



CITY OF WILLARD

BOARD OF ALDERS REGULAR MEETING

September 08, 2025 at 6:00 PM

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

AGENDA

Update Posted on August 5, 2025, at 5:00 p.m.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

CALL THE MEETING TO ORDER

1. ROLL CALL

2. AGENDA AMENDMENTS/APPROVAL OF AGENDA

3. 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. Meeting Minutes from August 25, 2025

B. August/September 2025 Current Outstanding Invoices, Checks, and Draft Paid Invoices

C. Department Head Report City Clerk August 2025

Department Head Report Court August 2025

Department Head Report Human Resources August 2025

Department Head Report Parks August 2025

Department Head Report Planning and Zoning August 2025

Department Head Report Police August 2025

Public Works Department Head Report August 2025

Board Attendance Report

4. CITIZEN INPUT

A. Correspondence Related to Public Comment

5. PUBLIC HEARING

6. PROJECT MANAGER REPORT

A. Sanitary Sewer Project Status (7 minutes)

7. RESOLUTIONS

A. A RESOLUTION BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI ACCEPTING THE COST SHARE AGREEMENT WITH THE MISSOURI DEPARTMENT OF

CONSERVATION TO IMPLEMENT SHORELINE PLANTINGS AT THE RECREATION CENTER POND (5 minutes)

B. A RESOLUTION AUTHORIZING THE SALE BY PUBLIC AUCTION OF SURPLUS PARK EQUIPMENT OWNED BY THE CITY OF WILLARD, MISSOURI (5 minutes)

C. A RESOLUTION AUTHORIZING AN EARLY-COMPLETION INCENTIVE FOR THE JACKSON STREET CONCRETE IMPROVEMENTS PROJECT. (5 minutes)

8. ORDINANCES

A. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AMENDING CHAPTER 120, OPEN MEETINGS AND RECORDS POLICY FOR THE PURPOSE OF UPDATING THE CODE TO REFLECT CHANGES IN THE SUNSHINE LAW (5 minutes)

B. AN ORDINANCE OF THE BOARD OF ALDERS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLARD, MISSOURI, BY CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF PROPERTY #0736400019 FROM R-1 (SINGLE-FAMILY RESIDENTIAL) DISTRICT TO MU (MIXED USE) AND REPEALING ALL CONFLICTING ORDINANCES OR PARTS OF ORDINANCES (5 minutes)

9. CITY ADMINISTRATOR REMARKS

10. NEW BUSINESS

11. UNFINISHED BUSINESS

12. RECESS OPEN SESSION

13. OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 (1) LEGAL

14. CALL THE MEETING TO ORDER

15. ROLL CALL

16. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

17. 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.

Rebecca Hansen, City Clerk



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

August 25, 2025 at 6:00 PM

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

MINUTES

Staff Present: City Administrator Wesley Young, City Attorney Justin Rogers, City Clerk Rebecca Hansen, CFO Carolyn Halverson, Director of Parks Jason Knight, Director of Public Works Trevor Hoffman, Financial Assistant Genia Mount, Planning and Zoning Director Mike Ruesch, Police Officer JD Landon.

Citizens Present: Douglas Hamilton

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

CALL THE MEETING TO ORDER

Mayor Smith called the meeting to order at 6:00 pm and asked the City Clerk to conduct the roll call

ROLL CALL

City Clerk Rebecca Hansen conducted the roll call

Present: Mayor Troy Smith, Casey Biellier, Jeremy Hill, David Keene, Joyce Lancaster, Rachel Mathison, Carol Wilson

Rebecca Hansen confirmed that a quorum was present

AGENDA AMENDMENTS/APPROVAL OF AGENDA

City Administrator Wes Young announced that the ordinance that accompanies the annual tax levy and the public hearing was not sent out as part of the packet. A copy is before the Board and available to the public. Mayor Smith asked for a motion to approve the agenda, with amendments. Motion was made by Alder Lancaster and seconded by Alder Biellier to approve the agenda, with amendments. The main amendment is the addition of an ordinance accepting the tax levy amount, and having the ordinance read two times in tonight's meeting. This motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson.

Mayor Smith asked for a motion to add the ordinance to the agenda. Motion was made by Alder Biellier and seconded by Alder Hill to add Ordinance 250825 to the agenda. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson.

CONSENT AGENDA:

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1. Meeting Minutes for 8.11.25

2. July Financial Summaries

July Financial Statements

July/August Outstanding Invoices, Checks, and Draft Paid Invoices

July Check Register

July Utilities Adjustment Report

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson.

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

None

CITIZEN INPUT

None

PUBLIC HEARING

3. Annual Pro Forma Tax Levy Report

There were no comments from the public.

PROJECT MANAGER REPORT

4. Sanitary Sewer Update (8 minutes)

Project Manager Steve Bodenhamer reported on Lift Station 94: the project is in the bidding process and thirteen contractors entered bids, which should result in competitive bidding. Plans and specs are in and being fine-tuned for the Sep 17th bid opening.

Algiers, Martin are in contact with DNR about increasing the gravity main from 12 to 15 inches. DNR will give written confirmation that we do not need to resubmit.

RESOLUTIONS

5. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO AUTHORIZE A FEE WAIVER FOR WILLARD HEIGHTS APARTMENTS, A MULTI-FAMILY RESIDENTIAL DEVELOPMENT OFFERING LOW-INCOME HOUSING (5 minutes)

Planning and Zoning Director Mike Ruesch reported that this apartment complex has served Willard well. A new developer would like to invest substantial money to remodel those. This resolution allows the City to waive fees to enable these improvements. Willard wants to support housing for all of its residents.

Mayor Smith asked for a motion. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson.

ORDINANCES

AN ORDINANCE PROVIDING FOR THE GENERAL LEVY AND IMPOSITION OF ANNUAL TAX FOR GENERAL MUNICIPAL PURPOSES FOR THE YEAR 2026 AND FOR IMPOSITION OF ANNUAL TAX FOR PARKS

City Clerk Rebecca Hansen introduced this ordinance as the yearly tax levy we are required to submit to Greene County, related to today's Public Hearing. The tax percentage has gone down.

Mayor Smith asked for a motion. Motion was made by Alder Keene and seconded by Alder Hill. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson.

CITY ADMINISTRATOR REMARKS

City administrator Wes Young mentioned that the primacy fee appearing on this utility bill cycle cannot be waived or changed. The State imposes it to recoup the costs of testing it. We keep 2% for collecting and remitting. This fee is not unique to Missouri. He reported on the meeting with Ryan, who is our lobbyist tasked with securing funding for our sewer/growth project. He will advocate for us in Jeff City. Wes will go up to voice our needs, as well. We are reviewing software this week, to replace Tyler. The convenience fee offered to the residents is much better on those we have reviewed so far.

Private I&I is the next project We will recommend options and charges for those who have downspouts going into sewer, so that people are being billed for their additional usage.

Utility fees will be reviewed later in the year. We will review those each year. An analyst told us not to do less than 4% to keep up.

Interest in development continues—several commercial proposals—nothing public as of yet.

NEW BUSINESS

None

UNFINISHED BUSINESS

Planning Director Mike

Addendum to Jackson St. sidewalk due to some rearranging of the easements. Easement signatures have been completed and recorded. Addendum was published last week and extended the bid period to the Tuesday after Labor Day.

RECESS OPEN SESSION

At 6:18 pm Mayor Smith called for a motion to end open session and move into closed session for the reasons provided. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson

OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 (1) LEGAL

CALL THE MEETING TO ORDER

ROLL CALL

CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

Open session reconvened at 6:38

ADJOURN MEETING

At 6:50, motion was made by Alder Keene to adjourn the meeting. Motion carried with a 6-0 vote.
Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison, Wilson

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Rebecca Hansen, City Clerk



City of Willard, MO

Expense Approval Request

Item # B.

By Vendor Name

Post Dates 8/22/2025 - 9/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMA300 - ALLGEIER MARTIN & ASSOCIATES INC					
ALLGEIER MARTIN & ASSOCIA	7020007-188	08/25/2025	ON CALL I&I MEETNGS - S	20-700-51050	1,416.00
ALLGEIER MARTIN & ASSOCIA	7020007-189	08/25/2025	PROCTOR RD DRAINAGE IMPRVMENTS - P&D	10-400-56400	3,946.00
ALLGEIER MARTIN & ASSOCIA	7020007-190	08/25/2025	ANTIDEGRADATION STUDY & FACILITY PLAN - S	20-700-56400	2,076.00
Vendor AMA300 - ALLGEIER MARTIN & ASSOCIATES INC Total:					7,438.00
Vendor: ACS100 - AMAZON CAPITAL SERVICES INC					
AMAZON CAPITAL SERVICES I	FCCG	08/22/2025	STENNER UCAK200, TUBING, CHK VLVE, TB HSING - W	20-600-50300	272.48
AMAZON CAPITAL SERVICES I	LGHH	08/23/2025	WERNER M7108-1 MANHOLE LADDER - I & I - S	20-700-51050	254.80
AMAZON CAPITAL SERVICES I	1RLK	08/25/2025	BIG & TALL OFFC CHAIR CITY HALL UTIL CLERK - W/S	20-600-52000	99.99
AMAZON CAPITAL SERVICES I	1RLK	08/25/2025	BIG & TALL OFFC CHAIR CITY HALL UTIL CLERK - W/S	20-700-52000	99.99
AMAZON CAPITAL SERVICES I	6LRP	08/26/2025	DEWALT GREASE GUN - W	20-600-50130	159.99
AMAZON CAPITAL SERVICES I	61CY	08/27/2025	601 IGNITION KEYS MINI EX - STS / W / S	10-300-71100	2.80
AMAZON CAPITAL SERVICES I	61CY	08/27/2025	601 IGNITION KEYS MINI EX - STS / W / S	20-600-71100	5.59
AMAZON CAPITAL SERVICES I	61CY	08/27/2025	601 IGNITION KEYS MINI EX - STS / W / S	20-700-71100	5.60
AMAZON CAPITAL SERVICES I	J4LJ	08/29/2025	HD PRO WEBCAM - LAW	10-200-52000	69.99
Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:					971.23
Vendor: BVM100 - AMERICAN TRAILER & STORAGE INC					
AMERICAN TRAILER & STORA	260706	09/02/2025	STORAGE CONTAINER RENTALS - PKS	30-800-55850	305.00
AMERICAN TRAILER & STORA	260707	09/02/2025	STORAGE CONTAINER RENTAL - PKS	30-800-55850	115.00
Vendor BVM100 - AMERICAN TRAILER & STORAGE INC Total:					420.00
Vendor: CRC200 - BIG BEAR SHREDDING					
BIG BEAR SHREDDING	45106	08/25/2025	SHREDDING FEES - GEN	10-100-56400	74.52
Vendor CRC200 - BIG BEAR SHREDDING Total:					74.52
Vendor: CFS100 - CANON FINANCIAL SERVICES INC					
CANON FINANCIAL SERVICES I	41722693	08/26/2025	COPIER LEASE - PW	10-300-55850	12.91
CANON FINANCIAL SERVICES I	41722693	08/26/2025	COPIER LEASE - PW	20-600-55850	25.83
CANON FINANCIAL SERVICES I	41722693	08/26/2025	COPIER LEASE - PW	20-700-55850	25.83
Vendor CFS100 - CANON FINANCIAL SERVICES INC Total:					64.57
Vendor: HVR100 - CAROLYN HALVERSON					
CAROLYN HALVERSON	AUG25	08/25/2025	REIMBURSEMENT AUG PHONE - GEN	10-100-61000	50.00
Vendor HVR100 - CAROLYN HALVERSON Total:					50.00
Vendor: CVP100 - CIVICPLUS LLC					
CIVICPLUS LLC	339610	08/30/2025	AGENDA/MEET MGT ANNUAL, MUNICODE MEET-GEN/P&D/PKS	10-100-57400	1,653.75
CIVICPLUS LLC	339610	08/30/2025	AGENDA/MEET MGT ANNUAL, MUNICODE MEET-GEN/P&D/PKS	10-400-57400	3,307.50
CIVICPLUS LLC	339610	08/30/2025	AGENDA/MEET MGT ANNUAL, MUNICODE MEET-GEN/P&D/PKS	30-800-57400	1,653.75
Vendor CVP100 - CIVICPLUS LLC Total:					6,615.00

Expense Approval Report 1

Post Dates: 8/22/25

Item # B. 15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CJW100 - CJW TRANSPORTATION CONSULTANTS LLC					
CJW TRANSPORTATION CONS	25034-2	08/25/2025	JACKSON ST. PARKING EXPANSION - STS	10-300-95100	2,322.50
CJW TRANSPORTATION CONS	25059-1	08/25/2025	ENGINEER FEES HUGHES ROAD UPGRD DISCUSS - P&D	10-400-56410	547.00
Vendor CJW100 - CJW TRANSPORTATION CONSULTANTS LLC Total:					2,869.50
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	16652	08/22/2025	B&L WATERWORKS TEE, RESTRAINT, GSKTS-JACKSN ST - W	20-600-95100	726.69
COMMERCE CREDIT CARD SE	8202025	08/25/2025	LIGHT BULB DEPOT LIGHT BULBS CITY HALL - GEN	10-100-50500	140.00
COMMERCE CREDIT CARD SE	8212025	08/25/2025	GREENE CO SIDEWLK EASEMNT RECRD FEES JCKSN ST-P&D	10-400-79000	352.66
COMMERCE CREDIT CARD SE	8-26-25	08/26/2025	MINUTE KEY (3) KEYS COPIED FOR NEW HIRES - STS/W/S	10-300-50130	2.18
COMMERCE CREDIT CARD SE	8-26-25	08/26/2025	MINUTE KEY (3) KEYS COPIED FOR NEW HIRES - STS/W/S	20-600-50130	4.37
COMMERCE CREDIT CARD SE	8-26-25	08/26/2025	MINUTE KEY (3) KEYS COPIED FOR NEW HIRES - STS/W/S	20-700-50130	4.36
COMMERCE CREDIT CARD SE	8-26-25 UPS	08/26/2025	THE UPS STR MAIL TO ATTY RE: G. WILLIAMS CASE-GEN	10-100-50750	33.35
COMMERCE CREDIT CARD SE	8-27-25	08/27/2025	STAMPS.COM STAMP ROLLS-GEN	10-100-50750	76.31
COMMERCE CREDIT CARD SE	8-28-25	08/28/2025	FEDEX POSTAGE FOR WATER SAMPLES - W	20-600-50750	131.14
COMMERCE CREDIT CARD SE	04793026	08/31/2025	INDEED PUBLIC WORKS GEN LABR JOB POSTING - STS/W/S	10-300-55200	13.13
COMMERCE CREDIT CARD SE	04793026	08/31/2025	INDEED PUBLIC WORKS GEN LABR JOB POSTING - STS/W/S	20-600-55200	26.27
COMMERCE CREDIT CARD SE	04793026	08/31/2025	INDEED PUBLIC WORKS GEN LABR JOB POSTING - STS/W/S	20-700-55200	26.26
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					1,536.72
Vendor: CON170 - CONCO COMPANIES					
CONCO COMPANIES	7002313798	08/23/2025	1" DIRTY BASE - JACKSON ST WTR PROJECT - W	20-600-95100	234.79
CONCO COMPANIES	7002317208	08/30/2025	1" DIRTY BASE, 6" X 2" - JACKSON ST PROJECT - W	20-600-95100	263.98
Vendor CON170 - CONCO COMPANIES Total:					498.77
Vendor: DAV100 - DAVID DORAN ATTORNEY AT LAW					
DAVID DORAN ATTORNEY AT L	9-3-25	09/03/2025	MUNICIPAL JUDGE FEES - CT	10-250-56400	900.00
Vendor DAV100 - DAVID DORAN ATTORNEY AT LAW Total:					900.00
Vendor: DWH100 - DIG WISE HYDRO INC					
DIG WISE HYDRO INC	1982	08/25/2025	HYDRO EXCAVATING- LS B, D CLEAN OUT - S	20-700-51000	2,600.00
Vendor DWH100 - DIG WISE HYDRO INC Total:					2,600.00
Vendor: DNS100 - DNS EQUIPMENT LLC					
DNS EQUIPMENT LLC	25-1594	08/27/2025	WATER CHEMICALS - W	20-600-50000	1,652.65
Vendor DNS100 - DNS EQUIPMENT LLC Total:					1,652.65
Vendor: EFM100 - ENTERPRISE FLEET MANAGEMENT					
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-200-71000	137.49
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-200-75000	3,734.37
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-300-71000	401.13
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-300-75000	1,603.39
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-400-71000	149.79

Expense Approval Report 1

Post Dates: 8/22/25 Item # B. 25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	10-400-75000	1,619.26
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	20-600-71000	802.27
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	20-600-75000	3,206.79
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	20-700-71000	802.27
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	20-700-75000	3,206.79
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	30-800-71000	166.46
ENTERPRISE FLEET MANAGE	080525	08/25/2025	VEH & EQUIP LEASES,MAINT - P&D/LAW/PKS/STS/W/S	30-800-75000	2,343.41
Vendor EFM100 - ENTERPRISE FLEET MANAGEMENT Total:					18,173.42
Vendor: FRA555 - FIRST RESPONDER OUTFITTERS INC					
FIRST RESPONDER OUTFITTER	21030-2	08/25/2025	UNIFORM ITEM(S) S PURDY - LAW	10-200-92500	177.96
Vendor FRA555 - FIRST RESPONDER OUTFITTERS INC Total:					177.96
Vendor: FNE100 - FIRSTNET					
FIRSTNET	08172025	08/26/2025	PHONES - P&D/PKS/STS/W/S	10-300-61000	22.16
FIRSTNET	08172025	08/26/2025	PHONES - P&D/PKS/STS/W/S	10-400-61000	66.18
FIRSTNET	08172025	08/26/2025	PHONES - P&D/PKS/STS/W/S	20-600-61000	44.30
FIRSTNET	08172025	08/26/2025	PHONES - P&D/PKS/STS/W/S	20-700-61000	44.30
FIRSTNET	08172025	08/26/2025	PHONES - P&D/PKS/STS/W/S	30-800-61000	130.50
FIRSTNET	08172025 LAW	08/26/2025	PHONES - LAW	10-200-61000	558.04
Vendor FNE100 - FIRSTNET Total:					865.48
Vendor: GRY100 - GRAY & ASSOCIATES LLC					
GRAY & ASSOCIATES LLC	9004002025	09/04/2025	SURVEY STORM WATER EASEMENT W/ TOPO WRGT ST - P&D	10-400-56420	1,450.00
Vendor GRY100 - GRAY & ASSOCIATES LLC Total:					1,450.00
Vendor: HDE100 - HAHN DEBOEF LLC					
HAHN DEBOEF LLC	42476	09/01/2025	GOVT RELATIONS SERV MONTHLY RETAINR FEE-ECO DEV	10-450-56400	5,000.00
Vendor HDE100 - HAHN DEBOEF LLC Total:					5,000.00
Vendor: JAT200 - J & A TRAFFIC PRODUCTS					
J & A TRAFFIC PRODUCTS	40423	08/25/2025	(50) 10' 2 # GREEN U-CHANNEL - STS	10-300-51000	1,325.00
Vendor JAT200 - J & A TRAFFIC PRODUCTS Total:					1,325.00
Vendor: JHA100 - JAMESON HEATING & AIR					
JAMESON HEATING & AIR	10369	08/31/2025	SERVICE CALL AND COMPRESSR WORK - PKS	30-800-50500	400.00
Vendor JHA100 - JAMESON HEATING & AIR Total:					400.00
Vendor: LEG250 - LEGALSHIELD					
LEGALSHIELD	8-25-25	08/25/2025	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor: LEP200 - LESLIE PERKINS					
LESLIE PERKINS	21996389	08/26/2025	REIM FOR NOTARY TEST - LA	10-200-56950	25.75
LESLIE PERKINS	56846	08/26/2025	REIM FOR NOTARY FEE - LAW	10-200-55800	6.00
LESLIE PERKINS	H392L843	08/26/2025	REIM FOR SURETY BOND NOTARY - LAW	10-200-56000	50.00
Vendor LEP200 - LESLIE PERKINS Total:					81.75
Vendor: EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT					
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 220 1	08/25/2025	ELECTRICAL 220 W JACKSON 1 - PKS	30-800-62000	113.01
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 220 2	08/25/2025	ELECTRICAL 220 W JACKSON 2 - PKS	30-800-62000	27.08

Expense Approval Report 1

Post Dates: 8/22/25

Item # B. 15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 220 3	08/25/2025	ELECTRICAL 220 W JACKSON 3 - PKS	30-800-62000	27.08
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 220 4	08/25/2025	ELECTRICAL 220 W JACKSON 4 - PKS	30-800-62000	66.10
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 222	08/25/2025	ELEC UTIL 222 W JACKSON ACCT# END 2511 - PKS	30-800-62000	27.08
LIBERTY UTILITIES-EMPIRE DIS	8-25-25 222 NEW	08/25/2025	ELEC UTIL 222 W JACKSON ACCT# END 5934 - PKS	30-800-62000	28.97
LIBERTY UTILITIES-EMPIRE DIS	8-28-25 3636	08/28/2025	ELECTRIC UTILITIES 3636 N FR 101 - S	20-700-62000	28.89
Vendor EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT Total:					318.21
Vendor: LGE100 - LINDE GAS & EQUIPMENT INC					
LINDE GAS & EQUIPMENT INC	51870185	08/31/2025	CO2 AND CYLINDER LEASE-GAS FOR SHP USE-ST/S/W/S	10-300-50130	90.22
LINDE GAS & EQUIPMENT INC	51870185	08/31/2025	CO2 AND CYLINDER LEASE-GAS FOR SHP USE-ST/S/W/S	20-600-50130	180.45
LINDE GAS & EQUIPMENT INC	51870185	08/31/2025	CO2 AND CYLINDER LEASE-GAS FOR SHP USE-ST/S/W/S	20-700-50130	180.45
Vendor LGE100 - LINDE GAS & EQUIPMENT INC Total:					451.12
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	84969	08/25/2025	2-4-8 TOP CH LUMBER, HAMMER - STS / W / S	10-300-50130	74.57
LOWE'S CREDIT SERVICES	84969	08/25/2025	2-4-8 TOP CH LUMBER, HAMMER - STS / W / S	20-600-50130	149.14
LOWE'S CREDIT SERVICES	84969	08/25/2025	2-4-8 TOP CH LUMBER, HAMMER - STS / W / S	20-700-50130	149.14
LOWE'S CREDIT SERVICES	89193	08/26/2025	LINEAR HIGH BAY - SHOP SPLY - STS / W / S	10-300-50130	72.19
LOWE'S CREDIT SERVICES	89193	08/26/2025	LINEAR HIGH BAY - SHOP SPLY - STS / W / S	20-600-50130	144.37
LOWE'S CREDIT SERVICES	89193	08/26/2025	LINEAR HIGH BAY - SHOP SPLY - STS / W / S	20-700-50130	144.38
LOWE'S CREDIT SERVICES	95855	08/28/2025	15OZ FLR GREEN MARKING PAINT - W	20-600-52300	47.40
LOWE'S CREDIT SERVICES	95855 37.98	08/28/2025	KOLBALT FGL HDL - WTR SPLY - W	20-600-50130	37.98
LOWE'S CREDIT SERVICES	70312	08/29/2025	ARCH STA PM STL, 1" PVC ADPTR-CUST MLBX REPAIR-S	20-700-51000	69.49
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					888.66
Vendor: MATM100 - MATERIALS MANAGEMENT					
MATERIALS MANAGEMENT	7002315802	08/23/2025	TOPSOIL LOAD FOR LAGOON MAINT- S	20-700-51000	330.00
MATERIALS MANAGEMENT	7002318931	08/30/2025	5/8" COMM STONE- JACKSON ST PROJECT - W	20-600-95100	554.92
Vendor MATM100 - MATERIALS MANAGEMENT Total:					884.92
Vendor: MRT100 - MERIT ELECTRICAL LLC					
MERIT ELECTRICAL LLC	314	08/22/2025	MEADOWS WEST TROUBLESHOOT/RESET PUMP - S	20-700-51000	150.00
Vendor MRT100 - MERIT ELECTRICAL LLC Total:					150.00
Vendor: MOC100 - MISSOURI ONE CALL SYSTEM INC					
MISSOURI ONE CALL SYSTEM I	5080223	08/31/2025	PROF LOCATE FEES-W/S	20-600-56400	145.80
MISSOURI ONE CALL SYSTEM I	5080223	08/31/2025	PROF LOCATE FEES-W/S	20-700-56400	145.80
Vendor MOC100 - MISSOURI ONE CALL SYSTEM INC Total:					291.60
Vendor: OLC150 - ON LINE COLLECTIONS					
ON LINE COLLECTIONS	8/1-8/31/25	08/31/2025	UTIL BILL COLLECT FEES-W/S	20-600-56400	41.80
ON LINE COLLECTIONS	8/1-8/31/25	08/31/2025	UTIL BILL COLLECT FEES-W/S	20-700-56400	41.80
Vendor OLC150 - ON LINE COLLECTIONS Total:					83.60
Vendor: OIS160 - ONLINE INFORMATION SERVICES INC					
ONLINE INFORMATION SERVI	1344143	08/31/2025	UTIL EXCHG REPORT-W/S	20-600-56400	63.64

Expense Approval Report 1

Post Dates: 8/22/25

Item # B. 15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ONLINE INFORMATION SERVI	1344143	08/31/2025	UTIL EXCHG REPORT-W/S	20-700-56400	63.64
Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:					127.28
Vendor: ORE145 - O'REILLY AUTOMOTIVE INC					
O'REILLY AUTOMOTIVE INC	236194	08/22/2025	26-PB BLASTER - LS MAINT- S	20-700-51000	67.92
O'REILLY AUTOMOTIVE INC	237454	08/29/2025	2.5GAL BLUEDEF - LS MAINT -	20-700-51000	33.98
O'REILLY AUTOMOTIVE INC	238267	09/02/2025	1GAL ANTIFREZ, SCRAPER,	20-700-71100	49.46
			30Z SILICONE- LAGOONS-S		
Vendor ORE145 - O'REILLY AUTOMOTIVE INC Total:					151.36
Vendor: GEM200 - PETTY CASH - GENIA MOUNT					
PETTY CASH - GENIA MOUNT	09-04-25	09/04/2025	REIM PETTY CASH -	10-100-50130	10.91
			GEN/LAW/P&D		
PETTY CASH - GENIA MOUNT	09-04-25	09/04/2025	REIM PETTY CASH -	10-100-50750	0.58
			GEN/LAW/P&D		
PETTY CASH - GENIA MOUNT	09-04-25	09/04/2025	REIM PETTY CASH -	10-200-50750	16.95
			GEN/LAW/P&D		
PETTY CASH - GENIA MOUNT	09-04-25	09/04/2025	REIM PETTY CASH -	10-200-71000	2.00
			GEN/LAW/P&D		
Vendor GEM200 - PETTY CASH - GENIA MOUNT Total:					30.44
Vendor: PAP100 - PROMOTER ADVERTISING PRODUCTS					
PROMOTER ADVERTISING PR	59793	08/25/2025	10' CANOPY,BAG & STAKES- P&D/GEN/W/S/STS	10-100-52000	241.82
PROMOTER ADVERTISING PR	59793	08/25/2025	10' CANOPY,BAG & STAKES- P&D/GEN/W/S/STS	10-300-55200	120.92
PROMOTER ADVERTISING PR	59793	08/25/2025	10' CANOPY,BAG & STAKES- P&D/GEN/W/S/STS	10-400-50700	40.31
PROMOTER ADVERTISING PR	59793	08/25/2025	10' CANOPY,BAG & STAKES- P&D/GEN/W/S/STS	20-600-52000	201.53
PROMOTER ADVERTISING PR	59793	08/25/2025	10' CANOPY,BAG & STAKES- P&D/GEN/W/S/STS	20-700-52000	201.53
Vendor PAP100 - PROMOTER ADVERTISING PRODUCTS Total:					806.11
Vendor: S&H410 - S&H FARM SUPPLY INC					
S&H FARM SUPPLY INC	P94944	08/25/2025	DRIVE SHAFT, U JNT AND FRGHT-JOHN DEER MWR-ST5	10-300-71100	1,001.48
Vendor S&H410 - S&H FARM SUPPLY INC Total:					1,001.48
Vendor: SPS150 - SCHENDEL PEST SERVICES					
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	10-100-50130	25.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	10-200-50130	35.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	10-250-50130	5.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	10-300-50130	10.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	10-400-50130	5.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	20-600-50130	30.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	20-700-50130	30.00
SCHENDEL PEST SERVICES	1037289	08/25/2025	PEST CONTROL-ALL	30-800-50130	40.00
Vendor SPS150 - SCHENDEL PEST SERVICES Total:					180.00
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO					
SPRINGFIELD WINWATER WO	346335 01	08/22/2025	10X8 DI ALL MJ REDUCER, DI MJ TEE-JCKSN ST PRJT-W	20-600-95100	4,063.80
SPRINGFIELD WINWATER WO	346403 01	08/22/2025	10 DI MJ TEE, 10 DI MJ GSKT - JACKSON ST PROJECT-W	20-600-95100	467.88
SPRINGFIELD WINWATER WO	346471 01	08/25/2025	DI MJ 22-1/2 - JACKSON ST WTR PROJECT - W	20-600-95100	169.91
Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:					4,701.59
Vendor: STA160 - STAR MECHANICAL SUPPLY INC					
STAR MECHANICAL SUPPLY IN	5717497	08/25/2025	PIPE CTR PVC, FITTING BRSH, ANTISIEZE-JACKSON ST-W	20-600-95100	300.24
STAR MECHANICAL SUPPLY IN	5718245	08/26/2025	MJT100 TEE DI MJ C153 10- JACKSON ST WTR PROJECT-W	20-600-95100	707.96
Vendor STA160 - STAR MECHANICAL SUPPLY INC Total:					1,008.20

Expense Approval Report 1

Post Dates: 8/22/25

Item # B. 5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: STE300 - STATE TRACTOR & EQUIPMENT CO INC					
STATE TRACTOR & EQUIPMEN	7100	08/26/2025	KEY REPLACEMENT FOR SKID STEER - STS / W / S	10-300-71100	2.74
STATE TRACTOR & EQUIPMEN	7100	08/26/2025	KEY REPLACEMENT FOR SKID STEER - STS / W / S	20-600-71100	5.47
STATE TRACTOR & EQUIPMEN	7100	08/26/2025	KEY REPLACEMENT FOR SKID STEER - STS / W / S	20-700-71100	5.47
Vendor STE300 - STATE TRACTOR & EQUIPMENT CO INC Total:					13.68
Vendor: SSO100 - SUBSURFACE SOLUTIONS					
SUBSURFACE SOLUTIONS	28549	08/27/2025	LEADS-7K8K LOCATER REPAIR - W	20-600-52300	278.46
Vendor SSO100 - SUBSURFACE SOLUTIONS Total:					278.46
Vendor: DAR200 - TALLENT AUTOMOTIVE INC					
TALLENT AUTOMOTIVE INC	56886	08/27/2025	LOF, 5W30 SYN NP, OIL FILTER TRK #202 WTR - W	20-600-71000	93.78
Vendor DAR200 - TALLENT AUTOMOTIVE INC Total:					93.78
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	AUG 2025	08/31/2025	PHONE REIM - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	AUG 2025	08/31/2025	PHONE REIM - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	AUG 2025	08/31/2025	PHONE REIM - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: VDS100 - VDS VISION LLC					
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	10-100-56400	288.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	10-200-56400	144.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	10-250-56400	36.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	10-300-56400	36.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	10-400-56400	72.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	20-600-56400	288.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	20-700-56400	288.00
VDS VISION LLC	1619	08/26/2025	IT SERVICES-ALL	30-800-56400	288.00
Vendor VDS100 - VDS VISION LLC Total:					1,440.00
Vendor: AMK100 - VESTIS					
VESTIS	4170366785	08/25/2025	PW DEPT UNIFORM SERVICE - STS / W / S	10-300-92500	7.74
VESTIS	4170366785	08/25/2025	PW DEPT UNIFORM SERVICE - STS / W / S	20-600-92500	15.49
VESTIS	4170366785	08/25/2025	PW DEPT UNIFORM SERVICE - STS / W / S	20-700-92500	15.48
Vendor AMK100 - VESTIS Total:					38.71
Vendor: WYO100 - WESLEY YOUNG					
WESLEY YOUNG	SEP 2025	09/04/2025	PHONE REIM SEP - GEN	10-100-61000	50.00
Vendor WYO100 - WESLEY YOUNG Total:					50.00
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	B296737	08/22/2025	60# READY-MIX W / GRAVEL - W	20-600-95100	45.00
WILLARD HOME CENTER LLC	B296745	08/22/2025	STIHL C26-2 AUTOCUT, SHEAR HEDGE TELSCPIC-STs	10-300-51000	67.18
WILLARD HOME CENTER LLC	D128598	08/22/2025	60# READY-MIX W/GRAVEL-JACKSON ST PROJECT - W	20-600-95100	52.65
WILLARD HOME CENTER LLC	D128857	08/25/2025	MISC SINGLE CUT KEY - S	20-700-51000	3.58
WILLARD HOME CENTER LLC	D128859	08/25/2025	PAIL, PAIL LID, HND OP PMP TRNSFR FLU - W	20-600-51000	72.89
WILLARD HOME CENTER LLC	D128864	08/25/2025	2X8X16 CONC CAP BLOCK-JACKSON ST PROJECT - W	20-600-95100	4.48
WILLARD HOME CENTER LLC	B296914	08/26/2025	21PK16-14BUTT CNNCTR, ELEC TP-LOCATOR REPR-S / W	20-600-71100	6.42
WILLARD HOME CENTER LLC	B296914	08/26/2025	21PK16-14BUTT CNNCTR, ELEC TP-LOCATOR REPR-S / W	20-700-71100	6.42
WILLARD HOME CENTER LLC	B296918	08/26/2025	36" NIFTY PICK UP TOOL-I & I INSPECTIONS - S	20-700-51050	20.69

Expense Approval Report 1

		Post Dates: 8/22/25		Item # B.	5
Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILLARD HOME CENTER LLC	D128915	08/26/2025	1/2X3/4/4X100 PVC TUBING, HOSE CLAMP-WELL MAINT-W	20-600-51000	16.43
WILLARD HOME CENTER LLC	D129000	08/27/2025	PAINT BRSH, PAIL LINER, PAINT PAIL BARN - PKS	30-800-50500	20.10
WILLARD HOME CENTER LLC	B297030	08/28/2025	1.88X25 ALL WHTR TPE, 1.88X60YD DUCT TP-JCKSN ST -W	20-600-95100	30.57
WILLARD HOME CENTER LLC	B297052	08/28/2025	BARRIER WEED 5YR BLACK 3X -JACKSON ST PROJ-W	20-600-95100	14.39
WILLARD HOME CENTER LLC	B297116	08/29/2025	1/2"X20' REBAR#4- JACKSON ST PROJECT - W	20-600-95100	20.68
WILLARD HOME CENTER LLC	D129172	08/29/2025	3/4x1/2 REDU BUSHING-LAGOON UPRIGHT REPAIR - S	20-700-51000	16.49
WILLARD HOME CENTER LLC	D129285	09/02/2025	MISC CHAIN FOR LOCKING BULK METERS - W	20-600-51000	33.15
WILLARD HOME CENTER LLC	D129289	09/02/2025	MISC SINGLE CUT KEY, REBAR #4- STS SPLY - STS	10-300-50130	44.94
WILLARD HOME CENTER LLC	D129298	09/02/2025	MISC CHAIN - FOR BULK METERS - W	20-600-51000	12.43
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					488.49
Grand Total:					66,722.16

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	32,371.57
20 - WATER AND SEWER FUND	28,599.05
30 - PARKS FUND	5,751.54
Grand Total:	66,722.16

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	35.91
10-100-50500	BUILDING MAINTENANC	140.00
10-100-50750	POSTAGE-GCG	110.24
10-100-52000	SUPPLIES SMALL EQUIP	241.82
10-100-56400	PROFESSIONAL-GCG	362.52
10-100-57400	EQUIPMENT/SOFTWARE	1,653.75
10-100-61000	TELEPHONE-GCG	100.00
10-200-50130	SUPPLIES-LAW	35.00
10-200-50750	POSTAGE-LAW	16.95
10-200-52000	SUPPLIES SMALL EQUIP	69.99
10-200-55800	DUES AND SUBSCRIPTIO	6.00
10-200-56000	INSURANCE-LAW	50.00
10-200-56400	PROFESSIONAL-LAW	144.00
10-200-56950	TRAINING & EDUCATION	25.75
10-200-61000	TELEPHONE-LAW	558.04
10-200-71000	VEHICLE REPAIR & MAIN	139.49
10-200-75000	VEHICLE LEASE-LAW	3,734.37
10-200-92500	UNIFORMS-LAW	177.96
10-200-93000	GROUP INSURANCE-LA	29.90
10-250-50130	SUPPLIES-COURT	5.00
10-250-56400	PROFESSIONAL-COURT	936.00
10-300-50130	SUPPLIES-STREETS	294.10
10-300-51000	REPAIRS AND MAINTEN	1,392.18
10-300-55200	ADVERTISING-ST	134.05
10-300-55850	EQUIPMENT RENTAL-ST	12.91
10-300-56400	PROFESSIONAL-STREETS	36.00
10-300-61000	TELEPHONE-STREETS	32.16
10-300-71000	VEHICLE REPAIR & MAIN	401.13
10-300-71100	EQUIPMENT REPAIR &	1,007.02
10-300-75000	VEHICLE LEASE-STREETS	1,603.39
10-300-92500	UNIFORMS-STREETS	7.74
10-300-95100	CAPITAL ASSET EXP-STRE	2,322.50
10-400-50130	SUPPLIES-P&D	5.00
10-400-50700	OFFICE SUPPLIES-P&D	40.31
10-400-56400	PROFESSIONAL-P&D	4,018.00
10-400-56410	ENGINEERING	547.00
10-400-56420	SURVEYING	1,450.00
10-400-57400	EQUIPMENT/SOFTWARE	3,307.50
10-400-61000	TELEPHONE-P&D	66.18
10-400-71000	VEHICLE REPAIR & MAIN	149.79
10-400-75000	VEHICLE LEASE-P&D	1,619.26
10-400-79000	PROPERY EASEMENT-P/Z	352.66
10-450-56400	PROFESSIONAL - ECO DE	5,000.00
20-600-50000	CHEMICALS-WATER	1,652.65
20-600-50130	SUPPLIES-WATER	706.30
20-600-50300	LABORATORY SUPPLIES-	272.48
20-600-50750	POSTAGE-WATER	131.14
20-600-51000	REPAIRS AND MAINTEN	134.90
20-600-52000	SUPPLIES SMALL EQUIP	301.52
20-600-52300	LOCATE SUPPLIES	325.86

Account Summary

Account Number	Account Name	Expense Amount
20-600-55200	ADVERTISING-WATER	26.27
20-600-55850	EQUIPMENT RENTAL-WA	25.83
20-600-56400	PROFESSIONAL-WATER	539.24
20-600-61000	TELEPHONE WATER	64.30
20-600-71000	VEHICLE REPAIR & MAIN	896.05
20-600-71100	EQUIPMENT REPAIR &	17.48
20-600-75000	VEHICLE LEASE-WATER	3,206.79
20-600-92500	UNIFORMS-WATER	15.49
20-600-95100	CAPITAL ASSET EXP-WAT	7,657.94
20-700-50130	SUPPLIES-SEWER	508.33
20-700-51000	REPAIRS AND MAINTEN	3,271.46
20-700-51050	I&I EXPENSE	1,691.49
20-700-52000	SUPPLIES SMALL EQUIP	301.52
20-700-55200	ADVERTISING-SEWER	26.26
20-700-55850	EQUIPMENT RENTAL-SE	25.83
20-700-56400	PROFESSIONAL-SEWER	2,615.24
20-700-61000	TELEPHONE-SEWER	64.30
20-700-62000	UTILITIES ELECTRIC-SEW	28.89
20-700-71000	VEHICLE REPAIR & MAIN	802.27
20-700-71100	EQUIPMENT REPAIR &	66.95
20-700-75000	VEHICLE LEASE-SEWER	3,206.79
20-700-92500	UNIFORMS-SEWER	15.48
30-800-50130	SUPPLIES GENERAL-PKS	40.00
30-800-50500	BUILDING MAINTENANC	420.10
30-800-55850	EQUIPMENT RENTAL-PK	420.00
30-800-56400	PROFESSIONAL-PKS	288.00
30-800-57400	EQUIPMENT/SOFTWARE	1,653.75
30-800-61000	TELEPHONE-PKS	130.50
30-800-62000	UTILITIES ELECTRIC-PKS	289.32
30-800-71000	VEHICLE REPAIR & MAIN	166.46
30-800-75000	VEHICLE LEASE-PKS	2,343.41
Grand Total:		66,722.16

Project Account Summary

Project Account Key	Expense Amount
None	66,722.16
Grand Total:	66,722.16

**CITY OF WILLARD
BOARD OF ALDERMEN
August 2025**



Item # C.

City Clerk Report

1. Continued to process business licenses through Civic Review
2. Continued to make progress in filing per the Missouri Retention Schedule
3. Submitted code changes to General Code and manually updated our General Code Binders
4. Created the agenda, packet and minutes for the Board of Aldermen meetings.
5. Created the agenda and packet for the Water/Sewer Advisory Board
6. Published several legal notices for Public Hearings and Bids for Services.
7. Submitting information to the State Auditor.
8. Beginning organizational charts for dates of contracts and dates of service for committee and board members.
9. Using Thrillshare to get resident input on planning surveys, encourage
10. As PIO, gathering information to meet with high school teachers regarding the roundabout project and the Board of Alders video.
11. As PIO, finished filming the water tower video.

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

I. COURT INFORMATION		Municipality: WILLARD		Reporting Period: Aug 1, 2025 - Aug 29, 2025	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781					
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781				County: Greene County	Circuit: 31
Telephone Number:			Fax Number:		
Prepared by: Terry Forshee			E-mail Address:		
Municipal Judge: DAVID W. DORAN					
II. MONTHLY CASELOAD INFORMATION					
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month		9	400	81	
B. Cases (citations/informations) filed		0	66	7	
C. Cases (citations/informations) disposed					
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0	
2. court/bench trial - GUILTY		0	3	0	
3. court/bench trial - NOT GUILTY		0	0	0	
4. plea of GUILTY in court		0	55	1	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	10	0	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	10	0	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		0	78	1	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		9	388	87	
E. Trial de Novo and/or appeal applications filed		0	0	0	
III. WARRANT INFORMATION (pre- & post-disposition)			IV. PARKING TICKETS		
1. # Issued during reporting period	31	1. # Issued during period		0	
2. # Served/withdrawn during reporting period	46	<input checked="" type="checkbox"/> Court staff does not process parking tickets			
3. # Outstanding at end of reporting period	326				

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: Aug 1, 2025 - Aug 29, 2025
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$4,569.70	Court Automation	\$408.57
Clerk Fee - Excess Revenue	\$510.00	Due To Debt Collection	\$154.58
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$17.13	Judicial Facility Srchg CT31	\$590.50
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Law Enf Arrest-Local	\$50.00
Total Excess Revenue	\$5,096.83	Total Other Disbursements	\$1,203.65
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$7,705.78
		Bond Refunds	\$501.00
		Total Disbursements	\$8,206.78
Fines - Other	\$616.00		
Clerk Fee - Other	\$132.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$58.35		
Peace Officer Standards and Training (POST) Commission surcharge	\$58.36		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$416.15		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.44		
Law Enforcement Training (LET) Fund surcharge	\$120.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,405.30		

Director's Report – September 2025

“We must hope to give them a sense of what it means to be a loyal friend, a loving parent, a citizen who leaves his home, his neighborhood and town better than he found it.” George H.W. Bush

The close of summer gives us an opportunity to reflect on the strength of our programming as well as the challenges facing our facilities and operations. Two programs in particular stand out this season. The Aquatic Center had one of its strongest years in recent memory, generating nearly \$132,000 in revenue against \$140,000 in operating expenses (excluding debt service). While the Aquatic Center operates at a loss, the attendance and participation trends clearly point to a vibrant and valued community amenity. Our Summer Camp program also exceeded expectations, bringing in over \$90,000 in revenue while holding expenses to \$72,000. Even with additional staff required to handle higher registration numbers and a shift toward more outdoor play, the program delivered strong financial performance alongside meaningful community impact.

These successes stand in contrast to the continued feedback we have received about our facilities and parks. The appearance of our properties is consistently mentioned as a concern, and the condition of the Jackson Street Park walking trail has drawn negative comments from many users. Additionally, the Community Center roof remains in need of significant repair. While youth sports programming is trending positively and changes have been well received overall, some participants have expressed dissatisfaction with stricter policies around late registrations and team changes.

In response to both budget pressures and these facility needs, we have taken deliberate steps to control costs. Mowing frequency has been reduced, the acreage actively maintained has been narrowed, and personnel have been reduced as part of the reduction of property maintenance. We have extended and expanded our significant deferred maintenance strategies, postponing larger capital repairs while focusing on smaller, low-cost improvements such as painting, wildflower seed collection, and disc golf course upgrades supported by community partnerships. Operational expenses have also been carefully examined, with the vehicle lease identified as the next logical area for phased elimination in the coming years. These measures have resulted in current spending tracking 8% below budget for the year. However, it is important to note that deferred maintenance and delayed supply purchases only shift costs forward—they do not erase them.

CITY OF WILLARD, MISSOURI

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



Planning Department Report

September 2025

Permits - August

Permits Issued (August)	Fees collected (August)	Est. Value of Work (August)	Permits Issued (YtD)	Fees Collected (YtD)	Est. Value of Work (YtD)
11	\$1098.29	\$917,049.92	91	\$160,423.97	\$7,185,494.05

Sunshine requests included the US Census, Data Dodge Analytics, and Build-zoom

Current Development

Hoffman Hills Phase I: Finishing up. Multiple buildings are under construction. Looking to replat several lots.

Hoffman Hills Phase II: Multiple Building permits have been issued to build residential homes.

Stone Creek Phase II: Almost finished with subdivision. Have very few permits still out.

Generations Village: All building permits have been issued. They have received several Temporary Certificate of Occupancy (TCO's).

Rocky Point: Has Preliminary plat. Working on construction drawings and utility installation.

Mike Ruesch
Director of Planning and Development
417-742-5310

Other Business

1. Working on Landlord Registration codes for long term rentals.
2. Mediacom is installing fiber in the Hoffman hills area final cleanup is underway
3. Starting information gathering for a Master Parks and Trails Plan, will start community involvement late January 2025
4. Starting communication conduit installation codes for new subdivisions
5. Jackson Street sidewalk project moving forward to design
6. Utility upgrade to the Sac River Cowboy Church is complete
7. Looking into revision of the Inflow & Infiltration Codes
8. Coordinating information on a Master Transportation Plan
 - a. Coordinating the establishment of a steering committee to define the vision and purpose of the master transportation plan.



Willard Police Department
August 2025 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	8
Shannon Shipley, Asst. Chief	1602-003	12
	Total	20

Squad #1	1607-050	Caleb Steen, Cpl.	28	Squad #2	1603-027	Steve Purdy, Sgt.	29
	1605-056	Mark Cole, Cpl.	54		1608-054	Stefan Collette, Cpl.	31
	1611-064	Danielle Cale, Officer	55		1610-061	Christian Smith, Sr. Officer	76
	1604-065	Anthony Hickox, Officer	64		1609-063	Cody Weatherford, Officer	32
	1606-067	Levi O'Neil, Officer	49				
	Total		250		Total		168

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...			438	

Incident Statistics

Felony	3	HBO (Handled by Officers)	327
Misdemeanor	4	Use of Force	1
Infraction	199	Dog at Large	1
Other (Services)	232	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	41,637	547	19	29	714.01	843.96
WPD-02 2021 Charger	83,690	963	16	60	1,601.18	1,792.64
WPD-03 2023 Charger	11,476	888	12	74		184.98
WPD-04 2023 Durango	50,154	1,933	28	69	89.48	334.21
WPD-05 2023 Charger	55,077	1,153	15	77	94.48	1,844.81
WPD-06 2023 Durango	35,789	844	14	60		222.48
WPD-07 2017 Explorer	36,665	766	17	45	635.89	1,063.39
WPD-08 2008 Harley	6,793	26	1	26		0
WPD-09 2023 Charger	7,958	1,477	21	70		107.49
WPD-10 2023 Charger	8,963	2,932	32	92		127.49

Monthly Vehicle Maintenance Details

WPD-01: tires	WPD-06:
WPD-02: spark plugs; fuel induction; cabin filter; brake flush; air filter; alignment; tires	WPD-07: oil change; tires
WPD-03:	WPD-08:
WPD-04: oil change	WPD-09:
WPD-05: oil change; washer fluid	WPD-10:

- Grant for Flock cameras has been written & received (Approval in October 2025)
- Motorola in-car & BWC's in service

Public Works Report

August 2025

108 - Service Orders

48 - Rereads

11 - After Hour Call ins

230 - Locates

32 - Shut Offs

25 - Meter/ERTS Replaced

Water Department

1. Took routine & special water samples
2. Flushing all throughout Meadows and Willard
3. Assisted streets department on several patches
4. Continued work on Jackson St waterline project, and finished project
5. Continued work on Langston St. waterline, and finished project
6. Repaired very large water leak at Sarah Ct. and Southview intersection

Sewer Department

1. Lift Station maintenance
2. Sewer Lagoon Pond maintenance
3. Continuing manhole inspections
4. Lagoon samples & EDMR
5. Unclog LS B check valve (2 times)
6. Lift station bottoms cleaned out by Digwise
7. Reviewing sewer cam footage and updating Diamond maps
8. Clean Air Release Valves
9. Repaired chlorine monitor and Meadows Well #2
10. Brush hog lagoons
11. Clean trucks
12. Picked up concrete blocks

Streets Department

1. Continued mowing throughout town, both lawn mower and boom mower
2. Asphalt Farm Rd. 97
3. Helped water department on Jackson St. waterline project
4. Made street signs
5. Cleaned up tree at cop shop
6. Potholes repaired on Howard, Miller (X's 5), Mill St
7. Sign on Kime and Williams
8. Sign on Kime and Miller
9. School Zone sign
10. 20mph sign on miller (x's 2)
11. Cleaning up at Lagoons
12. Miller pedestrian signs X's 5
13. Miller and Jackson St. sign
14. Miller crosswalk
15. Stop ahead sign on Miller
16. Dirt work on Alan Ave.
17. Dirt work on Grant Ave.
18. Dirt work on Langston
19. Jackson St. storm pipe install

2025 BOARD ATTENDANCE REPORT

ATTENDED: Y					SPECIAL SESSION	SPECIAL SESSION		SPECIAL SESSION
NAME	<u>1/13/2025</u>	<u>1/27/2025</u>	<u>2/10/2025</u>	<u>2/24/2025</u>	<u>3/10/2025</u>	<u>3/24/2025</u>	<u>4/14/2025</u>	<u>4/28/2025</u>
MAYOR TROY SMITH	Y	Y	Y	Y	Y	Y	Y	Y
CASEY BIELLIER	Y	Y	Y	Y	Y	Y	Y	Y
JEREMY HILL	Y	OUT	Y	OUT	Y	Y	Y	N
DAVID KEENE (MPT)	Y	Y	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	OUT	Y	Y	Y	Y	Y	Y
SCOTT SWATOSH	Y	Y	OUT	Y	N	N	Y	Y
CAROL WILSON	Y	Y	OUT	Y	Y	Y	N	Y
NAME	<u>5/12/2025</u>	<u>5/27/2025</u>	<u>6/9/2025</u>	<u>6/23/2025</u>	<u>7/14/2025</u>	<u>7/28/2025</u>	<u>8/11/2025</u>	<u>8/25/2025</u>
MAYOR TROY SMITH	Y	Y	Y	Y	Y	Y		
CASEY BIELLIER	Y	Y	Y	Y	Y	Y		
JEREMY HILL	Y	Y	Y	Y	N	Y		
DAVID KEENE (MPT)	N	Y	N	Y	Y	Y		
JOYCE LANCASTER	Y	Y	Y	Y	Y	Y		
RACHEL MATHISON	Y	Y	Y	Y	Y	Y		
CAROL WILSON	N	Y	N	N	Y	Y		

Item # C.



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: City Clerk

SUBJECT:

Correspondence Related to Public Comment

CORRESPONDENCE RELATED TO PUBLIC COMMENTS:

From: Jon Mathis <jgmathis@gmail.com>
Sent: Tuesday, September 2, 2025 4:03 PM
To: City Administrator <ca@cityofwillard.org>
Subject: Petition to have Willard discontinue using Liberty Utilities

Good afternoon,

I would like to know if Willard has petitioned the PSC to discontinue using Liberty Utilities. I would also like to know if we have explored alternate electrical providers. Such as having city utilities of Springfield or SWEC take over?

I do not believe that continuing using Liberty is in the best public interest of Willard and I believe that is something that we can demonstrate this to the PSC.

Kind regards,



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Steve Bodenhamer

SUBJECT:

Sanitary Sewer Update

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: September 3, 2025

TO: Mayor Smith and BOA

FROM: S. D. Bodenhamer

RE: Sanitary Sewer Project Status

COMMUNITY FUNDING PARTNERSHIP (94 Lift Station and Force Main)

Status of components:

- Bidding
 - The bidding process is going well with no major concerns.
 - Currently 15 Contractors have obtained plans and specifications, which is a higher-than-normal response, with a high interest in the project. Hopefully this will result in competitive bids.
 - Plans and specifications have been obtained by 7 product suppliers.
 - An addendum to the plans and specifications has been issued to address some minor product/procedure concerns by contractors and suppliers.
 - Bid opening is scheduled for September 17.

MEADOWS CONNECTION TO CITY OF SPRINGFIELD

Status of components:

- Up sizing of gravity trunk main.
 - Allgeier Martin has been in communication with the Missouri Department of Natural Resources regarding the upsizing of the gravity main from 12-inch to 15-inch diameter. They have given verbal approval and agreed that the upsizing of the gravity main can be indicated on the “as-built” plans. We expect written confirmation in the near future.
 - Plans and specifications reflecting the up sizing of the gravity main have been completed. Any further action regarding the Meadows Connection is on hold during the bidding process for the 94 Force Main and Lift Station improvements.



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Parks

SUBJECT:

**A RESOLUTION BY THE BOARD OF ALDERS OF THE CITY OF WILLARD,
MISSOURI ACCEPTING THE COST SHARE AGREEMENT WITH THE MISSOURI
DEPARTMENT OF CONSERVATION TO IMPLEMENT SHORELINE PLANTINGS AT
THE RECREATION CENTER POND**

**CITY OF WILLARD, MISSOURI
RESOLUTION NO: 25-35**

**A RESOLUTION BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI
ACCEPTING THE COST SHARE AGREEMENT WITH THE MISSOURI DEPARTMENT
OF CONSERVATION TO IMPLEMENT SHORELINE PLANTINGS AT THE RECREATION
CENTER POND**

WHEREAS, the City of Willard is committed to creating and maintaining recreation spaces for its residents; and

WHEREAS, the recreation center pond would benefit by the planting of native vegetation, which would act to filter excess nitrogen and nutrients from runoff, improve water clarity, reduce algae growth, enhance aesthetics, provide habitat for fish and wildlife, and support overall aquatic health, which in turn creates a cleaner, more attractive pond for fishing and recreation; and

WHEREAS, the Missouri Department of Conservation offers cost share programs to assist with said shoreline plantings;

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ALDERS 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 accept the agreement with the Missouri Department of Conservation, and to execute all necessary documents, on behalf of the City.

Section 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED THIS DAY, the **8th day of September, 2025**, by the Board of Alders of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Parks

SUBJECT:

**A RESOLUTION AUTHORIZING THE SALE BY PUBLIC AUCTION OF SURPLUS
PARK EQUIPMENT OWNED BY THE CITY OF WILLARD, MISSOURI**

**CITY OF WILLARD, MISSOURI
RESOLUTION NO: 25-37**

A RESOLUTION AUTHORIZING THE SALE BY PUBLIC AUCTION OF SURPLUS PARK EQUIPMENT OWNED BY THE CITY OF WILLARD, MISSOURI

WHEREAS, the City of Willard owns certain park equipment that has been awaiting reinstallation;

WHEREAS, projected expenses of the cost of reinstalling the equipment in compliance with fall safety guidelines significantly exceeds the value of the equipment;

WHEREAS, park staff recommends auctioning said equipment as surplus property;

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

Section 1: The items listed in Exhibit A attached hereto are hereby declared surplus property of the City of Willard, Missouri.

Section 2: The City Administrator or his designee is hereby authorized to dispose of the surplus park equipment listed in Exhibit A by means of public auction.

Section 3: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED THIS DAY, the **8th day of September, 2025**, by the Board of Alders of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Mike Ruesch/Wes Young

SUBJECT:

A RESOLUTION AUTHORIZING AN EARLY-COMPLETION INCENTIVE FOR THE JACKSON STREET CONCRETE IMPROVEMENTS PROJECT. (5 minutes)

**CITY OF WILLARD, MISSOURI
RESOLUTION NO. 25-38**

A RESOLUTION AUTHORIZING AN EARLY-COMPLETION INCENTIVE FOR THE JACKSON STREET CONCRETE IMPROVEMENTS PROJECT.

WHEREAS, the Board of Alders has expressed a strong desire to see the Jackson Street sidewalk improvements completed promptly; and

WHEREAS, the City recently received indications of interest in installing the sidewalk but no bids, which staff reasonably attributes to the relatively small scope of work and limited mobilization economics for contractors; and

WHEREAS, winter conditions can complicate concrete work (including potential cold-weather blanketing and timing to avoid cold snaps), increasing the need for fast mobilization and timely completion; and

WHEREAS, staff recommends an early-completion incentive for a limited time to increase interest, improve schedule certainty, and secure best outcome for taxpayers;

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

Section 1. Early-Completion Incentive.

- a. The City is authorized to offer an early-completion incentive not to exceed Ten Thousand Dollars (\$10,000) for Full Completion (as defined in the contract) achieved on or before December 1, 2025, at 5:00 p.m. Central Time.
- b. The incentive shall decrease on a sliding, pro-rata basis from December 1, 2025, 5:00 p.m. through December 15, 2025, 5:00 p.m., reaching \$0 at 5:00 p.m. on December 15, 2025. No early completion incentive payment shall be made for Full Completion after December 15, 2025, 5:00 p.m.
- c. The City Administrator (or designee) is authorized to publish when rebidding the specific sliding-scale schedule in the solicitation and contract. The incentive, if earned, shall be payable pursuant to the contract terms upon written certification of Full Completion by the City's engineer or designee and with final acceptance/close-out.

Effective Date. This Resolution shall be in full force and effect upon its passage and approval.

ADOPTED THIS DAY, the 8th day of September, 2025, by the Board of Alders of the City of Willard, Missouri.

RESOLUTION NO. 25-38

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: City Clerk

SUBJECT:

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD,
MISSOURI, AMENDING CHAPTER 120, OPEN MEETINGS AND RECORDS POLICY
FOR THE PURPOSE OF UPDATING THE CODE TO REFLECT CHANGES IN THE
SUNSHINE LAW**

First Reading: 09/08/25
Bill Number: 25-58

Second Reading: 09/08/25
Ordinance Number: 250908

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AMENDING CHAPTER 120, OPEN MEETINGS AND RECORDS POLICY FOR THE PURPOSE OF UPDATING THE CODE TO REFLECT CHANGES IN THE SUNSHINE LAW.

WHEREAS, the Board of Aldermen of the City of Willard, Missouri (City) desires to update its current Open Meetings and Records Policy by amending Chapter 120 to better reflect the current amendments to the Sunshine Law, Chapter 610 of the Revised Statutes of Missouri (Sunshine Law); and

WHEREAS, the City had adopted the language verbatim from the Sunshine Law which is not necessary as the City must and desires to comply with Chapter 610; and

WHEREAS, the City desires to adopt the necessary policies as required in the proposed amendment.

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

- Section 1: It is the intention of the Board of Aldermen and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Municipal Code of the City of Willard, Missouri, and the sections of this ordinance may be renumbered to accomplish such intention.
- Section 2: That Chapter 120 Open Meetings and Records Policy of the Municipal Code of the City of Willard, Missouri is hereby repealed in its entirety and amended to read as follows:

CHAPTER 120. PUBLIC RECORD REQUEST POLICY AND PROCEDURES

Section 120.010. Custodian Of Records Designated.

- A. The City Clerk is hereby designated as the Custodian of Records for the City of Willard. Such designation does not mean the City Clerk will necessarily have all of the records in his or her possession but simply is an indication to whom requests for copies of records and information regarding the City government shall be directed. Per the Missouri Sunshine Law, Chapter 610, RSMo., the Custodian of Records will respond to any records requests by either providing the requested records; informing the requester that the records sought are closed (and, if requested, with a citation of the provision for closure); or explaining the cause of the delay with an estimation of when the records will be provided. The response will be sent within three (3) business days of receipt of the request; the three-day time period does not begin until the Custodian of Records is in direct receipt of the request. For example, if the Custodian of Records is out of the office

a request will not be considered received until he/she is back at work. Requests for records made to persons other than the Custodian of Records shall be directed to the Custodian of Records in a timely manner, so that a response may be made to the request. If the person receiving the request is out of the office but receives a records request (ex: via email), then the person shall direct the request for records to the Custodian of Records upon their return to the office.

- B. The Police Department of the City shall maintain records of all police-related records, the Chief of Police shall be the custodian of police records subject to oversight from the City Clerk. All incident reports and arrest reports shall be open records; however certain information may need to be redacted from reports occasionally pursuant to Chapter 610, RSMo. Notwithstanding any other provision of the law, investigative reports of the Police Department are closed records until the investigation becomes inactive. If any person is arrested and not charged with an offense against the law within thirty (30) days of the person's arrest, the arrest report shall thereafter be a closed record except that the disposition portion of the record may be accessed.

Section 120.020. How Records are Requested.

Requesters are encouraged to submit requests for records in writing. Oral requests, if received by the City Clerk, shall be immediately recorded in written form to document the same. All requests for records, whether submitted by a requester in writing or orally, shall ultimately be documented, in writing, using the records request form prescribed by the City of Willard.

Section 120.030. Manner of Response Provided.

The requesting party shall indicate on the request the manner in which a response is desired. In the absence of instructions to the contrary, it will be assumed the requesting party wants to receive a response in the same form as the original request. Example: If someone mails a records request, it will be assumed a mailed response is required.

Section 120.040. Response Within 3 Business Days.

- A. The Custodian of Records shall respond to the request within three (3) business days of its receipt by said custodian. A "business day" is a day when City Hall is open for the conduct of City business during its normal business hours. While it is desirable that an entire transaction be completed within three (3) business days, there may be circumstances where clarification or explanation of the request is necessary, or where it may be necessary to provide only part of the requested information while additional searches are completed. If records contain open and closed information, closed information should be redacted.
- B. The Custodian of Records ensures that, within three (3) business days from receipt of the request, one (1) of the following occurs:
 - 1. The requester receives copies of the record, as requested, after fees paid.

2. If the record has been destroyed pursuant to the City's records retention schedule, written notice of that fact is provided.
 3. If the City is unable to fulfill the request within the three (3) days, written notice of that fact and estimated date that the record will be available is provided.
 4. If the request is denied, upon request, written notice with citation to the specific statute or other legal authority making the record confidential is provided.
- C. Upon receipt of all responsive documents, the Custodian of Records determines what is closed. Any questionable documents should be provided to the City Attorney for review.
- D. Copies of the request and response to same shall be kept by the Custodian of Records.

Section 120.050. Request for Searches.

- A. If the Custodian of Records responds to a request for public records in order to seek clarification of the request and no response to the request for clarification is received within ninety (90) days, or within one hundred fifty (150) days if the requested fees are greater than one thousand dollars, of sending the request for clarification, then such request for public records shall be considered withdrawn. The request for clarification shall include notice to the requester that if the requester fails to respond within ninety (90) days or within one hundred fifty (150) days if the request fees are greater than one thousand dollars, then the request shall be withdrawn.
- B. Except as otherwise provided by law, the City shall provide access to and, upon request, furnish copies of public records upon payment of the following fees:
1. Fees for copying public records, except those records restricted under Section 32.091, RSMo., shall not exceed ten cents (\$0.10) per page for a paper copy not larger than nine (9) inches by fourteen (14) inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the City. Copies of larger documents shall be charged at the actual cost to the City.
 2. Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the public governmental body shall produce the copies using employees of the City that result in the lowest amount of charges for search, research, and duplication time.
 3. Prior to producing copies of the requested records, the person requesting the records may request the public governmental body to provide an estimate of the cost to the person requesting the records.
 4. Documents may be furnished without charge or at a reduced charge when the City determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the public government body and is not primarily in commercial interest of the requester.

5. Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices and for paper copies larger than nine (9) inches by fourteen (14) inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the public governmental body required for making copies and programming, if necessary, and the cost of the disk, tape or other medium used for the duplication. Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints, or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual cost of such programming. For copies that must be made elsewhere or using other equipment than available at City Hall, the actual charges imposed for making the copies (including any taxes imposed) will also be charged.
- C. Payment of such copying fees shall be requested prior to the making of copies.
 - D. If a requester fails to pay the fee requested within 90 days of notice from the City, or 150 days if the cost of producing the records is estimated to exceed \$1000, then the request shall be considered withdrawn.
 - E. If a request is withdrawn as provided in subsection A and D, above, and the requester or another person makes substantially the same request, then the person making that subsequent request shall be charged the fees incurred in collecting and copying records for the original request.

Section 120.060. Closed Records.

All records of the City which are permitted to be closed records by reason of the Sunshine Law, or by any other Missouri Statute or regulation shall be maintained as a closed record. No such closed record shall be released to any person who is not part of the City government except those that are reasonably necessary to prepare an audit report requested by the City and the City's Attorney is able to see such records as are reasonably necessary to represent the City. Requests that closed records be open to public inspection will be considered on a case-by-case basis by the City's Board of Aldermen. The Board of Aldermen, when in doubt about the legality of closing a particular meeting, record or vote, may bring suit at the expense of the City in the Circuit Court of Stone County to ascertain the propriety of any such action, or seek a formal opinion of the Attorney General or an attorney for the City.

Section 120.070. Public Notice Board.

The Custodian of Records shall establish a fixed place where all public notices and agendas will be posted. This should be in a place accessible to members of the public at all times. The notice board is located in front of the City Hall.

Section 3: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and signature of the chairperson and attested to

by the City Clerk.

Section 4: The provisions of this Ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this Ordinance.

Section 5: That the City Clerk is authorized by this Ordinance to correct any scrivener's errors identified within this Ordinance.

Read, this first time on this _____ day of _____, 2025.

Read, this second time, passed, and truly agreed to by the Board of Aldermen of the City of Willard, Missouri this _____ day of _____, 2025

Mayor

ATTEST:

City Clerk



BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Mike Ruesch

SUBJECT:

AN ORDINANCE OF THE BOARD OF ALDERS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLARD, MISSOURI, BY CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF PROPERTY #0736400019 FROM R-1 (SINGLE-FAMILY RESIDENTIAL) DISTRICT TO MU (MIXED USE) AND REPEALING ALL CONFLICTING ORDINANCES OR PARTS OF ORDINANCES

First Reading: 09/08/25
Bill No.: 25-59

Second Reading: 09/08/25
Ordinance No.: 250908A

AN ORDINANCE OF THE BOARD OF ALDERS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF WILLARD, MISSOURI, BY CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF PROPERTY #0736400019 FROM R-1 (SINGLE-FAMILY RESIDENTIAL) DISTRICT TO MU (MIXED USE) AND REPEALING ALL CONFLICTING ORDINANCES OR PARTS OF ORDINANCES

WHEREAS, the Planning and Zoning Commission of the City of Willard, Missouri has considered an application to rezone property described herein; and

WHEREAS, the Planning and Zoning Commission held a public hearing regarding said application, in accordance with applicable state statutes and municipal ordinances; and

WHEREAS, the Planning and Zoning Commission has recommended approval of the rezoning request; and

WHEREAS, the Board of Alders of Willard, Missouri has held a public hearing regarding said application on September 8, 2025, in accordance with all legal requirements; and

WHEREAS, the Board of Alders finds that the proposed rezoning is consistent with the goals and objectives of the City of Willard Comprehensive Plan and will not adversely affect the public health, safety, and general welfare;

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

SECTION 1: The Official Zoning Map of Willard, Missouri is hereby amended by changing the zoning classification of the following described parcel of real property from R-1 Single-Family Residential District to MU Mixed Use. This parcel's legal description is WILLARD IRR 10.11A M/L N 329.46 FT NE1/4 SE1/4 36/30/23, further identified by Greene County Assessor as Parcel #0736400019.

SECTION 2: If any part 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.

SECTION 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect upon and after its passage and approval.

Read two times and passed at a meeting of the Board of Alders of the City of Willard, Missouri, on the 8th day of September 2025.

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form: _____
Holly Dodge, City Attorney