

CITY OF WILLARD

BOARD OF ALDERMEN
MEETING

SEPTEMBER 8TH, 2008

7:00 P.M.

BOARD MEMBERS:

LOUIE AMODEO

RICHARD SIMPSON

JOE COSBY

PAUL C. HOOD

DALE DUVALL

BRYAN VINCENT

MAYOR:

JAMIE SCHOOLCRAFT

CITY OF WILLARD
BOARD OF ALDERMEN
SEPTEMBER 8TH, 2008
7:00 P.M.

Notice posted on September 4, 2008.

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m. September 8th, 2008 at Willard City Hall, 224 West Jackson, Willard Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION (AWARDS, CERTIFICATES AND HONORS)

1. Call the meeting to order.
2. Roll Call
3. Agenda Amendments/Approval of agenda
4. Approve the minutes of the regular meeting on August 25th, 2008.
5. Citizen Input (5-minute limit)
6. Financial Report
 - a. Outstanding Bills
 - b. Trash Service
7. Police Department Report
8. Emergency Management Report
9. Development Report
10. Public Works Report
11. Community Services Report
12. Community Relations Report
13. Resolution for swimming pool construction

14. Missouri State Highway Patrol Crime Lab Resolution

15. Jackson St./Highway 160 intersection

16. Employee Manual

17. Old Business

18. CLOSED SESSION (Chapter 610.021 #1-Legal, #2-Real Estate, & #3-Personnel)

19. REOPEN MEETING

20. ADJOURN MEETING

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

Kathy Blakemore or Kate Gould
224 West Jackson
P.O. Box 187
Willard, Missouri 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.

Kathy Blakemore, City Clerk

CITY OF WILLARD
BOARD OF ALDERMEN
AUGUST 25TH, 2008
7:00 P.M.

Board present: Mayor Jamie Schoolcraft; Aldermen Richard Simpson; Aldermen Joe Cosby; Aldermen Louie Amodeo; Aldermen Paul Hood; Aldermen Dale Duval; and Aldermen Bryan Vincent.

Also in attendance: City Clerk, Kathy Blakemore; Community Relations Officer/Deputy City Clerk, Kate Gould; CFO, Karen Robson; Director of Public Works, Charlie Jones; Chief of Police, Tom McClain; Corporal Bob Bell; PB Chairmen, Pat Lloyd; PB Vice Chairmen/P&Z Vice Chairmen, Lucille Murray; and City Attorney, Doug Harpool.

Guest present: Ruth Hunter with Cross County Times.

Mayor Jamie Schoolcraft led the Pledge of Allegiance.

City Attorney, Doug Harpool opened the PUBLIC HEARING TO CONSIDER THE PROPERTY TAX LEVY FOR 2008, GENERAL FUND TAX LEVY IS .4048 & PARK TAX LEVY IS .1239.

City Attorney, Doug Harpool asked if anyone wished to speak in favor or opposition. No one spoke. City Attorney, Doug Harpool recommended that the Public Hearing be closed.

Mayor Jamie Schoolcraft called the meeting to order.

Roll Call

City Clerk, Kathy Blakemore called roll call-Aldermen Simpson-present; Aldermen Cosby-present; Aldermen Amodeo-present; Mayor Schoolcraft-present; Aldermen Hood-present; Aldermen Duval-present; and Aldermen Vincent-present.

Agenda Amendments/Approval of agenda

Mayor Jamie Schoolcraft stated that item #11 needed to be removed from the agenda. **Motion** made by Aldermen Simpson with second by Aldermen Amodeo to approve the agenda with the amendment listed above. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Minutes 08/11/08

Motion made by Aldermen Duval with second by Aldermen Vincent to approve the minutes of the regular meeting on August 11th, 2008. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Citizen Input
None

Financial Report

Motion made by Aldermen Simpson with second by Aldermen Duval to approve the July financial statements. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Karen stated that the IRS has increased the mileage rate for July 1st thru December 31st 2008 from .505 to .585. Karen requested approval to raise the city's reimbursement for mileage from .505 to .585.

Motion made by Aldermen Simpson with second by Aldermen Amodeo to approve the increase in mileage rate reimbursement from .505 to .585. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Karen stated that the budget workshop is scheduled for September 22nd at 12:00 noon.

Ordinance-Tax Levy 2008
BILL NO. 08-20

ORDINANCE NO. 080825
AN ORDINANCE PROVIDING FOR THE GENERAL LEVY AND IMPOSITION OF ANNUAL TAX FOR GENERAL MUNICIPAL PURPOSES FOR THE YEAR OF 2008 AND FOR IMPOSITION OF ANNUAL TAX FOR PARKS.

First reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Cosby with second by Aldermen Simpson to approve the first reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Second reading by City Clerk, Kathy Blakemore.

Motion made by Aldermen Simpson with second by Aldermen Amodeo to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Ordinance-Powell's Minor Subdivision

BILL NO. 08-17
ORDINANCE NO. 080811A
AN ORDINANCE TO ACCEPT THE MINOR SUBDIVISION PLAT FOR NICKEL DEVELOPMENT COMPANY INC., (POWELL'S MINOR SUBDIVISION) AS AN ADDITION TO THE CITY OF WILLARD, GREENE COUNTY MISSOURI.

Second reading by City Clerk, Kathy Blakemore. (1st reading was done on 08/11/08)

Motion made by Aldermen Simpson with second by Aldermen Cosby to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duval-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Ordinance-Miller's Minor Subdivision

BILL NO. 08-18

AN ORDINANCE TO ACCEPT THE MINOR SUBDIVISION PLAT FOR WILLARD R-2 SCHOOL DISTRICT, (MILLER'S MINOR SUBDIVISION) AS AN ADDITION TO THE CITY OF WILLARD, GREENE COUNTY MISSOURI.

Second reading by City Clerk, Kathy Blakemore. (*1st reading was done on 08/11/08*)

Motion made by Aldermen Simpson with second by Aldermen Vincent to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duvall-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Ordinance-Code of Ethics

BILL NO. 08-19

AN ORDINANCE OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

Second reading by City Clerk, Kathy Blakemore. (*1st reading was done on 08/11/08*)

Motion made by Aldermen Duvall with second by Aldermen Vincent to approve the second reading. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duvall-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Old Business

None

Motion made by Aldermen Cosby with second by Aldermen Amodeo to adjourn the meeting. Aldermen Simpson-I; Aldermen Cosby-I; Aldermen Amodeo-I; Aldermen Hood-I; Aldermen Duvall-I; and Aldermen Vincent-I. All votes yes. Motion carried.

Meeting adjourned.

Kathy Blakemore, City Clerk

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
ADFI50	ARBOR DAY FOUNDATION	0808G	8/20/08	9/15/08	DUES	1 840	50.00
ADV400	ADVANTAGE WASTE SERVICE	9737G	8/31/08	9/15/08	TRASH SERVICE	1 959	22.64
ADV400	ADVANTAGE WASTE SERVICE	9738P	8/31/08	9/15/08	TRASH SERVICE	3 959	106.25
ADV400	ADVANTAGE WASTE SERVICE	6731ST	8/31/08	9/15/08	TRASH SERVICE	1 2959	22.56
ADV405	ADVISOR INSURANCE AGENCY LLC	000P	8/19/08	9/15/08	INSURANCE	3 860	77.00
AE5175	ARCHER	085	8/11/08	9/15/08	SEWER STUDY	2 1876	2486.25
AE5175	ARCHER	001S	8/11/08	9/15/08	MEADOWS LAGOON	2 1876	5179.79
APM100	APAC-MISSOURI, INC.	9000031551ST	8/02/08	9/15/08	PAVING	1 2895	7666.04
APM100	APAC-MISSOURI, INC.	9000031949ST	8/09/08	9/15/08	PAVING	1 2895	863.86
APSI00	AMERICAN POOL & SPA	1377P	7/31/08	9/15/08	CHEMICALS	3 815	17.60
BUS180	BUS ANDREWS TRUCK EQUIPMENT	16762S	8/21/08	9/15/08	INSTALL CRANE	2 965	900.00
BUS180	BUS ANDREWS TRUCK EQUIPMENT	17068S	8/21/08	9/15/08	INSTALL NEW SPRING	2 965	450.00
CAM095	CAMEO CARPETS	17908G	8/26/08	9/15/08	REPAIR	1 900	158.50
CIT105	CITY OF WILLARD	082008G	8/20/08	9/15/08	UTILITIES	1 959	53.89
CIT105	CITY OF WILLARD	082008L	8/20/08	9/15/08	UTILITIES	1 1959	14.00
CIT110	CITY OF SPRINGFIELD	072008L	8/06/08	9/15/08	ANIMAL CONTROL	1 1876	120.00
CIT110	CITY OF SPRINGFIELD	072308L	7/23/08	9/15/08	HEP SHOT	1 1876	25.00
Vendor Total							145.00
COMMCB	COMMERCE CREDIT CARD SERVICES	14053CB	7/28/08	9/20/08	REPAIRS	1 3900	5.98
COMMEM	COMMERCE CREDIT CARD SERVICES	928EM	7/24/08	9/02/08	STRAP SYSTEM	1 5935	172.84
COMMEM	COMMERCE CREDIT CARD SERVICES	072808EM	8/20/08	9/02/08	BACKBOARD	1 5935	299.85
COMMEM	COMMERCE CREDIT CARD SERVICES	1062386EM	7/22/08	9/02/08	BACKBOARD	1 5935	99.95
Vendor Total							572.64
COMMCN	COMMERCE CREDIT CARD SERVICES	0020G	8/13/08	9/02/08	TRAINING	1 945	206.00
COMMCN	COMMERCE CREDIT CARD SERVICES	12649G	8/11/08	9/20/08	RETURN	1 885	-29.99
COMMCN	COMMERCE CREDIT CARD SERVICES	23677G	8/15/08	9/20/08	TRAINING	1 945	270.00
COMMCN	COMMERCE CREDIT CARD SERVICES	072208G	7/22/08	9/20/08	POSTAGE	1 885	16.50
COMMCN	COMMERCE CREDIT CARD SERVICES	080608G	8/06/08	9/20/08	TRAINING	1 945	8.36
COMMCN	COMMERCE CREDIT CARD SERVICES	080708G	8/07/08	9/20/08	TRAINING	1 945	22.34
COMMCN	COMMERCE CREDIT CARD SERVICES	082008G	8/20/08	9/20/08	TRAINING	1 945	255.00
COMMCN	COMMERCE CREDIT CARD SERVICES	082008G	8/20/08	9/20/08	TRAINING	1 945	95.00
COMMCN	COMMERCE CREDIT CARD SERVICES	778501G	8/06/08	9/02/08	TRAINING	1 945	249.26
COMMCN	COMMERCE CREDIT CARD SERVICES	2986374G	8/07/08	9/20/08	TRAINING	1 945	9.95
COMMCN	COMMERCE CREDIT CARD SERVICES	07292008G	7/29/08	9/20/08	POSTAGE	1 885	16.50
COMMCN	COMMERCE CREDIT CARD SERVICES	08082008G	8/08/08	9/20/08	TRAINING	1 945	3.08
COMMCN	COMMERCE CREDIT CARD SERVICES	9002060047G	10/01/08	9/20/08	DUES	1 840	160.00
COMMCN	COMMERCE CREDIT CARD SERVICES	9185709679G	8/06/08	9/20/08	OFFICE SUPPLIES	1 885	22.98
COMMCN	COMMERCE CREDIT CARD SERVICES	82041581922G	7/22/08	9/02/08	WEB HOSTING	1 876	83.40
Vendor Total							1388.38
COMMLW	COMMERCE CREDIT CARD SERVICES	364L	8/04/08	9/20/08	CAGE	1 1810	295.00
COMMLW	COMMERCE CREDIT CARD SERVICES	459L	8/14/08	9/20/08	TRAINING	1 1945	6.47
COMMLW	COMMERCE CREDIT CARD SERVICES	513L	8/13/08	9/20/08	TRAINING	1 1945	7.55
COMMLW	COMMERCE CREDIT CARD SERVICES	0002L	8/12/08	9/20/08	TRAINING	1 1945	11.00
COMMLW	COMMERCE CREDIT CARD SERVICES	0056L	8/14/08	9/20/08	TRAINING	1 1945	62.50
COMMLW	COMMERCE CREDIT CARD SERVICES	1108L	8/14/08	9/20/08	BRAKES	1 1965	115.67
COMMLW	COMMERCE CREDIT CARD SERVICES	7560L	8/14/08	9/20/08	TRAINING	1 1945	60.26
COMMLW	COMMERCE CREDIT CARD SERVICES	9080L	8/11/08	9/20/08	TRAINING	1 1945	46.67
COMMLW	COMMERCE CREDIT CARD SERVICES	9701L	8/11/08	9/20/08	TRAINING	1 1945	41.85
COMMLW	COMMERCE CREDIT CARD SERVICES	05458L	8/05/08	9/20/08	SUPPLIES	1 1965	10.54
COMMLW	COMMERCE CREDIT CARD SERVICES	13540L	8/05/08	9/20/08	SUPPLIES	1 1885	28.95
COMMLW	COMMERCE CREDIT CARD SERVICES	15626L	8/13/08	9/20/08	SUPPLIES	1 1885	34.26
COMMLW	COMMERCE CREDIT CARD SERVICES	15746L	8/05/08	9/20/08	KEYS	1 1935	14.65
COMMLW	COMMERCE CREDIT CARD SERVICES	16218L	8/15/08	9/20/08	SUPPLIES	1 1885	9.99
COMMLW	COMMERCE CREDIT CARD SERVICES	19796L	7/26/08	9/20/08	OIL AND FILTER	1 1965	34.45
COMMLW	COMMERCE CREDIT CARD SERVICES	19958L	8/01/08	9/20/08	OIL AND FILTER	1 1965	34.45
COMMLW	COMMERCE CREDIT CARD SERVICES	20028L	8/05/08	9/20/08	BRAKES	1 1965	168.37
COMMLW	COMMERCE CREDIT CARD SERVICES	30048L	8/11/08	9/20/08	TRAINING	1 1945	27.00
COMMLW	COMMERCE CREDIT CARD SERVICES	072408L	7/24/08	9/20/08	PHONES	1 1940	727.73
COMMLW	COMMERCE CREDIT CARD SERVICES	07508L	7/25/08	9/20/08	MEMORY	1 1935	24.00
COMMLW	COMMERCE CREDIT CARD SERVICES	073108L	7/31/08	9/20/08	SUPPLIES	1 1835	150.00
COMMLW	COMMERCE CREDIT CARD SERVICES	07108L	7/31/08	9/20/08	SUPPLIES	1 1835	150.00
COMMLW	COMMERCE CREDIT CARD SERVICES	081308L	8/13/08	9/20/08	TRAINING	1 1945	27.00
COMMLW	COMMERCE CREDIT CARD SERVICES	081508L	8/15/08	9/20/08	TRAINING	1 1945	12.59

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L	Number	Total Due
COMMLW	COMMERCE CREDIT	CARD SERVICES	137976L	8/15/08	TRAINING	1945	1	56.29
COMMLW	COMMERCE CREDIT	CARD SERVICES	184342L	8/14/08	TRAINING	1945	1	10.06
COMMLW	COMMERCE CREDIT	CARD SERVICES	185004L	8/08/08	TRAINING	1945	1	36.90
COMMLW	COMMERCE CREDIT	CARD SERVICES	302626L	8/05/08	TRAINING	1810	1	336.13
COMMLW	COMMERCE CREDIT	CARD SERVICES	354519L	8/11/08	TRAINING	1945	1	456.54
COMMLW	COMMERCE CREDIT	CARD SERVICES	5769700L	8/12/08	TRAINING	1945	1	75.00
COMMLW	COMMERCE CREDIT	CARD SERVICES	11310729L	8/15/08	TRAINING	1945	1	6.16
COMMLW	COMMERCE CREDIT	CARD SERVICES	9185709679L	8/06/08	OFFICE SUPPLIES	1885	1	37.99
COMMPD	COMMERCE CREDIT	CARD SERVICES	072208PD	7/22/08	HOLSTER	5935	1	32.04
COMMPD	COMMERCE CREDIT	CARD SERVICES	072308PD	7/23/08	RETURN	5935	1	-32.04
COMMPD	COMMERCE CREDIT	CARD SERVICES	072408PD	7/24/08	MFP PAPER	4885	1	48.99
COMMPD	COMMERCE CREDIT	CARD SERVICES	809966PD	8/19/08	ADAPTER	4935	1	36.99
COMMPK	COMMERCE CREDIT	CARD SERVICES	00055	8/19/08	PARTS	960	3	10.00
COMMPK	COMMERCE CREDIT	CARD SERVICES	2484A	7/31/08	SUPPLIES	808	808	97.30
COMMPK	COMMERCE CREDIT	CARD SERVICES	4944A	7/21/08	KEYS	808	808	97.30
COMMPK	COMMERCE CREDIT	CARD SERVICES	8970P	7/22/08	SUPPLIES	885	885	18.50
COMMPK	COMMERCE CREDIT	CARD SERVICES	06832P	7/22/08	SUPPLIES	885	885	69.30
COMMPK	COMMERCE CREDIT	CARD SERVICES	06832P	7/22/08	SUPPLIES	885	885	25.74
COMMPK	COMMERCE CREDIT	CARD SERVICES	19870P	7/30/08	TIRES	965	965	207.98
COMMPK	COMMERCE CREDIT	CARD SERVICES	37262P	7/22/08	STAKES	935	935	9.68
COMMPK	COMMERCE CREDIT	CARD SERVICES	55804P	7/23/08	DUNKS	935	935	100.80
COMMPK	COMMERCE CREDIT	CARD SERVICES	072308P	7/23/08	DEPOSIT BOOKS	885	885	154.45
COMMPK	COMMERCE CREDIT	CARD SERVICES	081308P	7/23/08	LANDSCAPING	880	880	1662.81
COMMPK	COMMERCE CREDIT	CARD SERVICES	081908P	8/13/08	MEETING	871	871	14.93
COMMPK	COMMERCE CREDIT	CARD SERVICES	168921P	8/04/08	TRAINING	945	945	321.00
COMMPK	COMMERCE CREDIT	CARD SERVICES	1809814P	7/29/08	BLT	808	808	5.02
COMMPK	COMMERCE CREDIT	CARD SERVICES	08052008P	8/05/08	POSTAGE	885	885	13.00
COMMPK	COMMERCE CREDIT	CARD SERVICES	08062008P	8/06/08	TARGETS	935	935	24.59
COMMPK	COMMERCE CREDIT	CARD SERVICES	08152008P	8/15/08	CONNECTIONS	820	3	33.29
COMMS	COMMERCE CREDIT	CARD SERVICES	072808S	7/28/08	POSTAGE	1885	2	2.00
COMMS	COMMERCE CREDIT	CARD SERVICES	0815308S	8/13/08	SUPPLIES	1885	2	40.83
COMMS	COMMERCE CREDIT	CARD SERVICES	081808S	8/18/08	ADAPTER	1935	2	17.70
COMMS	COMMERCE CREDIT	CARD SERVICES	081908S	8/19/08	POSTAGE	1885	2	4.50
COMMS	COMMERCE CREDIT	CARD SERVICES	610218S	7/25/08	MOTOR	1935	2	123.74
COMMS	COMMERCE CREDIT	CARD SERVICES	610218S	7/25/08	OIL AND FILTER	1965	2	37.26
COMMS	COMMERCE CREDIT	CARD SERVICES	08112008S	8/11/08	PHONE	1935	2	42.72
COMMS	COMMERCE CREDIT	CARD SERVICES	08142008S	8/14/08	LAPTOP CARD	1935	2	106.84
COMMS	COMMERCE CREDIT	CARD SERVICES	08152008S	8/15/08	SUPPLIES	1935	2	21.67
COMMS	COMMERCE CREDIT	CARD SERVICES	23724722S	8/12/08	CLAMPS	1935	2	25.75
COMMS	COMMERCE CREDIT	CARD SERVICES	36189106S	7/29/08	CLAMPS	1935	2	2.99
COMMS	COMMERCE CREDIT	CARD SERVICES	9697547983S	7/29/08	HOOR METER	1935	2	27.95
COMMS	COMMERCE CREDIT	CARD SERVICES	35795T	7/27/08	UNIFORMS	2935	1	36.27
COMMS	COMMERCE CREDIT	CARD SERVICES	641065T	8/06/08	SUPPLIES	2935	1	3.95
COMMS	COMMERCE CREDIT	CARD SERVICES	237027945T	8/05/08	BLADES	2935	1	243.75
COMMS	COMMERCE CREDIT	CARD SERVICES	361866895T	7/22/08	BRACKS	2965	1	28.49
COMMS	COMMERCE CREDIT	CARD SERVICES	28173567415T	8/19/08	CONCRETE	2935	1	15.16
COMMS	COMMERCE CREDIT	CARD SERVICES	376W	8/04/08	CHLORINE	935	2	3.95
COMMS	COMMERCE CREDIT	CARD SERVICES	915W	7/14/08	REPAIRS	965	2	35.00
COMMS	COMMERCE CREDIT	CARD SERVICES	1034W	8/01/08	REFRON	965	2	66.17
COMMS	COMMERCE CREDIT	CARD SERVICES	072408W	7/24/08	OFFICE SUPPLIES	885	2	3.29
COMMS	COMMERCE CREDIT	CARD SERVICES	072508W	7/26/08	WATER TEST	876	2	11.85
COMMS	COMMERCE CREDIT	CARD SERVICES	081308W	8/13/08	SUPPLIES	885	2	40.83
COMMS	COMMERCE CREDIT	CARD SERVICES	251813W	7/26/08	PHONE	935	2	160.26
COMMS	COMMERCE CREDIT	CARD SERVICES	270750W	6/27/08	METERS	935	2	8800.00
COMMS	COMMERCE CREDIT	CARD SERVICES	271078W	7/25/08	METERS	935	2	57.45
COMMS	COMMERCE CREDIT	CARD SERVICES	271122W	7/23/08	VALVE	935	2	772.20
COMMS	COMMERCE CREDIT	CARD SERVICES	271257W	7/29/08	SUPPLIES	935	2	18.32
COMMS	COMMERCE CREDIT	CARD SERVICES	271350W	8/01/08	SUPPLIES	935	2	1216.12
COMMS	COMMERCE CREDIT	CARD SERVICES	271518W	8/12/08	SADDLE	935	2	298.01
COMMS	COMMERCE CREDIT	CARD SERVICES	2977934W	8/06/08	GAUGE	945	2	147.95
COMMS	COMMERCE CREDIT	CARD SERVICES	23724722W	8/12/08	TRAINING	935	2	257.19
COMMS	COMMERCE CREDIT	CARD SERVICES	9185709679W	8/06/08	SUPPLIES	935	2	25.76
COMMS	COMMERCE CREDIT	CARD SERVICES	9928049895W	7/26/08	OFFICE SUPPLIES	885	2	1.29
COMMS	COMMERCE CREDIT	CARD SERVICES	9928049895W	7/26/08	ENVELOPES	1885	2	450.96
CON165	CONCO QUARRIES, INC.	334232M	8/18/08	9/15/08	GRAVEL	935	2	905.45
CON165	CONCO QUARRIES, INC.	333901ST	7/31/08	9/15/08	STORM WATER	2928	1	171.00
CON165	CONCO QUARRIES, INC.	334051ST	8/09/08	9/15/08	STORMWATER	2928	1	86.30
1162.75					Vendor Total			12830.52

CITY OF WILLARD
Unpaid Invoice Listing
September 04, 2008

Payee #	Payee Name	Invoice Numbr	Invoice Date	Due Date	Description	G/L Number	Total Due
CON365	CONOCO INC.	5749808L	8/26/08	9/15/08	GAS	1 4960	2688.43
CON365	CONOCO INC.	5749808WS	8/26/08	9/15/08	GAS	2 1960	1240.12
Vendor Total							
3928.55							
CPI200	COPY PRODUCTS, INC	025541G	8/15/08	9/15/08	COPPER MAINT.	1 876	175.20
CPI200	COPY PRODUCTS, INC	025541P	8/15/08	9/15/08	COPPER MAINT.	1 876	34.63
CPI200	COPY PRODUCTS, INC	025541P	8/15/08	9/15/08	COPPER MAINT.	3 876	136.98
Vendor Total							
346.81							
DIRE220	DIRECTV	846135008P	8/31/08	9/15/08	SATELLITE	3 876	69.99
EMP210	EMPIRE ELECTRIC	082708P	8/27/08	9/15/08	SOCCER PARK	3 955	210.82
EMP210	EMPIRE ELECTRIC	082708S	8/27/08	9/15/08	LIFT STATION	3 955	64.25
EMP210	EMPIRE ELECTRIC	082808S	8/28/08	9/15/08	LAGOON	3 1955	13.63
EMP210	EMPIRE ELECTRIC	083008P	8/31/08	9/15/08	UTILITIES	3 955	227.08
EMP210	EMPIRE ELECTRIC	083108P	8/31/08	9/15/08	UTILITIES	3 955	5512.20
EMP210	EMPIRE ELECTRIC	083108G	8/31/08	9/15/08	UTILITIES	3 955	4611.68
EMP210	EMPIRE ELECTRIC	083108WS	8/31/08	9/15/08	UTILITIES	2 1955	8394.82
Vendor Total							
19034.48							
FOU325	FOURAKER PRINTING CO.	9275L	8/25/08	9/15/08	PLEA AGMT/REAPPEAR	1 1885	154.90
FOU325	FOURAKER PRINTING CO.	9276P	8/25/08	9/15/08	NEWSLETTERS/CALEND	3 885	595.00
FOU325	FOURAKER PRINTING CO.	9277G	8/26/08	9/15/08	NEWSLETTERS	1 885	297.50
Vendor Total							
1047.40							
GOT335	GOTT'S RENT A POTS	46862P	8/27/08	9/15/08	PORTABLE TOILET	3 935	86.90
HARI60	HARRY COOPER SUPPLY COMPANY	2799841S	8/27/08	9/15/08	PIPE/CAP	2 1935	157.85
HARI60	HARRY COOPER SUPPLY COMPANY	2786076.001W	8/08/08	9/15/08	SUPPLIES	2 935	62.24
HARI60	HARRY COOPER SUPPLY COMPANY	2786076.002W	8/12/08	9/15/08	FREIGHT	2 935	5.62
HARI60	HARRY COOPER SUPPLY COMPANY	2793894.001S	8/15/08	9/15/08	CHECK VALVE	2 1935	109.75
Vendor Total							
335.46							
HER180	HERTZ EQUIPMENT RENTAL	23735741W	8/15/08	9/15/08	SPRAY PAINT	2 1935	39.90
HER180	HERTZ EQUIPMENT RENTAL	23735741S	8/15/08	9/15/08	SPRAY PAINT	2 1935	39.90
Vendor Total							
79.80							
HUM150	HUMBERT INTERNATIONAL	57403P	8/06/08	9/15/08	KILLZALL	3 871	189.47
HUM150	HUMBERT INTERNATIONAL	57403ST	8/06/08	9/15/08	KILLZALL	1 2935	378.94
Vendor Total							
568.41							
IBL150	IKARD & BROWN LAW OFFICES	082108L	8/21/08	9/15/08	JUDGE	1 1875	275.00
ICI150	ICOP	7367L	8/06/08	9/15/08	MOUNT KIT	1 1935	97.54
INL105	INLAND PRINTING COMPANY	26024PD	8/25/08	9/15/08	PRINTER MAINTENANC	1 4885	63.58
JMA575	J-MAC PRINTING	16875G	7/28/08	9/15/08	BUSINESS CARDS	1 935	74.38
KEE100	KEE WES EQUIPMENT CO.	14301P	8/25/08	9/15/08	SUPPLIES	3 808	157.65
KEN435	KENCO FIRST EXTINGUISHER	12963CB	8/15/08	9/15/08	FIRE SUPPRESSION	1 3900	61.20
KEN435	KENCO FIRST EXTINGUISHER	12963CB	8/15/08	9/15/08	FIRE SUPPRESSION	1 3900	62.00
Vendor Total							
123.20							
LAG150	LAGERS	091208G	8/20/08	9/15/08	RETIREMENT	1 910	782.91
LAG150	LAGERS	091208L	8/20/08	9/15/08	RETIREMENT	1 910	2570.23
LAG150	LAGERS	091208P	8/20/08	9/15/08	RETIREMENT	1 910	1031.73
LAG150	LAGERS	091208S	8/20/08	9/15/08	RETIREMENT	1 910	910
LAG150	LAGERS	091208W	8/20/08	9/15/08	RETIREMENT	1 910	605.70
LAG150	LAGERS	091208W	8/20/08	9/15/08	RETIREMENT	1 910	605.71
LAG150	LAGERS	091208W	8/20/08	9/15/08	RETIREMENT	1 910	541.47
LAG150	LAGERS	091208ST	8/20/08	9/15/08	RETIREMENT	1 2910	403.81
Vendor Total							
6541.56							
LAK110	LAKELAND LABORATORIES	23630S	8/08/08	9/15/08	TESTS	2 1876	135.00
LCS150	LCS KLEEN-AIRE	81202P	8/12/08	9/15/08	DUCT CLEANING	3 900	397.19
LOW505	LOWES CREDIT SERVICES	7186G	8/13/08	9/15/08	SMOKE ALARMS	1 900	135.77
LOW505	LOWES CREDIT SERVICES	10456S	8/18/08	9/15/08	PVC CAP	2 1935	10.28
LOW505	LOWES CREDIT SERVICES	19341P	7/28/08	9/15/08	LANDSCAPE TIMBERS	3 900	30.70
LOW505	LOWES CREDIT SERVICES	24450P	8/15/08	9/15/08	SPRAYER	3 900	122.94
LOW505	LOWES CREDIT SERVICES	24751P	8/04/08	9/15/08	REPAIRS	3 900	125.93
LOW505	LOWES CREDIT SERVICES	39062P	8/18/08	9/15/08	WOOD PROTECTOR	3 900	203.94
LOW505	LOWES CREDIT SERVICES	39186P	8/18/08	9/15/08	PAINT	3 900	120.31
Vendor Total							
749.87							
MED230	MEDIACOM	082308G	8/23/08	9/15/08	CABLE	1 876	10.00
MID100	MIDWEST AERIALS	1156157P	8/07/08	9/15/08	LIFT	3 808	195.50

CITY OF WILLARD
Unpaid Invoice Listing
September 04, 2008

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
MIKI20	MIKE FALLIN	083108ST	8/31/08	9/15/08	STRAW	1	266.00
MIS495	MISSOURI STATE HIGHWAY PATROL	200800144	8/12/08	9/15/08	BACKGROUND CHECKS	3	18.00
MIS500	MO. VOCATIONAL ENTERPRISES	339002L	8/27/08	9/15/08	LICENSE PLATES	1	205.00
MIS500	MO. VOCATIONAL ENTERPRISES	338186ST	8/15/08	9/15/08	SIGNS	1	512.65
MUR460	MURFIN'S MARKET	080708P	8/07/08	9/15/08	CONCESSIONS	3	717.65
MUR460	MURFIN'S MARKET	081208L	8/12/08	9/15/08	ANIMAL CONTROL	1	8.16
NWM100	NW MEDIA	8236G	7/23/08	9/15/08	ADVERTISING	1	210.00
OLS140	OLSSON ASSC	116757G	8/13/08	9/15/08	SIDEWALK	1	1486.73
ORE145	O'REILLY'S AUTO PARTS	196634S	8/22/08	9/15/08	BATTERY CLAMPS	2	2.99
ORE145	O'REILLY'S AUTO PARTS	36191587S	8/06/08	9/15/08	BATTERY CABLE	2	12.98
ORE145	O'REILLY'S AUTO PARTS	36192277P	8/08/08	9/15/08	BRAKE PADS	3	34.57
ORE145	O'REILLY'S AUTO PARTS	36193247P	8/11/08	9/15/08	ROTOR	3	12.00
OZA255	OZARKS COCA COLA	10581547P	8/01/08	9/15/08	CONCESSIONS	3	62.54
OZA255	OZARKS COCA COLA	10581548P	8/01/08	9/15/08	CONCESSIONS	3	259.40
OZA255	OZARKS COCA COLA	10581549P	8/01/08	9/15/08	CONCESSIONS	3	190.60
OZA255	OZARKS COCA COLA	10581641P	8/08/08	9/15/08	CONCESSIONS CREDIT	3	253.60
OZA270	OZARK POWER CENTER INC.	253066P	8/28/08	9/15/08	BELT	3	684.00
OZAK300	OZARK LASER & SHORING	10122248ST	8/14/08	9/15/08	STORMWATER	1	738.00
PRA260	PRAXAIR DISTRIBUTION INC	30685242W	8/29/08	9/15/08	HIGH PRES CYLINDER	2	35.00
PR1265	PRIME STRIPE INC.	33675P	8/05/08	9/15/08	SOCKETS	3	178.90
PUR100	PURCHASE POWER	082008G	8/20/08	9/15/08	POSTAGE	1	150.00
PUR100	PURCHASE POWER	082008P	8/20/08	9/15/08	POSTAGE	3	50.00
PUR100	PURCHASE POWER	082008WS	8/20/08	9/15/08	POSTAGE	2	250.00
RAC450	RACE BROS. FARM SUPPLY, INC.	599429ST	8/29/08	9/15/08	PARTS	1	450.00
RAM100	RAMSEY ROAD BORING	08082008W	8/08/08	9/15/08	ROAD BORE	2	600.00
REX380	REX SMITH OIL CO.	081108P	8/11/08	9/15/08	DIESEL	3	289.32
REX380	REX SMITH OIL CO.	61385ST	8/08/08	9/15/08	DIESEL	3	1251.45
REX380	REX SMITH OIL CO.	08112008P	8/11/08	9/15/08	DIESEL	1	317.07
SAM420	SAM'S CLUB	308P	8/15/08	9/15/08	RETURN	3	-99.87
SAM420	SAM'S CLUB	2850G	8/15/08	9/15/08	SUPPLIES	3	935
SAM420	SAM'S CLUB	2850L	8/15/08	9/15/08	SUPPLIES	3	11.64
SAM420	SAM'S CLUB	2850P	8/15/08	9/15/08	SUPPLIES	3	224.99
SAM420	SAM'S CLUB	2850G	8/15/08	9/15/08	CONCESSIONS	3	60.35
SAM420	SAM'S CLUB	2850L	8/15/08	9/15/08	CONCESSIONS	3	96.58
SAM420	SAM'S CLUB	3050G	8/04/08	9/15/08	SUPPLIES	3	21.64
SAM420	SAM'S CLUB	3050L	8/04/08	9/15/08	SUPPLIES	3	7.76
SAM420	SAM'S CLUB	3050P	8/04/08	9/15/08	CONCESSIONS	3	103.02
SAM420	SAM'S CLUB	3050P	8/04/08	9/15/08	CONCESSIONS	3	19.68
SAM420	SAM'S CLUB	3050P	8/04/08	9/15/08	SUPPLIES	3	59.04
SAM420	SAM'S CLUB	2850ST	8/15/08	9/15/08	SUPPLIES	1	21.64
SCU425	SCURLOCK INDUSTRIES	639225T	8/05/08	9/15/08	STORMWATER	1	526.47
SNL200	SPRINGFIELD NEWS LEADER	081708W	8/17/08	9/15/08	LEGAL AD	2	200.01
SPR200	SPRINGFIELD GREENE COUNTY	50W	8/06/08	9/15/08	WATER TESTING	2	50.00
SPR200	SPRINGFIELD GREENE COUNTY	51W	8/07/08	9/15/08	WATER TESTING	2	50.00
SPR200	SPRINGFIELD GREENE COUNTY	52W	8/08/08	9/15/08	WATER TESTING	2	10.00
SPR275	SPRINGFIELD WINWATER WORKS CO	108493W	8/27/08	9/15/08	PIPE	2	120.00
SPR275	SPRINGFIELD WINWATER WORKS CO	108505W	8/20/08	9/15/08	TAP CHG	2	75.76
SPR275	SPRINGFIELD WINWATER WORKS CO	270747W	8/13/08	9/15/08	METER	2	350.00
SPR275	SPRINGFIELD WINWATER WORKS CO	271471W	8/18/08	9/15/08	VALVE/SLEEVE/LUGS	2	385.21
SPR275	SPRINGFIELD WINWATER WORKS CO	271489W	8/27/08	9/15/08	SUPPLIES	2	953.11
SPR275	SPRINGFIELD WINWATER WORKS CO	271502W	8/27/08	9/15/08	LEAK CLAMP/TEFLON	2	199.14
SPR275	SPRINGFIELD WINWATER WORKS CO	271545W	8/13/08	9/15/08	METER PIT/LID	2	185.69
SPR275	SPRINGFIELD WINWATER WORKS CO	271754W	8/27/08	9/15/08	PIPE/GASKET	2	254.33
SPR275	SPRINGFIELD WINWATER WORKS CO	108493W	8/27/08	9/15/08	PIPE	2	250.12

Payee #	Payee Name	Invoice Num	Invoice Date	Due Date	Description	G/L Number	Total Due
SPR275	SPRINGFIELD WINWATER WORKS CO	271761W	8/27/08	9/15/08	GASKETS/BOLTS/VALV	2	829.71
Vendor Total							
ST150	SAWYER TIRE INC.	610443L	8/06/08	9/15/08	TIRES	1	253.04
STR250	STRIBLING SURVEYING	80805P	8/25/08	9/15/08	SURVEY	3	1800.00
TER125	TERRACON CONSULTANTS, INC.	B500052P	8/31/08	9/15/08	GEOTECH SURVEY	3	2450.00
TRA300	TRANE OF MID-AMERICA	8879180P	7/31/08	9/15/08	MAINTENANCE	3	1072.16
UN110	UNIFIRST CORP	2252429346S	7/30/08	9/15/08	UNIFORMS	2	28.99
UN110	UNIFIRST CORP	2252429346W	7/30/08	9/15/08	UNIFORMS	2	29.00
UN110	UNIFIRST CORP	2252429348L	7/30/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252429349G	7/30/08	9/15/08	MATS	1	7.25
UN110	UNIFIRST CORP	2252429349G	7/30/08	9/15/08	MATS/UNIFORMS	1	9.35
UN110	UNIFIRST CORP	2252429350P	7/30/08	9/15/08	MATS/UNIFORMS	1	16.85
UN110	UNIFIRST CORP	2252430371P	8/08/08	9/15/08	T-SHIRTS	1	7.27
UN110	UNIFIRST CORP	2252430781S	8/06/08	9/15/08	UNIFORMS	1	29.00
UN110	UNIFIRST CORP	2252430784G	8/06/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252430785P	8/06/08	9/15/08	MATS	1	7.25
UN110	UNIFIRST CORP	2252430786G	8/06/08	9/15/08	MATS/UNIFORMS	1	16.85
UN110	UNIFIRST CORP	2252432174W	8/13/08	9/15/08	UNIFORMS	1	19.35
UN110	UNIFIRST CORP	2252432176L	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252432177G	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252432178P	8/13/08	9/15/08	MATS/UNIFORMS	1	7.25
UN110	UNIFIRST CORP	2252433593S	8/20/08	9/15/08	UNIFORMS	1	16.85
UN110	UNIFIRST CORP	2252433593W	8/20/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433595L	8/20/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433596G	8/20/08	9/15/08	MATS	1	7.25
UN110	UNIFIRST CORP	2252433597P	8/20/08	9/15/08	MATS/UNIFORMS	1	16.85
UN110	UNIFIRST CORP	2252429347C	7/30/08	9/15/08	MATS	1	7.25
UN110	UNIFIRST CORP	2252429349P	7/30/08	9/15/08	UNIFORMS	1	19.35
UN110	UNIFIRST CORP	2252429349P	7/30/08	9/15/08	UNIFORMS	1	29.00
UN110	UNIFIRST CORP	2252430782C	8/06/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252430784P	8/06/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252430785P	8/06/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433596P	8/20/08	9/15/08	UNIFORMS	1	16.85
UN110	UNIFIRST CORP	2252433594C	8/20/08	9/15/08	MATS	1	7.25
UN110	UNIFIRST CORP	2252433717P	8/13/08	9/15/08	UNIFORMS	1	19.35
UN110	UNIFIRST CORP	2252433717P	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	UNIFORMS	1	28.99
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	19.35
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UN110	UNIFIRST CORP	2252433717C	8/13/08	9/15/08	MATS	1	13.20
UN110	UNIFIRST CORP	2252					

18736.39

TRASH SERVICE

Following is the information concerning our offering of trash service to the utility customers of the City of Willard through Allied Waste. This will be an option offered to the utility customers which will be entirely their choice.

The first page is the utility application which we will use here at City Hall to sign up new customers. As you can see, the trash utility is offered only as an option. The deposit will be \$25.00 and will be treated just as the current utility deposit.

The rates are significantly lower than what our citizens are currently being offered by other trash companies. We have two options for you to consider. The \$12.00 per month option is without the City covering any of our costs to offer this to the customers. The \$12.50 per month option is with the City recovering \$.50 per month per customer to cover our costs.

After the customer count exceeds 200 customers in the City, we will have assistance through Allied Waste with the recycling center. They will place two roll off containers in the recycling center – one for plastic and one for cardboard. The City's current trailers for these items can be used for overflow on the cardboard and for aluminum to sell in the other bin trailer.

This program is an option to offer the citizens until the two year waiting period is up for the franchise system to be put in place.

Questions?

City of Willard, MO
Application for Water/Sewer Service

Name _____

Social Security No _____

Drivers Lic No _____

Address _____

City _____

State _____

Zip _____

Mailing Address _____

City _____

State _____

Zip _____

Phone # _____

Employed by: _____

Employer Phone _____

Own _____

Rent _____

Landlord _____

Number in Family _____

Landlord Phone _____

Additional Residents

Applicant and/or property owner hereby agrees to abide by all rules and policies established by the City of Willard, MO. By signing this application, applicant and/or property owner acknowledges receipt of the Willard Water/Sewer Rules and Regulations.

Applicant Signature _____

Date _____

Office Use Only

Deposit Paid

Services: Trash

(optional)

Rates will not be pro-rated

Water

\$75.00

Water

Trash

\$25.00

Sewer

Cash

Check

Charge

Rec'd By _____

September 2, 2008

City of Willard, Missouri
Attn: Mayor & Board of Alderman
P.O. Box 187
Willard, MO 65781

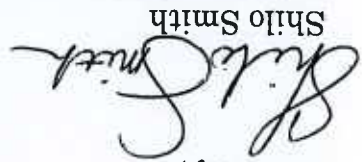
Dear Mayor & Board of Aldermen:

Allied Waste Services would like to thank you for the opportunity to present a Community Partnership Program for your community. We have developed a proposal for your consideration. We are confident that we are the Company that can assist you in accomplishing your solid waste management and recycling goals for the future. Below I have given brief overview of what our *Partnership* will entail.

- Reduced Rates for City of Willard Residents
- Hauling and Container Assistance for your Community Recycling Center
- "4R KIDS" Recycling Program
- "Garbage Gus" School Safety Program
- "On the Watch" our Local Police Partnership Program

Again, we appreciate the opportunity to introduce ourselves to you and look forward to servicing your growing community.

Sincerely,



Shilo Smith
Manager, Business Development Municipal Services
Allied Waste Services of Springfield - Ozarks

COMMUNITY PARTNERSHIP PROGRAM



CITY OF WILLARD, MISSOURI

RESIDENTIAL SERVICE AND RATE OPTIONS

95 - gal Cart Once per Week pick up

Rate Option A: \$12.00 per month

Rate Option B: \$12.50 per month

City retains \$0.50 per customer for administrative costs

AW will invoice the City one time per month for all homes requesting service through the Utilities Department.

RECYCLING CENTER ASSISTANCE

AW will provide roll off containers and 2 free hauls per unit per mth*

25 yd - enclosed roll off container - Plastics

25 yd - enclosed roll off container - Cardboard

*Customer count must exceed 200 Units

4R KIDS



Recycling Program

Reduce, Reuse, Recycle = Rebates

This, program is simple Allied Waste will rebate 30% of all hauled recyclables back to the City for use as sponsorship for local youth and parks programs! This will encourage your local schools and children's organizations to step up and take a roll in preserving our Communities by being recycle leaders!

GARBAGE GUS

School Safety Program

GUS SAYS..... PLAY IT SAFE!

AW provides safety presentations to local schools.

These presentations help remind our children about safety precautions to take while playing outdoors!

ON THE WATCH

Local Police Partnership Program

AW has developed a program that takes good citizenship to the next level! We will work jointly with your local police department to report anything odd that may stand out on our weekly routes with in your City.

MUNICIPAL REFERENCES

ALLIED WASTE SERVICES OF SPRINGFIELD - OZARKS

2115 W. BENNETT ST. SPRINGFIELD, MO 65807
PHONE #417.865.1717
FAX # 417.831.7297

Below we have listed a few of our satisfied municipal customers.
AWS currently services 19 municipal contracts, if additional
references are needed we would be happy to provide you with the
remaining contacts.

Customer	Contact	Phone Number
City of Stratford	Sharon Mickey	417-736-2154
City of Nixa	Brian Bingle	417-725-3785
City of Rockaway Beach	Susan Kettlekamp	417-561-4424
City of Ozark	Steve Childers	417-581-2407
City of Crane	Collin Brannon	417-723-5990
City of Cassville	Kelly Paul	417-847-4441

ACCREDITED MEMBER OF THE BETTER BUSINESS BUREAU
ENVIRONMENTALLY COMPLIANT - CUSTOMER AWARE
INSURED - SAFETY DRIVEN



ALLIED WASTE SERVICES

THE ALLIED WASTE TEAM

With Allied Waste Services, we are an Excellence Driven team of locally recruited and extensively trained professionals providing the industry's highest level of service.

We are available any time if you have questions or concerns regarding your service. The Allied Waste Services team members include:

Kurt Bodendorfer – General Manager
(417) 865-1717 Ext. 240

Kurt is the leader of our local Allied Waste facility. He is the individual that will make sure our service exceeds your expectations. Our General Manager's chief concern is to ensure your satisfaction.

Shilo Smith – Manager Business Development, Municipal Services
(417) 865-1717 Ext. 261

Shilo is the individual that will conduct site visits to ensure you are receiving the service that best meets your needs. Your municipal manager is always available for situations requiring special attention.

Sam Brown – Operations Manager
(417) 865-1717 Ext. 225

Sam oversees all operations of our day-to-day business. This individual will make sure that our drivers are continually trained, and that they are always practicing the most effective safe-driving techniques.

Shawna Jolley – Customer Service Manager
(417) 865-1717 Ext. 228

Shawna manages our customer service department. She will ensure that all billing concerns or questions are handled in a prompt accurate manner. Our customer service department is available from 8:00 a.m. to 5:00 p.m. Monday-Friday and our emergency line is open 24 hours a day of course!

ADDITIONAL COMPANY INFORMATION
ALLIED WASTE SERVICES OF SPRINGFIELD -
OZARKS
2115 W. BENNETT ST. SPRINGFIELD, MO 65807
PHONE #417.865.1717
FAX # 417.831.7297

OUR COMPANY IS A LOCALLY MANAGED NATIONWIDE COMPANY - WE CURRENTLY EMPLOY 130 LOCAL EMPLOYEES THAT RESIDE WITHIN OUR SERVICE AREA.

PROFESSIONALLY TRAINED DRIVERS: ONE OF THE MOST IMPORTANT BUILDING BLOCKS OF THE ALLIED WASTE TEAM IS OUR DRIVERS. THEY ARE ESSENTIAL IN OUR SUCCESS AS THEY VISIT YOUR COMMUNITY REGULARLY. BECAUSE OF THIS SIGNIFICANCE, OUR DRIVERS ARE CONTINUALLY TRAINED TO SAFELY OPERATE ALL EQUIPMENT.

QUALITY CONTROL: OUR POLICIES INCLUDE A DAILY DRIVER LOG OF ALL STOPS. WE ALSO PROVIDE CONTINUAL TRAINING ON "BEST PRACTICES". ALL DRIVERS RECEIVE AN EVALUATION AND ROUTE MONITORING TO ENSURE OUR CUSTOMERS RECEIVE THE HIGHEST QUALITY SERVICE ON A DAILY BASIS.

ONE-STOP SHOPPING: ALLIED WASTE IS THE SINGLE SOURCE OF ALL YOUR WASTE DISPOSAL NEEDS. FROM SOLID WASTE AND RECYCLING TO SPECIAL WASTE, WE PROVIDE THE VERY BEST OVERALL SERVICE. THIS ALLOWS YOU TO COORDINATE ALL YOUR WASTE DISPOSAL NEEDS THROUGH ONE COMPANY ENABLING AN EFFICIENT BILLING AND SCHEDULING PROCESS. ONE-STOP SHOPPING MEANS PROFESSIONAL SERVICE, EXPERTISE, AND LOW COST ALL IN A MATTER OF MINUTES.

EQUIPMENT: ALLIED WASTE SERVICES HAS THE LARGEST FLEET OF TRUCKS IN THE LOCAL MARKET. FROM OUR CONTAINERS TO OUR TRUCKS ALL OUR EQUIPMENT IS WELL MAINTAINED. ALLIED WASTE ALSO HAS BACK UP EQUIPMENT AVAILABLE TO ENSURE THERE WILL BE NO INTERRUPTION OF SERVICES.

FACILITIES: ALLIED WASTE SERVICES OF SPRINGFIELD - OZARKS IS LOCATED AT 2115 W. BENNETT SPRINGFIELD, MO. OUR SERVICES INCLUDE AN ON-SITE TRANSFER STATION AND PRAIRIE VIEW LANDFILL LOCATED IN LAMAR, MO, WHICH IS A SUB-TITLE D FACILITY.

ACCREDITED MEMBER OF THE BETTER BUSINESS BUREAU
ENVIRONMENTALLY COMPLIANT - CUSTOMER AWARE
INSURED - SAFETY DRIVEN

WILLARD POLICE DEPARTMENT

Monthly Statistical Report

Report Month August 2008

Officer Statistics

1601	Tom McClain, Chief	05
1602	David Richardson, Major	18
1603	Shannon Shipley, Sergeant	25
1604	Robert Bell, Corporal	33
1605	Mike Payne, Officer	43
1606	Gary Dove, Officer	60
1607	Tyler Follis, Officer	64
1608	Amy Fly, Officer	57
1609	Justin Raynes, Officer	62
1610	Larry Alexander, SRO	11
1611	Glenn Cozzens, SRO	1
1612	J. D. Landon, Reserve	0
1613	Paul Griffin, Reserve	0
1614	Bill Lingenfelter, Reserve	0
1615	Kevin Vinson, Reserve	0
1616	Nathan Kelley, Reserve	0
1617	Doug Thomas, Reserve	0
1618	Mark Phillips, Reserve	0

Incident Classification

Total Incidents for Month 379

4	Felony
16	Misdemeanors
177	Infraction
176	Other (Services)
252	HBO (Handled by Officer)

Reserve Hours

8	1612	J. D. Landon, Reserve
0	1613	Paul Griffin, Reserve
0	1614	Bill Lingenfelter, Reserve
0	1615	Kevin Vinson, Reserve
11	1616	Nathan Kelley, Reserve
4	1617	Doug Thomas, Reserve
0	1618	Mark Phillips, Reserve
23	TOTAL	

Patrol Vehicle Mileage, Usage, and Maintenance Information

VEHICLE	ODOMETER READING	MONTHLY MILEAGE	SHIFTS USED	MILES PER SHIFT	MAINTENANCE COST
UNIT 1607	91,800	1999	20	100	0.00
UNIT 1602	66,238	1923	28	69	0.00
UNIT 1603	138,396	100	3	34	0.00
UNIT 1604	37,373	2772	33	84	0.00
UNIT 1605	20,908	3957	49	81	\$284.04
UNIT 1608M	942	262	15	17	0.00
UNIT 1610	84,772	260	9	29	0.00

OTHER INFORMATION:

Report on lessons learned at D.A.R.E. International Conference

Resignation letter received from Nicole Sprague (see attached)

E-mail from SPD Sgt. Whisnant requesting assistance from our Officer Mike Payne in administering a Drug Recognition Expert

Course in Springfield.

WPD started D.A.R.E. at Willard Intermediate on Sept. 3, 2008 and will be graduating the 1st week of November.

SG Item

Thomas McClain

From: Whisnant, Darren [dwhisnant@springfieldmo.gov]
Sent: Sunday, August 10, 2008 6:25 PM
To: chiefofpolice@cityofwillard.org
Subject: DRE Certification course request

Chief McClain,

The Springfield Police Department and Missouri Highway Safety will be hosting a Drug Recognition Expert Certification course during the month of September. As you are already aware, the DRE's are extremely valuable in removing impaired drivers from Missouri roadways. Currently Greene County Prosecutors Office will not accept any DWI case involving impairment from drugs without the evaluation from a DRE. What you might not be aware of, is recently a trial was held in Greene county that will assist all DRE's throughout the entire state of Missouri. This case is moving forward to the court of appeals and will make case law for the entire state of Missouri, forcing all judges to accept the DRE testimony as an expert.

The area DRE's have excellent work ethic and have exceeded the St. Louis and Kansas City DRE's in setting case law in this area. Your department has one of these DRE's in Officer M. Payne. Officer Payne has advanced to a level in the DRE program that only six other Officers in the State of Missouri currently hold. That level is assistant Course Administrator. In order for a DRE course to be conducted, you must have a course administrator on site for the entire course. I am the course administrator for southwest Missouri and Officer Payne is the assistant course administrator. With that being said, I am requesting some assistance from Officer Payne for the upcoming DRE course in September. I fully understand manpower issues for all departments are critical during these current times. The course is September 8th through the 20th and any assistance I can obtain from Officer Payne would be greatly appreciated.

I am sure you already know this, but Officer Payne is one of the better instructors that I have available to me for the DRE program and in the DWI enforcement area. I would greatly appreciate him being allowed to assist in passing along his talents to the new DRE's attending this course. If you have any concerns or reservations in allowing him to assist, feel free to call me and I will answer any questions you have. My cell phone number is 234-4457. I work second shift and will be available to discuss any issues after approximately 1300 hours on any day.

Thank you for your consideration in this manner.

A/Sgt. D. Whisnant
DRE Course Administrator
Southwest Assistant State Administrator

September 2, 2008

Dear Sir:

I am sorry to inform you that it is necessary for me, Nicole Sprague, to resign from my current position at Willard Police Department. I am thankful for the employment experience, but I need to be home with my family at this time. I am hoping to finish my education, and at the same time provide my children with a quality education at home. It has been a joy working with everyone here, and I will miss you all. Thank you for investing in me.

Sincerely,

Nicole Sprague
202 Howard St.
Willard, MO 65781

DIRECTOR OF DEVELOPMENT
PROGRESS REPORT/GIS REPORT
September 8, 2008

BUILDING CODES:

- 1.) 8 Residential inspections.

NORTHBROOKE APTS:

- 1.) Apt. D- Inside work continues.
- 2.) Apt. E- Framing continues on the 3rd story.
- 3.) Apt. F- Backfilling of the foundation.

LONGVIEW SUBDIVISION:

- 1.) Working with Mid-Missouri Bank on potential buyers.
- 2.) Nuisance/ mowing.

STONECREEK:

- 1.) Foundations are dug out on (3) homes.

SEWER:

- 1.) Received updated Fats, Oil, and Grease plan from Springfield.
 - a.) We will be reviewing current ordinance for compliance.
- 2.) Have put together an Inflow and Infiltration program and have turned it over to the Public Works Department for implementation.
- 3.) Monitoring flows of wastewater going into Regional Lift Station and flows going into the Meadows Lagoon.

MISC:

- 1.) Have a request to lease antenna site from Total Wireless. Have forwarded this to the City Attorney.

STREETS:

- 1.) Sidewalk Project- expecting final designs soon.
- 2.) Jackson/ 160 Intersection:
 - a.) Requesting approval for the design of construction improvements.

Good for the north. The reports are done. removed and changed. Done. Done. Done.

SWIMMING POOL PROJECT:

- 1.) Coordinated locates, topographical survey, and test boring of soils at existing sites.

WATER:

- 1.) Chlorination Project and Interconnect
 - a.) Advertised in the Sunday issue of the News and Leader on 8/17/08. We will be accepting bids until 12:00 p.m. on 9/18/08 at City Hall where bids will be opened and read. More information is available at City Hall or Archer Engineers in Springfield, Mo.
 - 2.) Installed pump in the well at the Meadows Lagoon.

TRAINING:

- 1.) Participated in tabletop exercises at Police Department for Emergency Management.
 - a.) My role is Damage Assessment Coordinator and Logistics.
 - b.) Steve Brinegar will be in the planning section and head of mapping.
- GIS REPORT:
- 1.) Installed SEMS software
 - 2.) Website maintenance.
 - 3.) Set up data base for sewer department.
 - 4.) Set up laptop for Justin Reeves, Wastewater Supervisor.
 - 5.) Set up Manhole database in Arc G.I.S.

DIRECTOR OF DEVELOPMENT
RANDY BROWN

PUBLIC WORKS DEPARTMENT

PROGRESS REPORT

SEPTEMBER 8, 2008

WATER:

- 1.) Tap water main at 8256 Hickory Lane and set meter pit for new service.
- 2.) Installed meter pit and tapped main for irrigation at 201 Silverleaf.
- 3.) Tap main on Mill Street and set two meter pits for the 4-plexes.
- 4.) Replaced meter setter at 8205 Hickory.
- 5.) Tapped main at Baptist Church on 266/FRD 89.
- 6.) Finished laying pipe on Beam Street.
- a.) Waiting on hydro and water samples before making hook-ups to houses.

SEWER:

- 1.) JCI hooked up new motor at Lagoons for irrigation system.
- ### MISC:
- 1.) Moved and relocated trees and bushes around pool.

ANIMAL CONTROL:

- 1.) Picked up 4 dogs.

DIRECTOR OF PUBLIC WORKS
CHARLIE JONES

THE CITY OF WILLARD

Community Relations Officer Report

September 8, 2008

From: Kate Gould, Community Relations Officer

Dear Mayor and Aldermen,

In the past month I worked heavily with the Willard Parks Department to collect a record number of surveys about the new Willard Aquatics Center. I attended the Senior Luncheon, Willard Chamber of Commerce and the Lyons Club meetings and spoke about the new Aquatics Center and ask for their input on the project.

I am also working with Randy, Charlie, and Karen in preparation for the first Utility Board meeting on September 18 at 6:00 p.m. Utility Board members were sent an initial packet that included contact information, a glossary of water/sewer terms, a copy of the Utility Board Ordinance and a Sunshine Law booklet.

This month I completed online courses on the National Incident Management System (NIMS 700) and the Incident Command System (ICS 100). Next year in April, there is a class specific to Public Information Officers in Jefferson City that I would like to attend.

The Tour of Missouri is coming thru Willard on Tuesday, September 9. The racers will arrive at approximately 2:30 p.m. and all intersections along the route will be closed for approximately an hour. Chief McClain and Stacy have been in contact with the Tour of Missouri planners and I have been contacting area groups to get the word out about the road closings. Steve prepared a map of the route through Willard that has been posted to the city website and an e-mail was sent to the Chamber of Commerce e-mail list. Kerri also included a notice about the tour in the parks/city newsletter e-mail that she sends out.

I have also attended two meetings of the Christmas on the Frisco Trail committee. The parade, fun run, car show, craft fair and tree lighting will occur on Saturday, November 15. Deadlines for all entries are on October 17. I will be posting the information to the city web-site and working with the committee to get out information to the community about the activities.

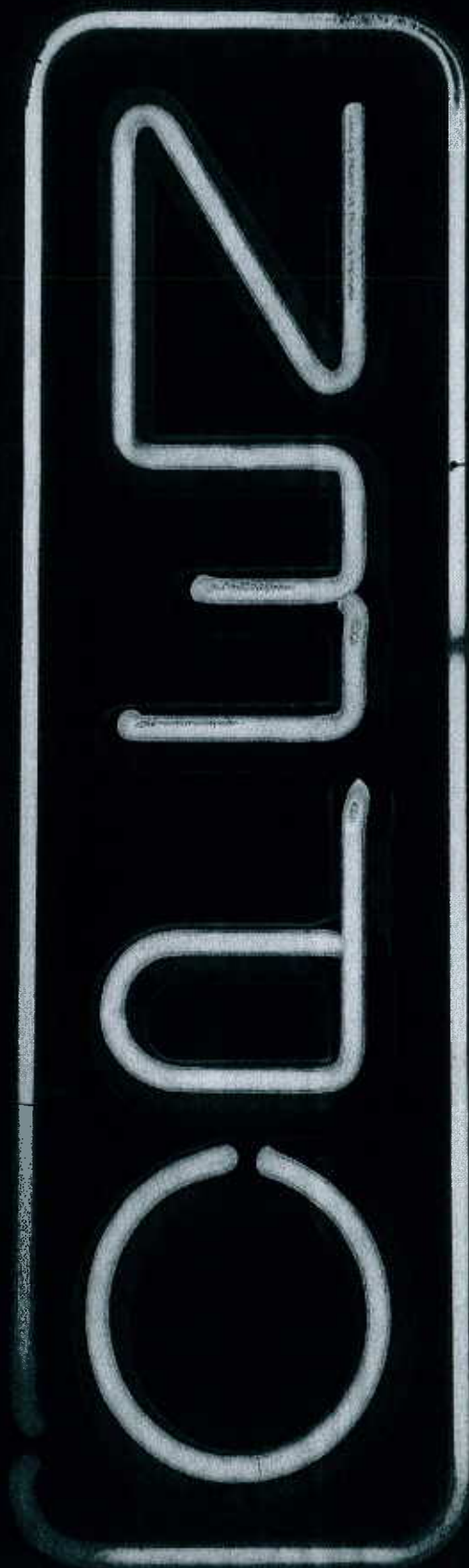
Finally, enclosed in your packet is a copy of the Community Profile that we will be printing next week to hand to potential businesses. It gives an overview of Willard and some details about the business climate.

Kate Gould

Sincerely,



acknowledged



Willard

Missouri

2008 Community Profile

WWW.CITYOFWILLARD.ORG

WILLARD, MO

Willard is a growing, vibrant community located six miles northwest of Springfield on U.S. Highway 160. The 2000 Census indicated a population of 3,193 and an internal census conducted in 2004 revealed a population of approximately 4,300. Now in 2008 we are estimating the population at approximately 5,000 people.

The local city government is composed of an elected Mayor and six aldermen. The City Clerk, Municipal Court Clerk, Chief Financial Officer, Chief of Police, Public Works Director, Director of Development, Emergency Management Director, and the Director of Parks and Recreation are appointed by the Mayor with the consent of the Board of Aldermen.

The Board of Aldermen meets at the City Hall at 7:00 p.m. every second and forth Monday of the month. You can listen to minutes of past meetings online at www.cityofwillard.org. City Hall office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

There are currently 130 businesses and services, including 4 shopping centers, which serve citizens from Willard and neighboring communities. There are three banks. Professional medical services available locally include four doctors, three dentists, two pharmacies, two chiropractor and two veterinarians. The city also has a 60-bed nursing home, a retirement village and one assisted living facility.

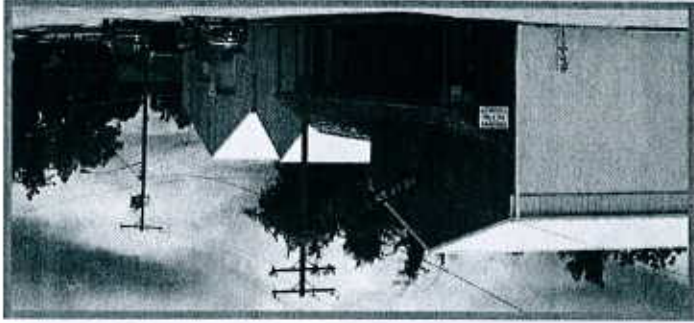
The Willard Recreation Center is home to 2 gymnasiums, Cox Fitness Center, community room, classroom, and other amenities. The Parks and Recreation Department has over 4,000 youth enrolled between the ages of four and thirteen, in one or more of the following activities; basketball, soccer, baseball, softball, volleyball, swimming, ken-kar, and dance.

The Recreation Center is joined by other city facilities such as the new Willard Aquatic Center, scheduled for completion in Summer 2009, and the Willard Community Center. The lighted city walking trail and the regional Frisco High Line trail are used year around. Lighted softball/baseball fields operate at capacity. In the spring of 2009 the new West Willard Soccer Complex is scheduled to begin play.

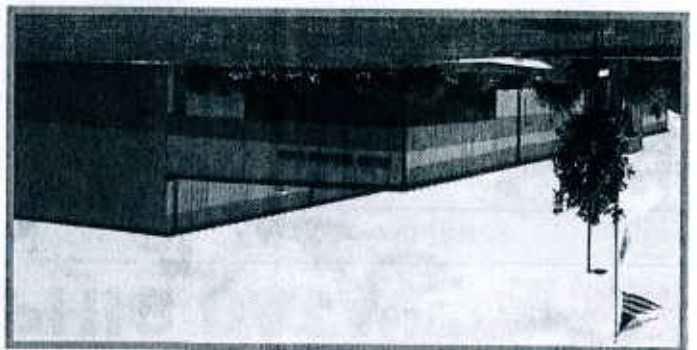
Since 1998 the City of Willard has been designated "Tree City USA" by the National Arbor Day Foundation. In 2004, the City was also designated "Storm Ready" community by the National Weather Service.



Transportation	
Air:	Airport serving community: Springfield-Branson Regional
	Distance from Willard..... 5 1/2 Miles
	Longest Runway..... 7,000 ft
	Surface..... Paved
	Runway Lighted..... Yes
	Private Aircraft Storage Available..... Yes
	Aircraft Maintenance Available..... Yes
	Fuel Available..... Yes
	Nearest commercial air transportation..... 5 1/2 Miles
	Nearest air freight service..... 5 1/2 Miles
Rail:	Burlington Northern-Santa Fe Railroad
	Intermodal Hub
	1051 East Thoman
	Springfield, MO 65803
	Phone Number..... 1-800-795-2673
	Freight stops on demand..... Yes
	Distance to nearest piggyback service..... 20 miles
Barge:	Adjoining navigable river: Missouri River
	Barge dock available: Jefferson City River
	Terminal
	Phone..... 573-634-4880
	Channel depth..... 7 1/2 ft +
	Length of season..... April 1st to December 10th
	Distance to nearest barge service..... 137 miles
	Days to/from New Orleans port: To: 5.5 Days
	From: 11 Days
Roads:	Package delivery service..... Yes
	Highway bus service available..... No
	Distance to nearest interstate interchange..... 6 miles



Distance to Metropolitan Areas	
City	Miles
Atlanta	685
Boston	1,416
Chicago	519
Dallas	438
Denver	765
Detroit	749
Kansas City	163
Los Angeles	1,619
Memphis	298
New Orleans	693
New York	1,176
St. Louis	223
Seattle	2,013
Days by Motor	Freight
3	3
3	3
0	0
0	0
0	0
4	4
0	0
2	2
4	4
0	0
4	4
0	0
4	4
Assessed value of city property..... \$36,477,945	
2008 Property Tax Levy (per \$100 assessed value):	
City of Willard.....	\$0.5287
R-II School District.....	\$3.990
Greene County General Revenue.....	\$0.1074
Greene County Road.....	\$0.1074
Greene County Library.....	\$0.2414
Ozark Technical Community College.....	\$0.1412
Greene County Sheltered Workshop/Senior.....	\$0.0954
State of Missouri.....	\$0.0300
Total.....	\$5.2415
Sales Tax:	
City of Willard.....	2.125%
Greene County.....	1.125%
State of Missouri.....	4.225%
Total.....	7.475%



Commercial Services

Financial:

Banks.....3
Savings & Loan Association.....0
Financial Advisors.....1
Tax Preparation.....2

Communication:

Telephone Service Company.....AT&T
Number of Newspapers: Daily.....1
Weekly.....1
Number of radio stations located in the city.....0
Number of radio stations received in the city.....20+
Number of TV channels received.....5
Cable TV service Provider.....Mediacom
Post Office.....1

Industrial:

Machine shops within 25 miles.....28
Tool & die services within 25 miles.....3
Electric motor repair services within 25 miles.....4

Community Facilities:

Capacity of largest community room.....250
Number of Churches in city.....10
Number of Shopping Centers.....4
Number of Public Libraries.....1
Number of Day cares in city.....3

Recreation

Willard Recreational Center:

18,000 square foot facility built in 2003

Available For Rent

17,000 square foot facility with Large Gymnasium (Wood floor 93' x 60'), Small Gymnasium (Mondo floor 82' x 52'), Murray Community Room with Patio and Kitchen (35' x 33' + Patio), and Conference/Class Room (21' x 21'), Community Building (Capacity 250)

Other Recreation Features

Cox Fitness Center, 2 Public Parks (22 acres each), North Park Nature Trail, Baseball/Softball fields, Walking/Fitness Trail (.8 mile asphalt track at South Park), Outdoor Basketball Court, Soccer Fields, Playground, Picnic Pavilion, Frisco Highline Trail (Ozark Greenways), Aquatics Center (scheduled completion Summer 2009).

Golf Course (s) within 15 miles.....6
Tennis Court (s) within 15 miles.....2
Public swimming pool (s) within 15 miles.....1

Other Facilities or Special Features:

Fantastic Caverns, Bass Pro Shop, Dickerson Park Zoo, Valley Water Mill Education Center/Equestrian Center, Stockton Lake (40 minutes from Willard)

Health Services

Number of hospitals in the city: None

Major hospitals within 15 miles: 3

Number of clinics in the city: 2

Chiropractor (s) in the city.....2
Optometrist (s) in the city.....1
Dentist (s) in the city.....2
Veterinarian (s) in the city.....2



WILLARD R-II SCHOOL DISTRICT

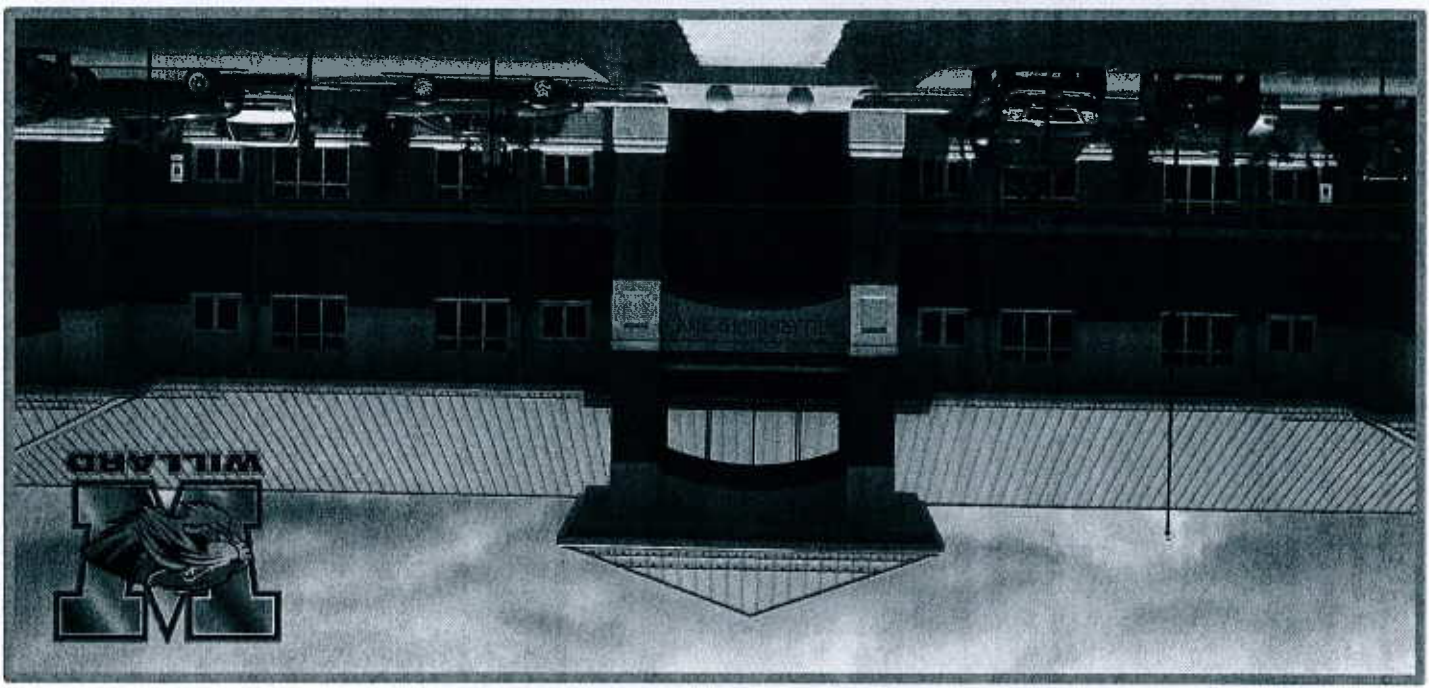
Class Enrollment	
1995	2,692
1997	2,841
1999	2,997
2001	3,138
2003	3,304
2005	3,504
2007	3,852

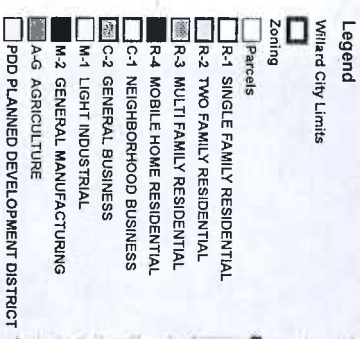
Projected Class Enrollment	
2009	3,891
2011	4,591
2013	5,291
2015	5,518
2017	5,904

www.willard.k12.mo.us

The Willard Schools offer a quality educational program. At the secondary level, Willard High School is an accredited A+ High School which offers an expanded curriculum including over 135 units of credit. Thirteen different dual-credit College classes, all of which articulate into 45 college hours, are offered during the regular day. Over 60 units of approved credit is available at the Graff Vo-Tech School, a part of Ozarks Technical College, in Springfield.

If quality is measured with test scores, the Willard Schools compare very well. In the standardized testing program students have been equal to or above the national average in most areas. Willard students score above the state average in most categories on the Missouri Assessment Program each year.





Board of Alderman
September 8, 2008
Parks & Recreation Director's Report

CURRENT PROGRAMS & EVENTS

- **Fall Competitive Baseball**
Program Ages
Participants

- **Recreational Youth Fall Soccer**

- ### Program Ages

Recreational Youth Fall Volleyball

- ### Program Ages

Kenkarju-Ryu Session 4

- ### Program Ages

UPCOMING PROGRAMS & EVENTS

- **Recreational Youth Basketball**
Registration Dates

- **Youth Dance Class**

- Registration Dates
Program Dates
Program Fee
Program Ages

Belly Dancing Class

- Registration Dates
Program Date
Program Fee
Program Ages

Halloween Hoops Fest Basketball Tournament Registration

- | Registration Dates | Program Date | Program Fee | Program Ages |
|------------------------|---------------|---------------|--|
| September 8-October 10 | October 15-19 | \$85 per team | 5 th & 6 th grades |

PEPSI Punt, Pass, & Kick

1st Punt, Pass, & Kick
September 13th @ 2:00 p.m.
Located behind the Willard Recreation Center

Located behind the Willard Recreation Center

**A RESOLUTION TO DECLARE THE OFFICIAL
INTENT OF THE CITY OF WILLARD, MISSOURI.**

WHEREAS, the City of Willard, Missouri (the "City"), has selected Piper Jaffray & Co., as underwriter (the "Underwriter") for approximately \$2.6 million principal amount of lease financing (the "Financing") for the City to finance the cost of pool construction for the City (the "Project"); and

WHEREAS, the City desires to authorize the Underwriter to proceed with the offering for sale of the Financing to finance the costs of the Project.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLARD, MISSOURI,
AS FOLLOWS:

Section 1. The Board of Aldermen hereby finds it necessary and declares its intent to finance the costs of building and equipping the Project. The City has made, or expects to make, expenditures in connection with the Project, and the City may reimburse itself for such expenditures with the proceeds of the Financing by the City. The maximum principal amount of the tax exempt financing expected to be issued for the Project is \$2.6 million.

Section 2. The City selects Piper Jaffray & Co., as the Underwriter, and Bryan Cave, P.C. as the Bond Counsel, for the Financing. The Underwriter and Bond Counsel are hereby authorized to proceed with the offering for sale of the Financing to finance the costs of the Project. The delivery of the Financing is subject to obtaining final principal amount, interest rates and documents in the form acceptable to the City.

Section 3. The officers and representatives of the City are hereby authorized and directed to take such other action as may be necessary to carry out the offering for sale of the Financing.

PASSED by the Board of Aldermen of the City of Willard, Missouri, this _____ day of September, 2008.

CITY OF WILLARD, MISSOURI

Mayor

[SEAL]

ATTEST:

City Clerk

A RESOLUTION

A RESOLUTION OF INTENT TO PARTICIPATE IN THE FUNDING ON THE NEW MISSOURI STATE HIGHWAY PATROL CRIME LABORATORY IN GREENE COUNTY, SPRINGFIELD, MISSOURI.

WHEREAS, the City of Willard recognizes that the community would benefit from participating in the Missouri State Highway Patrol Crime Laboratory.

WHEREAS, the City of Willard recognizes that this will allow investigators and crime lab experts to share information about valuable pieces of evidence.

WHEREAS, the City of Willard desires to commit to fund up to \$580,00 per year for the next ten years to Greene County for the new Missouri State Highway Patrol Crime Laboratory.

PASSED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLARD this 8th day of September, 2008.

MEMBERS OF THE BOARD OF ALDERMEN:

YES
NO

RICHARD SIMPSON

JOE COSBY

LOUIE AMODEO

PAUL C. HOOD

DALE DUVALL

BRYAN VINCENT

APPROVED BY:

JAMIE SCHOOLCRAFT, MAYOR

ATTEST:

KATHY BLAKEMORE, CITY CLERK

CITY OF WILLARD
EMPLOYEE POLICY MANUAL

Adopted _____, 2007

DRAFT

TABLE OF CONTENTS

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 our 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".

If you have any questions about the guideline on harassment, discrimination, or the procedure

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 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.

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 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.

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.

- 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.

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.

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 ship 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. 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 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.

Appointed Officials suspension

In accordance with Missouri Statutes, the Mayor shall have power to remove any appointed official, on any formal charge, whenever the Mayor determines that the interests of the City demand such a removal. The Mayor shall report the reasons for such removal to the Board of Aldermen at a meeting thereof to be held not more than fifteen days after such removal. Governed by statute

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

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.

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.

(5) Five weeks vacation for those whose service has continued for fifteen 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.

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

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

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

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:

Vacation

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.

5. Memorial Day - Last Monday in May
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day + Friday following
11. Christmas Day - December 25
12. Employee's Birthday
13. Personal Holiday

Comp. 2
to receive pay for
of pay

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, health, dental and vision insurance. This is for coverage of the employee only. Additional insurance for the employee's dependents may be purchased at the employee's expense. The insurance becomes effective thirty (30) days from your date of employment. Details and forms may be obtained from the Finance Department at the time of employment.

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. 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 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.

Voice Mail 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.

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

- 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.

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

B. Family and Medical Leave - FMLA

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.

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.

Length of Employment	Full Pay
or Service	For
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

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:

A. Sick Leave.

- 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 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.