

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

UTILITY BOARD

Regular Meeting

July 6, 2010

6:00 PM-Willard City Hall

224 W. Jackson Street

UTILITY BOARD MEMBERS

Darrell Biellier

Dave Helton

James Rekus

Kelly Turner

Gary Wirth

Justin Reaves, Public Works Director
Karen Robson, Chief Financial Officer

www.cityofwillard.org

**CITY OF WILLARD
UTILITY BOARD MEETING
JULY 6, 2010
6:00 P.M.**

Notice posted on July 2, 2010.

Notice is hereby given that the City of Willard, Utility Board will conduct a meeting at 6:00 p.m. July 6, 2010 at Willard City Hall, 224 West Jackson, Willard Missouri.

The tentative agenda of this meeting includes:

1. Call the meeting to order
2. Roll Call
3. Agenda Amendments/Approval of Agenda
4. Approve the minutes of the meeting on May 4, 2010
5. Citizen Input (*5 Minute Limit per person*)
6. 2010 Mid-Year Budget Amendment-Karen Robson, CFO
7. Utility Account Adjustment Hearing-David & Jennifer Schoolcraft
8. Utility Billing Policies-Karen Robson, CFO
9. Update on Online Bill Pay-Karen Robson, CFO
10. I/I Reduction Update-Justin Reaves, Public Works Director
11. Wellhead Protection Program-Randy Brown, Director of Development
12. Discussion of items for next agenda
13. ADJOURN MEETING

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

Dale Duvall or Kate Gould
224 West Jackson
P.O. Box 187
Willard, MO 65781
(417) 742-3033

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

Kate Gould, Deputy City Clerk

**CITY OF WILLARD
UTILITY BOARD MEETING
MAY 4, 2010
6:00 P.M.**

Board present: Darrell Biellier, Dave Helton, James Rekus, Kelly Turner and Gary Wirth.

Also present: Kate Gould, Deputy City Clerk/Community Relations Officer; Randy Brown, Director of Development and Justin Reaves, Public Works Director.

The meeting was called to order at 6:02 p.m.

Roll Call

Deputy City Clerk Kate Gould called roll call. Darrell Biellier-present; Dave Helton-present; Kelly Turner-present; Gary Wirth-present; and James Rekus-present.

Approval of Agenda

Motion made by Dave Helton and seconded by Gary Wirth to approve the agenda. Darrell Biellier-Aye, Dave Helton-Aye, Kelly Turner-Aye, Gary Wirth-Aye, and James Rekus-Aye. All votes aye. Motion carried.

Approve minutes of the March 16, 2010 Meeting

Motion made by Kelly Turner and seconded by Dave Helton to approve the minutes of the regular meeting on March 16, 2010. Darrell Biellier-Aye, Dave Helton-Aye, Kelly Turner-Aye, Gary Wirth-Aye, and James Rekus-Aye. All votes aye. Motion carried.

Citizen Input

None.

Election of Utility Board Officers

The board discussed the duties of Chairman and Vice-Chairman.

Motion made by Dave Helton and seconded by Gary Wirth to elect Darrell Biellier as Chairman for a term to end in January 2011. Darrell Biellier-Abstained, Dave Helton-Aye, Kelly Turner-Aye, Gary Wirth-Aye, and James Rekus-Aye. All votes aye. Motion carried.

Motion made by Dave Helton and seconded by Darrell Biellier to elect James Rekus as Vice-Chairman for a term to end in January 2011. Darrell Biellier-Aye,

Dave Helton-Aye, Kelly Turner-Aye, Gary Wirth-Aye, and James Rekus-Aye. All votes aye. Motion carried.

Financial Statements

The board discussed the financial statements. No action was taken.

Fire Hydrant Painting

Justin Reaves, Public Works Director described to the board his plans for painting of fire hydrants for easy identification of pressure. The board discussed painting fire hydrants.

Willard Rural Sewer Update

Justin Reaves gave an update on discussions with Springfield about connecting the former Meadows lagoons to the City of Springfield. The board discussed connecting sewer to Springfield and asked staff to bring more information to the next meeting.

I/I Reduction Update

Justin Reaves informed the board about a recent inspection from the Missouri Department of Natural Resources on the progress of Willard's Inflow/Infiltration Reduction plan.

Board member Kelly Turner left the meeting.

Area Well Plugging Update

Randy Brown, Director of Development, updated the board on plugging of wells with the assistance of a grant from the Missouri Department of Natural Resources. The board discussed the grant and selection of wells that were plugged. The board also discussed water contamination concerns in the region.

Water Conservation Rebate

Kate Gould, Deputy City Clerk informed the board that a couple of citizens had contacted the city expressing interest in a possible low flow toilet rebate program. The board discussed rebate programs and potential costs.

Water/Sewer Public Information

Kate Gould updated the board on planned utility bill inserts for the next few months.

Old Business

Dave Helton asked for an update on online bill pay. Kate updated the board on the progress of this program. The board and staff discussed utility billing issues and problems.

Adjourn meeting

Motion made by Gary Wirth and seconded by James Rekus to adjourn. Darrell Biellier-Aye, Dave Helton-Aye, Kelly Turner-Aye, Gary Wirth-Aye, and James Rekus-Aye. All votes aye. Motion carried.

Meeting adjourned at 6:55 p.m.

Kate Gould, Deputy City Clerk

Darrell Biellier, Utility Board Chairman

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #6 2010 Mid-Year Budget Amendment

REQUESTED ACTION-RECOMMENDATION FOR ALDERMEN

Presented by Karen Robson, Chief Financial Officer

Following are the mid-year budget amendments for the Water and Sewer Funds. The first five pages contain the proposed budget amendment followed by the previously adopted 2010 budget.

Any questions you may have concerning specific line items will be addressed at the meeting.

Staff is requesting that you review the Mid-Year Budget Amendment for the Water and Sewer Funds and make a recommendation to the Board of Aldermen regarding adoption of the budget amendments.

CITY OF WILLARD				
2010 Budget Amendment				
Water Fund				
		2010 Budget	Amended	
Revenues				
Asset Sales		0.00	0.00	
Certificates of Part		125,000.00	125,000.00	
Grant Receipts		0.00	0.00	
Interest Income		7,500.00	3,000.00	
Meter Installations		11,250.00	15,000.00	
Miscellaneous		1,000.00	1,000.00	
Penalty Income		22,000.00	25,000.00	
Trash Income		57,000.00	130,000.00	
Water Sales-Comm		38,000.00	38,000.00	
Water Sales-Resi		700,000.00	700,000.00	
		\$961,750.00	\$1,037,000.00	

Expenses		2010 Budget	Amended
Advertising		1,000.00	1,000.00
Audit Expense		4,000.00	4,000.00
Contract Labor		1,500.00	6,500.00
Depreciation		105,600.00	105,600.00
Dues		500.00	500.00
Equipment		0.00	0.00
Fiscal Agent Fees		2,000.00	2,000.00
Group Insurance		25,300.00	25,300.00
Insurance		18,000.00	18,000.00
Interest Expense		62,325.00	62,325.00
Legal		2,500.00	5,000.00
Professional		5,000.00	15,000.00
Miscellaneous		0.00	1,500.00
Office Supplies		6,000.00	12,000.00
Payroll Taxes		19,400.00	15,000.00
Principal Payments		70,000.00	70,000.00
Repairs/Maintenance		15,000.00	60,000.00
Retirement		13,970.00	13,970.00
Salaries		254,000.00	230,000.00
Salaries - Overtime		5,000.00	5,000.00
Supplies		20,000.00	40,000.00
Supplies - Project		100,000.00	75,000.00
Trash Expense		54,720.00	120,000.00
Travel/Train		2,000.00	2,500.00
Utilities - Electric		47,500.00	47,500.00
Utilities - Gas		0.00	0.00
Utilities - Other		5,000.00	5,000.00
Vehicle Exp - Gas		10,000.00	10,000.00
Vehicle Exp - Other		3,000.00	3,000.00
		853,315.00	955,695.00

		2010 Budget	Amended	
Sewer Fund				
Income				
Devel Lift St Fees		0.00	0.00	
Asset Sales		0.00	0.00	
COP		125,000.00	125,000.00	
Hook-up Fees Rec		22,500.00	30,000.00	
Interest Income		8,000.00	3,000.00	
Misc Income		1,000.00	1,000.00	
Penalty Income		32,000.00	39,000.00	
Sewer Sales		763,000.00	780,000.00	
		951,500.00	978,000.00	

		2010 Budget	Amended	
Expenses				
Advertising		400.00	400.00	
Audit		4,000.00	4,000.00	
Contract Labor		1,000.00	7,500.00	
Depreciation		134,000.00	134,000.00	
Dues & Subscr		500.00	500.00	
Equipment		0.00	0.00	
Fiscal Agent Fees		3,000.00	3,000.00	
Group Insurance		25,300.00	25,300.00	
Hook-up Expense		7,500.00	7,500.00	
Insurance		18,000.00	18,000.00	
Interest Expense		80,600.00	80,600.00	
Legal		2,500.00	3,500.00	
Professional		5,000.00	8,000.00	
Miscellaneous		0.00	1,500.00	
Office Supplies		6,000.00	10,000.00	
Payroll Taxes		20,000.00	15,000.00	
Principal Payments		40,000.00	40,000.00	
Repairs & Maint		15,000.00	20,000.00	
Retirement		14,300.00	14,300.00	
Salaries		254,000.00	230,000.00	
Salaries - Overtime		3,000.00	3,000.00	
Spfd Sewer Charges		230,000.00	230,000.00	
Supplies		25,000.00	25,000.00	
Supplies - Project		100,000.00	75,000.00	
Travel & Training		2,000.00	2,000.00	
Utilities - Electric		46,500.00	43,000.00	
Utilities - Other		9,000.00	9,000.00	
Vehicle Exp - Gas		10,000.00	10,000.00	
Vehicle Exp - Other		3,000.00	3,000.00	
		1,059,600.00	1,023,100.00	

[illegible]

		City of Willard				
		2010 Budget				
Water Fund						
		2010	2009	2008	2007 Actual	2006 Actual
Revenues		Budget	Projected	Actual		
Asset Sales		0.00	0.00	0.00	\$0.00	\$0.00
Certificates of Part		125,000.00	0.00	0.00	26,865.00	0.00
Grant Receipts		0.00	332,907.00	0.00	0.00	0.00
Interest Income		7,500.00	5,000.00	15,110.00	32,200.00	13,000.00
Meter Installations		11,250.00	10,000.00	46,850.00	42,364.00	113,400.00
Miscellaneous		1,000.00	500.00	1,800.00	1,030.00	1,000.00
Penalty Income		22,000.00	21,500.00	18,565.00	16,710.00	14,000.00
Trash Income		57,000.00	56,000.00	0.00	0.00	0.00
Water Sales-Comm		38,000.00	36,000.00	36,000.00	36,812.00	38,000.00
Water Sales-Resi		700,000.00	690,000.00	642,221.00	454,011.00	410,000.00
		\$961,750.00	\$1,151,907.00	\$760,546.00	\$609,992.00	\$589,400.00

2010 Adopted Budget
Water Dept

Paged

Expenses	2010 Budget	2009 Projected	2008 Actual	2007 Actual	2006 Actual
Advertising	1,000.00	1,000.00	800.00	\$432.00	\$100.00
Audit Expense	4,000.00	3,400.00	5,300.00	450.00	1,000.00
Contract Labor	1,500.00	2,500.00	2,200.00	2,860.00	1,000.00
Depreciation	105,600.00	91,000.00	90,940.00	83,355.00	81,600.00
Dues	500.00	500.00	335.00	341.00	500.00
Equipment	0.00	0.00	0.00	0.00	0.00
Fiscal Agent Fees	2,000.00	1,750.00	805.00	430.63	750.00
Group Insurance	25,300.00	23,000.00	17,600.00	13,700.00	15,000.00
Insurance	18,000.00	16,500.00	13,250.00	6,250.00	11,000.00
Interest Expense	62,325.00	64,225.00	24,350.00	16,650.00	14,800.00
Legal	2,500.00	3,500.00	9,200.00	24,444.00	1,000.00
Professional	5,000.00	20,000.00	92,950.00	52,600.00	35,000.00
Miscellaneous	0.00	6,000.00	19,900.00	74,100.00	10,000.00
Office Supplies	6,000.00	9,000.00	15,000.00	7,400.00	3,000.00
Payroll Taxes	19,400.00	18,000.00	14,250.00	9,400.00	7,500.00
Principal Payments	70,000.00	67,500.00	50,000.00	0.00	0.00
Repairs/Maintenance	15,000.00	40,000.00	29,425.00	13,000.00	15,000.00
Retirement	13,970.00	6,500.00	7,800.00	6,535.00	7,500.00
Salaries	254,000.00	243,000.00	181,700.00	120,500.00	95,000.00
Salaries - Overtime	5,000.00	4,000.00	5,800.00	560.00	3,000.00
Supplies	20,000.00	45,000.00	73,500.00	178,550.00	165,000.00
Supplies - Project	100,000.00	360,000.00	63,150.00	0.00	0.00
Trash Expense	54,720.00	46,500.00	0.00	0.00	0.00
Travel/Train	2,000.00	2,000.00	3,625.00	975.00	4,500.00
Utilities - Electric	47,500.00	45,000.00	38,950.00	28,520.00	26,000.00
Utilities - Gas	0.00	0.00	0.00	0.00	0.00
Utilities - Other	5,000.00	4,500.00	5,150.00	5,025.00	2,800.00
Vehicle Exp - Gas	10,000.00	9,000.00	10,300.00	4,650.00	11,000.00
Vehicle Exp - Other	3,000.00	2,500.00	4,000.00	2,600.00	0.00
	853,315.00	1,135,875.00	780,280.00	\$653,327.63	\$512,050.00

		2010 Budget	2009 Projected	2008 Actual	2007 Actual	2006 Actual
Sewer Fund						
Income						
Devel Lift St Fees		0.00	0.00	0.00	0.00	0.00
Asset Sales		0.00	0.00	0.00	0.00	0.00
COP		125,000.00	150,000.00	24,350.00	0.00	300,000.00
Hook-up Fees Rec		22,500.00	10,000.00	69,600.00	69,950.00	226,800.00
Interest Income		8,000.00	7,500.00	6,600.00	15,020.00	5,000.00
Misc Income		1,000.00	1,000.00	1,380.00	0.00	1,000.00
Penalty Income		32,000.00	30,000.00	27,900.00	25,000.00	18,000.00
Sewer Sales		763,000.00	750,000.00	679,800.00	606,100.00	580,000.00
		951,500.00	948,500.00	809,630.00	716,070.00	1,130,800.00

2010 Adopted Sewer Budget

		2010 Budget	2009 Projected	2008 Actual	2007 Actual	2006 Actual
Expenses						
Advertising		400.00	300.00	96.00	\$24.00	\$0.00
Audit		4,000.00	3,400.00	5,300.00	450.00	1,000.00
Contract Labor		1,000.00	1,000.00	2,325.00	1,100.00	5,000.00
Depreciation		134,000.00	134,000.00	133,900.00	122,750.00	222,000.00
Dues & Subscr		500.00	500.00	335.00	340.00	500.00
Equipment		0.00	5,000.00	0.00	0.00	0.00
Fiscal Agent Fees		3,000.00	3,000.00	3,060.00	1,930.00	2,000.00
Group Insurance		25,300.00	23,000.00	17,530.00	13,700.00	11,000.00
Hook-up Expense		7,500.00	4,500.00	7,500.00	20,100.00	75,600.00
Insurance		18,000.00	17,000.00	12,945.00	6,100.00	13,000.00
Interest Expense		80,600.00	81,000.00	43,200.00	20,460.00	27,500.00
Legal		2,500.00	3,500.00	6,900.00	2,911.00	1,000.00
Professional		5,000.00	25,000.00	41,500.00	6,310.00	30,000.00
Miscellaneous		0.00	5,000.00	38,425.00	76,508.00	435,000.00
Office Supplies		6,000.00	9,000.00	13,900.00	7,800.00	3,000.00
Payroll Taxes		20,000.00	18,000.00	14,250.00	9,400.00	7,500.00
Principal Payments		40,000.00	37,500.00	50,000.00	0.00	0.00
Repairs & Maint		15,000.00	25,000.00	23,108.00	17,112.00	15,000.00
Retirement		14,300.00	10,000.00	7,800.00	6,550.00	6,000.00
Salaries		254,000.00	243,000.00	181,700.00	120,500.00	92,000.00
Salaries - Overtime		3,000.00	2,000.00	3,525.00	547.00	3,000.00
Spfd Sewer Charges		230,000.00	228,000.00	220,550.00	223,194.00	200,000.00
Supplies		25,000.00	25,000.00	34,600.00	12,160.00	15,000.00
Supplies - Project		100,000.00	75,000.00	50,000.00	0.00	0.00
Travel & Training		2,000.00	3,000.00	1,220.00	855.00	3,000.00
Utilities - Electric		46,500.00	44,000.00	43,150.00	30,920.00	26,000.00
Utilities - Other		9,000.00	8,000.00	9,600.00	8,325.00	6,000.00
Vehicle Exp - Gas		10,000.00	10,000.00	10,370.00	4,520.00	8,000.00
Vehicle Exp - Other		3,000.00	3,500.00	3,100.00	2,400.00	0.00
		1,059,600.00	1,047,200.00	979,889.00	\$716,966.00	\$1,208,100.00

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #7 UTILITY ACCOUNT ADJUSTMENT HEARING FOR DAVID AND JENNIFER SCHOOLCRAFT

REQUESTED ACTION-Recommendation for staff

Presented by Karen Robson, Chief Financial Officer

Because this is a direct relative of the Mayor, staff would like a recommendation from the Utility Board on this adjustment request. This item will be explained further during the meeting.

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #8 UTILITY BILLING POLICIES

REQUESTED ACTION-Recommendation for staff

Presented by Karen Robson, Chief Financial Officer

Following is a proposed payment arrangement form that will be used for those people who are default on their payment arrangements. This form will not be used for those customers who make and keep their payment arrangements. We have a group of customers who continually make payment arrangements on their utility accounts and then do not keep the arrangement. We are attempting to ensure that these customers realize that there is a consequence for not keeping the arrangement.

Staff is requesting discussion and recommendations on formulating this policy.

City of Willard, MO

Utility Payment Agreement

DATE: _____

ACCOUNT #: _____

PHONE #: _____

I/We, _____, being responsible for charge's for utility service at _____ (address) hereby acknowledge indebtedness to the City of Willard for delinquent utility bill in the amount(s) shown below. I/We agree, if so approved by the City of Willard, to submit payments in the amount(s) and on the dates indicated herein.

Payment Agreement

Current Amount Delinquent = \$ _____

	<i>Due Date</i>	<i>Amount Due</i>	<i>Bill Date</i>
1st Payment		\$ _____ + Current Bill -	
2nd Payment		\$ _____ + Current Bill -	
3rd Payment		\$ _____ + Current Bill -	

Total Amount due for Payment Agreement = \$ _____

Initial I/We further acknowledge that:

☐ **Failure to make payment will result in discontinuance of water service for the account listed above** until such time as the total amount due, plus penalties and reconnect fees are paid to the City of Willard.

☐ This agreement shall serve as the only written notice for the disconnect of water service for non-compliance with the terms stated herein.

☐ All payments must be made in cash, money order or credit/debit card and received no later than 5:00 p.m. on the date indicated.

☐ **During the term of this agreement, the signatory must remain in good standing with any water/sewer bills generated subsequent to the approval of this agreement. See "+ Current Bill" above.**

☐ The terms of this agreement do not preclude the City of Willard from pursuing other legal remedies to collect this or other debt owed by the signatory(ies).

Signature

Signature

Printed Name

Printed Name

Approval by the City of Willard Missouri:

Signature

Date: _____

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #9 UPDATE ON ONLINE BILL PAY

REQUESTED ACTION-NONE

Presented by Karen Robson, Chief Financial Officer

The Board of Aldermen recently approved the purchase of additional technology needed to implement this program. Staff will update the board on progress of implementing online bill pay.

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #10 I/I REDUCTION UPDATE

REQUESTED ACTION-NONE

Presented by Justin Reaves, Public Works Director

Recently the semi-annual I/I Reduction Report was submitted to the Department of Natural Resources for review. Staff will update the board on progress made to reduce the inflow and infiltration of storm water into the sewer system during the meeting.

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #11 WELLHEAD PROTECTION PROGRAM

REQUESTED ACTION-NONE

Presented by Randy Brown, Director of Development

Randy will present this report during the meeting.

CITY OF WILLARD UTILITY BOARD



AGENDA ITEM #12 ITEMS FOR NEXT MEETINGS AGENDA

REQUESTED ACTION-TOPICS FOR NEXT MEETING

In order for the board to have more input, staff is requesting that items be recommended for the next Utility Board meeting.

Once the board has come up with items for the September meeting, staff request that the board vote on adding those items to the next agenda.

Also, please note that "Old Business" has been removed from this agenda. In order for there to be a clear and open list of meeting items for review by citizens, staff proposes that the board do away with "Old Business" and instead add agenda items in this manner.

This will ensure that all topics of discussion are listed on the agenda prior to the meeting for citizen review and also allow staff to prepare any necessary information.