a r d P a r k s

UPCOMING

EVENTS

- Youth Soccer Registration
- Youth Volleyball Registration
- Cupid's Shuffle Valentine's Dance
- Easter Egg Hunt
- Men's Basketball League
- Youth B-Ball Games

facebook.com/willard.parks

WILLARD'S GREAT EGG HUNT

**SATURDAY APRIL 16TH, 2011
9:00AM**

AT THE WILLARD RECREATION CENTER

MEET INSIDE THE LARGE GYM

EGG HUNT INFORMATION

- ◇ **CHILDREN 0-3 MAY HUNT WITH AN ADULT**
- ◇ **CHILDREN 4-6 MAY HUNT BY THEMSELVES**
- ◇ **CHILDREN 7-12 MAY HUNT BY THEMSELVES**

**COME SEE THE EASTER BUNNY, HUNT FOR EGGS, & PLAY
GAMES**



**FOR MORE INFORMATION PLEASE CALL
(417)742-2262**



Willard Parks and Recreation

In Conjunction with **CoxHealth** & **Ridge Runner Sports**

Presents the 3rd Annual

Frisco Runaway Triathlon



Saturday June 18th, 2011

7:30am at the Willard Community Building (222 Jackson St.)

Questions: Contact (417)742-2262

Distances:

300 yard swim, 12 miles biking & a 5K run



Ridge Runner Sports



Triathlon Information:

- Pre-Registration Fee: \$50 Day of Registration Fee: \$55
- USAT Insurance Fee: \$10 (this is required) or \$30 for the yr.
- Race Day Registration/Sign In: 6:30am – 7:15am
- Pre-Race Meeting with participants: 7:15am
- Fee includes a shirt for everyone who pre-registers
- Medical personnel will be on hand to assist with any emergencies
- Must be 15 years old to participate
- A course map will be available prior to the race
- Pre-Race Packet Pick-Up: Friday June 17th from 3:00pm – 7:00pm at the Community Building
- Food and drinks will be provided for participants on race day!
- Helmet required and your bike must pass a safety inspection



All race proceeds will benefit the Willard Parks Department

Registration:

Name: _____ DOB: _____

Age: _____ Sex: _____ Home Phone: _____

Cell Phone: _____ Address: _____ City: _____ ST: _____

Email: _____

Shirt Size (circle): AS AM AL AXL AXXL

Do you have any Medical Conditions that the race coordinator needs to be aware of?

WAIVER: I know that running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I assume all risks associated with running in this event including, but not limited to, falls, contact with other participants, the effects of the weather, traffic, and the conditions of the road. All such risks being known and appreciated by me, having read this waiver and knowing these facts and in consideration of your accepting my entry fee, I, for myself and anyone entitled to act on my behalf, waive and release Springfield-Greene Co. Park Board, Willard Parks & Recreation, City of Willard, Ozark Greenways, Willard Chamber of Commerce, Ridge Runner Sports, Ozark Racing Systems, CoxHealth and all other sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event. I grant permission to all of the foregoing to use any photographs, motion pictures, recording, or any other record of this event for any lawful purpose.

Signature: _____ Signature of Parent/Guardian: _____

Age Divisions:

15-19 Male & Female	20-24 Male & Female
25-29 Male & Female	30-34 Male & Female
35-39 Male & Female	40-44 Male & Female
45-49 Male & Female	50-54 Male & Female
55-59 Male & Female	60-64 Male & Female
65-69 Male & Female	70Plus Male & Female

Office Use Only: _____ Registration Fee Due _____ Registration Fee Paid _____ USAT Fee Due _____ USAT Fee Paid _____
USAT #: _____

Freedom Fest 2011



Monday July 4th, 2011

Behind Willard Intermediate School

Times:

7th Annual Car Show: 11:30am—3pm

Parade: 5:00pm

Freedom Fest Celebration: 6:15pm - 9:30pm

Fireworks: 9:30pm

Vendor Information:

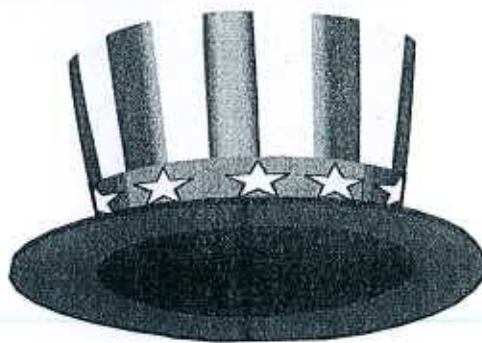
- Vendor space is \$25 per booth
- Registration for vendors begins on April 4th, 2011
- Set up for vendors begins at 7:00am (groups selling food will have to be inspected by the Health Department)

7th Annual Motor Extravaganza:

- Cars, trucks, tractors and motorcycles
- \$15 if you pre-register
- \$20 day of registration
- Deadline to register is June 17th, 2011

Parade Information:

- FREE to participate
- Deadline to register for parade is June 30th, 2011
- Line up is in Walnut Lane at 4:00pm



For more information please call (417) 742-2262

CITY OF WILLARD

Additional Outstanding Bills

1/12/2011

Allied Waste	9,105.36	Citizen Trash
News-Leader	146.10	Subscription
Online Information Svc	99.90	Exchange Reports
Direct Business Products	287.64	Office Supplies
Allied Waste	1,147.28	Recycle Center
BLM & H	7,036.75	Legal
Zions Bank	16,175.00	PD P & I Payment
Play It Again Sports	2,231.50	Sports
Scott-Gross Co.	18.25	Tank Rental
WCA	5,839.50	Citizen Trash

GENERAL FUND SALES TAX RECEIPT SUMMARY

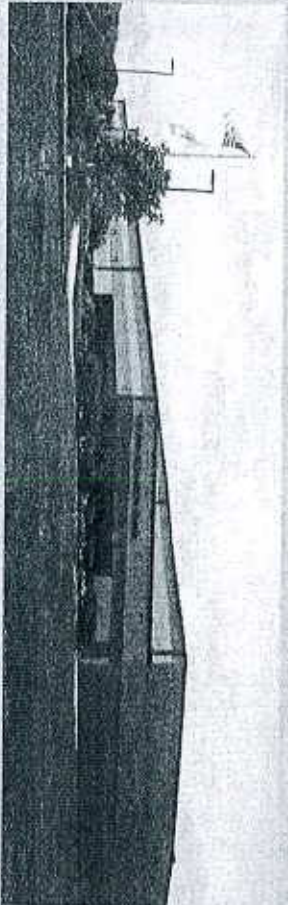
	2007			2008			2009			2010		
	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City
January	\$13,314.37	\$2,319.94	\$28,436.03	\$18,099.61	\$3,959.53	\$43,206.84	\$13,720.33	\$3,566.69	\$31,148.31	\$13,631.13	\$2,958.92	\$29,324.69
February	\$6,938.34	\$3,045.78	\$14,779.36	\$7,687.07	\$3,732.71	\$17,323.08	\$5,517.73	\$3,417.03	\$10,926.62	\$8,175.93	\$2,251.81	\$18,484.84
March	\$19,048.37	\$2,771.02	\$40,779.90	\$14,851.99	\$2,463.86	\$33,326.70	\$17,574.55	\$2,040.32	\$43,469.47	\$14,456.14	\$1,534.82	\$34,012.04
April	\$16,123.26	\$7,119.51	\$36,412.92	\$11,844.07	\$1,622.00	\$24,171.99	\$11,012.84	\$3,640.83	\$25,702.25	\$12,341.47	\$1,586.13	\$28,889.71
May	\$9,764.44	\$2,075.32	\$19,531.98	\$5,507.17	\$2,909.69	\$13,800.28	\$5,905.42	\$2,331.50	\$13,678.60	\$7,266.11	\$2,873.03	\$16,213.88
June	\$23,823.16	\$4,042.58	\$53,161.24	\$21,586.57	\$1,967.49	\$45,646.22	\$20,608.22	\$2,340.43	\$45,848.66	\$20,360.88	\$1,771.08	44333.95
July	\$19,059.77	\$2,589.50	\$40,174.18	\$14,873.22	\$3,339.37	\$33,043.57	\$14,278.55	\$3,637.47	\$30,413.34	12,092.52	1,776.69	26,480.19
August	\$5,118.87	\$1,762.50	\$11,632.52	\$6,842.66	\$2,078.76	\$15,144.40	\$7,019.60	\$3,135.02	\$14,482.19	8,447.23	1,212.55	16,811.43
September	\$23,277.74	\$3,780.61	\$51,151.20	23,467.34	3,786.16	51457.61	23,020.03	5,648.83	51789.12	20,478.16	1,582.23	48,071.83
October	\$15,062.28	\$2,255.06	\$33,257.90	15,627.75	2,450.22	33,526.12	11,152.94	3,310.54	25,111.37	15,967.59	1,698.03	35,731.74
November	\$6,053.08	\$3,165.03	\$13,688.01	8,287.61	2,356.63	18,717.93	6,402.89	2,877.63	13,945.05	6,580.69	1,726.15	13,658.64
December	\$19,983.49	\$3,719.70	\$43,302.93	19,764.18	1,655.98	41,431.72	18,059.72	2,349.08	39,481.21	20,437.77	1,602.46	46,195.67
Totals	\$177,567.17	\$38,646.55	\$386,308.17	\$168,439.24	\$32,322.40	\$370,796.46	\$154,272.82	\$38,295.37	\$345,996.19	160,235.62	22,573.90	358,208.61
		602,521.89			571,558.10			\$538,564.38			541,018.13	

Down 6% for year

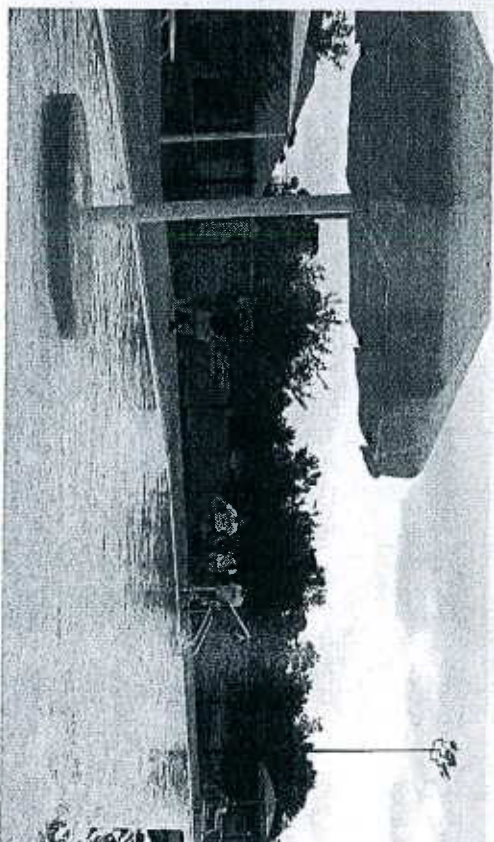
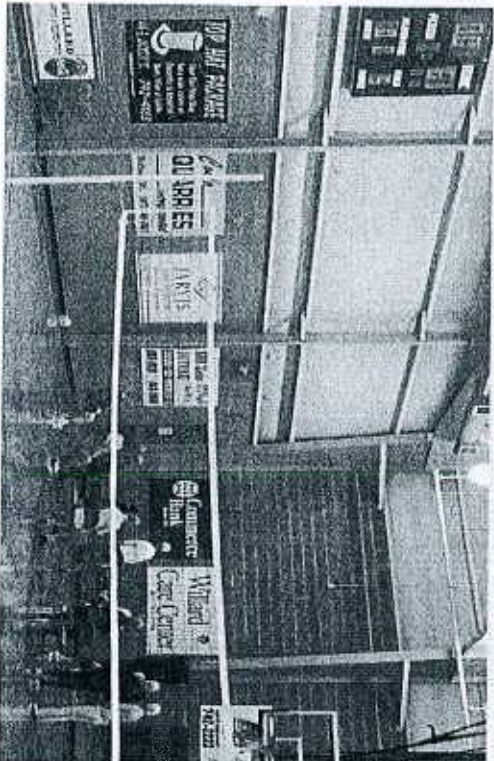
Up 1%

GENERAL FUND SALES TAX RECEIPT SUMMARY

Month	2008			2009			2010			2011		
	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City	Cap Imp	Use	City
January	\$18,099.61	\$3,959.53	\$43,206.84	\$13,720.33	\$3,566.69	\$31,148.31	\$13,631.13	\$2,958.92	\$29,324.69	\$14,588.49	\$2,279.42	\$30,146.24
February	\$7,687.07	\$3,732.71	\$17,323.08	\$5,517.73	\$3,417.03	\$10,926.62	\$8,175.93	\$2,251.81	\$18,484.84		Up 3% over Jan, 2010	
March	\$14,851.99	\$2,463.86	\$33,326.70	\$17,574.55	\$2,040.32	\$43,469.47	\$14,456.14	\$1,534.82	\$34,012.04			
April	\$11,844.07	\$1,622.00	\$24,171.99	\$11,012.84	\$3,640.83	\$25,702.25	\$12,341.47	\$1,586.13	\$28,889.71			
May	\$5,507.17	\$2,909.69	\$13,800.28	\$5,905.42	\$2,331.50	\$13,678.60	\$7,266.11	\$2,873.03	\$16,213.88			
June	\$21,586.57	\$1,967.49	\$45,646.22	\$20,608.22	\$2,340.43	\$45,848.66	\$20,360.88	\$1,771.08	44333.95			
July	\$14,873.22	\$3,339.37	\$33,043.57	\$14,278.55	\$3,637.47	\$30,413.34	12,092.52	1,776.69	26,480.19			
August	\$6,842.66	\$2,078.76	\$15,144.40	\$7,019.60	\$3,135.02	\$14,482.19	8,447.23	1,212.55	16,811.43			
September	23,467.34	3,786.16	51457.61	23,020.03	5,648.83	51789.12	20,478.16	1,582.23	48,071.83			
October	15,627.75	2,450.22	33,526.12	11,152.94	3,310.54	25,111.37	15,967.59	1,698.03	35,731.74			
November	8,287.61	2,356.63	18,717.93	6,402.89	2,877.63	13,945.05	6,590.69	1,726.15	13,658.64			
December	19,764.18	1,655.98	41,431.72	18,059.72	2,349.08	39,481.21	20,437.77	1,602.46	46,195.67			
Totals	\$168,439.24	\$32,322.40	\$370,796.46	\$154,272.82	\$38,295.37	\$345,996.19	160,235.62	22,573.90	358,208.61			
		571,558.10			\$538,564.38			541,018.13				
								Up 1%				



Willard Parks and Recreation Advertising Opportunities



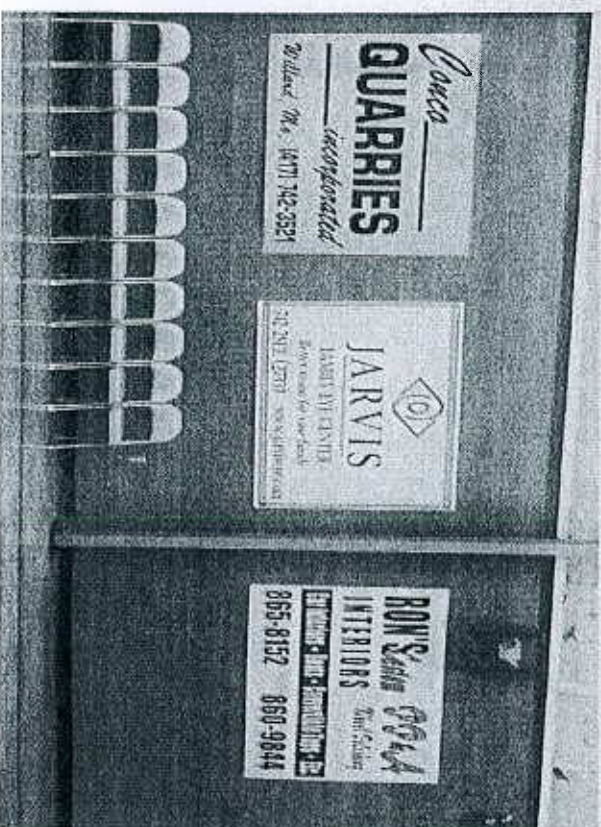
Large Gym Advertising

- 4x8 full color aluminum wall sign
- Placed on wall in gymnasium during basketball, volleyball, and ____ season.
- Moved to baseball fields during summer outdoor sports.
- Exposure to 4,000+ sports participants and their families
- Recognized on website

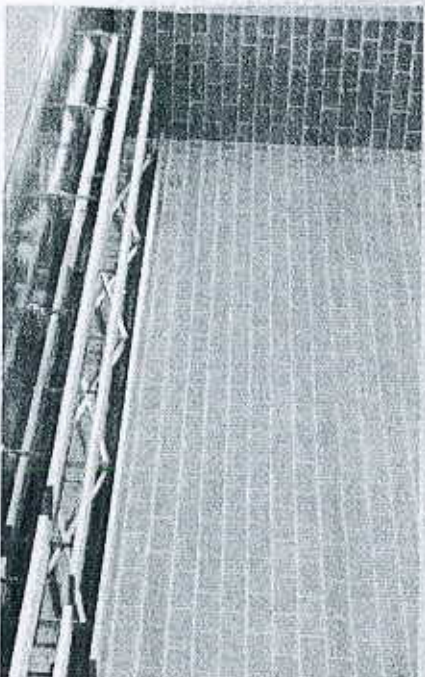
Cost:

First year: \$400 (includes sign)

Each consecutive year: \$240



Small Gym Advertising



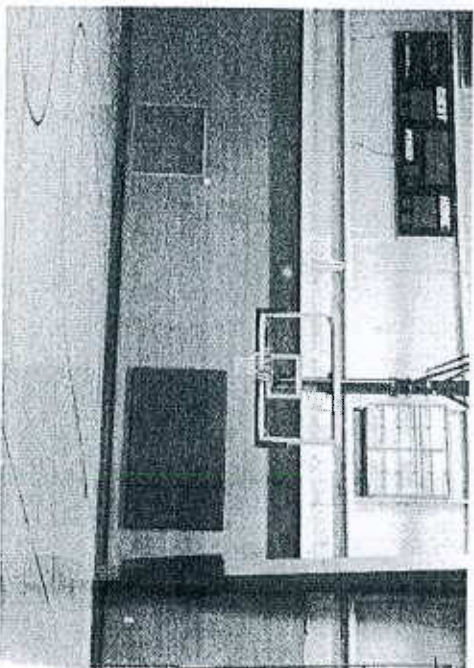
- 4x8 full color aluminum wall sign
- Placed on wall in gymnasium during basketball, volleyball.
- Moved to baseball fields during summer outdoor sports.

- Recognized on website

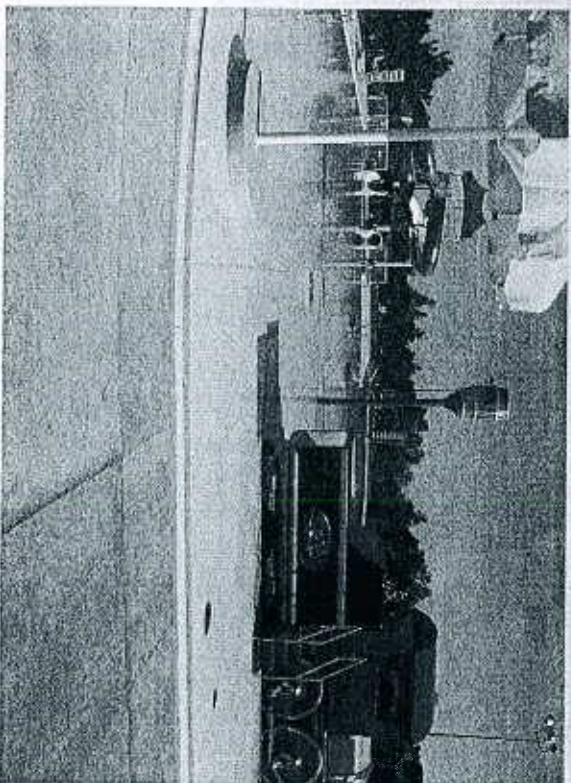
Cost

First year: \$400 (includes sign)

Each consecutive year: \$200



Aquatic Center Advertising



- 4x8 full color aluminum wall sign placed on perimeter fence at Aquatic Center.
- Exposure to 20,000 + Aquatics participants during summer swim season.
- Large variety of patrons throughout aquatics season.
- Recognized on website

Cost:

First year: \$400 (includes sign)

Each consecutive year: \$240

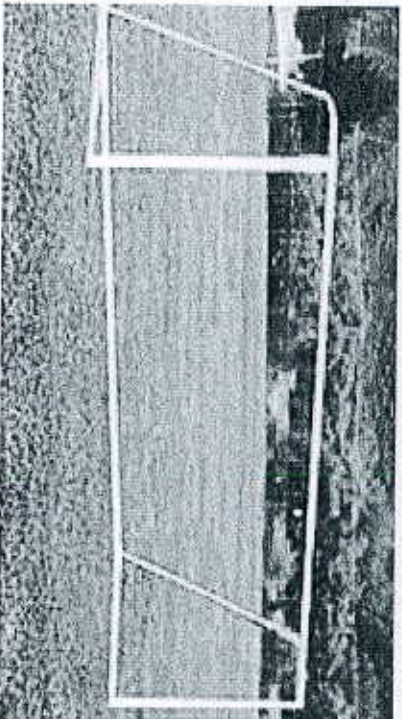
Additional advertising options:

Audio Advertising 30 second spots 2-3 daily

\$50 per month with sign advertising

\$75 per month without sign advertising

Highline Soccer Park Advertising



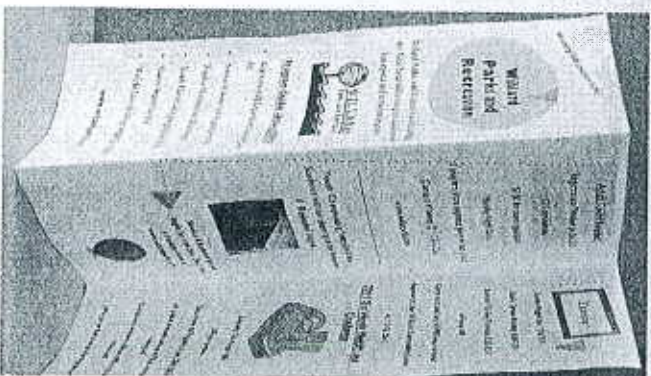
- 2x6 Vinyl sign with business logo
- 14 week exposure to 1000 + participants and spectators
- Located on soccer nets facing the parking lot
- Recognized on website

Cost:

\$100 for first year (includes making of sign)

\$50 every year after

Recreation Center Newsletter



- 3" x 3" advertisement in the Willard Recreation Center monthly newsletter distributed to Willard Schools.
- 3,000 newsletters sent to schools monthly.
- Opportunity for new monthly advertisement on each monthly newsletter
- Perfect opportunity to distribute coupons and company logo to area residents

Cost:

\$30 per month

Contact Information

Phone 417-742-2262

recspec@cityofwillard.org

Contact: Whitney Shoffner or Brandon Eckhardt

By-Laws for the

Willard, Missouri Park and Recreation Board

Article I. NAME OF THE BOARD

This Board shall be called the Willard, Missouri Park and Recreation Board.

Article II. PURPOSE OF THE BOARD

The purpose of the Willard Park and Recreation Board is to provide recreation opportunities and facilities for all residents of Willard. They shall be vested with the power, duties, and obligations necessary to accomplish this purpose. They shall be charged with advisory ability to the City of Willard Board of Aldermen for the recreation programs and park facilities under their direction.

Article III. MEMBERSHIP

Section 1. The membership of the Board shall be seven members appointed by the Mayor with the approval of the Board of Aldermen. Board members shall hold office for three years and until their successor is appointed.

Section 2. Five (5) Board members shall be residents of the city of Willard with two (2) additional members from outside the city limits but within five (5) miles and not in any other city.

Section 3. No member of the Parks and Recreational Advisory Board shall be a member of the municipal government. Board members shall serve without salary or compensation, but shall be entitled to documented expenses for mileage, per diem and expenses.

Section 4. Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Board of Aldermen, and shall be filled in like manner as original appointments, for the unexpired term of said member.

Article IV. OFFICERS

Section 1. The officers of this Board shall be a President, Vice President and a Secretary. The officers shall be elected at the organization meeting in June to serve for one year or until a successor shall be elected.

Section 2. The Park and Recreation Board shall make and adopt By-Laws, rules and regulations for its own guidance proceedings as may be expedient not

inconsistent with Ordinance (insert new ordinance number and date) by the Board of Aldermen of Willard, Missouri.

Article V. MEETINGS

- Section 1. Regular meetings shall be held the last Thursday of each month during the year unless otherwise agreed upon by the Board.
- Section 2. Special meetings may be called by the President or on the request of at least three (3) members.
- Section 3. All regular meetings are to be held at the Willard City Hall.
- Section 4. The meetings shall convene at 7:00 p.m. unless otherwise agreed.
- Section 5. The first regular meeting in June of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, the presentation of the annual report, reviewing the inventory report, and other business that may need to come before such meetings.
- Section 6. Four members shall constitute a quorum at any regular or special meeting.
- Section 7. All meetings are open to the public pursuant to Missouri Law.
- Section 8. Meetings shall be conducted by the President and in accordance with procedures prescribed in the By-Laws and decisions reached only after full consideration and debate on the issue in question. All procedures shall be in compliance with the State of Missouri Sunshine Law.
- Section 9. The following shall be the order of business of the Park and Recreation Board but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.
- Section 10. Order of Business:
1. Call to order
 2. Roll call
 3. Approval of agenda
 4. Approval of minutes of last regular meeting and of any special meetings held subsequently.
 5. Citizens Input
 6. Approval of Financial Statement
 7. Program Budgets

8. Directors Report
 - a. Sports Report
 - b. Aquatics Report
9. Reports of Standing Committees
 - a. Committee on Finance and Programs
 - b. Committee on Buildings, Grounds, and Equipment
10. Old Business
11. New Business
12. Adjourn Meeting

Article VI. DUTIES AND RESPONSIBILITIES OF THE BOARD

Section 1. General Duties and Responsibilities

- a. Be responsible for the improvement, supervision, care and custody of the following parks including all facilities located within that park or any future park: Highline Soccer Park, Miller Farm Park, Jackson Street Park and Willard Sports and Recreation Complex as well as any future parks.
- b. Interpret the recreation and park services of the department to the community and interpret the needs and desires of the community to the Board of Aldermen.
- c. Determine and establish the general policies to be followed in carrying out the purpose for which the Board was established.
- d. The Park Board will solicit, evaluate, and interview potential employees for the position of Parks and Recreation Director and present the top three candidates to the Board of Aldermen for final selection.
- e. Periodically evaluate:
 1. The progress of acquisition and development programs
 2. The effectiveness of recreation programs
 3. The level of maintenance of park areas
 4. The work of employees responsible to the Park service.
- f. Aid in coordinating the recreation services and programs of other agencies, both public and private, providing recreation in the community.
- g. Recommend to the Board of Aldermen to either accept or reject after due consideration all private donations in any form in accordance with that which the Board believes is in the best interest of the citizens of the city of Willard.

Section 2. Financial duties and responsibilities.

- a. The Board shall present to the Board of Aldermen an annual budget sufficient to finance the program of Recreation and Parks the Board feels necessary for the welfare of the residents of the city of Willard. The budget shall be submitted to the Board of Aldermen at the time designated by the Council to hear the requests.
- b. The Board shall annually recommend to the Board of Aldermen a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the city.
- c. The Board shall recommend for approval to the Board of Aldermen all bills and necessary expenditures. All purchase requests shall be first submitted to the Park Board for approval to submit to the Board of Aldermen. All moneys shall be deposited in a separate account to the credit of the Willard Park and Recreation for the City and shall be kept separate and apart from all other moneys and accounts of the City of Willard, Missouri.

Section 3. Planning Duties and Responsibilities

- a. Prepare a master plan for the acquisition and development of an adequate system of parks, facilities and recreation programs for the residents of the city of Willard.
- b. Investigate and determine the needs and interests of the community for recreation facilities and programs and provide a recreation program to meet these needs.

Article VII. DUTIES OF OFFICERS

Section 1. President:

- a. The President shall preside at all meetings of the Board. The President shall appoint all committees, represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He/She shall perform the other duties ordinarily performed by that office.
- b. The President of the Board shall present to the Board of Aldermen an annual report. Such report shall be presented at the first Council meeting of July of each year and shall consist of:
 - 1. The condition of their trust as of the first day of July of that year.
 - 2. Any plans under consideration, either short or long-term, for development of the park system.
 - 3. Fee schedules for all programs and such information that would represent the state of the park system.

- c. The President shall prepare or cause to be prepared a manual for each member of the Board including the following information:
 - 1. Copy of ordinance authorizing the park and recreation board.
 - 2. By-Laws of the Board
 - 3. List of fees and charges used by the department
 - 4. Copy of last year's expenses
 - 5. Copy of current annual budget
 - 6. Site plans of each park area owned and operated by the city and a list of their facilities and equipment
 - 7. Salary schedules for employees
 - 8. Copy of last annual report to the Board of Aldermen.
 - 9. Agreements in writing for use of any area or facility not owned by the city.
 - 10. Other reports that may be submitted to the Board
 - 11. Any other information helpful in acquainting new board members of the procedures and operation of the Park Board.

Section 2. Vice President

- a. The Vice-President shall preside over meetings upon the absence of the President.
- b. The Vice-President should assist the President with any and all duties he/she deems necessary.

Section 3. Secretary:

- a. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board. This includes regular and special meetings plus reports of standing committees. The Secretary shall issue or cause to be issued notices of regular and special meeting. All records shall be submitted to the City Clerk as custodian of documents.

Article VIII COMMITTEES

Section 1. Standing Committees; there shall be three standing committees.

- a. Committee on Finance and Programs
- b. Committee on Buildings, Grounds, and Equipment

Section 2. Appointment of Committees

- a. The Standing Committees shall be appointed by the President of the Board at the annual meeting or as soon thereafter as possible and serve until their successors are appointed and qualified.

Section 3. Personnel of Committees

- a. Each committee shall consist of not less than two members of the Board with the Chairman of the committees.

Section 4. Committee Reports

- a. A record of the actions of each committee shall be kept by the chairman of the said committee and shall be reported in writing to the Board at its next meeting for action by the Board.

Section 5 Duties of Committee on Finance and Programs:

- a. This committee shall recommend fees and charges to be used, and shall be responsible for submitting information to be used in preparation of the budget.
- b. The Community Services Director shall be a member of this committee.
- c. This committee shall exercise supervision over all recreation programs within the park system. They shall also plan a program of recreation based on the expressed needs and interests of the community residents and recommend to the Park Board those programs which they feel should be implemented within the available finances and facilities of the Board.

Section 6 Duties of Committee on Buildings, Grounds, and Equipment:

- a. This committee shall exercise supervision over care and control of all buildings, grounds, and equipment, within the park system.
- b. The Director of Development for the City shall be a member of this committee.
- c. The committee shall investigate and determine the need for new facilities and equipment or renovation of existing buildings and equipment and for expansion and improvement.
- d. This committee shall prepare a master plan for acquisition and development of park areas, and make the best possible use of all land under the control of the Board. Landscaping and beautification shall also be charged to this committee.

- e. Landscaping and beautification shall also be charged to this committee. Parking lots, location of new facilities, etc. shall be finalized by this committee for approval by the Park and Recreation Advisory Board before presentation to the Board of Aldermen.

Article IX REMOVAL OF BOARD MEMBER

- Section 1. When a member has been absent or has not performed the duties of that office for three consecutive meetings, that member may forfeit their seat.
- Section 2. The Mayor may, with the consent of a majority of all members of the Board of Aldermen, remove any Park and Recreational Advisory Board member for misconduct or neglect of duty. Any member may also be removed by a two-thirds (2/3) vote of all members of the Board of Aldermen, independently of the Mayor's approval or recommendations.

Article X. AMENDMENTS

- Section 1. These By-Laws may be amended at any regular meeting of the Board by a majority vote of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. By-Laws and amendments to the Park and Recreation Advisory Board By-Laws shall be approved by the Board of Aldermen in order to be fully adopted.

These By-Laws were accepted and approved at
the ____ (Date) ____ Willard Park Board meeting.