

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

November 8, 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
November 8, 2010
7:00 P.M.**

Notice posted on November 5, 2010.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., November 8, 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. October 25, 2010 Meeting
4. Citizen Input (*5 minute limit per person*)
5. Lisa Officer-Independent Audit Report
6. Chief Financial Officer Report, Karen Robson
 - a. September Financial Statements
 - b. October Outstanding Bills
 - c. October Adjustments Journal
 - d. Revised Employee Manual
7. Police Department Report, Chief Tom McClain
8. Emergency Management Report, Stacy Winters
9. Public Works Report, Justin Reaves
10. Planning and Development Report, Randy Brown
11. Parks and Recreation Report, Kevin McDonald
12. Annexation for the Willard High Schools R-2 Ordinance (2nd Reading)
 - a. Citizen Input
 - b. Discussion/Vote

13. Open Meetings Policy and Agenda Ordinance (1st Reading)
 - a. Citizen Input
 - b. Discussion/Vote
14. Order of Business Ordinance (1st Reading)
 - a. Citizen Input
 - b. Discussion/Vote
15. Employee Manual Ordinance (1st Reading)
 - a. Citizen Input
 - b. Discussion/Vote
16. Old Business
17. Adjourn open session
18. CLOSED SESSION (Chapter 610.021 # 1 Legal, # 2 Real Estate, # 3 Personnel and #17 Auditor)
19. Reopen meeting
20. ADJOURN MEETING

THE TENTATIVE AGENDA OF THIS MEETING ALSO INCLUDES A VOTE TO CLOSE PART OF THE MEETING PURSUANT TO CHAPTER 610.021 (1) LEGAL, (2) REAL ESTATE, (3) PERSONNEL AND (17) AUDITOR 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
REGULAR MEETING
October 25, 2010
7:00 pm**

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

Staff in attendance: City Clerk, Dale Duvall; Chief Financial Officer, Karen Robson; Parks and Recreation Director, Kevin McDonald; Purchasing Officer, Kayme Steele; Director of Development, Randy Brown; Emergency Management Director, Stacy Winters; Public Works Director, Justin Reaves; Police Chief, Tom McClain; Reserve Police Officer, Bill Lingenfiesler; Court Clerk, Linda Murray; SRO, Glenn Cozzens; Aquatics Director, Brandon Eckhart; and City Attorney, Doug Harpool.

Guest present: Lucille Murray, Gene Thomas, Janelle Royal, Glenn Murray, Jonathan Duvall.

Kate Gould as a free lance reporter for the Cross Country Times was also present.

Police Athletic League Presidential Fitness Awards presented by Chief of Police, Tom McClain.

Attending to receive the award: Casey Console, Joshua Lloyd, Cameron Lee, Daniel Nicholls, Glenn Murray, Dalton Mahon, Jonathan Duvall, Chase Christensen, Ivy Chittum and Thomas Adcock. Tyler Kelly arrived later and was presented his award during old business.

Those set to receive the ward but not present: Justin Hudson, Nathan Washington and Alex O'Quinn.

PAL participant, Daniel Nichols led the Pledge of Allegiance.

Mayor Schoolcraft called the meeting to order.

Roll Call

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

Agenda Amendments/Approval of Agenda

The Mayor stated that item # 9(need to be reworded to read "Annexation for Willard R-2 School District.". The Mayor asked if there were any items for closed session. Since there was not , he took item #'s 14,15 and 16 off of the agenda.

Motion by Aldermen Simpson and seconded by Aldermen Johnson to approve the agenda with the above changes. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Lloyd-Aye; Aldermen Johnson-Aye; Aldermen Magee---; and Aldermen Vincent-Aye. Five (5) votes Aye. Motion carried.

Approve Minutes of the October 12, 2010 Meeting

Motion by Aldermen Simpson and seconded by Aldermen Vincent. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Lloyd-Aye; Aldermen Johnson-Abstained; Aldermen Magee----; and Aldermen Vincent-Aye. Four(4) votes aye. One(1) Abstention due to absence. Motion carried.

Approve Minutes of the September 27, 2010 Meeting

Aldermen Simpson asked if the audio would be able to be recovered and City Clerk, Dale Duvall stated that the audio from the 9-13-2010 and the 9-27-10 meetings would not be able to be recovered. **Motion** by Aldermen Vincent and seconded by Aldermen Johnson. Aldermen Simpson-Nay; Aldermen Hemphill-Nay; Aldermen Lloyd-Aye; Aldermen Johnson-Aye; Aldermen Magee---; and Aldermen Vincent-Aye. Three(3) votes Aye. Two(2)votes Nay. Motion carried.

Citizen Input

None

Financial Report-CFO Karen Robson

Karen told the Board that due to time constraints with the Auditors and other City business she was not able to finish the financials. She stated that she would bring them to the next Board meeting.

City Hall Doors

Karen Robson told the Board that she had enclosed in the packet an estimate for the access control system from ADT. The amount was \$1574.00 Another company will have to do the rekeying. This adds \$600.00 to the cost. Karen will continue to look into other options such as rekeying with non-duplicating keys.

2011 Proposed Budget Ordinance 2nd Reading

BILL NO. 10-26

ORDINANCE NO. 101025

AN ORDINANCE APPROVING THE 2011 PROPOSED BUDGET.

Citizen Input for Bill NO. 10-26

There was no citizen input.

Discussion/Approval for Bill NO 10-26

There was no discussion from the Board. 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-Aye, Aldermen Hemphill-Nay, Aldermen Lloyd-Aye, Aldermen Johnson-Aye, Aldermen Magee----, Aldermen Vincent-Aye. Four(4) votes aye. One(1)vote Nay. Motion carried.

Nuisance Violation Ordinance 2nd Reading

BILL NO. 10-27

ORDINANCE NO.101025A

AN ORDINANCE AMENDING THE NUISANCE VIOLATION ORDINANCE.

Citizen Input for Bill NO. 10-27

There was no citizen input.

Discussion/Approval for Bill NO 10-27

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

Willard R-2 School District Request For Annexation Ordinance 1st Reading

BILL NO. 10-28

ORDINANCE NO.110810

AN ORDINANCE ANNEXING A TRACT OF LAND OWNED BY THE WILLARD R-2 SCHOOL DISTRICT.

Citizen Input for Bill NO. 10-28

There was no citizen input.

Discussion/Approval for Bill NO 10-28

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---, Aldermen Vincent-Aye. All votes aye. Motion carried.

Discussion of the draft of the Open Meetings Policy and Agenda Ordinance.

Attorney Doug Harpool explained to the Board that he had given them four possible alternatives to who is allowed to add agenda items and /or closed session items to the meeting agenda. After discussion among the Board it was decided to have the attorneys bring back a draft stating that the City Clerk will add items to the agenda as requested by the Board or the Mayor. The request would need to be made 48 business hours prior to the posted meeting date and time.

Old Business

Police Chief McClain presented the Presidential fitness award to Tyler Kelly, who had arrived late due to football practice. Aldermen Lloyd asked Dale Duvall if she had heard back regarding the stop sign study for Z and Jackson St. Dale stated that she had made another call to MODOT that day.

Adjourn

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

Meeting adjourned at 8:05 pm.

Attested by:

Dale Duvall, City Clerk

Approved by:

Jamie Schoolcraft, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



AGENDA ITEM #6a
Department-Finance

ACTION REQUIRED-APPROVAL NEEDED:

Attached are the September 2010 financial statements.

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2010

	ANNUAL BUDGET	---CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	---> DATE UNEXPENDED
GENERAL CITY GOVERNMENT:							
ADVERTISING	\$ 1750.00	\$ 0.00	\$ 145.83	\$ 953.00	\$ 1312.47	\$ 359.47	\$ 797.00
AUDIT FEE	2500.00	1407.03	208.33	1407.03	1874.97	467.94	1092.97
BUILDING MAINTENANCE (GCG)	0.00	0.00	0.00	48.95	0.00	-48.95	-48.95
CAPITAL ASSET EXPENDITURE	4500.00	174.83	375.00	4189.88	3375.00	-814.88	310.12
CONTRACT LABOR	3500.00	300.00	291.67	4803.67	2625.03	-2178.64	-1303.67
DUES AND SUBSCRIPTIONS	1000.00	50.00	83.33	2072.25	749.97	-1322.28	-1072.25
ELECTION EXPENSE	2100.00	0.00	175.00	2806.56	1575.00	-1231.56	-706.56
ENGINEERING EXPENSE	2500.00	0.00	208.33	0.00	1874.97	1874.97	2500.00
GROUP INSURANCE	22000.00	799.16	1833.33	16971.80	16499.97	-471.83	5028.20
INSURANCE	6500.00	149.30	541.67	6664.78	4875.03	-1789.75	-164.78
LEGAL	30000.00	3863.75	2500.00	25499.34	22500.00	-2999.34	4500.66
PROFESSIONAL (GCG)	7500.00	578.88	625.00	10864.22	5625.00	-5239.22	-3364.22
MISCELLANEOUS EXPENSE	1000.00	1116.12	83.33	569.32	749.97	180.65	430.68
OFFICE SUPPLIES	8000.00	917.72	666.67	9225.69	6000.03	-3225.66	-1225.69
PAYROLL TAXES	4820.00	175.18	401.67	4908.22	3615.03	-1293.19	-88.22
REPAIRS AND MAINTENANCE	1500.00	198.36	125.00	1650.73	1125.00	-525.73	-150.73
RETIREMENT PLAN	6000.00	-161.85	500.00	7517.77	4500.00	-3017.77	-1517.77
SALARIES	63000.00	2290.00	5250.00	64160.00	47250.00	-16910.00	-1160.00
SPECIAL EVENT	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
SUPPLIES	5000.00	607.13	416.67	3910.20	3750.03	-160.17	1089.80
TELEPHONE	7500.00	1745.09	625.00	8676.79	5625.00	-3051.79	-1176.79
TRAVEL AND TRAINING	1500.00	586.40	125.00	1764.03	1125.00	-639.03	-264.03
UTILITIES-ELECTRIC (GCG)	4000.00	620.48	333.33	3437.67	2999.97	-437.70	562.33
UTILITIES-GAS (GCG)	3000.00	0.00	250.00	1175.81	2250.00	1074.19	1824.19
UTILITIES-OTHER (GCG)	1000.00	48.53	83.33	434.70	749.97	315.27	565.30
VEHICLE EXPENSES-GAS	1500.00	0.00	125.00	0.00	1125.00	1125.00	1500.00
VEHICLE EXPENSE-OTHER	1000.00	0.00	83.33	214.33	749.97	535.64	785.67
TOTAL GENERAL CITY EXPE	\$ 193670.00	\$ 15466.11	\$ 16139.15	\$ 183926.74	\$ 145252.35	\$ -38674.39	\$ 9743.26

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2010

	ANNUAL BUDGET	---CURRENT BALANCE	---> <--- BUDGET	YEAR TO DATE BALANCE	---> <--- BUDGET	BUDGET TO DATE OVER/UNDER	---> <--- TO DATE 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	749.97	143.87	393.90
CAPITAL ASSET EXPENDITURE	6500.00	1088.26	541.67	13780.70	4875.03	-8905.67	-7280.70
CONTRACT LABOR	250.00	0.00	20.83	161.99	187.47	25.48	88.01
CVC FEES PAID	7500.00	879.15	625.00	8643.13	5625.00	-3018.13	-1143.13
DARE	1000.00	0.00	83.33	0.00	749.97	749.97	1000.00
DUES AND SUBSCRIPTIONS	750.00	0.00	62.50	804.50	562.50	-242.00	-54.50
GROUP INSURANCE	55400.00	-696.20	4616.67	44609.46	41550.03	-3059.43	10790.54
INSURANCE	21000.00	0.00	1750.00	13446.34	15750.00	2303.66	7553.66
INTEREST EXPENSE (LAW)	3450.00	0.00	287.50	18450.00	2587.50	-15862.50	-15000.00
LEASE PAYMENTS (LAW)	29000.00	0.00	2416.67	14000.00	21750.03	7750.03	15000.00
LEGAL AND PROFESSIONAL	30000.00	2537.50	2500.00	23091.25	22500.00	-591.25	6908.75
PROFESSIONAL (LAW)	7500.00	1523.85	625.00	8613.90	5625.00	-2988.90	-1113.90
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	-60.00	0.00	60.00	60.00
OFFICE EXPENSE (LAW)	3300.00	549.31	275.00	2924.32	2475.00	-449.32	375.68
PAYROLL TAXES	32000.00	2304.36	2666.67	21320.27	24000.03	2679.76	10679.73
POST FUND	750.00	62.22	62.50	612.18	562.50	-49.68	137.82
REPAIRS AND MAINTENANCE	15000.00	393.00	1250.00	11463.56	11250.00	-213.56	3536.44
RETIREMENT PLAN	21000.00	1203.18	1750.00	14352.56	15750.00	1397.44	6647.44
SALARIES	395000.00	30122.49	32916.67	282825.83	296250.03	13424.20	112174.17
SPECIAL EVENT EXPENSE	0.00	0.00	0.00	142.20	0.00	-142.20	-142.20
SUPPLIES	9000.00	614.42	750.00	5773.36	6750.00	976.64	3226.64
TELEPHONE	8300.00	1942.15	691.67	9198.89	6225.03	-2973.86	-898.89
TRAVEL AND TRAINING	5000.00	350.42	416.67	2535.53	3750.03	1214.50	2464.47
UNIFORMS	7150.00	0.00	595.83	7150.00	5362.47	-1787.53	0.00
UTILITIES-ELECTRIC (LAW)	3000.00	506.39	250.00	2667.75	2250.00	-417.75	332.25
UTILITIES-GAS (LAW)	3800.00	0.00	316.67	2484.83	2850.03	365.20	1315.17
UTILITIES-OTHER (LAW)	1000.00	17.00	83.33	259.74	749.97	490.23	740.26
VEHICLE EXPENSES-GAS	22000.00	2281.79	1833.33	20744.97	16499.97	-4245.00	1255.03
VEHICLE EXPENSE-OTHER	14000.00	10.47	1166.67	7182.35	10500.03	3317.68	6817.65
TOTAL LAW AND SAFETY EX	\$ 703650.00	\$ 45689.76	\$ 58637.51	\$ 537785.71	\$ 527737.59	\$ -10048.12	\$ 165864.29

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
STREET DEPARTMENT:							
ADVERTISING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 144.00	\$ 0.00	\$ -144.00	\$ -144.00
CAPITAL ASSET EXPENDITURE	10000.00	0.00	833.33	1108.70	7499.97	6391.27	8891.30
CONTRACT LABOR	1500.00	2800.00	125.00	2960.00	1125.00	-1835.00	-1460.00
GROUP INSURANCE	10000.00	-599.13	833.33	3059.35	7499.97	4440.62	6940.65
INSURANCE	3250.00	0.00	270.83	3137.92	2437.47	-700.45	112.08
MISCELLANEOUS EXPENSE	0.00	10000.00	0.00	10000.00	0.00	-10000.00	-10000.00
PAVING	32500.00	920.25	2708.33	920.25	24374.97	23454.72	31579.75
PARKWAY PROJECT	0.00	0.00	0.00	21.99	0.00	-21.99	-21.99
PAYROLL TAXES	3500.00	91.80	291.67	3228.30	2625.03	-603.27	271.70
REPAIRS AND MAINTENANCE	4000.00	0.00	333.33	4157.12	2999.97	-1157.15	-157.12
RETIREMENT PLAN	2350.00	-350.75	195.83	-5664.77	1762.47	7427.24	8014.77
SALARIES	41600.00	1200.00	3466.67	42200.00	31200.03	-10999.97	-600.00
STORM WATER IMPROVEMENTS	5000.00	0.00	416.67	0.00	3750.03	3750.03	5000.00
STREET LIGHTS	50000.00	4193.89	4166.67	37518.35	37500.03	-18.32	12481.65
SUPPLIES	12000.00	981.70	1000.00	9643.72	9000.00	-643.72	2356.28
TREE MAINTENANCE (ST)	6400.00	0.00	533.33	0.00	4799.97	4799.97	6400.00
UTILITIES-ELECTRIC (ST)	1900.00	287.01	158.33	2121.86	1424.97	-696.89	-221.86
UTILITIES-GAS (ST)	2750.00	0.00	229.17	126.16	2062.53	1936.37	2623.84
UTILITIES-OTHER (ST)	4400.00	148.03	366.67	4928.34	3300.03	-1628.31	-528.34
VEHICLE EXPENSES-GAS	5000.00	2212.85	416.67	6470.11	3750.03	-2720.08	-1470.11
VEHICLE EXPENSE-OTHER	3000.00	1482.07	250.00	4053.52	2250.00	-1803.52	-1053.52
TOTAL STREET EXPENSES	\$ 199150.00	\$ 23367.72	\$ 16595.83	\$ 130134.92	\$ 149362.47	\$ 19227.55	\$ 69015.08

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 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	632.00	833.33	10208.50	7499.97	-2708.53	-208.50
DUES & SUBSCRIPTIONS (P&D)	0.00	0.00	0.00	8.33	0.00	-8.33	-8.33
GROUP INSURANCE (P&D)	4500.00	-11.05	375.00	2900.91	3375.00	474.09	1599.09
PROFESSIONAL	10000.00	712.00	833.33	3766.20	7499.97	3733.77	6233.80
MISCELLANEOUS (P&D)	55000.00	0.00	4583.33	78375.00	41249.97	-37125.03	-23375.00
OFFICE SUPPLIES (P&D)	500.00	0.00	41.67	398.61	375.03	-23.58	101.39
PAYROLL TAXES (P&D)	2300.00	2074.11	191.67	4324.52	1725.03	-2599.49	-2024.52
REPAIRS/MAINTENANCE (P&D)	1000.00	0.00	83.33	718.16	749.97	31.81	281.84
RETIREMENT (P&D)	1700.00	183.47	141.67	2047.02	1275.03	-771.99	-347.02
SALARIES (P&D)	30000.00	1798.75	2500.00	32376.90	22500.00	-9876.90	-2376.90
STORMWATER/PLANNING	6000.00	25.75	500.00	739.82	4500.00	3760.18	5260.18
TELEPHONE (P&D)	1300.00	63.00	108.33	863.97	974.97	111.00	436.03
TRAVEL & TRAINING (P&D)	250.00	25.00	20.83	150.00	187.47	37.47	100.00
VEHICLE EXPENSE-GAS	750.00	0.00	62.50	20.00	562.50	542.50	730.00
VEHICLE EXPENSE-OTHER	750.00	0.00	62.50	259.14	562.50	303.36	490.86
TOTAL P & D EXPENSES	\$ 124050.00	\$ 5503.03	\$ 10337.49	\$ 137157.08	\$ 93037.41	\$ -44119.67	\$ -13107.08
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	749.97	283.54	533.57
OFFICE SUPPLIES (EM)	350.00	0.00	29.17	258.83	262.53	3.70	91.17
PAYROLL TAXES (EM)	1530.00	796.37	127.50	1563.48	1147.50	-415.98	-33.48
REPAIRS/MAINTENANCE (EM)	0.00	0.00	0.00	1976.17	0.00	-1976.17	-1976.17
SALARIES (EM)	20000.00	933.60	1666.67	11414.19	15000.03	3585.84	8585.81
SUPPLIES (EM)	2000.00	91.50	166.67	877.15	1500.03	622.88	1122.85
TELEPHONE (EM)	1000.00	33.85	83.33	104.37	749.97	645.60	895.63
TRAVEL & TRAINING (EM)	550.00	0.00	45.83	547.33	412.47	-134.86	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	\$ 1855.32	\$ 2202.50	\$ 17967.42	\$ 19822.50	\$ 1855.08	\$ 8462.58
TOTAL EXPENDITURES	\$ 1246950.00	\$ 91881.94	\$ 103912.48	\$ 1006971.87	\$ 935212.32	\$ -71759.55	\$ 239978.13
NET INCOME -LOSS	\$ 19850.00	\$ -8520.76	\$ 1654.19	\$ 25977.10	\$ 14887.71	\$ 11089.39	\$ 6127.10

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2010

GENERAL FIXED ASSETS

ASSETS

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

EQUITY

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

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
ACCOUNT GROUP
September 30, 2010

GENERAL LONG-TERM DEBTS

ASSETS

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

LIABILITIES

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

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
GENERAL FUND
September 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 103,248.64	
CASH IN BANK- MID-MISSOURI BANK	19,435.47	
CASH IN BANK - CD'S	72,885.19	
CASH IN BANK - JIS	1,920.97	
CASH IN REPURCHASE AGREEMENT	11,614.89	
TAXES RECEIVABLE	143,715.95	
PETTY CASH	367.00	
DUE FROM RECREATION FUND	274,565.45	
TOTAL ASSETS	\$ 627,753.56	

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$ 3,239.30	
COURT TRAINING ESCROW	786.06	
ESCROW ACCOUNT	8,488.09	
DUE TO WATER/SEWER FUND	219,551.95	
DUE TO RECREATION FUND	1,397.44	
TOTAL LIABILITIES	\$ 233,462.84	

EQUITY

FUND BALANCE	\$ 368,313.62	
NET INCOME -LOSS	25,977.10	
TOTAL FUND EQUITY	\$ 394,290.72	

TOTAL LIABILITIES AND EQUITY	\$ 627,753.56	

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
GENERAL FUND
For the 9 month period ended September 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	262.00	750.00	10258.77	6750.00	3508.77	1258.77
CABLE TV FRANCHISE FEES	19000.00	0.00	1583.33	11150.78	14249.97	-3099.19	-7849.22
COUNTY ROAD AND BRIDGE TA	27000.00	0.00	2250.00	26725.13	20250.00	6475.13	-274.87
ELECTRIC FRANCHISE FEES	172500.00	25516.19	14375.00	152154.79	129375.00	22779.79	-20345.21
FINANCIAL INSTITUTION TAX	100.00	0.00	8.33	0.10	74.97	-74.87	-99.90
GAS FRANCHISE FEES	68000.00	1778.22	5666.67	35491.46	51000.03	-15508.57	-32508.54
GRANT REVENUES	65000.00	2320.50	5416.67	95603.35	48750.03	46853.32	30603.35
INTEREST INCOME	2000.00	14.85	166.67	974.85	1500.03	-525.18	-1025.15
LAW ENFORCEMENT SALES TAX	45000.00	1979.00	3750.00	15832.00	33750.00	-17918.00	-29168.00
MERCHANTS LICENSES	2200.00	87.50	183.33	2000.00	1649.97	350.03	-200.00
MISCELLANEOUS	9000.00	169.43	750.00	10369.91	6750.00	3619.91	1369.91
MOBILE PHONE LEASE FEES	55000.00	2998.00	4583.33	40150.02	41249.97	-1099.95	-14849.98
MOTOR VEHICLE TAXES	117500.00	10775.62	9791.67	90598.11	88125.03	2473.08	-26901.89
PLANNING AND ZONING	20000.00	1332.00	1666.67	22609.04	15000.03	7609.01	2609.04
REAL ESTATE TAXES	175000.00	1116.07	14583.33	163173.37	131249.97	31923.40	-11826.63
SALES & USE TAX REVENUES	400000.00	49654.02	33333.33	276639.66	299999.97	-23360.31	-123360.34
SALES TAX - CAP IMP	0.00	-27805.86	0.00	0.00	0.00	0.00	0.00
STATE LET ACCOUNT	500.00	0.00	41.67	0.00	375.03	-375.03	-500.00
TRAFFIC COURT FINES	80000.00	13163.64	6666.67	79217.63	60000.03	19217.60	-782.37
TRANSFERS IN -OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL REVENUES	\$ 1266800.00	\$ 83361.18	\$ 105566.67	\$ 1032948.97	\$ 950100.03	\$ 82848.94	\$ -233851.03
----------------	---------------	-------------	--------------	---------------	--------------	-------------	---------------

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
BALANCE SHEET
WATER AND SEWER FUND
September 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 92,193.28
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	54,117.04
WATER/SEWER FUND TDOA	89,990.31
CASH - REVENUE BOND ESCROW	50,219.53
CASH - WATER PRINCIPAL AND INTEREST	453,906.77
CASH IN REPURCHASE AGREEMENT	34,915.92
CASH-WW/SS PRINCIPAL & INTEREST	175,651.51
DUE FROM GENERAL FUND	219,551.95
2005 CERTIFICATE FUND	150.99
2005 RESERVE FUND	49,500.00
2005 CONSTRUCTION FUND	905.34
DUE FROM RECREATION FUND	16,552.14
2008 CERTIFICATE FUND	664.50
2008 RESERVE FUND	231,187.28
2008 CONSTRUCTION FUND	283,185.06
RETURNED CHECKS	80.00
RECEIVABLE - FIRE DEPT	100,000.00
DEFERRED CHARGE-COI-2002 REFUNDING BONDS	86,776.77
TOTAL CURRENT ASSETS	\$ 2,102,468.39

FIXED ASSETS

LAND	\$ 205,894.58
EQUIPMENT	577,728.60
SEWER SYSTEM	5,067,229.80
ACCUMULATED DEPRECIATION	- 160,293.11
WATER SYSTEM	3,519,976.70
CONSTRUCTION IN PROGRESS	86,602.22
ACCUMULATED DEPRECIATION	-2,708,830.32
NET FIXED ASSETS	\$ 6,588,308.47
TOTAL ASSETS	\$ 8,690,776.86

UNAUDITED

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

LIABILITIES AND EQUITY

LIABILITIES

PAYROLL TAXES PAYABLE	\$.00
SALES TAX PAYABLE	4,929.02
MISSOURI PRIMACY TAX	9,010.74
WATER POLLUTION SERVICE CONNECTION FEE	1,674.68
CUSTOMER DEPOSITS	138,441.76
AT&T CAPITAL LEASE	1,654.88
DUE TO RECREATION FUND	2,443.40
REVENUE BONDS PAYABLE	- 120,000.00
2005 REVENUE BONDS PAYABLE	460,000.00
2003 REVENUE BONDS PAYABLE	265,000.00
2008 REVENUE BONDS PAYABLE	2,305,000.00
DEFERRED LOSS ON REFINANCING	-13,716.15

TOTAL LIABILITIES \$ 3,054,438.33

EQUITY

CONT. CAPITAL - FED & STATE	\$.00
RETAINED EARNINGS	5,501,364.07
NET INCOME -LOSS	134,974.46

TOTAL FUND EQUITY \$ 5,636,338.53

TOTAL LIABILITIES AND EQUITY \$ 8,690,776.86
=====

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 9 month period ended September 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	93750.03	-93750.03	-125000.00
INTEREST INCOME	3000.00	236.18	250.00	1737.29	2250.00	-512.71	-1262.71
METER INSTALLATIONS	15000.00	0.00	1250.00	17031.00	11250.00	5781.00	2031.00
MISCELLANEOUS INCOME	1000.00	0.00	83.33	2025.64	749.97	1275.67	1025.64
PENALTY INCOME	25000.00	4936.17	2083.33	29268.60	18749.97	10518.63	4268.60
TRASH INCOME	130000.00	11785.41	10833.33	102375.70	97499.97	4875.73	-27624.30
WATER SALES - COMMERCIAL	38000.00	3563.36	3166.67	28645.25	28500.03	145.22	-9354.75
WATER SALES - RESIDENTIAL	700000.00	71602.43	58333.33	559471.31	524999.97	34471.34	-140528.69
TOTAL REVENUES	\$ 1037000.00	\$ 92123.55	\$ 86416.66	\$ 740554.79	\$ 777749.94	\$ -37195.15	\$ -296445.21
EXPENSES							
ADVERTISING	\$ 1000.00	\$ 0.00	\$ 83.33	\$ 693.50	\$ 749.97	\$ 56.47	\$ 306.50
AUDIT	4000.00	2814.05	333.33	2814.05	2999.97	185.92	1185.95
BUILDING MAINTENANCE (WAT	0.00	0.00	0.00	17.95	0.00	-17.95	-17.95
CONTRACT LABOR	6500.00	0.00	541.67	5737.00	4875.03	-861.97	763.00
DEPRECIATION	105600.00	17414.02	8800.00	78363.09	79200.00	836.91	27236.91
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	187.06	375.03	187.97	312.94
FISCAL AGENT FEES	2000.00	0.00	166.67	783.86	1500.03	716.17	1216.14
GROUP INSURANCE	25300.00	276.07	2108.33	23922.84	18974.97	-4947.87	1377.16
INSURANCE	18000.00	0.00	1500.00	6571.86	13500.00	6928.14	11428.14
INTEREST EXPENSE	62325.00	0.00	5193.75	61763.14	46743.75	-15019.39	561.86
LEGAL AND PROFESSIONAL	5000.00	882.00	416.67	3727.50	3750.03	22.53	1272.50
PROFESSIONAL (WATER)	15000.00	189.60	1250.00	8948.05	11250.00	2301.95	6051.95
MISCELLANEOUS EXPENSE	1500.00	200.00	125.00	11982.05	1125.00	-10857.05	-10482.05
OFFICE SUPPLIES	12000.00	1785.62	1000.00	16052.51	9000.00	-7052.51	-4052.51
PAYROLL TAXES	15000.00	1150.76	1250.00	8544.72	11250.00	2705.28	6455.28
REPAIRS AND MAINTENANCE	60000.00	6508.66	5000.00	66289.36	45000.00	-21289.36	-6289.36
RETIREMENT PLAN	13970.00	851.38	1164.17	8942.47	10477.53	1535.06	5027.53
SALARIES	230000.00	15042.79	19166.67	126404.39	172500.03	46095.64	103595.61
SALARIES-OVERTIME	5000.00	0.00	416.67	600.65	3750.03	3149.38	4399.35
SUPPLIES	40000.00	2178.58	3333.33	42040.92	29999.97	-12040.95	-2040.92
SUPPLIES - PROJECT	75000.00	0.00	6250.00	569.25	56250.00	55680.75	74430.75
TRASH EXPENSE	120000.00	3068.25	10000.00	82237.19	90000.00	7762.81	37762.81
TRAVEL AND TRAINING	2500.00	0.00	208.33	1451.94	1874.97	423.03	1048.06
UTILITIES-ELECTRIC (WATER	47500.00	6122.56	3958.33	43117.49	35624.97	-7492.52	4382.51
UTILITIES-OTHER (WATER)	5000.00	259.24	416.67	2785.06	3750.03	964.97	2214.94
VEHICLE EXPENSES-GAS	10000.00	684.21	833.33	8222.35	7499.97	-722.38	1777.65
VEHICLE EXPENSE-OTHER	3000.00	81.20	250.00	1854.68	2250.00	395.32	1145.32
TOTAL EXPENSES	\$ 885695.00	\$ 59508.99	\$ 73807.92	\$ 614624.93	\$ 664271.28	\$ 49646.35	\$ 271070.07
NET INCOME -LOSS	\$ 151305.00	\$ 32614.56	\$ 12608.74	\$ 125929.86	\$ 113478.66	\$ 12451.20	\$ -25375.14

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
WATER AND SEWER FUND
For the 9 month period ended September 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	93750.03	-93750.03	-125000.00
HOOK-UP FEES RECEIVED (SE	30000.00	0.00	2500.00	19100.00	22500.00	-3400.00	-10900.00
INTEREST INCOME	3000.00	91.44	250.00	762.80	2250.00	-1487.20	-2237.20
MISCELLANEOUS INCOME	1000.00	0.00	83.33	0.00	749.97	-749.97	-1000.00
PENALTY INCOME	39000.00	1782.42	3250.00	22723.26	29250.00	-6526.74	-16276.74
SEWER SALES	780000.00	69134.73	65000.00	619107.77	585000.00	34107.77	-160892.23
TOTAL REVENUES	\$ 978000.00	\$ 71008.59	\$ 81500.00	\$ 661693.83	\$ 733500.00	\$ -71806.17	\$ -316306.17
EXPENSES							
ADVERTISING	\$ 400.00	\$ 0.00	\$ 33.33	\$ 321.50	\$ 299.97	\$ -21.53	\$ 78.50
AUDIT	4000.00	2814.05	333.33	2814.05	2999.97	185.92	1185.95
BUILDING MAINTENANCE (SEW	0.00	0.00	0.00	35.90	0.00	-35.90	-35.90
CONTRACT LABOR	7500.00	0.00	625.00	5677.50	5625.00	-52.50	1822.50
DEPRECIATION	134000.00	22318.20	11166.67	100431.90	100500.03	68.13	33568.10
DUES AND SUBSCRIPTIONS	500.00	0.00	41.67	187.06	375.03	187.97	312.94
FISCAL AGENT FEES	3000.00	0.00	250.00	2283.85	2250.00	-33.85	716.15
GROUP INSURANCE	25300.00	276.08	2108.33	24057.17	18974.97	-5082.20	1242.83
HOOK-UP EXPENSE (SEWER)	7500.00	0.00	625.00	0.00	5625.00	5625.00	7500.00
INSURANCE	18000.00	81.20	1500.00	6580.06	13500.00	6919.94	11419.94
INTEREST EXPENSE	80600.00	0.00	6716.67	81144.37	60450.03	-20694.34	-544.37
LEGAL AND PROFESSIONAL	3500.00	658.00	291.67	3433.50	2625.03	-808.47	66.50
PROFESSIONAL (SEWER)	8000.00	244.60	666.67	7377.92	6000.03	-1377.89	622.08
MISCELLANEOUS EXPENSE	1500.00	0.00	125.00	10971.59	1125.00	-9846.59	-9471.59
OFFICE SUPPLIES	10000.00	1555.14	833.33	15090.83	7499.97	-7590.86	-5090.83
PAYROLL TAXES	15000.00	1150.77	1250.00	8544.70	11250.00	2705.30	6455.30
REPAIRS AND MAINTENANCE	20000.00	2226.04	1666.67	21447.38	15000.03	-6447.35	-1447.38
RETIREMENT PLAN	14300.00	851.37	1191.67	8942.46	10725.03	1782.57	5357.54
SALARIES	230000.00	15042.80	19166.67	126404.38	172500.03	46095.65	103595.62
SALARIES-OVERTIME	3000.00	0.00	250.00	600.64	2250.00	1649.36	2399.36
SPRINGFIELD SEWER CHARGES	230000.00	42045.26	19166.67	159823.43	172500.03	12676.60	70176.57
SUPPLIES	25000.00	343.23	2083.33	12537.38	18749.97	6212.59	12462.62
SUPPLIES - PROJECT	75000.00	0.00	6250.00	449.25	56250.00	55800.75	74550.75
TRAVEL AND TRAINING	2000.00	0.00	166.67	856.95	1500.03	643.08	1143.05
UTILITIES-ELECTRIC (SEWER	43000.00	1756.40	3583.33	33006.89	32249.97	-756.92	9993.11
UTILITIES-OTHER (SEWER)	9000.00	1525.04	750.00	9298.51	6750.00	-2548.51	-298.51
VEHICLE EXPENSE-GAS	10000.00	212.00	833.33	7502.78	7499.97	-2.81	2497.22
VEHICLE EXPENSE-OTHER	3000.00	852.00	250.00	2827.28	2250.00	-577.28	172.72
TOTAL EXPENSES	\$ 983100.00	\$ 93952.18	\$ 81925.01	\$ 652649.23	\$ 737325.09	\$ 84675.86	\$ 330450.77
NET INCOME -LOSS	\$ -5100.00	\$ -22943.59	\$ -425.01	\$ 9044.60	\$ -3825.09	\$ 12869.69	\$ 14144.60

UNAUDITED

CITY OF WILLARD
BALANCE SHEET
PARK FUND
September 30, 2010

ASSETS

CURRENT ASSETS

CASH IN BANK - CHECKING	\$ 31,022.62	
PARK FUND TDOA	17,760.58	
TAXES RECEIVABLE	43,996.88	
2003 COPS RESERVE	1.00	
PETTY CASH	1,200.00	
DUE FROM GENERAL FUND	1,397.44	
2008B PROJECT FUND	1,993,441.02	
2009 B CERTIFICATE FUND	2,214.38	
2008 RESERVE FUND	301,000.00	
2008 COST OF ISSUANCE	9,237.50	
PROJECT PLAYGROUND	2,434.41	
YOUTH SCHOLARSHIPS	3,115.65	
FACILITY RENOVATION GRANTS	5,038.75	
TOTAL ASSETS		\$ 2,390,682.61

=====

LIABILITIES AND EQUITY

PAYROLL TAXES PAYABLE	\$.00	
DUE TO GENERAL FUND	274,565.45	
DUE TO WATER/SEWER FUND	16,552.14	
MID-MISSOURI BANK	200,000.00	

=====

TOTAL LIABILITIES \$ 491,117.59

EQUITY

FUND BALANCE	\$ 1,988,790.22	
NET INCOME -LOSS	-89,225.20	

=====

TOTAL FUND EQUITY \$ 1,899,565.02

TOTAL LIABILITIES AND EQUITY \$ 2,390,682.61

=====

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 9 month period ended September 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	TO DATE UNEXPENDED
REVENUES							
ADULT PROGRAMS	\$ 12000.00	\$ 1324.00	\$ 1000.00	\$ 11163.90	\$ 9000.00	\$ 2163.90	\$ -836.10
ADVERTISING INCOME	20000.00	880.00	1666.67	15561.50	15000.03	561.47	-4438.50
COMMUNITY BUILDING	0.00	0.00	0.00	-2015.00	0.00	-2015.00	-2015.00
CONCESSION INCOME	55000.00	1988.91	4583.33	33294.78	41249.97	-7955.19	-21705.22
FOURTH OF JULY	5000.00	200.00	416.67	1621.90	3750.03	-2128.13	-3378.10
INTEREST INCOME	1000.00	2.19	83.33	125.08	749.97	-624.89	-874.92
MISCELLANEOUS INCOME	5000.00	985.00	416.67	3041.05	3750.03	-708.98	-1958.95
PARK FEES	3500.00	0.00	291.67	1903.34	2625.03	-721.69	-1596.66
REAL ESTATE TAXES	53265.00	0.00	4438.75	37332.53	39948.75	-2616.22	-15932.47
FACILITY INCOME	25000.00	3310.00	2083.33	24464.50	18749.97	5714.53	-535.50
SALES TAX	440000.00	37212.74	36666.67	311188.46	330000.03	-18811.57	-128811.54
SALES TAX - CAP IMP	185100.00	48284.02	15425.00	96888.69	138825.00	-41936.31	-88211.31
SWIM POOL INCOME	95000.00	1060.50	7916.67	104778.55	71250.03	33528.52	9778.55
YOUTH PROGRAMS	200000.00	4802.38	16666.67	99593.57	150000.03	-50406.46	-100406.43
TOTAL REVENUES	\$ 1099865.00	\$ 100049.74	\$ 91655.43	\$ 738942.85	\$ 824898.87	\$ -85956.02	\$ -360922.15

UNAUDITED

CITY OF WILLARD
INCOME STATEMENT
PARK FUND
For the 9 month period ended September 30, 2010

	ANNUAL BUDGET	<--CURRENT BALANCE	--> <-- BUDGET	YEAR TO DATE BALANCE	--> <-- BUDGET	BUDGET TO DATE OVER/UNDER	--> UNEXPENDED
EXPENDITURES							
ADVERTISING	\$ 4500.00	\$ 0.00	\$ 375.00	\$ 2904.00	\$ 3375.00	\$ 471.00	\$ 1596.00
BUILDING MAINTENANCE (PAR	5000.00	472.50	416.67	5183.28	3750.03	-1433.25	-183.28
CAPITAL ASSET EXPENDITURE	2000.00	174.82	166.67	60475.87	1500.03	-58975.84	-58475.87
CHEMICALS	18000.00	0.00	1500.00	9065.84	13500.00	4434.16	8934.16
CONCESSIONS	35000.00	2191.45	2916.67	18749.43	26250.03	7500.60	16250.57
CONTRACT LABOR	15000.00	1480.00	1250.00	14081.49	11250.00	-2831.49	918.51
DUES AND SUBSCRIPTIONS	350.00	0.00	29.17	359.00	262.53	-96.47	-9.00
FIREWORKS	8000.00	0.00	666.67	6408.95	6000.03	-408.92	1591.05
FISCAL AGENT FEES	4500.00	0.00	375.00	3450.00	3375.00	-75.00	1050.00
GROUP INSURANCE	22850.00	183.57	1904.17	24725.79	17137.53	-7588.26	-1875.79
INSURANCE	18000.00	0.00	1500.00	17656.74	13500.00	-4156.74	343.26
INTEREST EXPENSE	215000.00	0.00	17916.67	184239.79	161250.03	-22989.76	30760.21
LANDSCAPING	250.00	0.00	20.83	541.25	187.47	-353.78	-291.25
LEASE PAYMENTS	250000.00	0.00	20833.33	60000.00	187499.97	127499.97	190000.00
LEGAL	3000.00	42.00	250.00	2296.00	2250.00	-46.00	704.00
PROFESSIONAL	7500.00	3535.58	625.00	10729.07	5625.00	-5104.07	-3229.07
MISCELLANEOUS EXPENSE	1500.00	0.00	125.00	1056.14	1125.00	68.86	443.86
OFFICE SUPPLIES	8000.00	93.90	666.67	7442.60	6000.03	-1442.57	557.40
PAYROLL TAXES	29500.00	1765.45	2458.33	20115.64	22124.97	2009.33	9384.36
REPAIRS AND MAINTENANCE	12000.00	1631.84	1000.00	9240.20	9000.00	-240.20	2759.80
RETIREMENT PLAN	5800.00	833.70	483.33	6095.25	4349.97	-1745.28	-295.25
SALARIES	145000.00	14111.98	12083.33	115729.32	108749.97	-6979.35	29270.68
SALARIES-SEASONAL	150000.00	8965.99	12500.00	143556.84	112500.00	-31056.84	6443.16
SALARIES-OVERTIME	5000.00	0.00	416.67	925.85	3750.03	2824.18	4074.15
SUPPLIES-GENERAL (PARK)	12000.00	1527.60	1000.00	12111.93	9000.00	-3111.93	-111.93
SUPPLIES-SPORTS (PARK)	10000.00	2127.00	833.33	17757.77	7499.97	-10257.80	-7757.77
SUPPLIES-AQUATIC (PARK)	3000.00	725.93	250.00	3575.73	2250.00	-1325.73	-575.73
SUPPLIES-SPECIAL ACTIVITY	5000.00	743.06	416.67	12465.42	3750.03	-8715.39	-7465.42
SUPPLIES - GROUNDS	3000.00	0.00	250.00	198.05	2250.00	2051.95	2801.95
TELEPHONE	8500.00	2008.61	708.33	9490.31	6374.97	-3115.34	-990.31
TRAVEL AND TRAINING	1000.00	0.00	83.33	825.00	749.97	-75.03	175.00
TURF MAINTENANCE	3000.00	0.00	250.00	0.00	2250.00	2250.00	3000.00
UTILITIES-ELECTRIC (PARK)	30000.00	6918.54	2500.00	35978.90	22500.00	-13478.90	-5978.90
UTILITIES-GAS	10000.00	0.00	833.33	6040.34	7499.97	1459.63	3959.66
UTILITIES-OTHER (PARK)	4000.00	0.00	333.33	1681.75	2999.97	1318.22	2318.25
VEHICLE EXPENSE-GAS	5000.00	0.00	416.67	694.36	3750.03	3055.67	4305.64
VEHICLE EXPENSE-OTHER	2500.00	365.47	208.33	2320.15	1874.97	-445.18	179.85

TOTAL EXPENDITURES	\$ 1062750.00	\$ 49898.99	\$ 88562.50	\$ 828168.05	\$ 797062.50	\$ -31105.55	\$ 234581.95
--------------------	---------------	-------------	-------------	--------------	--------------	--------------	--------------

NET INCOME -LOSS	\$ 37115.00	\$ 50150.75	\$ 3092.93	\$ -89225.20	\$ 27836.37	\$ -117061.57	\$ -126340.20
------------------	-------------	-------------	------------	--------------	-------------	---------------	---------------

UNAUDITED

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 1

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
2157	9/30/10	K HARGIS	1 740	100.00		100.00
2158	9/30/10	MISSOURI DEPT OF REV - AUTOMAT	1 1830	435.53		435.53
2159	9/30/10	MO DEPT OF REVENUE - CVC	1 1830	443.62		443.62
2160	9/30/10	TREAS, STATE OF MISSOURI	1 1905	62.22		62.22
2161	9/30/10	CITY OF WILLARD	1 740	5,276.88		5,276.88
7577	9/30/10	ANDY FARMER	2 935	119.94		119.94
7578	9/30/10	JUSTIN REAVES	2 959	50.00		50.00
7579	9/30/10	DAVID BLAKEMORE	2 1959	50.00		50.00
7580	9/30/10	KENNY HERBERT	2 959	50.00		50.00
7581	9/30/10	KEVIN BELL	2 1959	50.00		50.00
7582	9/30/10	KEVIN BELL	2 880	200.00		200.00
7583	9/30/10	POSTMASTER	2 885 2 1885	566.10 566.10		1,132.20
7584	9/30/10	KENNY BELL	2 935	800.00		800.00
7585	9/30/10	JIMMY SMITH	2 935	182.91		182.91
9659	9/30/10	GINGER GRIFFITH	3 723	75.00		

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 2

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
9660	9/30/10	BECKY ROBINSON	3 755	40.00		40.00
9661	9/30/10	JUDY MARBLE	3 755	40.00		40.00
9662	9/30/10	HEATHER SWEARINGEN	3 755	40.00		40.00
9663	9/30/10	MELISSA TURNER	3 723	30.00		30.00
9664	9/30/10	LISA PACK	3 723	10.00		10.00
9665	9/30/10	ANGIE NICHOLLS	3 755	15.00		15.00
9666	9/30/10	NITA KILLINGSWORTH	3 723	25.00		25.00
9667	9/30/10	AMANDA DAVID	3 755	40.00		40.00
9668	9/30/10	KRIS COOPER	3 745	52.00		52.00
9669	9/30/10	JASON MCMILLEN	3 755	40.00		40.00
9670	9/30/10	RANDY JONES	3 723	20.00		20.00
9671	9/30/10	PAM WARE	3 755	40.00		40.00
9672	9/30/10	HEATHER SCOTT	3 755	40.00		40.00
9673	9/30/10	GEORGE GARRISON	3 755	40.00		40.00
						75.00

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 3

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
9674	9/30/10	KEITH PRATT	3 755	40.00		40.00
9675	9/30/10	DEANNA WARD	3 755	45.00		45.00
9676	9/30/10	JIMMIE JOHNSON	3 723	75.00		75.00
9677	9/30/10	PRO-LAWN	3 938	60.00		60.00
9678	9/30/10	ALL THAT MUSIC	3 825	790.00		790.00
11576	9/30/10	AC ELECTRICAL SYSTEMS, INC.	2 900	434.51		434.51
11577	9/30/10	A T & T	2 959 2 1959	53.15 661.91		715.06
11578	9/30/10	AT & T/CINGULAR	2 1959	60.00		60.00
11579	9/30/10	BAIRD, LIGHTNER, MILLSAP & HAR	2 875 2 1875	882.00 658.00		1,540.00
11580	9/30/10	CITY OF SPRINGFIELD	2 1930 2 1930	20,480.23 21,565.03		42,045.26
11581	9/30/10	COMMERCE BANK	2 885	1.00		1.00
11582	9/30/10	COMMERCE BANK	2 1885	19.97		19.97
11583	9/30/10	COMMERCE BANK	2 885 2 935 2 959 2 1935 2 1959	49.46 331.98 53.51 108.34 650.54		

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11584	9/30/10	CONOCOPHILLIPS FLEET	2 960	440.22		440.22
11585	9/30/10	DELTA DENTAL	2 860 2 1860	193.51 193.51		387.02
11586	9/30/10	EMPIRE ELECTRIC	2 955 2 1955	6,122.56 1,756.40		7,878.96
11587	9/30/10	GREENE CO HEALTH DEPT	2 876	80.00		80.00
11588	9/30/10	HAWKINS INC.	2 935	233.33		233.33
11589	9/30/10	HERTZ EQUIPMENT RENTAL	2 935	55.94		55.94
11590	9/30/10	HARBOR FREIGHT TOOLS	2 935 2 1935	98.47 98.48		196.95
11591	9/30/10	JCI	2 900	1,019.00		1,019.00
11592	9/30/10	JOE'S TIRE SHOP	2 1965	852.00		852.00
11593	9/30/10	LAKELAND LABORATORIES	2 1876	135.00		135.00
11594	9/30/10	LOWES	2 1900	106.04		106.04
11595	9/30/10	MISSOURI LAGERS	2 910 2 1910	851.38 851.37		1,702.75
11596	9/30/10	MISSOURI ONE CALL	2 876 2 1876	46.15 46.15		
						1,193.83

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 5

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11597	9/30/10	OFFICER CPA FIRM	2 805 2 1805	2,814.05 2,814.05		92.30
11598	9/30/10	ONLINE INFORMATION SERVICES	2 876 2 1876	63.45 63.45		5,628.10
11599	9/30/10	PURCHASE POWER	2 885 2 1885	834.21 634.21		126.90
11600	9/30/10	REAVIS WATER WELL	2 900	866.00		1,468.42
11601	9/30/10	SCOTT GROSS CO. INC.	2 935 2 1935	18.25 18.25		866.00
11602	9/30/10	SPRINGFIELD WINWATER	2 935 2 935	197.62 21.98		36.50
11603	9/30/10	STEELE EXCAVATION	2 1900	2,120.00		219.60
11604	9/30/10	SAWYER TIRE INC.	2 965 2 1865	81.20 81.20		2,120.00
11605	9/30/10	UNIFIRST CORP	2 935 2 1935	118.16 118.16		162.40
11606	9/30/10	UTILITY SERVICE CO., INC.	2 900	4,189.15		236.32
11607	9/30/10	VERIZON WIRELESS	2 959 2 1959	52.58 52.59		4,189.15
11608	9/30/10	VSP	2 860	82.56		105.17

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 6

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
11609	9/30/10	WCA MO	2 1860	82.57		165.13
			2 943	3,068.25		3,068.25
11610	9/30/10	WRIGHT EXPRESS	2 960	211.99		
			2 1960	212.00		423.99
15804	9/30/10	AC ELECTRICAL SYSTEMS INC.	3 900	460.06		460.06
15805	9/30/10	ALL THAT MUSIC	3 825	690.00		690.00
15806	9/30/10	A T & T	3 940	900.77		900.77
15807	9/30/10	A T & T	3 940	83.10		83.10
15808	9/30/10	BAKER MECHANICAL SERVICES	3 900	766.89		766.89
15809	9/30/10	BEACON ATHLETICS	3 936	155.00		155.00
15810	9/30/10	BJ'S TROPHY SHOP	3 935	8.00		8.00
15811	9/30/10	BAIRD, LIGHTNER, MILLSAP & HAR	3 875	42.00		42.00
15812	9/30/10	COMMERCE BANK	3 935	527.36		
			3 937	108.09		
			3 938	362.06		
			3 940	847.04		1,844.55
15813	9/30/10	COPY PRODUCTS, INC.	3 876	25.54		25.54
15814	9/30/10	DAYSTAR DISTRIBUTING	3 808	199.92		

11/04/10
09:20:54

City of willard
Disbursements Journal
September 30, 2010

Page 7

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
15815	9/30/10	DELTA DENTAL	3 860	326.91		326.91
15816	9/30/10	DIRECTV	3 876	78.99		78.99
15817	9/30/10	EMPIRE ELECTRIC	3 955	6,918.54		6,918.54
15818	9/30/10	KEE WES EQUIPMENT	3 808 3 935	272.58 364.38		636.96
15819	9/30/10	KENCO FIRE EXTINGUISHER	3 876	97.00		97.00
15820	9/30/10	LOWES	3 900	289.58		289.58
15821	9/30/10	MISSOURI LAGERS	3 910	1,184.92		1,184.92
15822	9/30/10	MURFIN'S MARKET	3 820	98.70		98.70
15823	9/30/10	OFFICER CPA FIRM LLC	3 876	2,814.05		2,814.05
15824	9/30/10	OZARKS COCA COLA	3 820	225.10		225.10
15825	9/30/10	OZARK FLAG DISTRIBUTORS	3 935	113.40		113.40
15826	9/30/10	OZARK POWER CENTER	3 965	80.60		80.60
15827	9/30/10	OZARK MTN GRAPHICS	3 936	1,972.00		1,972.00
15828	9/30/10	RACE BROS FARM SUPPLY	3 937	71.80		71.80

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 8

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
15829	9/30/10	RAMSEY SOLUTIONS	3 876	355.00		355.00
15830	9/30/10	RECREONICS, INC.	3 900	115.31		115.31
15831	9/30/10	REX SMITH OIL CO.	3 965	208.42		208.42
15832	9/30/10	SAM'S CLUB	3 820 3 820 3 935	42.20 497.05	-58.97	480.28
15833	9/30/10	SPFD FAMILY WALK-IN CLINIC	3 876	105.00		105.00
15834	9/30/10	SCHENDEL PEST SERVICES	3 876	60.00		60.00
15835	9/30/10	SAWYER TIRE INC.	3 965	76.45		76.45
15836	9/30/10	SWANK MOTION PICTURES, INC.	3 938	321.00		321.00
15837	9/30/10	SYSCO OF KANSAS CITY	3 820	1,328.40		1,328.40
15838	9/30/10	UNIFIRST CORP	3 935	151.75		151.75
15839	9/30/10	VERIZON WIRELESS	3 940	177.70		177.70
15840	9/30/10	VSP	3 860	14.70		14.70
15841	9/30/10	WATER WORKS, INC.	3 937	546.04		546.04
15842	9/30/10	WILLARD CHAMBER OF COMMERCE	3 935	10.00		10.00

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 9

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
16888	9/30/10	TOM MCCLAIN	1 1945	60.42		60.42
16889	9/30/10	MISSOURI DEPT OF REVENUE	1 350	3,355.00		3,355.00
16890	9/30/10	BILL'S SERVICE STATION	1 140 1 1960	32.00 47.00		79.00
16891	9/30/10	MISSOURI STATE HWY PATROL	1 1945	40.00		40.00
16892	9/30/10	DALE DUVALL	1 1940	50.00		50.00
16893	9/30/10	JAMIE SCHOOLCRAFT	1 825 1 940	300.00 50.00		350.00
16894	9/30/10	SW MISSOURI CODE OFFICIALS	1 4945	25.00		25.00
16895	9/30/10	ELKINS-SWYERS CO., INC.	1 1935	13.86		13.86
26671	9/30/10	ARBOR DAY FOUNDATION	1 840	50.00		50.00
26672	9/30/10	ALEXANDER OPEN SYSTEMS	1 876	218.75		218.75
26673	9/30/10	APAC - MISSOURI, INC.	1 2895	920.25		920.25
26674	9/30/10	A T & T	1 940 1 1940 1 2959	783.00 777.80 71.75		1,632.55
26675	9/30/10	A T & T/CINGULAR	1 940 1 5940	236.44 70.77		307.21

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 10

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26676	9/30/10	BAKER MECHANICAL SERVICES	1 900	198.36		198.36
26677	9/30/10	BAIRD, LIGHTNER, MILLSAP, & HA	1 875	3,863.75		3,863.75
26678	9/30/10	BALL PAVING, INC.	1 2825	2,800.00		2,800.00
26679	9/30/10	CITY OF WILLARD	1 959 1 1959	48.53 17.00		65.53
26680	9/30/10	CNA SURETY	1 865	149.30		149.30
26681	9/30/10	COMMERCE BANK	1 876 1 885 1 935 1 940 1 945 1 1935 1 1940 1 2959	170.00 907.72 29.88 675.65 586.40 45.10 724.05 76.28		3,215.08
26682	9/30/10	COMMERCE BANK	1 2965	383.85		383.85
26683	9/30/10	CONCO QUARRIES	1 2935	98.16		98.16
26684	9/30/10	CONOCOPHILLIPS FLEET	1 1960	2,075.02		2,075.02
26685	9/30/10	COPY PRODUCTS, INC.	1 876 1 1876	118.71 12.70		131.41
26686	9/30/10	CREATIVE MGMT CONSULTANTS	1 1945	250.00		250.00
26687	9/30/10	DELTA DENTAL	1 860	195.48		

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 11

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
			1 1860	228.84		
			1 4860	32.69		457.01
26688	9/30/10	ELKINS-SWYERS CO., INC.	1 1935	436.00		436.00
26689	9/30/10	EMPIRE ELECTRIC	1 955	620.48		
			1 1955	506.39		
			1 2930	4,193.89		
			1 2955	287.01		5,607.77
26690	9/30/10	ESRI, INC.	1 4876	400.00		400.00
26691	9/30/10	GALL'S INC.	1 1810	5,137.43		5,137.43
26692	9/30/10	GARDNER ENGINEERING	1 4876	312.00		312.00
26693	9/30/10	GREENE COUNTY HIGHWAY DEPT	1 2880	10,000.00		10,000.00
26694	9/30/10	GREENE COUNTY EOM	1 935	7.50		7.50
26695	9/30/10	IKARD & BROWN LAW OFFICES	1 1875	927.50		927.50
26696	9/30/10	INLAND PRINTING CO.	1 876	31.42		31.42
26697	9/30/10	JOE'S TIRE SHOP	1 5935	91.50		91.50
26698	9/30/10	KEE WES EQUIPMENT CO.	1 935	410.14		410.14
26699	9/30/10	KRISTOFFER BAREFIELD	1 1875	1,610.00		1,610.00
26700	9/30/10	MCBEE SYSTEMS	1 1885	162.23		

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Page 12

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26701	9/30/10	MEDIACOM	1 876	10.00		10.00
26702	9/30/10	MISSOURI LAGERS	1 910 1 1910 1 2910 1 4910	332.33 2,233.00 425.69 327.37		3,318.39
26703	9/30/10	MISSOURI VOCATIONAL ENTERPRISE	1 2935	646.00		646.00
26704	9/30/10	MURFIN'S MARKET	1 935 1 2935	38.86 10.36		49.22
26705	9/30/10	OFFICER CPA FIRM LLC.	1 805 1 1876	1,407.03 1,407.02		2,814.05
26706	9/30/10	O'REILLY'S AUTO PARTS	1 1965 1 2965	10.47 1,038.22		1,048.69
26707	9/30/10	OZARK POWER CENTER INC.	1 2965	48.00		48.00
26708	9/30/10	POCKET PRESS, INC.	1 1935	33.96		33.96
26709	9/30/10	PRE-PAID LEGAL SERVICES	1 1876	53.85		53.85
26710	9/30/10	RACE BROS	1 2935	149.18		149.18
26711	9/30/10	RADIOPHONE ENGINEERING INC.	1 1900 1 1935	393.00 35.50		428.50
26712	9/30/10	RAYMOND L. HOPPER	1 4825	632.00		632.00
						162.23

11/04/10
09:20:54

City of willard
Disbursements Journal
September 30, 2010

Page 13

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
26713	9/30/10	REX SMITH OIL CO.	1 2960	2,212.85		2,212.85
26714	9/30/10	SCURLOCK INDUSTRIES	1 2935	48.00		48.00
26715	9/30/10	SPED FAMILY MEDICAL WALKIN	1 1876	70.00		70.00
26716	9/30/10	SCHENDEL PEST SERVICES	1 876 1 1876 1 2935	30.00 30.00 30.00		90.00
26717	9/30/10	SAWYER TIRE INC.	1 2965	12.00		12.00
26718	9/30/10	UNIFIRST	1 935 1 1935 1 4935	32.50 50.00 25.75		108.25
26719	9/30/10	US BANK	1 150 1 810 1 1810	174.82 174.83 174.83		524.48
26720	9/30/10	VERIZON WIRELESS	1 1940 1 4940	430.00 63.00		493.00
26721	9/30/10	VSP	1 860 1 1860	76.93 91.63		168.56
26722	9/30/10	WRIGHT EXPRESS	1 1960	159.77		159.77
	9/30/10	Contra Entry	1 100		-59,041.75	.00
	9/30/10	Contra Entry	1 125		-6,318.25	.00

11/04/10
09:20:54

City of Willard
Disbursements Journal
September 30, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount	NET
	9/30/10	Contra Entry	2 100		-80,640.12	.00
	9/30/10	Contra Entry	3 100		-25,591.43	.00
Journal Totals				171,650.52	- 171,650.52	

11/04/10
09:20:54

City of Willard
Receipts Journal
September 30, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
C/R 1	9/30/10		1 740		-11,919.27
C/R 2	9/30/10		1 720		-1,116.07
C/R 3	9/30/10		1 650		-1,778.22
C/R 4	9/30/10		1 630		-25,516.19
C/R 5	9/30/10		1 700		-10,775.62
C/R 6	9/30/10		1 731		-20,478.16
C/R 7	9/30/10		1 730		-49,654.02
C/R 8	9/30/10		1 710		-1,332.00
C/R 9	9/30/10		1 355		-1,000.00
C/R 10	9/30/10		1 605		- 262.00
C/R 11	9/30/10		1 680		-62.50
C/R 12	9/30/10		1 690		- 168.43
C/R 13	9/30/10		1 380		- 791.16
C/R 14	9/30/10		1 695		- 880.00
C/R 20	9/30/10		2 705		-4,936.17
C/R 21	9/30/10		2 775		-3,563.36
C/R 22	9/30/10		2 780		-71,602.48
C/R 23	9/30/10		2 370		-1,792.52
C/R 24	9/30/10		2 1735		-69,134.73
C/R 25	9/30/10		2 1705		-1,782.42
C/R 26	9/30/10		2 385		-1,414.79
C/R 27	9/30/10		2 380		-7,141.92

11/04/10
09:20:54

City of Willard
Receipts Journal
September 30, 2010

Reference Number	Date	Transaction Description	Account	Debit Amount	Credit Amount
C/R 28	9/30/10		2 390		-2,750.00
c/r 30	9/30/10		3 625		-1,988.91
c/r 31	9/30/10		3 725		-35,815.30
c/r 32	9/30/10		3 723		-3,470.00
c/r 33	9/30/10		3 745		-1,112.50
c/r 34	9/30/10		3 650		- 200.00
c/r 35	9/30/10		3 598		- 880.00
c/r 36	9/30/10		3 160		-1,273.41
c/r 37	9/30/10		3 360		-1,979.00
c/r 38	9/30/10		3 690		- 985.00
c/r 39	9/30/10		3 595		-1,324.00
C/R 28A	9/30/10		2 760		-11,785.41
C/R 28B	9/30/10		2 420		-25.00
c/r 39a	9/30/10		3 755		-5,182.38
CR COURT	9/30/10		1 125		-6,621.25
cr court	9/30/10		1 125 1 740	6,621.25	-6,621.25
	9/30/10	Contra Entry	1 100	125,733.64	
	9/30/10	Contra Entry	1 125	6,621.25	
	9/30/10	Contra Entry	2 100	175,928.80	
	9/30/10	Contra Entry	3 100	54,210.50	
Journal Totals				369,115.44	- 369,115.44

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM #6b Department-Finance

ACTION REQUIRED-APPROVAL NEEDED:

Attached are the October 2010 outstanding bills.

CITY OF WILLARD
Unpaid Invoice Listing
November 04, 2010

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
AUT125	AUTOMATED WASTE SERVICES	6720W	10/29/10	11/15/10	CITIZEN TRASH	2 943	1187.75
BIL255	BILL'S SERVICE CENTER	86L	7/16/10	11/15/10	TIRE REPAIR	1 1965	15.00
BIL255	BILL'S SERVICE CENTER	318L	9/01/10	11/15/10	BATTERY/AIR FILTER	1 1965	162.40
BIL255	BILL'S SERVICE CENTER	404L	10/01/10	11/15/10	CK'D TIRES	1 1965	35.00
BIL255	BILL'S SERVICE CENTER	437L	10/26/10	11/15/10	BRAKE ROTORS	1 1965	46.89
					Vendor Total		259.29
BJ5110	BJ'S TROPHY SHOP	082710P	10/15/10	11/15/10	TROPHIES	3 935	549.40
CIT105	CITY OF WILLARD	102010L	10/20/10	11/15/10	UTILITIES	1 1959	54.53
CIT305	CITY OF SPRINGFIELD	073110S	7/31/10	11/15/10	BALANCE	2 1935	195.27
CIT305	CITY OF SPRINGFIELD	093010S	9/30/10	11/15/10	SEWER CHGS	2 1935	22063.76
					Vendor Total		22259.03
COM380	COMMERCE TRUST COMPANY	111510P	11/15/10	11/15/10	INTEREST PMT	3 870	31346.25
COM380	COMMERCE TRUST COMPANY	111510P	11/15/10	11/15/10	INTEREST PMT	3 870	2155.00
COM380	COMMERCE TRUST COMPANY	111510P	11/15/10	11/15/10	INTEREST PMT	3 870	95798.13
					Vendor Total		129299.38
COMMEM	COMMERCE CREDIT CARD SERVICES	101910EM	10/19/10	11/15/10	AED PADS	1 5935	143.82
COMMGN	COMMERCE CREDIT CARD SERVICES	092410G	9/24/10	11/15/10	BINDERS	1 885	18.48
COMMGN	COMMERCE CREDIT CARD SERVICES	092810G	9/28/10	11/15/10	REPORT COVERS	1 885	81.45
COMMGN	COMMERCE CREDIT CARD SERVICES	092810G	9/28/10	11/15/10	TRAINING GUIDES	1 845	46.76
COMMGN	COMMERCE CREDIT CARD SERVICES	093010G	9/30/10	11/15/10	COFFEE/CABLE TIES	1 935	85.81
COMMGN	COMMERCE CREDIT CARD SERVICES	093010G	9/30/10	11/15/10	FLASH DRIVES	1 935	49.76
COMMGN	COMMERCE CREDIT CARD SERVICES	100110G	10/01/10	11/15/10	NUISANCE LETTERS	1 885	11.08
COMMGN	COMMERCE CREDIT CARD SERVICES	101210G	10/12/10	11/15/10	OFFICE SUPPLIES	1 885	19.36
COMMGN	COMMERCE CREDIT CARD SERVICES	101410G	10/14/10	11/15/10	RECORDER	1 935	81.88
COMMGN	COMMERCE CREDIT CARD SERVICES	102610G	10/26/10	11/15/10	EMAIL HOSTING	1 876	120.00
COMMGN	COMMERCE CREDIT CARD SERVICES	369740G	10/18/10	11/15/10	BACK UP SERVICE	1 876	50.00
					Vendor Total		564.58
COMMLW	COMMERCE CREDIT CARD SERVICES	093010L	9/30/10	11/15/10	PASTE WAX/TISSUES	1 1935	8.85
COMMLW	COMMERCE CREDIT CARD SERVICES	093010L	9/30/10	11/15/10	STAMP/COPY PAPER	1 885	234.23
COMMLW	COMMERCE CREDIT CARD SERVICES	101810L	10/18/10	11/15/10	TIRES	1 1965	510.00
COMMLW	COMMERCE CREDIT CARD SERVICES	101810L	10/18/10	11/15/10	TIRES	1 1965	255.00
					Vendor Total		1008.08
COMMPD	COMMERCE CREDIT CARD SERVICES	101810PD	10/18/10	11/15/10	TRAINING	1 4945	95.00
COMMPK	COMMERCE CREDIT CARD SERVICES	092410P	9/24/10	11/15/10	RETURN	3 935	21.55
COMMPK	COMMERCE CREDIT CARD SERVICES	092410P	9/24/10	11/15/10	BUCKET	3 935	4.97
COMMPK	COMMERCE CREDIT CARD SERVICES	092410P	9/24/10	11/15/10	ETHERNET CABLE	3 885	30.00
COMMPK	COMMERCE CREDIT CARD SERVICES	101510L	10/15/10	11/15/10	SUPPLIES	1 1935	40.90
COMMPK	COMMERCE CREDIT CARD SERVICES	101510P	10/15/10	11/15/10	ANTIFREEZE	3 935	15.88
					Vendor Total		70.20
COMMSE	COMMERCE CREDIT CARD SERVICES	092810S	9/28/10	11/15/10	SEAL KIT	2 1935	38.17
COMMSE	COMMERCE CREDIT CARD SERVICES	101210S	10/12/10	11/15/10	POSTAGE	2 1885	2.32
COMMSE	COMMERCE CREDIT CARD SERVICES	101510S	10/15/10	11/15/10	POSTAGE	2 1885	0.50
COMMSE	COMMERCE CREDIT CARD SERVICES	100910WS	10/09/10	11/15/10	DESK/CHAIR	2 935	336.45
					Vendor Total		377.44
COMMWA	COMMERCE CREDIT CARD SERVICES	092010W	9/20/10	11/15/10	SUPPLIES	2 1885	154.40
COMMWA	COMMERCE CREDIT CARD SERVICES	100410W	10/04/10	11/15/10	ADDRESS CHG	2 885	6.50
COMMWA	COMMERCE CREDIT CARD SERVICES	101810WS	10/18/10	11/15/10	PAPER JOGGER	2 1935	419.44
COMMWA	COMMERCE CREDIT CARD SERVICES	150949WS	10/13/10	11/15/10	GEAR BOX	2 1965	476.56
					Vendor Total		1056.90
CON165	CONCO QUARRIES, INC.	349708W	10/18/10	11/15/10	GRAVEL	2 935	253.40
CON165	CONCO QUARRIES, INC.	349883W	10/25/10	11/15/10	GRAVEL	2 935	170.20
					Vendor Total		423.60
CPI200	COPY PRODUCTS, INC	53329G	9/09/10	11/15/10	COPIER MAINT	1 150	285.33
DOW100	DOWNTOWN MINUTEMAN PRESS	4575L	9/21/10	11/15/10	INCIDENT CARDS	1 1885	52.54
DOW100	DOWNTOWN MINUTEMAN PRESS	4609P	10/06/10	11/15/10	NEWSLETTERS	3 885	570.50
DOW100	DOWNTOWN MINUTEMAN PRESS	4619L	10/13/10	11/15/10	ENVELOPES	1 1885	74.75
DOW100	DOWNTOWN MINUTEMAN PRESS	4580WS	9/23/10	11/15/10	ENVELOPES	2 1885	715.67
					Vendor Total		1413.46
DTB100	DOWNTOWN BAR B QUE	091810P	9/18/10	11/15/10	GROWL NIGHT	3 935	25.12
ELK205	ELKINS-SWYERS CO., INC.	129979L	10/25/10	11/15/10	SHIPPING	1 1935	13.86
EMP210	EMPIRE ELECTRIC	103110G	10/31/10	11/15/10	UTILITIES	1 2955	5525.95

CITY OF WILLARD
Unpaid Invoice Listing
November 04, 2010

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
EMP210	EMPIRE ELECTRIC	103110P	10/31/10	11/15/10	UTILITIES	3 955	3060.48
EMP210	EMPIRE ELECTRIC	103110WS	10/31/10	11/15/10	UTILITIES	2 1955	9016.38
					Vendor Total		17602.81
EZA150	EZ AUTO	146697L	10/25/10	11/15/10	FLAT REPAIR	1 1965	15.00
FAR450	FARR BETTER PLUMBING, INC.	9601P	10/08/10	11/15/10	WINTERIZATION	3 900	310.00
FOU325	FOURAKER PRINTING CO.	9677L	9/30/10	11/15/10	PLEA OFFER	1 1885	114.40
GAR250	GARDNER ENGINEERING	1158PD	10/25/10	11/15/10	ENG REVIEW	1 4876	60.00
HAR160	HARRY COOPER SUPPLY COMPANY	3166355P	10/12/10	11/15/10	RECEPTACLE	3 900	13.43
HER180	HERTZ EQUIPMENT RENTAL	25275687S	10/13/10	11/15/10	SUMP PUMP PARTS	2 1900	33.18
IBL150	IKARD & BROWN LAW OFFICES	103110L	10/31/10	11/15/10	JUDGE	1 1875	718.75
INL105	INLAND PRINTING COMPANY	40935G	10/21/10	11/15/10	COPIER MAINT	1 885	27.52
ITX110	ITX LLC	093010G	9/30/10	11/15/10	COMPUTER/IT	1 4825	4804.00
ITX110	ITX LLC	093010P	9/30/10	11/15/10	COMPUTER/IT	3 825	1201.00
ITX110	ITX LLC	093010WS	9/30/10	11/15/10	COMPUTER/IT	2 1825	2405.30
					Vendor Total		8410.30
JAY580	JAY KEY SERVICE, INC.	8423P	10/07/10	11/15/10	KEYS	3 935	7.65
JCI200	JCI	8021428W	10/18/10	11/15/10	MISSION REPAIRS	2 900	1174.00
KEE100	KEE WES EQUIPMENT CO.	23968P	9/27/10	11/15/10	SUPPLIES	3 935	91.13
KEE100	KEE WES EQUIPMENT CO.	24045P	9/30/10	11/15/10	SUPPLIES	3 935	53.30
					Vendor Total		144.43
KIM100	KIMBALL MIDWEST	1693790ST	10/18/10	11/15/10	BITS/SCREWS	1 2935	213.37
KZD100	KZ DESIGN & DETAILING LLC	103110G	10/31/10	11/15/10	MAPPING/WEBSITE	1 4825	580.20
KZD100	KZ DESIGN & DETAILING LLC	103110WS	10/31/10	11/15/10	MAPPING/WEBSITE	2 1825	172.30
					Vendor Total		752.50
LAK110	LAKELAND LABORATORIES	15348S	9/16/10	11/15/10	LAGOON TESTS	2 876	135.00
LAK110	LAKELAND LABORATORIES	15536S	10/14/10	11/15/10	LAGOON TESTING	2 1876	135.00
					Vendor Total		270.00
LOK150	KRISTOFFER BAREFIELD	103110L	10/31/10	11/15/10	PROS ATTORNEY	1 1875	1225.00
LOW505	LOWES CREDIT SERVICES	093010W	9/30/10	11/15/10	SPRAY PAINT	2 935	19.44
LOW505	LOWES CREDIT SERVICES	101510P	10/15/10	11/15/10	GRASS SEED	3 900	47.97
LOW505	LOWES CREDIT SERVICES	101510P	10/15/10	11/15/10	TOILET LEVER	3 900	7.48
LOW505	LOWES CREDIT SERVICES	102110P	10/21/10	11/15/10	SUPPLIES	3 938	120.56
					Vendor Total		195.45
MAR150	MARMIC FIRE & SAFETY	28268L	10/01/10	11/15/10	EXT RECHARGE	1 1900	32.95
MAR150	MARMIC FIRE & SAFETY	29437L	10/14/10	11/15/10	EXT RECHARGE	1 1900	104.75
					Vendor Total		137.70
MID160	MIDWEST AUTOMATED TIME SYSTEMS	102210WS	10/22/10	11/15/10	TIME CLOCK SOFTWARE	2 1876	973.00
MIS325	MISSOURI EMPLOYERS MUTUAL INS	102910G	10/29/10	11/15/10	WORKERS' COMP	1 2865	15520.00
MIS325	MISSOURI EMPLOYERS MUTUAL INS	102910P	10/29/10	11/15/10	WORKERS' COMP	3 865	4260.00
MIS325	MISSOURI EMPLOYERS MUTUAL INS	102910WS	10/29/10	11/15/10	WORKERS' COMP	2 1865	10650.00
					Vendor Total		30430.00
MIS350	MISSOURI LAGERS	103110G	10/31/10	11/15/10	RETIREMENT	1 4910	3584.64
MIS350	MISSOURI LAGERS	103110P	10/31/10	11/15/10	RETIREMENT	3 910	1233.80
MIS350	MISSOURI LAGERS	103110WS	10/31/10	11/15/10	RETIREMENT	2 1910	1337.20
					Vendor Total		6155.64
MIS500	MO. VOCATIONAL ENTERPRISES	387733ST	10/12/10	11/15/10	STREET SIGNS	1 2935	1593.00
MIS510	MISSOURI STATE HWY PATROL	31027604L	10/01/10	11/15/10	MULES	1 1876	660.00
MOC100	MISSOURI ONE CALL	100508WS	10/31/10	11/15/10	LOCATES	2 1876	109.20
MPI150	MELTON PROPANE, INC.	6583P	10/04/10	11/15/10	PROPANE	3 958	207.87
MPI150	MELTON PROPANE, INC.	6584L	10/04/10	11/15/10	PROPANE	1 1959	179.57
					Vendor Total		387.44
MUR460	MURFIN'S MARKET	093010P	9/30/10	11/15/10	CONCESSIONS	3 820	7.57
MUR460	MURFIN'S MARKET	102210P	10/22/10	11/15/10	CONCESSIONS	3 820	1.29
					Vendor Total		8.86

CITY OF WILLARD
Unpaid Invoice Listing
November 04, 2010

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
OFF250	OFFICER CPA FIRM LLC	1765WS	10/31/10	11/15/10	AUDIT SERVICES	2 1805	5071.00
ORE145	O'REILLY'S AUTO PARTS	183786L	10/05/10	11/15/10	BRAKES	1 1965	140.63
ORE145	O'REILLY'S AUTO PARTS	188370L	10/19/10	11/15/10	BRAKES	1 1965	129.65
ORE145	O'REILLY'S AUTO PARTS	189416L	10/22/10	11/15/10	BRAKES	1 1965	72.49
ORE145	O'REILLY'S AUTO PARTS	189417L	10/22/10	11/15/10	RETURN	1 1965	-58.32
Vendor Total							284.45
OZA255	OZARKS COCA COLA	10501205P	10/22/10	11/15/10	CONCESSIONS	3 820	170.00
OZA255	OZARKS COCA COLA	10501723P	10/01/10	11/15/10	CONCESSIONS	3 820	688.45
Vendor Total							858.45
PAS100	PLAY IT AGAIN SPORTS	10241P	9/30/10	11/15/10	VOLLEYBALL SUPPLIE	3 845	210.50
PAS100	PLAY IT AGAIN SPORTS	10308P	9/30/10	11/15/10	BASKETBALL	3 845	48.00
PAS100	PLAY IT AGAIN SPORTS	10331P	10/07/10	11/15/10	BASKETBALLS	3 845	296.00
Vendor Total							554.50
PIT210	PITNEY BOWES INC	093010WS	9/30/10	11/15/10	POSTAGE	2 1885	400.00
POC240	POCKET PRESS, INC.	53883L	10/30/10	11/15/10	SHIPPING	1 1935	4.00
PRE250	PRE-PAID LEGAL SERVICES, INC.	103110L	10/31/10	11/15/10	LEGAL	1 1876	53.85
PRI260	PRINCIPAL FINANCIAL GROUP	103110G	10/31/10	11/15/10	GROUP INSURANCE	1 4860	7091.21
PRI260	PRINCIPAL FINANCIAL GROUP	103110P	10/31/10	11/15/10	GROUP INSURANCE	3 860	2433.76
PRI260	PRINCIPAL FINANCIAL GROUP	103110WS	10/31/10	11/15/10	GROUP INSURANCE	2 1860	2503.30
Vendor Total							12028.27
RAC450	RACE BROS. FARM SUPPLY, INC.	624887W	10/14/10	11/15/10	CADET BATTERY	2 965	44.49
REX380	REX SMITH OIL CO.	656472P	9/30/10	11/15/10	DIESEL	3 960	205.40
REX380	REX SMITH OIL CO.	090210WS	9/02/10	10/15/10	DIESEL	2 1960	876.93
REX380	REX SMITH OIL CO.	092810WS	9/28/10	10/15/10	CREDIT MEMO	2 1960	-994.41
Vendor Total							87.92
RNS200	R N SMITH	93019P	10/12/10	11/15/10	LATCH GUARDS	3 900	38.25
S&S100	SS ELECTRIC	1937P	9/23/10	11/15/10	LIGHT REPAIR	3 900	139.85
SAM420	SAM'S CLUB	101910P	10/19/10	11/15/10	HALLOWEEN	3 938	138.35
SAM420	SAM'S CLUB	100610WS	10/06/10	11/15/10	CAMERA/DATA CARD	2 1935	133.29
Vendor Total							271.64
SCO150	SCOTT GROSS CO.INC.	1810880W	9/30/10	11/15/10	ACETYLENE	2 935	17.95
SGH150	SPFLD GREENE CO. HEALTH DEPT.	0910L	10/07/10	11/15/10	ANIMAL CONTROL	1 1876	80.00
SGH150	SPFLD GREENE CO. HEALTH DEPT.	101210L	10/12/10	11/15/10	ANIMAL CONTROL	1 1876	80.00
Vendor Total							160.00
SPR275	SPRINGFIELD WINWATER WORKS CO	280801W	10/05/10	11/15/10	SUPPLIES/TRUCK	2 935	231.71
SPR275	SPRINGFIELD WINWATER WORKS CO	280820W	10/07/10	11/15/10	TAP/SUPPLIES	2 935	826.52
SPR275	SPRINGFIELD WINWATER WORKS CO	280948W	10/19/10	11/15/10	METER LIDS	2 935	518.46
SPR275	SPRINGFIELD WINWATER WORKS CO	280998W	10/27/10	11/15/10	SUPPLIES	2 935	347.91
SPR275	SPRINGFIELD WINWATER WORKS CO	281045W	10/27/10	11/15/10	BUSHINGS/ADAPTER	2 935	314.26
SPR275	SPRINGFIELD WINWATER WORKS CO	281056W	10/29/10	11/15/10	COUPLING/BUSHING	2 935	488.64
SPR275	SPRINGFIELD WINWATER WORKS CO	281064W	10/29/10	11/15/10	MASTER LOCKS	2 935	1020.00
Vendor Total							3747.50
SPS150	SCHENDEL PEST SERVICES	550148376G	10/12/10	11/15/10	PEST CONTROL	1 2935	90.00
SPS150	SCHENDEL PEST SERVICES	550148376P	10/12/10	11/15/10	PEST CONTROL	3 876	60.00
Vendor Total							150.00
SWK150	SWANK MOTION PICTURES, INC.	1496927P	10/15/10	11/15/10	MOVIE	3 938	271.00
UNI110	UNIFIRST CORP	2589810P	9/29/10	11/15/10	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2589811L	9/29/10	11/15/10	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2589812G	9/29/10	11/15/10	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2589813P	9/29/10	11/15/10	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2591251P	10/06/10	11/15/10	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2591252L	10/06/10	11/15/10	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2591253G	10/06/10	11/15/10	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2591254P	10/06/10	11/15/10	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2592642P	10/13/10	11/15/10	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2592643L	10/13/10	11/15/10	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2592644G	10/13/10	11/15/10	MATS/UNIFORMS	1 4935	13.40
UNI110	UNIFIRST CORP	2592645P	10/13/10	11/15/10	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2594111P	10/20/10	11/15/10	MATS	3 935	12.00
UNI110	UNIFIRST CORP	2594112L	10/20/10	11/15/10	MATS	1 1935	11.50
UNI110	UNIFIRST CORP	2594113G	10/20/10	11/15/10	MATS/UNIFORMS	1 1935	13.40
UNI110	UNIFIRST CORP	2594114P	10/20/10	11/15/10	MATS	3 935	22.35
UNI110	UNIFIRST CORP	2589809WS	9/29/10	11/15/10	UNIFORMS	2 1935	62.73

CITY OF WILLARD
Unpaid Invoice Listing
November 04, 2010

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
UNI110	UNIFIRST CORP	2591250WS	10/06/10	11/15/10	UNIFORMS	2 1935	62.73
UNI110	UNIFIRST CORP	2592641WS	10/13/10	11/15/10	UNIFORMS	2 1935	62.73
UNI110	UNIFIRST CORP	2594110WS	10/20/10	11/15/10	UNIFORMS	2 1935	62.73
Vendor Total							487.92
USA405	US BANK	162770937G	10/31/10	11/15/10	COPIER LEASE	3 810	591.90
VSP130	VISION SERVICE PLAN - (IC)	103110G	10/31/10	11/15/10	GROUP INSURANCE	1 4860	159.74
VSP130	VISION SERVICE PLAN - (IC)	103110P	10/31/10	11/15/10	GROUP INSURANCE	3 860	38.22
VSP130	VISION SERVICE PLAN - (IC)	103110WS	10/31/10	11/15/10	GROUP INSURANCE	2 1860	150.43
Vendor Total							348.39
WIL295	WILLARD CHAMBER OF COMMERCE	1126P	10/25/10	11/15/10	CHAMBER	3 935	30.00
Final Total							256470.73

1	150	0	DUE FROM RECREATION FUND	51.93
1	810	0	CAPITAL ASSET EXPENDITURES (GCG)	197.30
1	825	0	CONTRACT LABOR (GCG)	1766.20
1	845	0	ELECTION EXPENSE (GCG)	46.76
1	860	0	GROUP INSURANCE (GCG)	2349.09
1	865	0	INSURANCE (GCG)	5783.00
1	876	0	PROFESSIONAL (GCG)	200.00
1	885	0	OFFICE SUPPLIES (GCG)	595.38
1	910	0	RETIREMENT PLAN (GCG)	1110.14
1	935	0	SUPPLIES (GCG)	246.85
1	955	0	UTILITIES-ELECTRIC (GCG)	362.75
1	959	0	UTILITIES-OTHER (GCG)	40.53
1	1810	0	CAPITAL ASSET EXP (LAW)	197.30
1	1825	0	CONTRACT LABOR (LAW)	1201.00
1	1860	0	GROUP INSURANCE (LAW)	3874.95
1	1865	0	INSURANCE (LAW)	8216.00
1	1875	0	LEGAL (LAW)	1943.75
1	1876	0	PROFESSIONAL (LAW)	903.85
1	1885	0	OFFICE EXPENSE (LAW)	290.67
1	1900	0	REPAIRS & MAINTENANCE (LAW)	137.70
1	1910	0	RETIREMENT PLAN (LAW)	1794.84
1	1935	0	SUPPLIES (LAW)	100.82
1	1955	0	UTILITIES-ELECTRIC (LAW)	316.36
1	1959	0	UTILITIES-OTHER (LAW)	193.57
1	1965	0	VEHICLE EXPENSE-OTHER	1323.74
1	2825	0	CONTRACT LABOR (STREETS)	1201.00
1	2860	0	GROUP INSURANCE (STREETS)	664.53
1	2865	0	INSURANCE (STREETS)	1521.00
1	2910	0	RETIREMENT PLAN (STREETS)	334.30
1	2930	0	STREET LIGHTS (STREETS)	4507.14
1	2935	0	SUPPLIES (STREETS)	1836.37
1	2955	0	UTILITIES-ELECTRIC (ST)	339.70
1	4825	0	CONTRACT LABOR (P&D)	1216.00
1	4860	0	GROUP INSURANCE (P&D)	362.38
1	4876	0	PROFESSIONAL (P&D)	60.00
1	4910	0	RETIREMENT (P&D)	345.36
1	4935	0	SUPPLIES (P&D)	18.15
1	4945	0	TRAVEL & TRAINING	95.00
1	5935	0	SUPPLIES (EM)	143.82

Total for Fund #: 1 45889.23

2	805	0	AUDIT (WATER)	2535.50
2	825	0	CONTRACT LABOR (WATER)	1295.65
2	860	0	GROUP INSURANCE (WATER)	1326.86
2	865	0	INSURANCE (WATER)	6390.00
2	876	0	PROFESSIONAL (WATER)	676.10
2	885	0	OFFICE SUPPLIES (WATER)	641.53
2	900	0	REPAIRS AND MAINTENANCE (WATER)	1174.00
2	910	0	RETIREMENT PLAN (WATER)	668.60
2	935	0	SUPPLIES (WATER)	4778.53
2	943	0	TRASH EXPENSE	1187.75
2	955	0	UTILITIES-ELECTRIC (WATER)	5415.80
2	960	0	VEHICLE EXPENSES-GAS	-58.74
2	965	0	VEHICLE EXPENSE-OTHER	282.77
2	1805	0	AUDIT (SEWER)	2535.50
2	1825	0	CONTRACT LABOR (SEWER)	1281.95
2	1860	0	GROUP INSURANCE (SEWER)	1326.87
2	1865	0	INSURANCE (SEWER)	4260.00
2	1876	0	PROFESSIONAL (SEWER)	676.10
2	1885	0	OFFICE SUPPLIES (SEWER)	637.86
2	1900	0	REPAIRS AND MAINTENANCE (SEWER)	33.18
2	1910	0	RETIREMENT PLAN (SEWER)	668.60
2	1935	0	SUPPLIES (SEWER)	22867.26
2	1955	0	UTILITIES-ELECTRIC (SEWER)	3600.58
2	1960	0	VEHICLE EXPENSES-GAS	-58.74
2	1965	0	VEHICLE EXPENSE-OTHER	238.28

Total for Fund #: 2 64381.79

3	810	0	CAPITAL ASSET EXPENDITURES	197.30
3	820	0	CONCESSIONS	867.31

CITY OF WILLARD
Unpaid Invoice Listing
November 04, 2010

Payee #	Payee Name	Invoice Numb	Invoice Date	Due Date	Description	G/L Number	Total Due
3	825 0				CONTRACT LABOR		1201.00
3	845 0				EQUIPMENT-SPORTS (PARK)		554.50
3	860 0				GROUP INSURANCE		2471.98
3	865 0				INSURANCE		4260.00
3	870 0				INTEREST EXPENSE		129299.38
3	876 0				PROFESSIONAL		60.00
3	885 0				OFFICE SUPPLIES		600.50
3	900 0				REPAIRS AND MAINTENANCE		556.98
3	910 0				RETIREMENT PLAN		1233.80
3	935 0				SUPPLIES-GENERAL (PARK)		893.30
3	938 0				SUPPLIES-SPECIAL ACTIVITY (PARK)		529.91
3	955 0				UTILITIES-ELECTRIC (PARK)		3060.48
3	958 0				UTILITIES-GAS (PARK)		207.87
3	960 0				VEHICLE EXPENSES-GAS		205.40
					Total for Fund #: 3		146199.71

**CITY OF WILLARD
BOARD OF ALDERMEN**



AGENDA ITEM #6c
Department-Finance

ACTION REQUIRED-APPROVAL NEEDED:

Attached is the October 2010 utility adjustment journal.

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV ADJ	ADJ DATE	PERIOD	NAME	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
		SERVICE		TAX					
954018001	WA MISC	10/04/10	1	ASHLEY SLATER/VICKI MAPLES	BALANCE TRANSFER FROM ACS				
	PREVIOUS	46.00		2.98	.00	.00	.00	.00	48.98
	ADJUSTMENT	.00		.00	.00	17.26-	.00	.00	17.26-
	CURRENT	46.00		2.98	.00	17.26-	.00	.00	31.72
100000021	SE MISC	10/06/10	1	PAMELA/ROGER MASON	CUST ISN'T ON CITY SE				
	PREVIOUS	66.96		.00	.00	.00	.00	.00	66.96
	ADJUSTMENT	.00		.00	.00	104.48-	.00	.00	104.48-
	CURRENT	66.96		.00	.00	104.48-	.00	.00	37.52-
118740001	TR MISC	10/06/10	1	JOSH PECK	CUST DIDN'T RECIEVE CART IN TIME				
	PREVIOUS	12.50		.00	.00	.00	.00	.00	12.50
	ADJUSTMENT	.00		.00	.00	12.50-	.00	.00	12.50-
	CURRENT	12.50		.00	.00	12.50-	.00	.00	.00
118850101	WA SHUT	10/06/10	1	ROGER BANFIELD	REFUND PENALTY DUE TO ERROR				
	PREVIOUS	22.00		.50	50.00	.00	.00	.00	72.50
	ADJUSTMENT	.00		.00	50.00-	.00	.00	.00	50.00-
	CURRENT	22.00		.50	.00	.00	.00	.00	22.50
150086001	PR MISC	10/06/10	1	CHRIS HAMILTON					
	PREVIOUS	6.00		.00	.00	.00	.00	.00	6.00
	ADJUSTMENT	.00		.00	.00	3.00-	.00	.00	3.00-
	CURRENT	6.00		.00	.00	3.00-	.00	.00	3.00
150086001	SC MISC	10/06/10	1	CHRIS HAMILTON					
	PREVIOUS	1.40		.00	.00	.00	.00	.00	1.40
	ADJUSTMENT	.00		.00	.00	.70-	.00	.00	.70-
	CURRENT	1.40		.00	.00	.70-	.00	.00	.70
150086001	SE MISC	10/06/10	1	CHRIS HAMILTON					
	PREVIOUS	34.51		.00	.00	.00	.00	.00	34.51
	ADJUSTMENT	.00		.00	.00	26.48-	.00	.00	26.48-
	CURRENT	34.51		.00	.00	26.48-	.00	.00	8.03
150086001	WA MISC	10/06/10	1	CHRIS HAMILTON	DOUBLE BILLED - REMOVED				
	PREVIOUS	.00		.54	.00	.00	.00	.00	.54
	ADJUSTMENT	.00		.30-	.00	12.00-	.00	.00	12.30-
	CURRENT	.00		.24	.00	12.00-	.00	.00	11.76-
180047001	PR MISC	10/06/10	1	JONI BAURICHTER					
	PREVIOUS	3.00		.00	.00	.00	.00	.00	3.00
	ADJUSTMENT	.00		.00	.00	3.00-	.00	.00	3.00-
	CURRENT	3.00		.00	.00	3.00-	.00	.00	.00
180047001	SC METR	10/06/10	1	JONI BAURICHTER	SERVICE OFF 05/17				
	PREVIOUS	.70		.00	.00	.00	.00	.00	.70
	ADJUSTMENT	.00		.00	.00	.70-	.00	.00	.70-
	CURRENT	.70		.00	.00	.70-	.00	.00	.00
180053002	SC MISC	10/06/10	1	AMANDA FRIEZE	NOT PRORATED CORRECTLY				
	PREVIOUS	.70		.00	.00	.00	.00	.00	.70
	ADJUSTMENT	.00		.00	.00	16.95-	.00	.00	16.95-
	CURRENT	.70		.00	.00	16.95-	.00	.00	16.25-
180173002	WA SHUT	10/06/10	1	KRYSTAL NEKVASIL	REFUND PENALTY DUE TO CANCELLATION				
	PREVIOUS	.00		.00	50.00	.00	.00	.00	50.00
	ADJUSTMENT	.00		.00	50.00-	.00	.00	.00	50.00-
	CURRENT	.00		.00	.00	.00	.00	.00	.00
180180000	SE MISC	10/06/10	1	JOANNA D GEIMAN	SE AVERAGED INCORRECTLY				
	PREVIOUS	74.32		.00	.00	.00	.00	.00	74.32
	ADJUSTMENT	.00		.00	.00	28.06-	.00	.00	28.06-
	CURRENT	74.32		.00	.00	28.06-	.00	.00	46.26
180182000	SE MISC	10/06/10	1	JESSICA SWINFORD	SE NOT AVERAGED CORRECTLY				
	PREVIOUS	81.68		.00	.00	.00	.00	.00	81.68

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME	COMMENT				
			SERVICE		TAX	PENALTY	MISC SERV	MISC TAX	MISC PEN	TOTAL
					ADJUSTMENT	.00		.00	.00	72.27-
					CURRENT	81.68		.00	.00	9.41
310004005	WA	METR	10/06/10	1	G&A PROPERTIES LLC		MISREAD ON METER			
					PREVIOUS	12.00		.00	.00	12.27
					ADJUSTMENT	.00		.00	.00	449.07-
					CURRENT	12.00		.00	.00	436.80-
410038302	TR	MISC	10/06/10	1	MATTHEW LANE		CUSTOMER DOESN'T HAVE TR WITH US			
					PREVIOUS	.00		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	12.50-
					CURRENT	.00		.00	.00	12.50-
502430101	WA	SHUT	10/06/10	1	TRAVIS L ROBY		REMOVED PENALTY DUE TO ERROR ON OUR SIDE			
					PREVIOUS	18.00		.00	.00	68.41
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	18.00		.00	.00	18.41
502450000	WA	MISC	10/06/10	1	RUBEN HERNANDEZ		SE NOT AVG CORRECTLY			
					PREVIOUS	15.89-		.00	.00	14.20-
					ADJUSTMENT	.00		.00	.00	107.15-
					CURRENT	15.89-		.00	.00	121.35-
602800201	SC	MISC	10/06/10	1	ANDERSON/GOODWYN		REFUND - CUST ALREADY CHARGED			
					PREVIOUS	.00		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	3.00-
					CURRENT	.00		.00	.00	3.00-
604870102	WA	DEP	10/06/10	1	JERRY SIMONS		REMOVED & APPLIED DEPOSIT			
					PREVIOUS	.00		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	100.00-
					CURRENT	.00		.00	.00	100.00-
804310001	WA	SHUT	10/06/10	1	BRIAN HOBUSCH		REFUND PENALTY DUE TO ERROR			
					PREVIOUS	20.00		.00	.00	71.30
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	20.00		.00	.00	21.30
805040101	SE	MISC	10/06/10	1	DUSTIN BAUMGARDNER		READING ERROR			
					PREVIOUS	30.16		.00	.00	30.16
					ADJUSTMENT	.00		.00	.00	100.16-
					CURRENT	30.16		.00	.00	70.00-
805040101	WA	BAD	10/06/10	1	DUSTIN BAUMGARDNER		READING ERROR			
					PREVIOUS	16.00		.00	.00	16.36
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	16.00		.00	.00	33.64-
907430001	WA	MISC	10/06/10	1	GERALD ELDER		TRANSFER TO NEW ACCT#: 943035100			
					PREVIOUS	.00		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	32.40
					CURRENT	.00		.00	.00	32.40
921040502	WA	SHUT	10/06/10	1	KATIE/LESLIE BOTCHWEY		REMOVED SHUT-OFF PENALTY DUE TO ERROR ON OUR SIDE			
					PREVIOUS	12.43		.00	.00	62.52
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	12.43		.00	.00	12.52
932003501	WA	SHUT	10/06/10	1	MARK BAKER		1X ONLY REFUND OF SHUT-OFF PENALTY			
					PREVIOUS	71.37-		.00	.00	71.37-
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	71.37-		.00	.00	121.37-
943012701	WA	MISC	10/06/10	1	MAX MCKEE		PAYMENT CR TO WRONG ACCOUNT			
					PREVIOUS	75.00-		.00	.00	75.00-
					ADJUSTMENT	.00		.00	.00	75.00-
					CURRENT	75.00-		.00	.00	150.00-

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV ADJ	ADJ DATE	PERIOD	NAME	PENALTY	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
		SERVICE		TAX						
943012701	WA MISC	10/06/10	1	MAX MCKEE						
	PREVIOUS	75.00-		.00	.00	75.00-		.00	.00	150.00-
	ADJUSTMENT	.00		.00	.00	150.00		.00	.00	150.00
	CURRENT	75.00-		.00	.00	75.00		.00	.00	.00
943035100	WA MISC	10/06/10	1	GERALD ELDER		CR BALANCE TRANSFER FROM ACCT#: 907430001				
	PREVIOUS	30.50		1.90	.00	.00		.00	.00	32.40
	ADJUSTMENT	.00		.00	.00	32.40-		.00	.00	32.40-
	CURRENT	30.50		1.90	.00	32.40-		.00	.00	.00
954030101	WA MISC	10/08/10	1	JAMES SNEATH						
	PREVIOUS	1.71		.09	.00	.00		.00	.00	1.80
	ADJUSTMENT	.00		.00	.00	1.80-		.00	.00	1.80-
	CURRENT	1.71		.09	.00	1.80-		.00	.00	.00
965062501	WA MISC	10/08/10	1	JAMES SNEATH		CR FOR INCORRECT BILL ON #954030101				
	PREVIOUS	6.14-		.09	.00	.00		.00	.00	6.05-
	ADJUSTMENT	.00		.00	.00	126.21-		.00	.00	126.21-
	CURRENT	6.14-		.09	.00	126.21-		.00	.00	132.26-
330008004	SE PNLT	10/13/10	1	RHONDA COLIA						
	PREVIOUS	.00		.00	2.28	.00		.00	.00	2.28
	ADJUSTMENT	.00		.00	2.28-	.00		.00	.00	2.28-
	CURRENT	.00		.00	.00	.00		.00	.00	.00
330008004	TR PNLT	10/13/10	1	RHONDA COLIA						
	PREVIOUS	.00		.00	1.25	.00		.00	.00	1.25
	ADJUSTMENT	.00		.00	1.25-	.00		.00	.00	1.25-
	CURRENT	.00		.00	.00	.00		.00	.00	.00
330008004	WA PNLT	10/13/10	1	RHONDA COLIA						
	PREVIOUS	.00		.00	6.00	.00		.00	.00	6.00
	ADJUSTMENT	.00		.00	6.00-	.00		.00	.00	6.00-
	CURRENT	.00		.00	.00	.00		.00	.00	.00
100000002	WA MISC	10/14/10	1	VACANT		ACCT DOUBLED - REFUND EVERYTHING				
	PREVIOUS	36.00		2.33	54.80	.00		.00	.00	93.13
	ADJUSTMENT	.00		.00	.00	212.94-		.00	.00	212.94-
	CURRENT	36.00		2.33	54.80	212.94-		.00	.00	119.81-
301460202	WA MISC	10/14/10	1	DIANA CASIANO		POSTING ERROR - OVER POSTED				
	PREVIOUS	.00		.00	.00	.00		.00	.00	.00
	ADJUSTMENT	.00		.00	.00	.02		.00	.00	.02
	CURRENT	.00		.00	.00	.02		.00	.00	.02
804960102	WA METR	10/14/10	1	CONNIE S WEYANT		METER MISREAD - CR				
	PREVIOUS	12.00		.27	1.60	.00		.00	.00	13.87
	ADJUSTMENT	.00		.00	.00	11.61-		.00	.00	11.61-
	CURRENT	12.00		.27	1.60	11.61-		.00	.00	2.26
910002001	WA PNLT	10/14/10	1	JEFF DICKINSON		1X ONLY - WAIVED PENALTY				
	PREVIOUS	32.00		.72	3.20	.00		.00	.00	35.92
	ADJUSTMENT	.00		.00	.00	8.57-		.00	.00	8.57-
	CURRENT	32.00		.72	3.20	8.57-		.00	.00	27.35
910003002	WA PNLT	10/14/10	1	BRIAN DECLUE		1X ONLY - REFUND LATE PENALTY				
	PREVIOUS	.00		.41	.00	.00		.00	.00	.41
	ADJUSTMENT	.00		.00	6.64-	.00		.00	.00	6.64-
	CURRENT	.00		.41	6.64-	.00		.00	.00	6.23-
965109002	WA PNLT	10/14/10	1	TIMOTHY & JULIA WHITMAN SR		1X ONLY PENALTY REFUNDED				
	PREVIOUS	.00		.00	50.00	.00		.00	.00	50.00
	ADJUSTMENT	.00		.00	50.00-	.00		.00	.00	50.00-
	CURRENT	.00		.00	.00	.00		.00	.00	.00
965061001	WA LEAK	10/19/10	1	JENNIFER AYERS		LEAK ADJ NOT CALC. PROP.				
	PREVIOUS	132.00		.99	13.20	.00		.00	.00	146.19

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV ADJ		ADJ DATE SERVICE	PERIOD	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
					ADJUSTMENT	.00		.00	.00	39.00-
					CURRENT	132.00		.00	.00	107.19
965061001	WA	PNLT	10/19/10	1	JENNIFER AYERS		REMOVED PENALTY DUE TO ADJ			
					PREVIOUS	132.00		.00	.00	107.19
					ADJUSTMENT	.00		.00	.00	14.45-
					CURRENT	132.00		.00	.00	92.74
402060003	WA	MISC	10/21/10	1	BRADLEY SEELEY		CUST SERVICE OFF EFFECTIVE 7/1/10			
					PREVIOUS	12.00		.00	.00	12.27
					ADJUSTMENT	.00		.00	.00	26.99-
					CURRENT	12.00		.00	.00	14.72-
502360001	WA	PNLT	10/21/10	1	COMMERCE BANK CC3124		PENALTY REFUND			
					PREVIOUS	.00		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	14.08-
					CURRENT	.00		.00	.00	14.08-
502560101	WA	PNLT	10/21/10	1	MARLETA PACHECO		REFUND PENALTY DUE TO ERROR W/ PA			
					PREVIOUS	18.00		.00	.00	70.21
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	18.00		.00	.00	20.21
965031004	TR	MISC	10/21/10	1	ADAM HOWLAND		TR CART NOT RECIEVED TILL 30TH			
					PREVIOUS	12.50		.00	.00	13.75
					ADJUSTMENT	.00		.00	.00	12.50-
					CURRENT	12.50		.00	.00	1.25
301340000	WA	MISC	10/26/10	1	**VACANT**		ADJ DUE TO ACCT BEING DOUBLED			
					PREVIOUS	12.00		.00	.00	12.27
					ADJUSTMENT	.00		.00	.00	27.19-
					CURRENT	12.00		.00	.00	14.92-
705530001	WA	SHUT	10/27/10	1	DONALD SCOTT		PER MAYOR REFUNDED \$50 PENALTY			
					PREVIOUS	16.00		.00	.00	16.36
					ADJUSTMENT	.00		.00	.00	50.00-
					CURRENT	16.00		.00	.00	33.64-
954065001	WA	MISC	10/27/10	1	RONALD MARK		PAYMENT POSTED INCORRECTLY			
					PREVIOUS	.51		.00	.00	.60
					ADJUSTMENT	.00		.00	.00	.60-
					CURRENT	.51		.00	.00	.00
954065001	WA	METR	10/27/10	1	RONALD MARK					
					PREVIOUS	.51		.00	.00	.00
					ADJUSTMENT	.00		.00	.00	1.20
					CURRENT	.51		.00	.00	1.20
954065001	WA	MISC	10/27/10	1	RONALD MARK					
					PREVIOUS	.51		.00	.00	1.20
					ADJUSTMENT	.00		.00	.00	.60-
					CURRENT	.51		.00	.00	.60
100310002	WA	MISC	10/28/10	1	ROBINETTE DORTCH		SHUT-OFF PENALTY			
					PREVIOUS	34.00		.00	.00	34.77
					ADJUSTMENT	.00		.00	.00	50.00
					CURRENT	34.00		.00	.00	84.77
110017001	WA	SHUT	10/28/10	1	TINA M MILLER		SHUT-OFF PENALTY			
					PREVIOUS	16.00		.00	.00	16.36
					ADJUSTMENT	.00		.00	.00	50.00
					CURRENT	16.00		.00	.00	66.36
112140201	WA	SHUT	10/28/10	1	DORM/DEBRA HUTCHINSON		SHUT-OFF PENALTY			
					PREVIOUS	16.00		.00	.00	16.36
					ADJUSTMENT	.00		.00	.00	50.00
					CURRENT	16.00		.00	.00	66.36

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV ADJ	ADJ DATE	PERIOD	NAME	PENALTY	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
		SERVICE		TAX						
112180003	WA SHUT	10/28/10	1	ELIZABETH HANSEN		SHUT-OFF PENALTY				
	PREVIOUS	16.00		1.04	.00		.00	.00	.00	17.04
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	16.00		1.04	50.00		.00	.00	.00	67.04
118510001	WA SHUT	10/28/10	1	GREG RAINES		SHUT-OFF PENALTY				
	PREVIOUS	16.00		.36	.00		.00	.00	.00	16.36
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	16.00		.36	50.00		.00	.00	.00	66.36
130013502	WA SHUT	10/28/10	1	BELINDA A COLLINS		SHUT-OFF PENALTY				
	PREVIOUS	26.00		.59	.00		.00	.00	.00	26.59
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	26.00		.59	50.00		.00	.00	.00	76.59
150000001	WA SHUT	10/28/10	1	Ozark Nunez		SHUT-OFF PENALTY				
	PREVIOUS	18.00		.41	.00		.00	.00	.00	18.41
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	18.00		.41	50.00		.00	.00	.00	68.41
180017005	WA SHUT	10/28/10	1	EDWARD SCHAU		SHUT-OFF PENALTY				
	PREVIOUS	16.00		1.04	.00		.00	.00	.00	17.04
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	16.00		1.04	50.00		.00	.00	.00	67.04
180169003	WA SHUT	10/28/10	1	ANDREA L HARRIS		SHUT-OFF PENALTY				
	PREVIOUS	16.00		1.04	.00		.00	.00	.00	17.04
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	16.00		1.04	50.00		.00	.00	.00	67.04
180175003	WA SHUT	10/28/10	1	JOSEPH PATTERSON		SHUT-OFF PENALTY				
	PREVIOUS	20.00		1.30	.00		.00	.00	.00	21.30
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	20.00		1.30	50.00		.00	.00	.00	71.30
180178001	WA SHUT	10/28/10	1	HEATHER HOWERTON		SHUT-OFF PENALTY				
	PREVIOUS	76.00		1.71	.00		.00	.00	.00	77.71
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	76.00		1.71	50.00		.00	.00	.00	127.71
180219004	WA SHUT	10/28/10	1	KARL MITCHLER		SHUT-OFF PENALTY				
	PREVIOUS	14.00		.91	.00		.00	.00	.00	14.91
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	14.00		.91	50.00		.00	.00	.00	64.91
200590101	WA SHUT	10/28/10	1	JAKE WILLIAMS		SHUT-OFF PENALTY				
	PREVIOUS	12.00		.27	.00		.00	.00	.00	12.27
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	12.00		.27	50.00		.00	.00	.00	62.27
205520003	WA SHUT	10/28/10	1	ANGELINE O'BRIEN		SHUT-OFF PENALTY				
	PREVIOUS	14.00		.32	.00		.00	.00	.00	14.32
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	14.00		.32	50.00		.00	.00	.00	64.32
300760001	WA SHUT	10/28/10	1	ANTHONY SPEAR		SHUT-OFF PENALTY				
	PREVIOUS	26.00		.59	.00		.00	.00	.00	26.59
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	26.00		.59	50.00		.00	.00	.00	76.59
301280101	WA SHUT	10/28/10	1	JERRY D. HAWKINS		SHUT-OFF PENALTY				
	PREVIOUS	14.00		.32	.00		.00	.00	.00	14.32
	ADJUSTMENT	.00		.00	50.00		.00	.00	.00	50.00
	CURRENT	14.00		.32	50.00		.00	.00	.00	64.32
301330101	WA SHUT	10/28/10	1	BRAD BIGGERS		SHUT-OFF PENALTY				
	PREVIOUS	22.00		.50	.00		.00	.00	.00	22.50

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME		COMMENT				
			SERVICE		TAX	PENALTY	MISC SERV	MISC TAX	MISC PEN	TOTAL	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	72.50	
310000701	WA	SHUT	10/28/10	1	CHARLES CULLEN		SHUT-OFF PENALTY				
						.00	.00	.00	.00	22.50	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	72.50	
330022002	WA	SHUT	10/28/10	1	MIA WILSON		SHUT-OFF PENALTY				
						.00	.00	.00	.00	14.32	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	64.32	
401640001	WA	SHUT	10/28/10	1	Michael Tutty		SHUT-OFF PENALTY				
						.00	.00	.00	.00	24.54	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	74.54	
401680002	WA	SHUT	10/28/10	1	Scott Lang		SHUT-OFF PENALTY				
						.00	.00	.00	.00	22.50	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	72.50	
401740101	WA	SHUT	10/28/10	1	Randy Cook		SHUT-OFF PENALTY				
						.00	.00	.00	.00	16.36	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	66.36	
401920001	WA	SHUT	10/28/10	1	JASON BEEMAN		SHUT-OFF PENALTY				
						.00	.00	.00	.00	16.36	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	66.36	
404010004	WA	SHUT	10/28/10	1	SHELLA SAVAGE		SHUT-OFF PENALTY				
						.00	.00	.00	.00	20.45	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	70.45	
410039001	WA	SHUT	10/28/10	1	JIMMIE FLETCHER		SHUT-OFF PENALTY				
						.00	.00	.00	.00	12.27	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	62.27	
502701101	WA	SHUT	10/28/10	1	MIKKA PAINTER		SHUT-OFF PENALTY				
						.00	.00	.00	.00	14.32	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	64.32	
603230106	WA	SHUT	10/28/10	1	APRIL PEDERSON		SHUT-OFF PENALTY				
						.00	.00	.00	.00	28.63	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	78.63	
605080001	WA	SHUT	10/28/10	1	GARY SORRELLS		SHUT-OFF PENALTY				
						.00	.00	.00	.00	12.27	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	62.27	
703730001	WA	SHUT	10/28/10	1	DENISE DOUCET		SHUT-OFF PENALTY				
						.00	.00	.00	.00	18.41	
						50.00	.00	.00	.00	50.00	
						50.00	.00	.00	.00	68.41	

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV ADJ	ADJ DATE	PERIOD	NAME	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
		SERVICE		TAX	PENALTY				
705430001	WA SHUT	10/28/10	1	JEFF WILLARD JR	SHUT-OFF PENALTY				
	PREVIOUS	16.00		.36	.00	.00	.00	.00	16.36
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	16.00		.36	50.00	.00	.00	.00	66.36
804500002	WA SHUT	10/28/10	1	SHIRLEY PINION	SHUT-OFF PENALTY				
	PREVIOUS	24.00		.54	.00	.00	.00	.00	24.54
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	24.00		.54	50.00	.00	.00	.00	74.54
804570201	WA SHUT	10/28/10	1	B WHITEHEAD	SHUT-OFF PENALTY				
	PREVIOUS	38.00		.86	.00	.00	.00	.00	38.86
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	38.00		.86	50.00	.00	.00	.00	88.86
906020102	WA SHUT	10/28/10	1	COY/VYCTORYA FISHER	SHUT-OFF PENALTY				
	PREVIOUS	22.00		.50	.00	.00	.00	.00	22.50
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	22.00		.50	50.00	.00	.00	.00	72.50
906241404	WA SHUT	10/28/10	1	MICHAEL MELLO	SHUT-OFF PENALTY				
	PREVIOUS	30.00		.68	.00	.00	.00	.00	30.68
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	30.00		.68	50.00	.00	.00	.00	80.68
906242202	WA SHUT	10/28/10	1	DEBBIE BEAN /JASON HARMON	SHUT-OFF PENALTY				
	PREVIOUS	14.00		.32	.00	.00	.00	.00	14.32
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	14.00		.32	50.00	.00	.00	.00	64.32
906260001	WA SHUT	10/28/10	1	MICHAEL LOCKHART	SHUT-OFF PENALTY				
	PREVIOUS	24.00		.54	.00	.00	.00	.00	24.54
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	24.00		.54	50.00	.00	.00	.00	74.54
910003301	WA SHUT	10/28/10	1	KAREN R BRUNDRIDGE	SHUT-OFF PENALTY				
	PREVIOUS	26.00		.59	.00	.00	.00	.00	26.59
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	26.00		.59	50.00	.00	.00	.00	76.59
921013501	WA SHUT	10/28/10	1	MIKE TANDY	SHUT-OFF PENALTY				
	PREVIOUS	18.00		.14	.00	.00	.00	.00	18.14
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	18.00		.14	50.00	.00	.00	.00	68.14
921041501	WA SHUT	10/28/10	1	DEBBIE DUVAL	SHUT-OFF PENALTY				
	PREVIOUS	18.00		.14	.00	.00	.00	.00	18.14
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	18.00		.14	50.00	.00	.00	.00	68.14
932056001	WA SHUT	10/28/10	1	KEITH A DAVIS	SHUT-OFF PENALTY				
	PREVIOUS	16.00		1.04	.00	.00	.00	.00	17.04
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	16.00		1.04	50.00	.00	.00	.00	67.04
943014502	WA SHUT	10/28/10	1	SHANE MICHAEL McDERMOTT	SHUT-OFF PENALTY				
	PREVIOUS	14.00		.70	.00	.00	.00	.00	14.70
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	14.00		.70	50.00	.00	.00	.00	64.70
954060504	WA SHUT	10/28/10	1	KEVIN FOSTER	SHUT-OFF PENALTY				
	PREVIOUS	34.00		.26	.00	.00	.00	.00	34.26
	ADJUSTMENT	.00		.00	50.00	.00	.00	.00	50.00
	CURRENT	34.00		.26	50.00	.00	.00	.00	84.26
954081001	WA SHUT	10/28/10	1	MELISSA HOLLIDAY	SHUT-OFF PENALTY				
	PREVIOUS	40.00		.30	.00	.00	.00	.00	40.30

UBBADJRP Mon Nov 1, 2010 8:52 AM
09.01.09

*** CITY OF WILLARD MO ***
UTILITY BILLING ADJUSTMENTS REPORT

OPER: KS

PAGE 8

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	SERV	ADJ	ADJ DATE	PERIOD	NAME	COMMENT	MISC SERV	MISC TAX	MISC PEN	TOTAL
			SERVICE		TAX					
										50.00
										90.30
965018501	WA	SHUT	10/28/10	1	BELINDA WELCH	SHUT-OFF PENALTY				17.01
										50.00
										67.01
965072501	WA	SHUT	10/28/10	1	JENNIFER MITCHELL	SHUT-OFF PENALTY				22.17
										50.00
										72.17
965103502	WA	SHUT	10/28/10	1	RAMONA WAGGONER	SHUT-OFF PENALTY				22.17
										50.00
										72.17
706014003	TR	DEP	10/29/10	1	CHASITY/HEATH HURST	REFUND DEPOSIT ON/OFF SAME DAY				.00
										25.00-
										25.00-
										318.93

*** ADJUSTMENT TOTALS ***

PREVIOUS	1664.08	42.81	448.58	114.00-	.00	.00	2041.47
ADJUSTMENT	.00	.30-	1855.30	1536.07-	.00	.00	318.93
CURRENT	1664.08	42.51	2303.88	1650.07-	.00	.00	2360.40

UBBADJRP Mon Nov 1, 2010 8:52 AM
09.01.09

*** CITY OF WILLARD MO ***
UTILITY BILLING ADJUSTMENTS REPORT
BAD DEBT

OPER: KS

PAGE 9

FROM 10/01/2010 TO 10/31/2010

ACCOUNT #	ADJ CODE	DATE SERVICE	NAME TAX	PENALTY	COMMENT MISC SERV	MISC TAX	MISC PEN	TOTAL
		.00	.00	.00	.00	.00	.00	.00
** BAD DEBT TOTALS *		.00	.00	.00	.00	.00	.00	.00

UBBADJRP
09.01.09

Mon Nov 1, 2010 8:52 AM

*** CITY OF WILLARD MO ***
UTILITY BILLING ADJUSTMENTS REPORT
SERVICE TOTALS

OPER: KS

PAGE 10

FROM 10/01/2010 TO 10/31/2010

	SERVICE	TAX	PENALTY	MISC SERV	MISC TAX	MISC PEN	TOTAL
ADJUSTMENTS							
PRIMACY FEE	.00	.00	.00	6.00-	.00	.00	6.00-
SEWER CONNECT	.00	.00	.00	21.35-	.00	.00	21.35-
SEWER	.00	.00	2.28-	331.45-	.00	.00	333.73-
TRASH	.00	.00	1.25-	62.50-	.00	.00	63.75-
WATER	.00	.30-	1858.83	1114.77-	.00	.00	743.76
	=====	=====	=====	=====	=====	=====	=====
*** GRAND TOTALS ***	.00	.30-	1855.30	1536.07-	.00	.00	318.93

	ADJUSTMENTS	BAD DEBT	TOTAL
PRIMACY FEE	6.00-	.00	6.00-
SEWER CONNECT	21.35-	.00	21.35-
SEWER	333.73-	.00	333.73-
TRASH	63.75-	.00	63.75-
WATER	743.76	.00	743.76
	-----	-----	-----
	318.93	.00	318.93

FROM 10/01/2010 TO 10/31/2010

ADJ DESC	SERVICE	TAX	PENALTY	MISC CHRG	MISC TAX	MISC PEN	TOTAL
ADJUSTMENTS							
BAD DEBT	.00	.00	.00	50.00-	.00	.00	50.00-
DEPOSIT REFUND	.00	.00	.00	125.00-	.00	.00	125.00-
LEAK ADJUSTMENT	.00	.00	.00	39.00-	.00	.00	39.00-
METER MISREAD	.00	.00	.00	460.18-	.00	.00	460.18-
MISC ADJUSTMENT	.00	.30-	50.00	853.32-	.00	.00	803.62-
PENALTY ADJUST	.00	.00	144.70-	8.57-	.00	.00	153.27-
SHUTOFF PENALTY	.00	.00	1950.00	.00	.00	.00	1950.00
=====							
*** GRAND TOTALS ***	.00	.30-	1855.30	1536.07-	.00	.00	318.93

	ADJUSTMENTS	BAD DEBT	TOTAL

BAD DEBT	50.00-	.00	50.00-
DEPOSIT REFUND	125.00-	.00	125.00-
LEAK ADJUSTMENT	39.00-	.00	39.00-
METER MISREAD	460.18-	.00	460.18-
MISC ADJUSTMENT	803.62-	.00	803.62-
PENALTY ADJUST	153.27-	.00	153.27-
SHUTOFF PENALTY	1950.00	.00	1950.00

	318.93	.00	318.93

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM #6d Department-Finance

ACTION REQUIRED-APPROVAL NEEDED:

Attached is the City of Willard employee manual with the changes incorporated.

The revised manual was sent to the City Attorney.

CITY OF WILLARD

EMPLOYEE POLICY MANUAL

Adopted October, 2008
Revised November, 2010

TABLE OF CONTENTS

Introduction.....	page 4
At Will Employment.....	page 4
Equal Employment Opportunity.....	pages 4 & 5
Harassment.....	pages 5, 6
& 7	
Personnel Management.....	pages 8
Safety Statement.....	page 8
Work Rules and Discipline.....	pages 8 & 9
Job Performance Evaluation.....	page 9
Grievance Policy.....	pages 9 & 10
Release of Information.....	page 10
Pre-Employment Requirements.....	page 10
Residence.....	page 10
Employee Classification.....	page 10
Probationary Period.....	page 11
Political Activities.....	page 11
Dress Code.....	page 11
Appointed Officials.....	page 11
Oath.....	page 11
Termination of Office.....	page 11
Outside Employment.....	pages 11 &
12	
Employment of Relatives.....	page 12
Nepotism.....	page 12
Holidays.....	pages 12 & 13
Vacation.....	page 13
Health Insurance.....	pages 13 & 14
Workers Compensation Insurance.....	page 14
Retirement Plan.....	page 14
Uniform Policy.....	pages 14 &
15	
Voicemail and Electronic Mail.....	page 15

Overtime.....	pages 15 & 16
Paychecks.....	page 16
Leave of Absence.....	page 16
Sick Leave.....	pages 16 & 17
Family and Medical Leave-FMLA.....	pages 17, & 18
Military Leave of Absence.....	page 18
Funeral Leave.....	page 18
Jury Duty.....	page 19
Substance Abuse Policy.....	pages 19, 20, & 21
Rehabilitation Effort.....	pages 21 & 22

Introduction

This informational handbook contains policies and procedures for the City of Willard officials and employees as they exist on the date of its printing and shall be followed in the administration of City Policies in personnel matters. It is the duty of all City employees, including supervisors, department heads, city officials and the Mayor to fairly administer and enforce these policies, and all employees are expected to abide by and follow them. The provisions of the Employee Policy Manual apply to all officials and employees of the City of Willard, regardless of the time of the creation of the position or the time of the appointment of the officer. In addition, the City of Willard has a separate Police Department Personnel Policy Manual. All employees and officers of the police department are required to familiarize themselves with the Police Department Personnel Policy which contains additional information, policies and procedures which apply to their employment. In the event there is any conflict between the guidelines in this Employee Handbook and any Police Department Personnel Policy, Police Department Personnel Policy will prevail and take precedence.

This booklet has been prepared to inform you about the City of Willard and its current policies, procedures, rules, and regulations. The guidelines may be changed by the City of Willard at any time. Changes will apply to all existing and future employees. Employees shall be vigilant in keeping current in changes in City Policy. Changes to or interpretations of policies may or may not be reflected in written updates of this handbook, written notices or other written documents. In the event there is any conflict between the guidelines in this Employee Handbook and any City of Willard policy, the City's policy will prevail and take precedence. No statement or promise by a supervisor, manager or department head, past or present, may be interpreted as a change in policy or practice, nor will such statements constitute an agreement of any kind with any employee regarding the City of Willard's policies, procedures or any other matter.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other previous City of Willard employee informational manuals and handbooks.

At Will Employment

None of the policies described herein or any other written or verbal communication are intended to create a contract of employment; nor is this handbook a guarantee of employment for any period of time. All employment is at will and either the employee or the City of Willard may terminate or modify the employment relationship at any time, with or without cause, and with or without notice. No provision of this informational handbook should be construed to alter the at will nature of employment with the City of Willard.

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, color, religion, sex, age, national origin, disability, military status, or any other characteristics protected by applicable laws. The City of Willard actively promotes this policy by conducting all employment transactions strictly on the basis of job related qualifications. All employment decisions are based on merit and the City's equal employment opportunity philosophy applies to all aspects of employment with the City of Willard. The City of Willard strictly prohibits harassment or discrimination of any individual on the basis of any characteristic listed above.

The City of Willard will promptly undertake an investigation of any claim or allegation of harassment or discrimination as confidentially as possible. If the City of Willard determines that a violation of this policy has occurred, effective remedial action will be taken commensurate with the severity of the offense. Any employee who is found to have violated this guideline will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been treated contrary to this guideline should immediately report such conduct to the Mayor. However, if the report involves the Mayor, the employee may take their concerns to the Board of Aldermen. In addition, employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination.

Harassment

The City of Willard has adopted a policy of "zero-tolerance" regarding unlawful employee harassment, and the City of Willard is committed to providing a work environment free of harassment. The City of Willard's policy prohibits discrimination or harassment on the basis of sex (including pregnancy), race, religion, color, national origin or ancestry, disability, age, military status, or status in any group protected by federal, state or local law, or any other basis protected by law.

It is the City of Willard's position that all employees have the right to work in an environment free from all forms of conduct, which can be considered discriminatory or harassing, and that any harassment is a form of misconduct that undermines the integrity of the employment relationship. Improper interference with the ability of the City of Willard's employees to perform their expected job duties will not be tolerated. No employee, either male or female, should be subject to unsolicited and unwelcome inappropriate verbal, non-verbal, visual or physical conduct. All such prohibited harassment in violation of City policy is unlawful, and will not be tolerated.

No manager, supervisor, lead person, employee, or other third party shall threaten or insinuate that another employee's or applicant's refusal to submit to sexual advances will adversely affect any aspect of that person's employment. Similarly, no employee shall promise, imply, or grant any preferential treatment to another employee, applicant, or other third party in exchange for engaging in sexual conduct. Harassment may also include, among other things, unwelcome propositions, flirtations, and requests – whether express or implied – for sexual favors. The same holds true for any contractors, temporary agency employees, customers, guests, and visitors on our premises or anyone with whom we are conducting business.

Prohibited harassment includes unwelcome conduct of a verbal, non-verbal, visual or physical nature. Prohibited harassment includes, but is not limited to the following:

- Verbal statements such as graphic comments about an individual's body, skin color, or ethnicity; degrading verbal abuse, threats, epithets, offensive jokes, derogatory comments, or racial or sexual slurs;
- Nonverbal conduct such as suggestive or insulting noises, leering, whistling or obscene gestures;
- Visual conduct such as making sexual gestures, or displaying sexually suggestive material such as derogatory posters, photographs, cartoons, drawings, pictures, objects, letters, notes, invitations, pictures or cartoons;
- Physical conduct such as assault, rape, unnecessary touching, unwanted touching or blocking another person's movement;
- Retaliation for reporting harassment or threatening to report harassment;
- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances; or

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.
 - Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
 - Sexually suggestive touching.
 - Grabbing, groping, kissing, fondling.
 - Violating someone's "personal space".
 - Lewd or suggestive whistling. Wolf whistles.
 - Lewd, off-color, sexually oriented comments or jokes.
 - Foul or obscene language.
 - Leering, staring, stalking.
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons on company property, clothing (including PPE).

- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive e-mail.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Any other conduct or behavior deemed inappropriate by the City of Willard's management.

Every City employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If any employee believes he or she has been subjected to, or has observed other employees being subjected to, conduct which may constitute harassment, that individual should immediately report the offensive conduct directly to the Mayor. In the case of a complaint against the Mayor, the employee should immediately report the conduct to any individual on the Board of Aldermen.

All allegations of discrimination, harassment or retaliation will be taken seriously and will be thoroughly investigated as promptly and confidentially as reasonably possible. It is imperative that all parties involved in a complaint are aware of the need to maintain strict confidentiality while the complaint is being investigated and evaluated. After an investigation of the individual's complaint, the individual who complained of the harassment and the harasser will be advised of the results of the investigation.

If there is reasonable evidence substantiating that harassment has occurred, the City of Willard will take the necessary and appropriate remedial action to prevent further harassment from occurring. An employee who, after an investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation is in violation of this guideline and will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Individuals can be assured that there will be no retaliation against those who make a complaint with the reasonable belief that harassment has occurred. If an employee makes a report of what he or she in good faith believes to be harassment or retaliation, the employee will not be subject to disciplinary actions even if the employee turns out to have been mistaken.

If you have any questions about the guideline on harassment, discrimination, or the procedure for filing complaints, please contact the Mayor.

Personnel Management

The Mayor is responsible for the hiring and firing of all city employees. With regard to the City's department heads or police officers, the Mayor hires and fires these employees with the consent of a majority of the Board of Aldermen.

The Mayor, with the consent of a majority of all the members elected to the Board of Aldermen, may remove from office any appointive officer of the City at will. Additionally, any such appointive officer may be removed by a two-thirds (2/3) vote of all the members elected to the Board of Aldermen, independently of the Mayor's approval or recommendation.

Elected officers of the City may only be removed as provided by the Revised Statutes of Missouri.

The Mayor may suspend any appointed official of the City, department head or police officer, with pay, for a period of not more than fifteen days whenever the Mayor believes the suspension is necessary for the safety and security of the City, its citizens, or its property. No later than fifteen days from said suspension the issue shall be brought before a regular or special meeting of the Board of Aldermen for review and action.

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.

Safety Statement

Employees are expected to be familiar with the safety manual and to conduct themselves in a manner consistent with the provisions set forth in the safety manual.

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.

Work Rules and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found to violate the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at will and may be subject to immediate termination of employment with or without cause and with or without notice.

Supervisors and department heads may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. Supervisors and department heads should inform the Mayor of any warnings given to employees. In the event an employee's violation of City personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the issue should be taken to the Mayor for action. Written documentation of employee counseling, warnings, reprimands or discipline must be placed in an employee's personnel file with the consent and approval of the Mayor. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, must be approved by the Mayor.

Violation of the City of Willard's personnel rules, regulations, policies and procedures may be cause for disciplinary action, up to and including immediate termination of employment. The following are examples of violations which may result in discipline up to an including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that can result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency, negligence in the performance of duties.;
3. Unauthorized absence, habitual absences or tardiness, or excessive tardiness;
4. Acts of insubordination; Intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges;
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment on misdemeanor and/or traffic charges;
13. 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, including any violation of the City's Substance Abuse Policy.

Nothing in this section alters the employment at will status.

Job Performance Evaluation

Each employee's work performance may be evaluated by his or her immediate supervisor and/or the Mayor. Employees may from time to time be furnished with a performance rating and evaluation slip to help them improve in their job and continued service with this City. A copy of any evaluations will be kept in the employee's personnel file.

An employee may discuss any issues pertaining to a job performance evaluation with their supervisor or the Mayor. Employees are encouraged to frankly discuss any problems, concerns or comments which they feel are pertinent to the evaluation.

Grievance Policy

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, supervisors, or work hours, an employee must submit the grievance in writing and provide it to the Mayor. **Employees of the police department will follow the grievance policy detailed in the department's policy manual.** The City will make its best effort to address the grievance within two weeks.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Alderman. Any such appeal must be submitted in writing within two weeks of the suspension, demotion or termination. If an employee requests a hearing, the Board of Alderman will attempt to schedule a hearing within two weeks of receiving the notice of the appeal. An employee has a right to an attorney or support person to assist them in the hearing. The Board of Alderman will attempt to issue a decision regarding the appeal within two weeks of any hearing, or in the case where no hearing is requested, within two weeks of the appeal. Mayor makes any decisions regarding these types of discipline, therefore, need to have an appeal beyond the decision maker.

Nothing in this policy alters the employment at will status. Further, nothing in this policy applies to any appointed officials of the City whose employment or termination is governed by Missouri statutes.

Release of Information

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and those designated by the Mayor.

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.

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.

Employee Classification

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.

All City of Willard employees are employees at will. As such, either the employee or the City of Willard can terminate employment with or without cause and with or without notice.

Probationary Period

Each new employee must serve a probationary period of ninety (90) days (**police officers will serve a one year probation for employment purposes and thirty days for benefit purposes**) before they 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, they may be dismissed and will not be entitled to any hearing, grievance or other procedures set forth in this handbook. 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.

Political Activities.

City employees shall not be coerced to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

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.

Oath

Every officer of the city shall, before entering upon their duties, take the oath prescribed by law.

Termination of Office

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property, including books, records, documents, papers or other equipment which may be the property of the City.

Outside Employment

No municipal employee shall engage in any outside employment without the prior written consent of the Mayor. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

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.

Nepotism

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.

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 Eve -- Close at noon
12. Christmas Day - December 25
13. Employee's Birthday
14. Personal Holiday
15. New Year's Eve -- close at noon

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.

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.

Employees wishing to use earned vacation time should submit their request to their department head or supervisor for approval. Department heads or appointed officials must have

their vacation approved by the Mayor.

Vacation days are accrued annually on January 1st. 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. Employees may not carry over more than two weeks of vacation each year.

Holidays recognized by the City are not considered vacation time. If a holiday should fall within the time an employee is on vacation, it will not be deducted from 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.~~

Health Insurance

The City provides life and health insurance. Vision and dental are available at the employee's expense. 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.

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's insurance carrier. Such approval should be obtained before any employee receives treatment unless the injury sustained is of such severity so as to require 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 they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Finance Department.

Retirement Plan

Upon an employee reaching their 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. If any employee has any questions regarding the retirement plan, please contact the Finance Department.

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. The allowance will be added to the second pay period check in July. This allowance is to be used for dress 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 \$200.00 clothing allowance to be used for pants and winter wear. In addition, a \$135.00 boot allowance will be provided. The clothing and boot allowance will be issued once per year in July after showing proof of purchase. The allowance will be added to the second pay period check in July. 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.

Voicemail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from or stored in these systems are the property of the City of Willard and as such are intended for job related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under the City of Willard's policies, including

those prohibiting harassment. All pass codes are the property of the City of Willard and may be used by the City of Willard to access electronic and telephone communications at any time. The City of Willard reserves the right to monitor any electronic or other communications made using the City of Willard systems or property.

The City of Willard provides computer access, e-mail, facsimiles, internet and voice mail access for business use only. All electronic and telephonic communication systems and all communications and information submitted by, received from, or stored in these systems are the property of the City of Willard and are to be used solely for job-related purposes. All use of any of the City of Willard-provided technology is information subject to audit and monitoring in accordance with all applicable laws to enforce compliance with this policy. Users are specifically advised that they should have no expectation of privacy for any use of the City of Willard-provided systems.

Overtime

The Fair Labor Standards Act (FLSA) governs the payment of overtime. All employees, unless exempt due to position or other provision of the FLSA, 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.

Each department head must approve any overtime pay requested. Overtime pay slips are available at the Finance Office.

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.

Paychecks

The City pays all employees every two weeks. Payroll checks will be distributed by the Finance Department. If you think an error has been made in your paycheck, please bring the check immediately to the City Treasurer.

Leaves 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 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.

An employee absent for three consecutive working days without notice and without sufficient reason shall be considered to have voluntarily terminated their employment.

A. 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. Employees do not get paid for sick leave upon termination of employment.

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

B. Family and Medical Leave - FMLA

Eligibility Requirements: Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

- You have worked for the City of Willard for the last 12 months.
- You are currently employed by the City of Willard.

- During the last 12 months of employment with the City of Willard you have worked at least 1250 hours.

Types of Leave: Employee leaves of absence under the FMLA may include:

- The birth of your child, or the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job; or
- A serious health condition affecting your spouse, child or parent for which you are needed to provide care.

How and When to Request Leave: Except as explained below, an eligible employee has a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for any of the reasons listed above. An eligible employee must provide timely and adequate notice of his or her need for FMLA-qualifying leave. To request leave, you must contact the Mayor for the appropriate forms. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least 30 days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the facts and circumstances. Your notice, when possible, should be in writing, and it should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

Continuation of Benefits: An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if he or she continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment on return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for his or her health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave, or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

Medical Certification Requirement: An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certification of Health Care Provider forms are available from the Mayor. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that your absence does not qualify under the FMLA, the FMLA designation will be revoked.

retroactive to the first day of your leave. The City of Willard may require recertification during your leave.

Application of Accrued Paid Leave: Family and medical leave is generally unpaid leave.

However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

Fitness-for-Duty and Status Reports: The employee may be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change, and he or she is able to return to work earlier than the date indicated above, the employee may be required to notify the Mayor at least two weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification to a serious health condition.

C. Military Leave of Absence

The City of Willard complies with all applicable laws applying to military leave.

D. Funeral Leave

An employee may be granted up to three working days of leave with full pay as needed in the event of the 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.

E. Jury Duty

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.

Substance Abuse Policy

It is the policy of the City of Willard to provide safe, dependable, and quality services to its citizens, to provide safe and healthy 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 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. The City desires to create a work environment free from the adverse effect of alcohol and controlled substances abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture,

distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

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. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Any employee convicted of illegal conduct related to alcohol or controlled substances, including a conviction of a criminal drug statute occurring in the workplace, must notify the Mayor within five calendar days of any such conviction. Failure to timely report any such conviction will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses the driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the Mayor of the loss of the driver's license immediately after revocation or temporary suspension of their license. Failure to notify the Mayor of the loss of the driver's 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 the Mayor of such use upon returning to work and prior to engaging in any work related activity.

As a condition of employment, both present and future 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. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

1) 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.

2) 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.

3) Random Testing. Random testing is applicable to all employees. Random testing shall be conducted at the direction of the Mayor. 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.

4) Post Accident Testing. Post accident testing is applicable to any employee involved in an accident or in which the employee injures the person or property of another.

5) Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the Mayor.

C. 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.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 7 POLICE DEPARTMENT REPORT

NO ACTION REQUIRED-INFORMATIONAL ONLY

ITEM DESCRIPTION:

- D.A.R.E. graduation is Nov. 18, 2010 at 6:30pm at the Willard Intermediate School. Seventy-five 5th grade students will be graduating from D.A.R.E.
- Discuss developing firearms range at Meadow's Sewage lagoons.
- Charity Boxing is scheduled for March 12, 2011 at 7:00pm at the Willard Middle School. All ringside proceeds will benefit the Willard Veteran's Memorial Fund.
- Letter of appreciation attached.
- Caringer jury trial begins today.

WILLARD POLICE DEPARTMENT

MONTHLY STATISTICAL REPORT

Report Month October 2010

Total Incidents for Month 426

Officer Statistics

1601 Tom McClain, Chief.....	03
1602 David Richardson, Major....	27
1603 Shannon Shipley, Sgt./Det..	36
1604 Robert Bell, Cpl	53
1605 Mike Payne, Officer	32
1606 Gary Dove, Officer	23
1607 Travis Sanders, Officer ...	109
1608 Shannon Marler, Officer	38
1609 Justin Raynes, Officer	30
1610 Joe Crawford, Officer	67
1630 Glenn Cozzens, SRO	03
1631 Wyatt Sharp, SRO.....	03
1640 Doug Thomas, Reserve ...	0
1641 Brian Gordon, Reserve	01
1642 JD Landon, Reserve	0
1643 Paul Griffin, Reserve	0
1644 Bill Lingenfelser, Reserve ...	01
1645 Michelle Lappin, Reserve ...	0
1646 Ryan Snow, Reserve.....	0

Incident Classification

Felony	9
Misdemeanors	14
Infraction	220
Other (Services)	183
HBO (Handled by Officer)	299

Reserve Hours

1640 Doug Thomas, Reserve	0
1641 Brian Gordon, Reserve	8.25
1642 JD Landon, Reserve	8
1643 Paul Griffin, Reserve	1
1644 Bill Lingenfelser, Reserve..	18
1645 Michelle Lappin, Reserve ...	0
1646 Ryan Snow, Reserve ...	3.5
TOTAL	38.75

Patrol Vehicle Mileage, Usage, and Maintenance Information

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST
UNIT 1601	112263	922	20	46	0.00
UNIT 1602	96041	700	14	50	0.00
UNIT 1603	61344	2844	46	62	\$270.00
UNIT 1604	47037	3264	49	67	\$510.00
UNIT 1605	93516	1716	33	52	0.00
UNIT 1608M	4093	0	0	0	0.00
UNIT 1606	97??? (display not functioning)		20		0.00



October 19, 2010

Chief Tom McClain
Willard Police Department
795 Hughes Rd.
Willard, MO 65781

Dear Chief McClain,

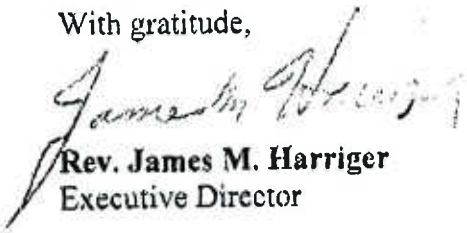
I would like to thank your police department for your help during Victory Mission's **16th Annual Victory Ride** event on October 10. Because of your officers' assistance with blocking the roads, the bikers enjoyed a smooth and safe ride.

Your continued support of our mission to "eliminate poverty from the inside out" in Springfield and the surrounding communities is deeply appreciated.

I am pleased to share with you that this year's Victory Ride event raised over \$7,500 to help the homeless and needy this upcoming holiday season. I am glad your department was part of this wonderful event.

Thank you again for your generosity to the Mission and those we serve.

With gratitude,



Rev. James M. Harriger
Executive Director

10/29/08

To: Tom McClain - Chief of Police - WPD

From: Robert Bell - Corporal - WPD

Re: Firing Range Proposal

Chief,

It has recently come to my attention that it may be possible to build a Firing Range to facilitate firearms training for the Willard Police Dept. This has long been an issue for our department. We have had to rely on other agencies to conduct training at their facilities. While many have been very helpful, we are still constrained by their schedules and policies. This has been the most difficult when trying to find a location to conduct low light or night range training.

Case law has clearly demonstrated that officers must train in the environment in which they work. The term "Fail to Train" send attorneys into fits of salivation as juries award huge punitive judgments to plaintiffs. The courts have said that since a majority of officer involved shootings take place during the hours of darkness, departments must train in low light conditions. I have yet to find a range that will allow us to conduct training after dark. Bass Pro Shops allows us to turn the lights off and that works well for handguns. We cannot use their range for rifle or shotgun.

I propose to use the acreage near the sewage lagoons for a firing range. There is a suitable location in a valley east of the lagoon. It provides a long grade to dig into and plenty of trees to act as baffles in the unlikely event of a round clearing the proposed berms and the natural grade. A rectangle of 50 yards by 75 yards surrounded by a 20' earth berm would serve our purposes well. A single berm would need to be extended to one side and a rifle range of at least 100 yards (200 would be ideal) will be needed.

It has been suggested that noise may be a problem. I have researched the issue and have located resources to help us with that concern. The NRA Range Resource Manual has numerous remedies for noise issues. The following steps can be taken with no or minimal expense. Other measures may be looked into if the preliminary steps are not sufficient.

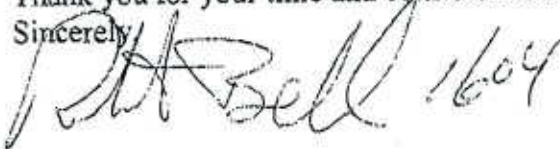
1. The berms (as shown in the attached diagram) are designed to stop all projectiles and will also serve to direct sound impulses upward.
2. The natural terrain should serve to direct most sound to the south (opposite of the grade). South offers the longest distance to any habitation.
3. The area around the range will be left as heavily forested as possible to act as baffles for sound.

4. Night fire exercises will be scheduled as much as possible when the days are short and it gets dark early in the evening.
5. Additional trees such as evergreen or cedar can be planted at minimal expense and upkeep. They can be place strategically in close groups to baffle sound.
6. If additional measures are needed, we may be able to fund them over time. They include wooden baffles placed at noise leak points. A cover over the primary firing line. Wooden panels angled inward from the top of the berms.

The need for a firing range for the Willard Police Department is definite. We can save money and better facilitate training and thereby increase the safety of officers and citizens when we are less dependent on other agencies and their facilities. A range will allow us to benefit not only our department but surrounding agencies as well.

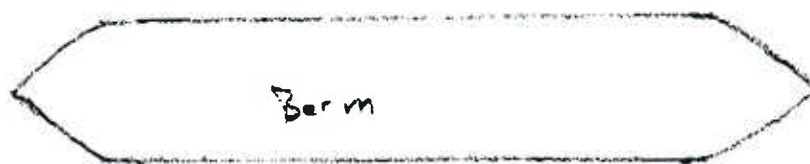
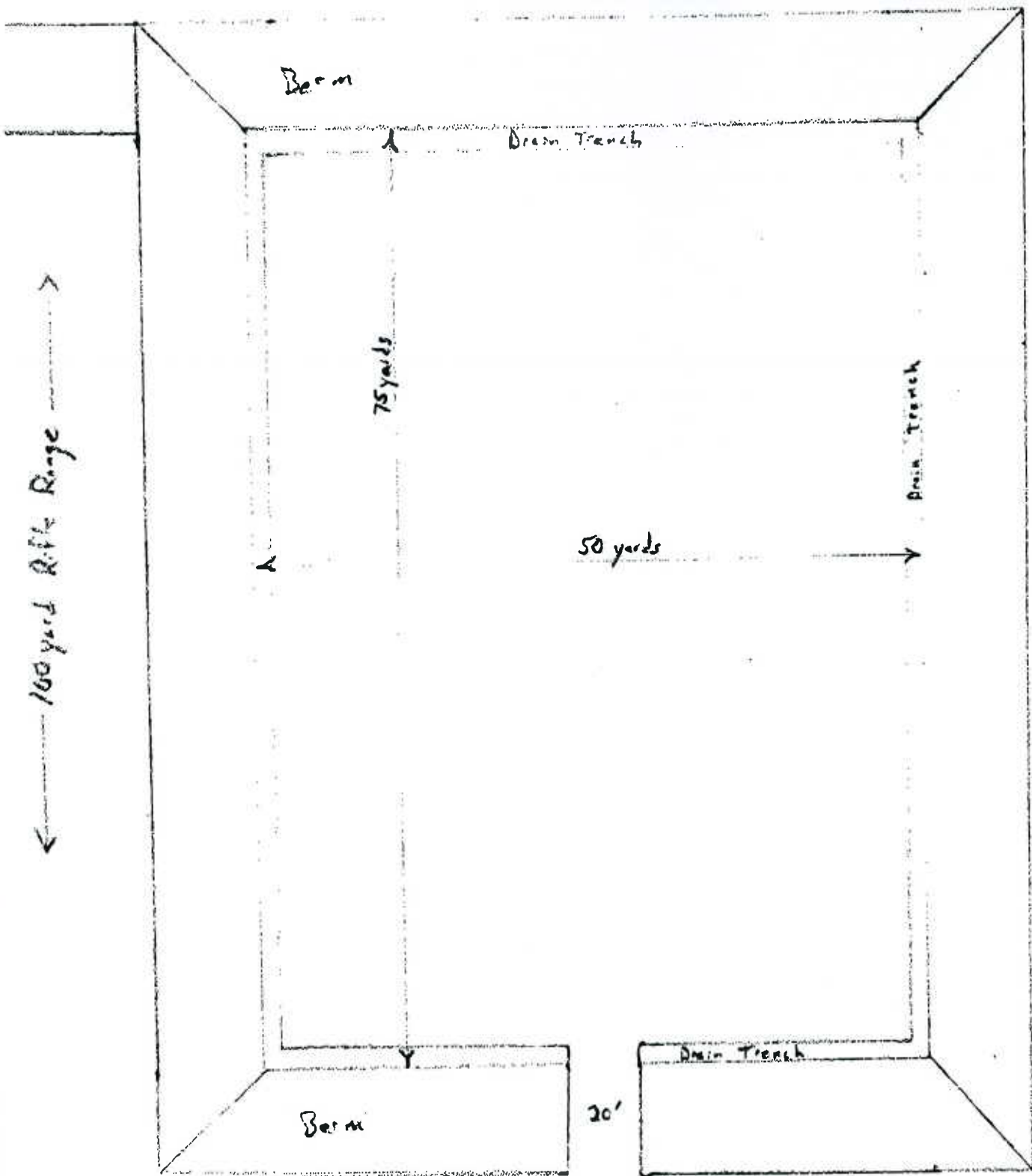
Thank you for your time and consideration.

Sincerely,



Robert Bell - 1604

Corporal / Firearms Instructor - WPD



Not to Scale

Alt to Seale



CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 8 Emergency Management

I had a meeting with engineers on storm shelter. Talked about maybe reducing the size of the generator and taking out some of the extra items to help offset costs.

All storm sirens are functioning.

Karen and I attended a disaster tabletop which covered earthquakes.

The promulgation statement has been added to the EOP.

The 3rd quarter paperwork has been submitted for the EMPG grant reimbursement.

Stacy Winters
Emergency Management Director

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 9 PUBLIC WORKS

NO ACTION REQUIRED-INFORMATIONAL ONLY

ITEM DESCRIPTION:

Water & Sewer

- Read all water meters
- Read Wells everyday
- Performed turn ons and offs everyday
- Got samples from lagoon everyday
- Ran pumps/irrigation at lagoons
- Flushed water lines throughout system
- Blowed dirt out of valve boxes at Meadows tower
- Tapped water main and set meter pit for the new house at the High School
- Fixed water leak at 2548 Meadowlake Dr
- Raised valve boxes at meadows water tower
- Took water samples
- Hooked up variable speed pump to Meadows East Well
- Drained meadows water tower
- Cleaned out several meter pits
- Hauled and spread gravel at wimpy's lift station
- Checked chlorine levels everyday
- Fixed Honda sump pumps
- Did rereads on meters
- Fixed water leaks at 367 FR 99, 2679 FR 97, 5519 FR 94, and 4110 Haven.

Streets & Misc.

- Do locates everyday
- Change oil on generator at B Lift Station
- Painting fire hydrants
- Mowing road rightaways
- Changed fuel tank at lagoons
- Took fence down at East Wells to put trailer in
- Replaced signs at Jackson and Willey, and Sidney and Owen
- Cleaned out under meadows water tower
- Unloaded pint for meadows water tower and took to the guys working on it
- Picked up new desk for city hall
- Fixed dump truck steering gear box
- Put new battery in cub cadet
- Put several new stop signs up
- Fixed toilet at community building
- Cleaned trucks and equipment
- Went to driving school
- Checked brakes on 2005 cop car
- Worked with the fiber optics guys going to the new cell phone tower
- Changed oil and brakes on 2004 cop car

Justin Reaves
Public Works Director

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 10 Planning and Development

NO ACTION REQUIRED – INFORMATIONAL ONLY ITEM DESCRIPTION: DEVELOPMENT

The new bakery, "Sweet" has opened in the Sterling Center.
Greenwade Law Firm has opened in the Prairie View Shopping Center.
The T-Mobile Cell Tower project is complete.
O'Reilly Automotive will open on 11-6-10.
Eagle Stop Car Wash – Contractor is waiting on trusses, the block walls are up.
We are awaiting site and building plans for the Detail Shop expansion project.
I am working on two Letter of Map Amendments with property owners who own homes in Special Flood Hazard Areas.
Jackson/ 160 Project – We have received word from Mo-DOT that they are still working on the contract with the school.
Well Plugging – We received \$11,500.00 for plugging wells and Source Water Protection from DNR . The Grant will expire in 2 years.
I have updated the Long Range Transportation Plan and submitted it to OTO.
I am working with Kevin and the sub-committee on the Veterans Memorial.
Training – Attended the MRWA operator conference 11-26 - 11-29.

Director of Development
Randy Brown

CITY OF WILLARD



AGENDA ITEM # 11 Parks and Recreation Report

ACTION REQUESTED-NONE

Zumba Class: Willard Zumba Class continues. There about 35 people enrolled in this class. The class meets every Monday and Thursday night the Willard Community Building.

Movie in the Park: Willard 2010 Movie in the Park series is complete. The last movie was to be held on October 23rd. However the movie was cancelled due to the weather.

2010 Fall/Winter Out of School Camps: These camps are held at the Willard Recreation Center and are \$17.50 per day. Camp is for grades K- 6th. Registration forms are at the Willard Recreation Center. Camps will be held on most days when school is not in session.

Children's Dance Classes: Dance classes for children ages 3 and up are held at the Willard Recreation Center. Fall Session: Oct 12th-Dec 9th. Winter Session: Jan 11th-Mar 3rd. Spring Session: Mar 15th-May 3rd. Dance Review: May 3rd 6:30 pm. Classes are 8 weeks. The fee is \$50-\$65. Registration forms are at the Willard Recreation Center

Mighty Mites Football: Might Mites has wrapped up there season. The season overall was a huge success! Over \$2300 was made in concessions.

Willard Playgroup: The Willard Playgroup continues to meet at the Recreation Center. They meet in the small gym.

Fall Clean Up: Fall Clean up was held on Saturday October 23rd at the Rec. Center.

Flu Shots: The Springfield Greene County Health Department gave Flu Shots to the Community on October 26th from 2pm – 6pm at the Willard Community Building.

Safe Halloween: Willard Parks hosted its annual Safe Halloween event on Saturday October 30th at the Willard Recreation Center. This year featured 12 area businesses passing out candy, moon bounces, and the Willard Parks haunted house. This year we also collected toys for deserving kids and canned goods for the Willard Food Pantry. Willard Parks also hosted a scary version of

the haunted house on Friday October 29th from 7pm – 10pm at the Recreation Center and charged a \$1 admission charge.

2010 November Election: Willard Parks worked with the election commission to host voting at the Willard Community Building on Tuesday November 2nd.

Frisco Highline 5K Race: Saturday November 20th 8am. Beginning at the Willard Community Building.

Christmas on the Frisco: Christmas on the Frisco is scheduled for November 19th and 20th. The Willard Parks and Recreation Department is assisting the Willard Chamber of Commerce to host this event.

Fall Sports: Willard Parks 2010 Soccer, Adult Basketball and Volleyball Season are complete. This season a total of 40 teams participated. Volleyball games were held on Tuesday nights, soccer games were held on Saturdays and men's basketball was held on Wednesday nights at the Recreation Center.

Competitive Volleyball: Willard Parks youth competitive volleyball season has begun. This year features 8 teams. Games are held at the Recreation Center on Tuesday nights.

Session 1 Youth Basketball: Willard Parks has begun session one of basketball. This season features a total of 25 teams. Games are played on Saturdays at the Recreation Center. Admission is \$1 to all of the games.

Youth Bowling: Willard first 2010 bowling league has begun. This year a total of 15 kids are participating.

Facility Rentals: A total of 123 hours were rented from the Willard Parks Department for the Community Building, Recreation Center and Pavilion in September and October. The recreation center had 9 rented hours, the community building had 92 rented hours and the pavilion had 22 rented hours.

Rummage Sale: Willard Parks hosted a rummage sale on October 9th. A total 16 booths were rented and a total of \$280 was raised for the Parks Department.

Sign Sponsorship: Letters were sent to the Willard Parks Sponsors of advertising signs that are located in the big gym. A total of 23 sponsored signs are located in the gym. The letter is requesting the \$240 fee for them to sponsor the Willard Parks Department again in 2011.

Parking Lot Striping: The Willard Parks and Recreation Department has had the Recreation Center and the Community Building Parks Lot parking lines restriped.

Kevin McDonald

Parks and Recreation Director

Veterans Memorial: The City of Willard Parks and Recreation Department is teaming up with Brighton AMVETS Post 178 to build a Veterans Memorial to be located at Jackson Street Park in Willard. The memorial will feature 648 paver bricks, 2 memorial benches, 3 flag poles and 5 monuments. This memorial is to honor all those who have served our country.

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 12 Annexation Ordinance

ACTION REQUESTED: APPROVAL OF 2ND READING

This is the second reading for the request for annexation of a tract of land that is owned by the Willard R-2 School District.

Staff is asking for approval of 2nd reading.

Please contact me regarding any questions.

Thank you,
Dale Duvall

AN ORDINANCE

AN ORDINANCE ANNEXING A CERTAIN ADJACENT, UNINCORPORATED AREA INTO THE CITY OF WILLARD, MISSOURI.

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

WHEREAS, on August 25, 2010, a verified petition, signed by all of the owners of the real estate described below and requesting annexation of the area into the City of Willard, Missouri, was filed with the City Clerk; and

WHEREAS, the real estate is adjacent and contiguous to the present corporate limits of the City of Willard, Missouri; and

WHEREAS, a public hearing concerning this matter was held at the City Hall in Willard, Missouri, at 7:00 p.m. on October 12, 2010; and

WHEREAS, notice of this public hearing was published on September 28, 2010 in the Springfield News Leader, a daily newspaper of general circulation in the County of Greene, Missouri; and

WHEREAS, at the public hearing, all interested persons, corporations, and political subdivisions were afforded the opportunity to present evidence regarding the proposed annexation; and

WHEREAS, no written objection to the proposed annexation was filed with the Board of Aldermen of the City of Willard, Missouri, within seven days after the public hearing; and

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, do find and determine that the annexation is reasonable and necessary to the proper development of the City; and

WHEREAS, the City is able to furnish normal municipal services to the area within a reasonable time after annexation; and

WHEREAS, the Board of Aldermen of the City of Willard finds that it is in the best interest of the City and its citizens to annex the property described in the verified Petition.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the City of Willard, Missouri, as follows:

Section 1: Pursuant to §71.012 RSMo, the following-described real estate is hereby annexed into the City of Willard, Missouri, to-wit:

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO
<u>RICHARD SIMPSON</u>	<u> </u>	<u> </u>
<u>DOUG JOHNSON</u>	<u> </u>	<u> </u>
<u>PAT LLOYD</u>	<u> </u>	<u> </u>
<u>DAVID HEMPHILL</u>	<u> </u>	<u> </u>
<u>TIM MAGEE</u>	<u> </u>	<u> </u>
<u>BRYAN VINCENT</u>	<u> </u>	<u> </u>

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

DALE DUVALL, CITY CLERK

CITY OF WILLARD BOARD OF ALDERMEN



AGENDA ITEM # 13

Open Meetings, Records and Agenda Policy Ordinance

ACTION REQUESTED: APPROVAL OF 1st READING

This is the 1st reading of the ordinance that was discussed at the meeting on October 25, 2010.

Staff is asking for approval of 1st reading.

Please contact me regarding any questions.

Thank you,
Dale Duvall

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE PRESCRIBING THE OPEN MEETINGS,
RECORDS, AND AGENDA POLICY.

WHEREAS, Chapter 610 of the Revised Statutes of Missouri, the "Sunshine Law" provides the now public records are to be maintained and provided to the public.

WHEREAS, Section 610.028(2) of the Open Meetings and Record law requires each political subdivision to provide a reasonable written policy in compliance with Sections 610.010 to 610.030 RSMo.,

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

Section 1: That the Board of Aldermen of the City of Willard hereby adopt the following policy to apply to all governmental bodies and committees of this municipality:

1. All meetings, records and votes are open to the public, except the governmental body may close any meeting, record or vote relating to the following:
 - a. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to litigation involving a public governmental body shall be upon final disposition of the matter voted upon; or upon the signing by the parties of the settlement agreement unless the settlement agreement is ordered closed by a court; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record.
 - b. Lease, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. However, any minutes, vote or public record approving a contract relating to the lease, purchase or sale of real estate by a public governmental body shall be made public within seventy-two hours after execution of the lease, purchase or sale of the real estate.

- c. Hiring, firing, disciplining or promoting an employee of a public. Governmental body. However, any vote on a final decision, when taken by a public governmental body to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public with a record of how each member voted within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available to the public.
- d. Non-judicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological or alcoholism or drug dependency diagnosis or treatment.
- e. Testing and examination materials, before the test or examination is given or if it is to be given again before so given again.
- f. Welfare cases if identifiable individuals.
- g. Preparation, including any discussions or work product for negotiations with employee groups.
- h. Software codes for electronic data processing and documentation thereof.
- i. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid.
- j. Sealed bids and related documents, until the earlier of either when the bids are opened, or all bids are accepted or all bids are rejected.
- k. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.
- l. Records that are protected from disclosure by law.
- m. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.
- n. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product;

however, all final audit reports issued by the auditor are to be considered open records.

- o. Operational guidelines and policies developed, adopted or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Nothing in this exception shall be deemed to close information regarding expenditures, purchases, or contracts made by an agency in implementing these guidelines or policies. When seeking to close information pursuant to this exception, the agency shall affirmatively state in writing that disclosure would impair its ability to protect the safety or health of persons, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records. This exception shall sunset on December 31, 2012.
- p. Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a non-public entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety.

Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open.

When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security of safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records.

Records that are voluntarily submitted by a nonpublic entity shall be reviewed within ninety days of submission to determine if retention of documents is necessary in furtherance of a security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental, body or destroyed.

This exception shall sunset on December 31, 2012.

- q. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer system computer network or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data tile or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network, or telecommunications network shall be open.
 - r. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body.
2. All records that may be closed hereby are deemed closed records unless the governmental body votes to make them public. Before closing a meeting to the public, a majority of a quorum of the governmental body must vote to do so in a public vote. The vote of each member of the governmental body on the question of closing the meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes.
3. Notice shall be given in accordance with Chapter 610 of the Revised Statutes of Missouri. A summary of the notice requirements are provided herein.
- a. The governmental body shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall be the same as in (4) below. No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. Public governmental bodies holding a closed meeting must close only an existing portion of the meeting facility necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session.

- b. The governmental body shall give notice of the time, date, place and tentative agenda of each meeting. The notice shall be placed on the appropriate bulletin board at city hall at least 24 hours, exclusive of weekends and holidays, prior to the meeting. Notice also shall be given to any representative of the news media who requests notice of a particular meeting.
 - c. Each meeting shall be held at a place reasonably accessible to the public, and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. When it is necessary to hold a meeting on less than 24 hours notice, or at a place that is not reasonably accessible to the public, or at time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.
 - d. A formally constituted subunit of a parent governmental body may conduct a meeting without notice during a lawful meeting of the parent governmental body, a recess in that meeting, or immediately following that meeting, if the meeting of the subunit is publicly announced at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.
- 4. The taping of public meetings shall be allowed in accordance with Chapter 610 of the Revised Statutes of Missouri. A summary of what is allowed is provided herein:
 - a. A public body shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. A public body may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any meeting, record, or vote closed pursuant to the provisions of Section 610.021 shall be permitted without permission of the public body; any person who violates this provision shall be guilty of a class C misdemeanor.
- 5. Emails among members of public bodies is governed in accordance with Chapter 610 of the Revised Statutes of Missouri. A summary of the requirement is provided herein:
 - a. Any member of a public governmental body who transmits any message relating to public business by electronic means shall also concurrently transmit that message to either the member's public office computer or the custodian of records in the same format. The provisions of this section

shall only apply to messages sent to two or more members of that body so that, when counting the sender, a majority of the body's members are copied. Any such message received by the custodian or at the member's office computer shall be a public record subject to the exceptions above.

6. The City Clerk is the custodian of records and shall provide these records in accordance with Chapter 610 of the Revised Statute of Missouri. A summary of the production required is provided herein:

- a. The City Clerk shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian shall provide public access to all public records as soon as possible but no later than the third business day following the date the request is received by the custodian. If additional delay is necessary, the custodian shall give an explanation for the delay and the date the record will be available for inspection. This period for document production may exceed three days for reasonable cause.

If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date the request for the statement is received. The custodian may designate deputy custodians in the following departments: Finance Department, Water Department, and Municipal Court.

7. The fees for copying public records is governed by Chapter 610 of the Revised Statutes of Missouri. The specific fee schedule for the city of Willard is provided herein:

- a. The first twenty (20) pages of any records request shall be provided at no cost.
- b. The custodian shall charge \$.10 per page beginning with the twenty-first (21) page of any records request.
- c. The Custodian shall charge \$5.00 for records produced in a CD or DVD format.
- d. Research time for staff shall be charged in six (6) minute intervals based on the employee's wages.

- e. A cost deposit shall be required for any estimate of fees exceeding \$20.00 or 75% of the cost, depending on the magnitude of the request.
- f. Elected and appointed officials of the City shall not be charged any fees for records requested unless the Custodian reasonably believes that the request will take a substantial amount of research time and duplication time to fill. In that instance, the fees to be charged that elected or appointed official shall be placed on the agenda for the next Board of Aldermen meeting where a vote shall be taken on the fees to be charged.
- g. Records requested may be produced without charge or at a reduced charge when the Board of Alderman determine that a waiver or reduction of the fee is in the public interest. A request for no fee or reduction in fee shall be placed on the agenda of the next Board of Aldermen meeting where a vote shall be taken on the fees to be charged.

8. Setting agenda for open meetings and requesting closed sessions:

- a. The agenda for the open meetings and closed meetings shall be established by the City Administrator who shall provide such information to the City Clerk by noon two business days before any open or closed meeting. If the City does not have a City Administrator, the agenda for the open meetings and closed meetings shall be established by the City Clerk.
- b. Any member of the Board of Aldermen and/or the Mayor may request an agenda item be added to an open or closed meeting and may request a closed session be held; however, such request must be made by noon three business days prior to the meeting and must include sufficient information to fairly advise members of the Board of Aldermen and Mayor of the nature and substance of each agenda item. Any such requests shall be made to the City Administrator; however, if the City does not have a City Administrator, the requests shall be made to the City Clerk, either of which shall be charged with honoring the request if such member of the Board of Aldermen and/or the Mayor making the request has strictly abided by all of the provisions of this paragraph. The City Clerk shall provide members of the Board of Aldermen and/or the Mayor information concerning the substance and nature of each agenda item or matter in sufficient detail to allow them to make reasonable preparations to consider the matter.

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 #14 **Order of Business Ordinance**

ACTION REQUIRED-APPROVAL NEEDED:

Attached is the amended Order of Business Ordinance.

The amendment removes the Community Relations Officer Report.

Staff is asking for approval of 1st Reading.

BILL NO. _____

ORDINANCE NO. _____

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.

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 I. Government Code, Chapter 110: Mayor and Board of Aldermen, Article II. Order of Business, Section 110.090 as follows:

SECTION 110.090:

ORDER OF BUSINESS

The order of business at meetings of the Board of Aldermen are outlined in a tentative agenda as follows:

1. Pledge of Allegiance
2. Call the meeting to order
3. Roll call of members
4. Special recognition (Awards, Certificates and Honors)
5. Agenda amendments/approval of agenda
6. Approve minutes
7. Citizens input
8. Financial report
9. Police Department report
10. Emergency Management report
11. Public Works report
12. Development report
13. Community services report

~~[14. Community relations officers report]~~

14[15]. Regular Agenda/Ordinances/[contracts/plats/]etc.

Each and every regular agenda item, including Ordinances, Resolutions, and other matters will be preceded by a separate corresponding agenda category for "Citizen input".

15[16]. Old business

16[17]. Closed session

17[18]. Reopen meeting

18[19]. Adjourn meeting

(Ord. No. 080623B §8, 7-14-08)

BILL NO. _____

ORDINANCE NO. _____

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 22nd DAY OF November, 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 # 15
Employee Manual Ordinance**

ACTION REQUESTED: APPROVAL OF 1st READING

This is the 1st reading of the revised employee ordinance that was discussed at the meeting on October 12, 2010.

Staff is asking for approval of 1st reading.

Please contact me regarding any questions.

Thank you,
Karen Robson

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE

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

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

Section I: ADOPTION OF EMPLOYEE POLICY MANUAL. It is hereby adopted by the City of Willard, Missouri, for the purpose of establishing policies and procedures for the employees of the City of Willard, Missouri, the City of Willard's Employee Policy Manual, dated the 22ND day of November, 2010, copy of which is attached hereto and made a part hereof, and the same is hereby adopted and incorporated as fully as if it were set out in length herein, the provisions thereof to be effective as a policy from the date hereof.

Section II: 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 BY THE BOARD OF ALDERMEN THIS 22nd DAY OF NOVEMBER, 2010.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

RICHARD SIMPSON

DAVID HEMPHILL

PAT LLOYD

DOUG JOHNSON

TIM MAGEE

BRYAN VINCENT

APPROVED BY:

MAYOR JAMIE SCHOOLCRAFT

ATTEST:

DALE DUVALL, CITY CLERK