

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

December 28, 2010

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
December 28, 2010
7:00 P.M.**

Notice posted on December 24, 2010.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., December 28, 2010, 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. December 17, 2010 Special Meeting
 - b. December 13, 2010 Meeting
- 4) Citizen Input (*5 minute limit per person*)
- 5) Chief Financial Officer Report, Karen Robson
 - a. November Financial Statements
 - b. Audit Update-Per Aldermen Hemphill's request
 - c. Employee Manual Discussion- Per Aldermen Hemphill and Aldermen Simpson's request
 - d. Utility Reminder Notice Mailing Discussion-Per Boards request
 - e. Street Lights Agreement
 - f. Land O' Lakes Agreement
- 6) Discussion of hiring procedure of the Attorney
- 7) Vote of No Confidence of Mayor Schoolcraft-Per Aldermen Vincent's request
 - a. Citizen Input
 - b. Discussion /Vote

- 8) Marcy Gallagher Conditional Use Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 9) Amendment to the R-1 District Permitted Uses and Conditional Uses Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 10) Amendment to the Building and Construction Fees Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 11). Amendment to Section 400.350 of the Land Development Regulations Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 12). 2010 Budget Amendment Ordinance (1st and 2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 13). Amendment to Sections 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), and 400.1510 of the Land Development Regulations Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote
- 14) Department Head's Discussion Session
- 15) Old Business
 - a. Pat Lloyd –Discussion of proposed citizen's committee
- 16) Adjourn open session
- 17) CLOSED SESSION (Chapter 610.021 # 1 Legal and # 3 Personnel)
- 18) Reopen meeting

THE TENTATIVE AGENDA OF THIS MEETING ALSO INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO CHAPTER 610.021 (1) LEGAL, (3) PERSONNEL REVISED STATUTES OF MISSOURI, THE SUNSHINE LAW, AS NOW EXISTING OR HEREAFTER AMENDED.

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.

Dale Duvall, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN SPECIAL MEETING
December 17, 2010
3:45 P.M.**

CITY OF WILLARD
CLERK

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

Also present- City Clerk; Dale Duvall, Chief Financial Officer; Deputy Clerk; Kendra Adams; Karen Robson and Chief of Police; Tom McClain.

Meeting called to order at 3:45 by Mayor Schoolcraft.

Roll Call

Aldermen Simpson-present; Aldermen Hemphill-present; Aldermen Lloyd-present; Mayor Schoolcraft-present; Aldermen Johnson-----; Aldermen Magee-present; and Aldermen Vincent-present.

Utility Department Fees, Cutoffs and Customer Service

Aldermen Vincent stated that he was concerned about the complaints that he is receiving from the citizens regarding the utility billing side of the City. Public Works Director, Justin Reaves told the Board that he would like to do manual reads for the next two months. He stated that he had faith that this would give them time to get the problems fixed. Justin is looking into the pricing to get the software that is created by the same company that makes the meter reading units. The city is using a separate company's software at the present. Aldermen Vincent asked that shut-offs be cancelled for the month of December so that the City could have time to correct the problems.

Motion made by Aldermen Johnson and seconded by Aldermen Hemphill to open citizens input. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Lloyd-Aye; Aldermen Johnson-Aye; Aldermen Magee-Aye; and Aldermen Vincent-Aye. All votes aye. Motion carried.

Citizen Input was opened at this time and there was none.

After Board discussion, a motion was made by Aldermen Vincent and seconded by Aldermen Simpson to temporarily suspend shut-offs for non-payment and or late payments until the suspension is lifted by the Board. At that time, there will be a bulk mailing notifying customers of their pending shut -off, if applicable.

Motion by Aldermen Vincent and seconded by Aldermen Simpson. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye; and Aldermen Vincent-Aye.

Discussion of the Mayor's ability to perform his duties until the end of his term.

Aldermen Vincent asked the Mayor if he was going to be able to perform his duties for the remainder of his term. Aldermen Vincent questioned the Mayor on missed meetings and City events. The Mayor responded that he understood the concern and that he had "been ridiculed" by the Board in the past for being at city hall too often. He stated that he backed off and that it had made things worse for the employees. After further discussion by the Mayor, Aldermen Vincent stated that he still had "no confidence" in Jamie Schoolcraft as Mayor.

Aldermen Vincent tried to make a motion of no confidence, but the city attorney stated that the vote could not be taken due to not being on the agenda.

Aldermen Vincent stated that he would like to bring it up at the next board meeting.

There was discussion by the Board and the Mayor regarding the department heads coming to the Board in open and closed session to speak to the Board.

Closed Session

Motion made by Aldermen Johnson and seconded by Aldermen Simpson to go into closed session to discuss (#1) Legal and (#3) Personnel. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Lloyd-Aye; Aldermen Johnson-Aye; Aldermen Magee-Aye; and Aldermen Vincent-Aye. All votes aye. Motion carried.

Reopen Meeting

Motion made by Aldermen Johnson and seconded by Aldermen Vincent to adjourn the executive session and go into open session. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Johnson-Aye; Aldermen Lloyd-Aye; Aldermen Magee-Aye; and Aldermen Vincent-Aye. All votes aye. Motion carried.

Meeting Adjourned

Meeting adjourned at 6:45.p.m.

Dale Duvall, City Clerk

Jamie Schoolcraft, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
December 13, 2010
7:00 pm**

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

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

Also present: Tom Keltner, Brad Erwin, Brian Orr, Marcy Galligher, Marvin Haley, Richard East, Paul Schmitz Sr., Jim Scriggs, Randy Thomas, Ted Scott, Bryce Lockwood and Paul Hood.

Laura Scott with the Cross Country Times was also present.

Aldermen Magee led the Pledge of Allegiance.

PUBLIC HEARING TO CONSIDER AND RECOMMEND TO THE BOARD OF ALDERMEN, CHANGES TO THE CITY OF THE WILLARD MUNICIPAL CODE BOOK, TITLE IV. LAND USE, CHAPTER 400: LAND DEVELOPMENT REGULATIONS.

Attorney Doug Harpool opened the public hearing.

There was no citizen discussion and the public hearing was closed by Attorney Harpool.

PUBLIC HEARING TO CONSIDER AND RECOMMEND TO THE BOARD OF ALDERMEN, THE ZONING CLASSIFICATION FOR THE ANNEXED LAND OWNED BY WILLARD R-II SCHOOL DISTRICT TO BE USED FOR A TRANSITION HOUSE.

Attorney Doug Harpool opened the public hearing.

There was no citizen discussion and the public hearing was closed by Attorney Harpool.

PUBLIC HEARING TO CONSIDER THE REQUEST FOR A CONDITIONAL USE PERMIT FOR MARCY GALLAGHER AND MARVIN HALEY II, TO PERMIT AN IN HOME DAYCARE AT THEIR RESIDENCE LOCATED AT 605 S. MILLER ROAD WILLARD, MO 65781.

Attorney Doug Harpool opened the public hearing.

There was no citizen discussion and the public hearing was closed by Attorney Harpool.

Call to Order

Aldermen Magee 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-----, Aldermen Johnson-present, Aldermen Magee-present, Aldermen Vincent-present.

Agenda Amendments/Approval of Agenda

Aldermen Simpson asked for an item for discussion of the ordinance in relation to the City Attorney. It was placed as the new # 25 on the agenda. **Motion** made by Aldermen Hemphill and seconded by Aldermen Simpson to approve the agenda with the above addition. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Approve the Minutes of the Regular Meeting on November 8, 2010

Motion made by Aldermen Lloyd and seconded by Aldermen Vincent to approve the minutes of the meeting on November 8, 2010 Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Approve the Minutes of the Special Meeting on November 15, 2010

Motion made by Aldermen Vincent and seconded by Aldermen Hemphill to approve the minutes of the special meeting on November 15, 2010. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Abstained, Aldermen Magee-Aye, Aldermen Vincent-Aye. Five votes aye. One abstention due to absence. Motion carried.

Approve the Minutes of the Special Meeting on November 17, 2010

Motion made by Aldermen Simpson and seconded by Aldermen Johnson to approve the minutes of the special meeting on November 17, 2010. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Citizen Input-Christopher Strong spoke to the Board regarding his frustration over his water/sewer bills and the inconsistencies. He also informed the Board that he had phoned the Mayor and left numerous messages and had never heard back. Aldermen Simpson expressed his concern over the manner in which it was handled. Karen Robson stated that staff would get the meter recertified and that if it was a meter problem that she would look over his bill for the last year and make the proper adjustments. Mr. Strong also spoke of an incident that happened with some brush and trees in the right-of-way that had caused damage to his truck in October. The Mayor had previously stated that Mr. Strong needed to turn the claim into his insurance and that he had done this, but that his insurance would not do anything because it was

below his deductible. The Board asked him to submit the estimate to Karen Robson again.

Pat Strong expressed her frustration over the discontinuance of the shut off notices.

Motion by Aldermen Simpson with a second by Aldermen Vincent to bring the issue of the late notices back to the Board at the next Board meeting. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Gordon Strong spoke to the Board regarding his water/sewer bill and the inconsistencies in his bill totals. Karen told Mr. Strong that she thought that the issues with his water bill were taken care of, but that she would look at his account again.

Purple Heart Association Presentation Four members of the Purple Heart Association presented a check for \$1000.00 to the Veterans Memorial Fund.

Advisor Insurance Agency 2011 Proposed Insurance Renewal Kirk Reisner spoke to the Board regarding the property insurance rates for the year 2011. The Board expressed concern that they had not been notified of other bids on the insurance for the year. **Motion** by Aldermen Lloyd with a second by Aldermen Johnson to approve the bid for the 2011 property insurance for the City. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Nay. Five(5) votes aye. One(1) vote Nay. Motion carried. Aldermen Vincent and Aldermen Hemphill asked the records to reflect that they both approved this only due to time constraints.

Financial Report-CFO Karen Robson

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

November Outstanding Bills Aldermen Hemphill and Aldermen Simpson asked about the invoice for \$975.00 for the email retrieval due to the sunshine request. Aldermen Simpson asked if the person that requested the emails was billed. Karen stated that staff was waiting for direction from the Board. Aldermen Hemphill stated that he believed that the Board had the right to decide to bill the person that made the sunshine request. Aldermen Simpson concurred. Aldermen Vincent stated that he felt that the bills needed to be approved and paid. **Motion** made by Aldermen Vincent and seconded by Aldermen Johnson to pay the outstanding bills. Aldermen Simpson-Nay, Aldermen Hemphill-Nay, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Four votes aye. Two votes Nay. Motion carried.

Safe Room Grant Brian Orr of Toth Engineering and Brad Erwin of Paragon Architecture and spoke to the Board regarding the safe room grant. Aldermen Lloyd stated his concern over the funds. Aldermen Magee asked about the potential donations that had been spoken of by Stacy Winters. Karen informed the Board that staff is working diligently on getting donations. Aldermen Simpson reminded the Board that no monies are being committed at this time. He also informed the Board that if the Board turns this grant down, it will be the second time and that might hurt the chances of getting the grant opportunity again. **Motion** made by Aldermen Simpson and seconded by Aldermen Hemphill to approve moving forward with the grant process. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Nay. Five votes aye. One vote nay. Motion carried.

November Utility Adjustment Report **Motion** made by Aldermen Lloyd and seconded by Aldermen Vincent to approve the report. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six votes aye. Motion carried.

Backhoe Trade After discussion of the Board regarding the necessity of the trade-in, the Board asked Justin Reaves to look into what a warranty would cover if the City keeps the backhoe for another year. This would save the \$6500.00 for trading this one in at this time. This item will be brought back to the Board at the next meeting.

Group Health Insurance Karen Robson explained to the Board that our current medical insurance carrier is deleting their medical insurance division as of 1/1/2011. She informed the Board that she had found out just two weeks the Board discussed their desire to have multiple bids come to them prior to bringing the final bid for approval. **Motion** made by Aldermen Lloyd and seconded by Aldermen Vincent to accept the health insurance bid that was presented. Aldermen Simpson-Nay, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Five votes aye. One vote Nay. Motion carried.

Emergency Purchase for the Lift Station Justin Reaves explained to the Board that a rebuilt pump was purchased for \$8500.00 as opposed to the new pump that would- cost \$15.000. Aldermen Hemphill asked Justin to look into the warranty coverage on a new pump for future reference. **Motion** made by Aldermen Simpson and seconded by Aldermen Johnson to pay the outstanding bills. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six votes aye. Motion carried.

Police Department Report-Chief Tom McClain

Chief Tom McClain asked the Board if there were any questions regarding his report. There were no questions from the Board.

Emergency Management Report-Stacy Winters

Stacy Winters was not present to give his report.

Public Works Report-Justin Reaves

Justin Reaves asked the Board if there were any questions regarding his report. There were no questions from the Board.

Development Report-Randy Brown

Randy Brown asked the Board if there were any questions regarding his report. There were no questions from the Board. Randy Brown informed the Board that Matt Kelley of Freedom Bank had contacted him and they will be bringing their drawings for the permanent bank back to the Board for approval soon.

Parks and Recreation Report-Kevin McDonald

Kevin McDonald asked the Board if there were any questions regarding his report. There were no questions from the Board.

Rezoning for the Willard High School's Transition House Ordinance 1st and 2nd Reading

BILL NO. 10-33

ORDINANCE NO.101213C

AN ORDINANCE APPROVING THE REQUEST FOR ZONING CHANGE OF PROPERTY FROM AN A-1 DISTRICT TO AN R-1 DISTRICT..

Citizen Input for Bill NO. 10-33

There was no citizen input.

Discussion/Approval for Bill NO 10-33

There was no discussion from the Board. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Simpson and seconded by Aldermen Johnson to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Citizen Input for Bill NO. 10-33

There was no citizen input.

Discussion/Approval for Bill NO 10-33

There was no discussion from the Board. Second reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Vincent and seconded by Aldermen Johnson to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Conditional Use permit for Marcy Galligher and Marvin Haley Ordinance 1st Reading

BILL NO. 10-36

ORDINANCE NO. 101228

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A FAMILY DAY CARE HOME IN AN R-1 SINGLE FAMILY RESIDENCE DISTRICT.

Citizen Input for Bill NO. 10-36

Marvin Haley and Marcy Galligher spoke to the Board regarding their request for an in-home daycare conditional use permit.

Discussion/Approval for Bill NO 10-36

Aldermen Simpson stated that he approved of the permit and that he would like to discuss at some point, allowing up to 10 children in a in-home daycare in a R-1. district. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Simpson and seconded by Aldermen Vincent to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Nay, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Five votes aye. One vote Nay. Motion carried.

Open Meetings Policy and Agenda Policy (2nd Reading)

BILL NO. 10-30

ORDINANCE NO. 101213

AN ORDINANCE APPROVING MUNICIPAL CODE AMENDMENTS TO CHAPTER 120 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO THE ORDER OF MEETINGS, RECORDS, AND AGENDA POLICY.

Citizen Input for Bill NO. 10-30

There was no citizen input.

Discussion/Approval for Bill NO 10-30

There was no discussion from the Board. Second reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Vincent and seconded by Aldermen Lloyd to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Order of Business Ordinance 2nd Reading

BILL NO. 10-31

ORDINANCE NO.101213A

AN ORDINANCE AMENDING ORDINANCE NO.100412A APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 110.090 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO ORDER OF BUSINESS.

Citizen Input for Bill NO. 10-31

There was no citizen input.

Discussion/Approval for Bill NO 10-31

There was no discussion from the Board. Second reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Simpson and seconded by Aldermen Johnson to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. All votes aye. Motion carried.

Employee Manual Ordinance 2nd Reading

BILL NO. 10-32

ORDINANCE NO.101213B

AN ORDINANCE AUTHORIZING AND ADOPTING AN EMPLOYEE POLICY MANUAL REGARDING ALL EMPLOYEES OF THE CITY OF WILLARD, MISSOURI.

Citizen Input for Bill NO. 10-32

There was no citizen input.

Discussion/Approval for Bill NO 10-32

Aldermen Simpson and Aldermen Hemphill stated that they believed that the employee manual needed to be gone through page by page by the department heads and the Board. Aldermen Lloyd stated that he wanted it to pass "as is" for now. Second reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Lloyd and seconded by Aldermen Johnson to accept the second reading. Aldermen Simpson-Nay, Aldermen Hemphill-Nay, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Four(4) votes aye. Two (2) votes nay. Motion carried.

2011 Election Ordinance 1st and 2nd Reading

BILL NO. 10-34

ORDINANCE NO.101213D

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

Citizen Input for Bill NO. 10-34

There was no citizen input.

Discussion/Approval for Bill NO 10-34

There was no discussion from the Board. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Lloyd and seconded by Aldermen Vincent to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six(6)votes aye. Motion carried.

Citizen Input for Bill NO. 10-34

There was no citizen input.

Discussion/Approval for Bill NO 10-34

Motion was made by Aldermen Lloyd with a second by Aldermen Vincent to amend the ordinance adding the following verbiage: Section 3. **Filing shall open on December 14, 2010.** The filing deadline to be a candidate for any of the above offices to be filled at said election is 5:00 p.m. on January 18, 2011.**The order in which a name appears on the ballot shall, for those who file on the first day be determined by random drawing and thereafter by the time of filing.**

First reading by title with the above changes was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Johnson and seconded by Aldermen Simpson to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

Citizen Input for Bill NO. 10-34

There was no citizen input.

Discussion/Approval for Bill NO 10-34

There was no discussion from the Board. Second reading by title with the above changes was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Lloyd and seconded by Aldermen Vincent to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

Floodplain Management Ordinance 1st and 2nd Reading

BILL NO. 10-35

ORDINANCE NO.101213E

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 400.1410, SECTION 400.1520(b)(1), AND SECTION 400.1520(d)(1)(c) OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO FLOODPLAIN MANAGEMENT.

Citizen Input for Bill NO. 10-35

There was no citizen input.

Discussion/Approval for Bill NO 10-35

There was no discussion from the Board. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Simpson and seconded by Aldermen Lloyd to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

Citizen Input for Bill NO. 10-35

There was no citizen input.

Discussion/Approval for Bill NO 10-35

There was no discussion from the Board. Second reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Vincent and seconded by Aldermen Simpson to accept the second reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

AMENDMENT TO THE BUILDING AND CONSTRUCTION FEES ORDINANCE

BILL NO. 10-37

ORDINANCE NO.101228A

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 500.330 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO BUILDING AND CONSTRUCTION FEES.

Citizen Input for Bill NO. 10-37

There was no citizen input.

Discussion/Approval for Bill NO 10-37

Randy Brown explained that this was an update to the building and construction fees. Staff is updating the permit software and in doing so found that the schedule needed to be updated. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Lloyd and seconded by Aldermen Simpson to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen

Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye.
Six (6) votes aye. Motion carried.

**AMENDMENT TO THE R-1 DISTRICT PERMITTED USES AND CONDITIONAL USES
ORDINANCE**

BILL NO. 10-38

ORDINANCE NO.101228B

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 400.420(A) AND SECTION 400.420(B) OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO R-1 SINGLE-FAMILY RESIDENCE DISTRICT.

Citizen Input for Bill NO. 10-38

There was no citizen input.

Discussion/Approval for Bill NO 10-38

The Board discussed the details of this ordinance. The ordinance was recommended to the Board by the Planning and Zoning Commission. Aldermen Lloyd stated that he is against this ordinance passing due to the City losing its rights to control the situation in regards to safety. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Simpson and seconded by Aldermen Vincent to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Nay, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Five (5) votes aye. One (1) vote nay. Motion carried.

**AMENDMENT TO 400.350 OF THE LAND DEVELOPMENT REGULATION
ORDINANCE**

BILL NO. 10-39

ORDINANCE NO.101228C

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 400.350 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO AMENDMENTS TO THE LAND DEVELOPMENT REGULATIONS..

Citizen Input for Bill NO. 10-39

There was no citizen input.

Discussion/Approval for Bill NO 10-39

Randy Brown and Dale Duvall explained the changes to the Board. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Lloyd and seconded by Aldermen Vincent to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

AMENDMENT TO SECTIONS 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B),

400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), AND 400.1510 OF THE LAND DEVELOPMENT REGULATIONS.

BILL NO. 10-40

ORDINANCE NO.101228D

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTIONS 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), AND 400.1510 OF THE LAND DEVELOPMENT REGULATIONS.

Citizen Input for Bill NO. 10-40

There was no citizen input.

Discussion/Approval for Bill NO 10-40

Randy Brown and Dale Duvall explained the changes to the Board. First reading by title was conducted by City Clerk, Dale Duvall. **Motion** by Aldermen Vincent and seconded by Aldermen Johnson to accept the first reading. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee-Aye, Aldermen Vincent-Aye. Six (6) votes aye. Motion carried.

ORDINANCE PERTAINING TO FARM ANIMALS WITHIN CITY LIMITS

Citizen Input.

There was no citizen input.

Discussion/Approval

Aldermen Hemphill, Aldermen Simpson and Doug Harpool discussed why the ordinance was being brought to the Board without the knowledge of the Board. Doug Harpool discussed the ordinance. First read by title only was conducted by City Clerk, Dale Duvall. The motion died due to a lack of a motion.

The Attorney Ordinance

Aldermen Simpson proposed that the attorney ordinance be changed to be the way it was prior to the current ordinance. He would like the attorney position to be put out for applications/bids at yearly intervals. The Board would then vote on the attorney from the applicants. Aldermen Simpson stated that he would like this done within 30 days of the election date each April. Attorney Harpool stated that by state statute the Mayor is the only person that can appoint a new one. The Board then votes on the Mayor's appointment. After discussion Doug Harpool stated that he would type something up for the Board to look at.

Old Business

Randy Brown spoke to the Board about the floodplain situation on Arrowhead Drive. He spoke with Justin Reaves to see if Public Works could fix the problem in-house, so as to help these residents that are impacted by this problem. Doug Harpool stated that his office will look into the legalities of the situation.

Aldermen Simpson spoke to the Board regarding his request to bring the department heads into speak to the Board. Aldermen Vincent asked if it needed to be in closed session. Attorney Harpool stated that he will look into the perimeters of the questions and see how this can be done.

Motion was made by Aldermen Simpson that the department heads be asked to come into closed session (one department head at each meeting), and discuss anything that they would like to speak to the Board about. Aldermen Vincent asked that it be optional. Aldermen Hemphill suggested that he would like it to be mandatory. The employees would be clarifying their job title and description and discuss any ideas that they have to help the City run more smoothly. If they wanted to discuss problems with other employees that it could be taken into closed session. Aldermen Simpson's motion was seconded by Aldermen Hemphill to have the department heads come to speak to the Board in open/closed session regarding any ideas and or suggestions. The attorney will come up with a guideline of questions to distribute to the department heads. Aldermen Simpson-Aye, Aldermen Hemphill-Aye, Aldermen Lloyd-Nay, Aldermen Johnson-Nay, Aldermen Magee-Aye, Aldermen Vincent-Aye. Four (4) votes aye. Two (2) votes nay. Motion carried.

The City Clerk asked if there was any business for closed session and the Board stated that there was none.

Adjourn

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

Meeting adjourned.

Dale Duvall, City Clerk

Tim Magee, Board President
Acting as Mayor

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5a
Chief Financial Officer, Karen Robson

NOVEMBER FINANCIAL STATEMENTS: APPROVAL NEEDED

Attached are the November Financial Statements.

Please approve.

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
November 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 5,200.43	
CASH IN BANK - MID-MISSOURI BANK	19,438.25	
CASH IN BANK - CD'S	73,473.24	
CASH IN BANK - COURT	-20.49	
CASH IN BANK - JIS	2,513.47	
CASH IN REPURCHASE AGREEMENT	11,617.80	
TAXES RECEIVABLE	140,632.11	
PETTY CASH	367.00	
DUE FROM RECREATION FUND	401,471.69	
TOTAL ASSETS		\$ 654,693.50

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 1,679.00	
COURT TRAINING ESCROW	1,001.88	
ESCROW ACCOUNT	8,871.50	
DUE TO WATER/SEWER FUND	296,274.39	
DUE TO RECREATION FUND	.00	
TOTAL LIABILITIES		\$ 307,826.77

EQUITY

FUND BALANCE	\$ 368,313.62	
NET INCOME -LOSS	-21,446.89	
TOTAL FUND EQUITY		\$ 346,866.73

TOTAL LIABILITIES AND EQUITY	\$ 654,693.50

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
REVENUES							
ASSET SALES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING PERMITS	9000.00	230.00	750.00	10553.77	8250.00	2303.77	1553.77
CABLE TV FRANCHISE FEES	19000.00	0.00	1583.33	14781.18	17416.63	-2635.45	-4218.82
COUNTY ROAD AND BRIDGE TA	27000.00	0.00	2250.00	26725.13	24750.00	1975.13	-274.87
ELECTRIC FRANCHISE FEES	172500.00	15361.46	14375.00	189599.05	158125.00	31474.05	17099.05
FINANCIAL INSTITUTION TAX	100.00	0.00	8.33	0.10	91.63	-91.53	-99.90
GAS FRANCHISE FEES	68000.00	2049.26	5666.67	39537.84	62333.37	-22795.53	-28462.16
GRANT REVENUES	65000.00	0.00	5416.67	94592.93	59583.37	35009.56	29592.93
INTEREST INCOME	2000.00	18.13	166.67	1595.92	1833.37	-237.45	-404.08
LAW ENFORCEMENT SALES TAX	45000.00	1979.00	3750.00	19790.00	41250.00	-21460.00	-25210.00
MERCHANTS LICENSES	2200.00	37.50	183.33	2232.50	2016.63	215.87	32.50
MISCELLANEOUS	9000.00	178.00	750.00	10621.98	8250.00	2371.98	1621.98
MOBILE PHONE LEASE FEES	55000.00	3086.00	4583.33	46234.02	50416.63	-4182.61	-8765.98
MOTOR VEHICLE TAXES	117500.00	10273.93	9791.67	111847.08	107708.37	4138.71	-5652.92
PLANNING AND ZONING	20000.00	318.50	1666.67	23117.54	18333.37	4784.17	3117.54
REAL ESTATE TAXES	175000.00	-3871.96	14583.33	145564.93	160416.63	-14851.70	-29435.07
SALES & USE TAX REVENUES	400000.00	13987.35	33333.33	328056.78	366666.63	-38609.85	-71943.22
SALES TAX - CAP IMP	0.00	6580.69	0.00	22548.28	0.00	22548.28	22548.28
STATE LET ACCOUNT	500.00	0.00	41.67	606.71	458.37	148.34	106.71
TRAFFIC COURT FINES	80000.00	11224.30	6666.67	97779.98	73333.37	24446.61	17779.98
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	\$ 1266800.00	\$ 61452.16	\$ 105566.67	\$ 1185785.72	\$ 1161233.37	\$ 24552.35	\$ -81014.28

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 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	<--><--> BUDGET	YEAR TO DATE BALANCE	<--><--> BUDGET	BUDGET TO DATE OVER/UNDER	<--><--> TO DATE UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1750.00	\$ 0.00	\$ 145.83	\$ 1074.00	\$ 1604.13	\$ 530.13	\$ 676.00
AUDIT FEE	2500.00	0.00	208.33	1407.03	2291.63	884.60	1092.97
BUILDING MAINTENANCE (GCG)	0.00	0.00	0.00	48.95	0.00	-48.95	-48.95
CAPITAL ASSET EXPENDITURE	4500.00	197.30	375.00	4157.24	4125.00	-32.24	342.76
CONTRACT LABOR	3500.00	4306.20	291.67	10204.87	3208.37	-6996.50	-6704.87
DUES AND SUBSCRIPTIONS	1000.00	40.00	83.33	2147.25	916.63	-1230.62	-1147.25
ELECTION EXPENSE	2100.00	46.76	175.00	2853.32	1925.00	-928.32	-753.32
ENGINEERING EXPENSE	2500.00	0.00	208.33	0.00	2291.63	2291.63	2500.00
GROUP INSURANCE	22000.00	2123.56	1833.33	20421.92	20166.63	-255.29	1578.08
INSURANCE	6500.00	5783.00	541.67	12447.78	5958.37	-6489.41	-5947.78
LEGAL	30000.00	3201.75	2500.00	35065.09	27500.00	-7565.09	-5065.09
PROFESSIONAL (GCG)	7500.00	663.65	625.00	11737.87	6875.00	-4862.87	-4237.87
MISCELLANEOUS EXPENSE	1000.00	0.00	83.33	379.32	916.63	537.31	620.68
OFFICE SUPPLIES	8000.00	696.71	666.67	10033.02	7333.37	-2699.65	-2033.02
PAYROLL TAXES	4820.00	175.18	401.67	5346.17	4418.37	-927.80	-526.17
REPAIRS AND MAINTENANCE	1500.00	0.00	125.00	1800.73	1375.00	-425.73	-300.73
RETIREMENT PLAN	6000.00	717.12	500.00	8303.34	5500.00	-2803.34	-2303.34
SALARIES	63000.00	2290.00	5250.00	69885.00	57750.00	-12135.00	-6885.00
SPECIAL EVENT	1000.00	0.00	83.33	0.00	916.63	916.63	1000.00
SUPPLIES	5000.00	254.35	416.67	4211.97	4583.37	371.40	788.03
TELEPHONE	7500.00	100.00	625.00	9555.91	6875.00	-2680.91	-2055.91
TRAVEL AND TRAINING	1500.00	0.00	125.00	2509.86	1375.00	-1134.86	-1009.86
UTILITIES-ELECTRIC (GCG)	4000.00	362.75	333.33	4354.24	3666.63	-687.61	-354.24
UTILITIES-GAS (GCG)	3000.00	0.00	250.00	1263.76	2750.00	1486.24	1736.24
UTILITIES-OTHER (GCG)	1000.00	40.53	83.33	513.76	916.63	402.87	486.24
VEHICLE EXPENSES-GAS	1500.00	57.15	125.00	57.15	1375.00	1317.85	1442.85
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	214.33	916.63	702.30	785.67
TOTAL GENERAL CITY EXPE	\$ 193670.00	\$ 21056.01	\$ 16139.15	\$ 219993.88	\$ 177530.65	\$ -42463.23	\$ -26323.88

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
LAW AND PUBLIC SAFETY:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
BUILDING MAINTENANCE (LAW)	1000.00	0.00	83.33	606.10	916.63	310.53	393.90
CAPITAL ASSET EXPENDITURE	6500.00	197.30	541.67	17972.06	5958.37	-12013.69	-11472.06
CONTRACT LABOR	250.00	1201.00	20.83	1362.99	229.13	-1133.86	-1112.99
CVC FEES PAID	7500.00	397.46	625.00	5366.69	6875.00	1508.31	2133.31
COURT AUTOMATION FEES	0.00	390.21	0.00	5261.83	0.00	-5261.83	-5261.83
DARE	1000.00	0.00	83.33	996.44	916.63	-79.81	3.56
DUES AND SUBSCRIPTIONS	750.00	0.00	62.50	874.50	687.50	-187.00	-124.50
GROUP INSURANCE	55400.00	3548.96	4616.67	51697.45	50783.37	-914.08	3702.55
INSURANCE	21000.00	8216.00	1750.00	21662.34	19250.00	-2412.34	-662.34
INTEREST EXPENSE (LAW)	3450.00	0.00	287.50	18450.00	3162.50	-15287.50	-15000.00
LEASE PAYMENTS (LAW)	29000.00	0.00	2416.67	14000.00	26583.37	12583.37	15000.00
LEGAL AND PROFESSIONAL	30000.00	1943.75	2500.00	27872.75	27500.00	-372.75	2127.25
PROFESSIONAL (LAW)	7500.00	1307.78	625.00	12999.79	6875.00	-6124.79	-5499.79
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-60.00	0.00	60.00	60.00
OFFICE EXPENSE (LAW)	3300.00	412.28	275.00	3822.48	3025.00	-797.48	-522.48
PAYROLL TAXES	32000.00	2447.54	2666.67	27234.27	29333.37	2099.10	4765.73
POST FUND	750.00	55.74	62.50	752.69	687.50	-65.19	-2.69
REPAIRS AND MAINTENANCE	15000.00	137.70	1250.00	11601.26	13750.00	2148.74	3398.74
RETIREMENT PLAN	21000.00	631.81	1750.00	15683.50	19250.00	3566.50	5316.50
SALARIES	395000.00	31994.21	32916.67	360133.89	362083.37	1949.48	34866.11
SPECIAL EVENT EXPENSE	0.00	0.00	0.00	142.20	0.00	-142.20	-142.20
SUPPLIES	9000.00	98.76	750.00	5984.33	8250.00	2265.67	3015.67
TELEPHONE	8300.00	319.43	691.67	10559.34	7608.37	-2950.97	-2259.34
TRAVEL AND TRAINING	5000.00	0.00	416.67	2535.53	4583.37	2047.84	2464.47
UNIFORMS	7150.00	0.00	595.83	7150.00	6554.13	-595.87	0.00
UTILITIES-ELECTRIC (LAW)	3000.00	316.36	250.00	3470.02	2750.00	-720.02	-470.02
UTILITIES-GAS (LAW)	3800.00	0.00	316.67	2484.83	3483.37	998.54	1315.17
UTILITIES-OTHER (LAW)	1000.00	193.57	83.33	467.31	916.63	449.32	532.69
VEHICLE EXPENSES-GAS	22000.00	2195.26	1833.33	25024.69	20166.63	-4858.06	-3024.69
VEHICLE EXPENSE-OTHER	14000.00	1770.85	1166.67	9326.40	12833.37	3506.97	4673.60
TOTAL LAW AND SAFETY EX	\$ 703650.00	\$ 57775.97	\$ 58637.51	\$ 665435.68	\$ 645012.61	\$ -20423.07	\$ 38214.32

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 144.00	\$ 0.00	\$ -144.00	\$ -144.00
CAPITAL ASSET EXPENDITURE	10000.00	0.00	833.33	1108.70	9166.63	8057.93	8891.30
CONTRACT LABOR	1500.00	1201.00	125.00	4161.00	1375.00	-2786.00	-2661.00
GROUP INSURANCE	10000.00	866.12	833.33	3962.54	9166.63	5204.09	6037.46
INSURANCE	3250.00	1521.00	270.83	4658.92	2979.13	-1679.79	-1408.92
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	10000.00	0.00	-10000.00	-10000.00
PAVING	32500.00	0.00	2708.33	1128.99	29791.63	28662.64	31371.01
PARKWAY PROJECT	0.00	0.00	0.00	21.99	0.00	-21.99	-21.99
PAYROLL TAXES	3500.00	91.80	291.67	3457.80	3208.37	-249.43	42.20
REPAIRS AND MAINTENANCE	4000.00	0.00	333.33	4157.12	3666.63	-490.49	-157.12
RETIREMENT PLAN	2350.00	-481.57	195.83	-7075.98	2154.13	9230.11	9425.98
SALARIES	41600.00	1200.00	3466.67	45200.00	38133.37	-7066.63	-3600.00
STORM WATER IMPROVEMENTS	5000.00	0.00	416.67	0.00	4583.37	4583.37	5000.00
STREET LIGHTS	50000.00	4507.14	4166.67	46445.92	45833.37	-612.55	3554.08
SUPPLIES	12000.00	1836.37	1000.00	12778.51	11000.00	-1778.51	-778.51
TREE MAINTENANCE (ST)	6400.00	0.00	533.33	0.00	5866.63	5866.63	6400.00
UTILITIES-ELECTRIC (ST)	1900.00	339.70	158.33	2758.00	1741.63	-1016.37	-858.00
UTILITIES-GAS (ST)	2750.00	0.00	229.17	126.16	2520.87	2394.71	2623.84
UTILITIES-OTHER (ST)	4400.00	0.00	366.67	5086.96	4033.37	-1053.59	-686.96
VEHICLE EXPENSES-GAS	5000.00	1177.26	416.67	8446.20	4583.37	-3862.83	-3446.20
VEHICLE EXPENSE-OTHER	3000.00	-521.88	250.00	3687.95	2750.00	-937.95	-687.95
TOTAL STREET EXPENSES	\$ 199150.00	\$ 11736.94	\$ 16595.83	\$ 150254.78	\$ 182554.13	\$ 32299.35	\$ 48895.22

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
PLANNING & DEVELOPMENT							
CONTRACT LABOR (P&D)	10000.00	1216.00	833.33	11652.00	9166.63	-2485.37	-1652.00
DUES & SUBSCRIPTIONS (P&D)	0.00	0.00	0.00	8.33	0.00	-8.33	-8.33
GROUP INSURANCE (P&D)	4500.00	460.45	375.00	3643.43	4125.00	481.57	856.57
PROFESSIONAL	10000.00	60.00	833.33	3826.20	9166.63	5340.43	6173.80
MISCELLANEOUS (P&D)	55000.00	0.00	4583.33	78375.00	50416.63	-27958.37	-23375.00
OFFICE SUPPLIES (P&D)	500.00	0.00	41.67	398.61	458.37	59.76	101.39
PAYROLL TAXES (P&D)	2300.00	275.20	191.67	5012.52	2108.37	-2904.15	-2712.52
REPAIRS/MAINTENANCE (P&D)	1000.00	0.00	83.33	718.16	916.63	198.47	281.84
RETIREMENT (P&D)	1700.00	273.41	141.67	2449.94	1558.37	-891.57	-749.94
SALARIES (P&D)	30000.00	3597.50	2500.00	41370.65	27500.00	-13870.65	-11370.65
STORMWATER/PLANNING	6000.00	24.20	500.00	785.22	5500.00	4714.78	5214.78
TELEPHONE (P&D)	1300.00	61.73	108.33	988.96	1191.63	202.67	311.04
TRAVEL & TRAINING (P&D)	250.00	95.00	20.83	245.00	229.13	-15.87	5.00
VEHICLE EXPENSE-GAS	750.00	0.00	62.50	20.00	687.50	667.50	730.00
VEHICLE EXPENSE-OTHER	750.00	0.00	62.50	259.14	687.50	428.36	490.86
TOTAL P & D EXPENSES	\$ 124050.00	\$ 6063.49	\$ 10337.49	\$ 149753.16	\$ 113712.39	\$ -36040.77	\$ -25703.16
EMERGENCY MANAGEMENT							
GROUP INSURANCE (EM)	0.00	0.00	0.00	94.47	0.00	-94.47	-94.47
LEGAL (EM)	0.00	0.00	0.00	665.00	0.00	-665.00	-665.00
PROFESSIONAL (EM)	1000.00	0.00	83.33	466.43	916.63	450.20	533.57
OFFICE SUPPLIES (EM)	350.00	0.00	29.17	258.83	320.87	62.04	91.17
PAYROLL TAXES (EM)	1530.00	89.59	127.50	1831.81	1402.50	-429.31	-301.81
REPAIRS/MAINTENANCE (EM)	0.00	0.00	0.00	1976.17	0.00	-1976.17	-1976.17
SALARIES (EM)	20000.00	1171.20	1666.67	14922.03	18333.37	3411.34	5077.97
SUPPLIES (EM)	2000.00	143.82	166.67	1020.97	1833.37	812.40	979.03
TELEPHONE (EM)	1000.00	-36.92	83.33	12.07	916.63	904.56	987.93
TRAVEL & TRAINING (EM)	550.00	0.00	45.83	547.33	504.13	-43.20	2.67
VEHICLE EXPENSE-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMERGENCY MGMT EX	\$ 26430.00	\$ 1367.69	\$ 2202.50	\$ 21795.11	\$ 24227.50	\$ 2432.39	\$ 4634.89
TOTAL EXPENDITURES	\$ 1246950.00	\$ 98000.10	\$ 103912.48	\$ 1207232.61	\$ 1143037.28	\$ -64195.33	\$ 39717.39
NET INCOME -LOSS	\$ 19850.00	\$ -36547.94	\$ 1654.19	\$ -21446.89	\$ 18196.09	\$ -39642.98	\$ -41296.89

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
November 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 55,826.42
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	42,473.91
WATER/SEWER FUND TDOA	90,166.86
CASH - REVENUE BOND ESCROW	50,219.53
CASH - WATER PRINCIPAL AND INTEREST	454,179.95
CASH IN REPURCHASE AGREEMENT	34,915.92
CASH-WW/SS PRINCIPAL & INTEREST	175,651.51
DUE FROM GENERAL FUND	296,274.39
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	179.47
RECEIVABLE - FIRE DEPT	100,000.00
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	77,059.53
TOTAL CURRENT ASSETS	\$ 2,034,624.91

FIXED ASSETS

LAND	\$ 205,894.58
EQUIPMENT	633,074.74
SEWER SYSTEM	5,123,389.05
ACCUMULATED DEPRECIATION	-95,777.11
WATER SYSTEM	4,191,160.84
ACCUMULATED DEPRECIATION	-2,928,017.06
NET FIXED ASSETS	\$ 7,129,725.04
TOTAL ASSETS	\$ 9,164,349.95

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
WATER AND SEWER FUND
November 30, 2010

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$.00	
SALES TAX PAYABLE	2,520.61	
MISSOURI PRIMACY TAX	165.62	
WATER POLLUTION SERVICE CONNECTION FEE	1,725.74	
CUSTOMER DEPOSITS	144,366.76	
DUE TO RECREATION FUND	3,252.76	
REVENUE BONDS PAYABLE	-60,000.00	
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		\$ 3,050,847.55

EQUITY

CONT. CAPITAL - FED & STATE	\$.00	
RETAINED EARNINGS	5,501,364.07	
NET INCOME -LOSS	612,138.33	
TOTAL FUND EQUITY		\$ 6,113,502.40
TOTAL LIABILITIES AND EQUITY		\$ 9,164,349.95

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 11 month period ended November 30, 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	125000.00	0.00	10416.67	0.00	114583.37	-114583.37	-125000.00
INTEREST INCOME	3000.00	252.09	250.00	3284.49	2750.00	534.49	284.49
METER INSTALLATIONS	15000.00	0.00	1250.00	18331.00	13750.00	4581.00	3331.00
MISCELLANEOUS INCOME	1000.00	0.00	83.33	3007.74	916.63	2091.11	2007.74
PENALTY INCOME	25000.00	2994.63	2083.33	35905.51	22916.63	12988.88	10905.51
TRASH INCOME	130000.00	12830.74	10833.33	127705.64	119166.63	8539.01	-2294.36
WATER SALES - COMMERCIAL	38000.00	3477.24	3166.67	34694.11	34833.37	-139.26	-3305.89
WATER SALES - RESIDENTIAL	700000.00	59163.66	58333.33	685537.84	641666.63	43871.21	-14462.16
TOTAL REVENUES	\$ 1037000.00	\$ 78718.36	\$ 86416.66	\$ 908466.33	\$ 950583.26	\$ -42116.93	\$ -128533.67
EXPENSES							
ADVERTISING	\$ 1000.00	\$ 0.00	\$ 83.33	\$ 693.50	\$ 916.63	\$ 223.13	\$ 306.50
AUDIT	4000.00	2535.50	333.33	10077.55	3666.63	-6410.92	-6077.55
BUILDING MAINTENANCE (WAT	0.00	0.00	0.00	17.95	0.00	-17.95	-17.95
CONTRACT LABOR	6500.00	3855.65	541.67	9592.65	5958.37	-3634.28	-3092.65
DEPRECIATION	105600.00	8707.01	8800.00	166307.43	96800.00	-69507.43	-60707.43
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	187.06	458.37	271.31	312.94
FISCAL AGENT FEES	2000.00	0.00	166.67	783.86	1833.37	1049.51	1216.14
GROUP INSURANCE	25300.00	1326.86	2108.33	26949.93	23191.63	-3758.30	-1649.93
INSURANCE	18000.00	6390.00	1500.00	12961.86	16500.00	3538.14	5038.14
INTEREST EXPENSE	62325.00	0.00	5193.75	62817.83	57131.25	-5686.58	-492.83
AMORTIZATION OF 2002 COI	0.00	0.00	0.00	1152.84	0.00	-1152.84	-1152.84
LEGAL AND PROFESSIONAL	5000.00	0.00	416.67	4007.50	4583.37	575.87	992.50
PROFESSIONAL (WATER)	15000.00	778.45	1250.00	10207.26	13750.00	3542.74	4792.74
MISCELLANEOUS EXPENSE	1500.00	129.50	125.00	-88880.65	1375.00	90255.65	90380.65
OFFICE SUPPLIES	12000.00	1934.60	1000.00	19684.65	11000.00	-8684.65	-7684.65
PAYROLL TAXES	15000.00	1186.73	1250.00	11522.11	13750.00	2227.89	3477.89
PROJECT SUPPLIES (WATER)	0.00	0.00	0.00	-85821.46	0.00	85821.46	85821.46
REPAIRS AND MAINTENANCE	60000.00	1174.00	5000.00	78395.36	55000.00	-23395.36	-18395.36
RETIREMENT PLAN	13970.00	668.60	1164.17	10424.95	12805.87	2380.92	3545.05
SALARIES	230000.00	15512.98	19166.67	165324.57	210833.37	45508.80	64675.43
SALARIES-OVERTIME	5000.00	0.00	416.67	600.65	4583.37	3982.72	4399.35
SUPPLIES	40000.00	4661.50	3333.33	48531.43	36666.63	-11864.80	-8531.43
SUPPLIES - PROJECT	75000.00	0.00	6250.00	-356099.26	68750.00	424849.26	431099.26
TRASH EXPENSE	120000.00	33789.38	10000.00	116962.22	110000.00	-6962.22	3037.78
TRAVEL AND TRAINING	2500.00	292.50	208.33	1850.61	2291.63	441.02	649.39
UTILITIES-ELECTRIC (WATER	47500.00	5415.80	3958.33	56175.64	43541.63	-12634.01	-8675.64
UTILITIES-OTHER (WATER)	5000.00	152.50	416.67	3096.05	4583.37	1487.32	1903.95
VEHICLE EXPENSES-GAS	10000.00	496.94	833.33	8812.55	9166.63	354.08	1187.45
VEHICLE EXPENSE-OTHER	3000.00	513.47	250.00	2368.15	2750.00	381.85	631.85
TOTAL EXPENSES	\$ 885695.00	\$ 89521.97	\$ 73807.92	\$ 298704.79	\$ 811887.12	\$ 513182.33	\$ 586990.21
NET INCOME -LOSS	\$ 151305.00	\$ -10803.61	\$ 12608.74	\$ 609761.54	\$ 138696.14	\$ 471065.40	\$ 458456.54

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 11 month period ended November 30, 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	125000.00	0.00	10416.67	0.00	114583.37	-114583.37	-125000.00
HOOK-UP FEES RECEIVED (SE	30000.00	0.00	2500.00	20000.00	27500.00	-7500.00	-10000.00
INTEREST INCOME	3000.00	97.59	250.00	2003.50	2750.00	-746.50	-996.50
MISCELLANEOUS INCOME	1000.00	0.00	83.33	0.00	916.63	-916.63	-1000.00
PENALTY INCOME	39000.00	1939.44	3250.00	26431.70	35750.00	-9318.30	-12568.30
SEWER SALES	780000.00	69027.67	65000.00	758205.07	715000.00	43205.07	-21794.93
TOTAL REVENUES	\$ 978000.00	\$ 71064.70	\$ 81500.00	\$ 806640.27	\$ 896500.00	\$ -89859.73	\$ -171359.73
EXPENSES							
ADVERTISING	\$ 400.00	\$ 0.00	\$ 33.33	\$ 321.50	\$ 366.63	\$ 45.13	\$ 78.50
AUDIT	4000.00	2535.50	333.33	10077.55	3666.63	-6410.92	-6077.55
BUILDING MAINTENANCE (SEW	0.00	0.00	0.00	35.90	0.00	-35.90	-35.90
CONTRACT LABOR	7500.00	3841.95	625.00	9519.45	6875.00	-2644.45	-2019.45
DEPRECIATION	134000.00	11159.10	11166.67	185880.40	122833.37	-63047.03	-51880.40
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	187.06	458.37	271.31	312.94
FISCAL AGENT FEES	3000.00	0.00	250.00	2283.85	2750.00	466.15	716.15
GROUP INSURANCE	25300.00	1326.87	2108.33	27084.27	23191.63	-3892.64	-1784.27
HOOK-UP EXPENSE (SEWER)	7500.00	0.00	625.00	0.00	6875.00	6875.00	7500.00
INSURANCE	18000.00	4260.00	1500.00	10840.06	16500.00	5659.94	7159.94
INTEREST EXPENSE	80600.00	0.00	6716.67	85547.81	73883.37	-11664.44	-4947.81
AMORTIZATION OF 2002 COI	0.00	0.00	0.00	8564.40	0.00	-8564.40	-8564.40
LEGAL AND PROFESSIONAL	3500.00	0.00	291.67	3755.50	3208.37	-547.13	-255.50
PROFESSIONAL (SEWER)	8000.00	778.46	666.67	47638.16	7333.37	-40304.79	-39638.16
MISCELLANEOUS EXPENSE	1500.00	0.00	125.00	-90180.06	1375.00	91555.06	91680.06
OFFICE SUPPLIES	10000.00	1930.93	833.33	18742.27	9166.63	-9575.64	-8742.27
PAYROLL TAXES	15000.00	1186.73	1250.00	11522.10	13750.00	2227.90	3477.90
REPAIRS AND MAINTENANCE	20000.00	33.18	1666.67	21480.56	18333.37	-3147.19	-1480.56
RETIREMENT PLAN	14300.00	668.60	1191.67	10424.94	13108.37	2683.43	3875.06
SALARIES	230000.00	15512.99	19166.67	165324.57	210833.37	45508.80	64675.43
SALARIES-OVERTIME	3000.00	0.00	250.00	600.64	2750.00	2149.36	2399.36
SPRINGFIELD SEWER CHARGES	230000.00	0.00	19166.67	182152.10	210833.37	28681.27	47847.90
SUPPLIES	25000.00	22964.91	2083.33	24774.45	22916.63	-1857.82	225.55
SUPPLIES - PROJECT	75000.00	0.00	6250.00	449.25	68750.00	68300.75	74550.75
TRAVEL AND TRAINING	2000.00	292.50	166.67	1255.63	1833.37	577.74	744.37
UTILITIES-ELECTRIC (SEWER	43000.00	3600.58	3583.33	43480.67	39416.63	-4064.04	-480.67
UTILITIES-OTHER (SEWER)	9000.00	859.36	750.00	11111.21	8250.00	-2861.21	-2111.21
VEHICLE EXPENSE-GAS	10000.00	496.94	833.33	8092.97	9166.63	1073.66	1907.03
VEHICLE EXPENSE-OTHER	3000.00	468.99	250.00	3296.27	2750.00	-546.27	-296.27
TOTAL EXPENSES	\$ 983100.00	\$ 71917.59	\$ 81925.01	\$ 804263.48	\$ 901175.11	\$ 96911.63	\$ 178836.52
NET INCOME -LOSS	\$ -5100.00	\$ -852.89	\$ -425.01	\$ 2376.79	\$ -4675.11	\$ 7051.90	\$ 7476.79

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
November 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$	-6,191.51	
RESTRICTED CASH		7,614.75	
PARK FUND TDOA		12,821.47	
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	\$		363,180.33

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LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$	.00	
DUE TO GENERAL FUND		401,471.69	
DUE TO WATER/SEWER FUND		16,552.14	
MID-MISSOURI BANK		200,000.00	
TOTAL LIABILITIES			\$ 618,023.83

EQUITY

FUND BALANCE	\$	1,988,790.22	
NET INCOME -LOSS		-2,243,633.72	
TOTAL FUND EQUITY			\$ - 254,843.50

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TOTAL LIABILITIES AND EQUITY	\$		363,180.33
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UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	--> <-- CURRENT BALANCE	BUDGET	YEAR TO DATE BALANCE	BUDGET	--> <-- BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 12000.00	\$ 570.00	\$ 1000.00	\$ 12318.90	\$ 11000.00	\$ 1318.90	\$ 318.90
ADVERTISING INCOME	20000.00	1680.00	1666.67	17241.50	18333.37	-1091.87	-2758.50
COMMUNITY BUILDING	0.00	0.00	0.00	-2015.00	0.00	-2015.00	-2015.00
CONCESSION INCOME	55000.00	1489.30	4583.33	37537.29	50416.63	-12879.34	-17462.71
FOURTH OF JULY	5000.00	0.00	416.67	1621.90	4583.37	-2961.47	-3378.10
INTEREST INCOME	1000.00	2.09	83.33	1179.34	916.63	262.71	179.34
MISCELLANEOUS INCOME	5000.00	2075.00	416.67	14888.81	4583.37	10305.44	9888.81
PARK FEES	3500.00	250.00	291.67	2153.34	3208.37	-1055.03	-1346.66
REAL ESTATE TAXES	53265.00	7904.95	4438.75	59384.57	48826.25	10558.32	6119.57
FACILITY INCOME	25000.00	3077.50	2083.33	29745.00	22916.63	6828.37	4745.00
SALES TAX	440000.00	24670.74	36666.67	375105.35	403333.37	-28228.02	-64894.65
SALES TAX - CAP IMP	185100.00	0.00	15425.00	96888.69	169675.00	-72786.31	-88211.31
SWIM POOL INCOME	95000.00	0.00	7916.67	104778.55	87083.37	17695.18	9778.55
YOUTH PROGRAMS	200000.00	2115.50	16666.67	111706.09	183333.37	-71627.28	-88293.91
TOTAL REVENUES	\$ 1099865.00	\$ 43835.08	\$ 91655.43	\$ 862534.33	\$ 1008209.73	\$ -145675.40	\$ -237330.67

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 11 month period ended November 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> TO DATE UNEXPENDED
EXPENDITURES							
ADVERTISING	\$ 4500.00	\$ 25.00	\$ 375.00	\$ 2929.00	\$ 4125.00	\$ 1196.00	\$ 1571.00
BUILDING MAINTENANCE (PAR	5000.00	0.00	416.67	5183.28	4583.37	-599.91	-183.28
CAPITAL ASSET EXPENDITURE	2000.00	197.30	166.67	2001514.22	1833.37	-1999680.85	-1999514.22
CHEMICALS	18000.00	0.00	1500.00	9065.84	16500.00	7434.16	8934.16
CONCESSIONS	35000.00	1091.14	2916.67	22628.71	32083.37	9454.66	12371.29
CONTRACT LABOR	15000.00	3593.72	1250.00	18497.21	13750.00	-4747.21	-3497.21
DUES AND SUBSCRIPTIONS	350.00	0.00	29.17	429.00	320.87	-108.13	-79.00
EQUIPMENT-SPORTS (PARK)	0.00	554.50	0.00	554.50	0.00	-554.50	-554.50
FIREWORKS	8000.00	0.00	666.67	6941.56	7333.37	391.81	1058.44
FISCAL AGENT FEES	4500.00	750.00	375.00	4200.00	4125.00	-75.00	300.00
GROUP INSURANCE	22850.00	3163.93	1904.17	30162.86	20945.87	-9216.99	-7312.86
INSURANCE	18000.00	4260.00	1500.00	21916.74	16500.00	-5416.74	-3916.74
INTEREST EXPENSE	215000.00	130844.86	17916.67	317348.16	197083.37	-120264.79	-102348.16
LANDSCAPING	250.00	0.00	20.83	541.25	229.13	-312.12	-291.25
LEASE PAYMENTS	250000.00	0.00	20833.33	167811.00	229166.63	61355.63	82189.00
LEGAL	3000.00	0.00	250.00	2401.00	2750.00	349.00	599.00
PROFESSIONAL	7500.00	173.99	625.00	11721.05	6875.00	-4846.05	-4221.05
MISCELLANEOUS EXPENSE	1500.00	0.00	125.00	1056.14	1375.00	318.86	443.86
OFFICE SUPPLIES	8000.00	680.10	666.67	8900.41	7333.37	-1567.04	-900.41
PAYROLL TAXES	29500.00	1583.38	2458.33	24204.73	27041.63	2836.90	5295.27
REPAIRS AND MAINTENANCE	12000.00	556.98	1000.00	10055.08	11000.00	944.92	1944.92
RETIREMENT PLAN	5800.00	879.08	483.33	7271.70	5316.63	-1955.07	-1471.70
SALARIES	145000.00	14325.45	12083.33	151879.14	132916.63	-18962.51	-6879.14
SALARIES-SEASONAL	150000.00	6372.29	12500.00	160859.08	137500.00	-23359.08	-10859.08
SALARIES-OVERTIME	5000.00	0.00	416.67	925.85	4583.37	3657.52	4074.15
SUPPLIES-GENERAL (PARK)	12000.00	894.00	1000.00	13762.67	11000.00	-2762.67	-1762.67
SUPPLIES-SPORTS (PARK)	10000.00	0.00	833.33	17757.77	9166.63	-8591.14	-7757.77
SUPPLIES-AQUATIC (PARK)	3000.00	0.00	250.00	3690.02	2750.00	-940.02	-690.02
SUPPLIES-SPECIAL ACTIVITY	5000.00	924.91	416.67	13735.33	4583.37	-9151.96	-8735.33
SUPPLIES - GROUNDS	3000.00	0.00	250.00	198.05	2750.00	2551.95	2801.95
TELEPHONE	8500.00	162.39	708.33	10675.35	7791.63	-2883.72	-2175.35
TRAVEL AND TRAINING	1000.00	0.00	83.33	825.00	916.63	91.63	175.00
TURF MAINTENANCE	3000.00	0.00	250.00	0.00	2750.00	2750.00	3000.00
UTILITIES-ELECTRIC (PARK)	30000.00	3060.48	2500.00	44763.06	27500.00	-17263.06	-14763.06
UTILITIES-GAS	10000.00	207.87	833.33	6520.75	9166.63	2645.88	3479.25
UTILITIES-OTHER (PARK)	4000.00	0.00	333.33	1681.75	3666.63	1984.88	2318.25
VEHICLE EXPENSE-GAS	5000.00	0.00	416.67	1035.74	4583.37	3547.63	3964.26
VEHICLE EXPENSE-OTHER	2500.00	0.00	208.33	2525.05	2291.63	-233.42	-25.05
TOTAL EXPENDITURES	\$ 1062750.00	\$ 174301.37	\$ 88562.50	\$ 3106168.05	\$ 974187.50	\$ -2131980.55	\$ -2043418.05
NET INCOME -LOSS	\$ 37115.00	\$ -130466.29	\$ 3092.93	\$ -2243633.72	\$ 34022.23	\$ -2277655.95	\$ -2280748.72

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
November 30, 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
November 30, 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

12/21/10
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City of Willard
Disbursements Journal
November 30, 2010

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
2171	11/30/10	BRAD INGRAM	1 740	20.00		20.00
2172	11/30/10	GREENE COUNTY CIRCUIT COURT	1 740	30.00		30.00
2173	11/30/10	JACINDA WAGNER	1 740	20.00		20.00
2174	11/30/10	DONALD JOHNSON	1 740	150.00		150.00
2175	11/30/10	MISSOURI DEPT OF REVENUE	1 1833	390.21		390.21
2176	11/30/10	MISSOURI DEPT OF REVENUE	1 1830	397.46		397.46
2177	11/30/10	TREASURER, STATE OF MISSOURI	1 1905	55.74		55.74
2178	11/30/10	CITY OF WILLARD	1 740	6,851.09		6,851.09
7599	11/30/10	JIMMY SMITH	2 935	152.09		152.09
7600	11/30/10	VOID	2 1935		.00	.00
7601	11/30/10	KEVIN BELL	2 1935	50.98		50.98
7602	11/30/10	JUSTIN REAVES	2 965 2 1965	150.00 150.00		300.00
7603	11/30/10	WILLARD MUNICIPAL COURT	2 880	129.50		129.50
7604	11/30/10	MISSOURI DNR	2 380	9,188.47		9,188.47
7605	11/30/10	POSTMASTER	2 885	568.80		

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Disbursements Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			2 1885	568.80		1,137.60
7606	11/30/10	JUSTIN REAVES	2 959	50.00		50.00
7607	11/30/10	DAVID BLAKEMORE	2 1959	50.00		50.00
7608	11/30/10	KENNY HERBERT	2 959	50.00		50.00
7609	11/30/10	KEVIN BELL	2 1959	50.00		50.00
9711	11/30/10	MID-MISSOURI BANK	3 870	802.77		802.77
9712	11/30/10	PEGGY WATSON	3 723	75.00		75.00
9713	11/30/10	PATRICE TUTTLE	3 825	2,087.81		2,087.81
9714	11/30/10	SUMMER KERN	3 825	270.00		270.00
9715	11/30/10	SHELLY POINDEXTER	3 755	40.00		40.00
9716	11/30/10	ROSALINDA ALBRIGHT	3 755	40.00		40.00
9717	11/30/10	SHERRI LECHNER	3 755	40.00		40.00
9718	11/30/10	TAMORA STUBBS	3 723	75.00		75.00
9719	11/30/10	ELIZABETH RAY	3 755	40.00		40.00
9720	11/30/10	MID-MISSOURI BANK	3 870	742.71		742.71

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
9721	11/30/10	LINELL JONES	3 723	75.00		75.00
9722	11/30/10	STACEY WADE	3 723	75.00		75.00
9723	11/30/10	ALLISON WYATT	3 723	75.00		75.00
9724	11/30/10	FOUNDATIONS MINISTRIES	3 723	100.00		100.00
9725	11/30/10	BARBARA BURK	3 723	75.00		75.00
9726	11/30/10	PAULA BUSFORD	3 755	40.00		40.00
9727	11/30/10	COLLEEN CRUMP	3 755	40.00		40.00
9728	11/30/10	VOID	3 723		.00	.00
9729	11/30/10	TONI SLEME	3 755	40.00		40.00
9730	11/30/10	ANGIE CURRY	3 723	75.00		75.00
9731	11/30/10	SAM'S CLUB	3 820	223.83		223.83
11643	11/30/10	ALLIED WASTE SVC	2 943	26,292.63		26,292.63
11644	11/30/10	AUTOMATED WASTE SVC	2 943	1,187.75		1,187.75
11645	11/30/10	CITY OF SPRINGFIELD	2 1935	22,259.03		22,259.03
11646	11/30/10	COMMERCE BANK	2 935	168.23		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11647	11/30/10	COMMERCE BANK	2 1885 2 1935	2.82 206.39		377.44
			2 885 2 935 2 965 2 1885 2 1935 2 1965	83.70 209.72 238.28 77.20 209.72 238.28		
						1,056.90
11648	11/30/10	CONCO QUARRIES	2 935	423.60		423.60
11649	11/30/10	CONOCOPHILLIPS	2 960 2 1960	496.94 496.94		993.88
11650	11/30/10	DIV OF UNEMPLOYMENT SECURITY	2 825 2 1825	2,560.00 2,560.00		5,120.00
11651	11/30/10	DOWNTOWN MINUTEMAN PRESS	2 885 2 1885	357.83 357.84		715.67
11652	11/30/10	EMPIRE ELECTRIC	2 955 2 1955	5,415.80 3,600.58		9,016.38
11653	11/30/10	HERTZ EQUIPMENT RENTAL	2 1900	33.18		33.18
11654	11/30/10	ITX LLC	2 825 2 1825	1,202.00 1,203.30		2,405.30
11655	11/30/10	JCI	2 900	1,174.00		1,174.00
11656	11/30/10	KZ DESIGN & DETAILING LLC	2 825 2 1825	93.65 78.65		172.30

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11657	11/30/10	LAKELAND LABORATORIES	2 876 2 1876	135.00 135.00		270.00
11658	11/30/10	LOWES	2 935	19.44		19.44
11659	11/30/10	MIDWEST AUTOMATED TIME	2 876 2 1876	486.50 486.50		973.00
11660	11/30/10	MISSOURI EMPLOYERS MUTUAL INS	2 865 2 1865	6,390.00 4,260.00		10,650.00
11661	11/30/10	MISSOURI LAGERS	2 910 2 1910	668.60 668.60		1,337.20
11662	11/30/10	MISSOURI RURAL WATER ASSC	2 945 2 1945	292.50 292.50		585.00
11663	11/30/10	MISSOURI ONE CALL	2 876 2 1876	54.60 54.60		109.20
11664	11/30/10	OFFICER CPA FIRM LLC	2 805 2 1805	2,535.50 2,535.50		5,071.00
11665	11/30/10	ONLINE INFORMATION SERVICES	2 876 2 1876	102.35 102.36		204.71
11666	11/30/10	PITNEY BOWES CREDIT	2 885 2 1885	393.50 393.50		787.00
11667	11/30/10	PURCHASE POWER	2 885 2 1885	200.00 200.00		400.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11668	11/30/10	PRINCIPAL FINANCIAL GROUP	2 860 2 1860	1,251.65 1,251.65		2,503.30
11669	11/30/10	RACE BROS	2 965	44.49		44.49
11670	11/30/10	REX SMITH OIL CO.	2 1959	706.86		706.86
11671	11/30/10	SAFETY EQUIPMENT CO.	2 1935	46.67		46.67
11672	11/30/10	SAM'S CLUB	2 935 2 1935	66.65 66.64		133.29
11673	11/30/10	SCOTT GROSS INC.	2 935	17.95		17.95
11674	11/30/10	SPRINGFIELD WINWATER	2 935	3,747.50		3,747.50
11675	11/30/10	UNIFIRST	2 935 2 1935	125.44 125.48		250.92
11676	11/30/10	VERIZON	2 959 2 1959	52.50 52.50		105.00
11677	11/30/10	VSP	2 860 2 1860	75.21 75.22		150.43
11678	11/30/10	WCA WASTE CORP	2 943	6,309.00		6,309.00
15975	11/30/10	ALL THAT MUSIC	3 938	395.00		395.00
15976	11/30/10	BJ'S TROPHY SHOP	3 935	549.40		549.40

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
15977	11/30/10	VOID	3 870		.00	.00
15978	11/30/10	COMMERCE TRUST CO.	3 855	750.00		750.00
15979	11/30/10	COMMERCE BANK	3 885	29.30		29.30
15980	11/30/10	DIVISION OF EMPL SECURITY	3 825	34.91		34.91
15981	11/30/10	DIRECTV	3 876	78.99		78.99
15982	11/30/10	DOWNTOWN MINUTEMAN PRESS	3 885	570.50		570.50
15983	11/30/10	DOWNTOWN BARBEQUE	3 935	25.12		25.12
15984	11/30/10	EMPIRE ELECTRIC	3 955	3,060.48		3,060.48
15985	11/30/10	FARR BETTER PLUMBING	3 900	310.00		310.00
15986	11/30/10	HARRY COOPER SUPPLY	3 900	13.43		13.43
15987	11/30/10	ITX LLC	3 825	1,201.00		1,201.00
15988	11/30/10	JAY KEY SERVICE	3 935	7.65		7.65
15989	11/30/10	KEE WES EQUIPMENT CO.	3 935	144.43		144.43
15990	11/30/10	LOWES	3 900 3 938	55.45 120.56		176.01
15991	11/30/10	MISSOURI EMPLOYERS MUTUAL INS	3 865	4,260.00		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
15992	11/30/10	MISSOURI LAGERS	3 910	1,233.80		4,260.00
15993	11/30/10	MELTON PROPANE	3 958	207.87		1,233.80
15994	11/30/10	MURFIN'S MARKET	3 820	8.86		207.87
15995	11/30/10	OZARKS COCA COLA	3 820	858.45		8.86
15996	11/30/10	PLAY IT AGAIN SPORTS	3 845	554.50		858.45
15997	11/30/10	PRINCIPAL FINANCIAL GROUP	3 860	2,433.76		554.50
15998	11/30/10	R N SMITH	3 900	38.25		2,433.76
15999	11/30/10	SS ELECTRIC	3 900	139.85		38.25
16000	11/30/10	SAM'S CLUB	3 938	138.35		139.85
16001	11/30/10	SPFD FAMILY MEDICAL WALK IN	3 876	35.00		138.35
16002	11/30/10	SCHENDEL PEST SERVICES	3 876	60.00		35.00
16003	11/30/10	SWANK MOTION PICTURES	3 938	271.00		60.00
16004	11/30/10	UNIFIRST CORP	3 935	125.40		271.00
16005	11/30/10	VERIZON WIRELESS	3 940	162.39		125.40
						162.39

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16006	11/30/10	VSP	3 860	38.22		38.22
16007	11/30/10	WILLARD CHAMBER OF COMMERCE	3 935	30.00		30.00
16906	11/30/10	JAMIE SCHOOLCRAFT	1 825 1 940	300.00 50.00		350.00
16907	11/30/10	DELTA DENTAL	1 150 1 1860 1 4860	196.15 127.53 32.69		356.37
16908	11/30/10	MISSOURI DEPT OF REVENUE	1 350	3,194.00		3,194.00
16909	11/30/10	SWMOCCFOA	1 840	40.00		40.00
16910	11/30/10	VOID	1 840		.00	.00
16911	11/30/10	J D LANDON	1 880	58.88		58.88
16912	11/30/10	DAVID RICHARDSON	1 1935	3.99		3.99
16913	11/30/10	KAYME STEELE	1 960	57.15		57.15
16914	11/30/10	DALE DUVALL	1 935	7.50		7.50
16915	11/30/10	GREENE COUNTY SHERIFF DEPT	1 355	815.02		815.02
16916	11/30/10	DALE DUVALL	1 940	50.00		50.00
16917	11/30/10	PHEAA	1 355	853.76		853.76

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16918	11/30/10	MISSOURI DEPT OF REVENUE	1 350	3,222.00		3,222.00
26929	11/30/10	BILL'S SERVICE CENTER	1 1965	259.29		259.29
26930	11/30/10	BAIRD, LIGHTNER, MILLSAP & HAR	1 875	3,201.75		3,201.75
26931	11/30/10	CITY OF WILLARD	1 959 1 1959	40.53 14.00		54.53
26932	11/30/10	COMMERCE BANK	1 5935	143.82		143.82
26933	11/30/10	COMMERCE BANK	1 845 1 876 1 885 1 935	46.76 170.00 130.37 217.45		564.58
26934	11/30/10	COMMERCE BANK	1 885 1 1885 1 1935 1 1965	227.94 6.29 8.85 765.00		1,008.08
26935	11/30/10	COMMERCE BANK	1 4945	95.00		95.00
26936	11/30/10	COMMERCE BANK	1 1885 1 1935	18.84 22.06		40.90
26937	11/30/10	CONOCOPHILLIPS	1 1960	2,104.65		2,104.65
26938	11/30/10	COPY PRODUCTS, INC.	1 150 1 885 1 1885	51.93 209.55 23.85		285.33

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26939	11/30/10	DIVISION OF EMPLOYMENT SECURIT	1 825	2,240.00		2,240.00
26940	11/30/10	DOWNTOWN MINUTEMAN PRESS	1 1885	127.29		127.29
26941	11/30/10	ELKINS-SWYERS CO, INC.	1 1935	13.86		13.86
26942	11/30/10	EMPIRE ELECTRIC	1 955 1 1955 1 2930 1 2955	362.75 316.36 4,507.14 339.70		5,525.95
26943	11/30/10	EZ AUTO	1 1965	15.00		15.00
26944	11/30/10	FOURAKER PRINTING	1 1885	114.40		114.40
26945	11/30/10	GARDNER ENGINEERING	1 4876	60.00		60.00
26946	11/30/10	IKARD & BROWN LAW OFFICES	1 1875	718.75		718.75
26947	11/30/10	INLAND PRINTING CO.	1 885	27.52		27.52
26948	11/30/10	ITX LLC	1 825 1 1825 1 2825 1 4825	1,201.00 1,201.00 1,201.00 1,201.00		4,804.00
26949	11/30/10	KIMBALL MIDWEST	1 2935	213.37		213.37
26950	11/30/10	KZ DESIGN & DETAILING LLC	1 825 1 4825	565.20 15.00		580.20
26951	11/30/10	KRISTOFFER BAREFIELD	1 1875	1,225.00		

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26952	11/30/10	MARMIC FIRE & SAFETY	1 1900	137.70		1,225.00
26953	11/30/10	MEDIACOM	1 876	10.00		137.70
26954	11/30/10	MISSOURI EMPLOYERS MUTUAL INS	1 865 1 1865 1 2865	5,783.00 8,216.00 1,521.00		10.00
26955	11/30/10	MISSOURI LAGERS	1 910 1 1910 1 2910 1 4910	1,110.14 1,794.84 334.30 345.36		15,520.00
26956	11/30/10	MISSOURI VOCATIONAL ENTERPRISE	1 2935	1,593.00		3,584.64
26957	11/30/10	MISSOURI STATE HWY PATROL	1 1876	660.00		1,593.00
26958	11/30/10	MELTON PROPANE	1 1959	179.57		660.00
26959	11/30/10	O'REILLY'S AUTO PARTS	1 1965	284.45		179.57
26960	11/30/10	POCKET PRESS INC.	1 1935	4.00		284.45
26961	11/30/10	PRE-PAID LEGAL SERVICES, INC.	1 1876	53.85		4.00
26962	11/30/10	PRINCIPAL FINANCIAL GROUP	1 860 1 1860 1 2860 1 4860	2,295.68 3,822.03 625.82 347.68		53.85
26963	11/30/10	REX SMITH OIL CO.	1 2960	982.87		7,091.21

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26964	11/30/10	SPFD GREENE COUNTY HEALTH DEPT	1 1876	160.00		982.87
26965	11/30/10	SCHENDEL PEST SVC	1 876 1 1876 1 2935	30.00 30.00 30.00		160.00
26966	11/30/10	UNIFIRST CORP	1 150 1 935 1 1935 1 4935	12.00 29.40 46.00 24.20		90.00
26967	11/30/10	US BANK	1 150 1 810 1 1810	197.30 197.30 197.30		111.60
26968	11/30/10	VERIZON	1 1940 1 4940	359.13 61.73		591.90
26969	11/30/10	VICTOR L PHILLIPS CO.	1 2965	86.64		420.86
26970	11/30/10	VSP	1 860 1 1860 1 2860 1 4860	53.41 52.92 38.71 14.70		86.64
26971	11/30/10	WRIGHT EXPRESS	1 1960 1 2960	90.61 194.39		159.74
	11/30/10	Contra Entry	1 100		-55,430.30	285.00
	11/30/10	Contra Entry	1 100		-9,008.67	.00

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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
	11/30/10	Contra Entry	1 125		-7,914.50	.00
	11/30/10	Contra Entry	2 100		- 105,650.02	.00
	11/30/10	Contra Entry	2 100		-11,158.64	.00
	11/30/10	Contra Entry	3 100		-22,974.04	.00
Journal Totals				212,136.17	- 212,136.17	

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City of Willard
Receipts Journal
November 30, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
c/r 1	11/30/10		1 740		-9,528.89
c/r 2	11/30/10		1 720		- 923.47
c/r 3	11/30/10		1 650		-2,049.26
c/r 4	11/30/10		1 630		-15,361.46
c/r 5	11/30/10		1 700		-10,273.93
c/r 6	11/30/10		1 731		-6,580.69
c/r 7	11/30/10		1 730		-15,384.79
c/r 8	11/30/10		1 710		- 190.00
c/r 9	11/30/10		1 605		- 230.00
c/r 10	11/30/10		1 680		-37.50
c/r 11	11/30/10		1 690		-95.50
c/r 12	11/30/10		1 380		- 863.07
c/r 13	11/30/10		1 695		- 968.00
c/r 20	11/30/10		2 705		-2,959.63
c/r 21	11/30/10		2 775		-3,477.24
c/r 22	11/30/10		2 780		- 686.40
c/r 23	11/30/10		2 780		-58,185.15
c/r 24	11/30/10		2 370		-1,515.89
c/r 25	11/30/10		2 1735		-68,327.82
c/r 26	11/30/10		2 380		-60.74
c/r 27	11/30/10		2 390		-4,400.00
c/r 28	11/30/10		2 760		-12,830.74

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Receipts Journal
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Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
c/r 29	11/30/10		2 420		- 211.00
c/r 30	11/30/10		3 625		-1,489.30
c/r 31	11/30/10		3 725		-24,670.74
c/r 32	11/30/10		3 723		-3,702.50
c/r 33	11/30/10		3 598		-1,680.00
c/r 34	11/30/10		3 360		-1,979.00
c/r 35	11/30/10		3 690		-2,075.00
c/r 36	11/30/10		3 595		- 570.00
c/r 37	11/30/10		3 755		-2,435.50
c/r 25a	11/30/10		2 1705		-1,904.44
c/r 25b	11/30/10		2 385		-13.68
c/r Court	11/30/10		1 740		-8,615.50
	11/30/10	Contra Entry	1 100	62,486.56	
	11/30/10	Contra Entry	1 125	8,615.50	
	11/30/10	Contra Entry	2 100	154,572.73	
	11/30/10	Contra Entry	3 100	38,602.04	
Journal Totals				<u>264,276.83</u>	<u>- 264,276.83</u>

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5b AUDIT UPDATE

NO ACTION REQUESTED: DISCUSSION ONLY

This item has been requested by Aldermen Hemphill.

Discussion will be presented by Karen Robson.

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5c Employee Manual

NO ACTION REQUESTED: DISCUSSION ONLY

This item has been requested by the Board to discuss.

This is the only copy that was found and the writing on it is because this is the one that was sent the attorney when changes were made in October 2008.

CITY OF WILLARD EMPLOYEE POLICY MANUAL

Equal Employment Opportunity

The City of Willard is an equal opportunity employer. Interaction with applicants for employment and with our employees are administered without regard to race, religion (belief or non-belief), sex, age, national origin, disability, veteran status, as well as other classifications protected by applicable federal, state or local laws. The City of Willard actively promotes this policy by conducting all employment transactions strictly on the basis of job related qualifications. The City's equal employment opportunity philosophy applies to all aspects of employment with the City of Willard including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities.

Personnel Policies

This handbook contains the policies of the City of Willard relative to hours, wages, and conditions of employment and is a reference manual which shall be followed in the administration of City Policies in personnel matters. It is not to be construed to be contrary to any of the state or government regulations concerning wage and hour laws, discrimination, etc. The following policies are operating practices and rules of the city. These policies have been established and are for the mutual benefit of employees and the administration in order to provide good working conditions and relationships. It is not intended that any rule or policy should be an imposition on any employee. It is the duty of supervisors and foremen to administer fairly and enforce these policies, and all employees are expected to abide by and follow them. These policies are not arbitrary, but in the event of any question relative to the application of any rule or policy contained herein, reference shall be made to the administration.

This booklet has been prepared to inform you about the City of Willard and its current policies, procedures, rules, and regulations. In it we have endeavored to outline in the most clear, most concise way, what is expected of you as a City employee, and what you may expect from the City.

We believe understanding is the basis for a good working relationship. Every statement of policy has a sound background of common sense and courtesy based on the experiences of this City and conditions in the area.

This booklet has been prepared for you, to serve as a guide to your responsibilities, duties and loyalty as an employee of the City of Willard and, most of all, to the citizens we serve. This is your manual of policies, practices, privileges, and regulations. Read it, study it and keep it on hand for ready reference.

Personnel Management

The city has no separate Personnel Department, as such, for the sole purpose of hiring, discharging, etc. Because of limited personnel and size of our city, this responsibility is vested in the **department head with the approval of the Mayor and the Board of Aldermen**. All recruiting, applicant interviewing, and screening of potential employees for the City is handled by the **department head with input from the Office of the Mayor**.

All applicants for employment must complete an application and be interviewed as outlined above. All applications will remain confidential. Applicants judged to be qualified candidates for possible employment may be referred to the supervisor or foreman of the department who has requested an additional employee. The supervisor or foreman will then make a recommendation to the **City Administrator and the Office of the Mayor**. The final decision regarding employment, however, will be made by the Mayor and the Board of Aldermen.

Employees will be selected from qualified applicants, on the basis of qualifications alone, without regard to race, creed, color, age, national origin, sex or occupationally irrelevant physical requirements, in accordance with objective standards which permit review, after a full and fair opportunity for application; and this program shall be operated on a completely nondiscriminatory basis.

Eligibility, Application, and Employee Requirements

1. The minimum age for employment shall be eighteen years of age, police officers shall be twenty-one.
2. Employees are not required to live inside the City limits
3. Applicants must complete an application without falsification.
4. Applicants must be willing to be photographed, fingerprinted and sign the release for a criminal background check.
5. All employees must be willing to meet all training requirements if applicable.
6. All employees must be willing to attend all meetings as required by the Mayor.
7. All employees must be willing to report to duty in case of emergency.
8. All employees must sign that they have read and understand and will abide by these regulations.
9. The City may require additional background checks, physical exams, and/or drug screenings or testing.

Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment physical and drug screen before beginning work. Part-time or seasonal employees will undergo the drug screen only **at the request of the supervisor.**

Probation

All employees are hired on a ninety (90) day probationary period unless otherwise specified by the Mayor and Board of Aldermen. *delete*

Appointment and Promotion

City employees should be assured that both appointment and promotion within the city service will be on the principle of merit. Appointments and promotions to all classified positions shall be on the basis of qualifications and experience, which shall be determined by evaluation of the applicant's 1) training, education, experience and physical fitness, 2) oral interview, and 3) whenever practical, an examination or demonstration test.

Transfer looking Employees will be notified by bulletin board posting when vacancies occur. However, the City of Willard may recruit applicants from outside the city service whenever they have reason to believe that better qualified applicants are available than within the city service. Promotion within the city service shall be based on the qualifications and experience of the person being appointed. Usually, the first consideration in filling of vacancies will be given to the most qualified applicant in the department in which the vacancy exists. Next, consideration will be given to the most qualified applicant from outside the department. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service. The criteria used in the selection of the most qualified applicant shall be based upon experience, performance, evaluation and, where feasible, examination.

Transfer between departments within the same position classification will be considered when a vacancy occurs, but first preference will be given to promotion within the department.

Employee Classification

All employees who work forty (40) hours or more each week on a regular basis are classified as full-time employees. This term does not include seasonal workers, who are hired for a term of less than one year.

All other employees who work less than 40 hours per week regardless of the department in which they work are considered part-time employees.

Part-time/seasonal employees do not receive vacation, holiday, sick or other fringe benefits enjoyed by the full-time employees. Part-time/seasonal employees may have holidays off, or other days by request (with the permission of their department supervisor or foreman) but without pay.

Qualifications Required

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Must possess a demonstrated leadership ability with a strong record of achievement. Ability to obtain thorough knowledge of municipal government; prepare and maintain manual and computer files and records of a widely varied nature; read, learn, and apply state and local election laws and procedures; effectively direct and supervise subordinate personnel; make independent decisions, demonstrate sound judgment, and exercise initiative; accurately analyze the historical value of documents or records and coordinate the city archives; possess excellent human relations skills with associates and the general public; follow oral and written instructions; communicate effectively both verbally and in writing; perform effectively as a member of a team in carrying out the city's quality management philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Must have the ability to lead and manage an organization of diverse individuals and to insure that both department and city goals and objectives are accomplished.

Miscellaneous Requirements

Must have a valid Missouri State Driver's License. Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing.

Safety Statement

The City of Willard strives to provide each employee with a safe and healthful work environment, but ultimately safety becomes an individual decision. The City of Willard believes that employees must assume responsibility for taking the necessary precautions to protect themselves and co-workers; abiding by safety rules and practices, immediately reporting all accidents and injuries, making unsafe practices or conditions known to their department head or other designated employee.

All City equipment shall be maintained and operated in the safest possible manner and only by those employees qualified to operate them. All equipment issued to an employee shall be the responsibility of the employee for upkeep and maintenance of said departmental equipment. Refer to the City Safety Manual for specifics in each area of

safety.

Continuous Service

Continuous service shall be defined as uninterrupted service from the date of your employment to the present time. Approved leave-of-absence will not cause termination of employment. Fringe benefits are not accrued while on leave of absence.

Personnel whose employment has been terminated for any reason with this City shall lose their seniority. Employees who quit of their own accord will lose seniority.

Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

Probationary Period

Each employee receiving an appointment or a promotion to a position in the city service must serve a probationary period of ninety (90) days before he/she will be considered a regular employee. During the employee's probationary period, the employee's work habits, abilities, attitude, promptness and other pertinent characteristics will be observed and evaluated by their supervisor, department head, and other appropriate city officials. If the probationary employee fails to meet required standards of performance, he/she is to be dismissed, or if he/she is a promoted regular employee, he/she may be restored to the position from which he/she was promoted or to a comparable position if such position is available. During the probationary period, the new employee is not eligible for sick leave or vacation. Wages for designated holidays falling within the probationary period will be paid to probationary full time employees.

If at any time during the probationary period the supervisor determines that the services of the employee have been unsatisfactory, the employee may be separated from his position.

At the end of the probationary period, if there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the probation period, the supervisor may grant an extension not to exceed sixty (60) days.

At the end of each employee's probationary period, the supervisor shall complete and file the probationary report and the notify the Mayor in writing that either: (1) the employee has successfully completed his/her probationary period and is capable of performing the duties of the position satisfactorily, and is henceforth to be considered a regular employee with all rights and privileges due him/her; or, (2) the employee has not demonstrated the ability to perform

~~satisfactorily the duties of the position and is to be separated from city employment, or, if promoted from another position, returned to the previous or a similar classification should such position be available. The mayor shall then notify the Board of Aldermen on the action taken.~~

Job Performance Evaluation

Each employee's work performance will be evaluated by his or her immediate supervisor and/or the Mayor. You may from time to time be furnished with a performance rating and evaluation slip to help you improve in your job and continued service with this City. This evaluation slip is furnished to you with absolute confidence and is not to be shown or discussed with any employee except your foreman or the Mayor. The information checked on this form has been furnished by your foreman, ~~your co-workers and the Mayor's personal observations.~~ A copy of each evaluation will be kept in your personnel file.

If you so desire, the mayor will be glad to discuss your evaluation with you in private. You are encouraged to frankly discuss your problems and make any comments which you feel are pertinent to the evaluation. All conferences will be kept confidential and shall not be discussed with anyone but pertinent city officials.

Disciplinary Action

It shall be the duty of all city employees to comply with and to assist in carrying into effect the provisions of the city's personnel rules and regulations. No employee shall be disciplined except for violation of established rules and regulations, and such discipline shall be in accordance with procedures established by the personnel rules and regulations.

A. Employee's and Supervisor's Responsibilities:

1. It is the duty of every employee to attempt to correct any faults in performance when called to their attention and to make every effort to avoid conflict with the city's rules and regulations.
2. It is the duty of every supervisor to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be, whenever possible, of an increasingly progressive nature, the step of progression being (a) warning, (b) suspension, (c) demotion and (d) removal.

B. Grounds for Action: The following are declared to be grounds for demotion, suspension, or removal of any permanent employee:

1. Conviction of a felony or other crime involving moral turpitude.

2. Acts of incompetency
3. Absence without leave
4. Acts of insubordination
5. Intentional failure or refusal to carry out instructions
6. Misappropriation, destruction, theft or conversion of city property
7. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges.
8. Employee subsequently becomes physically or mentally unfit for the performance of his duties
9. Acts of misconduct while on duty
10. Willful disregard of orders
11. Habitual tardiness and/or absenteeism
12. Falsification of any information required by the City
13. Failure to properly report accidents or personal injuries
14. Neglect or carelessness resulting in damage to city property or equipment
15. Repeated convictions during employment on misdemeanor and/or traffic charges
16. Introduction, possession or use on city property or in city equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance.

C. Employee Notice: A written notice shall be given to each employee stating the reasons for the disciplinary action and the date it is to take effect. The notice is to be given to the employee at time such action is taken and in any event not later than three (3) working days from date of action. A copy of the notice signed by the employee in the employee's personnel file shall serve as prima facie evidence of delivery.

D. Introductory Employee: Any introductory employee may be suspended, reduced in pay or class, or removed at any time by the department head or the Mayor. Introductory, temporary and seasonal part-time employees shall not have the right of appeal from such action.

E. Regular Employees: All regular employees holding positions in the classified service may be suspended for a period of not to exceed thirty (30) working days, reduced in pay or class, or removed for cause by the Department Head with a full report to go to the Mayor and the Board of Aldermen. ~~Regular employees shall be dismissed only after having been~~ given written notice.

F. Evidence: Normally, the deterioration of an employee's conduct is a progressive problem and every effort should be made to reverse this trend as soon as it is apparent. Based on this philosophy, sufficient evidence should be available in the employee's personnel file to justify the action taken.

G. Right of Appeal: All regular employees are granted the right of appeal. Within ten (10) days after effective date of disciplinary action, the employee may file a written appeal to the Mayor and/or Board of Aldermen.

H. Investigation: The Mayor and/or Board of Aldermen shall hear appeals submitted by any regular employee in the classified service relative to any suspension, demotion or dismissal and shall submit a written statement of facts, findings, and recommendations to the Board of Aldermen, whose action shall be final and conclusive.

I. Hearings Closed: The hearing shall be open to the public at the discretion of the Mayor and/or Board of Aldermen.

J. Informal Nature: The hearing shall be conducted in an informal manner and the Mayor/Board of Aldermen shall make every effort to avoid the appearance of conducting a trial in a court of law.

K. Scheduling of Appeal: No later than ten (10) working days after receipt of the written appeal, the Mayor and/or Board of Aldermen shall fix a time and place for convening of a hearing. Within forty-eight (48) hours after the completion of the hearing the Mayor and/or Board of Aldermen shall report its findings and recommendations.

L. Right to Representation: The appellant shall have the right to appear and be heard in person or by counsel.

M. Appellant Fails to Appear: Appellant's failure to attend or notify the Mayor and/or Board of Aldermen of the inability to attend, will constitute just cause for dismissal of the appeal.

Grievance Policy

A. Purpose: The most effective accomplishment of the work of the city requires prompt consideration and equitable adjustment of the employee grievances. It is the desire of the city to adjust the causes of conflicts informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

B. Policy: An employee may present a grievance, or have an employee committee, selected by the employee, present it to the employee's supervisor, department head or to the City Administrator.

C. Grievances to be Written: All grievances shall be submitted in writing.

D. Time Limit: If satisfaction is not achieved by the above procedure within ten (10) working days, the grievance then may be presented to the Mayor and/or Board of Aldermen.

E. Final Authority: The Mayor/Board of Aldermen shall convene a meeting within ten (10) days to consider the grievance. The employee, the supervisor, the department head and any other interested party shall have the right to be heard. The Mayor/Board of Aldermen then shall take appropriate action, which may include a recommendation to change the personnel rules and regulations, a finding that the grievance is unjustified, or any other appropriate recommendation.

F. Protection: No employee shall be disciplined or discriminated against in any way because of proper use of the grievance procedure.

Provisions Relating To All Officers and Employees

A. Code of Ethics for City Officials

A. Policy: The public judges its government by the way public officials and employees conduct themselves in the posts to which they are elected or appointed.

The people have a right to expect that every public official and employee will conduct himself/herself in a manner that will tend to preserve public confidence in and respect for the government he/she represents.

Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly: (1) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (2) avoid both actual and potential conflicts between their private self-interest and the public interest.

B. Fair and Equal Treatment: No official or employee shall grant or made available to any person any consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to the public at large.

No official or employee shall request, use or permit the use of any publicly-owned or publicly-supported property, vehicle, equipment, labor or service for the personal convenience or the private advantage of himself/herself or any other person. This rule shall not be deemed to prohibit an official or employee from requesting, using, or permitting the use of such publicly-owned or publicly-supported property, vehicle, equipment, material, labor or service which it is the general practice to make available to the public at large or which is provided as a matter of stated policy for the use of officials and employees in the conduct of official business.

C. Conflict of Interest:

(1) Financial or personal interest. No official or employee, either on his/her own behalf or any other person, shall have any financial or personal interest in any business or transaction with any public body unless he/she shall first make full public disclosure of the nature and extent of such interest.

(2) Disclosure and Disqualification. Whenever the performance of his/her official duties shall require any official or employee to deliberate and vote on any matter involving his/her financial or personal interest, he/she shall publicly disclose the nature and extent of such interest and disqualify himself/herself from participating in the deliberation as well as in the voting.

(3) Incompatible Employment. No official or employee shall engage in private employment with, or render services for, any private person who has business transactions with any public body unless he/she shall first make full public disclosure of the nature and extent of such employment or services.

(4) Representation of Private Persons. No official or employee shall appear on behalf of any private person, other than himself/herself, before any public body in the city.

(5) Gifts and Favors. No official or employee shall accept any gift, whether in the form of money, thing, favor, loan or promise, that would not be offered or given to him/her if he were not an official or employee.

(6) Confidential Information. No official or employee shall, without prior formal authorization of the public body having jurisdiction, disclose any confidential information

concerning any other official or employee, or any other person, or any property or governmental affairs of the city.

(7) Nepotism. No elected official shall appoint or vote for appointment of any person related to him/her by blood or marriage to any clerkship, office, position, employment, or duty, when the salary, wages, pay or compensation is to be paid out of public funds.

D. Advisory Opinions: Upon the written request of the officer or employee concerned, the Board shall render written advisory opinions based upon the provisions of this policy. The Board shall file its advisory opinions with the City Clerk, but may delete the name of the officer or employee involved.

E. Hearings and Determinations: Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this policy, the council shall conduct a public hearing in accordance with all of the requirements of the due process of law, and, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the subject official or employee.

F. Political Activities: **City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to contribute of solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office.**

No city employee shall actively advocate or oppose the candidacy of any individual for nomination or election to any municipal office, but an employee may participate in political affairs at other levels of government, provided such participation does not adversely affect his performance as a city employee. Employees are expected to exercise their right to vote in municipal elections, but shall not engage in or participate in any other way in any municipal elections.

Failure to comply with these provisions is grounds for immediate dismissal.

GENERAL PROVISIONS

A. Effect: These provisions shall apply alike to all officers and employees of the city, regardless of the time of the creation of the position or the time of the appointment of the officers.

B. Appointments: Where no specific provision is made to the contrary, by the Missouri Revised Statutes or city ordinance, the mayor shall designate or hire all employees of the city. In the case of officers, he shall appoint such officer with the advice and consent of the council.

C. Terms: Unless otherwise designated by a specific ordinance, every appointed officer shall hold office for the term of one year or until his/her successor is appointed and qualified. Employees shall serve as long as their services are deemed necessary by the Mayor.

D. Assignment of Duties: The mayor shall have the power to assign to any employee any duties he/she sees fit. Where the duties of an office are not provided for by law, the mayor may designate such duties with the advice and consent of the council.

E. Records: All records kept by any officer of the city shall be open to inspection by the Mayor, or any member of the Board of Aldermen at all reasonable times, whether or not such records are required to be kept by statute or ordinance. All City records shall be kept in City Hall and shall not leave the premises.

F. Moneys Received: Every officer or employee other than the Treasurer of the city shall at least once each day turn over all moneys received by him/her in his/her official capacity to the City Treasurer with a statement showing the source from which the same was received.

G. Oath: Every officer of the city shall, before entering upon his/her duties, take the oath prescribed by law.

H. Bond: Every officer and employee shall, if required by the Board of Aldermen or statute, upon entering upon the duties of his/her office, give a bond in such amounts as may be determined by the Board and with such sureties as it may approve, conditioned upon the faithful performance of the duties of his/her office or position.

I. Salaries: All officers and employees of the city shall receive such salaries as may be provided from time to time by ordinance. No officer or employee receiving a salary from the city shall be entitled to retain any portion of any fees collected by him/her in the performance of his/her duties as municipal officer or employee in the absence of a specific ordinance provision to that effect.

J. Termination of Office: Every officer and employee of the city, upon the expiration of his/her term for any cause whatsoever, shall deliver to his/her successor all books and records which may be the property of the city; and if no successor has been appointed within one week after the termination of office such property shall be delivered either to the City Clerk or to the City Treasurer.

Employee and Appointed Officers' Benefits

A. Wage Policy: The City pays all employees on a bi-monthly basis. Payroll checks will be distributed by the Finance Department, and if for any reason you are not present, your check will be held until called for later.

If you think an error has been made in your paycheck (underpaid or overpaid), please bring the check immediately to the City Treasurer. DO NOT CASH THE CHECK UNLESS INSTRUCTED TO DO SO. If short, you probably will be given an additional check for the difference or, if the sum is minor, it may be added to your next paycheck.

Any change of name, address, telephone number, marital status, or additions to the family should be reported immediately to the City Treasurer. You will be furnished proper forms to change your withholding, insurance and social security status. This is very important.

Each department head must approve any overtime pay requested. Overtime pay slips are available at the Finance Office. Department heads and supervisors of three or more people will be exempt from overtime.

All employees will receive a performance evaluation in October with a wage evaluation included. Wage increases will be approved by the Board of Aldermen at the November council meeting. All wage increases, if any, will become effective the following January 1.

B. Work Schedule: The City workweek is defined as a seven day period. A workweek is established as forty (40) hours for regular full-time employees. Part-time employees schedules will be established and defined by the department head. Lunch and break periods will be established by the department heads following all Fair Labor Standards Act provisions.

C. Overtime: The Fair Labor Standards Act (FLSA) governs the payment of overtime. All employees, unless exempt due to position, are eligible for overtime pay in excess of 40 hours per work period. To receive overtime pay, the employee must work beyond the City's normal forty hour workweek. The overtime rate paid will be at one and one-half times the employee's normal hourly rate. The base workweek for computing overtime compensation will be the actual hours worked. This does not include sick, vacation, or holiday hours. Original, signed time sheets must be submitted to the Finance Office for each pay period.

D. Wage Garnishment: Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the City. Although the City does not wish to become involved in an employee's private matters, we have to administer the court's orders. In doing so, the finance office will contact the employee to explain the details of the garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid the City's involvement in this situation. The City may apply to the court for the award of a fee for processing the garnishment.

E. Smoking: Smoking will not be permitted in any City building or City vehicle.

Smoking is permitted in designated areas only.

F. Release of Information: Except for records and information that the City is required to provide by law, no information about any employee will be released unless the City has a signed authorization from the employee on file.

G. Vacation: Employees and appointed officials of the municipality who work full time for the municipality shall receive annual vacation periods with full pay on the following basis:

(1) One week vacation for those who have served the municipality for a period of one year prior to their anniversary date;

(2) Two weeks vacation for such employees or officers whose service has continued for two years or more prior to such date; and

(3) Three weeks vacation for those whose service has continued for five years or more prior to such date.

(4) Four weeks vacation for those whose service has continued for twelve years or more prior to such date.

(5) Five weeks vacation for those whose service has continued for fifteen years or more prior to such date.

The head of each department may designate by rule the time when each employee under his/her supervision may take a vacation; the time at which heads of departments or appointed officials may pick their vacation shall be designated by the City Administrator. Vacation days are accrued annually on January first. Absence on account of sickness, injury or disability in excess of sick leave may at the request of the employee and the discretion of the department head be charged against vacation leave. Notice of this request must be given to the Finance Department in a timely manner.

Effective January 1, 2004, vacation time will no longer be eligible for financial compensation. All departments will be fully staffed, and this should allow everyone to schedule their full vacation time. Two weeks of vacation time may be carried over to the following year if unused during the current year. After two years of continuous employment, every employee or appointed official will use January 1 of each year as their anniversary date.

Holidays recognized by the City are not considered as part of your vacation time. If a holiday should fall within the time you are on vacation, it will not be deducted from your vacation days earned.

Employees who have served their one-year continuous service and have taken part or

none of their vacation days earned, upon termination of employment, will be paid for the vacation which will be pro-rated up to the time of termination. The foregoing rule is assuming the employee is in good standing at the time of termination and has tendered the required notice prior to leaving.

H. Sick Leave: Employees and appointed officials of the municipality who work full time for the municipality and who are not on an hourly pay basis, shall receive pay during unavoidable absence from work due to sickness or accident during any one year on the following basis:

<u>Length of Employment or Service</u>	<u>Full Pay For</u>
3 months to 1 year	40 hours
1 year to 3 years	80 hours
3 years to 6 years	80 hours
6 years to 10 years	120 hours
10 years to 15 years	160 hours
Over 15 years	200 hours

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

Employees shall be allowed to accumulate 35 (working) days (280 hours) in sick leave, which may be carried over from one year to the next.

If a holiday should fall within the time you are absent on sick leave, it will not be deducted from your available number of sick leave days.

An employee who is sick must call his/her immediate supervisor as soon as possible if unable to work. If he/she fails to do so within four hours after the beginning of the work day, he/she may be denied pay for the period of absence. If sick leave is more than five days, the department head shall require a doctor's verification; however, a certificate of verification may be required by supervisor in any case.

I. Funeral Leave: An employee may be granted up to three working days of leave with full pay as needed in the event of death of spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or any relative residing permanently with and dependent upon the employee.

J. Jury Leave: An employee may be granted leave with pay when required to be absent from work for jury duty or as trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

K. Worker's Compensation and Disability Payment: Absence from work for on-the-job injury as a result of an accident shall be compensated for loss in time in accordance with provisions of the Worker's Compensation Act and the city's plan to supplement such compensation. These same provisions provide for payment of medical expense in accordance with the Worker's Compensation Act.

L. Unemployment Compensation: The city began providing unemployment compensation benefits on January 1, 1978. The cost of this benefit is paid completely by the city and assures that all eligible persons receive a weekly income for a specific duration if they are laid off from work and cannot find other employment.

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

Holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Personal Holiday
5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day + Friday following
11. Christmas Day - December 25
12. Employee's Birthday
13. Personal Holiday

Any employee who shall be required to work during a scheduled holiday by reason of the work scheduled by their department head, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday on which he worked. Any compensating day off not taken prior to the end of each calendar year shall be lost, as the same shall not accumulate to another year.

N. Retirement Plan: Upon the employee reaching his/her six month anniversary with the City, the City shall enroll each full time employee in the Missouri Local Government Employees Retirement System. At this time the employee shall pay 4% of their gross wages into the account with the City paying the amount stipulated under the terms of the

agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full time employee.

O. Health Insurance: The City provides, at no cost to the employee life, health, dental and vision insurance. This is for coverage of the employee only. Additional insurance for the employee's dependents may be purchased at the employee's expense. The insurance becomes effective thirty (30) days from your date of employment. Details and forms may be obtained from the Finance Department at the time of employment.

P. Employment of Relatives Applicants for any full-time positions or vacancy may not be employed if the applicant is related to any full-time employee on the payroll within the same department and under the jurisdiction of the same department head. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew, or niece, cousins including step, half, foster, or in-laws.

If employees employed in the same department become related to each other after employment begins, it will be necessary for one of those related employees to either terminate their employment or change to another department within the city organization if a position is available and the necessary qualifications are met.

This policy is not to be made retroactive and will not effect employment relationships in existence prior to the passage of this policy.

Q. Medical Leave of Absence: The Family and Medical Leave Act of 1993 (FMLA) allows an eligible employee 12 work weeks of unpaid leave during any 12-month period for the following reasons:

1. **Birth of a child; The birth of the employee's child or to care for such child;**
2. **Placement of child for adoption or foster care; The child's placement with the employee for adoption or foster care;**
3. **Family serious health condition; The care of a spouse, child, or parent who has a serious health condition;**
4. **Employee serious health condition; The employee's own serious health condition.**

The following provisions shall apply:

- A. **Entitlement to family leave expires 12 months after the birth or adoption of a child.**
- B. **Leave for birth or adoption shall be limited to one consecutive leave period. Leave for serious health conditions may be intermittent or on a reduced time basis if such schedule is needed for medical reasons. The City may move an employee on intermittent or reduced time leave to an alternative position that**

can accommodate such scheduling.

- C. When leave is foreseeable, an employee must give the City 30 days advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the City's operation. If it is not possible to provide 30 days notice, as much notice as is practicable must be provided. During leave, an employee is required to report periodically on his/her status and intent to return to work.
- D. Serious health condition is defined as a condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider.
- E. The City will return the employee to the same or equivalent position and employment benefits upon return from approved family leave.

To be eligible for FMLA leave, an employee must have twelve (12) months of total service with the City. If a husband and wife are both employed by the City, they are allowed to have a combined twelve (12) weeks of leave during any twelve (12) month period.

Disability due to pregnancy is treated as any other illness or disability. An employee needing time off from work has the option of using accumulated vacation, sick leave, or request an unpaid leave under the provisions of the Family and Medical Leave Act.

R. Military Leave of Absence: Employees may receive a leave of absence, not to exceed ten (10) working days annually, for participation in annual training for the National Guard or Reserve Armed Forces. Request for such leave must be accompanied by a copy of official orders requiring such training. Employees shall not be compensated for such leave. Leave of absence may exceed ten (10) days if the Guard or Reserve unit is activated.

S. Workers Compensation Insurance: The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss or earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify a supervisor or someone at City Hall immediately. If a supervisor is unavailable and/or City Hall is closed, any such injury must be reported directly to the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or facility which has been approved by the City of the City's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury

sustained is of such severity so as to required immediate medical attention. Any employee receiving medical attention for any on the job injury may be subjected to testing to determine the presence of illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which he/she might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Finance Department.

The City of Willard and its insurance carrier shall not be responsible for the payment of workers compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not part of the employee's work-related duties.

~~T. Americans with Disabilities Act: The ADA makes it unlawful to discriminate against people with disabilities in all employment practices or employment related activities.~~

~~The City of Willard will follow and enforce all provisions of the Americans with Disabilities Act.~~

U. Uniform Policy:

Police Department: Each officer of the Willard Police Department will receive a \$650.00 uniform allowance issued once each year in July after showing proof of purchase. This allowance is to be used for uniforms and equipment required by the Department policy. Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction under the following schedule:

\$100.00 - \$200.00	Three months deductions
\$201.00 - \$450.00	Four months deductions

Charges for less than \$100.00 will be deducted from one paycheck.

Public Works Department: Each employee of the City of Willard Public Works Department will receive a \$335.00 clothing/boot allowance. The clothing/boot allowance will be issued once per year in July after showing proof of purchase. The City will provide five t-shirts per employee every summer plus uniform shirts (long sleeved and short sleeved) with one jacket and vest. The uniform shirts, jacket and vest will be provided through a uniform company who will also launder these items weekly as returned by the employee.

PERSONNEL RULES

A. Leave of Absence: Leave of absence without pay may be granted for a period not to exceed sixty days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law.

The employee may make a written request to the office of the Mayor for any authorized leave of absence stating the time required and the reason for such a request. Only the Mayor may approve such a leave.

Vacation, sick leave, and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave, or holiday benefits which were earned prior to the commencement of the leave of absence. If such sick leave, vacation, or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the Mayor is required to carry it over.

B. Absence without Leave: No employee may absent himself/herself from duty without permission of their department head. Absence without leave shall be sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for three consecutive working days without notice and without sufficient reason shall be considered to have resigned.

C. Special Leave: Employees or officials on special leave for official city business, education, or training, upon authorization by the Board of Aldermen, shall receive a regular pay during the period of said leave. It is further provided that the Board of Aldermen may authorize that all necessary expenses be paid by the City.

D. Dress Code: The dress code for each department shall be established by the department head. The code shall be developed with all consideration for employee safety, citizen recognition, etc. This code shall be strictly enforced. After one warning the employee shall be suspended without pay until compliance. If the employee has not complied within a three day period, immediate termination of employment shall occur.

E. Traveling Expense: Request for travel expense funds for official city business, education, or training shall be submitted to the Finance Office for approval on an authorized form obtainable from the City Clerk's office, except, due to an immediate need, the Mayor may approve such travel expense funds. All expenses incurred for official city business, education, or training shall be reported on the travel expense statement forms within five days upon return to duty. The forms shall be completed in full and submitted to the office of the Chief Financial Officer. In the event that the travel expense reported is greater than the amount advanced or authorized, a claim may be filed and submitted to the department head and, upon approval of the claim, authorized payment will be made.

F. Accidents: Personnel involved in, or having any knowledge of, any accident whereby any person employed by the City or any property or equipment owned or operated by the City is involved, shall immediately report the accident and pertinent information to the department supervisor who shall forward such information to the office of the City Clerk. The City Clerk shall record the information on three copies of the applicable accident form, one copy to be forwarded to the Finance Office, one copy to the Mayor, and one copy retained on file in the City Clerk's office.

G. Outside Employment: No municipal employee shall engage in any outside employment which will impair the performance of his/her duties or be detrimental to the municipal service. Employees must obtain written approval by the Mayor before undertaking outside employment.

H. Grievance: Employees with any grievance arising out of their employment by the City, except requests for a general wage increase, shall have the right of appeal to their immediate supervisor. Appeal shall be made in writing and may be presented by the employee individually or by said employee's selected representative. In the event the grievance cannot be settled between the department supervisor and the employee, or his/her selected representative, the department supervisor shall submit a report in writing, and one copy to the Mayor. The Mayor shall have the final decision in the matter. At the Mayor's discretion, the grievance may be brought before the Board of Aldermen in closed session.

I. Termination:

(1) Voluntary:

- a. Give two weeks advance notice of your intention to leave.
- b. Request letter of recommendation if one is desired
- c. You will be paid in addition to your regular check any monies due you, such as clothing allowances, vacation pay, etc. Pay for unused sick leave will not be made.
- d. Inform office of permanent address to mail any employment records, including withholding forms, insurance, and other fringe benefit notices.
- e. Turn in any keys, phone, and city equipment in your possession.
- f. Your final paycheck will be handed or mailed to you on your next regularly scheduled payday

- (2) Employees Generally: The Mayor may dismiss an employee at any time. You will be paid, in addition to your regular pay, any accrued vacation time not used. Your final check will be mailed to you on your next regularly scheduled payday, or as required by law.

Any employee whose employment is terminated for violations and/or misconduct shall not be given prior notice but may be fired on the spot.

- (3) Appointed Officials: The Mayor shall have power to remove any appointed official, on any formal charge, whenever he/she shall be of the opinion that the interests of the City demand such a removal. The Mayor shall report the reasons for such removal to the Board of Aldermen at a meeting thereof to be held not more than fifteen days after such removal.

Substance Abuse Policy

1) Alcohol and Controlled Substance Testing Policy:

It is the policy of the City of Willard to provide safe, dependable, and quality services to its citizens, to provide safe working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. It is also the policy of the City of Willard to provide healthy and satisfying working environments for its employees.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work, and follow-up testing for both alcohol and controlled substances.

2) Alcohol & Controlled Substances Prohibitions

An employee is prohibited from the operation of a city vehicle, equipment and/or engaging in any work related functions for the following alcohol related conduct: a) while consuming alcohol; b) while having a blood alcohol concentration of 0.02 or greater; c) within four (4) hours of consuming alcohol; d) after refusing to submit to an alcohol test; and e) from consuming

alcohol with eight (8) hours after an accident.

An employee is prohibited from the unauthorized possession of alcohol while on duty. An employee is prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty.

Any employee convicted of illegal conduct related to alcohol or controlled substances or who fails to report such a conviction to the administrator shall be subject to disciplinary action, up to and including termination of employment.

Any employee whose job performance requires the possession of a valid drivers license and who loses the drivers license for a violation of, or as a consequence of, the law shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the administrator and the employee's immediate supervisor of the loss of the drivers license immediately after revocation or temporary suspension of their license. Failure to notify the administrator of the loss of the drivers license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to his/her supervisor and/or the administrator of such use upon returning to work and prior to engaging in any work related activity.

3) Alcohol & Controlled Substance Testing Provisions

Employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return to work testing, and follow-up testing.

A) Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from appointment to employment for a period of at least two (2) years. Applicants must submit to a pre-employment urine drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the

withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two(2) years. Applicants who fail to test or who fail to submit in a timely manner for a second timely manner for a second time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the administrator.

B) Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or a controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by supervisory or management personnel. The observing supervisor or manager, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A supervisor or manager who fails to report an observation and, subsequently, fails to order a confirmed reasonable suspicion will be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test should be transported to the testing site by City personnel.

C) Random Testing

Random testing is applicable to all employees. Random testing shall be conducted once per quarter throughout the year using an established selection method. Testing may be ordered by appropriate supervisory personnel. An

employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested. Appropriate action by the supervisor, including the possibility of discipline, shall be required.

A positive random test result for alcohol or controlled substances will result in termination of employment unless the positive result is due to the employee refusing to test and invoking their one-time option for rehabilitation.

D) Post Accident Testing

Post accident testing is applicable to any employee after a vehicular accident, regardless of the type of vehicle being operated. Testing shall include both breath alcohol and urine drug testing of the employee(s).

Post accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. Employees submitting to post-accident testing should be transported to the testing facility by City personnel. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident. A positive post accident test result for alcohol or controlled substances will result in termination of employment.

E) Return to Work Testing

Return to work urine drug and alcohol testing shall be required for all employees who previously refused to submit to an alcohol or a random controlled substance test, which results in the reporting of a positive drug test result in compliance with federal and state laws. To return to work, the employee must test negative and be evaluated and released to return to work by a testing facility before being permitted to return to work. Employees who test negative for alcohol or a controlled substance return to work test will be required to submit to follow-up testing. A positive return to work test result for alcohol or controlled substances will result in termination of employment.

F) Follow up Testing

Follow up testing is required for all employees who have received a positive test result via a failure to test for alcohol or a controlled substance. These

employees shall submit to frequent unannounced random urine and breath alcohol tests for a minimum of six (6) tests in the following twelve (12) months after return to work. Random testing may be continued for a period of up to sixty (60) months from the employee's return to work date. The duration of the follow-up testing and frequency of such testing shall be at the discretion of the administrator. A positive follow-up test result for alcohol or a controlled substance will result in termination of employment.

G) Failure to Test

Any employee who fails to submit to the required testing under this policy is considered to have tested positive and shall be subject to all of the consequences related to a positive test.

Any employee ordered to submit to an alcohol or controlled substance test shall report immediately to the test facility upon being ordered to submit to testing. Employees may exercise their one-time option for rehabilitation if elected prior to submitting a specimen for an alcohol or random controlled substance test. Employees are not afforded this option for rehabilitation if the employee is ordered to submit to a reasonable suspicion or post-accident alcohol or controlled substance test. Delay in reporting for testing by the employee shall be treated as a refusal to test and shall subject the employee to the consequences related to a positive test. Failure to provide a sufficient sample or to provide an unadulterated sample shall be considered as a refusal to test and shall subject the employee to the consequences related to a positive test.

An employee ordered to submit to an alcohol or controlled substance test must be transported by another City employee or supervisor under the Post Accident or Reasonable Suspicion provisions of this policy.

Testing

Tests shall be conducted by a facility certified and approved by the City of Willard. Alcohol breath tests will be conducted on Evidential Breath Testing devices. An initial screening test is conducted first. Any test result that is less than 0.02 blood alcohol concentration is considered to be a negative test result. If the blood alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. Any employee who tests with a blood alcohol concentration of 0.02 or greater shall be removed from any work-related activity for at least twenty-four (24) hours. An employee whose alcohol confirmation test result indicates a blood alcohol concentration of 0.04 or greater is considered a positive test result and will be subject to discipline. The employee shall not be permitted to return to work until he has

tested negative in a follow-up test.

Tests for controlled substances will be conducted by analyzing an employee's urine specimen provided at a laboratory certified and monitored by the U. S. Department of Health & Human Services. The test is a two stage test. If the test result is positive for one or more of the controlled substances, a confirmation test is conducted to identify the specific metabolite and concentration level present. Any employee or applicant who tests positive on the confirmation test shall be immediately removed from any work-related activity. An applicant will be contacted and the conditional offer of employment will be withdrawn.

Any employee who invokes their one-time option for rehabilitation prior to submitting a specimen for a random drug test will be removed from operating vehicles and heavy equipment immediately. The employee shall not be permitted to resume work until the employee has tested negative in a follow-up test. Employees so removed may be allowed to use any form of their accrued leave balances while removed from work.

Any employee or applicant who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was collected at the same time as the original sample. All costs for testing that is requested by the employee shall be paid by the employee. The test analysis shall be conducted at a different qualified laboratory than where the original test was conducted.

An employee's request for a re-test must be made in writing to the administrator within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made by the employee after the seventy two (72) hour limit will only be accepted if the delay was due to documented circumstances that were beyond the control of the employee.

Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to the refusing to submit to an alcohol or controlled substance test, may only be granted to an employee one time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. the employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and
3. the employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. the employee shall agree to submit to return to work testing demonstrating that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. the employee shall agree to unannounced follow-up testing for a period of time as determined by the administrator or designee subsequent to the employee's return to work and consistent with this policy; and
6. the employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. the employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Harassment

It is the City of Willard's policy to maintain a working environment free from actual or perceived forms and types of harassment. This includes harassment directed toward any individual.

The types of harassment which are prohibited by this policy include, but are not limited to, unwelcome comments, acts, slurs, jokes, insults, derogatory epithets, publications or other verbal or physical actions which have a tendency to degrade, demean, insult or harass any individual.

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Unwelcome propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and other verbal, physical and visual conduct of a sexual nature are prohibited. Such behavior may offend the recipient, cause discomfort

or humiliation, and interfere with job performance.

The harassment of another employee by an employee may lead to disciplinary action, up to and including immediate termination in cases of serious or repeated misconduct.

Any employee who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission, and with the appropriate state agency. The City requests that the employee speak first with his or her supervisor, or if the supervisor is not appropriate, to the next level of supervision; the Mayor, City Administrator, or the Board of Aldermen, or anyone else in management, in an attempt to reach resolution.

CITY OF WILLARD EMPLOYEE MANUAL

Employee Agreement

I, the undersigned have received the City of Willard Employee Policy Manual and will abide by the guidelines set forth herein. I agree to keep this manual current and make changes in new rules and policies as determined by the Mayor and Board of Aldermen.

Employee Signature

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5d
Utility Billing Reminder Notice Discussion

NO ACTION REQUESTED: DISCUSSION ONLY

This item has been requested by the Board to discuss.

BILL NO.

10-21

ORDINANCE NO.

100913

AN ORDINANCE

AN ORDINANCE RELATING TO THE RATES TO BE CHARGED FOR THE USE OF WATER FROM THE WATER WORKS SYSTEM OF THE CITY OF WILLARD, MISSOURI, PROVIDING FOR A METHOD FOR THE COLLECTION OF SAME, PROVIDING FOR DEPOSITS AND FEES FOR THE USE OF WATER SOLD FROM SAID SYSTE, PROVIDING FOR AND ESTABLISHING THE COSTS OF THE METER AND INSTALLATION, AND PROVIDING PENALTIES FOR THE VIOLATION OF SAID ORDINANCE.

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

Section 1: The City does hereby approve the following:

Section 2: Ordinance Number 071113B is hereby repealed.

Section 3: All premises using the City water supply must be equipped with an adequate water meter furnished by the City, but paid for by the customer, provided that such water service may be supplied temporarily by the City at a flat fate of charge until such meter may be installed.

Before any premises are occupied, a water meter shall be installed as herein required, an application shall be made for such water service or no water shall be furnished such premises.

Section 4: Meters shall be installed in a location that will be easy of access, and located in the front utility easement.

Section 5: Except as provided for bulk at a flat rate, every user of water from the municipal water system of the City of Willard, Missouri, shall use said water only after it has been metered in a water meter to be furnished, installed, and regulated, and controlled by said City and the applicant for each meter, on behalf of him or her, shall pay for said water used at the following monthly rate:

For the first 1,000 gallons used in each month, the rate shall be \$12.00.

For the next 1,000 gallons or portion thereof used in each month, the rate shall be \$2.00.

For each additional 1,000 gallons or portion thereof used each month, the rate shall be \$2.00 per 1,000 gallons or portion thereof.

These rates shall hereby be reviewed on a yearly basis.

BILL NO.

1021

ORDINANCE NO.

100913

Section 6: In the event that less than 1,000 gallons is used in any one month by a user, the minimum rate of \$12.00 shall be charged and paid.

Section 7: Residential builders will sign up for water service at the time of purchase of the building permit. A \$100.00 deposit will be paid at that time. When the residence is sold, the developer will be billed for all water used as per the meter and a one month base sewer rate. The final bill will be deducted from the deposit with the developer responsible for any overage.

Section 8: That in addition to the above rates, every user of the water system utilizing a 5/8" meter to a 1 inch meter, shall pay an additional fee to provide the funding for water testing as required by Missouri law. These fees shall be as follows:

Annual Missouri Primacy Fee

Unmetered Customers and those with Meters Less than or equal to one inch

<u>Water System Service Connections</u>	<u>Fees</u>	<u>Annual Missouri Primacy Fee</u>	
1-1000	\$ 3.24	Customers with Meters Greater than 1 inch	
1001-4000	3.00		
4001-7000	2.76	<u>Meter Size</u>	<u>Fee</u>
7001-10,000	2.40	>1 inch-≤4 inches	\$ 7.44
10,000-20,000	2.16	>2 inches-≤4 inches	41.16
20,001-35,000	1.92	> 4 inches	82.44
35,000-50,000	1.56		
50,001-100,000	1.32		
>100,000	1.08		

The fee may be charged and billed as a one-time fee each fiscal year in a particular month, or divided equally and billed monthly in accordance with the policy as may be established from time to time by the Board of Aldermen. The annual fee shall be charged on a fiscal year basis of August 1 to July 31 of each year.

Section 9: All meters shall be read by the City each month and an accurate record of all readings shall be kept in the City Finance Dept.

Section 10: After the meters have been read as herein provided, the City Finance Dept shall as soon thereafter as is reasonable and before the 25th day of the month send to each user a written statement stating the amount of water used and the charge therefore as of the last meter reading date. Thereafter, all bills shall be due and payable at the City Hall on or before the 10th day of the month following the use of the water.

BILL NO. 10-21

ORDINANCE NO. 100913

If any customer of the Willard Water System does not agree with the billing they receive, they must contact City Hall by the 10th of the following month. At that time, their account will be reviewed and the appropriate steps taken.

Any bills not paid in full by the 28th of each month shall be subject to disconnect. No disconnect will be done on amounts due less than twenty five (\$ 25.00) dollars. Notice shall be given of the disconnect day on each monthly bill and no further notice shall be given. If the customer wishes to make arrangements to pay their bill at an alternate time, they must come to City Hall to complete a payment arrangement form (Attachment A).

After a user has been disconnected by reason of delinquent water bills a service fee of \$50.00 and all past due bills shall be paid before water service is restored. If said water user is also connected with the wastewater treatment facility, the fee shall be \$50.00. If necessary to remove the meter, the reconnect fee will be \$ 100.00. Water service shall be restored by the end of the business day after full payment has been made for penalties and all outstanding amounts due.

Section 11: The City may adjust the customer's utility bill once per year when any such customer usage exceeds said customer's normal usage by more than one hundred percent (100%) as a result of a water leak and only for one (1) billing cycle. Said adjustment shall be computed by deducting the charge for normal water usage by such customer from the amount of the bill in question, and then charging such customer for fifty (50%) percent of the remainder.

Section 12: No connections with a water main shall be made by any person other than a City employee. All such connections shall be made by or under the supervision of the Public Works Director. Applications for such connections must be made to the City Clerk.

No fee shall be paid for the connection, as each new owner of a site where there has not previously been a water meter installed shall pay to the City the costs for the meter. Fees for the installation of said meter shall be paid according to the schedule established below. The cost for the meter and the cost of installation shall be paid prior to obtaining water service.

For a ¾" meter - \$ 1000.00	2" meter - \$ 2,500.00
1" meter - 1200.00	3" meter - 3,500.00

BILL NO. 10-21

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These charges shall be for installation of the meter pit and all necessary hardware, including the appropriate meter size. For all other meter installations, limited to meter installation only, the charge will be \$ 650.00.

Section 13: Application to have water turned on shall be made in writing to the Utility Clerk and shall contain an agreement by the applicant to abide by and accept all of the provisions of this Ordinance as conditions governing the use of the City water supply by the Applicant.

A deposit of one hundred (\$ 100.00) dollars for business and non-business use shall be paid with each such application. This sum shall be retained by the City, to ensure payment of all bills, for a one (1) year term. If all bills have been timely paid for a period of one (1) year, the applicant may request a review of his payment history in order to have the deposit credited against the depositor's future bills.

Section 14: The Treasurer of the City of Willard is hereby authorized to apply any deposits now held or hereafter paid for water connection to water bills due or hereafter coming due from any individual or business who have timely paid all sums as due for water bills for the next preceding twelve (12) months.

Should an individual or business fail to timely pay a water bill or bills, then the deposit held may be applied against the sums then due or coming due, until such time as said deposit is used in its entirety.

Section 15: No water shall be turned on for service in new construction in which the plumbing does not comply with the ordinances of the City; provided that water may be turned on for construction work in unfinished buildings, subject to the provisions of this Ordinance. All plumbing fixtures, and methods of installation shall comply with the requirements of the applicable City ordinances.

Section 16: It is hereby declared unlawful and an offense for any person or persons to knowingly use water from the said municipal system unless said water is metered as provided herein. No water from the City water supply shall be turned on for service into any premises by any person but the Director of Public Works or some person authorized by him to perform this service, except in case of emergency.

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No person shall attach a device to a water line to receive water without benefit of a meter installed by the City. Also, no person shall damage or destroy city owned property such as the water meter or the electronic radio transmitter. Such will be a direct violation of this ordinance and will be subject to a citation and fine as defined in Section 21.

Section 17: No water shall be resold or distributed by the recipient thereof for the City supply to any premises other than that for which application has been made and the meter installed, except in case of emergency.

Section 18: All water meters installed as herein provided are hereby declared to be and to remain the exclusive property of the City of Willard, Missouri, and it is hereby declared unlawful and an offense for any persons to damage, destroy, steal, or tamper with in any manner whatsoever with any water meter or with any other part of said water system.

Section 19: Each family unit and each business of any kind whatsoever shall have a separate and individual meter; provided, however, that if an individual is operating a business from his or her chief place of residence, and said operation is otherwise permissible under the ordinances of the City, one meter shall be sufficient for both business and the dwelling. Provided further, however, where there is or has been constructed multi-family living units providing living quarters for three or more families' units in one complex, the owner thereof must provide one meter for each family unit.

Section 20: The term "family unit" as used herein shall have the same meaning as that commonly applied to the word "family" and shall mean any number of persons more than one, living together under the same roof with someone of their number as head who controls the affairs of the household, and upon whom the others or some of them, are by reason of same legal or moral obligation dependent.

Section 21: The acceptance and the use of water supplied through said municipal system shall constitute a consent by the owner and occupant of the premises that any officer, servant, or employee of said city may come on the premises and enter the buildings on said premises for which water is being supplied for the purpose of carrying out the provisions of this Ordinance or any other Ordinance relating to said water system or for any cause reasonably necessary to the efficient and proper operation of said water system.

Section 22: Any complaints about reading of water meters or computation of water bills shall be made to the Board of Aldermen through the City Clerk and shall be made in writing signed by the user and state the exact nature of the complaint.

BILL NO. 10-21

ORDINANCE NO. 100913

Section 23: Any person or entity that shall violate the provisions of this Ordinance shall, upon conviction thereof, be subject to a fine of not less than \$10.00 and not more than \$100.00 together with costs.

Further, whenever in the determination of the Board of Aldermen as shown by its records or after hearing thereon, any person or entity is not complying with or is violating any of the provisions of this Ordinance, the meter to such user's premises shall be disconnected and removed if applicable and that premises denied the further use of water from said system until there has been compliance with all provisions of this Ordinance.

Section 24: Sewerage services or water and sewerage services combined shall be deemed to be furnished to both the occupant and owner or the premises receiving such service and the city, town or village or sewer district rendering such services shall have power to sue the occupant or owner, or both, of such real estate in a civil action to recover any sums due for such services, plus a reasonable attorney's fee to be fixed by the court.

Section 25: This ordinance shall be in full force and effect from and after the date of its passage and approval.

Section 26: All ordinances in conflict with the provisions herein contained are hereby repealed.

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 13 day of September 2010.

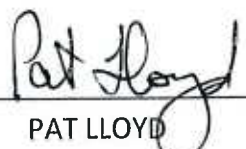
MEMBERS OF THE BOARD OF ALDERMEN:



RICHARD SIMPSON



DAVID HEMPHILL



PAT LLOYD

YES

NO

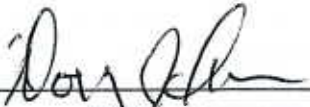






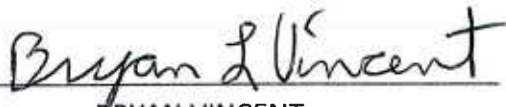
BILL NO. 1021

ORDINANCE NO. 100913


DOUG JOHNSON

YES
✓

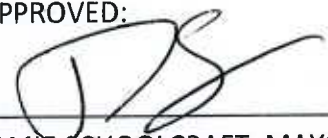
NO
—

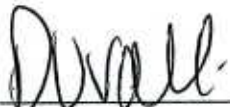
TIM MCGEE

BRYAN VINCENT

✓

—



APPROVED:

JAMIE SCHOOLCRAFT, MAYOR

 
DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5e
Chief Financial Officer, Karen Robson

STREET LIGHTS AGREEMENT: APPROVAL NEEDED

Enclosed is the Street Light Agreement.

Please approve.

Request for Change in Street Lighting Service

Missouri and Arkansas

Pursuant to a Resolution adopted by the governing body of the **CITY OF WILLARD, MO** hereinafter called CITY, TOWN, OR VILLAGE, on the 30th day of May-10 THE EMPIRE DISTRICT ELECTRIC COMPANY, hereinafter called COMPANY, is hereby requested to make the following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	QTY	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
INSTALL	Intersection of Jackson and Perryman Streets	16,000L 150W HPS	2	\$187.10		\$497.00	
REMOVE	Intersection of Jackson and South Streets	20,000L - 400W MV	2		\$274.06		\$479.20
Subtotals - Annual Energy Charge and Facility Usage Charge for this Request				\$187.10	\$274.06	\$497.00	\$479.20
A Annual Energy Charge for this Request (Install minus Remove)				-\$86.96		\$17.80	
B Total Facility Usage Charge for this Street Light Request (Install minus Remove)							

The CITY agrees that the AGREEMENT shall be amended as follows

C	Total Facility Usage Charge for this Request (Total Line B)	\$17.80
D	Annual Facility Usage Charge to Customer for this Request (Total Line C X .09%)	\$1.60
E	Annual Energy Charge for this Request (Total Line A)	-\$86.96
F	Annual Facility Usage and Energy Charge for this Request (Total Line C plus/minus Line D)	-\$85.36
G	Monthly Increase/Decrease to be Paid by Customer for this Request (Total Line F divided by 12 months)	-\$7.11

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed.

Executed at Willard, Mo City Hall this 21st day of December 2010.

TEST:

By

MAYOR OR BOARD CHAIRMAN

ACCEPTANCE

THE EMPIRE DISTRICT ELECTRIC COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

MERCURY VAPOR LIGHTS		HIGH PRESSURE SODIUM LIGHTS		METAL HALIDE LIGHTS	
4,000L-Incand		6,000L - 70W	7	12,000L - 175W	
7,000L - 175W	123	16,000L - 150W	187	20,500L - 250W	
11,000L - 250W	20	27,500L - 250W	3	36,000L - 400W	
20,000L - 400W	1	50,000L - 400W	4	110,000L - 1,000W	
53,000L - 1,000W		130,000L - 1,000W			

Empire Representative Completing Contract

EDE USE CER# 08-994-127
CURRENT INVESTMENT CHARGE

ORDER #
ANNUAL FACILITY USAGE CHARGE

DATE COMPLETED
ACCUMULATIVE INVESTMENT CHARGE

THE EMPIRE DISTRICT ELECTRIC COMPANY

Executed at Joplin, Mo this _____ day of _____

By

(VICE PRESIDENT)

Request for Change in Street Lighting Service

Missouri and Arkansas

Pursuant to a Resolution adopted by the governing body of the **CITY OF WILLARD, MO** hereinafter called CITY, TOWN, OR VILLAGE, on the 30th day of May-10 **THE EMPIRE DISTRICT ELECTRIC COMPANY**, hereinafter called COMPANY, is hereby requested to make the following changes in street lighting service pursuant to the provisions of the Municipal Electric Service Agreement, hereinafter called AGREEMENT, executed by the CITY and the COMPANY.

STREET LIGHT REQUEST	ADDRESS - LOCATION STREET LIGHTS and EXCESS FACILITIES	SIZE and TYPE STREET LIGHTS	QTY	ANNUAL ENERGY CHARGE		FACILITY USAGE CHARGE	
				Installed	Removed	Installed	Removed
INSTALL	Intersection of Jackson and Perryman Streets	16,000L 150W HPS	2	\$187.10		\$497.00	
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A Annual Energy Charge for this Request (Install minus Remove)				-\$86.96		\$17.80	
B Total Facility Usage Charge fop this Street Light Request (Install minus Remove)							

The CITY agrees that the AGREEMENT shall be amended as follows

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D	Annual Facility Usage Charge to Customer for this Request (Total Line C X .09%)	\$1.60
E	Annual Energy Charge for this Request (Total Line A)	-\$86.96
F	Annual Facility Usage and Energy Charge for this Request (Total Line C plus/minus Line D)	-\$85.36
G	Monthly <u>Increase/Decrease</u> to be Paid by Customer for this Request (Total Line F divided by 12 months)	-\$7.11

This request for change shall be effective from and after its execution and is supplemental to, forms a part of and is to be construed with and subject to the terms, conditions and provisions of the Agreement herein referred to which, in all other particulars except as hereinafter amended, is ratified and confirmed.

Executed at Willard City Hall, this 21 day of December 2010

(SEAL)
ATTEST

Dale D. Vall

By

MAYOR OR BOARD CHAIRMAN

ACCEPTANCE

THE EMPIRE DISTRICT ELECTRIC COMPANY hereby approves and consents to the aforesaid request for change in street lighting service and all terms and provisions included therein, and agrees that the Municipal Electric Service Agreement shall be amended accordingly. The number of street lights in service in said CITY will, after completion of the above changes and until our approval of further changes, be as follows:

MERCURY VAPOR LIGHTS		HIGH PRESSURE SODIUM LIGHTS		METAL HALIDE LIGHTS	
4,000L - Incand		6,000L - 70W	7	12,000L - 175W	
7,000L - 175W	123	16,000L - 150W	187	20,500L - 250W	
11,000L - 250W	20	27,500L - 250W	3	36,000L - 400W	
20,000L - 400W	1	50,000L - 400W	4	110,000L - 1,000W	
53,000L - 1,000W		130,000L - 1,000W			

Empire Representative Completing Contract

EDE USE

CER# 08-994-127

ORDER #

DATE COMPLETED

CURRENT INVESTMENT CHARGE

ANNUAL FACILITY USAGE CHARGE

ACCUMULATIVE INVESTMENT CHARGE

THE EMPIRE DISTRICT ELECTRIC COMPANY

Executed at Joplin, Mo this _____ day of _____

By

(VICE PRESIDENT)

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 5f
Chief Financial Officer, Karen Robson

LAND O'LAKES CONTRACT: APPROVAL NEEDED

Attached is the Land O'Lakes Contract.

Please approve.



Willard Parks and Recreation

/LAND O' FROST SPONSORSHIP 2011

The following will be included in the comprehensive 2011 Land O' Frost Youth Sponsorship Program for the Springfield area. The following is a summary of the elements that will be included in the annual sponsorship agreement between Willard Parks and Recreation (WPR) and Land O' Frost (LOF).

This agreement will commence on January 1, 2011 and will terminate on December 31, 2011.

Sponsorship Elements:

This sponsorship will focus on approximately 82 teams in the Winter/Spring/Fall 11' season. Land O' Frost will sponsor teams under the age of 10.

- Prominent Logo inclusion on the front or back of jerseys for 82 teams. LOF will supply all necessary logo artwork and WPR will have the shirts printed. **(The LOF logo will need to be a minimum of 2 ½" H x 10" W. The phrase Great Tasting Lunchmeat will need to be placed underneath the Land O' Frost oval. Land O' Frost to be the exclusive jersey sponsor, no other corporate logos to be placed on jerseys.)**
- Coupon distribution in opening day packets, at tournaments, in mailings and other key functions throughout the year. (LOF will supply all coupons)
- Announcements by team and league administration to parents / kids about sponsorship.
- Opportunity for mention / inclusion of Land O' Frost product message in any league / parent communication.
- One approximately 4' x 8' banner (or similar signage) to be displayed where WPR teams, that LOF sponsors play. (LOF will give banner artwork and WPR will have banner printed)
- Logo inclusion on WPR game schedules for teams sponsored, registration materials and newsletters if possible.
- Land O' Frost logo/ youth sports link placed on the league web site <http://www.landofrost.com/youthsports>
- A minimum of two (2) annual Email Blasts to all parents, if available, letting them know of the LOF Youth Sports Link for special offers. LOF will provide Email Blast Template.
- **Client will need Proof of Purchase (82 team pictures) by December 31, 2011. The Land O' Frost logo will need to be clearly identified on the shirts in 82 team pictures. The pictures can be informal, taken with a digital camera or regular film.**

LAND O' FROST WILL DONATE: \$9,500.00

Willard Parks and Recreation Representative

Land O' Frost Representative 

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 6

Discussion of the Hiring Procedure of the Attorney

ACTION REQUESTED: DISCUSSION

Aldermen Hemphill requested a discussion regarding the Ordinance pertaining to the hiring process of the Attorney.

BILL NO. 08-08

ORDINANCE NO. 080512A

AN ORDINANCE

AN ORDINANCE APPOINTING THE CITY ATTORNEY FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, FOR THE TERM COMMENCING MAY 12TH, 2008 THROUGH MAY, 2010.

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

Section 1: Following the recommendation and appointment by the Mayor of Doug Harpool, with the firm of Baird, Lightner, Millsap & Harpool as Willard's city attorney, the Board of Aldermen agreed to said appointment.

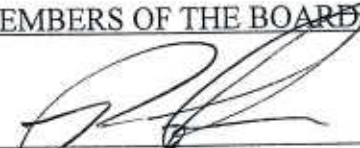
Section 2: This appointment shall be effective from May 12th, 2008, through May 2010.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS 12th DAY OF MAY 2008.

MEMBERS OF THE BOARD OF ALDERMEN:

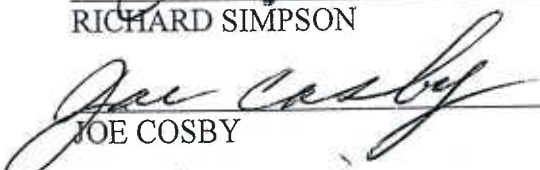
YES

NO


RICHARD SIMPSON

☒

☐


JOE COSBY

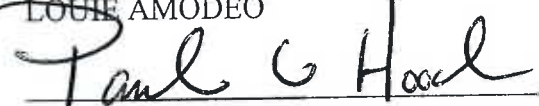
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LOUIE AMODEO

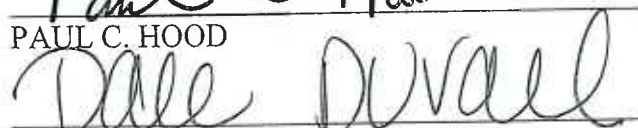
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PAUL C. HOOD

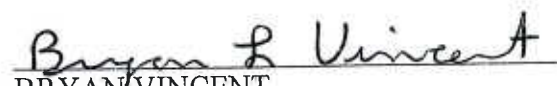
☒

☐


DALE DUVALL

☒

☐


BRYAN VINCENT

☒

☐

BILL NO. 08-08

ORDINANCE NO. 080512A

Approved this 12th, day of May 2008.



Kathy Blakemore
KATHY BLAKEMORE, CITY CLERK

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

BILL NO. 05-14 **AMENDED #** 060508 E ORDINANCE NO. 050509

AN ORDINANCE

AN ORDINANCE AMENDING ORDINANCE 040510D, AND APPOINTING THE CITY ATTORNEY FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, FOR THE TERM COMMENCING MAY 9TH, 2005 THROUGH MAY, 2006.

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

Section 1: Following the recommendation and appointment by the Mayor of Kenneth P. Reynolds, with the firm of Reynolds, Gold & Grosser, P.C. as Willard's city attorney, the Board of Aldermen agreed to said appointment.

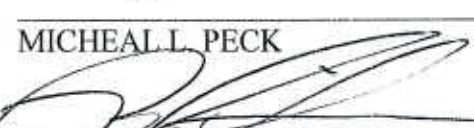
Section 2: This appointment shall be effective from May 9th, 2005, through May 2006.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ON THIS 9th, DAY OF MAY 2005.

MEMBERS OF THE BOARD OF ALDERMEN:


CHARLES WHITEHEAD


BILL CAPLINGER


MICHEAL L. PECK


RICHARD SIMPSON

YES

NO

X

—

X

—

~~XXXX~~

X

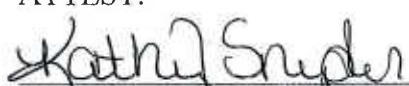
—

Approved this 9th, day of May 2005.

APPROVED BY:


THOMAS J. KELTNER, MAYOR

ATTEST:


KATHY SNYDER, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 7 Vote of No Confidence of Mayor Schoolcraft

ACTION REQUESTED: DISCUSSION/VOTE

Discussion and Vote of No Confidence of Mayor Schoolcraft per Aldermen Vincent's Request.

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 9

Marcy Gallagher Conditional Use Ordinance

ACTION REQUESTED: DISCUSSION/VOTE OF 2ND READING

Staff is asking for approval of 2nd reading at this time.

BILL NO. 10-36

ORDINANCE NO. 101228.

AN ORDINANCE

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A FAMILY DAY CARE HOME IN AN R-1 SINGLE-FAMILY RESIDENCE DISTRICT.

WHEREAS, THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, has considered the Conditional Use Permit submitted by Marcy Galligher for a family day care home in an R-1 Single-Family Residence District and held a public hearing pursuant to the City's Municipal Code;

WHEREAS, the Planning and Zoning Commission, after holding a public hearing pursuant to the City's Municipal Code has recommended to the Board of Aldermen the approval of a Conditional Use Permit to Marcy Galligher for a family day care home in an R-1 Single-Family Residence District provided the following additional conditions are met:

1. Fencing will be installed around the pool.
2. All dogs will be kept in a pen while children are present for day care operations.
3. The day care shall be allowed to operate from 6:00 AM to 6:00 PM;

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

Section 1: The City does hereby approve and grant a Conditional Use Permit to Marcy Galligher for a family day care home in an R-1 Single-Family Residence District at the location requested in her application provided the following conditions are met:

1. Fencing will be installed around the pool.
2. All dogs will be kept in a pen while children are present for day care operations.
3. The day care shall be allowed to operate from 6:00 AM to 6:00 PM;

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2010.

BILL NO. _____

ORDINANCE NO. _____

YES

NO

RICHARD SIMPSON

DAVID HEMPHILL

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

Amendment to R-1 District Permitted Uses and Conditional Uses
Ordinance

ACTION REQUESTED: DISCUSSION/VOTE OF 2ND READING

Staff is asking for approval of 2nd reading at this time.

BILL NO. 10-38

ORDINANCE NO. 101228B

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 400.420(A) AND SECTION 400.420(B) OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO R-1 SINGLE-FAMILY RESIDENCE DISTRICT.

WHEREAS, a public hearing was held on December 13, 2010;

WHEREAS, the Planning and Zoning Commission held a public hearing and vote on the Land Use code amendment to Section 400.420(A) and Section 400.420(B) regarding R-1 Single-Family Residence District Permitted Uses and Conditional Uses, which resulted in the Planning and Zoning Commission's recommendation;

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

Section 1: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article V. Zoning District Regulations, Section 400.420(A) and Section 400.420(B) as follows:

SECTION 400.420: "R-1" SINGLE-FAMILY RESIDENCE DISTRICT

A. *Permitted Uses.* The "R-1" Single-Family Residence District is intended primarily for single-family detached dwellings at maximum densities of two and one-half (2.5) dwelling units per acre. Other uses necessary to meet educational, governmental, religious, recreation and other neighborhood needs are permitted or allowed as conditional uses subject to restrictions intended to preserve the residential character of the district. The following uses are permitted in the "R-1" District:

1. Single-family detached dwellings, one (1) dwelling per lot.
2. Single-family detached modular dwellings, one (1) dwelling per lot.

3. **Family day care homes that meet the following requirements:**

- a. **Use as proposed on a site plan filed with the application does not conflict with this or any other ordinance of the City.**
- b. **No inventory of merchandise is maintained for the purpose of wholesale or retail sale on said premises.**
- c. **Existing building and land proposed to be converted to uses for family day care homes must meet all fire, health, building, housing, plumbing and electrical requirements of the City, may be subject to inspection at any time, and must meet all City requirements and City codes prior to issuance of a business license.**

BILL NO. _____

ORDINANCE NO. _____

d. The health, safety and general welfare of the area are not adversely affected and the intent of this Chapter is upheld.

e. The use of all land or buildings arranged, designed or intended for play space, required parking for staff and patrons shall be located behind the lot front setback line.

f. The operation of the facility shall be restricted to the hours between 6:00 A.M. and 6:00 P.M.

4.13.1 *Residential group homes.* No group home shall be located within two thousand five hundred (2,500) feet of another group home. The exterior appearance of the home and property shall be in reasonable conformance with the general neighborhood standards. Group homes shall be eleemosynary or not-for-profit in nature.

5.14.1 Schools, elementary and secondary, or development centers for elementary and secondary school-age children with developmental disabilities or handicaps on a minimum of five (5) acres of land.

6.15.1 Churches and other places of worship, including parish houses and Sunday schools, but excluding temporary revivals, rescue missions and overnight shelters, that meet the following requirements:

- a. Frontage on and primary access to an arterial or higher classification street;
- b. Located not less than fifty (50) feet from any other lot in any other residential district; and
- c. Located on a minimum of two (2) acres of land to provide sufficient space for off-street parking and site design to minimize impact on adjacent residential uses. Churches and other places of worship on less than two (2) acres of land at the time this Chapter is adopted shall be considered conforming uses.

7.16.1 Publicly owned or operated parks, playgrounds, recreation facilities, golf courses and community buildings, all of a non-commercial nature.

8.17.1 Home occupations as permitted pursuant to Article VI, Section 400.540.

9.18.1 Government buildings of a cultural, service or administrative type, not including repair garages or yards, storage yards or warehouses, provided that any such building shall be located not less than twenty-five (25) feet from any other lot in any residential district.

BILL NO. _____

ORDINANCE NO. _____

~~10.19.1~~ Public utilities and buildings, transportation, pipeline and utility easements and rights-of-way, except for office buildings, garages and shops, loading yards and warehouses.

~~11.10.1~~ Truck gardens, limited to the propagation and cultivation of plants, provided no retail or wholesale sale is conducted on the premises.

~~12.11.1~~ Nurseries and greenhouses, agricultural uses, but not including commercial poultry farms, hog farms, feedlots or other confined animal feeding operation or kennels; provided that any greenhouse or any building in which farm animals are kept shall be a distance not less than two hundred (200) feet from any dwelling other than a farm dwelling and from any lot in any residential district. See Article VI, Section 400.570 for more information on animals.

~~13.12.1~~ Accessory uses in accordance with Article VI, Section 400.520.

~~14.13.1~~ Temporary uses as permitted in Article VI, Section 400.530.

~~15.14.1~~ Type I and II wireless facilities in accordance with the provisions of Article VI, Section 400.600.

B. *Conditional Uses.* The following uses may be permitted as conditional uses subject to the provisions of this Chapter and approval by the Board of Aldermen.

1. Museums, public art galleries and libraries on a minimum two (2) acres of land.
2. Churches and other places of worship, including parish houses and Sunday schools, but excluding rescue missions. Such uses shall be located on a minimum of two (2) acres of land to provide sufficient area for off-street parking, buffer yards and proper site design to lessen impact on adjacent residential areas. Churches and other places of worship on less than two (2) acres of land at the time of adoption of this Chapter shall be considered conforming uses.
3. Non-commercial, not-for-profit neighborhood facilities, including indoor and outdoor recreation facilities, operated by a neighborhood or community organization or a property owners' association.
4. Cemeteries on a minimum of ten (10) acres of land.
5. Country clubs, golf courses and other private non-commercial recreation areas and facilities, but excluding miniature golf courses or driving ranges. Any principal building or accessory use shall be located not less than one hundred (100) feet from any other lot in any residential district.

BILL NO. _____

ORDINANCE NO. _____

~~[6. Family day care homes, provided that the following conditions are met:~~

- ~~a. Use as proposed on a site plan filed with the application does not conflict with this or any other ordinance of the City.~~
- ~~b. No inventory of merchandise is maintained for the purpose of wholesale or retail sale on said premises.~~
- ~~c. Existing building proposed to be converted to uses for family day care homes must meet all fire, health, building, housing, plumbing and electrical requirements of the City.~~
- ~~d. The health, safety and general welfare of the area are not adversely affected and the intent of this Chapter is upheld.~~
- ~~e. The use of all land or buildings arranged, designed or intended for play space, required parking for staff and patrons shall be located behind the lot front setback line.~~
- ~~f. Outdoor play activities shall be provided within a fenced area or accessible park and limited to the hours between 8:00 A.M. and 8:00 P.M.~~
- ~~g. The operation of the facility shall be restricted to reasonable operating hours as established by the Board of Aldermen.]~~

~~6.[7.]Bed and breakfast.~~

~~7.[8.]Type III, IV and V wireless telecommunication towers and related facilities existing at the time the district is mapped, provided any modifications are made in accordance with Article VI, Section 400.600(C).~~

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

BILL NO. _____

ORDINANCE NO. _____

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 10

Amendment to the Building and Construction Fees Ordinance

ACTION REQUESTED: DISCUSSION/VOTE OF 2ND READING

Staff is asking for approval of 2nd reading at this time.

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 500.330 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO BUILDING AND CONSTRUCTION FEES.

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

Section 1: The City does hereby amend Title V. Building and Construction, Chapter 500: Building Code and Building Regulations, Article VIII. Fees, Section 500.330 as follows:

SECTION 500.330: FEE SCHEDULE

- A. *Adoption Of Fee Schedule.* There is hereby adopted a fee schedule for building fees and development fees associated with the construction, alteration, enlargement, repair, demolition, conversion, removal, remodeling, use or maintenance of all buildings and structures within the City.
- B. *Collection Of Fees.* All fees due and payable pursuant to the fee schedule herein adopted relating to one- and two-family residential buildings or structures shall be paid to the Willard City Clerk. All fees due and payable pursuant to the fee schedule herein adopted relating to any building or structure other than a one- and two-family residential building or structure shall be payable to the Willard City Clerk. All fees due and payable pursuant to the development fee schedule herein adopted shall be payable to the Willard City Clerk.
- C. City of Willard Building Fee Schedule.

BUILDING FEES

Building Fee:

Use International Building Code\2006 Permit Fee Schedule with the following multipliers:

Gross Area Modifier = 70
Permit Fee Modifier = .0020

*Formula for permit fee (Gross Area X Gross Area Modifier X Type of Construction X Permit Fee Multiplier)

The following fees deviate from the building fee:

All accessory buildings in zoning classifications of "A-1", "A-R" or "R", shall use construction type U in the fee schedule.	
Issuance of permit	\$ 10.00
Blasting permit / <u>Excavation permit</u>	\$ 40.00
<u>A performance bond of one thousand dollars (\$1,000.00) cash as surety for performance shall be deposited with the Willard City Clerk for any excavation within the right-of-way limits of any street, alley or sidewalk within the City, such cash bond shall be refunded after meeting the requirements of Section 400.1500.</u>	
	\$ 45.00
Building permit fee minimum	
Building appeals request—non-refundable	\$ 225.00
Change of owner or contractor on permit	\$ 40.00
Accessory Structure Permit	
Fence building permit	\$ 10.00
<300 sq ft building permit	\$ 25.00
300-576 sq ft building permit	\$ 35.00
Conditional Use permit	\$ 15.00
Deck	\$ 40.00
Elevator	\$ 150.00
Fire suppression system	
Plan review	\$ 75.00
Permit for new system	\$ 180.00
Permit for modification of system	\$ 75.00
Grading permit	\$ 50.00
Infrastructure Fee	
Residential	\$ 450.00
Commercial	\$ 600.00
Mechanical fee for change out furnace, water heater, etc.	\$ 25.00
Mobile home (fee includes building, electric, plumbing and mechanical fee)	
Park	\$ 50.00
Other than park	\$ 90.00
Replace with existing services	\$ 50.00
<u>Park Fee</u>	
<u>Residential</u>	<u>\$ 250.00 per lot</u>
<u>Commercial</u>	<u>\$ 335.00 per lot</u>
Certificate of Occupancy	\$ 15.00
Areas (parking lots, tennis courts, etc.)	\$.15 per 100 square feet up to 20,000 square feet. 20,000 square feet or more, \$30.00 plus \$.10 for each additional 100 square feet. A minimum of \$25.00
Paved driveways—curb and gutter	\$ 40.00
On-site wastewater systems (septic system)	\$ 75.00
Re-roofing permit	\$ 15.00
<u>Right of Way permit</u>	<u>\$ 50.00</u>

Signs	\$ 75.00
Billboards	\$.10/sq ft (A minimum of \$25.00)
Building signs – detached	\$ 15.00
Building signs – attached	
Storage tanks (per tank)	
Any size	\$ 60.00
Swimming pools (fee includes building, electric, plumbing and mechanical)	
Residential (one- and two-family)	
Above grade	\$ 30.00
Below grade	\$ 75.00
All other pools (commercial)	\$ 185.00
Plan review fee for commercial pools	\$ 55.00
Temporary use permit	\$ 75.00
Towers (in height)	
Plan review fee	\$ 60.00
100 feet or less	\$ 90.00
Each additional 100 feet	\$ 15.00
Antennas added to existing tower	\$ 35.00 per antenna assembly
Variance permit	\$ 15.00
Well	\$ 40.00
Reinspection fees:	
2nd reinspection	\$ 100.00
3rd reinspection, stop work order plus	\$ 100.00
Moving of structure or building:	
Pre-inspection of building	\$ 45.00
The fee for moving the structure will be 50% of the fee for a new structure, minimum fee	\$ 65.00 (plus electrical, plumbing, mechanical, etc.)
A cash bond of fifteen hundred dollars (\$1,500.00) shall be deposited with the Willard City Clerk. The cash bond shall be refunded after the structure has been moved, all proper inspections completed and the certificate of occupancy permit is issued.	
Remodel: The fee for remodeling shall be based on one-half (½) of the amount for a new building, but not less than the minimum fees.	
Commercial in-fill: The fee for in-fill construction in existing commercial buildings shall be one-half (½) of the amount for a new structure, but not less than the minimum fees.	
Demolition: The fee for demolition of a building shall be fifty-five dollars (\$55.00). A cash bond of five hundred dollars (\$500.00) shall be deposited with the City of Willard. The bond shall be refunded after the proper inspections have been completed and all required documents are submitted.	
Work without permit: Where work has commenced without proper permits, an additional fee equal to the amount of the permit (not to exceed one hundred dollars (\$100.00) will be charged. Emergency work (situations wherein life, health and/or safety would be affected) will be exempt from this charge if the proper permit is obtained within seventy-two (72) hours after notification.	
Electrical fees:	
Electrical	35% of building fee

BILL NO. _____

ORDINANCE NO. _____

Minimum fee	\$ 45.00
Plumbing fees:	
Plumbing fees	35% of building fee
Minimum fee	\$ 45.00
Mechanical fees:	
Mechanical fees	35% of building fee
Minimum fee	\$ 45.00
All permit fees shall be rounded to nearest dollar amount	
Example: \$129.49 = \$129.00	\$129.50 = \$130.00

D. City of Willard Development Fee Schedule.

DEVELOPMENT FEES

All legal, recording, advertising, and/or consulting fees will be billed to the applicant in addition to the following:

Sketch Plan Review	
Residential	\$50.00
Commercial	\$75.00
Planned Development District	\$65.00
<u>Application Major Subdivision</u>	<u>\$50.00</u>
<u>Application Minor Subdivision</u>	<u>\$50.00</u>
Preliminary Plat	
Residential	\$250.00 plus \$2.50 per lot
Commercial	\$335.00 plus \$3.35 per lot
Planned Development District	\$300.00 plus \$6.00 per lot
<u>All Appeals</u>	<u>\$10.00</u>
<u>Major Site Application</u>	<u>\$50.00</u>
<u>Minor Site Application</u>	<u>\$50.00</u>
Final Plat	
Residential	\$250.00 plus \$5.00 per lot
Commercial	\$335.00 plus \$6.75 per lot
Planned Development District	\$300.00 plus \$9.50 per lot
Park in Lieu of Fee	See Section 400.1420
Storm water buyout	See Section 400.1460(K)
Rezoning	\$50.00
<u>Text Amendment</u>	<u>\$50.00</u>
Lot Split	\$75.00
Pro-Rata Reimbursement	See Section 400.1460

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

BILL NO. _____

ORDINANCE NO. _____

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 11

Amendment to Section 400.350 of the Land Development Regulations
Ordinance

ACTION REQUESTED: DISCUSSION/VOTE OF 2ND READING

Staff is asking for approval of 2nd reading at this time.

BILL NO.

10-39

ORDINANCE NO.

101228C

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 400.350 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO AMENDMENTS TO THE LAND DEVELOPMENT REGULATIONS.

WHEREAS, a public hearing was held on December 13, 2010;

WHEREAS, the Planning and Zoning Commission held a public hearing and vote on the Land Use code amendment to Section 400.350 regarding amendments to the Land Development Regulations, which resulted in the Planning and Zoning Commission's recommendation;

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

Section 1: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article III. Administration And Review, Part 6. Amendments, Section 400.350 as follows:

PART 6. AMENDMENTS

SECTION 400.350:

AMENDMENTS

- A. *Amendments Authorized.* The Board of Aldermen may from time to time by ordinance amend, supplement, change, modify or repeal the boundaries of the zoning districts or the regulations herein or subsequently established. The Board of Aldermen must receive the recommendation and report of the Commission before it may take any such action.
- B. *Initiation Of Amendment.* Amendments may be proposed by the Board of Aldermen, the Planning and Zoning Commission or by any person owning or having an interest in property in the City of Willard. If the Board of Aldermen initiates an amendment, the Board's proposal shall be transmitted to the Commission for the Commission's report and recommendation.
- C. *Application For Amendment.* An application for an amendment, along with pertinent data and information as may be required by the Commission, shall be submitted to the Commission at least thirty (30) working days prior to the public hearing to be held by the Commission on the application. Applications for amendments initiated by the Commission or the Board of Aldermen shall be accompanied by a motion of such body pertaining to the proposed amendment. The application shall be submitted on forms provided by the City Clerk and shall contain the following information, dependent on the type of amendment requested:

1. For changes in the zoning district classification (rezoning).
 - a. Applicant's name, address, phone number and interest in the property.

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- b. Owner's name, address and phone number and, if different than the applicant, the owner's signed consent to the filing of the application and authorization for the applicant to act on the owner's behalf.
 - c. The street address of such property and if there is no street address, a sufficient description of the location of said property to enable the ordinary person to determine its location.
 - d. Legal description of the property proposed for rezoning.
 - e. The current zoning classification of the property and current use of the property.
 - f. The amendment or zoning classification requested.
 - g. The names and addresses of all property owners within one hundred eighty-five (185) feet of the subject property. The list of property owners shall be compiled from the property ownership records of the Greene County Assessor's office or by a title company authorized to issue title policies in the State of Missouri.
 - h. Such additional information that the Commission may, by rule, require.
 - i. **Application fee in the amount of \$50.00.**
2. For text amendments.
- a. The name, address and phone number of the applicant.
 - b. The Section of the text of the ordinance proposed to be amended.
 - c. The wording of the proposed amendment.
 - d. An identification of any property owned, controlled or occupied by the applicant that would be benefited by the proposed amendment.
 - e. An explanation of the extent to which other properties in the City that are subject to the regulations proposed to be amended would be affected by the proposed amendment.
 - f. **Application fee in the amount of \$50.00.**

D. *Public Hearing Before Commission.* The Commission shall hold a public hearing on all proposed amendments in zoning district classifications or the text of this Chapter. Notice of public hearing shall be provided in accordance with the requirements of Section 400.360. The applicant or his/her agent shall present evidence to the Commission in regard to the applicant's request for the amendment.

E. *Commission Recommendations.* Within thirty (30) days after the public hearing, except when the applicant requests the amendment be tabled, the Commission shall make one (1) of the following recommendations in connection with the proposed amendment in zoning district classification or the

BILL NO. _____

ORDINANCE NO. _____

text of this Chapter:

1. Recommend against the proposed change in zoning district classification or the text of the ordinance;
2. Recommend a change in the zoning district classification or the text of this Chapter;
3. Recommend a change in the zoning district classification or the text of this Chapter together with recommendations that, in the judgment of the Commission, will protect adjacent or other affected property and ensure that the proposed amendment is consistent with the intent of this Chapter and the Willard Comprehensive Plan.

F. *Report Of Commission Action Taken.* The Commission shall make written findings of fact on the proposed amendment and shall submit same together with its recommendations to the Board of Aldermen. The Commission shall not, however, forward its recommendations to the Board of Aldermen when at the meeting before the Commission the applicant or his/her agent did not appear and present evidence in regard to the applicant's request for the amendment.

G. *Public Hearing Before Board Of Aldermen.* A public hearing shall be held before the Board of Aldermen before adopting any proposed amendment, change, supplement or repeal to this Chapter. Notice of public hearing shall be made in accordance with the requirements of Section 400.360.

H. *Evidentiary Matters Before Board Of Aldermen.*

1. No person shall present testimony to the Board of Aldermen which is substantially different from that presented to the Commission at its hearing on the matter and no exhibit will be accepted by the Board of Aldermen that has not been presented to the Commission at its hearing on the matter. However, this Subsection is not intended to prevent the introduction of new testimony, new exhibits or other new evidence when there is a clear showing, as determined by a majority of the Board of Aldermen, that the introduction of such evidence before the Commission was not in good faith, reasonably possible.
2. Should a person present testimony that is substantially or materially different from that presented to the Commission at its hearing on the matter or should an exhibit be offered that has not been presented to the Commission at its hearing on the matter, subject to the exception contained in Subsection (H)(1), any person on the opposing side of the matter before the Board of Aldermen may claim prejudice from such presentation or offering and the Board of Aldermen shall upon such a claim have sole discretion to determine whether the person claiming prejudice has in fact been prejudiced from such presentation or offering. Upon a determination that a prejudice exists, the Board of Aldermen shall refer the matter back to the Commission for a new notice and public hearing.

I. *Actions Of Board Of Aldermen.*

1. When the Commission has recommended a change in zoning district classification or the text of this Chapter together with recommendations for additional requirements pursuant to Subsection

BILL NO. _____

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(E)(3), the Board of Aldermen shall have the discretion to accept, reject or make other or additional requirements. Any such requirements shall become a part of the ordinance changing the zoning classification of such property or the text of this Chapter. Such requirements regarding a change in zoning district classification shall be considered as an amendment to this Chapter insofar as it is applicable to such property. Such requirements shall be considered as conditions precedent to the granting of a certificate of occupancy and there shall be compliance with such requirements before a certificate of occupancy will be issued by the City Clerk for the use or occupancy of the building, land or structure on such property.

2. The Board of Aldermen shall not consider any zoning classification for a property in cases which involve a change from an existing zoning classification to another other than the zoning classification requested in the amendment application or the zoning classification expressly stated as considered by the motion of the Commission in its written report to the Board of Aldermen. If the applicant files a written request with the City Clerk prior to the final action of the Board of Aldermen stating that the applicant will pay the fees set forth for a zoning amendment application, then the Board of Aldermen may consider such different zoning classification only after referring the written request to the Commission for new public hearing and after receipt of the Commission's written report and decision and after new notice and public hearing before the Board of Aldermen.

J. *Limitations On Rezoning Applications.* No application for rezoning of any tract, lot or parcel of land shall be allowed prior to the expiration of six (6) months from the time the Board of Aldermen shall have finally acted on any application for rezoning of all or any part of the same lot, tract or parcel, unless the application previously acted upon was initiated by the Commission or the Board of Aldermen or unless the applicant can demonstrate substantial change in condition that should warrant consideration of a new application.

K. *Two-Thirds ($\frac{2}{3}$) Majority Necessary When Protest.* In case of a protest against a rezoning amendment duly signed and acknowledged by the owners of thirty percent (30%) or more, either of the areas of the land (exclusive of streets and alleys) included in such proposed change or within an area determined by lines drawn parallel to and one hundred eighty-five (185) feet from the boundaries of the district proposed to be changed, then the favorable vote of two-thirds ($\frac{2}{3}$) of all the members of the Board of Aldermen shall be required for the amendment to be enacted.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE ____ DAY OF _____, 2010.

BILL NO. _____

ORDINANCE NO. _____

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 12 Amended Budget 2010

ACTION REQUESTED: DISCUSSION/VOTE

Attached is the final 2010 budget amendment.
Staff is asking for approval of 1st and 2nd reading at this time.

AN ORDINANCE

AN ORDINANCE TO AUTHORIZE PASSAGE, ENFORCEMENT AND UTILIZATION OF THE 2010 BUDGET AMENDMENT.

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

SECTION 1: That the 2010 Budget Amendment is attached to this Ordinance and is incorporated herein by specific reference thereto as if fully set forth herein.

SECTION 2: The 2010 Budget Amendment is adopted as the 2010 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 December 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DAVID HEMPHILL

PAT LLOYD

DOUG JOHNSON

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

ATTESTED BY:

JAMIE SCHOOLCRAFT, MAYOR

DALE DUVALL, CITY CLERK

CITY OF WILLARD			
2010 Budget Amendment			
Water Fund			
		2010 Budget	Amended
Revenues			
Asset Sales		0.00	0.00
Certificates of Part		125,000.00	0.00
Grant Receipts		0.00	0.00
Interest Income		3,000.00	3,500.00
Meter Installations		15,000.00	18,500.00
Miscellaneous		1,000.00	3,100.00
Penalty Income		25,000.00	40,000.00
Trash Income		130,000.00	140,000.00
Water Sales-Comm		38,000.00	38,500.00
Water Sales-Resi		700,000.00	746,500.00
		\$1,037,000.00	\$990,100.00

		2010 Budget	Amended
Expenses			
Advertising		1,000.00	750.00
Audit Expense		4,000.00	10,500.00
Building Maintenance		0.00	50.00
Contract Labor		6,500.00	9,600.00
Depreciation		105,600.00	105,000.00
Dues		500.00	850.00
Equipment		0.00	0.00
Fiscal Agent Fees		2,000.00	800.00
Group Insurance		25,300.00	30,000.00
Insurance		18,000.00	13,000.00
Interest Expense		62,325.00	62,900.00
Legal		5,000.00	4,000.00
Professional		15,000.00	13,000.00
Miscellaneous		1,500.00	1,500.00
Office Supplies		12,000.00	20,000.00
Payroll Taxes		15,000.00	13,000.00
Principal Payments		70,000.00	70,000.00
Repairs/Maintenance		60,000.00	85,150.00
Retirement		13,970.00	12,000.00
Salaries		230,000.00	185,000.00
Salaries - Overtime		5,000.00	1,000.00
Supplies		40,000.00	69,500.00
Supplies - Project		75,000.00	0.00
Trash Expense		120,000.00	133,850.00
Travel/Train		2,500.00	2,000.00
Utilities - Electric		47,500.00	61,000.00
Utilities - Gas		0.00	0.00
Utilities - Other		5,000.00	3,200.00
Vehicle Exp - Gas		10,000.00	9,000.00
Vehicle Exp - Other		3,000.00	3,000.00
		955,695.00	919,650.00

		2010 Budget	Amended
Sewer Fund			
Income			
Devel Lift St Fees		0.00	0.00
Asset Sales		0.00	0.00
COP		125,000.00	0.00
Hook-up Fees Rec		30,000.00	20,000.00
Interest Income		3,000.00	2,500.00
Misc Income		1,000.00	1,000.00
Penalty Income		39,000.00	30,000.00
Sewer Sales		780,000.00	840,000.00
		978,000.00	893,500.00

		2010 Budget	Amended
Expenses			
Advertising		400.00	350.00
Audit		4,000.00	10,100.00
Building Maintenance		0.00	40.00
Contract Labor		7,500.00	9,550.00
Depreciation		134,000.00	135,000.00
Dues & Subscr		500.00	850.00
Equipment		0.00	0.00
Fiscal Agent Fees		3,000.00	2,300.00
Group Insurance		25,300.00	27,100.00
Hook-up Expense		7,500.00	0.00
Insurance		18,000.00	11,000.00
Interest Expense		80,600.00	86,000.00
Legal		3,500.00	3,800.00
Professional		8,000.00	50,250.00
Miscellaneous		1,500.00	1,500.00
Office Supplies		10,000.00	19,000.00
Payroll Taxes		15,000.00	13,000.00
Principal Payments		40,000.00	40,000.00
Repairs & Maint		20,000.00	22,000.00
Retirement		14,300.00	11,550.00
Salaries		230,000.00	185,000.00
Salaries - Overtime		3,000.00	1,000.00
Spfd Sewer Charges		230,000.00	225,000.00
Supplies		25,000.00	25,500.00
Supplies - Project		75,000.00	0.00
Travel & Training		2,000.00	1,500.00
Utilities - Electric		43,000.00	46,130.00
Utilities - Other		9,000.00	12,000.00
Vehicle Exp - Gas		10,000.00	8,500.00
Vehicle Exp - Other		3,000.00	3,300.00
		1,023,100.00	951,320.00

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City of Willard 2010 Budget

Park Fund					
		2010	Budget		Amended
Revenues					
Adult Programs		12,000.00			13,000.00
Advertising Income		20,000.00			18,000.00
Capital Asset Sales		0.00			0.00
Cert of Participation		0.00			1,999,286.00
Concession Income		55,000.00			40,000.00
Fourth of July		5,000.00			1,800.00
Grant Receipts		0.00			0.00
Interest Income		1,000.00			1,200.00
Misc Income		5,000.00			15,000.00
Park Fees		3,500.00			2,500.00
Real Estate Taxes		53,265.00			65,000.00
Facility Income		25,000.00			30,000.00
Sales Tax		440,000.00			400,000.00
Sales Tax Capital Impro		185,100.00			118,000.00
Swim Pool Income		90,000.00			105,000.00
Transfers In - Out		0.00			300,000.00
Youth Programs		200,000.00			113,000.00
		1,094,865.00			3,221,786.00

Expenses		2010 Budget			Amended	
Advertising		4,500.00			2,950.00	
Building Maint		5,000.00			5,200.00	
Capital Asset Exp		2,000.00			2,001,514.00	
Cap Asset Exp - Equip		0.00			0.00	
Chemicals		18,000.00			9,100.00	
Concessions		35,000.00			23,250.00	
Contract Labor		15,000.00			18,500.00	
Dues & Subscriptions		350.00			475.00	
Equipment-Sports		0.00			550.00	
4th of July		8,000.00			6,950.00	
Fiscal Agent Fees		4,500.00			4,200.00	
Group Insurance		22,850.00			30,200.00	
Insurance		18,000.00			22,000.00	
Interest Expense		215,000.00			317,500.00	
Landscaping		250.00			550.00	
Lease Payments		250,000.00			168,000.00	
Legal		3,000.00			2,400.00	
Professional		7,500.00			12,100.00	
Miscellaneous Exp		1,500.00			1,100.00	
Office Supplies		8,000.00			8,900.00	
Payroll Taxes		29,500.00			25,800.00	
Repairs & Maintenance		12,000.00			11,900.00	
Retirement Plan		5,800.00			8,500.00	
Salaries - Full Time		145,000.00			192,750.00	
Salaries - Seasonal		150,000.00			168,000.00	
Salaries-Overtime		5,000.00			1,000.00	
Supplies - General		12,000.00			14,400.00	
Supplies - Sports		10,000.00			21,100.00	
Supplies - Aquatic		3,000.00			3,850.00	
Supplies - Special Activity		5,000.00			15,800.00	
Supplies - Grounds		3,000.00			200.00	
Telephone		8,500.00			11,750.00	
Travel & Training		1,000.00			825.00	
Turf Maintenance		3,000.00			0.00	
Utilities - Electric		30,000.00			49,250.00	
Utilities - Gas		10,000.00			7,000.00	
Utilities - Other		4,000.00			1,750.00	
Vehicle Expense - Gas		5,000.00			1,100.00	
Vehicle Expense - Other		2,500.00			2,650.00	
		1,062,750.00			3,173,064.00	

[illegible]

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 13

Amendment to Sections 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), and 400.1510 of the Land Development Regulations Ordinance.

ACTION REQUESTED: DISCUSSION/VOTE OF 2ND READING

Staff is asking for approval of 2nd reading at this time.

AN ORDINANCE

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTIONS 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), AND 400.1510 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO LAND DEVELOPMENT REGULATIONS.

WHEREAS, a public hearing was held on December 13, 2010;

WHEREAS, the Planning and Zoning Commission held a public hearing and vote on the Land Use code amendment to Sections 400.270, 400.280, 400.290, 400.420(B)(6), 400.600(H)(2), 400.800(F), 400.830(B), 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), 400.1230(G)(3), 400.1450(A), 400.1490, 400.1500(E)(3)(a), and 400.1510 regarding Land Development Regulations, which resulted in the Planning and Zoning Commission's recommendation;

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

Section 1: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article III. Administration And Review, Part 4. Permits, Sections 400.270, 400.280, and 400.290 as follows:

SECTION 400.270: BUILDING PERMIT REQUIRED

It shall be unlawful to start the construction of a new building, structure or sign or the enlargement or structural alteration of an existing building, structure or sign without first applying for and receiving a zoning certificate and a building permit from the City. No building permit shall be issued unless the Building Inspector has reviewed the plot plan or site plan, if required, and has certified that such plans are in compliance with all applicable provisions of this Chapter. ~~[Under contract with the Greene County Commission, Greene County will issue building permits and provide building inspections with building permit fees to be paid to Greene County in conformance with the provisions of Article XVII, Section 400.1510.]~~

SECTION 400.280: ZONING CERTIFICATE

A. *Authority And Purpose.* The City Clerk or duly authorized representative shall have the authority to issue zoning certificates. It is the purpose of the zoning certificate to provide official certification of the zoning of a particular property on the date the zoning certificate is issued.

~~[B. *Application Procedure.*~~

- ~~1. Applications for zoning certificates shall be submitted in duplicate to the City Clerk. All applications shall be accompanied by a plot plan containing information in accordance with Article XIV; or if otherwise required by this Chapter, a site plan in accordance with Article XIV.~~

~~2. Upon review and approval of the plans, one (1) copy of the plans shall be returned to the applicant along with such zoning certificate as may be granted.~~

~~C. *Effect Of Issuance.* The issuance of a zoning certificate provides information necessary for the filing and processing of applications for any additional permits and approvals which may be required by the City including, but not limited to, building permit, certificate of occupancy, business license, home occupation or tower license.]~~

SECTION 400.290: CERTIFICATE OF OCCUPANCY

A. *Purpose.* Inspection of completed premises and issuance of a certificate of occupancy shall be required before commencement of use or occupancy to ensure that the premises are in compliance with all applicable provisions of this Chapter.

1. A certificate of occupancy shall be obtained prior to:

- a. The occupancy or use of any building or addition thereto that has been constructed, enlarged, structurally altered or relocated.
- b. The change of use of any land or structure.

~~[c. The establishment of a home occupation.]~~

B. ~~[Application Procedure]~~ ***Issuance of Certificate of Occupancy*** . ~~[Application for certificate of occupancy shall be submitted in duplicate to Greene County. All applications shall be accompanied by a plot plan containing information in accordance with Article XIV; or if otherwise required by this Chapter, a site plan in accordance with Article XIV. Following the submission of an application for certificate of occupancy, t]The inspector shall cause the building or structure to be inspected[, if necessary,] and shall certify to the City that one (1) of the following actions be taken:~~

- 1. If all work has been completed and the building, structure or premises is in compliance with all applicable provisions of this Chapter and the provisions of other applicable City codes, the certificate of occupancy shall be approved. The certificate of occupancy shall be issued by ~~[Greene County]~~ **the City Clerk of the City of Willard** within five (5) working days of receipt of report from the inspector.
- 2. If all work has not been completed or the structure, building or premises is not in compliance with the applicable provisions of this Chapter and other City codes, written notice shall be made to the applicant informing the reasons why the certificate of occupancy cannot be issued, citing either the City codes or other work that must be completed.

Section 2: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article V. Zoning District Regulations, Section 400.420(B)(6) as follows:

SECTION 400.420: "R-1" SINGLE-FAMILY RESIDENCE DISTRICT

B. *Conditional Uses.* The following uses may be permitted as conditional uses subject to the provisions

of this Chapter and approval by the Board of Aldermen.

- *****
6. Family day care homes, provided that the following conditions are met:
- a. Use as proposed on a site plan filed with the application does not conflict with this or any other ordinance of the City.
 - b. No inventory of merchandise is maintained for the purpose of wholesale or retail sale on said premises.
 - c. Existing building proposed to be converted to uses for family day care homes must meet all fire, health, building, housing, plumbing and electrical requirements of the City.
 - d. The health, safety and general welfare of the area are not adversely affected and the intent of this Chapter is upheld.
 - e. The use of all land or buildings arranged, designed or intended for play space, required parking for staff and patrons shall be located behind the lot front setback line.
 - f. Outdoor play activities shall be provided within a fenced area or accessible park and limited to the hours between ~~[8:00]~~ **6:00** A.M. and ~~[8:00]~~ **6:00** P.M.
 - g. The operation of the facility shall be restricted to reasonable operating hours as established by the Board of Aldermen.
- *****

Section 3: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article VI. Supplemental Use Regulations, Section 400.600(H)(2) as follows:

SECTION 400.600: TELECOMMUNICATIONS FACILITIES

H. Abandonment Of Tower.

2. The City shall provide the tower owner three (3) months' notice and an opportunity to be heard before a hearing examiner appointed by the City ~~[Manager]~~ **Administrator, or Board of Aldermen if there is no City Administrator,** for the purpose, and agreeable to the tower owner if he/she may be located, before initiating such action. After such notice has been provided, the City shall have the authority to initiate proceedings to either acquire the tower and any appurtenances attached thereto at the then fair market value, to approve the sale of the tower to a third (3rd) party or in the alternative order the demolition of the tower and all appurtenances.
- *****

Section 4: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article IX. Parking And Loading Area Requirements, Sections 400.800(F) and 400.830(B) as follows:

SECTION 400.800:**JOINT USE PARKING FACILITIES**

F. *Registration Of Joint Use Parking Plan.* Upon approval of a joint use parking plan, a copy of such plan shall be **filed with the City Clerk and recorded at the Greene County Recorder of Deeds** [~~in the Greene County Registry~~] and shall thereafter be binding upon the applicants, their heirs, successors and assigns. Such recording shall limit and control the issuance and validity of building and occupancy permits. The applicant is responsible for the recording fee charged by the Greene County Recorder of Deeds.

SECTION 400.830:**LOADING AND UNLOADING AREAS**

B. *Off-Street Loading Design Standards*

1. *Location.* All required loading spaces shall be located on the same lot as the use served. Off-street loading areas may occupy all or part of any required yard space, other than a required front yard or a side yard adjoining a street or the required setback from the right-of-way centerline of a street. No loading space shall be located within fifty (50) feet of the nearest point of intersection of any two (2) streets or highways.
2. *Space allocation.* No area allocated to loading and unloading facilities may be used to satisfy the requirements for off-street parking, nor shall any portion of any off-street parking area be used to meet the requirements for loading and unloading.
3. *Access.* All off-street loading areas shall be accessed without requiring any backing onto or from a public street.
4. *Grading and surfacing.* All off-street loading areas shall be graded for proper drainage, provided with an appropriate base and surfaced with asphalt or Portland cement concrete **or an approved alternative.**
5. *Landscaping/screening.* All off-street loading areas that abut or are adjacent to a residence district shall comply with the landscaping and screening requirements of Article VIII.
6. *Repair and service.* No motor vehicle repair work or service of any kind shall be permitted in conjunction with any off-street loading area.

Section 5: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article XIV. Plans, Plats And Other Required Information, Sections 400.1150, 400.1160(2), 400.1170(B), 400.1180(A), and 400.1230(G)(3) as follows:

SECTION 400.1150:**PLOT PLAN**

Unless a site plan is required for any development pursuant to Article III, Section 400.340, all applications for building permits shall be accompanied by a plot plan in accordance with the specifications and requirements of [~~Greene County~~] the City of Willard.

SECTION 400.1160:**SITE PLAN**

2. *Major site plan.* [Twelve (12)] Fifteen (15) copies shall be submitted.

SECTION 400.1170:**SKETCH PLAN**

- B. The sketch plan shall be drawn to an approximate scale (one (1) inch equals one hundred (100) feet). [Fourteen (14)] Fifteen (15) copies of the sketch plan shall be submitted.

SECTION 400.1180:**PRELIMINARY PLAT**

- A. The preliminary plat application shall be accompanied by [twenty (20)] fifteen (15) black line or blue line print paper copies of the preliminary plat. The preliminary plat sheet size shall be twenty-four (24) inches by thirty-six (36) inches. The plat shall be drawn at a scale no greater than one hundred (100) feet to the inch and which is in increments of ten (10) feet.

SECTION 400.1230:**COMMON OPEN SPACE AND COMMON IMPROVEMENT REGULATIONS**

- G. *Maintenance Responsibility.*

3. The maintenance responsibilities of the developer listed in this Section shall be specifically indicated in a letter or agreement between the developer and the City. The developer shall submit said letter to the Planning and Zoning Commission and Director of Planning and Development at the time of final plat review. All principal access shall be from an arterial highway or street and no truck traffic shall be routed through any adjacent residential areas. Streets through adjacent residential areas shall not be used to provide principal access for truck traffic to any non-residential use in this district except on streets classified as expressways, arterials or collectors.

Section 6: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article XVI. Guarantees For Public Improvements, Section 400.1450(A) as follows:

SECTION 400.1450: PROTECTION AGAINST DEFECTS

- A. Before any final plat or development plan shall be recorded, the developer [~~shall~~] **may be required to** post a performance bond or other sufficient surety, acceptable to the Board of Aldermen, to guarantee that the developer will correct all defects in such improvements or facilities that occur within two (2) years after the offer of dedication of such facilities or improvements is accepted by the City.
- *****

Section 7: The City does hereby amend Title IV. Land Use, Chapter 400: Land Development Regulations, Article XVII. Miscellaneous Regulations, Sections 400.1490, 400.1500(E)(3)(a), and 400.1510 as follows:

SECTION 400.1490: GENERALLY

This Article sets forth the requirements of regulations related to the development of land, construction of structures, facilities and improvements and provisions for determination of compliance with other codes and regulations of the City of Willard. Specifically, this Article sets forth regulations governing excavation within the City limits of Willard, procedures for inspection services provided by [~~Greene County~~] **the City of Willard** for compliance with the City's Building, Electrical, Plumbing and Mechanical Codes and the floodplain management regulations of the City.

SECTION 400.1500: EXCAVATION

E. *Excavation Within Rights-of-Way*

3. *Performance bond required.*

- a. Prior to the issuance of a permit for excavation within the **right-of-way** limits of any street, alley or sidewalk, the applicant shall deposit with the City Clerk not less than one thousand dollars (\$1,000.00) cash as surety for performance.
- *****

SECTION 400.1510: CODE INSPECTION SERVICES

- A. *Permit Required.* It shall be unlawful for any person, individual, firm, partnership or corporation to

BILL NO. _____

ORDINANCE NO. _____

build, construct or fabricate any building or dwelling, whether business or residential or any addition thereto, within the City limits of the City of Willard without having first obtained a permit for said construction. In seeking said permit, the applicant shall first apply with the City Clerk for a zoning certificate to reflect that the property for which the construction permit is to apply is properly zoned for the construction anticipated. The applicant shall submit the zoning certificate to [~~Greene County~~] the City of Willard with the application for permit.

B. *Fees.* Permit fees and inspection fees for building, electrical, plumbing and mechanical construction on all phases of construction, commercial and residential, within the City as set forth in the above named ordinances shall be equal to the permit fees and inspection fees as set forth in the applicable codes of [~~Greene County~~] the City of Willard.

Section 8: 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 ____ DAY OF _____, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DOUG JOHNSON

PAT LLOYD

DAVID HEMPHILL

TIM MAGEE

BRYAN VINCENT

BILL NO. _____

ORDINANCE NO. _____

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 14

NO ACTION REQUESTED: DISCUSSION

Attached is an email sent to me from Doug Harpool regarding department heads speaking with the Board.

Dale Duvall

From: Doug Harpool [dharpool@blmhpc.com]
Sent: Friday, December 24, 2010 10:59 AM
To: Dale Duvall
Cc: Paul Link; Jamie Schoolcraft (jschoolcraft@cityofwillard.org); cfo@cityofwillard.org
Subject: RE: need info please

In my recent letter to the Mayor and Board I set forth those personnel issues which can be covered in closed meeting. In essence it is limited to discussions of "personal information" regarding an employee which has been defined by the legislature (and Attorney General) as information related to the hiring, firing, discipline and promotion of an employee. This could include performance issues, absenteeism etc. but only where the Board has before it an issue concerning hiring, firing, discipline or promotion of an employee. Only personal information relevant to those decisions may be discussed in closed session. To my knowledge the Board does not have pending before it any issue regarding the hiring, firing, discipline or promotion of any employee.

If such an issue is before the Board it should be included on the Agenda for the closed session part of the meeting under the personnel exception and the employee who is the subject of the discussion regarding hiring, firing, discipline or promotion should be mentioned by name. (for example Personnel—Harpool or at least Personnel—City attorney)

Even "personal information" regarding an employee **may** be discussed in open meeting (doesn't have to be limited to a closed session) unless it relates to medical or health issues. Health or medical issues can only very rarely legally be a relevant consideration in employment decisions.

Elected officials are not considered employees for purposes of the personnel exception to the sunshine law and information regarding elected officials may only be discussed in open meetings.

The Mayor is the CEO of the City and is vested with broad authority in the personnel policy of the city including the hiring, firing, discipline and promotion of employees. The Board (and no individual member of the Board) is to be involved in day to day management of personnel issues. This is the way it is handled in every City with which I am familiar. The exception, of course, is when specific personnel issues are presented to the Board at a BOA meeting as an agenda item. Board members can add agenda items regarding to personnel issues to the agenda if they choose. They should be discussed in open meetings unless they pertain to hiring, firing, discipline or promotion of a particular employee as discussed above.

Guidelines for the presentations of the Department Heads at the open meeting, so long as in compliance with the legal parameters discussed in this email and my previous letter, are a matter of policy for the Mayor. I presume Board members will be able to ask questions of Department heads regardless of the guidelines that may be originally established subject to the wrath of fellow Board members, common courtesy and an understanding of the very difficult position Department Heads will face during their appearances before the Board.

Feel free to share this email with Department Heads and Members of the Board.

From: Dale Duvall [<mailto:clerk@cityofwillard.org>]
Sent: Friday, December 24, 2010 9:45 AM
To: Doug Harpool
Subject: need info please

Doug,

Regarding the department heads speaking at the meeting, I know that you have stated what cannot be in closed but is there a guideline that the dept. heads are going to go by? Do I still put personnel on the agenda just in case the dept. head has something for closed?

Thanks,
Dale

Have a great Christmas and be safe..

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 15

NO ACTION REQUESTED: DISCUSSION

Attached is a proposal brought to me by Aldermen Lloyd for discussion by the board.

TO: Willard City Clerk
FROM: Pat Lloyd
SUBJ: Agenda Item – Monday, December 27, 2010 Board of Aldermen
Meeting: State Audit – Appointment of Citizen's Committee
DATE: December 20, 2010

I am requesting that the following item be placed on the Agenda for the Monday, December 27 meeting of the Willard Board of Aldermen:

State Audit - Appointment of Citizen's Committee

Each of us has received a copy of the recent audit as prepared by the State Auditor's office. The results of the audit were presented to the citizen's of Willard on December 14.

I am requesting that the Mayor and Board of Aldermen consider appointment of a Citizen's Committee whose responsibility will be to work with the Board and staff toward implementing the audit's recommendations. City staff has already begun that process. However, much work remains.

Inclusion of a number of Willard residents in the process will result in us benefiting from the ideas and experience of our citizens, and demonstrate to the public that we are very serious about following the audits' recommendations. Attached is a draft letter to prospective members.

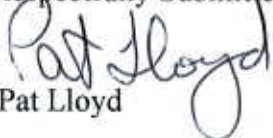
Each Alderman, and the Mayor, will appoint 3 members, for a total of 21 members. If there are others that express a desire to serve, they can be appointed on an At-Large basis. All of the meetings would be advertised and comply with the Missouri Open Meetings law.

The Committee will be expected to review the audit's findings/recommendations in detail with staff. While staff has begun implementation of audit recommendations, there are a number that remain. Committee members will work with staff toward the best methods to implement them, and provide input to staff. The Committee will make periodic reports to the Mayor/Board of Aldermen as to progress in addressing audit recommendations.

The Committee will have no specific time within which to complete it's duties. Once it feels that the appropriate level of compliance with audit findings has been reached, it may dissolve.

The City of Willard has much to gain, and nothing to lose by asking it's citizens to roll up their sleeves and assist us toward reaching the goal of full audit compliance.

Respectfully Submitted,


Pat Lloyd

Dear _____,

The City of Willard has recently received an audit of the City of Willard as conducted by the Missouri State Auditor (copy attached). The objectives of the audit were to:

1. Evaluate the city's internal controls over significant management and financial functions.
2. Evaluate the city's compliance with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain financial transactions.

I am asking that you consider serving on a committee with other Willard residents to work with staff toward implementing the audit's recommendations and findings. You will be asked to review staff's efforts in carrying out audit recommendations and to provide input based on any personal experience that may contribute to the task.

The Committee will hold public meetings, and will be expected to report to the Mayor and Willard Board of Aldermen as to progress in implementing audit recommendations. The Committee will serve until such time as the audits' findings have been addressed or a specific time-line is in place to deal with them.

Your commitment to the betterment of your community is much appreciated!

Sincerely,