



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

December 09, 2024 at 6:00 PM

Willard City Hall, 224 W. Jackson St., Willard, MO

AGENDA

PLEDGE OF ALLEGIANCE

CALL THE MEETING TO ORDER

ROLL CALL

AGENDA AMENDMENTS/APPROVAL OF AGENDA

- [1.](#) AGENDA AMENDMENTS/APPROVAL OF AGENDA

CONSENT AGENDA

“A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to “approve the Consent Agenda as published or modified.”

- [2.](#) Consent Agenda A
- [3.](#) Minutes from the Regular Meeting November 25, 2025
- [4.](#) Consent Agenda Item B Financials
- [5.](#) Consent Agenda C
- [6.](#) Consent Agenda Item C Department Head Report City Clerk
- [7.](#) Consent Agenda Item C Department Head Report Municipal Court Clerk
- [8.](#) Consent Agenda Item C Department Head Report Human Resources
- [9.](#) Consent Agenda Item C Department Head Report Parks Department
- [10.](#) Consent Agenda Item C Department Head Report Planning & Zoning
- [11.](#) Consent Agenda Item C Department Head Report Police Department
- [12.](#) Consent Agenda Item C Department Head Report Public Works
- [13.](#) Consent Agenda D
- [14.](#) Consent Agenda Item D Board Attendance Report

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

CITIZEN INPUT

OATH OF OFFICE

- [15.](#) Cover Sheet Oath of Office

PRESENTATIONS

- [16.](#) Cover Sheet Presentations

APPROVALS

- [17.](#) Cover Sheet Approval
- [18.](#) Approval of Jackson Street - Contractor Change Order

RESOLUTIONS

- [19.](#) Cover Sheet Resolutions
- [20.](#) Reimbursement Resolution

ORDINANCES

- [21.](#) Cover Sheet Ordinance 2025 Proposed Budget
- [22.](#) 2025 Budget
- [23.](#) Cover Sheet 2024 Amended Budget
- [24.](#) 2024 Amended Budget
- [25.](#) Cover Sheet Ordinance Imposing Police Sales Tax
- [26.](#) An Ordinance of the City of Willard, Missouri, Imposing a Sales Tax for Police Department Purposes
- [27.](#) Cover Sheet Cochran Engineering
- [28.](#) An Ordinance Extending the Agreement with SW Missouri Engineers, LLC dba Cochran Engineering
- [29.](#) Cover Sheet Conflict of Interest
- [30.](#) An Ordinance Establishing a Policy to Prevent Conflicts of Interest in Property-Related Matters for Members of the Board of Aldermen and the Planning and Zoning Commission

CITY ADMINISTRATOR REMARKS

NEW BUSINESS

UNFINISHED BUSINESS

RECESS OPEN SESSION AND OPEN CLOSED SESSION

CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

ADJOURN MEETING

If you have special needs which require accommodation, please notify personnel at the City Hall. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at 417-742-5302.

Janice Gargus, City Clerk



Agenda Amendments/Approval of Agenda



Consent Agenda Item #3A

Minutes from the Regular Meeting November 25, 2024

MEETING MINUTES

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 25, 2024
7:00 P.M.**

Staff Present: City Administrator Wes Young, City Attorney Anna Yendes, City Clerk Janice Gargus, CFO Carolyn Halverson, Planning & Zoning Commission Director Mike Ruesch, Public Works Director Trevor Hoffman, Project Manager Steven Bodenhamer, Police Chief Tom McClain, Police Officer JD Landon

Citizens Present: John Savage, Larry Whitman, Marilyn Ulrey

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance.

Call the meeting to order.

Mayor Smith called the meeting to order and asked the City Clerk to conduct the Roll Call.

1. Roll Call

The City Clerk Conducted the Roll Call.

Present: Mayor Smith, Alderman Biellier, Alderman Keene, Alderman Lancaster, Alderman Wilson

Not Present: Alderman Hill, Alderman Swatosh

2. Agenda Amendments/Approval of Agenda

Mayor Smith asked for a motion to approve the agenda. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the agenda as it stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

3. Consent Agenda:

“A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to “approve the Consent Agenda as published or modified.”

- a. **Minutes from the Regular Meeting November 12, 2024**
- b. **October Financial Summaries**
- c. **October Financial Statements**
- d. **October/November Outstanding Invoices, Checks, and Draft Paid Invoices**
- e. **October Check Register**
- f. **October Utility Adjustments Report**

Mayor Smith asked for a motion to approve the Consent Agenda. Motion was made by Alderman Lancaster and seconded by Alderman Wilson to approve the Consent Agenda as stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

4. Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024

Mayor Smith asked for a motion to approve the Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

5. Citizen Input

None

6. An Ordinance Accepting the 2025 Proposed Budget

City Administrator Wes Young and CFO Carolyn Halverson briefly explained the 2025 Proposed Budget. This is the first read only so the Aldermen were asked to review it and plan to vote after the second read at the next meeting on December 9, 2024.

7. An Ordinance Accepting the 2024 Amended Budget

City Administrator Wes Young gave an update to some of the reasons the 2024 Budget needs to be amended. He explained that it is broken down by departments but there were extra funds needed to pay for new software programs and legal fees to name a couple. This is the first read only so the Aldermen were asked to review it and plan to vote after the second read at the next meeting on December 9, 2024.

8. An Ordinance of the City of Willard Establishing a Water Advisory Board

City Administrator Wes Young briefly explained the need for this new board and said he hopes to have two representatives from outside the city and three from within, but the ordinance will allow us to operate with one from outside and four from within. There are a total of three applications that have been submitted and one expected to be submitted. After the second read of the ordinance, Mayor Smith asked for a motion. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve An Ordinance of the City of Willard Establishing a Water Advisory Board. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

9. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates

This was the second read and due to two Board of Aldermen members not being present at this meeting, this ordinance did not pass. Motion was made by Alderman Lancaster and seconded by Alderman Keene to approve An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates with a 10% Rate Difference between citizens inside the city limits vs. outside the city limits. Motion carried a vote of 2-2. Voting aye: Aldermen Keene, Lancaster. Voting nay: Aldermen Biellier, Wilson. Wes explained that in the future, the Water Advisory Board will help make these decisions and there will not be a rate analysis

done by an outside source, it will be done in house. The analysis will be conducted annually.

10. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII Wastewater Charges and Rates

This was the second read and due to two Board of Aldermen members not being present at this meeting, this ordinance did not pass. Motion was made by Alderman Lancaster and seconded by Alderman Keene to approve An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 710, Sewer use and Sewer Rates Article VII Wastewater Charges and Rates with a 10% Rate Difference between citizens inside the city limits vs. outside the city limits. Motion carried a vote of 2-2. Voting aye: Aldermen Keene, Lancaster. Voting nay: Aldermen Biellier, Wilson.

11. An Ordinance to Establish a Reimbursement Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals

After the second read, Mayor Smith asked for a motion to approve. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve An Ordinance to Establish a Reimbursement Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

12. An Ordinance to Establish a Training and Conference Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals

After the second read, Mayor Smith asked for a motion to approve. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve An Ordinance to Establish a Training and Conference Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

13. An Ordinance of the City of Willard, Missouri, Imposing a Local Sales Tax for Police Department Purposes at the Rate of One-Half Percent (.5%) Pursuant to the Authority Granted by 94.510, RSMO and Providing for Submission of the Proposal to the Qualified Voters of the City for Approval at an Election to be Held on the 8th Day of April, 2025

Wes Young explained that the need for this tax increase is to provide public safety to the citizens of Willard. There is some equipment upgrades needed which have gone up in cost and Willard needs to be more compatible in salary with surrounding municipalities including Springfield. This is the first read and Wes asked the board members to study the ordinance and plan for the second read and vote at the next meeting on December 9, 2024.

14. An Ordinance Revising and Replacing Section 400.510 of the City Code

Mike Ruesch reiterated the need for this mixed-use ordinance to pass. After the second read, Mayor Smith asked for a motion. Motion was made by Alderman Keene and seconded by Alderman Lancaster to approve An Ordinance Revising and Replacing Section 400.510 of the City Code. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

15. Sanitary Sewer Project Status

Project Manager Steven Bodenhamer read his memo and explained the update of the Sanitary Sewer Project Status.

16. City Administrator Remarks

Wes said he had a meeting last Tuesday with Mediacom in regard to the damage by their subcontractors at Miller and Melville among other locations around town. They have cleaned it up and today they are cleaning up in Hoffman Hills. The sidewalk on AB will now be finished by the Public Works department and MoDOT has granted a 90-day permit to complete it. The original contractor presented a new invoice for payment and had not submitted a change order to request more money for the project. There are some questions in regard to their additional charges. Wes also mentioned the new city app will be up and running in a couple of weeks. He has also been responding to social media comments. Also, Wes stated he will work on a commercial conflicts policy for the next meeting for approval.

17. New Business

None

18. Unfinished Business

None

19. Recess the Open Session & Open the Closed Session Pursuant to RSMO Section 610.021 #(1) Legal and Pursuant to RSMO Section 610.022 #(2) Real Estate

Mayor Smith asked for a motion to close the open session and open the closed session. Motion was made by Alderman Biellier and seconded by Alderman Keene @ 7:38 p.m. to Recess the Open Session & Open the Closed Session Pursuant to RSMO Section 610.021 #(1) Legal and Pursuant to RSMO Section 610.022 #(2) Real Estate. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

20. Call the Meeting to Order

Mayor Smith called the meeting to order at 8:44 p.m. and asked the City Clerk to conduct the Roll Call.

21. Roll Call

The City Clerk conducted the Roll Call.

Present: Mayor Smith, Alderman Biellier, Alderman Keene, Alderman Lancaster, Alderman Wilson

Not Present: Alderman Hill, Alderman Swatosh

The closed session consisted of an update on legal and real estate.

22. Close the Closed Session and Reconvene the Open Session

Mayor Smith asked for a motion to close the closed session. Motion was made by Alderman Biellier and seconded by Alderman Keene at 8:50 p.m. to Close the Closed Session and Reconvene the Open Session. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

23. Adjourn Meeting

Mayor Smith asked for a motion to adjourn the meeting. Motion was made by Alderman Keene and seconded by Alderman Biellier to adjourn the meeting at 8:50 p.m. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

Janice Gargus, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN**



Item # 4.

**AGENDA ITEM #3b
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **November 2024/December 2024 Outstanding Invoices**
- **November 2024/December 2024 Check Paid Invoices and Draft Paid Invoices**



Post Dates 11/26/2024 - 12/5/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: REP425 - ALLIED SERVICES, LLC					
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	10-100-62300	128.69
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	10-200-62300	46.40
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	20-600-62300	157.78
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	20-700-62300	157.78
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	30-800-50450	220.59
ALLIED SERVICES, LLC	2527	12/05/2024	TRASH EXP-ALL	30-800-62300	570.51
ALLIED SERVICES, LLC	4059	12/05/2024	RECYCLE CENTER-S	20-700-57200	132.83
Vendor REP425 - ALLIED SERVICES, LLC Total:					1,414.58
Vendor: ACS100 - AMAZON CAPITAL SERVICES INC					
AMAZON CAPITAL SERVICES I	116	12/05/2024	POPCORN CONCESSIONS - PK	30-800-50200	56.98
AMAZON CAPITAL SERVICES I	3P7	12/05/2024	THERMOMETER - PKS	30-800-47200	24.98
AMAZON CAPITAL SERVICES I	6NV	12/05/2024	SELF CLOSING DOOR HINGES- NEW OFFICE-STS / W / S	10-300-95100	3.50
AMAZON CAPITAL SERVICES I	6NV	12/05/2024	SELF CLOSING DOOR HINGES- NEW OFFICE-STS / W / S	20-600-95100	6.99
AMAZON CAPITAL SERVICES I	6NV	12/05/2024	SELF CLOSING DOOR HINGES- NEW OFFICE-STS / W / S	20-700-95100	7.00
AMAZON CAPITAL SERVICES I	CFG	12/05/2024	BLOCK HEATER FOR CITY HALL GENERATOR - GEN	10-100-50500	128.00
AMAZON CAPITAL SERVICES I	H7X	12/05/2024	PIPE FITTINGS,HOSE,CPLNG,TNK VALVS-S	20-700-51000	87.86
AMAZON CAPITAL SERVICES I	KXG	12/05/2024	DRYWALL TAPE/DISPNSR,VALVS-NEW OF	10-300-95100	31.09
AMAZON CAPITAL SERVICES I	KXG	12/05/2024	DRYWALL TAPE/DISPNSR,VALVS-NEW OF	20-600-95100	62.18
AMAZON CAPITAL SERVICES I	KXG	12/05/2024	DRYWALL TAPE/DISPNSR,VALVS-NEW OF	20-700-95100	62.18
AMAZON CAPITAL SERVICES I	QNX	12/05/2024	BTRY BCKUP,SRVR CBNT.CONNCTRS,CBLS,CPLRS- STS/W/S	10-300-95500	119.86
AMAZON CAPITAL SERVICES I	QNX	12/05/2024	BTRY BCKUP,SRVR CBNT.CONNCTRS,CBLS,CPLRS- STS/W/S	20-600-95500	239.72
AMAZON CAPITAL SERVICES I	QNX	12/05/2024	BTRY BCKUP,SRVR CBNT.CONNCTRS,CBLS,CPLRS- STS/W/S	20-700-95500	239.72
AMAZON CAPITAL SERVICES I	XQ4	12/05/2024	30' X 40' HEAVY DUTY TARP COVR - LAGOONS - S	20-700-51000	291.55
Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:					1,361.61
Vendor: BVM100 - AMERICAN TRAILER & STORAGE, INC.					
AMERICAN TRAILER & STORA	1130	12/05/2024	STORAGE CONTAINER RENTALS - PKS	30-800-55850	305.00
AMERICAN TRAILER & STORA	1131	12/05/2024	STORAGE CONTAINER RENTAL - PKS	30-800-55850	115.00
Vendor BVM100 - AMERICAN TRAILER & STORAGE, INC. Total:					420.00
Vendor: APAC100 - APAC CENTRAL, INC					
APAC CENTRAL, INC	3508	12/05/2024	COMM SURFACE - MILLER ST SEWER LINE REPAIR - S	20-700-51000	611.16
Vendor APAC100 - APAC CENTRAL, INC Total:					611.16
Vendor: AWN100 - ARROW NETWORKS					
ARROW NETWORKS	2748	12/05/2024	INTERNET CITY HALL - GEN	10-100-61050	3,242.63
Vendor AWN100 - ARROW NETWORKS Total:					3,242.63

Expense Approval Report 1

Post Dates: 11/26/20

Item # 4

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
Vendor: STE200 - CALEB STEEN					
CALEB STEEN	7406	12/05/2024	REIM FOR UNIFORM ITEMS BOUGHT FROM AMAZON - LAW	10-200-92500	368.70
Vendor STE200 - CALEB STEEN Total:					368.70
Vendor: CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC					
CJW TRANSPORTATION CONS	116-1	12/05/2024	SIDEWALK AB HWY DESIGN - STS	10-300-95100	1,500.00
Vendor CJW100 - CJW TRANSPORTATION CONSULTANTS, LLC Total:					1,500.00
Vendor: CWE100 - CODY WEATHERFORD					
CODY WEATHERFORD	AMAZON	12/05/2024	REIM FOR WEAPON LIGHT PURCHASD FROM AMAZON - LAW	10-200-92500	168.54
CODY WEATHERFORD	CW	12/05/2024	REIM FOR UNIFORM ITEMS PURCHASED - LAW	10-200-92500	374.39
CODY WEATHERFORD	GALLS	12/05/2024	REIM FOR HANDCUFFS/CASE PURCHASED FROM GALLS-LA	10-200-92500	128.39
Vendor CWE100 - CODY WEATHERFORD Total:					671.32
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	838-0	12/05/2024	ADMIRAL EXPRESS COPY PAPER - ALL DEPTS	10-100-50700	40.23
COMMERCE CREDIT CARD SE	838-0	12/05/2024	ADMIRAL EXPRESS COPY PAPER - ALL DEPTS	10-250-50700	20.12
COMMERCE CREDIT CARD SE	838-0	12/05/2024	ADMIRAL EXPRESS COPY PAPER - ALL DEPTS	10-400-50700	20.12
COMMERCE CREDIT CARD SE	838-0	12/05/2024	ADMIRAL EXPRESS COPY PAPER - ALL DEPTS	20-600-50700	40.22
COMMERCE CREDIT CARD SE	838-0	12/05/2024	ADMIRAL EXPRESS COPY PAPER - ALL DEPTS	20-700-50700	40.23
COMMERCE CREDIT CARD SE	8897	12/05/2024	UBIQUITI PANLS,SWTCH,CABLS,WIFI ACCESS PNT-W/S	20-600-95500	1,124.00
COMMERCE CREDIT CARD SE	8897	12/05/2024	UBIQUITI PANLS,SWTCH,CABLS,WIFI ACCESS PNT-W/S	20-700-95500	1,124.00
COMMERCE CREDIT CARD SE	95778	12/05/2024	LOWES YLW REFLECTV SHIRT, HARD HAT SAFTY ITEMS-P&D	10-400-50130	124.27
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					2,533.19
Vendor: CON170 - CONCO COMPANIES					
CONCO COMPANIES	4101	12/05/2024	AGSAND - MILLER ST SEWER LINE REPAIR - S	20-700-51000	27.56
Vendor CON170 - CONCO COMPANIES Total:					27.56
Vendor: DAV100 - DAVID DORAN, ATTORNEY AT LAW					
DAVID DORAN, ATTORNEY AT L	12-4	12/05/2024	MUNICIPAL JUDGE FEES - CT	10-250-56400	900.00
Vendor DAV100 - DAVID DORAN, ATTORNEY AT LAW Total:					900.00
Vendor: EEI100 - EVANS ENTERPRISES INC					
EVANS ENTERPRISES INC	265	12/05/2024	GRINDR PUMP, START KIT- SPARE PMP FOR WIMPYS LS-S	20-700-95500	9,300.00
Vendor EEI100 - EVANS ENTERPRISES INC Total:					9,300.00
Vendor: FRA555 - FIRST RESPONDER OUTFITTERS, INC					
FIRST RESPONDER OUTFITTER	655-5	12/05/2024	UNIFORM ITEMS S COLLETTE- LAW	10-200-92500	115.98
Vendor FRA555 - FIRST RESPONDER OUTFITTERS, INC Total:					115.98
Vendor: GOTO100 - GOTO COMMUNICATIONS, INC					
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	10-100-61050	117.94
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	10-200-61050	117.94
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	10-250-61050	84.18
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	10-300-61050	87.00
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	10-400-61050	84.18
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	20-600-61050	129.14

Expense Approval Report 1

Post Dates: 11/26/24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Item # 4.	Amount
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	20-700-61050		129.14
GOTO COMMUNICATIONS, IN	8242	12/05/2024	INTERNET-ALL	30-800-61050		131.97
Vendor GOTO100 - GOTO COMMUNICATIONS, INC Total:						881.49
Vendor: HIL100 - HILLYARD INC/ SPRINGFIELD						
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	10-100-50550		54.53
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	10-200-50550		118.39
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	10-300-50550		23.69
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	20-600-50550		47.35
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	20-700-50550		47.35
HILLYARD INC/ SPRINGFIELD	238	12/05/2024	TOWELS, TISSUE - ALL DEPTS	30-800-50550		246.11
Vendor HIL100 - HILLYARD INC/ SPRINGFIELD Total:						537.42
Vendor: INT200 - INTOXIMETERS, INC						
INTOXIMETERS, INC	3959	12/05/2024	TESTRS,MTHPCS,CASES,STRAP S,CVRS,CUPS,SNFFRS-LAW	10-200-52000		1,245.00
Vendor INT200 - INTOXIMETERS, INC Total:						1,245.00
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS INC						
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	10-100-50700		152.22
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	10-200-50700		42.82
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	10-250-50700		31.06
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	10-400-50700		19.67
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	20-600-50700		118.15
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	20-700-50700		118.15
LAKELAND OFFICE SYSTEMS I	1949	12/05/2024	COPIES-ALL	30-800-50700		55.23
Vendor LOS200 - LAKELAND OFFICE SYSTEMS INC Total:						537.30
Vendor: LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC						
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	10-100-56200		2,053.70
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	10-300-56400		653.25
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	10-400-56400		1,062.75
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	20-600-56400		867.75
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	20-700-56400		1,482.00
LAUBER AND ASSOCIATES MU	28713	12/05/2024	CITY ATTY FEES - ALL	30-800-56400		446.55
LAUBER AND ASSOCIATES MU	28714	12/05/2024	CITY PROSECUTOR FEES - LAW	10-200-56400		3,115.00
Vendor LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC Total:						9,681.00
Vendor: LEG250 - LEGALSHIELD						
LEGALSHIELD	11-25	12/05/2024	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000		29.90
Vendor LEG250 - LEGALSHIELD Total:						29.90
Vendor: POT250 - LUBY EQUIPMENT SERVICES						
LUBY EQUIPMENT SERVICES	5901-1	12/05/2024	LATCH, HANDLE FOR BACKHOE REPAIR-STS / W / S	10-300-71100		7.96
LUBY EQUIPMENT SERVICES	5901-1	12/05/2024	LATCH, HANDLE FOR BACKHOE REPAIR-STS / W / S	20-600-71100		15.91
LUBY EQUIPMENT SERVICES	5901-1	12/05/2024	LATCH, HANDLE FOR BACKHOE REPAIR-STS / W / S	20-700-71100		15.92
Vendor POT250 - LUBY EQUIPMENT SERVICES Total:						39.79
Vendor: MTL100 - MEDIA TRAINING FOR LAW ENFORCEMENT LLC						
MEDIA TRAINING FOR LAW E	WY	12/05/2024	COURSE TAKEN BY WES YOUNG - GEN	10-100-56950		475.00
Vendor MTL100 - MEDIA TRAINING FOR LAW ENFORCEMENT LLC Total:						475.00
Vendor: MIS300 - MISSOURI DEPT OF REVENUE						
MISSOURI DEPT OF REVENUE	PPE 11/23/24	11/29/2024	STATE WITHHOLDING PPE 11/23/2024	10-22200		1,208.80
MISSOURI DEPT OF REVENUE	PPE 11/23/24	11/29/2024	STATE WITHHOLDING PPE 11/23/2024	20-22200		927.23
MISSOURI DEPT OF REVENUE	PPE 11/23/24	11/29/2024	STATE WITHHOLDING PPE 11/23/2024	30-22200		583.97
Vendor MIS300 - MISSOURI DEPT OF REVENUE Total:						2,720.00

Expense Approval Report 1

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Item # 4

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: MEM100 - MISSOURI EMPLOYERS MUTUAL					
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	RENEWL WORKMANS COMP	10-16000	4,397.21
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	INS-GEN/PW/PKS		
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	RENEWL WORKMANS COMP	20-16000	2,806.72
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	INS-GEN/PW/PKS		
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	RENEWL WORKMANS COMP	30-16000	2,151.82
MISSOURI EMPLOYERS MUTU	11-27	12/05/2024	INS-GEN/PW/PKS		
Vendor MEM100 - MISSOURI EMPLOYERS MUTUAL Total:					9,355.75
Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC					
MISSOURI ONE CALL SYSTEM,	10324	12/05/2024	PROF LOCATE FEES-W/S	20-600-56400	45.90
MISSOURI ONE CALL SYSTEM,	10324	12/05/2024	PROF LOCATE FEES-W/S	20-700-56400	45.90
Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:					91.80
Vendor: MIS320 - MO DEPT OF NATURAL RESOURCES					
MO DEPT OF NATURAL RESOU	4162	12/05/2024	STATE OPERATING PERMIT	20-700-50350	3,000.00
MO DEPT OF NATURAL RESOU	4162	12/05/2024	RENEWAL-MEADOWS WTR - S		
Vendor MIS320 - MO DEPT OF NATURAL RESOURCES Total:					3,000.00
Vendor: NFC - NATIONAL FASTENER CORP					
NATIONAL FASTENER CORP	3682	12/05/2024	HEX NUTS, WASHERS, MISC	10-300-50130	42.21
NATIONAL FASTENER CORP	3682	12/05/2024	SHP SPLYs - STS / W / S		
NATIONAL FASTENER CORP	3682	12/05/2024	HEX NUTS, WASHERS, MISC	20-600-50130	84.43
NATIONAL FASTENER CORP	3682	12/05/2024	SHP SPLYs - STS / W / S		
NATIONAL FASTENER CORP	3682	12/05/2024	HEX NUTS, WASHERS, MISC	20-700-50130	84.43
NATIONAL FASTENER CORP	3682	12/05/2024	SHP SPLYs - STS / W / S		
Vendor NFC - NATIONAL FASTENER CORP Total:					211.07
Vendor: HYP100 - NITEL LLC					
NITEL LLC	3423	12/05/2024	INTERNET-ALL	10-100-61050	98.02
NITEL LLC	3423	12/05/2024	INTERNET-ALL	10-200-61050	98.02
NITEL LLC	3423	12/05/2024	INTERNET-ALL	10-250-61050	69.96
NITEL LLC	3423	12/05/2024	INTERNET-ALL	10-300-61050	72.31
NITEL LLC	3423	12/05/2024	INTERNET-ALL	10-400-61050	69.96
NITEL LLC	3423	12/05/2024	INTERNET-ALL	20-600-61050	107.32
NITEL LLC	3423	12/05/2024	INTERNET-ALL	20-700-61050	107.32
NITEL LLC	3423	12/05/2024	INTERNET-ALL	30-800-61050	109.68
Vendor HYP100 - NITEL LLC Total:					732.59
Vendor: OIS160 - ONLINE INFORMATION SERVICES INC					
ONLINE INFORMATION SERVI	7744	12/05/2024	UTIL EXCHG REPORT-W/S	20-600-56400	42.92
ONLINE INFORMATION SERVI	7744	12/05/2024	UTIL EXCHG REPORT-W/S	20-700-56400	42.92
Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:					85.84
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	582	12/05/2024	HEADLIGHT BULBS FOR 2021	10-200-71000	33.47
O'REILLY AUTOMOTIVE, INC	582	12/05/2024	CHARGER - LAW		
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	STAT HSG ASY, COOL TEM SEN	10-300-71000	11.70
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	VEH #114 - STS/W/S		
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	STAT HSG ASY, COOL TEM SEN	20-600-71000	23.39
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	VEH #114 - STS/W/S		
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	STAT HSG ASY, COOL TEM SEN	20-700-71000	23.40
O'REILLY AUTOMOTIVE, INC	8453	12/05/2024	VEH #114 - STS/W/S		
O'REILLY AUTOMOTIVE, INC	8918	12/05/2024	FUEL TREATMNT FOR GAS	10-300-51000	6.99
O'REILLY AUTOMOTIVE, INC	8918	12/05/2024	PWRD ASPHALT TEMPER-STs		
O'REILLY AUTOMOTIVE, INC	9573	12/05/2024	PRIMARY WIRE, TERMINAL	20-700-51000	20.98
O'REILLY AUTOMOTIVE, INC	9573	12/05/2024	RING - S		
O'REILLY AUTOMOTIVE, INC	9653	12/05/2024	GAL ANTIFRZ CITY HALL	10-100-50500	14.99
O'REILLY AUTOMOTIVE, INC	9653	12/05/2024	GENERATPR - GEN		
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					134.92
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	1499	12/05/2024	CONCESSIONS - PKS	30-800-50200	168.00
Vendor OZA255 - OZARKS COCA COLA Total:					168.00
Vendor: PIL100 - PILOT WIRELESS LLC					
PILOT WIRELESS LLC	10918	12/05/2024	BROADBAND, FIBER -	10-100-61000	208.95
PILOT WIRELESS LLC	10918	12/05/2024	GEN/PKS/LAW		

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
PILOT WIRELESS LLC	10918	12/05/2024	BROADBAND, FIBER - GEN/PKS/LAW	10-200-61000	208.95
PILOT WIRELESS LLC	10918	12/05/2024	BROADBAND, FIBER - GEN/PKS/LAW	30-800-61000	1,863.25
Vendor PIL100 - PILOT WIRELESS LLC Total:					2,281.15
Vendor: PLL100 - PRESLEY LANDSCAPING LLC					
PRESLEY LANDSCAPING LLC	11-19	12/05/2024	PURPLE BEECH TREE ARBOR DAY - PKS	30-800-50190	508.00
Vendor PLL100 - PRESLEY LANDSCAPING LLC Total:					508.00
Vendor: RAN175 - RANDALL A. BROWN					
RANDALL A. BROWN	167285	12/05/2024	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56450	840.00
Vendor RAN175 - RANDALL A. BROWN Total:					840.00
Vendor: REC300 - REJIS COMMISSION					
REJIS COMMISSION	2955	12/05/2024	POLICE DEPT SOFTWARE SUBSCRIPTION- LAW	10-200-57400	1,333.25
Vendor REC300 - REJIS COMMISSION Total:					1,333.25
Vendor: REX380 - REX SMITH OIL CO.					
REX SMITH OIL CO.	126020	12/05/2024	DIESEL FUEL LAGOON - S	20-700-70100	736.42
Vendor REX380 - REX SMITH OIL CO. Total:					736.42
Vendor: SHP550 - SHANNON SHIPLEY					
SHANNON SHIPLEY	2929	12/05/2024	REIM SHOOTNG MUFFS,BOOTS,PANTS,FLSHLGT HT - LAW	10-200-92500	331.76
Vendor SHP550 - SHANNON SHIPLEY Total:					331.76
Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT					
SPRINGFIELD-GREENE COUNT	120424	12/05/2024	WATER TESTING FEES - W	20-600-50200	117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00
Vendor: SUP100 - Superior Rents- Springfield					
Superior Rents- Springfield	3550-2	12/05/2024	RENTL AUGR ATTCH,EXTNDR,AUGR INCLSV PLYGRD-PKS	30-800-95500	239.00
Superior Rents- Springfield	3701-2	12/05/2024	RENT AUGR/ATTCH,EXTNDR,SKD LDR INCLSV PLYGRD-PKS	30-800-95500	877.00
Superior Rents- Springfield	4152-2	12/05/2024	RENTL LIFT INCLSV PLYGRD-PK	30-800-95500	330.40
Vendor SUP100 - Superior Rents- Springfield Total:					1,446.40
Vendor: SSI100 - SYNECO SYSTEMS INC					
SYNECO SYSTEMS INC	13053	12/05/2024	FAN FOR 94 AIR SCRUBBER - S	20-700-51000	3,041.45
Vendor SSI100 - SYNECO SYSTEMS INC Total:					3,041.45
Vendor: VER100 - VERIZON WIRELESS					
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-100-61050	80.09
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61000	121.21
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61050	160.13
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-300-61000	16.06
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	10-400-61000	40.38
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-600-61000	32.17
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	20-700-61000	32.29
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61000	85.81
VERIZON WIRELESS	2994	12/05/2024	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61050	40.02
Vendor VER100 - VERIZON WIRELESS Total:					608.16

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
Vendor: AMK100 - VESTIS					
VESTIS	5011	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	10-300-92500	16.79
VESTIS	5011	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	20-600-92500	33.59
VESTIS	5011	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	20-700-92500	33.59
VESTIS	9402	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	10-300-92500	28.29
VESTIS	9402	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	20-600-92500	56.57
VESTIS	9402	12/05/2024	PW DEPT UNIFORM SERVICE - STS / W / S	20-700-92500	56.57
Vendor AMK100 - VESTIS Total:					225.40
Vendor: VIR100 - VIRTUAL ACADEMY					
VIRTUAL ACADEMY	3578	12/05/2024	ONLINE TRAINING ACCESS 12/15/24-12/15/25 - LAW	10-200-56950	960.00
Vendor VIR100 - VIRTUAL ACADEMY Total:					960.00
Vendor: WYO100 - WESLEY YOUNG					
WESLEY YOUNG	DEC	12/05/2024	PHONE REIM DEC - GEN	10-100-61000	50.00
Vendor WYO100 - WESLEY YOUNG Total:					50.00
Vendor: WRI110 - WEX BANK					
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-200-70000	1,483.56
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-300-70000	459.59
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-400-70000	21.15
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	20-600-70000	927.65
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	20-700-70000	927.65
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	30-800-70000	572.85
WEX BANK	4249	12/05/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	30-800-70100	306.87
Vendor WRI110 - WEX BANK Total:					4,699.32
Vendor: WCP100 - WHITE CAP LP					
WHITE CAP LP	8646	12/05/2024	PADLOCK MASTER LOCKS-FOR METERS - W	20-600-52000	749.70
Vendor WCP100 - WHITE CAP LP Total:					749.70
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	11-21	12/05/2024	HEX BRSHNG, ADAPTER/SOAP -NEW OFF- STS / W / S	10-300-95100	3.61
WILLARD HOME CENTER LLC	11-21	12/05/2024	HEX BRSHNG, ADAPTER/SOAP -NEW OFF- STS / W / S	20-600-95100	7.22
WILLARD HOME CENTER LLC	11-21	12/05/2024	HEX BRSHNG, ADAPTER/SOAP -NEW OFF- STS / W / S	20-700-95100	7.22
WILLARD HOME CENTER LLC	4302	12/05/2024	GALV CPLNGS, HEX NIPPLE, HEX BSHNG-MEADWS TOWR-W	20-600-51000	79.77
WILLARD HOME CENTER LLC	4447	12/05/2024	20CT 45GAL GRY CONTRA BAG- STS	10-300-51000	18.04
WILLARD HOME CENTER LLC	5456	12/05/2024	(3) ELEC TAPE- GENRL/XMAS/INCLSV PLYGRND - PKS	30-800-50130	1.65
WILLARD HOME CENTER LLC	5456	12/05/2024	(3) ELEC TAPE- GENRL/XMAS/INCLSV PLYGRND - PKS	30-800-50170	1.59
WILLARD HOME CENTER LLC	5456	12/05/2024	(3) ELEC TAPE- GENRL/XMAS/INCLSV PLYGRND - PKS	30-800-95500	1.59

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
WILLARD HOME CENTER LLC	6521	12/05/2024	UTILITY MILKHOUSE HEATER FOR WELL HOUSE - W	20-600-51000	35.98
WILLARD HOME CENTER LLC	6819	12/05/2024	GALV REDU ELBOW- TOWER REPAIRS MEADOWS- W	20-600-51000	3.50
WILLARD HOME CENTER LLC	6934	12/05/2024	PROSTAR CORD, UTILITY HEATER- WELL 1 - W	20-600-51000	45.88
WILLARD HOME CENTER LLC	6972	12/05/2024	DRUM AUGER - LAW	10-200-52000	29.69
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					235.74
Vendor: EZA150 - WILLARD TIRE LLC					
WILLARD TIRE LLC	172	12/05/2024	FLAT REPAIR #7 - LAW	10-200-71000	25.00
Vendor EZA150 - WILLARD TIRE LLC Total:					25.00
Grand Total:					70,582.35

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	29,597.23
20 - WATER AND SEWER FUND	30,970.70
30 - PARKS FUND	10,014.42
Grand Total:	70,582.35

Account Summary

Account Number	Account Name	Expense Amount
10-100-50500	BUILDING MAINTENANC	142.99
10-100-50550	CUSTODIAL SUPPLIES-GC	54.53
10-100-50700	OFFICE SUPPLIES-GCG	192.45
10-100-56200	LEGAL-GCG	2,053.70
10-100-56950	TRAINING & EDUCATION	475.00
10-100-61000	TELEPHONE-GCG	258.95
10-100-61050	INTERNET-GCG	3,538.68
10-100-62300	UTILITIES OTHER-GCG	128.69
10-16000	PREPAID INSURANCE-GC	4,397.21
10-200-50550	CUSTODIAL SUPPLIES-LA	118.39
10-200-50700	OFFICE SUPPLIES-LAW	42.82
10-200-52000	SUPPLIES SMALL EQUIP	1,274.69
10-200-56400	PROFESSIONAL-LAW	3,115.00
10-200-56950	TRAINING & EDUCATION	960.00
10-200-57400	EQUIPMENT/SOFTWARE	1,333.25
10-200-61000	TELEPHONE-LAW	330.16
10-200-61050	INTERNET-LAW	376.09
10-200-62300	UTILITIES OTHER-LAW	46.40
10-200-70000	VEHICLE EXPENSES FUEL	1,483.56
10-200-71000	VEHICLE REPAIR & MAIN	58.47
10-200-92500	UNIFORMS-LAW	1,487.76
10-200-93000	GROUP INSURANCE-LA	29.90
10-22200	MISSOURI WITHHOLDIN	1,208.80
10-250-50700	OFFICE SUPPLIES-COURT	51.18
10-250-56400	PROFESSIONAL-COURT	900.00
10-250-61050	INTERNET-COURT	154.14
10-300-50130	SUPPLIES-STREETS	42.21
10-300-50550	CUSTODIAL SUPPLIES-ST	23.69
10-300-51000	REPAIRS AND MAINTEN	25.03
10-300-56400	PROFESSIONAL-STREETS	653.25
10-300-61000	TELEPHONE-STREETS	16.06
10-300-61050	INTERNET-STREETS	159.31
10-300-70000	VEHICLE EXPENSE FUEL-	459.59
10-300-71000	VEHICLE REPAIR & MAIN	11.70
10-300-71100	EQUIPMENT REPAIR &	7.96
10-300-92500	UNIFORMS-STREETS	45.08
10-300-95100	CAPITAL ASSET EXP-STRE	1,538.20
10-300-95500	CAPITAL ASSET EQUIPM	119.86
10-400-50130	SUPPLIES-P&D	124.27
10-400-50700	OFFICE SUPPLIES-P&D	39.79
10-400-56400	PROFESSIONAL-P&D	1,062.75
10-400-56450	CONTRACT SERVICES/SE	840.00
10-400-61000	TELEPHONE-P&D	40.38
10-400-61050	INTERNET-P&D	154.14
10-400-70000	VEHICLE EXPENSE FUEL-	21.15
20-16000	PREPAID INSURANCE-W	2,806.72
20-22200	MISSOURI WITHHOLDIN	927.23
20-600-50130	SUPPLIES-WATER	84.43
20-600-50200	LABORATORY FEES-WAT	117.00
20-600-50550	CUSTODIAL SUPPLIES-W	47.35

Account Summary

Account Number	Account Name	Expense Amount
20-600-50700	OFFICE SUPPLIES-WATER	158.37
20-600-51000	REPAIRS AND MAINTEN	165.13
20-600-52000	SUPPLIES SMALL EQUIP	749.70
20-600-56400	PROFESSIONAL-WATER	956.57
20-600-61000	TELEPHONE WATER	32.17
20-600-61050	INTERNET-WATER	236.46
20-600-62300	UTILITIES OTHER-WATER	157.78
20-600-70000	VEHICLE EXPENSE FUEL-	927.65
20-600-71000	VEHICLE REPAIR & MAIN	23.39
20-600-71100	EQUIPMENT REPAIR &	15.91
20-600-92500	UNIFORMS-WATER	90.16
20-600-95100	CAPITAL ASSET EXP-WAT	76.39
20-600-95500	CAPITAL ASSET EQUIPM	1,363.72
20-700-50130	SUPPLIES-SEWER	84.43
20-700-50350	PERMIT FEES-SEWER	3,000.00
20-700-50550	CUSTODIAL SUPPLIES-SE	47.35
20-700-50700	OFFICE SUPPLIES-SEWER	158.38
20-700-51000	REPAIRS AND MAINTEN	4,080.56
20-700-56400	PROFESSIONAL-SEWER	1,570.82
20-700-57200	RECYCLE CENTER EXPEN	132.83
20-700-61000	TELEPHONE-SEWER	32.29
20-700-61050	INTERNET-SEWER	236.46
20-700-62300	UTILITIES OTHER-SEWER	157.78
20-700-70000	VEHICLE EXPENSE FUEL-	927.65
20-700-70100	EQUIPMENT FUEL-SEWE	736.42
20-700-71000	VEHICLE REPAIR & MAIN	23.40
20-700-71100	EQUIPMENT REPAIR &	15.92
20-700-92500	UNIFORMS-SEWER	90.16
20-700-95100	CAPITAL ASSET EXP-SEW	76.40
20-700-95500	CAPITAL ASSET EQUIPM	10,663.72
30-16000	PREPAID INSURANCE-PK	2,151.82
30-22200	MISSOURI WITHHOLDIN	583.97
30-800-47200	YOUTH CAMP-PKS	24.98
30-800-50130	SUPPLIES GENERAL-PKS	1.65
30-800-50170	SUPPLIES SPECIAL ACTIV	1.59
30-800-50190	TREE CITY USA-PKS	508.00
30-800-50200	CONCESSIONS-PKS	224.98
30-800-50450	FREEDOM FEST EXPENSE	220.59
30-800-50550	CUSTODIAL SUPPLIES-PK	246.11
30-800-50700	OFFICE SUPPLIES-PKS	55.23
30-800-55850	EQUIPMENT RENTAL-PK	420.00
30-800-56400	PROFESSIONAL-PKS	446.55
30-800-61000	TELEPHONE-PKS	1,949.06
30-800-61050	INTERNET-PARKS	281.67
30-800-62300	UTILITIES OTHER-PKS	570.51
30-800-70000	VEHICLE EXPENSE FUEL-	572.85
30-800-70100	EQUIPMENT FUEL-PKS	306.87
30-800-95500	CAPITAL ASSET EQUIPM	1,447.99
	Grand Total:	70,582.35

Project Account Summary

Project Account Key	Expense Amount	
None	68,344.07	
2070095500-13	790.29	
308009550011	1,447.99	
	Grand Total:	70,582.35



Consent Agenda Item #3c

Department Head Reports

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING
ON 12/09/2024**

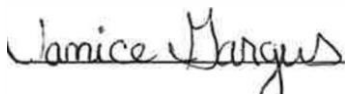


1. I issued a total of one business license in the month of November.

New Licenses =
Mike Roberts
Painting

Renewals have started coming in for 2025 business licenses. 244 renewal letters are being mailed out on December 6, 2025. There will be approximately 5-10 additional letters that will be mailed out that need tweaking and will be mailed on December 9, 2025.

2. The iPads had their second run and there were not any complaints. Paper agendas along with paper tablets and pens are also provided to each board member.
3. I did not attend any clerk meetings during the month of November.
4. I have been attending the CivicPlus online trainings and preparing for the agenda, packets, meeting minutes, etc. to go live. The 12.9.2024 BOA Meeting agenda and packet will be created in Municode and published on the City of Willard website.
5. I am preparing for the April 8, 2025 Election. December 10, 2025, at 8:00 a.m. is the first day for candidates to file to run in the election and December 31, 2025, at 5:00 p.m. is the deadline to file for candidacy.


Janice Gargus, City Clerk

Parks & Recreation Director's Monthly Report - BOA Meeting December 9, 2024

Programs & Events

1. Special Events

It's the season for indoor activities, and our Paint Nights at the Rec and Kid's Paint Days are gathering a following. November's Classes were big hits with the community, and registration is already building for December and January events with nearly 20 already signed up for the Dec 14 and Jan 9 dates. We feel the predictable schedule of hosting these monthly can account for the early registration and steady roster.

Christmas on the Frisco is planned and ready to be executed on December 7. We've got Crafts & Cocoa with Santa, the Christmas on the Frisco Parade, and a wonderful choir performance by Willard Elementary Schools planned for the day. Events start at 10:00am and are expected to last until 4:00pm. We expect a great turnout.

2. Volleyball

The Fall 2024 Season concluded the week of 12/2. Athletes and coaches had a great season and are excited for spring leagues.

3. Basketball

Winter basketball for Pre-K – 6th grade holds at 181, 21 volunteer coaches are trained, and practices have started. We're optimistic about a smooth and busy season. Registration for the 7/8th grade 3-on-3 League is open.

4. Fitness

Fitness classes and fitness center use are going strong, showing an uptick in attendance with the cold weather. The new fitness class is showing potential for longevity with steady attendance. Our most popular class is of course senior fitness, nearly filling half the big gym.

5. Senior Programming

Our senior fitness program has a strong following. Lunches at the Community Center remain popular as well. We are considering options to expand our senior programming, including entertainment, fundraising, and services, to continue to creatively support this part of the community.

6. Childcare

Since the last report, we've had Halloween Camp and Thanksgiving Break Camp. The kids were entertained with lots of holiday themed crafts and games. Our School's Out camps show to remain a vital asset to the community's parents for childcare.

Parent's Night Out for December was hosted on December 6th, with a Christmas Party theme and special guest Santa Claus, karaoke, and crafts. We're grateful for community members who volunteer to support these important programs by bringing their skills to our department.

7. Planning for 2025

Budget planning has begun within the department, including a back-to-basics approach of sorting our needs and wants by season and applying percentages of the budget to those programs beforehand. Our departmental meeting on this is set for early January. Identifying needs versus wants and understanding the give and take of the budget is essential to the longevity of the department and growth of the City.

Maintenance

1. Christmas lights and displays are up for the season. This year we're happy to say we've almost entirely completed upgrading the lights from old to much more efficient and easily maintained bulbs.
2. Winterization on all water-using facilities is complete.
3. Fall/winter landscaping duties being performed include tree trimming, leaf removal, mulching, and lane-clearing at the disc golf course.
4. Planned maintenance duties for now and leading into 2025 include continuing winter landscaping, indoor maintenance and upkeep on buildings, and beginning winterizing the pole barn. Wes was helpful in coming to walk the maintenance facilities at the Rec Center to identify budget-friendly options to improve working and efficiency conditions. Estimates are being gathered on insulation and heating options.



CITY OF WILLARD AGENDA REPORT

BOA Meeting

Meeting Date: Month, DD 20YY

TO:

FROM: Tammy Nephew, Planning Assistant

SUBJECT: Monthly Report

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



Planning Department Report November 2023

Permits - October

Permits Issued	Fee's collected (October)	Est. Value of Work (October)	Permits Issued (YtD)	Fee's Collected (YtD)	Est. Value of Work (YtD)
6	\$190	\$57700	137	\$110,106	\$10,519,965.51

Sunshine requests included the US Census, Data Dodge Analytics, and Buildzoom

Current Development

ATM Subdivision: This project should be completed aside from the floodplain revisions, which will need to be sent to and approved by FEMA before a final plat can be considered and granted by the city.

Hoffman Hills: Phase 1 the lots have been sold, and building permits have been submitted. Phase 2 excavation permits have been approved groundwork has begun.

Canterbury Place: 1 houses is still under construction.

West Ridge: There is only 1 open building permit remaining. The silo has been painted and finished. The builder is responsible for setting up the HOA, if they do not then they will remain the liable party for maintenance of common spaces and stormwater.

Stone Creek: Flint Rock has received multiple building permits for homes in the new subdivision. A few are nearing completion.

Generations Village: We are also working on getting the DNR permits and final plat recorded.

Tammy Nephew
Planning Assistant
417-742-5308



CITY OF WILLARD AGENDA REPORT

Board of Alderman Meeting

Meeting Date: December 9, 2024

TO: Board of Alderman

FROM: Leslie Perkins, Willard Police Department

SUBJECT: Monthly Report

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:



**Willard Police Department
November 2024 - Monthly Statistical Report**



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	12
Shannon Shipley, Asst. Chief	1602-003	7
	Total	19

Squad #1	1607-050	Caleb Steen, Cpl.	51	Squad #2	1603-027	Steve Purdy, Sgt.	8
	1605-056	Mark Cole, Cpl.	49		1608-054	Stefan Collette, Cpl.	59
	1611-064	Danielle Cale, Officer	17		1610-061	Christian Smith, Officer	50
	1604-065	Anthony Hickox, Officer	56		1609-063	Cody Weatherford, Officer	44
	Total		173		Total		161

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		
	1645-047	Glenn Cozzens, Reserve		
	1646-031	Andrew Hunt, Reserve		
	1643-048	Tim Wheeler, Reserve		
	Total			
Total Incidents for the month...			353	

Incident Statistics

Felony	5	HBO (Handled by Officers)	245
Misdemeanor	0	Use of Force	0
Infraction	175	Dog at Large	6 **
Other (Services)	173	Neglect-0 /Abuse-0 /Bites-0	0

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	35,940	658	18	37		72.97
WPD-02 2021 Charger	72,236	1,511	14	108		1,425.55
WPD-03 2023 Charger	2,128	1,048	16	66		0
WPD-04 2023 Durango	33,411	3,830	23	167	76.49	1,113.52
WPD-05 2023 Charger	33,955	2,386	21	114		506.45
WPD-06 2023 Durango	21,037	1,144	9	127	825.00	1,038.98
WPD-07 2017 Explorer	31,841	601	16	38		1,562.87
WPD-08 2008 Harley	6,332	6,334	1	2		95.73

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05:
WPD-02:	WPD-06: brake rotor/pads
WPD-03:	WPD-07:
WPD-04: oil change	

** November 5th - citation was given; November 6th – GOA; November 7th – Warning was given; November 8th - Citation was given; November 12th – GOA; November 29th – Public Works took possession of the dog

** Ceremonial swearing in of Honor Graduate, Levi O'Neil @ tonight's meeting

Public Works Report

November 2024

74 Service Orders

38 Rereads

10 After Hour Call ins

Locates 81

Shut Offs 4

Meter ERTS Replaced 9

Water Department

1. Repaired water service on Southview
2. Replaced transducer struck by lightning at Willard Well #1
3. Replaced soft start struck by lightning and Meadows Well #2
4. Replaced transducer, and missions board at Meadows Well #1
5. Emergency call in to hook generator up at Meadows Well #1 due to power outage
6. Crawl space inspections for L&C
7. Insulate meter pits as part of winterization program
8. Lead And Copper Data Input
9. Meter reads & Re Reads
10. Flushing
11. Well Checks and Chlorine Maintenance

Sewer Department

1. Lift Station maintenance
2. Repaired sewer break on Miller Rd. caused by Looney Underground
3. Sewer Lagoon Pond maintenance
4. FOG inspections
5. Continuing manhole inspections
6. Organized sewer lagoon cabin
7. Lagoon samples & EDMR

Streets Department

1. Asphalt Miller Rd.
2. Dirt work on Farm Rd. 124
3. Repaired pot holes on New Mellville
4. Repaired skid steer bucket
5. Repaired backhoe window
6. Replaced culvert on New Mellville
7. Replaced ball joints on F-350 crane truck
8. Removed power pole at Meadows West
9. Dug drainage next to shop for internet line
10. Tree trimming on Jeb
11. Plumbing on new offices
12. Built forms for on St Hwy. AB sidewalk
13. New Office drywall work



Consent Agenda Item #3d

Board Attendance Report

2024 BOARD ATTENDANCE REPORT

ATTENDED: Y	1/8/2024	1/22/2024	2/12/2024	2/26/2024	3/4/2024	3/6/2024	3/11/2024	SPECIAL SESSION
MAYOR SAM BAIRD	Y	Y	Y	Y	Y	Y (LATE)	Y	3/14/2024
TROY SMITH (MAYOR PRO TEM)	Y	Y	Y	Y	Y	Y	OUT	OUT
DAVID KEENE	Y	Y	Y	Y	Y	Y	OUT	Y
SCOTT SWATOSH	Y	Y	Y	Y	OUT	Y	OUT	Y
LANDON HALL	OUT	Y	OUT	OUT	Y	OUT	OUT	Y
CASEY BILLIER	Y	Y	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	Y	Y	Y	Y	Y	Y	Y
SPECIAL SESSION								
SPECIAL SESSION								
NAME	3/21/2024	3/25/2024	4/3/2024	4/22/2024	5/13/2024	5/29/2024	6/10/2024	6/24/2024
MAYOR SAM BAIRD	Y	OUT	Y	Y	Y	Y	Y	FINISHED
MAYOR TROY SMITH	Y	Y	Y	Y	Y	Y	Y	Y
DAVID KEENE	Y (LATE)	Y	OUT	Y	Y	OUT	Y	Y
SCOTT SWATOSH	OUT	Y	Y	Y	Y	Y	Y	Y
LANDON HALL	Y	Y	Y	-	-	-	-	-
CASEY BILLIER	Y	Y	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	Y	Y	Y	Y	Y	Y	Y
CAROL WILSON (4/2/24)	-	-	-	Y	Y	Y	OUT	Y

NAME	7/8/2024	7/22/2024	8/12/2024	8/26/2024	9/9/2024	9/23/2024	10/14/2024	10/28/2024
MAYOR TROY SMITH	Y	Y	Y	Y	Y	Y	Y	Y
CASEY BIELLIER	Y	Y	Y	Y	OUT	Y	Y	Y
JEREMY HILL	Y	OUT	OUT	OUT	OUT	Y	Y	Y
DAVID KEENE (MAYOR PRO-TEM)	Y	Y	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	OUT	OUT	Y	Y	Y	Y	Y	Y
SCOTT SWATOSH	Y	Y	Y	Y	Y	Y	Y	Y
CAROL WILSON	Y	Y	OUT	Y	Y	OUT	Y	Y

NAME	11/12/2024	11/25/2024	12/9/2024	12/23/2024
MAYOR TROY SMITH	Y	Y		
CASEY BIELLIER	Y	Y		
JEREMY HILL	OUT	OUT		
DAVID KEENE (MAYOR PRO-TEM)	Y	Y		
JOYCE LANCASTER	Y	Y		
SCOTT SWATOSH	Y	OUT		
CAROL WILSON	OUT	Y		

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Oath of Office
New Police Officer Levi O'Neil

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



**Presentation of Liability, Property, Workman’s
Compensation Insurance by Ollis/Akers/Arney
Insurance & Business Advisors**

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Approval of Jackson Street – Contractor Change Order


CHANGE ORDER No. 1

Item # 18.

CONTRACTOR: Blevins Asphalt Construction Co. Inc.
 PROJECT NAME: Jackson Street Mill & Overlay

LPA: The City of Willard, Missouri
 PROJECT NO.: STBG-5944(805)

The Contractor is hereby directed to make the following changes from the contract:

1. DESCRIPTION AND REASON FOR CHANGE:											
Quantity adjustment of field measured items.											
2. COST OF WORK AFFECTED BY THIS CHANGE ORDER.											
EST. LINE NO.	CONTRACT ITEM NO.	ITEM DESCRIPTION	UNITS PREVIOUSLY PROVIDED FOR	UNITS TO BE CONSTRUCTED	UNITS OVERRUN, UNDERRUN, CONTINGENT	UNIT PRICE	AMOUNT OF OVERRUN OR PLUS CONTINGENT	AMOUNT OF UNDERRUN OR MINUS CONTINGENT			
4011209		BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-1)	2853.50	2774.09	79.41 TON	\$74.15		\$5,888.25			
4030101		ASPHALTIC CONCRETE MIXTURE PG 64-22 (SP125C MIX)	285.40	0.00	285.40 TON	\$99.10		\$28,283.14			
4071007		TACK COAT - NON-TRACKING	2568.00	2650.00	82.00 GAL	\$3.50	\$287.00				
6206000C		4 IN. WHITE STANDARD WATERBORNE PAVEMENT MARKING PAINT, TYPE P BEADS	17498.00	17963.00	465.00 LF	\$1.45	\$674.25				
6206001C		4 IN. YELLOW STANDARD WATERBORNE PAVEMENT MARKING PAINT, TYPE P BEADS	17642.00	19011.00	1369.00 LF	\$1.45	\$1,985.05				
TOTALS:							\$2,946.30	\$34,171.39			
3. SETTLEMENT FOR COST OF THE ABOVE CHANGE TO BE MADE AT CONTRACT UNIT PRICES, EXCEPT AS NOTED:											
N/A											
4 COMMENTS:											
5 COST ADJUSTMENTS TO THE CONTRACT:											
1. CONTRACT AMOUNT								\$393,366.22			
2. OVERRUN THIS ORDER			\$2,946.30								
3. OVERRUN PREVIOUS											
4. UNDERRUN THIS ORDER			\$34,171.39								
5. UNDERRUN PREVIOUS											
6. PROJECT TOTAL								\$362,141.13			
THE TERMS OF SETTLEMENT OUTLINED ABOVE ARE HEREBY AGREED TO:											
APPROVED: (OWNER)				DATE	APPROVED: (CONTRACTOR)				DATE		
APPROVED : MODOT				DATE	APPROVED: (CONSTRUCTION ENGINEER)				DATE		
					 Digitally signed by Scott Crabtree Date: 2024.12.04 10:56:48 -06'00'				11/21/24		

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



**A Resolution to Declare the Official Intent
of the City of Willard**

FIRST READ: 12/09/2024

RESOLUTION NO.:

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

WHEREAS, the City of Willard, Missouri (the “City”) intends to finance the costs of designing, acquiring, constructing, installing, improving, furnishing and equipping various wastewater projects throughout the City, including without limitation the projects listed on **Exhibit A** attached hereto (collectively, the “Projects”).

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

Section 1: The Board of Aldermen hereby finds it necessary and declares its intent to finance the costs of the Projects. The City has made, or expects to make, expenditures in connection with the Projects. The City may reimburse itself for such expenditures with the proceeds of a tax-exempt financing by, or on behalf of, the City. The maximum principal amount of the tax-exempt financing expected to be issued for the Projects is \$1,600,000.

Section 2: The terms of this resolution shall take effect from and after its passage by the Board of Aldermen and approval by the Mayor.

Read one time and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri on the **9th** day of **December 2024**.

Approved as to Form: _____

Nate Dally, City Attorney

Approved By: _____

Mayor Troy Smith

Attested By: _____

Janice Gargus, City Clerk

EXHIBIT A

PROJECTS

1. 94 Lift Station Upgrade and Force Main Replacement Project, including, but not limited to, adding an additional pump, converting the flow rate from single speed to variable drive, replacing and upgrading the force main, and related items.
2. Meadows Project, including, but not limited to, installing new gravity force main to Airport West Pump Station.



An Ordinance Accepting the 2025 Proposed Budget

First Reading: 11/25/2024

Second Reading: 12/09/24

Bill No.: 24-64

Ordinance No.: 241125

AN ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MISSOURI FOR THE YEAR 2025.

WHEREAS, a study had been made by the Board of Aldermen as to the anticipated revenue, expenditures, and expenses of the City for the year of 2025.

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

Section 1: The City does hereby adopt the annual budget for the year 2025 set forth on the attached Schedule A, which is incorporated herein by reference as if set forth in full.

Section 2: The appropriate officers of the City are authorized to make all payments and issue checks from the City treasury in payment of items reflected in the approved budget.

Section 3: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed in so-far any portion thereof shall conflict with this Ordinance.

Section 4: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

Section 5: Severability Clause. If any Section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each Section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 6: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the 9th day of December 2024.

Approved as to Form By: _____
Nate Dally, City Attorney

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Janice Gargus, City Clerk

City of Willard 2025 Budget in Brief

Introduction

The 2025 budget reflects our commitment to fiscal responsibility, strategic investments, and sustainability. This financial plan ensures the continued delivery of quality services to residents while addressing key priorities for growth and infrastructure.

Budget Overview

Total Budget: \$14,265,443.0

General Fund: \$3,608,094.91

Enterprise Funds (Water, Sewer): \$8,654,105.25

Parks Fund: \$1,834,816.85

Key Investments and Initiatives

General Government

- **New Assistant Financial Officer (AFO):** Supports succession planning to ensure continuity in financial leadership.
- **Proposed Code Enforcement/Building Inspector or Public Information Officer (PIO).**

Planning and Development

- **Support for Growth:**
 - Budgeted funds for surveying, engineering, and easements to guide and support growth and development efforts.
 - Proposed Code/Building Inspector to replace contracted services, though a PIO is recommended as an alternative for immediate communication needs.
- **Long-Term Planning:** Focus on infrastructure improvements to enable future development while resolving connection moratoriums.

Public Safety

- **Police Department:**
 - \$98,400 over 5 years for body and dash camera upgrades, ensuring reliable equipment and enhanced case management tools.
 - Equipment and technology upgrades for new cruisers and existing infrastructure.
- **Municipal Court:**
 - New laptops for court clerks and modest compensation adjustments.

Streets and Infrastructure

- **Pavement Management:**
 - Funding deferred for major road projects while awaiting results of a pavement management survey to guide future investments.
 - Shared equipment purchases, including a mini-excavator and asphalt tools, to enhance maintenance capabilities.
 - Lease of a new larger dump truck to support more efficient site work and clean up.
-

Enterprise Funds

Water Fund

- **Investments:**
 - \$150,000 for cleaning and restoring a water tower.
 - \$140,000 for water line repairs and improvements.
 - \$60,000 for new meters to support growth (developer cost-shared).

Sewer Fund

- **Major Projects:**
 - \$230,000 for inflow and infiltration (I&I) and other repairs and improvements.
 - \$40,000 for B lift station rewiring.
 - \$417,250 for connecting the Meadows to the airport lift station.

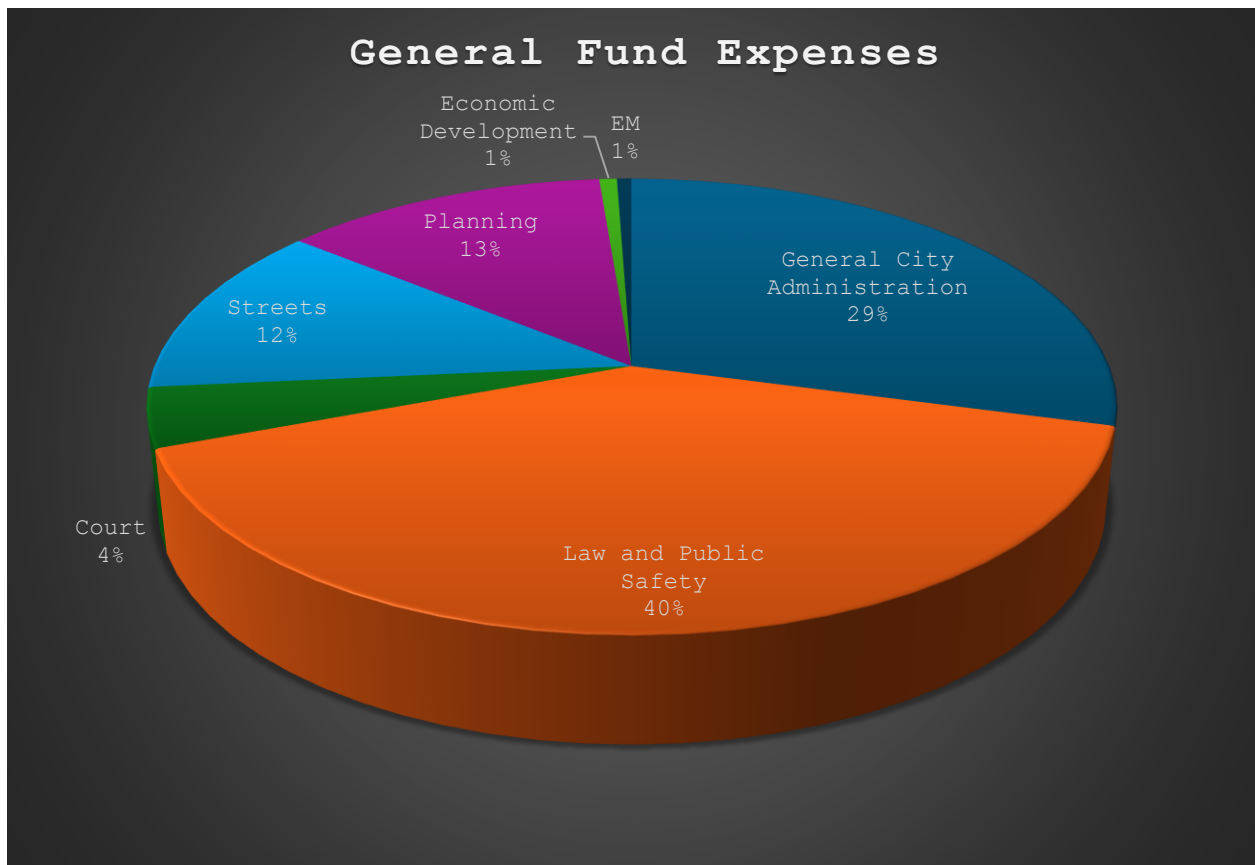
- \$2,984,980 for Springfield North connection upgrades, funded by ARPA, rate increases, and financing.

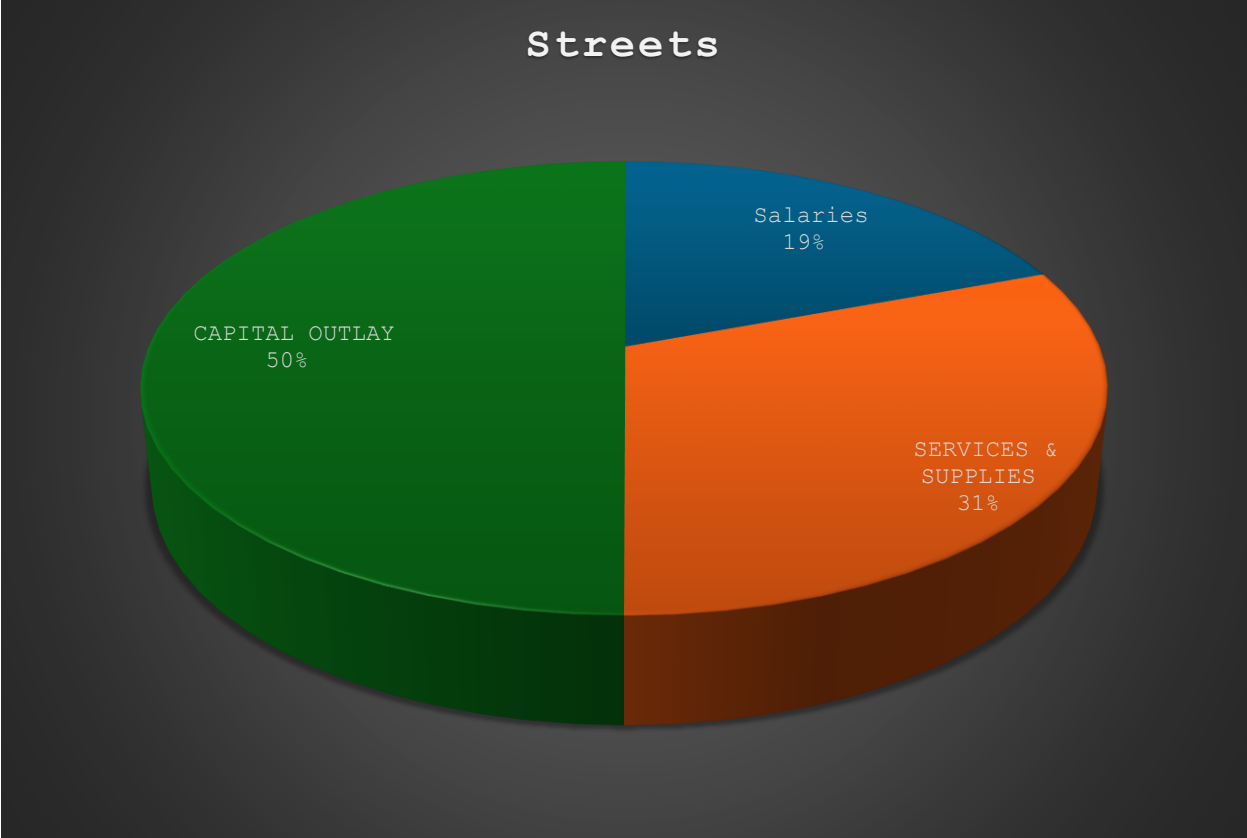
Parks and Recreation

- **Operational Realignment:**
 - Programs tasked with finding 10% cost savings.
 - Review of seasonal employee expenses to reduce costs.
 - Focused on maintaining current programming and building reserves for long-term sustainability.

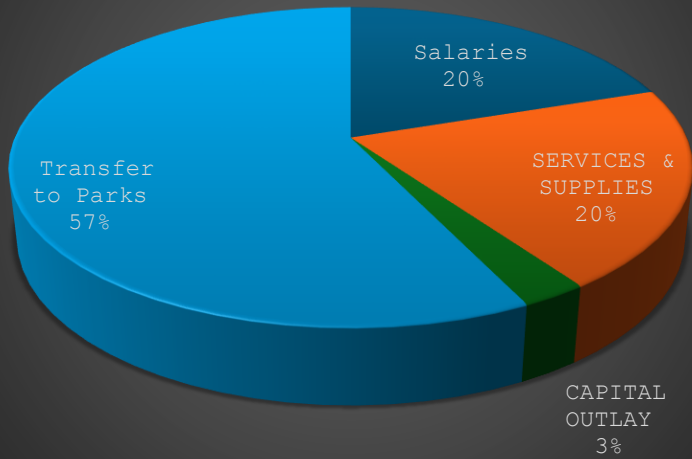
Conclusion

The 2025 budget balances fiscal discipline with strategic investments. It prioritizes sustainability, continued service delivery, and lays the foundation for future growth. Together, these efforts ensure the continued prosperity and well-being of the City of Willard and its residents while preparing to rebuild reserves and position the City for considerable enterprise efforts over the next decade.

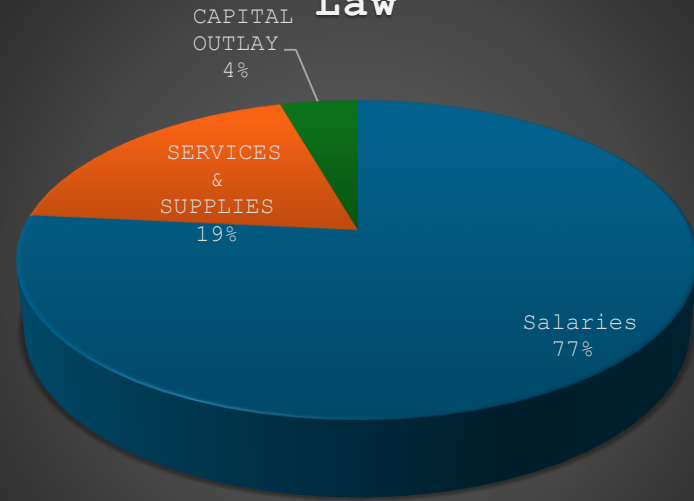




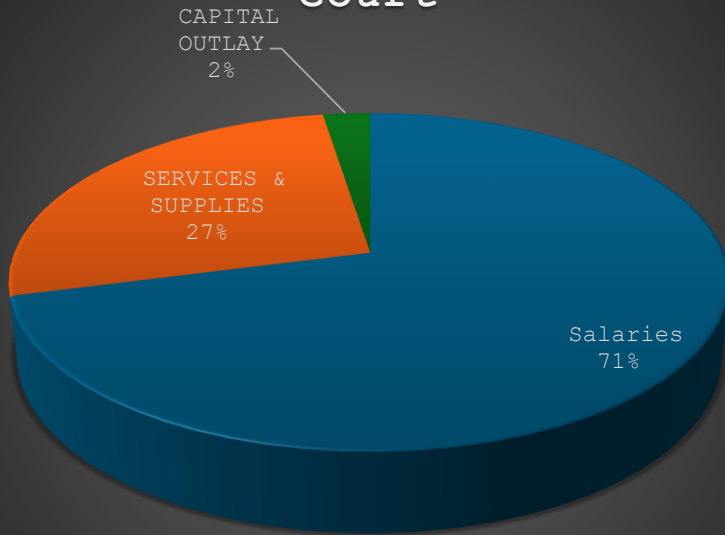
General



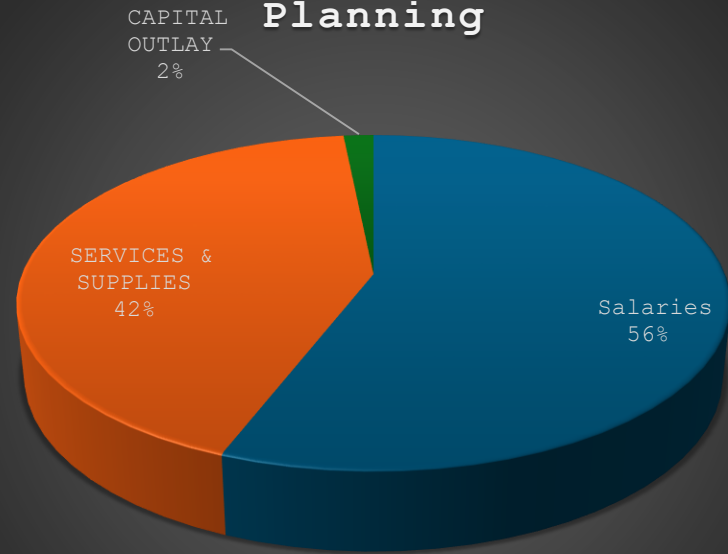
Law



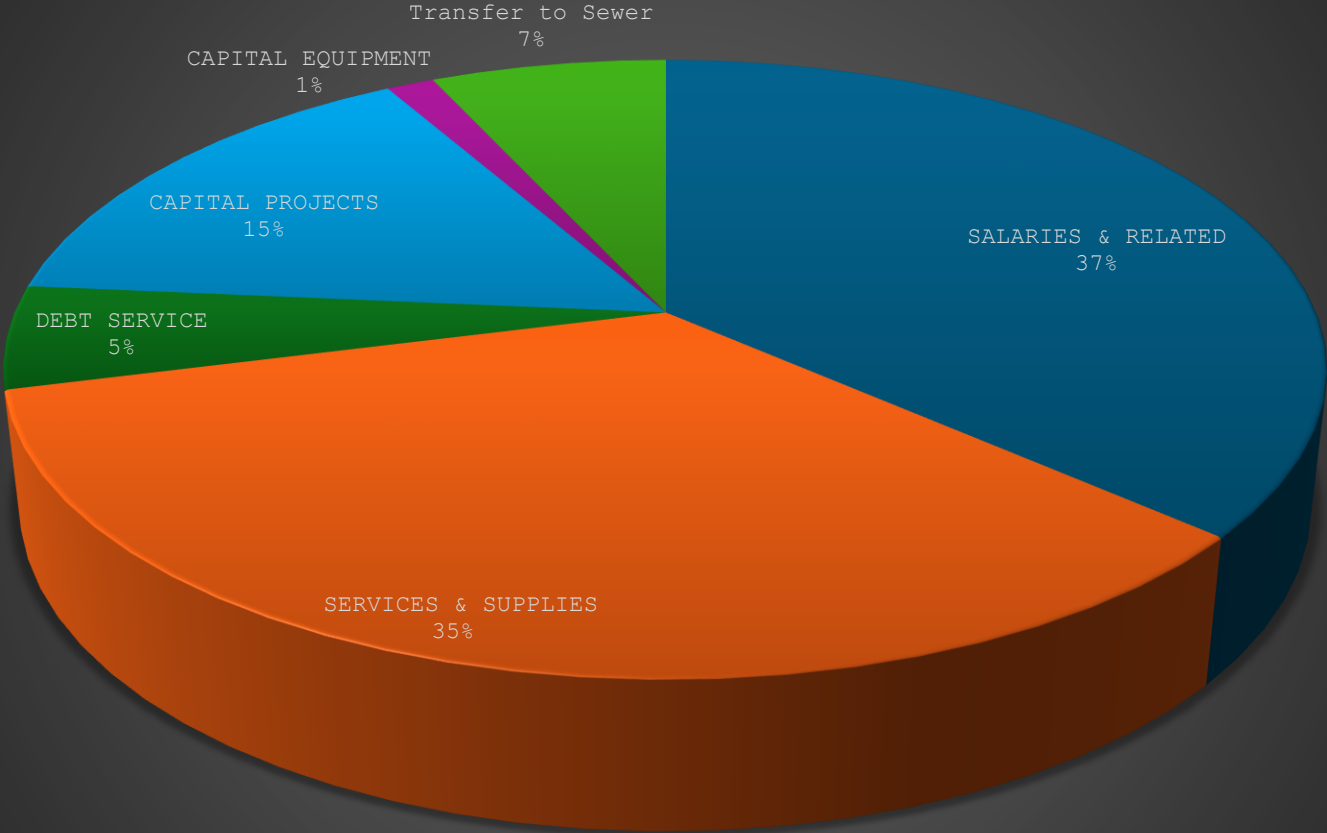
Court



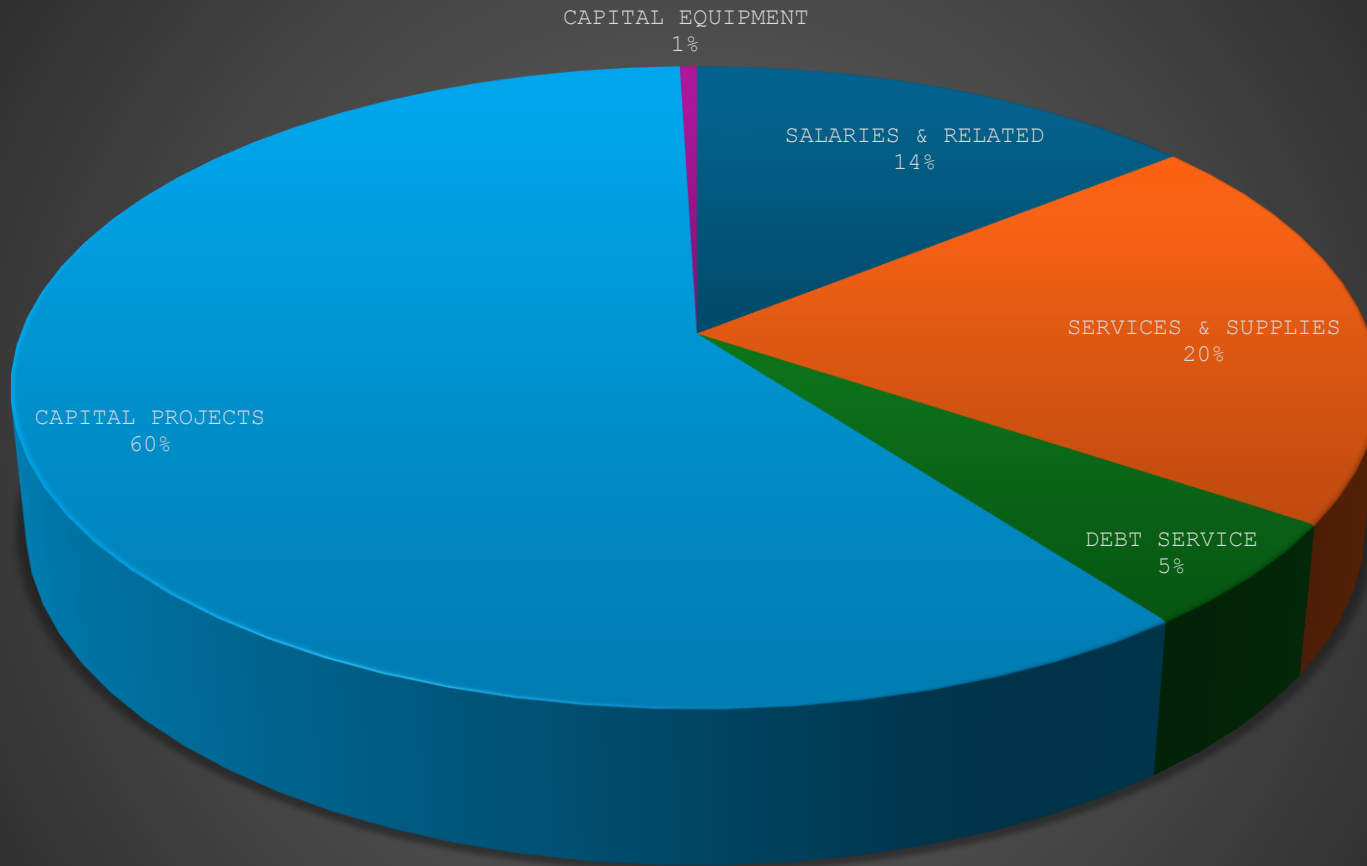
Planning

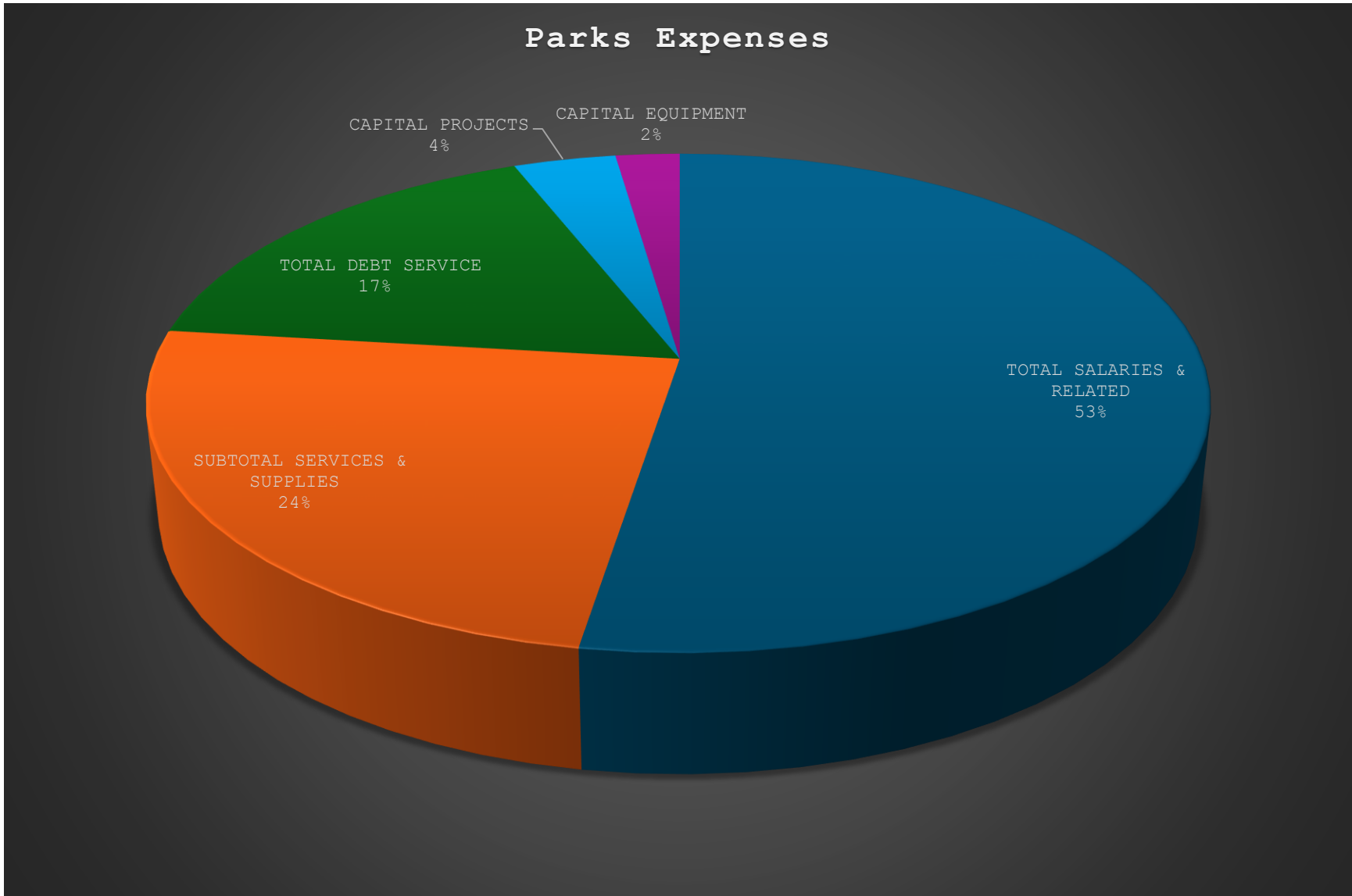


Water Utility Expenses



Sewer Expenses







City of Willard



2025 BUDGET

Date 12/9/24

Year to Date 2025

	2025 Original Revenues	Transfers	Total Revenues and Transfers	2025 Original Expenses	Transfers	Total Expense and Transfers	Cumulative Gains or (Losses) Per Fund
General Fund							
General City Administration	\$ 2,158,330.00	\$ 642,263.26	\$ 2,800,593.26	\$ 491,742.18	\$ 575,377.75	\$ 1,067,119.93	\$ 1,733,473.33
Law and Public Safety	\$ 182,240.00	-	\$ 182,240.00	\$ 1,447,534.22	-	\$ 1,447,534.22	\$ (1,265,294.22)
Court	\$ 85,600.00	-	\$ 85,600.00	\$ 152,511.29	-	\$ 152,511.29	\$ (66,911.29)
Streets	\$ 407,344.04	-	\$ 407,344.04	\$ 452,027.65	-	\$ 452,027.65	\$ (44,683.61)
Planning	\$ 145,000.00	-	\$ 145,000.00	\$ 464,384.58	-	\$ 464,384.58	\$ (319,384.58)
Economic Development	\$ -	-	\$ -	\$ 25,100.00	-	\$ 25,100.00	\$ (25,100.00)
EM	\$ 8,500.37	-	\$ 8,500.37	\$ 20,600.00	-	\$ 20,600.00	\$ (12,099.63)
Sub-Total	\$ 2,987,014.41	\$ 642,263.26	\$ 3,629,277.67	\$ 3,053,899.91	\$ 575,377.75	\$ 3,629,277.67	\$ (0.00)
Park Fund							
Sub-Total	\$ 1,274,129.50	\$ 575,377.75	\$ 1,849,507.25	\$ 1,849,415.25	-	\$ 1,849,415.25	\$ 92.00
Water Fund							
Sub-Total	\$ 1,274,129.50	\$ 575,377.75	\$ 1,849,507.25	\$ 1,849,415.25	-	\$ 1,849,415.25	\$ 92.00
Sewer Fund							
Sub-Total	\$ 1,569,598.39	\$ 202,241.93	\$ 1,771,840.32	\$ 1,771,840.32	-	\$ 1,771,840.32	\$ -
Sub-Total	\$ 6,749,152.00	\$ 21,244.93	\$ 6,770,396.93	\$ 6,770,396.93	-	\$ 6,770,396.93	\$ 0.00
Sub-Total	\$ 8,318,750.39	\$ 223,486.86	\$ 8,542,237.25	\$ 8,542,237.25	-	\$ 8,542,237.25	\$ 0.00
Totals	\$ 12,579,894.30	\$ 1,441,127.87	\$ 14,021,022.17	\$ 13,445,552.42	\$ 575,377.75	\$ 14,020,930.17	\$ 92.00

Funds	Total Funds Available As of Jan 1, 2025	Annual 30% Reserve Recommended	Amount Above/Below Recommended 30 Percent	Cash Operating Average Per Month	Current Percentage	Total Funds Available As of December 31, 2025
General Fund	\$ 4,363,166.24	\$ 916,169.97	\$ 2,804,733.01	\$ 302,439.81	121.84%	\$ 3,720,902.98
Water & Sewer Fund	\$ 1,769,613.40	\$ 2,562,671.18	\$ (1,016,544.64)	\$ 711,853.10	18.10%	\$ 1,546,126.54
Park Fund	\$ 35,393.60	\$ 554,824.58	\$ (519,338.97)	\$ 154,117.94	1.92%	\$ 35,485.60
Totals	\$ 6,168,173.24	\$ 4,033,665.72	\$ 1,268,849.40	\$ 1,168,410.85		\$ 5,302,515.13

GENERAL FUND

GENERAL FUND BUDGET -

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
Beginning Fund Cash & Equivalents	\$ 4,434,052	\$ 4,503,139	\$ 4,503,139	\$ 4,363,166
REVENUES				
10-100-40800 Miscellaneous Income	\$ 5,257	\$ 6,000	\$ 6,000	\$ 5,000
10-100-40850 Convenience Fee	\$ 193	\$ 2,000	\$ 5,000	\$ 5,000
10-100-40980 Veterans Memorial	\$ 120	\$ 240	\$ 240	\$ 120
10-100-41000 Franchise Cable TV	\$ 15,193	\$ 18,200	\$ 11,000	\$ 11,055
10-100-41100 Franchise Electric	\$ 327,226	\$ 330,000	\$ 330,000	\$ 331,650
10-100-41200 Franchise Gas	\$ 79,582	\$ 76,000	\$ 76,000	\$ 76,380
10-100-41300 Mobile Phone/ Lease Revenue (48950)	\$ 58,685	\$ 70,000	\$ 70,000	\$ 70,350
10-100-42000 Grants	\$ -	\$ -	\$ -	\$ -
10-100-43000 Interest Income	\$ 140,638	\$ 100,000	\$ 120,000	\$ 75,000
10-100-44100 Merchant License	\$ 9,438	\$ 7,000	\$ 7,000	\$ 7,035
10-100-44110 Building Permits	\$ 47,686	\$ 100,000	\$ 100,000	\$ -
10-100-45300 Real Estate Tax	\$ 253,069	\$ 250,700	\$ 250,700	\$ 263,235
10-100-45400 Sales and Use Tax	\$ 960,760	\$ 900,000	\$ 900,000	\$ 945,000
10-100-45500 Sales Capital Improvements	\$ 338,922	\$ 350,000	\$ 350,000	\$ 367,500
10-100-49000 Capital Asset Sales	\$ 20	\$ 1,000	\$ 1,000	\$ 1,005
SUBTOTAL REVENUES	\$ 2,236,788	\$ 2,211,140	\$ 2,226,940	\$ 2,158,330
10-100-46000 Transfer in Reserves	\$ -	\$ 106,519	\$ 139,973	\$ 642,263
10-100-46200 Transfer in - Law	\$ -	\$ -	\$ -	\$ -
10-100-46250 Transfer in - Court	\$ -	\$ -	\$ -	\$ -
10-100-46300 Transfer in - Streets	\$ -	\$ -	\$ -	\$ -
10-100-46400 Transfer in - Planning & Dev	\$ -	\$ -	\$ -	\$ -
10-100-46500 Transfer in - EM	\$ -	\$ -	\$ -	\$ -
10-100-46600 Transfer in - Water	\$ -	\$ -	\$ -	\$ -
10-100-46700 Transfer in - Sewer	\$ -	\$ -	\$ -	\$ -
10-100-46000 Transfer in - Parks	\$ -	\$ -	\$ -	\$ -
SUBTOTAL TRANSFERS	\$ -	\$ 106,519	\$ 139,973	\$ 642,263
TOTAL - ANNUAL REVENUE	\$ 2,236,788	\$ 2,317,659	\$ 2,366,913	\$ 2,800,593

GENERAL FUND

		Actual	6/30/2024	3/2/31/2024	2025
		2023	2024	2024	
EXPENSES:					
SALARIES & RELATED					
SALARIES					
	Administrative Distribution	\$ -	\$ 320,403	\$ 320,403	\$ 411,743
	City Administrator	\$ -	\$ 129,976	\$ 129,976	\$ 136,241
	Project Engineer	\$ -	\$ 84,000	\$ 84,000	\$ 63,750
	City Clerk	\$ -	\$ 40,205	\$ 40,205	\$ 44,227
	Director of Finance	\$ -	\$ 65,725	\$ 65,725	\$ 70,384
	Assistant Finance Director	\$ -	\$ -	\$ -	\$ 50,151
	Utility Supervisor/AR & Deputy Court Clerk	\$ -	\$ 40,278	\$ 40,278	\$ -
	Finance Clerk AP	\$ -	\$ 37,447	\$ 37,447	\$ 41,398
	HR Director/Deputy City Clerk	\$ -	\$ 50,152	\$ 50,152	\$ 54,421
	Finance Clerk HR/Deputy Clerk	\$ -	\$ 12,500	\$ 12,500	\$ -
	Utility Team Leader	\$ -	\$ 33,925	\$ 33,925	\$ 41,398
	Utility Clerk	\$ -	\$ -	\$ -	\$ 38,658
	Assistant Clerk-PT	\$ -	\$ 20,685	\$ 20,685	\$ -
	Intern	\$ -	\$ -	\$ -	\$ -
	Salary Contingencies	\$ -	\$ 15,000	\$ 15,000	\$ 16,019
	SUBTOTAL SALARIES	\$ 153,177	\$ 209,490	\$ 209,490	\$ 144,903
10-100-90000					
	Stipends Elected Officials	\$ 5,358	\$ 5,400	\$ 5,400	\$ -
	Overtime	\$ 259	\$ 2,000	\$ 2,000	\$ 1,000
	SUBTOTAL OT & ELECTED OFFICIALS	\$ 5,618	\$ 7,400	\$ 7,400	\$ 1,000
	TOTAL SALARIES	\$ 158,794	\$ 216,890	\$ 216,890	\$ 145,903
10-100-91500	Payroll Taxes	\$ 11,986	\$ 17,351	\$ 17,351	\$ 11,672
10-100-92000	Retirement	\$ 2,885	\$ 17,840	\$ 17,840	\$ 50,549
10-100-93000	Group Insurance	\$ 19,095	\$ 36,696	\$ 36,696	\$ 22,218
	TOTAL RELATED EXPENSE	\$ 33,965	\$ 71,887	\$ 71,887	\$ 84,439
	TOTAL SALARIES & RELATED	\$ 192,759	\$ 288,777	\$ 288,777	\$ 230,343

GENERAL FUND

		Actual	6/30/2024	12/31/2024	2025
		2023	2024	2024	2025
SERVICES & SUPPLIES					
10-100-50130	Supplies-Other	\$ 1,421	\$ 2,000	\$ 2,000	\$ 2,000
10-100-50310	Veterans Memorial Expense	\$ 891	\$ 1,000	\$ 1,000	\$ 1,000
10-100-50500	Building Maintenance	\$ 111	\$ 1,000	\$ 2,000	\$ 2,000
10-100-50550	Custodial Supplies	\$ 425	\$ 1,200	\$ 1,200	\$ 1,200
10-100-50600	Miscellaneous Expense	\$ -	\$ 8,500	\$ 8,500	\$ 100
10-100-50700	Office Supplies	\$ 5,416	\$ 7,500	\$ 8,500	\$ 8,500
10-100-50750	Postage	\$ 1,758	\$ 1,900	\$ 2,300	\$ 2,300
10-100-51000	Repairs & Maintenance	\$ -	\$ 100	\$ 100	\$ 100
10-100-52000	Supplies-Small Equipment	\$ 847	\$ 1,000	\$ 2,000	\$ 2,000
10-100-55200	Advertising Expense	\$ 4,744	\$ 4,000	\$ 4,000	\$ 4,000
10-100-55400	Audit Expense	\$ 3,935	\$ 104,850	\$ 4,500	\$ 104,500
10-100-55500	Bank/Credit Card Fees	\$ 658	\$ 800	\$ 800	\$ 800
10-100-55600	Contract Labor	\$ 193	\$ 500	\$ 3,000	\$ 500
10-100-55800	Dues & Subscriptions	\$ 6,007	\$ 4,850	\$ 4,850	\$ 4,874
10-100-55850	Equipment Rental/Lease	\$ 766	\$ 1,000	\$ 1,000	\$ 1,000
10-100-55900	Election Expense	\$ 5,129	\$ 31,000	\$ 31,000	\$ 7,000
10-100-56000	Insurance	\$ 6,602	\$ 6,635	\$ 6,635	\$ 6,668
10-100-56200	Legal Expense	\$ 16,159	\$ 20,000	\$ 32,000	\$ 32,160
10-100-56400	Professional Fees	\$ 7,276	\$ 44,000	\$ 45,000	\$ 7,000
10-100-56450	Contract Services/Security	\$ -	\$ 400	\$ 400	\$ 400
10-100-56500	Safety Program	\$ 112	\$ 300	\$ 300	\$ 300
10-100-56890	Travel Expense-Elected Officials	\$ 1,157	\$ 1,000	\$ 1,000	\$ 1,000
10-100-56900	Travel Expense-Gen	\$ 1,382	\$ 1,000	\$ 1,000	\$ 1,500
10-100-56910	Travel Expense-Fin	\$ -	\$ 1,000	\$ 1,000	\$ 1,500
10-100-56940	Training & Education-Elected Officials	\$ 840	\$ 1,000	\$ 1,000	\$ 1,000
10-100-56950	Training & Education-Gen	\$ 1,095	\$ 1,000	\$ 1,500	\$ 1,500
10-100-56960	Training & Education-Fin	\$ 300	\$ 1,000	\$ 1,000	\$ 1,000
10-100-57300	Rent	\$ -	\$ -	\$ -	\$ -
10-100-57400	Equip/Software Maintenance Contracts	\$ 10,050	\$ 16,200	\$ 18,700	\$ 18,700
10-100-61000	Telephone	\$ 1,653	\$ 2,000	\$ 2,000	\$ 2,505
10-100-61050	Internet Services	\$ 5,932	\$ 7,400	\$ 7,400	\$ 3,430
10-100-62000	Utilities- Electric	\$ 6,772	\$ 8,000	\$ 8,000	\$ 8,040
10-100-62100	Utilities- Gas	\$ 1,714	\$ 2,010	\$ 2,010	\$ 2,020
10-100-62300	Utilities-Other	\$ 810	\$ 800	\$ 1,500	\$ 1,800
10-100-70000	Vehicle Fuel	\$ -	\$ 200	\$ 200	\$ 200
10-100-71000	Vehicle Repairs & Maintenance	\$ 35	\$ 100	\$ 100	\$ 100
10-100-75000	Vehicle Lease	\$ 783	\$ 785	\$ 785	\$ 789
10-100-79000	Property Easement	\$ -	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 95,370	\$ 286,030	\$ 208,280	\$ 233,486

GENERAL FUND

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
CAPITAL OUTLAY				
CAPITAL PROJECTS				
10-100-95100	\$ -	\$ -	\$ -	\$ -
SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
	7,382	5,420	5,420	3,600
	1,500	10,000	10,000	20,000
	568	320	320	813
		1,200	1,200	2,000
		26,500	26,500	1,500
			6,510	
	\$ -	\$ -	\$ -	\$ -
10-100-95500	\$ 9,450	\$ 43,440	\$ 49,950	\$ 27,913
SUBTOTAL EQUIP	\$ 9,450	\$ 43,440	\$ 49,950	\$ 27,913
TOTAL CAPITAL OUTLAY	\$ 9,450	\$ 43,440	\$ 49,950	\$ 27,913
TOTAL EXPENSES	\$ 297,580	\$ 618,247	\$ 547,007	\$ 491,742
10-100-97320	\$ -	\$ -	\$ -	\$ -
10-100-97325	\$ -	\$ -	\$ -	\$ -
10-100-97330	\$ -	\$ -	\$ -	\$ -
10-100-97320	\$ -	\$ -	\$ -	\$ -
10-100-97320	\$ -	\$ -	\$ -	\$ -
10-100-97360	\$ -	\$ -	\$ -	\$ -
10-100-97370	\$ -	\$ -	\$ -	\$ -
10-100-97380	\$ 490,000	\$ 243,906	\$ 349,177	\$ 575,378
TOTAL TRANSFERS	\$ 490,000	\$ 243,906	\$ 349,177	\$ 575,378
TOTAL ANNUAL EXPENSES	\$ 787,580	\$ 862,153	\$ 896,184	\$ 1,067,120
LAW-STREETS-PD-EM PROFIT/LOSS	\$ (1,290,121)	\$ (9,455,506)	\$ (9,470,729)	\$ (1,733,473)
GENERAL PROFIT/LOSS	\$ 1,449,208	\$ 1,455,506	\$ 1,470,729	\$ 1,733,473
NET REVENUES OVER EXPENSES	\$ 69,087	\$ -	\$ -	\$ -
Projected Ending Fund Reserves-Gen	\$ 4,503,139	\$ 4,396,620	\$ 4,363,166	\$ 3,720,903

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET

REVENUES	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
10-200-40800 Miscellaneous Income	\$ 500	\$ 500	\$ 500	\$ 500
10-200-42000 Grant revenues	\$ 31,507	\$ 35,000	\$ 35,000	\$ 35,000
10-200-44120 Police Facility Fee	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
10-200-44520 Law Income Other	\$ 1,624	\$ 13,500	\$ 13,500	\$ 2,000
10-200-45100 Law Enf. Sales Tax	\$ 111,720	\$ 132,000	\$ 132,000	\$ 134,640
10-200-45600 LET State Acct.	\$ 100	\$ 100	\$ 100	\$ 100
10-200-49000 Capital Asset Sales	\$ 100	\$ 18,000	\$ 18,000	\$ 5,000
SUBTOTAL REVENUES	\$ 145,551	\$ 199,100	\$ 204,100	\$ 182,240
10-200-46000 Transfers In - Gen Fnd	\$ -	\$ -	\$ -	\$ -
SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE	\$ 145,551	\$ 199,100	\$ 204,100	\$ 182,240

Item # 22.

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
EXPENSES					
SALARIES & RELATED:					
SALARY					
	Admin Distributions	\$ -	\$ -	\$ -	\$ -
	Chief of Police	\$ 77,989	\$ 77,989	\$ 77,989	\$ 81,142
	Assistant Chief of Police	\$ 65,727	\$ 65,727	\$ 65,727	\$ 70,504
	Corporal FTO	\$ 19,440	\$ 19,440	\$ 19,440	\$ -
	Sergeant/Investigator	\$ 56,744	\$ 56,744	\$ 56,744	\$ 59,859
	Patrol Officer Corporal	\$ 47,877	\$ 47,877	\$ 47,877	\$ 53,316.83
	Patrol Officer Corporal	\$ 48,989	\$ 48,989	\$ 48,989	\$ 53,316.83
	Patrol Officer Corporal	\$ 48,989	\$ 48,989	\$ 48,989	\$ 53,316.83
	Patrol Officers	\$ 7,300	\$ 7,300	\$ 7,300	\$ 47,475
	Patrol Officers	\$ 45,491	\$ 45,491	\$ 45,491	\$ 46,390
	Patrol Officers	\$ 35,000	\$ 35,000	\$ 35,000	\$ 44,300
	Patrol Officers	\$ 43,298	\$ 43,298	\$ 43,298	\$ 43,374
	Patrol Officers	\$ 23,500	\$ 23,500	\$ 23,500	\$ 48,586
	Patrol Officers	\$ 43,298	\$ 43,298	\$ 43,298	\$ 46,390
	Administrative Assistant Police	\$ 35,642	\$ 35,642	\$ 35,642	\$ 40,462
	Police Officer Recruits	\$ -	\$ -	\$ -	\$ -
	Intern	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
	Reserves SRO	\$ 22,718	\$ 22,718	\$ 22,718	\$ 23,664
	Salary Contingencies	\$ 14,000	\$ 14,000	\$ 14,000	\$ 111,645
	SUBTOTAL SALARIES POLICE	\$ 526,128	\$ 641,000	\$ 641,000	\$ 823,743
	10-200-90000				
	10-200-90500	\$ 3,825	\$ 3,000	\$ 3,000	\$ 3,000
	TOTAL OT SALARIES	\$ 3,825	\$ 3,000	\$ 3,000	\$ 3,000
	TOTAL SALARIES	\$ 529,953	\$ 644,000	\$ 644,000	\$ 826,743
	10-200-91500	\$ 36,548	\$ 51,520	\$ 51,520	\$ 66,139
	10-200-92000	\$ 32,024	\$ 66,037	\$ 66,037	\$ 86,054
	10-200-93000	\$ 85,551	\$ 98,885	\$ 98,885	\$ 129,260
	SUBTOTAL RELATED EXPENSE	\$ 154,123	\$ 216,443	\$ 216,443	\$ 281,454
	TOTAL SALARIES & RELATED	\$ 684,076	\$ 860,443	\$ 860,443	\$ 1,108,196

LAW ENFORCEMENT

LAW ENFORCEMENT BUDGET		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
SERVICES & SUPPLIES					
10-200-50130	Supplies General	\$ 1,828	\$ 2,500	\$ 2,500	\$ 2,500
10-200-50300	DARE Program	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
10-200-50500	Building Maintenance	\$ 204	\$ 5,000	\$ 5,000	\$ 5,000
10-200-50550	Custodial Supplies	\$ 434	\$ 700	\$ 700	\$ 700
10-200-50600	Miscellaneous Expense	\$ -	\$ 100	\$ 100	\$ 100
10-200-50700	Office Expense	\$ 947	\$ 1,200	\$ 1,200	\$ 1,200
10-200-50750	Postage	\$ 79	\$ 250	\$ 250	\$ 250
10-200-51000	Repairs & Maintenance	\$ 5	\$ 500	\$ 500	\$ 500
10-200-52000	Supplies Small Tools (Ammo)	\$ 5,499	\$ 7,000	\$ 7,000	\$ 7,000
10-200-55200	Advertising Expense	\$ -	\$ 200	\$ 200	\$ 200
10-200-55500	Bank/Credit Card Fees	\$ -	\$ 50	\$ 50	\$ 50
10-200-55600	Contract Labor	\$ 223	\$ 500	\$ 500	\$ 500
10-200-55800	Dues & Subscriptions	\$ 409	\$ 2,800	\$ 2,800	\$ 2,810
10-200-55850	Equipment Rental	\$ 852	\$ 1,800	\$ 1,800	\$ 1,800
10-200-56000	Insurance	\$ 44,525	\$ 41,000	\$ 41,000	\$ 41,205
10-200-56200	Legal	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
10-200-56400	Professional	\$ 42,550	\$ 68,000	\$ 68,000	\$ 68,340
10-200-56450	Contract Service/Security	\$ -	\$ 100	\$ 100	\$ 100
10-200-56500	Safety Program	\$ 185	\$ 400	\$ 900	\$ 900
10-200-56900	Travel Law	\$ 562	\$ 1,000	\$ 1,000	\$ 1,000
10-200-56950	Training & Education Law	\$ 2,672	\$ 20,000	\$ 20,000	\$ 20,000
10-200-57400	Equip/Software Contracts	\$ 12,212	\$ 16,000	\$ 16,000	\$ 16,080
10-200-61000	Telephone	\$ 2,704	\$ 3,500	\$ 3,500	\$ 3,960
10-200-61050	Internet Services	\$ 6,893	\$ 7,000	\$ 7,000	\$ 11,750
10-200-62000	Utilities - Electric	\$ 4,143	\$ 5,050	\$ 5,050	\$ 5,075
10-200-62100	Utilities - Gas	\$ 2,577	\$ 3,200	\$ 3,200	\$ 3,216
10-200-62300	Utilities - Other	\$ 500	\$ 600	\$ 700	\$ 704
10-200-70000	Vehicle Fuel	\$ 22,026	\$ 25,000	\$ 25,000	\$ 25,125
10-200-71000	Vehicle Repair & Maint	\$ 7,746	\$ 10,000	\$ 10,000	\$ 10,050
10-200-71100	Equipment Repair & Maint	\$ 113	\$ 500	\$ 500	\$ 500
10-200-75000	Vehicle Lease	\$ 15,050	\$ 17,600	\$ 17,600	\$ 32,600
10-200-92500	Uniform Expense	\$ 8,627	\$ 10,000	\$ 10,000	\$ 10,050
SUBTOTAL SERVICES & SUPPLIES		\$ 185,263	\$ 254,250	\$ 254,850	\$ 275,365

COURT DEPARTMENT

REVENUES	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
10-250-40800	-	500	500	500
10-250-40850	-	-	-	-
10-250-42000	-	-	-	-
10-250-44500	99,503	60,000	80,000	80,000
10-250-44510	5,530	5,000	5,000	5,000
10-250-44520	-	100	100	100
SUBTOTAL REVENUES	105,032	65,600	85,600	85,600
10-250-46000	-	-	-	-
Transfers In - Gen Fnd	-	-	-	-
SUBTOTAL TRANSFERS	-	-	-	-

TOTAL - ANNUAL REVENUE	105,032	65,600	85,600	85,600
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EXPENSES

SALARIES & RELATED:

SALARIES & RELATED:	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
SALARY				
Admin Distributions	4,668	4,668	4,668	5,206
Court Clerk	46,682	46,682	46,682	52,061
Deputy Court Clerk/Court Asst	17,618	17,618	17,618	22,568
Court Bailiff	1,697	1,697	1,697	1,900
Court Bailiff	1,697	1,697	1,697	1,900
Salary Contingencies	1,000	1,000	1,000	14,214
SUBTOTAL SALARIES	38,619	64,026	64,026	87,437
10-250-90500	17	100	200	100
Overtime	17	100	200	100
TOTAL OT SALARIES	38,636	64,126	64,226	87,537
10-250-91500	2,891	5,130	5,138	7,003
Employee taxes	1,934	4,955	4,955	5,518
10-250-92000	11,925	13,214	13,214	8,142
Retirement	16,749	23,299	23,307	20,663
10-250-93000	55,385	87,425	87,533	108,200
Group Insurance				
TOTAL RELATED EXPENSE	55,385	87,425	87,533	108,200

TOTAL SALARIES & RELATED	55,385	87,425	87,533	108,200
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COURT

COURT DEPARTMENT

COURT DEPARTMENT		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
SERVICES & SUPPLIES					
10-250-50130	Supplies General	141	200	200	200
10-250-50500	Building Maintenance	-	100	100	100
10-250-50550	Custodial Supplies	6	100	100	100
10-250-50600	Miscellaneous Expense	-	100	100	100
10-250-50700	Office Expense	882	1,500	1,500	1,500
10-250-50750	Postage	297	500	500	503
10-250-51000	Repairs & Maintenance	-	100	100	100
10-250-52000	Supplies Small Tools	19	100	250	250
10-250-55200	Advertising Expense	-	100	100	100
10-250-55500	Bank/Credit Card Fees	124	300	300	300
10-250-55600	Contract Labor	-	-	-	-
10-250-55800	Dues & Subscriptions	61	250	250	250
10-250-55850	Equipment Rental	69	120	120	120
10-250-56000	Insurance	2,931	3,000	3,000	3,015
10-250-56200	Legal	33	100	100	100
10-250-56400	Professional (Judge)	11,164	15,000	15,000	15,075
10-250-56450	Contract Service/Security	-	100	100	100
10-250-56910	Travel Court	241	1,000	1,000	1,000
10-250-56960	Training & Education Court	290	750	750	750
10-250-57400	Equip/Software Contracts	967	2,000	3,000	2,500
10-250-61000	Telephone	752	760	760	435
10-250-61050	Internet Services	3,549	3,550	3,550	2,950
10-250-62000	Utilities - Electric	-	-	-	-
10-250-62100	Utilities - Gas	-	-	-	-
10-250-62300	Utilities - Other	-	-	-	-
10-250-70000	Vehicle Fuel	-	-	-	-
10-250-71000	Vehicle Repair & Maint	-	-	-	-
10-250-71100	Equipment Repair & Maint	-	100	100	101
10-250-75000	Vehicle Lease	-	-	-	-
10-250-80000	Court Automation	4,683	5,000	5,000	5,000
10-250-81000	CVC Fees	4,770	5,000	5,000	5,000
10-250-81100	POST Fund	669	750	750	750
10-250-82000	Sheriff's Retirement Fund	47	100	100	100
10-250-92500	Uniform Expense	-	-	-	-
SUBTOTAL SERVICES & SUPPLIES		31,693	40,680	41,830	40,498

STREETS

STREETS DEPARTMENT

	Actual 2023	Amended		2025
		6/30/2024 2024	12/31/2024 2024	
REVENUES				
10-300-40800 Misc Income (Traffic Impact & Other)	\$ -	\$ 100	\$ 100	\$ 100
10-300-42000 GRANT-Federal Funds	\$ -	\$ 377,060	\$ 377,060	\$ 50,000
10-300-44110 Street Approach/Gutter/Inspect	\$ -	\$ -	\$ 1,000	\$ 1,000
10-300-45410 Tax Motor Vehicle	\$ 323,799	\$ 310,000	\$ 310,000	\$ 316,200
10-300-45450 Road & Bridge Tax	\$ 38,939	\$ 39,259	\$ 39,259	\$ 40,044
10-300-48900 Loan Proceeds	\$ 22,832	\$ -	\$ -	\$ -
SUBTOTAL REVENUES	\$ 385,571	\$ 726,419	\$ 727,419	\$ 407,344
10-300-46000 Transfer in from General	\$ -	\$ -	\$ -	\$ -
SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE	\$ 385,571	\$ 726,419	\$ 727,419	\$ 407,344
EXPENSES				
SALARIES & RELATED:				
SALARY				
Admin distributions	\$ -	\$ 89,782	\$ 89,782	\$ 73,395
Director Public Works 20%	\$ -	\$ 13,145	\$ 13,145	\$ 13,748
Assistant Public Works Dir. 20%	\$ -	\$ 9,803	\$ 9,803	\$ 10,903
Operations Manager	\$ -	\$ 5,411	\$ 5,411	\$ -
Public Works Clerk	\$ -	\$ 3,564	\$ 3,564	\$ 4,140
Public Works Clerk	\$ -	\$ 3,310	\$ 3,310	\$ 3,685
Public Works Street Supervisor - Stre	\$ -	\$ -	\$ -	\$ -
Maint Tech I Streets	\$ -	\$ 44,326	\$ 44,326	\$ 48,451
Maint Tech I Streets	\$ -	\$ 38,337	\$ 38,337	\$ 43,293
Maint Tech I Streets PT	\$ -	\$ 12,406	\$ 12,406	\$ 18,430
Mechanic 20%	\$ -	\$ -	\$ -	\$ -
Salary Contingencies	\$ -	\$ 44,880	\$ 44,880	\$ 28,847
SUBTOTAL SALARIES	\$ 69,249	\$ 85,400	\$ 85,400	\$ 98,102
Overtime	\$ -	\$ -	\$ -	\$ -
TOTAL OT SALARIES	\$ 2,095	\$ 2,000	\$ 3,000	\$ 2,000
TOTAL SALARIES	\$ 71,344	\$ 87,400	\$ 88,400	\$ 100,102
10-300-91500 Payroll taxes	\$ 5,382	\$ 6,992	\$ 7,072	\$ 8,008
10-300-92000 Retirement	\$ 3,753	\$ 8,172	\$ 8,172	\$ 13,167
10-300-93000 Group Insurance	\$ 12,705	\$ 21,271	\$ 21,271	\$ 22,540
SUBTOTAL RELATED EXPENSE	\$ 21,839	\$ 36,435	\$ 36,515	\$ 43,715
TOTAL SALARIES & RELATED	\$ 93,183	\$ 123,835	\$ 124,915	\$ 143,817

STREETS

STREETS DEPARTMENT

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
SERVICES & SUPPLIES				
10-300-50130 Street R&M Supplies	\$ 10,697	\$ 25,000	\$ 25,000	\$ 25,000
10-300-50200 Landscaping				\$ 1,500
10-300-50500 Building Maintenance	\$ 44	\$ 4,000	\$ 4,000	\$ 4,000
10-300-50550 Custodial Expense	\$ 14	\$ 100	\$ 100	\$ 100
10-300-50600 Miscellaneous Expense	\$ -	\$ 100	\$ 100	\$ 100
10-300-50700 Office Supplies	\$ 436	\$ 500	\$ 500	\$ 500
10-300-50750 Postage	\$ -	\$ 50	\$ 50	\$ 50
10-300-51000 Street R&M	\$ 6,780	\$ 20,000	\$ 20,000	\$ 25,000
10-300-52000 Supplies-Small Equip	\$ 4,652	\$ 3,000	\$ 3,500	\$ 3,500
10-300-55200 Advertising	\$ -	\$ 200	\$ 700	\$ 700
10-300-55600 Contract Labor	\$ 1,268	\$ 1,500	\$ 1,500	\$ 1,500
10-300-55800 Dues & Subscriptions	\$ 3,001	\$ 3,050	\$ 5,125	\$ 5,151
10-300-55850 Equipment Rental	\$ 4,568	\$ 2,000	\$ 2,000	\$ 2,010
10-300-56000 Insurance	\$ 15,830	\$ 12,900	\$ 12,900	\$ 12,965
10-300-56200 Legal	\$ 10	\$ 500	\$ 500	\$ 500
10-300-56400 Professional (Engineering)	\$ 684	\$ 3,000	\$ 3,000	\$ 3,015
10-300-56500 Safety Program	\$ 290	\$ 300	\$ 300	\$ 300
10-300-56900 Travel Expense	\$ -	\$ 200	\$ 200	\$ 200
10-300-56950 Training & Education	\$ -	\$ 100	\$ 100	\$ 500
10-300-57200 Recycle Center	\$ -	\$ -	\$ -	\$ -
10-300-57400 Equip/Software Contracts	\$ -	\$ 3,100	\$ 5,000	\$ 5,000
10-300-61000 Telephone	\$ 1,334	\$ 1,500	\$ 1,500	\$ 1,035
10-300-61050 Internet Services	\$ 3,668	\$ 3,800	\$ 3,800	\$ 983
10-300-61110 Street Lights	\$ 63,448	\$ 67,000	\$ 67,000	\$ 67,335
10-300-62000 Utilities-Electricity	\$ 2,979	\$ 3,200	\$ 5,000	\$ 5,025
10-300-62100 Utilities-Natural Gas	\$ -	\$ 300	\$ 300	\$ 302
10-300-62300 Utilities-Other	\$ -	\$ -	\$ -	\$ -
10-300-70000 Vehicles Fuel	\$ 5,659	\$ 5,500	\$ 7,000	\$ 7,000
10-300-70100 Equipment Fuel	\$ 831	\$ 1,500	\$ 1,500	\$ 1,508
10-300-71000 Vehicles Repair & Maint	\$ 3,680	\$ 3,500	\$ 5,000	\$ 5,000
10-300-71100 Equip Repair & Maint	\$ 8,131	\$ 8,000	\$ 10,000	\$ 10,000
10-300-75000 Vehicle Lease	\$ 10,760	\$ 18,929	\$ 18,929	\$ 25,608
10-300-75100 Equipment Lease	\$ 1,589.61	\$ 6,400	\$ 6,400	\$ 18,676
10-300-79000 Property Easement	\$ -	\$ -	\$ -	\$ -
10-300-92500 Uniforms	\$ 314.	\$ 1,600	\$ 1,600	\$ 1,608
SUBTOTAL SERVICES & SUPPLIES	\$ 150,667	\$ 200,829	\$ 212,604	\$ 235,669

STREETS

STREETS DEPARTMENT		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
CAPITAL OUTLAY					
CAPITAL PROJECTS					
		10,325	408,825	408,825	5,000
	\$	34,364.29	5,000	5,000	-
		40,000	40,000	40,000	-
		20,000	20,000	20,000	-
		5,000	5,000	5,000	-
		50,000	50,000	50,000	-
	\$	-	40,000	40,000	-
10-300-95100	SUBTOTAL CAPITAL PROJECTS	\$ 44,689	\$ 528,825	\$ 568,825	\$ 5,000
CAPITAL EQUIPMENT					
		22,832	8,000	8,000	813
	\$	8,000	4,000	4,000	44,325
		3,900	13,839	13,839	2,200
		13,867	-	-	4,500
		-	-	-	1,000
		-	-	-	2,500
		-	-	-	12,203
10-300-95500	SUBTOTAL EQUIP	\$ 48,599	\$ 25,839	\$ 25,839	\$ 67,541
	TOTAL CAPITAL OUTLAY	\$ 93,288	\$ 554,664	\$ 594,664	\$ 72,541
	TOTAL ANNUAL EXPENSES	\$ 337,138	\$ 879,327	\$ 932,182	\$ 452,028
	NET REVENUES OVER EXPENSES	\$ 48,433	\$ (152,908)	\$ (204,763)	\$ (44,684)

PLANNING DEVELOPMENT

PLANNING DEPARTMENT

		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
REVENUES					
10-400-40930	Planning and Zoning	\$ 24,926	\$ 25,000	\$ 25,000	\$ -
10-400-44110	Planning/Dev Building Fees			\$ 27,000	\$ 140,000
10-400-44120	Zoning Fees			\$ 5,000	\$ 5,000
10-400-42000	Grant Revenues	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL REVENUES	\$ 24,926	\$ 25,000	\$ 57,000	\$ 145,000
10-400-46000	Transfer in from General	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -
	TOTAL - ANNUAL REVENUE	\$ 24,926	\$ 25,000	\$ 57,000	\$ 145,000
EXPENSES					
SALARIES & RELATED:					
SALARY					
	Admin Distribution		\$ 4,451	\$ 4,451	\$ -
	City Planning & Zoning Director		\$ 70,526	\$ 70,526	\$ 75,305
	Planning Ass't		\$ 44,512	\$ 44,512	\$ 48,640
	Building/Nuisance Inspector		\$ -	\$ -	\$ 50,151
	Salary Contingencies		\$ 8,679	\$ 8,679	\$ 26,115
10-400-90000	SUBTOTAL SALARIES	\$ 58,156	\$ 119,266	\$ 119,266	\$ 200,211
	Overtime	\$ 130	\$ 300	\$ 300	\$ 300
	TOTAL OT SALARIES	\$ 130	\$ 300	\$ 300	\$ 300
	TOTAL SALARIES	\$ 58,286	\$ 119,566	\$ 119,566	\$ 200,511
10-400-91500	Payroll taxes	\$ 4,236	\$ 9,565	\$ 9,565	\$ 16,041
10-400-92000	Retirement	\$ 3,047	\$ 11,179	\$ 11,179	\$ 18,454
10-400-93000	Group Insurance	\$ 10,706	\$ 17,691	\$ 17,691	\$ 24,748
	SUBTOTAL RELATED EXPENSE	\$ 17,989	\$ 38,436	\$ 38,436	\$ 59,243
	TOTAL SALARIES & RELATED	\$ 76,275	\$ 158,002	\$ 158,002	\$ 259,755

PLANNING DEVELOPMENT

PLANNING DEPARTMENT

SERVICES & SUPPLIES		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
10-400-50130	Supplies	\$ 113	\$ 300	\$ 300	\$ 300
10-400-50550	Custodial Supplies	\$ -	\$ 101	\$ 101	\$ 100
10-400-50600	Misc exp	\$ -	\$ 100	\$ 100	\$ 100
10-400-50700	Office supplies	\$ 405	\$ 2,000	\$ 2,500	\$ 2,500
10-400-50750	Postage	\$ 124	\$ 250	\$ 250	\$ 500
10-400-51000	Repairs & Maint	\$ -	\$ 200	\$ 200	\$ 200
10-400-52000	Supplies-Small Equipment	\$ 156	\$ 1,000	\$ 1,400	\$ 2,500
10-400-55200	Advertising	\$ 2,064	\$ 1,000	\$ 1,000	\$ 1,000
10-400-55400	Engineering	\$ -	\$ -	\$ -	\$ 50,000
10-400-55500	Surveying	\$ -	\$ -	\$ -	\$ 20,000
10-400-55600	Contract Labor	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
10-400-55800	Dues and Subscriptions	\$ 145	\$ 250	\$ 260	\$ 260
10-400-55850	Equipment Rental	\$ 69	\$ 500	\$ 500	\$ 500
10-400-56000	Insurance	\$ 4,602	\$ 4,349	\$ 4,349	\$ 4,371
10-400-56200	Legal	\$ 1,055	\$ 5,000	\$ 5,000	\$ 5,000
10-400-56400	Professional	\$ 23,730	\$ 50,000	\$ 50,000	\$ 51,000
10-400-56900	Travel Expense	\$ 67	\$ 1,000	\$ 1,000	\$ 1,500
10-400-56950	Training & Education	\$ 1,307	\$ 1,000	\$ 1,800	\$ 5,500
10-400-57400	Equipment /Software Contracts	\$ 6,147	\$ 12,500	\$ 12,500	\$ 12,563
10-400-61000	Telephone	\$ 1,236	\$ 1,480	\$ 1,480	\$ 1,797
10-400-61050	Internet Services	\$ 3,549	\$ 3,800	\$ 3,800	\$ 3,428
10-400-70000	Vehicle Fuel	\$ -	\$ -	\$ 1,000	\$ 1,000
10-400-71000	Vehicles Repair & Maint	\$ -	\$ 594	\$ 594	\$ 1,000
10-400-75000	Vehicle Lease	\$ 1,210	\$ 7,063	\$ 7,063	\$ 7,098
10-400-79000	Property Easement	\$ -	\$ -	\$ -	\$ 25,000
10-400-92500	Uniforms	\$ -	\$ -	\$ -	\$ 500
SUBTOTAL SERVICES & SUPPLIES		\$ 45,977	\$ 117,487	\$ 120,197	\$ 197,217

PLANNING DEVELOPMENT

PLANNING DEPARTMENT	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
CAPITAL OUTLAY				
CAPITAL PROJECTS				
10-400-95100 SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
10-400-95500 SUBTOTAL EQUIP	\$ 7,500	\$ -	\$ -	\$ 3,000
TOTAL CAPITAL OUTLAY	\$ 7,500	\$ -	\$ -	\$ 3,000
TOTAL ANNUAL EXPENSES	\$ 129,752	\$ 275,489	\$ 278,199	\$ 464,385
NET REVENUES OVER EXPENSES	\$ (104,826)	\$ (250,489)	\$ (221,199)	\$ (319,385)

ECONOMIC DEVELOPMENT DEPARTMENT

		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
REVENUES					
10-450-40800	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
10-450-42000	Grant Revenues	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
10-450-46000	Transfer in from General	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -
	TOTAL - ANNUAL REVENUE	\$ -	\$ -	\$ -	\$ -
EXPENSES					
SALARIES & RELATED:					
SALARY					
	Admin Distribution	\$ -	\$ -	\$ -	\$ -
	Economic Dev. Director	\$ -	3,285	3,285	\$ -
	Salary Contingencies	\$ -	\$ -	\$ -	\$ -
10-450-90000	SUBTOTAL SALARIES	\$ 88,693	3,285	3,285	\$ -
	Overtime	\$ -	\$ -	\$ -	\$ -
	TOTAL OT SALARIES	\$ -	\$ -	\$ -	\$ -
	TOTAL SALARIES	\$ 88,693	3,285	3,285	\$ -
10-450-91500	Payroll taxes	\$ 6,739	255	255	\$ -
10-450-92000	Retirement	\$ 3,856	118	118	\$ -
10-450-93000	Group Insurance	\$ 15,370	10	10	\$ -
	SUBTOTAL RELATED EXP	\$ 25,966	383	383	\$ -
	TOTAL SALARIES & RELATED	\$ 114,659	3,668	3,668	\$ -

ECONOMIC DEVELOPMENT DEPARTMENT

SERVICES & SUPPLIES		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
10-450-50130	Supplies	-	\$ -	\$ -	100
10-450-50550	Custodial Supplies	-	\$ -	\$ -	-
10-450-50600	Misc exp	-	\$ -	\$ -	-
10-450-50700	Office supplies	36	\$ -	\$ -	-
10-450-50750	Postage	1	\$ -	\$ -	-
10-450-51000	Repairs & Maint	-	\$ -	\$ -	-
10-450-52000	Supplies-Small Equipmen	-	\$ -	\$ -	-
10-450-55200	Advertising	-	\$ -	\$ -	-
10-450-55800	Dues and Subscriptions	553	\$ 5,500	\$ 5,500	5,500
10-450-55850	Equipment Rental	-	\$ -	\$ -	-
10-450-56000	Insurance	-	\$ -	\$ -	-
10-450-56200	Legal	-	\$ -	\$ -	-
10-450-56300	Marketing Expense	-	\$ 500	\$ 500	500
10-450-56400	Professional	-	\$ 5,000	\$ 5,000	5,000
10-450-56450	Contract Labor	-	\$ -	\$ -	-
10-450-56900	Travel Expense	1,673	\$ 500	\$ 500	500
10-450-56950	Training & Education	595	\$ 500	\$ 500	500
10-450-57400	Equipment /Software Coi	-	\$ -	\$ 13,000	13,000
10-450-61000	Telephone	-	\$ -	\$ -	-
10-450-61050	Internet Services	-	\$ -	\$ -	-
10-450-70000	Vehicle Fuel	-	\$ -	\$ -	-
10-450-71000	Vehicles Repair & Maint	-	\$ -	\$ -	-
10-450-75000	Vehicle Lease	-	\$ -	\$ -	-
10-450-79000	Property Easement	-	\$ -	\$ -	-
SUBTOTAL SERVICES & SUPPLIES		2,858	\$ 12,000	\$ 25,000	25,100

ECONOMIC DEVELOPMENT DEPARTMENT

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
CAPITAL OUTLAY				
CAPITAL PROJECTS				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
10-450-95100	\$ -	\$ -	\$ -	\$ -
SUBTOTAL CAPITAL PRO.	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
10-450-95500	\$ -	\$ -	\$ -	\$ -
SUBTOTAL EQUIP	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 117,516	\$ 15,668	\$ 28,668	\$ 25,100
NET REVENUES OVER EXPENSES	\$ (117,516)	\$ (15,668)	\$ (28,668)	\$ (25,100)

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EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

REVENUES	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
10-500-42000 Grant Revenues	\$ -	\$ 8,458	\$ 8,458	\$ 8,500
SUBTOTAL REVENUES	\$ -	\$ 8,458	\$ 8,458	\$ 8,500
10-500-46000 Transfer in from General	\$ -	\$ -	\$ -	\$ -
SUBTOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ -
TOTAL - ANNUAL REVENUE	\$ -	\$ 8,458	\$ 8,458	\$ 8,500
EXPENSES				
SALARIES & RELATED:				
10-500-42000 SALARY EM PERSONNEL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL SALARIES	\$ -	\$ -	\$ -	\$ -
10-500-90500 Overtime	\$ -	\$ -	\$ -	\$ -
TOTAL OT SALARIES	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -	\$ -	\$ -
10-500-91500 Payroll taxes	\$ -	\$ -	\$ -	\$ -
10-500-92000 Retirement	\$ -	\$ -	\$ -	\$ -
10-500-93000 Group Insurance	\$ -	\$ -	\$ -	\$ -
SUBTOTAL RELATED EXPENSE	\$ -	\$ -	\$ -	\$ -
TOTAL SALARIES & RELATED	\$ -	\$ -	\$ -	\$ -

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EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DEPARTMENT

		Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
SERVICES & SUPPLIES					
10-500-50700	Office Supplies	\$ -	\$ 100	\$ 100	\$ 100
10-500-51000	Repairs & Maintenance	\$ 3,797	\$ 200	\$ 1,000	\$ 1,000
10-500-52000	Supplies - Small equipment	\$ -	\$ -	\$ -	\$ -
10-500-55600	Contract Labor	\$ 17,210	\$ 19,000	\$ 19,000	\$ 19,000
10-500-55800	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -
10-500-56000	Insurance	\$ -	\$ -	\$ -	\$ -
10-500-56200	Legal	\$ -	\$ -	\$ -	\$ -
10-500-56900	Travel Expense	\$ -	\$ 300	\$ 300	\$ 300
10-500-56950	Training & Education	\$ -	\$ 200	\$ 200	\$ 200
10-500-61000	Telephone	\$ -	\$ -	\$ -	\$ -
10-500-70000	Vehicle Expense-Fuel	\$ -	\$ -	\$ -	\$ -
10-500-71000	Vehicle Expense-Other	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL SERVICES & SUPPLIES	\$ 21,007	\$ 19,800	\$ 20,600	\$ 20,600
CAPITAL OUTLAY					
CAPITAL PROJECTS					
10-500-95100	SUBTOTAL CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
CAPITAL EQUIPMENT					
10-500-95500	SUBTOTAL EQUIP	\$ -	\$ -	\$ -	\$ -
	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
	TOTAL ANNUAL EXPENSES	\$ 21,007	\$ 19,800	\$ 20,600	\$ 20,600
	NET REVENUES OVER EXPENSES	\$ (21,007)	\$ (11,342)	\$ (12,142)	\$ (12,100)

ENTERPRISE FUND - WATER

WATER DEPARTMENT

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
Beginning Fund Cash & Equivalents	\$ 2,902,424	\$ 2,635,592	\$ 2,635,592	\$ 1,622,376
REVENUES				
20-600-40700 Meter Replace/Installation	\$ 32,500	\$ 85,000	\$ 85,000	\$ 85,000
20-600-40800 Miscellaneous Income	\$ 7,001	\$ 1,000	\$ 1,000	\$ 1,000
20-600-40850 Convenience Fee	\$ 19,752	\$ 22,000	\$ 22,000	\$ 22,000
20-600-40920 Penalty Income	\$ 42,382	\$ 45,000	\$ 45,000	\$ 45,045
20-600-44100 Utility Locate Fees	\$ -	\$ -	\$ 200	\$ 500
20-600-44110 New Construction Meter Installation	\$ -	\$ -	\$ 10,000	\$ 20,000
20-600-44120 Water Capacity Fees	\$ -	\$ -	\$ 12,000	\$ 20,000
20-600-44200 Grant Revenue	\$ -	\$ 4,200	\$ 4,200	\$ -
20-600-43000 Interest Income	\$ 37,796	\$ 30,000	\$ 38,000	\$ 25,000
20-600-49500 COP Proceeds	\$ -	\$ -	\$ -	\$ -
20-600-48510 Water City Commercial	\$ 94,050	\$ 120,750	\$ 120,750	\$ 132,825
20-600-48515 Water Rural Commercial	\$ 5,772	\$ 7,718	\$ 7,718	\$ 8,528
20-600-48520 Water City Residential	\$ 575,867	\$ 615,300	\$ 650,000	\$ 718,250
20-600-48525 Water Rural Residential	\$ 379,134	\$ 412,125	\$ 440,000	\$ 486,200
20-600-49000 Capital Asset Sales	\$ 7,103	\$ 5,000	\$ 5,000	\$ 5,250
TOTAL REVENUES	\$ 1,201,358	\$ 1,348,093	\$ 1,440,868	\$ 1,569,598
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -
Transfer from Sewer	\$ -	\$ -	\$ -	\$ -
Transfer from Reserves	\$ 125,895	\$ 1,054,631	\$ 1,013,729	\$ 202,242
SUBTOTAL TRANSFERS	\$ 125,895	\$ 1,054,631	\$ 1,013,729	\$ 202,242
TOTAL - ANNUAL REVENUE	\$ 1,327,253	\$ 2,402,724	\$ 2,454,597	\$ 1,771,840

ENTERPRISE FUND - WATER

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
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EXPENSES

SALARIES & RELATED

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
SALARIES				
Admin distributions	\$ -	\$ 39,860	\$ 39,860	\$ 64,707
Director Public Works 40%	\$ -	\$ 26,290	\$ 26,290	\$ 27,496
Assistant Public Works Dir. 40%	\$ -	\$ 19,606	\$ 19,606	\$ 21,805
Operations Manager	\$ -	\$ 24,347	\$ 24,347	\$ -
Water/Sewer Supervisor	\$ -	\$ 18,684	\$ 18,684	\$ 26,655
Public Works Clerk	\$ -	\$ 16,039	\$ 16,039	\$ 18,629
Public Works Clerk	\$ -	\$ 14,894	\$ 14,894	\$ 16,584
Maint Tech II	\$ -	\$ 43,375	\$ 43,375	\$ 48,586
Maint Tech I	\$ -	\$ 37,402	\$ 37,402	\$ 41,353
Maint Tech II	\$ -	\$ 42,317	\$ 42,317	\$ 49,725
Maint Tech I	\$ -	\$ -	\$ -	\$ 38,337
Mechanic 40%	\$ -	\$ -	\$ -	\$ -
Utility Clerk	\$ -	\$ -	\$ -	\$ -
Salary Contingencies	\$ -	\$ 259,742	\$ 259,742	\$ 283,141
SUBTOTAL SALARIES	\$ 444,622	\$ 462,836	\$ 462,836	\$ 507,604
20-600-90000				
Overtime	\$ 11,609	\$ 4,000	\$ 10,000	\$ 10,000
TOTAL OT SALARIES	\$ 11,609	\$ 4,000	\$ 10,000	\$ 10,000
TOTAL SALARIES	\$ 456,232	\$ 466,836	\$ 472,836	\$ 517,604
20-600-91500				
Employee taxes	\$ 34,147	\$ 37,347	\$ 37,827	\$ 41,408
20-600-92000				
Retirement	\$ 19,342	\$ 43,649	\$ 43,649	\$ 30,652
20-600-92500				
Pension	\$ (9,467)	\$ 40,000	\$ 40,000	\$ 40,000
20-600-93000				
Group Insurance	\$ 88,455	\$ 68,971	\$ 68,971	\$ 61,318
TOTAL RELATED	\$ 132,477	\$ 189,967	\$ 190,447	\$ 173,378
TOTAL SALARIES & RELATED	\$ 588,709	\$ 656,803	\$ 663,283	\$ 690,983

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ENTERPRISE FUND - WATER

	Actual 2023	2024		2025	
		6/30/2024	12/31/2024	2024	2025
SERVICES & SUPPLIES					
20-600-50000 Chemicals	\$ 9,104	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
20-600-50130 Supplies	\$ 50,757	\$ 60,000	\$ 63,000	\$ 63,000	\$ 63,000
20-600-50200 Laboratory Fees	\$ 1,997	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
20-600-50300 Laboratory Supplies	\$ 5,233	\$ 29,447	\$ 15,500	\$ 15,500	\$ 15,000
20-600-50350 Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ -
20-600-50500 Building Maintenance	\$ 89	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
20-600-50550 Custodial Supplies	\$ 172	\$ 500	\$ 500	\$ 500	\$ 500
20-600-50600 Miscellaneous Expense	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
20-600-50700 Office Expense	\$ 4,607	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
20-600-50750 Postage	\$ 11,279	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
20-600-51000 Repairs & Maintenance	\$ 82,506	\$ 80,000	\$ 100,000	\$ 90,000	\$ 90,000
20-600-51100 Telemetry O&M	\$ -	\$ -	\$ -	\$ -	\$ -
20-600-52000 Supplies - Small Equipment	\$ 11,080	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
20-600-52500 Meter Replacement	\$ 13,821	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000
20-600-55200 Advertising	\$ 105	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
20-600-55400 Audit Expense	\$ 6,880	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
20-600-55500 Bank/Credit Card Fees	\$ 22,707	\$ 19,000	\$ 40,000	\$ 40,200	\$ 40,200
20-600-55600 Contract Labor	\$ 2,546	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
20-600-55800 Dues & Subscriptions	\$ 2,161	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
20-600-55850 Equipment Rental	\$ 5,895	\$ 3,000	\$ 7,000	\$ 7,000	\$ 7,000
20-600-56000 Insurance	\$ 32,225	\$ 25,854	\$ 25,854	\$ 25,983	\$ 25,983
20-600-56200 Legal	\$ 102	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
20-600-56400 Professional	\$ 21,961	\$ 71,400	\$ 71,400	\$ 60,000	\$ 60,000
20-600-56500 Safety Program	\$ 581	\$ 200	\$ 200	\$ 200	\$ 200
20-600-56900 Travel Expense	\$ 411	\$ 1,000	\$ 500	\$ 500	\$ 500
20-600-56950 Training & Education	\$ 2,769	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
20-600-57300 Rent	\$ 1,250	\$ -	\$ -	\$ -	\$ -
20-600-57400 Equipment/Software Contracts	\$ 19,342	\$ 25,000	\$ 25,000	\$ 18,000	\$ 18,000
20-600-61000 Telephone	\$ 2,217	\$ 2,400	\$ 2,400	\$ 2,505	\$ 2,505
20-600-61050 Internet Services	\$ 5,846	\$ 6,025	\$ 6,025	\$ 4,915	\$ 4,915
20-600-62000 Utilities - Electric	\$ 109,887	\$ 120,600	\$ 120,600	\$ 121,203	\$ 121,203
20-600-62100 Utilities - Gas	\$ 3,788	\$ 5,000	\$ 5,000	\$ 5,025	\$ 5,025
20-600-62300 Utilities - Other	\$ 2,203	\$ 2,400	\$ 2,400	\$ 2,412	\$ 2,412
20-600-70000 Vehicle Fuel	\$ 11,501	\$ 10,000	\$ 14,000	\$ 14,000	\$ 14,000
20-600-70100 Equipment Fuel	\$ 1,662	\$ 4,500	\$ 4,500	\$ 4,523	\$ 4,523
20-600-71000 Vehicle Repairs/Maint	\$ 7,341	\$ 4,000	\$ 10,000	\$ 10,000	\$ 10,000
20-600-71100 Equipment Repairs/Maint	\$ 3,805	\$ 3,000	\$ 3,000	\$ 3,015	\$ 3,015
20-600-75000 Vehicle Lease	\$ 21,470	\$ 37,860	\$ 37,860	\$ 51,216	\$ 51,216
10-600-75100 Equipment Lease	\$ 414.69	\$ 15,894	\$ 15,894	\$ 15,973	\$ 15,973
20-600-79000 Property Easement	\$ -	\$ -	\$ -	\$ -	\$ -
20-600-92500 Uniforms Expense	\$ 628	\$ 3,100	\$ 3,100	\$ 3,116	\$ 3,116
20-600-97100 Bad Debt Expense	\$ -	\$ 3,000	\$ 3,000	\$ 3,015	\$ 3,015
20-600-97200 Depreciation Expense	\$ 215,880	\$ -	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES	\$ 696,226	\$ 624,380	\$ 667,933	\$ 662,501	\$ 662,501

ENTERPRISE FUND - WATER

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
DEBT SERVICE				
20-600-96000 Debt service principle	\$ 82,498	\$ 87,500	\$ 87,500	\$ 90,000
20-600-96200 Debt service interest	\$ 16,097	\$ 13,529	\$ 13,529	\$ 10,644
20-600-96400 Fiscal Agent Fees	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL DEBT SERVICE	\$ 100,095	\$ 102,529	\$ 102,529	\$ 102,144
CAPITAL OUTLAY				
CAPITAL PROJECTS				
	\$ 59,734	5,000	5,000	50,000
	35,286	60,000	60,000	60,000
	45,270	20,000	20,000	10,000
	58,604	115,000	115,000	20,000
		12,000	12,000	150,000
		25,000	25,000	-
		10,000	10,000	-
		50,000	50,000	-
20-600-95100 SUBTOTAL CAPITAL PROJECTS	\$ 198,893	\$ 297,000	\$ 297,000	\$ 290,000
CAPITAL EQUIPMENT				
	\$ 24,721	7,000	7,000	10,000
	-	7,500	7,500	813
	-	12,000	13,839	4,400
	-	3,000	3,000	9,000
	-	-	-	2,000
20-600-95500 SUBTOTAL EQUIP	\$ 24,721	\$ 29,500	\$ 31,339	\$ 26,213
TOTAL CAPITAL OUTLAY	\$ 223,615	\$ 326,500	\$ 328,339	\$ 316,213
TOTAL EXPENSES	\$ 1,608,645	\$ 1,710,212	\$ 1,762,084	\$ 1,771,840
20-600-97300 Transfer to Sewer	\$ -	\$ 692,000	\$ 692,000	\$ -
TOTAL TRANSFERS	\$ -	\$ 692,000	\$ 692,000	\$ -
TOTAL ANNUAL EXPENSES	\$ 1,327,253	\$ 2,402,212	\$ 2,454,084	\$ 1,771,840
NET REVENUES OVER EXPENSES	\$ (0)	\$ 512	\$ 513	\$ -
Projected Ending Fund Reserves-Water	\$ 2,776,529	\$ 1,581,473	\$ 1,622,376	\$ 1,420,134
Projected Ending Sewer Reserves	\$ 80,936	\$ 577	\$ 147,237	\$ 125,992
Water/Sewer Projected Ending Fund Reserves	\$ 2,857,464	\$ 1,582,050	\$ 1,769,613	\$ 1,546,127

ENTERPRISE FUND - SEWER

SEWER DEPARTMENT

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
Beginning Fund Cash & Equivalents	117,588	140,937	140,937	147,237
REVENUES				
20-700-40800 Miscellaneous Revenue	-	1,000	1,000	1,000
20-700-40850 Convenience Fee	19,764	22,000	22,000	22,000
20-700-40920 Penalty Revenue	27,531	35,000	35,000	35,000
20-700-40960 Trash Income	342,809	12,000	12,000	-
20-700-42000 Grants	58,737	708,668	330,000	3,356,152
20-700-42100 Hook UP Fees	45,100	110,000	120,000	126,000
20-700-43000 Interest	37,738	30,000	30,000	25,000
20-700-44100 Treatment Facility Fees	-	-	4,800	10,000
20-700-44110 Sewer Lateral Connection F	-	-	4,800	10,000
20-700-44120 Sewer Capacity Fees	-	-	1,200	4,000
20-700-48800 Sewer Fees	1,483,553	1,613,233	1,780,000	1,958,000
20-700-49000 Capital Asset Sales	7,103	5,000	5,000	2,000.00
20-700-49500 COP Proceeds	-	-	-	1,200,000
20-700-49550 COP Proceeds	-	-	-	-
TOTAL REVENUES	2,022,335	2,536,901	2,345,800	6,749,152
TRANSFERS				
Transfer from General Fun.	-	-	-	-
Transfer from Water	-	692,000	692,000	-
Transfer from Reserves	-	140,360	92,000	21,245
SUBTOTAL TRANSFERS	-	832,360	784,000	21,245
TOTAL - ANNUAL REVENUE	2,022,335	3,369,261	3,129,800	6,770,397

ENTERPRISE FUND - SEWER

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
EXPENSES				
SALARIES & RELATED				
Admin distributions		86,476	86,476	26,658
Director Public Works 40		26,290	26,290	27,496
Assistant Public Works Dir. 40%		19,606	19,606	21,805
Operations Manager		24,347	24,347	-
Water/Sewer Supervisor		18,684	18,684	26,655
Public Works Clerk		16,039	16,039	18,629
Public Works Clerk		14,894	14,894	16,584
Maint Tech I		37,402	37,402	40,417
Maint Tech 1		50,301	50,301	53,317
Maint Tech 1		42,316	42,316	46,390
Maint Tech 1		-	-	46,390
Maint Tech 2		-	-	39,295
Utility Clerk II		-	-	-
Salary Contingency		271,499	271,499	321,907
20-700-90000	357,924	607,854	607,854	632,228
SUBTOTAL SALARIES				
Overtime	10,691	5,000	10,000	10,000
20-700-90500	10,691	5,000	10,000	10,000
TOTAL OT SALARIES				
TOTAL SALARIES	368,615	612,854	617,854	642,228
Employee taxes	27,466	49,028	49,428	51,378
20-700-91500				
Retirement	16,787	57,302	57,302	35,720
20-700-92000				
Pension	(6,856)	40,000	40,000	40,000
20-700-92500				
Group Insurance	79,978	104,737	104,737	98,118
20-700-93000				
SUBTOTAL RELATED	117,377	251,067	251,467	225,216
TOTAL SALARIES & RELATED	485,991	863,921	869,321	867,444

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ENTERPRISE FUND - SEWER

SERVICES & SUPPLIES	Actual 2023	6/30/2024		12/31/2024		2025
		2024	2024	2024	2024	
20-700-50000 Chemicals	\$ -	10,000	7,000	\$ -	2,000	
20-700-50130 Supplies	\$ 14,909.91	10,000	12,000	7,000	7,000	
20-700-50300 Lab Supplies			550	550	550	
20-700-50350 Permit Fees	\$ 3,000.00	3,000	3,000	3,000	3,000	
20-700-50500 Building Maintenance	\$ 88.87	5,000	5,000	5,000	5,025	
20-700-50550 Custodial Supplies	\$ 172.30	300	300	300	300	
20-700-50600 Miscellaneous Expense	\$ -	100	100	100	100	
20-700-50700 Office Supplies	\$ 4,480.26	2,500	3,500	3,500	3,518	
20-700-50750 Postage	\$ 12,490.65	13,000	13,000	13,000	13,065	
20-700-51000 Repairs and Maintenance	\$ 118,584.83	80,000	80,000	80,000	80,000	
20-700-51100 Telemetry O&M	\$ -	-	-	-	-	
20-700-52000 Supplies - Small Equip	\$ 11,231.65	10,000	10,000	10,000	10,050	
20-700-55100 Hook up Expense	\$ -	100	100	100	100	
20-700-55200 Advertising	\$ 105.00	300	1,000	1,000	500	
20-700-55400 Audit Expense	\$ 7,820.00	6,000	6,000	6,000	6,030	
20-700-55500 Bank Fees/Credit Card	\$ 22,709.10	19,000	40,000	40,000	40,200	
20-700-55600 Contract Labor	\$ 3,833.00	6,000	6,000	6,000	6,030	
20-700-55800 Dues & Subscriptions	\$ -	300	300	300	300	
20-700-55850 Equipment Rental	\$ 3,082.44	3,000	3,500	3,500	3,500	
20-700-56000 Insurance	\$ 42,976.00	36,659	36,659	36,659	36,842	
20-700-56200 Legal	\$ 22,333.33	50,000	50,000	50,000	50,250	
20-700-56400 Professional	\$ 45,914.99	86,400	86,400	86,400	80,000	
20-700-56500 Safety Program	\$ 580.89	200	200	200	200	
20-700-56600 Citizen Trash	\$ 313,840.21	23,000	23,000	23,000	-	
20-700-56900 Travel Expense	\$ 411.06	1,000	1,000	1,000	1,000	
20-700-56950 Training & Education	\$ 1,020.35	2,000	2,000	2,000	2,000	
20-700-57200 Recycle Center	\$ 5,505.04	5,000	5,000	5,000	5,000	
20-700-57300 Rent	\$ 1,250.00	-	-	-	-	
20-700-57400 Equipment/Software Contr	\$ 12,381.26	27,000	27,000	27,000	27,135	
20-700-58000 Springfield Sewer Charges	\$ 504,553.64	648,000	648,000	648,000	651,240	
20-700-61000 Telephone	\$ 2,217.16	3,000	3,000	3,000	2,505	
20-700-61050 Internet Services	\$ 5,846.03	5,900	5,900	5,900	4,915	
20-700-62000 Utilities - Electric	\$ 82,880.70	90,000	90,000	90,000	90,450	
20-700-62100 Utilities - Gas	\$ 695.76	1,600	1,600	1,600	1,608	
20-700-62300 Utilities - Other	\$ 2,203.43	2,200	2,200	2,200	2,211	
20-700-70000 Vehicle Fuel	\$ 11,501.26	12,000	12,000	12,000	12,060	
20-700-70100 Equipment Fuel	\$ 5,599.90	8,040	8,040	8,040	8,080	
20-700-71000 Vehicle Repair & Maintena	\$ 6,596.16	4,500	10,000	10,000	10,050	
20-700-71100 Equipment Repairs/Maint	\$ 4,746.71	1,500	5,000	5,000	5,025	
20-700-75000 Vehicle Lease	\$ 21,470.14	37,860	37,860	37,860	51,216	
10-700-75100 Equipment Lease	\$ 414.72	12,717	12,717	12,717	12,781	
20-700-79000 Property Easement	\$ -	20,000	20,000	20,000	-	
20-700-92500 Uniform Expense	\$ 628.48	3,100	3,100	3,100	3,116	
20-700-97100 Bad Debt Expense	\$ -	3,000	3,000	3,000	3,015	
20-700-97200 Depreciation Expense	\$ 79,185.63	-	-	-	-	
SUBTOTAL SERVICES & SUPPLIES	\$ 1,377,260.86	1,253,276	1,285,026	1,285,026	1,241,966	

ENTERPRISE FUND - SEWER

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
DEBT SERVICE				
20-700-96000 Debt service principle	\$ 198,933.52	202,500	202,500	210,000
20-700-96200 Debt service interest	\$ 127,194.25	120,355	120,355	113,944
20-700-96400 Fiscal Agent Fees	\$ 1,500.00	2,250	2,250	2,250
TOTAL DEBT SERVICE	\$ 327,627.77	325,105	325,105	326,194
CAPITAL OUTLAY				
CAPITAL PROJECTS				
	341,340	50,000	50,000	50,000
	\$ 1,448	50,000	50,000	100,000
	1,633	277,710	277,710	40,000
	\$ 46	462,750	86,000	2,984,980
	\$ -	10,000	10,000	1,071,100
	\$ -	50,000	50,000	40,000
	\$ -	-	-	20,000
20-700-95100 SUBTOTAL CAPITAL PROJE	\$ 344,466.72	900,460	523,710	4,306,080
CAPITAL EQUIPMENT				
	4,169	7,000	7,000	10,000
	2,870	7,500	7,500	2,500
	\$ -	12,000	13,839	813
	\$ -	-	-	4,400
	\$ -	-	-	9,000
	\$ -	-	-	2,000
20-700-95500 SUBTOTAL EQUIP	\$ 7,039.46	26,500	28,339	28,713.00
TOTAL CAPITAL OUTLAY	\$ 351,506.18	926,960	552,049	4,334,793
TOTAL EXPENSES	\$ 2,542,386.02	3,369,261	3,031,500	6,770,397
Transfer to Water	\$ -	-	-	-
TOTAL TRANSFERS	\$ -	-	-	-
TOTAL ANNUAL EXPENSES	\$ 1,998,985.78	3,369,261	3,031,500	6,770,397
NET REVENUES OVER EXPENSES	\$ 23,349.24	(0)	98,300	0.00
Projected Ending Fund Reserves-Sewer	\$ 140,936.92	577	147,237	125,992

PARKS AND RECREATION

PARKS & RECREATION

	Actual 2023	Amended 6/30/2024 2024	Amended 12/31/2024 2024	2025
Beginning Fund Cash & Equivalents-Parks	\$ 86,124	\$ 87,302	\$ 87,302	\$ 35,394
REVENUES				
30-800-40000 Advertising	\$ 20,700	\$ 30,000	\$ 18,500	\$ 20,000
30-800-40400 Concessions	\$ 38,070	\$ 38,325	\$ 38,325	\$ 38,325
30-800-40600 Facility Income	\$ 36,156	\$ 32,000	\$ 32,000	\$ 32,000
30-800-40650 Fitness Center	\$ 50,415	\$ 49,000	\$ 49,000	\$ 49,000
30-800-40800 Miscellaneous Income	\$ 1,895	\$ 2,000	\$ 2,000	\$ 2,000
30-800-40850 Convenience Fees	\$ -	\$ -	\$ -	\$ -
30-800-40900 Park Fees	\$ 10,250	\$ 25,000	\$ 34,000	\$ 20,000
30-800-40950 Pool Income	\$ 113,291	\$ 110,000	\$ 121,500	\$ 110,000
30-800-41300 Franchise Fees/Lease Rev	\$ 11,292	\$ 19,482	\$ 15,500	\$ 15,578
30-800-42000 Grant Revenue	\$ 2,000	\$ 750,000	\$ 750,000	\$ 1,000
30-800-43000 Interest Income	\$ 13,123	\$ 7,000	\$ 5,000	\$ 5,025
30-800-45300 Real Estate Tax	\$ 132,914	\$ 126,840	\$ 126,840	\$ 126,840
30-800-45400 Sales Tax Income	\$ 308,886	\$ 336,000	\$ 336,000	\$ 342,720
30-800-45500 Capital Improvement Tax	\$ 305,897	\$ 320,000	\$ 320,000	\$ 326,400
30-800-47000 Adult Programs	\$ 6,134	\$ 6,630	\$ 5,000	\$ 5,100
30-800-47100 Youth Programs	\$ 6,553	\$ 6,500	\$ 14,000	\$ 50,000
30-800-47200 Youth Camp	\$ 63,242	\$ 70,000	\$ 70,000	\$ 71,400
30-800-47300 Youth Sports	\$ 36,691	\$ 42,000	\$ 39,000	\$ 39,780
30-800-48000 Freedom Fest	\$ 10,760	\$ 11,000	\$ 15,000	\$ 15,300
30-800-48100 Event Income Other	\$ 5,089	\$ 6,500	\$ 3,000	\$ 3,060
30-800-48200 Shirt Sales	\$ -	\$ 100	\$ 100	\$ 102
30-800-49000 Capital Asset Sales	\$ 1,095	\$ 2,000	\$ 2,000	\$ 500
30-800-49500 COP Proceeds	\$ -	\$ -	\$ -	\$ -
30-800-49550 Cop Premium	\$ -	\$ -	\$ -	\$ -
SUBTOTAL REVENUES	\$ 1,174,453	\$ 1,990,377	\$ 1,996,765	\$ 1,274,130
Transfer from Reserves	\$ -	\$ 50,000	\$ 52,000	\$ -
Transfer in General	\$ 490,000	\$ 243,906	\$ 349,177	\$ 575,378
SUBTOTAL TRANSFERS	\$ 490,000	\$ 293,906	\$ 401,177	\$ 575,378
TOTAL - ANNUAL REVENUE	\$ 1,664,453	\$ 2,284,283	\$ 2,397,942	\$ 1,849,507

PARKS AND RECREATION

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025		
EXPENSES						
SALARIES & RELATED						
SALARIES						
Admin Distributions	\$	90,049	\$	90,049	\$	63,359
Director of Parks and Recreation	\$	55,358	\$	55,358	\$	61,176
Assistant Parks Director	\$	43,297	\$	43,297	\$	48,505
Activity Coordinator	\$	35,600	\$	35,600	\$	38,615
Adult Programs & Facility Coord	\$	37,402	\$	37,402	\$	41,353
Youth Rec Programs Coordinator	\$	36,490	\$	36,490	\$	40,417
Sports and Concessions Specialist	\$	-	\$	-	\$	-
Landscaping/Grounds Foreman	\$	-	\$	-	\$	-
Landscaping/Grounds Team Lead	\$	37,424	\$	37,424	\$	41,375
Building and Grounds Maintenance	\$	-	\$	-	\$	-
Grounds Tech I/Maintenance	\$	33,905	\$	33,905	\$	36,920
Grounds Tech I/Maintenance	\$	35,621	\$	35,621	\$	42,334
Grounds Tech I/Maintenance	\$	33,905	\$	33,905	\$	37,768
Contingent salaries	\$	33,085	\$	33,085	\$	76,029
30-800-90000 SUBTOTAL SALARIES	\$	285,606	\$	292,038	\$	401,134
30-800-90500 Overtime	\$	2,721	\$	3,500	\$	5,000
30-800-91000 Seasonal Employees	\$	334,190	\$	335,000	\$	370,175
30-800-91000 SUBTOTAL OVERTIME & SE	\$	336,912	\$	338,500	\$	375,175
TOTAL SALARIES	\$	622,517	\$	630,538	\$	776,309
30-800-91500 Employee taxes	\$	47,304	\$	50,443	\$	62,105
30-800-92000 Retirement	\$	11,729	\$	27,633	\$	41,177
30-800-93000 Group Insurance	\$	40,432	\$	57,089	\$	84,456
Related Expense	\$	99,465	\$	135,165	\$	187,738
TOTAL SALARIES & RELATED	\$	721,983	\$	765,703	\$	964,047

PARKS AND RECREATION

		Actual	6/30/2024	12/31/2024	2025
		2023	2024	2024	2025
SERVICES & SUPPLIES					
30-800-50000	Chemicals	\$ 13,258	\$ 15,000	\$ 21,000	\$ 21,000
30-800-50110	Supplies Grounds	\$ 1,829	\$ 3,500	\$ 4,000	\$ 4,000
30-800-50130	Supplies General	\$ 4,165	\$ 3,000	\$ 4,000	\$ 4,000
30-800-50140	Supplies Aquatic	\$ 6,828	\$ 7,000	\$ 7,000	\$ 7,000
30-800-50150	Supplies Sports Shirts	\$ 7,101	\$ 8,500	\$ 8,500	\$ 8,500
30-800-50170	Supplies Special Activity	\$ 7,235	\$ 6,000	\$ 7,000	\$ 6,000
30-800-50175	Supplies Youth Program	\$ 14	\$ 500	\$ 700	\$ 1,000
30-800-50177	Supplies Youth Camp	\$ 4,442	\$ 4,000	\$ 4,700	\$ 4,700
30-800-50180	Supplies Sports	\$ 8,235	\$ 9,000	\$ 9,000	\$ 9,000
30-800-50190	Tree City	\$ 1,252	\$ 14,600	\$ 17,000	\$ 17,000
30-800-50200	Concession Costs	\$ 21,489	\$ 25,000	\$ 25,000	\$ 25,000
30-800-50210	Turf Maintenance	\$ 1,190	\$ 2,500	\$ 2,500	\$ 2,500
30-800-50400	Fitness Center	\$ 3,077	\$ 3,150	\$ 3,150	\$ 3,150
30-800-50450	Freedom Fest	\$ 20,439	\$ 22,221	\$ 22,600	\$ 22,600
30-800-50500	Building Maint.	\$ 23,333	\$ 20,050	\$ 27,000	\$ 27,000
30-800-50550	Custodial Supplies	\$ 4,450	\$ 5,025	\$ 5,025	\$ 5,025
30-800-50600	Miscellaneous	\$ -	\$ 100	\$ 100	\$ 100
30-800-50700	Office Expense	\$ 1,533	\$ 1,400	\$ 2,000	\$ 2,010
30-800-50750	Postage	\$ 40	\$ 100	\$ 100	\$ 100
30-800-51000	Repairs & Maintenance	\$ 5,352	\$ 7,000	\$ 7,500	\$ 7,500
30-800-52000	Supplies-Small Equip	\$ 5,252	\$ 7,000	\$ 7,000	\$ 7,000
30-800-55200	Advertising	\$ 4,734	\$ 6,000	\$ 6,000	\$ 6,000
30-800-55400	Audit Expense	\$ 940	\$ 2,050	\$ 2,050	\$ 1,000
30-800-55500	Bank/Credit Card Fees	\$ 336	\$ 500	\$ 500	\$ 500
30-800-55600	Contract Labor	\$ 3,898	\$ 3,898	\$ 3,898	\$ 3,900
30-800-55800	Dues & Subscriptions	\$ 4,671	\$ 3,819	\$ 4,000	\$ 4,000
30-800-55850	Equipment Rental	\$ 10,911	\$ 10,000	\$ 7,000	\$ 7,000
30-800-56000	Insurance	\$ 44,508	\$ 47,000	\$ 47,000	\$ 47,235
30-800-56200	Legal Expense	\$ 248	\$ 1,010	\$ 1,010	\$ 1,010
30-800-56400	Professional	\$ 4,272	\$ 5,050	\$ 5,050	\$ 5,075
30-800-56450	Contract Services / Security	\$ 902	\$ 1,005	\$ 1,005	\$ 1,010
30-800-56500	Safety Program	\$ 1,944	\$ 2,964	\$ 3,600	\$ 3,600
30-800-56900	Travel Expense	\$ 1,940	\$ 3,600	\$ 3,600	\$ 3,600
30-800-56950	Training & Education	\$ 4,047	\$ 3,518	\$ 3,600	\$ 3,600
30-800-57400	Equip & Software Cont	\$ 8,526	\$ 16,000	\$ 18,000	\$ 18,090
30-800-61000	Telephone	\$ 2,580	\$ 2,695	\$ 2,695	\$ 2,985
30-800-61050	Internet Services	\$ 6,043	\$ 5,930	\$ 5,930	\$ 10,320
30-800-62000	Utilities - Electricity	\$ 52,798	\$ 61,305	\$ 61,305	\$ 61,612
30-800-62100	Utilities - Natural Gas	\$ 8,570	\$ 6,231	\$ 8,000	\$ 8,040
30-800-62300	Utilities - Other	\$ 6,213	\$ 5,025	\$ 7,500	\$ 7,538
30-800-7000	Vehicles Fuel	\$ 7,685	\$ 8,543	\$ 8,543	\$ 8,585
30-800-70100	Equipment Fuel	\$ 9,847	\$ 8,040	\$ 8,500	\$ 8,500
30-800-71000	Vehicles R & M	\$ 3,591	\$ 1,508	\$ 8,000	\$ 8,040
30-800-71100	Equipment R&M	\$ 8,919	\$ 10,050	\$ 15,000	\$ 15,000
30-800-75000	Vehicle Lease	\$ 12,872	\$ 23,320	\$ 23,320	\$ 38,035
30-800-92500	Uniforms	\$ 373	\$ 500	\$ 6,000	\$ 3,000
30-800-96500	COP Insurance Costs	\$ -	\$ -	\$ -	\$ -
30-800-92503	Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
SUBTOTAL SERVICES & SUPPLIES		\$ 351,884	\$ 404,205	\$ 445,981	\$ 461,460

PARKS AND RECREATION

	Actual 2023	6/30/2024 2024	12/31/2024 2024	2025
DEBT SERVICE				
30-800-96000 Principal Expense	\$ 230,000	\$ 235,000	\$ 235,000	\$ 245,000
30-800-96200 Interest Expense	\$ 81,561	\$ 74,882	\$ 74,882	\$ 67,682
30-800-96400 Fiscal Agent Fees	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL DEBT SERVICE	\$ 313,061	\$ 311,382	\$ 311,382	\$ 314,182
PARKS CAPITAL OUTLAY				
CAPITAL PROJECTS				
	\$ 4,200.00	\$ 5,000	\$ 5,000	\$ 5,000
	\$ 8,864.40	\$ 40,000	\$ 40,000	\$ 40,000
	\$	\$ 81,000	\$ 81,000	\$ 5,000
	\$ -	\$ 7,330	\$ 7,330	\$ 7,500
	\$	\$ 4,320	\$ 4,320	\$ 10,000
	\$	\$ -	\$ 65,000	\$ -
	\$ -	\$ 65,000	\$ 37,800	\$ -
30-800-95100 SUBTOTAL CAPITAL PROJEC	\$ 13,064	\$ 202,650	\$ 240,450	\$ 67,500
CAPITAL EQUIPMENT				
	11,450	\$ 4,000	\$ 4,000	\$ 4,000
	250,000	\$ 11,500	\$ 11,500	\$ 13,000
	2,975	\$ 6,600	\$ 6,600	\$ 3,000
	\$ -	\$ 530,000	\$ 560,000	\$ 813
	\$ -	\$ 1,200	\$ 1,200	\$ 21,414
	\$ -	\$ 13,000	\$ 13,000	\$ -
	\$ -	\$ 15,000	\$ 15,000	\$ -
	\$ -	\$ -	\$ 21,414	\$ -
30-800-95500 SUBTOTAL EQUIP	\$ 264,425	\$ 581,300	\$ 632,714	\$ 42,227
TOTAL CAPITAL OUTLAY	\$ 277,489	\$ 783,950	\$ 873,164	\$ 109,727
TOTAL ANNUAL EXPENSES	\$ 1,664,417	\$ 2,265,240	\$ 2,397,850	\$ 1,849,415
REVENUES OVER EXPENSES	\$ 36	\$ 19,043	\$ 92	\$ 92
Projected Ending Fund Reserves	\$ 86,160	\$ 56,344	\$ 35,394	\$ 35,486

Budget Capital Improvement and Equipment

2025			
General Fund			
Capital Assets		Capital Assets Equipment	
	-	Computer (3)	3,600
	-	Meraki Network Firewall Updat	20,000
	-	KnowBe4	813
	-	Miscellaneous Equipment	2,000
	-	TV Monitor for Board Room	1,500
	-		-
Total Capital Improvements	-	Total Capital Improvements	27,913
2025			
Public Safety (Law)			
Capital Assets		Capital Assets Equipment	
Bldg Maint	2,000	Computers (2)	2,400
	-	Equipment	5,000
	-	KnowBe4	813
	-	Equipment vehicle install (3)	32,000
	-	Vehicle & body cameras (8)	21,760
	-		-
Total Capital Improvements	2,000	Total Capital Improvements	61,973
2025			
Court			
Capital Assets		Capital Assets Equipment	
	-	Laptop - 2	3,000
	-	KnowBe4	813
	-		-
	-		-
Total Capital Improvements	-	Total Capital Improvements	3,813
2025			
Streets			
Capital Assets		Capital Assets Equipment	
Storm Water Improvement	5,000	KnowBe4	813
	-	IMS Software	44,325
	-	Breaker for Mini Excavator	2,200
	-	Roller	4,500
	-	Milling head Attachment Skids	1,000
	-	Bush Hog attachment Skids	2,500
	-	Asphalt Drag Box	12,203
	-		-
Total Capital Improvements	5,000	Total Capital Improvements	67,541

Budget Capital Improvement and Equipment

2025

Planning	
Capital Assets	Capital Assets Equipment
-	Computer (2) 3,000
-	Plotter 3,600
-	KnowBe4 813
-	-
Total Capital Improvements	Total Capital Improvements 7,413

2025

Economic Development	
Capital Assets	Capital Assets Equipment
-	-
-	-
-	-
-	-
Total Capital Improvements	Total Capital Improvements

2025

Emergency Management	
Capital Assets	Capital Assets Equipment
-	-
-	-
-	-
-	-
Total Capital Improvements	Total Capital Improvements

Budget Capital Improvement and Equipment

2025

Water	
Capital Assets	Capital Assets Equipment
Water Imp.-Pipe Replacem	Equipment
Water Meters	KnowBe4
Misc - TBD	Breaker for Mini Excavator
5 Yr Water Loss Project	Roller
Meadows Water Tower Inte	Milling head Attachment Skids
50,000	10,000
60,000	813
10,000	4,400
20,000	9,000
150,000	2,000
Total Capital Improvements	Total Capital Improvements
290,000	26,213

2025

Sewer	
Capital Assets	Capital Assets Equipment
I&I	Equipment
Sewer Improvements	Bush Hog attachment Skids
B-Lift Station Rewire	KnowBe4
94 Lift Station/Force Main	Breaker for Mini Excavator
Meadows	Roller
Replacement Pump-Lift Sta	Milling head Attachment Skids
Easements	
50,000	10,000
100,000	2,500
40,000	813
2,984,980	4,400
1,071,100	9,000
40,000	2,000
20,000	
Total Capital Improvements	Total Capital Improvements
4,306,080	28,713

2025

Parks	
Capital Assets	Capital Assets Equipment
Improvements	Equipment
Heat Pump Replacement	Mower
Electric Meter at Memorial	Tablet for Concessions (3)
Murray room flooring	KnowBe4
Roof Repair on Soccer Fiel	Bus (2 of 4 payments)
5,000	4,000
40,000	13,000
5,000	3,000
7,500	813
10,000	21,414
Total Capital Improvements	Total Capital Improvements
67,500	42,227

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



An Ordinance Accepting the 2024 Amended Budget

FIRST READING: 11/25/2024

SECOND READING: 12/09/2024

BILL NO.: 24-65

ORDINANCE NO.: 241125A

ORDINANCE

AN ORDINANCE TO AMEND THE 2024 BUDGET.

WHEREAS, the City of Willard has deemed it necessary to provide amendments to the 2024 Budget.

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

SECTION 1: That the 2024 Budget Amendments are attached to this Ordinance and shall be incorporated herein by reference as if fully set forth herein.

SECTION 2: That these 2024 Budget Amendments are adopted as a part of the 2024 Budget.

SECTION 3: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation, or ordinance, the more restrictive shall apply.

SECTION 4: Severability Clause. If any Section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each Section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more Sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 5: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 9TH DAY OF DECEMBER 2024.

Approved as to Form By: _____

Nate Dally, City Attorney

Approved By: _____

Troy Smith, Mayor

Attested By: _____

Janice Gargus, City Clerk



***2024 AMENDED BUDGET
SUMMARY***

12/9/2024

**Amended
Budget
For Calendar Year 2024

City of Willard**

Adopted Budget 12/9/24

		2024 Amended Budget		
		Page No.	Adopted 2024 Expenditures	Proposed Amended 2024 Expenditures
Table of Contents:				
Fund				
General Fund		2	3,342,236.00	3,449,490.00
Water - Sewer Fund		3	5,079,473.64	4,793,585.00
Parks Fund		4	2,265,240.00	2,397,848.00
Totals			10,686,949.64	10,640,923.00
Summary of Amendments		5		

City of Willard		2024	
Amended Budget 12/9/24			
General Fund	2024 Adopted Budget	2024 Proposed Budget	
Cash Balance January 1	4,503,139.00	4,503,139.00	
Receipts:			
General Revenue	2,211,140.00	2,226,940.00	
Law Revenue	199,100.00	204,100.00	
Court Revenue	65,600.00	85,600.00	
Street Revenue	726,419.00	727,419.00	
Planning/Economic Development Revenue	25,000.00	57,000.00	
Emergency Management	8,458.00	8,458.00	
Total Receipts	3,235,717.00	3,309,517.00	
Resources Available	7,738,856.00	7,812,656.00	
Expenditures			
Salary and Related Expense			
General	288,777.00	288,777.00	
Law	860,443.00	860,443.00	
Court	87,425.00	87,533.00	
Street	123,835.00	124,915.00	
Planning/Economic Development	158,002.00	158,002.00	
Economic Development	3,668.00	3,668.00	
Total Salaries and Related Expense	1,522,150.00	1,523,338.00	
Services and Supplies			
General	286,030.00	208,280.00	
Law	254,250.00	254,850.00	
Court	40,680.00	41,830.00	
Street	200,829.00	212,604.00	
Planning/Economic Development	117,487.00	120,197.00	
Economic Development	12,000.00	25,000.00	
Emergency Management	19,800.00	20,600.00	
Total Services & Supplies	931,076.00	883,361.00	
Capital Outlay			
General	43,440.00	49,950.00	
Law	47,000.00	49,000.00	
Court	-	-	
Street	554,664.00	594,664.00	
Planning/Economic Development	-	-	
Economic Development	-	-	
Emergency Management	-	-	
Total Capital Expense	645,104.00	693,614.00	
Transfers to Other Funds			
Transfer from General Fund to Parks Fund	243,906.00	349,177.00	
Total Transfer of Funds	243,906.00	349,177.00	
Total Expenditures	3,342,236.00	3,449,490.00	
Reserves Used:	106,519.00	140,796.00	
Cash Balance December 31	4,396,620.00	4,363,166.00	

Adopted Budget 12/9/24

Water - Sewer Fund	2024 Adopted Budget	2024 Proposed Budget
Cash Balance January 1	2,776,529.00	2,776,529.00
Receipts:		
Water Revenue	1,348,093.00	1,440,868.00
Sewer Revenue	2,536,901.00	2,345,800.00
Total Receipts	3,884,994.00	3,786,668.00
Resources Available	6,661,523.00	6,563,197.00
Expenditures		
Salary and Related Expense		
Water	656,803.00	663,283.00
Sewer	863,920.64	869,321.00
Total Salaries and Related Expense	1,520,723.64	1,532,604.00
Services and Supplies		
Water	624,380.00	667,933.00
Sewer	1,253,276.00	1,285,026.00
Total Services & Supplies	1,877,656.00	1,952,959.00
Debt Service		
Water	102,529.00	102,529.00
Sewer	325,105.00	325,105.00
Total Debt Service	427,634.00	427,634.00
Capital Outlay		
Water	326,500.00	328,339.00
Sewer	926,960.00	552,049.00
Total Capital Expense	1,253,460.00	880,388.00
Transfers to Other Funds		
Transfer from Water Fund to Sewer Fund	692,000.00	692,000.00
Total Transfer of Funds	692,000.00	692,000.00
Total Expenditures	5,079,473.64	4,793,585.00
Reserves Used:		
Water Reserves Gained	-	-
Sewer Reserves Gained		
Water Reserves Used	1,054,631.00	1,121,729.00
Sewer Reserves Used	140,360.27	92,000.00
Total Reserves	1,194,991.27	1,213,729.00
Cash Balance December 31	1,582,049.36	1,769,612.00

Adopted Budget 12/9/24

Parks Fund	2024 Adopted Budget	2024 Proposed Budget
Cash Balance January 1	87302	87302
Receipts:		
Park Revenue	1990377	1996765
Transfer from General to Parks	243,906.00	349,177.00
Total Receipts	2,234,283.00	2,345,942.00
Resources Available	2,321,585.00	2,433,244.00
Expenditures		
Salary and Related Expense	765,703.00	767,323.00
Total Services & Supplies	404,205.00	445,979.00
Total Debt Service	311,382.00	311,382.00
Total Capital Expense	783,950.00	873,164.00
Total Expenditures	2,265,240.00	2,397,848.00
Reserves Used:		
Reserves Gained		-
Reserves Used	30,000.00	50,000.00
Total Reserves	30,000.00	50,000.00
Cash Balance December 31	56,345.00	35,395.00

Notice of Amending the 2024 Budget
The governing body of the
City of Willard
will meet on the day 12/9/24 at 6:00 pm at City Hall for the

Detailed budget information is available at City Hall

Summary of Fund Balance

			2024	
			Amended Budget	
Fund			Original Fund Balance	Projected Fund Balance
General			4,396,620.00	4,363,166.00
Water-Sewer			1,582,049.36	1,769,612.00
Parks			56,345.00	35,395.00
Summary			6,035,014.36	6,168,173.00

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



**An Ordinance of the City of Willard, Missouri,
Imposing a Sales Tax for Police Department Purposes**

First Reading: 11/25/2024

Second Reading: 12/09/2024

Bill No.: 24-66

Ordinance No.: 241125B

AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, IMPOSING A LOCAL SALES TAX FOR POLICE DEPARTMENT PURPOSES AT THE RATE OF ONE-HALF OF ONE PERCENT (.5%) PURSUANT TO THE AUTHORITY GRANTED BY 94.510, RSMO. AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR APPROVAL AT AN ELECTION TO BE HELD ON THE 5TH DAY OF NOVEMBER, 2024.

WHEREAS, the Board of Aldermen of the City of Willard, Missouri deem it to be in the public interest to submit to the voters of the City of Willard at the General Election to be held in the City on November 5, 2024 the question of whether or not to impose an additional General Sales Tax of one half of one percent (.5%) for the City of Willard for Public Safety purposes; and,

WHEREAS, the City is authorized pursuant to the Missouri Constitution and Sections 94.500 through 94.550 RSMo., to impose a general city sales tax, if approved by the qualified voters of the City; and

WHEREAS, the State has authorized a maximum combined general sales tax rate of up to two percent (2%) under §94.510.2 RSMo., of which the City has a current approved rate of 1%; and

WHEREAS, the City desires to submit to the qualified voters of the City a proposition to impose an additional tax of one half of one percent ($\frac{1}{2}\%$) while remaining at or below the maximum combined rate for general sales taxes.

WHEREAS the City currently collects a 2% total sales tax for municipal purposes (1% General Sales tax, $\frac{1}{2}\%$ Capital Improvement Sales Tax, $\frac{1}{2}\%$ Parks Sales Tax); and

WHEREAS the general one percent (1%) sales tax rate has existed at its current level since 11/12/1984; and

WHEREAS the Police Department is funded through the City's general fund because they do not have a dedicated funding source; and

WHEREAS in 2023 Police Department expenditures were over \$900,000 while total general sales tax revenue was only \$1.9 million; and

WHEREAS Willard Police Department has demonstrated that the department is having trouble attracting and retaining officers to adequately serve the Willard community due to significantly more competitive recruitment efforts, and the greater salary offerings, of neighboring law enforcement opportunities being offered; and

WHEREAS the City of Republic collects a 3.125 cent sales tax, the City of Ozark collects a 2.375 cent sales tax, the cities of Bolivar, and Mt. Vernon each collects a 2.5 cent sales tax, Webb City collects a 3.125 cent sales tax, the City of Rogersville collects a 2.25 cent sales tax and a 1 cent special tax, the City of Springfield collects a 2.125 cent sales tax, and the city of Marshfield collects a 2.5 cent sales tax; and

WHEREAS Willard’s current 2 cent sales tax rate is lower than our neighboring cities, despite our continued growth rate, and considering the city’s efforts to stretch its revenues as far as possible to meet the demand for police services; and

WHEREAS imposing an additional 1/2 cent general sales tax, to fund public safety would bring Willard more in line with our neighboring cities; and

WHEREAS the City Council has determined that it is necessary to authorize an additional 1/2 percent city general sales tax to fund public safety; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLARD, AS FOLLOWS, THAT:

SECTION 1: That there is imposed, subject to approval by a majority of the votes cast by the qualified voters of the City a general sales tax as authorized by § 94.510 RSMo at the rate of one half of percent (0.5 %) on all retail sales made within the City which are subject to taxation pursuant to section 144.010 to 144.525, RSMo, except sales of motor vehicles, trailers, boats or outboard motors and sales to public utilities. The tax imposed herein shall be in addition to any other taxes imposed by the City of Willard.

SECTION 2: That such Sales Tax shall not be effective unless approved by a majority of the votes cast by the qualified voters voting thereon at an election to be held Tuesday, November 5, 2024. That the Board of Aldermen approves the submission to the qualified voters of the City the following ballot proposition

QUESTION

Shall the City of Willard, Missouri, impose a city sales tax of one half of one percent (0.5%) for the City of Willard for public safety purposes?

Yes []

No []

Instructions to Voters: If you are in favor of the question, place an X in the box opposite “YES.” If you are opposed to the question, place an X in the box opposite “NO.”

SECTION 3: That the County Clerk of Greene County, Missouri, shall provide the ballot and ballot labels, conduct the election and cause the results thereof to be certified to the Board of Aldermen as provided by law.

SECTION 4: The City Clerk shall notify the County Clerk of Greene County, Missouri, of the adoption of this Ordinance no later than 5:00 P.M. on August 27, 2024, and call for a general municipal election to be held on November 5, 2024. Such notice should include all of the terms and provisions required by Chapter 115, RSMo, as amended, including a certified copy of the legal notice of election. This election shall be held and conducted and the result thereof shall be canvassed in all respects in conformity with the Constitution and laws of the State of Missouri, and in accordance with appropriate ordinances adopted by the City Board of Alderman of the City of Willard, Missouri.

SECTION 5: Form of Notice of Election. The Notice of Election and ballot to be used at this election shall be in substantially the same form as is attached hereto as Exhibit A.

SECTION 6: The City Clerk is authorized to correct any scrivener's errors discovered herein.

SECTION 7: The provisions of this Ordinance are severable. If any Section, Subsection, sentence or provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other Sections, Subsections, sentences, provisions or applications of this Ordinance which can be given effect without the invalid Section, Subsection, sentence, provision or application.

SECTION 8: The City Administrator, and other officers of the City, are hereby authorized and directed to take such other actions as may be necessary or convenient to carry out the purpose and intent of this Ordinance.

SECTION 9: That as used herein, "Public safety Purposes" shall include, but not be limited to, equipment, salaries, and facilities

SECTION 10: If the proposed city sales tax is not approved by a majority of the votes cast by the qualified voters voting thereon, then this Ordinance shall be of no effect, and the sales tax proposed herein shall not be effective, however, the failure of this proposition to receive the requisite majority vote shall have no effect on any other sales tax levied or imposed by the City. Nothing herein is intended to be nor shall be deemed as an abolition of any other tax levied by the City.

SECTION 10: This Ordinance shall be in full force and effect from and after its passage.

Read the first time by title only and approved by the City Board of Alderman of the City of Willard, Missouri, this 25th day of November 2024.

Read the second time by title only and approved by the City Board of Alderman of the City of Willard, Missouri, this 9th day of December 2024.

ADOPTED BY THE BOARD THIS 9th DAY OF DECEMBER 2024.

ATTEST:

PRESIDING OFFICER

CITY CLERK

APPROVED BY THE MAYOR THIS _____ DAY OF _____ 2024.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



**An Ordinance Extending the Agreement with
SW Missouri Engineers, LLC dba Cochran
Engineering**

First Reading: 12/09/24
12/23/24
Council Bill No.: 24-68
241209A

Second Reading:
Ordinance No.:

AN ORDINANCE

EXTENDING THE AGREEMENT WITH SW MISSOURI ENGINEERS, LLC, d/b/a COCHRAN FOR ENGINEERING SERVICES, AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS, ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, on December 12, 2022, the City of Willard has made a determination that it would benefit from a Professional Services Agreement for Professional Services to be provided for the City; and

WHEREAS, Cochran Engineering and the City of Willard have previously agreed to certain benefits which are set forth below; and

WHEREAS, the City of Willard wishes to continue to employ Cochran Engineering primarily on a Time and Expense Contract basis, but in some cases on a lump sum basis, for an extended term of the above referenced Agreement.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to extend the agreement with SW Missouri Engineering, LLC d/b/a Cochran to provide the services described in Exhibit "A".

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri on the **23rd day of December 2024.**

Approved as to Form: _____
Nate Dally, City Attorney

Approved By: _____
Mayor Troy Smith

Attested By:

Janice Gargus, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made here and entered into this ____ day of _____ 2024, by and between the **City of Willard, Missouri** (hereinafter "CITY") and **SW Missouri Engineering, LLC dba Cochran** (hereinafter "CONSULTANT").

WITNESSETH:

WHEREAS, the CITY, has made a determination that it would benefit from a Professional Services Agreement for Professional Services to be provided for the City; and

WHEREAS, the CITY made a Request for Qualifications for Professional services and CONSULTANT was selected and awarded the contract for said services to be provided to the CITY on a non-exclusive basis; and

WHEREAS, the CONSULTANT and the CITY have agreed to certain benefits which are set forth below; and

WHEREAS, the CITY wishes to employ the CONSULTANT primarily on a Time and Expense Contract basis, but in some cases on a lump sum basis, for the term of the above referenced Agreement.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, is it agreed as follows:

1. The CITY Will:

- a. Pay CONSULTANT monthly invoices which itemize services rendered to the CITY, as specified below, within thirty (30) days of the date of the invoice, upon certification by the designated representative of CITY that the services have been rendered.
- b. Provide payment, as invoiced monthly, for all expenses, supplies, photocopying and other costs incurred as a result of this Contract.
- c. Pay CONSULTANT hourly rates for Professional services and expenses at rates as set forth in the rate schedule marked "Exhibit A", attached hereto and incorporated herein by reference as if fully set forth in this paragraph. CONSULTANT may revise "Exhibit A" rates annually at the anniversary date of this Agreement, however the acceptance of said revised rates are subject to City's approval and, if not so approved, shall be cause for the termination of this Agreement as set forth in Paragraph 3.b below.
- d. For Lump Sum projects, pay CONSULTANT on a monthly basis an agreed upon sum based upon the percentage of work completed by the last day of the preceding month.

2. The CONSULTANT Will:

- a. Provide Professional services in accordance with the Scope of Services set forth in a document marked "Exhibit B", attached hereto and incorporated herein by reference as if fully set forth in this paragraph.
- b. Not subcontract or assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the CITY and agrees that only those individuals listed in the submitted response to the RFQ work within the agreed upon services.

- c. The PARTIES understand and agree that there may be projects or needs for Professional services which are outside CONSULTANT’S capability, as determined by the CITY, and/or a particular project is required to be bid by State or Federal regulations. Under the foregoing circumstances, CITY and CONSULTANT agree to meet and determine the approach which best meets CITY’S needs which may allow for Professional services to be subcontracted through CONSULTANT or secured through a separate solicitation process. In either event, CONSULTANT shall remain available to assist other consultants as required.
 - d. Conflict of interest: Covenants that CONSULTANT presently has no interest in any contract, business, or otherwise, which would conflict in any manner or degree with the performance of services to be performed under this Contract. In the event that the CONSULTANT acquires any interest, direct, or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Contract, the City shall engage third party consultant(s) for performance such of services to be performed under this Contract.
 - e. Non-Discrimination: Agrees in the performance of this contract not to discriminate on the grounds or because of race, creed, color, age, sex, national origin, or ancestry, political affiliation or beliefs, religion or handicap.
 - f. Federal Work Authorization Program: CONSULTANT agrees to execute the affidavit, attached hereto, marked “Exhibit C” and incorporated herein as if fully set out in this paragraph, required by Section 285.530 R.S. Mo relating to the Federal Work Authorization Program and to comply with all applicable State and Federal laws relating to unauthorized aliens. CONSULTANT acknowledges that Section 285.530 R.S.Mo, prohibits any business entity or employer from knowingly employing, hiring for employment or continuing to employ an unauthorized alien to perform work within the State of Missouri. CONSULTANT therefore covenants that it is not knowingly in violation of subsection 1 of Section 285.530 R.S.Mo and that it will not knowingly employ, hire for employment or continue to employ any unauthorized aliens to perform any of the services contemplated herein and that its employees are lawfully eligible to work in the United States.
3. **The PARTIES Mutually Agree to the Following:**
- a. Term. The contract shall be in effect for a period of two (2) years from the date of this Agreement unless earlier terminated with or without cause or extended as referenced below.
 - b. **Termination.** The Agreement may be terminated by either party without cause, upon fourteen (14) days written notice. This agreement may be terminated with cause upon twenty-four (24) hour written notice. In either such event, final payment to the CONSULTANT shall be limited to services provided by the CONSULTANT as of the effective date of said termination. In any event, this Agreement shall terminate automatically upon the termination of funding in the CITY’S budget for this work.

- c. **Just Cause for Termination.** Noncompliance with any portion of the Agreement, or violation of State or Federal laws or City Code, will be just cause for immediate termination of this Contract as set forth in paragraph 3 a. above. Just cause may include any other grounds determined by the CITY to be just cause.
 - d. **Documentation Confidentiality.** Any reports, data, or similar information given to or prepared or assembled by the CONSULTANT under this Contract which the CITY requests to be kept as confidential shall be considered the property of the CITY and shall not be made available to any individual or organization by the CONSULTANT without prior written approval of the CITY. Consultant understands that the reports, data or other information prepared for and delivered to the City may be subject to disclosure under the *Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri* or other applicable state federal statutes or city ordinances.
 - e. **CITY'S Option to Extend.** This Contract may be extended by the CITY, at the CITY'S sole option, beyond the original term, for a fixed term of no more than two (2) years per extension with a limit of three (3) extensions (this Contract is extension 2 of 3), provided that:
 - i. The terms for extension are in writing and submitted by one party to the other at least thirty (30) days prior to the expiration of any term;
 - ii. The extension is executed by the CONSULTANT and the CITY'S authorized representative; and
 - iii. Appropriation of funds is approved and achieved.
4. **Jurisdiction.** This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Greene County, Missouri.
5. **Entire Agreement.** This agreement, contain the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereunto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date and year herein stated.

**SW MISSOURI ENGINEERING, LLC,
CONSULTANT**



By: Timothy E. Schowe, P.E., SW Regional Director

CITY OF WILLARD, MISSOURI

By: Troy Smith, Mayor

ATTEST:

By: Janice Gargus, City Clerk

APPROVED AS TO FORM:

By: City Attorney

EXHIBIT A

Charge-Out Rates

2024 Hourly Fee Schedule

The following is a list of hourly rates for our Fee Service Contracts.
 Effective January 1, 2024, these rates will apply to all projects performed on a time and expense basis.

<u>Title</u>	<u>Charge-Out</u>
Principal/Vice President	\$ 230.00
Department/Division Manager	\$ 195.00
Senior Project Manager	\$ 185.00
Project Manager	\$ 175.00
Project Engineer 1	\$ 160.00
Project Engineer 2	\$ 150.00
Design Engineer 1	\$ 130.00
Design Engineer 2	\$ 120.00
Design Engineer 3	\$ 110.00
Senior Architect	\$ 175.00
Project Architect 1	\$ 160.00
Project Architect 2	\$ 145.00
Design Architect 1	\$ 135.00
Design Architect 2	\$ 120.00
Managing Surveyor	\$ 160.00
Surveyor 1	\$ 150.00
Surveyor 2	\$ 140.00
Surveyor 3	\$ 125.00
Senior Field Manager	\$ 125.00
Field Manager	\$ 85.00
Inspector	\$ 65.00
MoDOT Certified Technician	\$ 70.00
Engineer/Survey Tech 1	\$ 120.00
Engineer/Survey Tech 2	\$ 110.00
Engineer/Survey Tech 3	\$ 100.00
Engineer/Survey Tech 4	\$ 80.00
Secretary	\$ 80.00
One Man Survey Crew	\$ 140.00

Note:

*Survey Field crew prices will vary depending upon the Survey Tech assigned to the project.
 *Overtime rate of 1.5 times the regular rate will be charged for hours worked after 8 hours per day, Saturdays, Sundays, or Holidays.

EXHIBIT B

Request for Qualifications

CITY OF Willard

REQUEST FOR QUALIFICATIONS: The City of Willard is requesting qualifications from professional engineering firms for municipal engineering services in relation to the duties of City Engineer.

Qualifications are requested for furnishing professional services pertinent to the scope of services outlined below. Qualifications are due on August 14, 2020, no later than 4:00PM. Please submit qualifications in person to Randy Brown at the City of Willard.

PURPOSE AND SCOPE OF PROJECT:

The selected firm(s) will provide personnel to fulfill the duties of the position of City Engineer and to perform other related duties as directed by the City Administrator. Services include, but are not limited to the following:

- Plan Review – Subdivision, Platting, Regulation Compliance, etc.
- Water Systems Engineering – Wells, Towers, Distribution System, reports and studies, etc.
 - Ability to review Willard’s Water Master Plan and consult the City on value-based capacity decisions
 - Knowledge of Tri-State Water Coalition and future water capacity gaps related to the region’s aquifers.
- Wastewater Engineering – Lift Stations, Collection System, Wastewater Treatment, reports and studies, etc.
 - Ability to review and develop compliance programs in line with regulatory pretreatment requirements
 - Ability to review local non-residential users and develop an industrial user survey for stakeholders on Willard’s sewer system.
 - Ability to consume to previous sewer plans and designs and understand locations of future lift stations or treatment facilities
- Stormwater Management – Control, Collection and Conveyance, reports and studies
 - Ability to forecast future regulatory needs related to stormwater management
- Transportation Engineering – Streets, Bridges, Sidewalks, reports and studies
- Architectural – Architecture, Structural, Mechanical and Electrical
- Survey – Boundary, Topographic, Legal, etc.
- Geotechnical – Phase 1 Environmental Assessment, Lead Based Paint and Asbestos Assessment, Geotechnical Investigation
- Construction Services – Construction Staking, Materials Testing, Inspection, etc.

In addition to providing the services of City Engineer, the selected firm may be asked to provide other duties as listed below.

Advisory Services

1. Attendance at meetings of the City Council. The City Engineer shall attend regular Board of Aldermen meetings or work sessions of the Board of Aldermen, as requested.

2. Staff Meetings. The City Engineer shall attend staff meetings with city staff to review projects and provide guidance and direction, as requested.
3. Consultation on City utilities and facilities. The City Engineer shall furnish advice and consultation on the operation, maintenance, and permitting of the City's water distribution system, stormwater drainage system, transportation system, and other City-owned facilities under the direction of the City Administrator.
4. Consultation on development projects/permits. The City Engineer shall review project plans and proposals by private parties, for compliance with City Code, Standards and Specifications, and other applicable requirements. The selected candidate shall meet with residents, contractors, developers, engineers, etc., as requested.

Development Services/Construction Projects

1. Analyze/study improvement projects. The City Engineer will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various capital improvements.
2. Prepare contracts for bid. The City Engineer will be requested to prepare detailed plans, specifications, and contract documents for bid for various City construction projects. In addition, the City Engineer will prepare a final cost estimate, and coordinate with other governmental/regulatory agencies as necessary. The City Engineer will assist the City Administrator in any negotiations of acquisitions of any necessary right-of-way or easement.
3. Review bids. The City Engineer shall assist the City in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The City Engineer will provide general supervision of the contractor for City construction projects.

A professional services agreement entered into by and between the City and City Engineer(s) shall specify the scope of included services. The City reserves the right to enter into additional agreements with the City Engineer for specified projects (e.g. the design or construction observation of major public improvements). The City anticipates the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the City and successful respondent(s).

SUBMITTAL REQUIREMENTS:

The response to this RFQ must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 15 pages (single sided). **Please Note**, the Cover Sheet is not included in the page count.

1. Contain a letter of interest (no more than one page long); with Firm Name/Address;
2. Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Missouri, and must have at least five (5) years' experience practicing as an engineer. Experience representing on the behalf of local government(s) is highly desired;
3. The specialized experience and technical competence of the firm with respect to the type of services required;
4. The capacity and capability of the firm to perform the work in question, including specialized services, the ability to respond in a timely manner and on short notice, and the proposed approach to communicating with the City;

5. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
6. The firm’s proximity to and familiarity with the City of Willard;
7. Provide at least three references from these organizations including names, contact person, and phone numbers.

SELECTION CRITERIA:

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. If necessary, the top firms will be invited to an interview the weeks following the submittal deadline. Following the evaluation process, the team will then select the firm the City considers most qualified and negotiate a fee. The City reserves the right to negotiate modifications to the RFQ it deems acceptable. The City reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria Weight:

1. Experience and qualifications	20%
2. Past performance and references	20%
3. Understanding of the City’s Needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	25%

REQUIREMENTS:

A Statement of Qualification Package shall:

- Be submitted to Randy Brown at the City of Willard
- Be sealed and clearly marked “**Statement of Qualifications for Professional Services**”;
- Include one (1) bound copy of the Statement of Qualifications; and
- Include one (1) CD with a single PDF file containing an exact copy of the bound Statement of Qualifications with PDF file size not exceeding 5MB.

PROCEDURE INFORMATION:

- Submittals received after the deadline may not be considered.
- The City reserves the right to reject any and all submissions that the City determines do not meet the intent of these requirements and to waive defects in form or irregularities where the best interest of the City would be served.
- Respondent must bear all costs associated with submittal including preparation, copying, postage, and delivery costs. The City will not be responsible for any costs or expenses incurred by person or organizations attempting to respond to this Request for Qualifications.
- The City retains the right to cancel this solicitation at any time. If this solicitation is cancelled, all submittals received in response to this Request for Qualifications will be rejected.
- The City shall be under no obligation to return any materials submitted in response to this Request for Qualifications.

(End of RFQ)

EXHIBIT C

Federal Work Authorization Program

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT
(for joint ventures, a separate affidavit is required for each business entity)

STATE OF Missouri)
) ss
COUNTY OF Franklin)

On the 27th day of December, 2019, before me appeared Christopher N. Boone,
Affiant name
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the President of SW Missouri Engineering, Inc. (dba Cochran) and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.
title business name

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Chris N. Boone
Affiant Signature

Subscribed and sworn to before me in Union, MO, the day and year first above-written.
city (or county) state

My commission expires: June 16, 2021

Jessica Haynes
Notary Public



JESSICA HAYNES
My Commission Expires
June 16, 2021
Franklin County
Commission #13493936

[documentation of enrollment/participation in a federal work authorization program attached]

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**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the SW Missouri Engineering, LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
- 2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
- 3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
- 4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
- 5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
- 6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
- 7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
- 8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
- 9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

- 1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

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Approved by:

Employer SW Missouri Engineering, LLC	
Name (Please Type or Print) Jill Elbert	Title
Signature Electronically Signed	Date 08/01/2017
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 08/01/2017

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Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	SW Missouri Engineering, LLC
Company Facility Address	2804 N. Biagio Street Ozark, MO 65721
Company Alternate Address	530A East Independence Drive Union, MO 63084
County or Parish	CHRISTIAN
Employer Identification Number	822087027
North American Industry Classification Systems Code	237
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI 1 site(s)

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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Jill Elbert
Phone Number (417) 595 - 4108
Fax Number (417) 595 - 4109
Email Address jill@cochraneng.com

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**An Ordinance of the City of Willard, Missouri,
Establishing a Policy to Prevent Conflicts of Interest
in Property-Related Matters for Members of the Board
of Aldermen and the Planning and Zoning
Commission**

First Reading: 12/9/2024
Bill No.: 24-67

Second Reading: 12/23/2024
Ordinance No.: 241209

AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A POLICY TO PREVENT CONFLICTS OF INTEREST IN PROPERTY-RELATED MATTERS FOR MEMBERS OF THE BOARD OF ALDERMEN AND THE PLANNING AND ZONING COMMISSION

WHEREAS, the City of Willard recognizes the importance of maintaining public trust and ensuring the impartiality of decisions made by its elected and appointed officials; and

WHEREAS, members of the Board of Aldermen and Planning and Zoning Commission occasionally consider matters involving property ownership, financial interests, or real estate transactions; and

WHEREAS, the City desires to establish clear guidelines prohibiting participation by members of these bodies in decisions where they may have a direct or indirect conflict of interest to safeguard the integrity of city governance;

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

SECTION I: The City of Willard hereby establishes a policy to prevent conflicts of interest in property-related matters for members of the Board of Aldermen and the Planning and Zoning Commission, a copy of the policy is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

SECTION III. Effective Date

This ordinance shall be in full force and effect from and after its passage and approval.

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the 23rd day of December 2024.

Approved as to Form: _____

Nate Dally, City Attorney

Approved By:

Troy Smith, Mayor

Attested By:

Janice Gargus, City Clerk