



## **CITY OF WILLARD**

### **BOARD OF ALDERS REGULAR MEETING**

**February 09, 2026 at 6:00 PM**

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

#### **AGENDA**

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Update Posted on February 06, 2026, at 012:30 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. 01-29-2026 BOA REGULAR MEETING MINTUES**

##### **B. JANUARY PREVIOUS / CURRENT MONTHS OUTSTANDING INVOICES, CHECKS AND DRAFT PAID INVOICES**

##### **C. BOARD ATTENDANCE REPORT**

##### **4. ANNUAL AWARD POLICE DEPARTMENT (10 MIN)**

##### **A. SPECIAL RECOGNITION - LEVI O'NEIL**

##### **5. CITIZEN INPUT**

##### **6. PROJECT MANAGER REPORT**

##### **A. SANITARY SEWER UPDATE (7MIN)**

##### **7. DISCUSSION**

##### **A. SWIM POOL HOURS AND FEES**

##### **B. MEMBER / NON-MEMBER RATE STRUCTURE**

##### **C. COST RECOVERY METRICS**

##### **D. CONCESSION PRICING**

##### **8. RESOLUTION**

##### **A. A RESOLUTION OF THE PARK BOARD OF THE CITY OF WILLARD, MISSOURI, RECOMMENDING THE BOARD OF ALDERMEN PLACE A ONE-QUARTER CENT (1/4¢) SALES TAX ON THE APRIL 2027 BALLOT TO FUND THE OPERATIONS OF THE WILLARD PARKS DEPARTMENT WITH A TWENTY-FIVE (25) YEAR SUNSET**

**9. CITY ADMINISTRATOR REMARKS**

**10. NEW BUSINESS**

**11. UNFINISHED BUSINESS**

**12. 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.

Courtney Myers, City Clerk



## CITY OF WILLARD

### BOARD OF ALDERS REGULAR MEETING

January 29, 2026 at 6:00 PM

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

### MINUTES

**Staff Present:** City Administrator Wesley Young, City Attorney Holly Dodge, City Clerks Rebecca Hansen and Courtney Myers, Chief Financial Officer Genia Mount, Planning and Zoning Director Mike Ruesch, Project Manager Steve Bodenhamer, Police Officer JD Landon, Public Works Director Trevor Hoffman.

Citizens Present: Larry Whitman, Michael Savage

#### PLEDGE OF ALLEGIANCE

Mayor Pro Tem, David Keene led the Pledge of Allegiance.

#### CALL THE MEETING TO ORDER

Mayor Pro Tem, David Keene called the meeting to order at 6:00 p.m. and asked the City Clerk to conduct the roll call.

##### 1. ROLL CALL

City Clerk Courtney Myers conducted the roll call.

Present: Casey Biellier, Jeremy Hill, David Keene (Mayor Pro Tem), Joyce Lancaster, Carol Wilson, Carol Wilson, Rachael Mathison (arrived at 6:04).

Absent: Mayor Smith

City Clerk Courtney Myers confirmed that a quorum was present.

##### 2. AGENDA AMENDMENTS/APPROVAL OF AGENDA

Mayor Pro Tem, David Keene asked for a motion to approve the agenda, 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 and 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. 01-12-2026 BOA REGULAR MEETING MINUTES

###### B. DEC/JAN CURRENT OUTSTANDING INVOICES, CHECKS AND DRAFT PAID INVOICES

###### C. PREVIOUS MONTH'S FINANCIAL SUMMARIES AND STATEMENTS

###### D. PREVIOUS MONTH'S CHECK REGISTER

## **E. PREVIOUS MONTH'S UTILITIES ADJUSTMENT REPORT**

Mayor Pro Tem, David Keene asked for a motion to approve the consent agenda, Motion was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 4-0 vote. Voting Aye: Alders Biellier, Keene, Lancaster, and Wilson

## **3. CITIZEN INPUT**

Citizen (Larry Whitman) Talked about bringing new Business's big box agriculture store, lawn garden, hardware and more, touched on the next Ballot adding a Sales dispensary tax.

## **5. PROJECT MANAGER REPORT**

### **A. SANITARY SEWER UPDATE (7MIN)**

Project Manager Steve Bodenhamer updated on the 94-lift station and Meadows projects. Preconstruction meeting Jan 14<sup>th</sup>, work to start immediately, looking to be completed 10/12/26. Replacing existing force main through Highway 160. Contractor has 1800 feet staged to date. Meadow's meeting Jan 20<sup>th</sup> with JD Wallace, LLC work should be completed 8/01/2026 Road closures will be reported and should be 1-2 weeks at a time, materials are being received.

## **6. DISCUSSION**

### **A. COURT FEES (30MIN)**

City Attorney Holly Dodge the Annual Audit was completed, last Audit was in 2023. We received clarification on the court Ordinance, building surcharge is for Willard savings can be used, this is a multi-use fund not just designated to the courts.

## **7. ORDINANCES**

### **A. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BS&A SOFTWARE, LLC FOR MUNICIPAL GOVERNMENT SOFTWARE (FIRST AND SECOND READ) (5MIN)**

Genia Mount updated the board this will help lower the credit card surcharge fee to customers from 6.6% to a 3.3% fee. The new software system was included in the budget.

Mayor Pro Tem, David Keene asked for a motion to approve the First Read of the Ordinance. Motion to approve a First Read was made by Alder Hill and seconded by Alder Mathison. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

Motion to continue to the Second Read 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 and Wilson.

Mayor Pro Tem, David Keene asked the clerk to read the Ordinance for a second time. Motion to approve the Second Read was made by Alder Biellier and seconded by Alder Lancaster. Motion carried/ordinance approved with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

### **B. AN ORDINANCE TO GRANT THE VOLUNTARY PETITION BY THE PROPERTY OWNER, BIRD REAL ESTATE, LLC, TO ANNEX CERTAIN PROPERTY CONTAINING 36.19 ACRES WHICH ARE CONTIGUOUS, COMPACT AND ADJACENT TO THE EXISTING CITY LIMITS OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI AND TO ANNEX SAID PROPERTY TO EXTEND THE CITY LIMITS OF WILLARD, MISSOURI. (FIRST AND SECOND READ) (5 MIN)**

Planning Director Mike Ruesch refreshed the board deciding if the Annexation is contiguous, compact and adjacent to the City of Willard. A public hearing was held on January 12<sup>th</sup> and published in the Daily Events. The public hearing comment period of 14 days has passed with no written objection from anyone.

Mayor Pro Tem, David Keene asked for a motion to approve the First Read of the Ordinance. Motion to approve a First Read was made by Alder Hill and seconded by Alder Mathison. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

Mayor Pro Tem, David Keene asked the City Clerk to read the Ordinance for a second time. Motion to approve the Second Read was made by Alder Biellier and seconded by Alder Mathison. Motion carried/ordinance approved with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

### **C. AN ORDINANCE ACCEPTING THE PROPOSAL OF DECKER & PACE, PC TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR THE CITY OF WILLARD (FIRST AND SECOND READ) (5 MIN)**

Genia Mount updated the board this is the same Auditor we have used in the past.

Mayor Pro Tem, David Keene asked for a motion to approve the First Read of the Ordinance. Motion to approve a First Read was made by Alder Biellier and seconded by Alder Lancaster. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

Mayor Pro Tem, David Keene asked the City Clerk to read the Ordinance for a second time. Motion to approve the Second Read was made by Alder Biellier and seconded by Alder Hill. Motion carried/ordinance approved with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison and Wilson.

### **8. CITY ADMINISTRATOR REMARKS**

City Administrator Wes Young remarked on the 2026 branding being consistent with the new image, Trevor's GPT skills showing the water towers new image as it will look in the future. Web page update removing old information and updating snow removal maps with three tier systems showing the snow routes. Visit to Jeff City spoke with legislators, this is a good first step for us. Open discussions on development and growth. Things are coming together, and no one said NO.

### **9. NEW BUSINESS**

None

### **10. UNFINISHED BUSINESS**

None

### **11. RECESS OPEN SESSION**

Alder Biellier motioned to recess Open Session and enter Closed Session. Motion was seconded by Alder Lancaster. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene Lancaster, Mathison and Wilson.

Open Session was recessed at 6:45 p.m.

### **12. OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 (1) LEGAL, (3) PERSONNEL**

### **13. CALL THE MEETING TO ORDER**

### **14. ROLL CALL**

### **15. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION**

## **16. ADJOURN MEETING**

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

Meeting adjourned at 7:40 p.m.

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.

Courtney Myers, City Clerk



City of Willard, MO

# Expense Approval Report

Item # B.

By Vendor Name

Post Dates 1/23/2026 - 2/6/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: AMA300 - ALLGEIER MARTIN &amp; ASSOCIATES INC</b>					
ALLGEIER MARTIN & ASSOCIA	7020007-203	01/27/2026	ON-CALL - REG LFT STN PMP	20-700-56400	236.00
			IMPELLR REPLCMNT - S		
ALLGEIER MARTIN & ASSOCIA	7020007-204	01/27/2026	PROF FEES MDWS TRNK SWR	20-700-95500	3,068.00
			- S		
<b>Vendor AMA300 - ALLGEIER MARTIN &amp; ASSOCIATES INC Total:</b>					<b>3,304.00</b>
<b>Vendor: ACS100 - AMAZON CAPITAL SERVICES INC</b>					
AMAZON CAPITAL SERVICES I	66RF	01/28/2026	RECHARGEABLE WIRELESS	30-800-50700	19.68
			BARCODE SCANNER - PKS		
AMAZON CAPITAL SERVICES I	7RHR	02/04/2026	USB & BLUETOOTH SPEAKER	10-400-52000	29.09
			BAR - P&D		
AMAZON CAPITAL SERVICES I	91FJ	02/04/2026	DESK CLAMP PWR STRP, DUAL	10-400-52000	119.67
			MONITOR MOUNT - P&D		
AMAZON CAPITAL SERVICES I	LYW6	02/04/2026	SSD 500GB INTERFACE	10-200-52000	198.80
			INTERNAL DRIVE - LAW		
<b>Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:</b>					<b>367.24</b>
<b>Vendor: AUL100 - AMERICAN UNITED LIFE INSURANCE CO</b>					
AMERICAN UNITED LIFE INSU	INV0035237	02/05/2026	American United Life Jan 26	10-23200	250.37
AMERICAN UNITED LIFE INSU	INV0035237	02/05/2026	American United Life Jan 26	20-23200	102.97
AMERICAN UNITED LIFE INSU	INV0035237	02/05/2026	American United Life Jan 26	30-23200	40.23
<b>Vendor AUL100 - AMERICAN UNITED LIFE INSURANCE CO Total:</b>					<b>393.57</b>
<b>Vendor: ANTHEM - ANTHEM BLUE CROSS BLUE SHIELD</b>					
ANTHEM BLUE CROSS BLUE S	INV0035239	02/05/2026	Anthem 1/1/26-2/1/26	10-23200	15,455.83
ANTHEM BLUE CROSS BLUE S	INV0035239	02/05/2026	Anthem 1/1/26-2/1/26	20-23200	15,171.75
ANTHEM BLUE CROSS BLUE S	INV0035239	02/05/2026	Anthem 1/1/26-2/1/26	30-23200	3,648.40
ANTHEM BLUE CROSS BLUE S	INV0035240	02/05/2026	Anthem 2.1.26 to3.1.26	10-23200	15,263.83
ANTHEM BLUE CROSS BLUE S	INV0035240	02/05/2026	Anthem 2.1.26 to3.1.26	20-23200	14,673.96
ANTHEM BLUE CROSS BLUE S	INV0035240	02/05/2026	Anthem 2.1.26 to3.1.26	30-23200	7,787.11
<b>Vendor ANTHEM - ANTHEM BLUE CROSS BLUE SHIELD Total:</b>					<b>72,000.88</b>
<b>Vendor: BSA100 - BS&amp; A SOFTWARE</b>					
BS& A SOFTWARE	1464	02/02/2026	NEW SOFTWARE - GEN	10-100-95100	68,765.00
<b>Vendor BSA100 - BS&amp; A SOFTWARE Total:</b>					<b>68,765.00</b>
<b>Vendor: BWI200 - BULK WASTE LLC d/b/a BWI SANITATION</b>					
BULK WASTE LLC d/b/a BWI S	26-1197	02/03/2026	MILLER PARK TOILETS-PKS	30-800-55850	420.00
<b>Vendor BWI200 - BULK WASTE LLC d/b/a BWI SANITATION Total:</b>					<b>420.00</b>
<b>Vendor: CFS100 - CANON FINANCIAL SERVICES INC</b>					
CANON FINANCIAL SERVICES I	42571752	01/26/2026	COPIER LEASE - PW	10-300-55850	12.91
CANON FINANCIAL SERVICES I	42571752	01/26/2026	COPIER LEASE - PW	20-600-55850	25.83
CANON FINANCIAL SERVICES I	42571752	01/26/2026	COPIER LEASE - PW	20-700-55850	25.83
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	10-100-55850	75.02
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	10-200-55850	131.03
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	10-250-55850	8.34
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	10-400-55850	39.31
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	20-600-55850	38.10
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	20-700-55850	38.10
CANON FINANCIAL SERVICES I	42571753	01/26/2026	COPIER LEASE-ALL	30-800-55850	61.67
<b>Vendor CFS100 - CANON FINANCIAL SERVICES INC Total:</b>					<b>456.14</b>
<b>Vendor: COL200 - COLONIAL SUPPLEMENTAL INS</b>					
COLONIAL SUPPLEMENTAL IN	INV0035241	02/05/2026	Colonial Life Jan 26	10-23200	18.00
COLONIAL SUPPLEMENTAL IN	INV0035242	02/05/2026	Colonial Life Feb 26	10-23200	18.00
<b>Vendor COL200 - COLONIAL SUPPLEMENTAL INS Total:</b>					<b>36.00</b>

## Expense Approval Report 1

Post Dates: 1/23/ Item # B. 6

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES</b>					
COMMERCE CREDIT CARD SE	1-28-26	01/28/2026	SAMS CHIPS, CANDY. CHEESE SAUCE, PICKLES - PKS	30-800-50200	160.80
COMMERCE CREDIT CARD SE	1-30-26	01/30/2026	GREENE CO RCRD OF DEEDS ANNEXATION - P&D	10-400-56400	45.13
COMMERCE CREDIT CARD SE	2-3-26	02/03/2026	JIMMY JOHNS MEET/LUNCH - P&D	10-400-50130	11.06
COMMERCE CREDIT CARD SE	2-5-26	02/05/2026	ICC LICENSE SUBSCRPTN - P&	10-400-55800	170.00
COMMERCE CREDIT CARD SE	7507	02/05/2026	MOCCFOA NEW CLERKS TRAINING C. MYERS - GCG	10-100-56950	135.00
COMMERCE CREDIT CARD SE	7508	02/05/2026	MOCCFOA SPRING INSTITUTE & BANQUET C. MYERS - GCG	10-100-56950	320.00
<b>Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:</b>					<b>841.99</b>
<b>Vendor: DEL105 - DELTA DENTAL OF MISSOURI</b>					
DELTA DENTAL OF MISSOURI	INV0035243	02/05/2026	delta vision feb 26	10-23200	880.63
DELTA DENTAL OF MISSOURI	INV0035243	02/05/2026	delta vision feb 26	20-23200	809.77
DELTA DENTAL OF MISSOURI	INV0035243	02/05/2026	delta vision feb 26	30-23200	146.36
<b>Vendor DEL105 - DELTA DENTAL OF MISSOURI Total:</b>					<b>1,836.76</b>
<b>Vendor: DEL106 - DELTA DENTAL OF MISSOURI</b>					
DELTA DENTAL OF MISSOURI	INV0035245	02/05/2026	delta vision feb 26	10-23200	145.02
DELTA DENTAL OF MISSOURI	INV0035245	02/05/2026	delta vision feb 26	20-23200	170.79
DELTA DENTAL OF MISSOURI	INV0035245	02/05/2026	delta vision feb 26	30-23200	36.77
<b>Vendor DEL106 - DELTA DENTAL OF MISSOURI Total:</b>					<b>352.58</b>
<b>Vendor: HDE100 - HAHN DEBOEF LLC</b>					
HAHN DEBOEF LLC	42655	02/01/2026	GOVT RELATIONS SERVICES MONTHLY RETAINER FEE - S	20-700-56400	5,000.00
<b>Vendor HDE100 - HAHN DEBOEF LLC Total:</b>					<b>5,000.00</b>
<b>Vendor: JAY580 - JAY KEY SERVICE INC</b>					
JAY KEY SERVICE INC	4072	02/02/2026	CHG LOCKS FINANCE DOORS CITY HALL - GEN	10-100-50500	134.00
<b>Vendor JAY580 - JAY KEY SERVICE INC Total:</b>					<b>134.00</b>
<b>Vendor: LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC</b>					
LAUBER AND ASSOCIATES MU	32588	01/31/2026	CITY PROSECUTOR FEES - LAW	10-200-56400	7,705.00
LAUBER AND ASSOCIATES MU	32589	01/31/2026	SPECIAL COUNSEL TRAINING SEMINAR - ECON DEV	10-450-56400	2,626.00
<b>Vendor LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC Total:</b>					<b>10,331.00</b>
<b>Vendor: LEG250 - LEGALSHIELD</b>					
LEGALSHIELD	1-25-26	01/25/2026	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
<b>Vendor LEG250 - LEGALSHIELD Total:</b>					<b>29.90</b>
<b>Vendor: MAR150 - MARMIC FIRE &amp; SAFETY INC</b>					
MARMIC FIRE & SAFETY INC	D546496	02/03/2026	(2) PD FIRE EXTINGUISHER RECHARGE - LAW	10-200-56500	72.00
<b>Vendor MAR150 - MARMIC FIRE &amp; SAFETY INC Total:</b>					<b>72.00</b>
<b>Vendor: MASA - MEDICAL AIR SERVICES ASSOCIATION</b>					
MEDICAL AIR SERVICES ASSOC	INV0035238	02/05/2026	JAN 2026 GROUP MEDICAL TRANSPORT INSURANCE	10-23200	114.66
MEDICAL AIR SERVICES ASSOC	INV0035238	02/05/2026	JAN 2026 GROUP MEDICAL TRANSPORT INSURANCE	20-23200	58.80
MEDICAL AIR SERVICES ASSOC	INV0035238	02/05/2026	JAN 2026 GROUP MEDICAL TRANSPORT INSURANCE	30-23200	22.54
MEDICAL AIR SERVICES ASSOC	INV0035244	02/05/2026	MASA FEB 26	10-23200	114.66
MEDICAL AIR SERVICES ASSOC	INV0035244	02/05/2026	MASA FEB 26	20-23200	58.80
MEDICAL AIR SERVICES ASSOC	INV0035244	02/05/2026	MASA FEB 26	30-23200	22.54
<b>Vendor MASA - MEDICAL AIR SERVICES ASSOCIATION Total:</b>					<b>392.00</b>
<b>Vendor: MPI150 - MELTON PROPANE INC</b>					
MELTON PROPANE INC	50554	01/27/2026	PROPANE POLICE STATION - LAW	10-200-62100	532.42
<b>Vendor MPI150 - MELTON PROPANE INC Total:</b>					<b>532.42</b>



## Expense Approval Report 1

Post Dates: 1/23/26 Item # B. 26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: MEM100 - MISSOURI EMPLOYERS MUTUAL INS CO</b>					
MISSOURI EMPLOYERS MUTU	300860747	02/01/2026	WORKMANS COMP INS- GEN/PW/PKS	10-16000	2,411.44
MISSOURI EMPLOYERS MUTU	300860747	02/01/2026	WORKMANS COMP INS- GEN/PW/PKS	20-16000	1,539.21
MISSOURI EMPLOYERS MUTU	300860747	02/01/2026	WORKMANS COMP INS- GEN/PW/PKS	30-16000	1,180.06
<b>Vendor MEM100 - MISSOURI EMPLOYERS MUTUAL INS CO Total:</b>					<b>5,130.71</b>
<b>Vendor: MOC100 - MISSOURI ONE CALL SYSTEM INC</b>					
MISSOURI ONE CALL SYSTEM I	6010321	01/31/2026	PROF LOCATE FEES-W/S	20-600-56400	95.85
MISSOURI ONE CALL SYSTEM I	6010321	01/31/2026	PROF LOCATE FEES-W/S	20-700-56400	95.85
<b>Vendor MOC100 - MISSOURI ONE CALL SYSTEM INC Total:</b>					<b>191.70</b>
<b>Vendor: MMET100 - MMET INC</b>					
MMET INC	DEC 2025	01/27/2026	WATER SAMPLE TESTING DEC - W	20-600-50200	28.00
MMET INC	NOV 2025	01/27/2026	WATER SAMPLE TESTING NOV - W	20-600-50200	28.00
<b>Vendor MMET100 - MMET INC Total:</b>					<b>56.00</b>
<b>Vendor: BCA100 - MO ASSOC OF BUILDING CODES ADMINISTRATORS</b>					
MO ASSOC OF BUILDING COD	APRIL 2026 MIKE	02/06/2026	SEMINAR M. RUESCH - P&D	10-400-56950	275.00
MO ASSOC OF BUILDING COD	APRIL 2026 SAM	02/06/2026	SEMINAR S. CRAWFORD - P&	10-400-56950	275.00
<b>Vendor BCA100 - MO ASSOC OF BUILDING CODES ADMINISTRATORS Total:</b>					<b>550.00</b>
<b>Vendor: MCA100 - MOBILE COMMUNICATIONS AMERICA INC</b>					
MOBILE COMMUNICATIONS	1150000026-1	02/02/2026	150W RADIO ANTENNA REPLCMNT - LAW	10-200-51000	16.03
<b>Vendor MCA100 - MOBILE COMMUNICATIONS AMERICA INC Total:</b>					<b>16.03</b>
<b>Vendor: NFP100 - NATIONAL FIRE PROTECTION ASSOCIATION</b>					
NATIONAL FIRE PROTECTION	3047820M	01/30/2026	MEMBERSHIP RENEWAL 2026 -2027 - P&D	10-400-55800	225.00
<b>Vendor NFP100 - NATIONAL FIRE PROTECTION ASSOCIATION Total:</b>					<b>225.00</b>
<b>Vendor: OIS160 - ONLINE INFORMATION SERVICES INC</b>					
ONLINE INFORMATION SERVI	1369641	01/31/2026	UTIL EXCHG REPORT-W/S	20-600-56400	45.88
ONLINE INFORMATION SERVI	1369641	01/31/2026	UTIL EXCHG REPORT-W/S	20-700-56400	45.88
<b>Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:</b>					<b>91.76</b>
<b>Vendor: ORE145 - O'REILLY AUTOMOTIVE INC</b>					
O'REILLY AUTOMOTIVE INC	2367-261524	01/23/2026	2.5 GAL DIESEL EXHST FLD FOR SKIDSTEER - STS/W/S	10-300-71100	9.59
O'REILLY AUTOMOTIVE INC	2367-261524	01/23/2026	2.5 GAL DIESEL EXHST FLD FOR SKIDSTEER - STS/W/S	20-600-71100	19.19
O'REILLY AUTOMOTIVE INC	2367-261524	01/23/2026	2.5 GAL DIESEL EXHST FLD FOR SKIDSTEER - STS/W/S	20-700-71100	19.19
O'REILLY AUTOMOTIVE INC	261524	01/23/2026	GL WPR FLD, WIPER BLDS- CHVY DMP #107-ST/S/W/S	10-300-71000	10.05
O'REILLY AUTOMOTIVE INC	261524	01/23/2026	GL WPR FLD, WIPER BLDS- CHVY DMP #107-ST/S/W/S	20-600-71000	20.09
O'REILLY AUTOMOTIVE INC	261524	01/23/2026	GL WPR FLD, WIPER BLDS- CHVY DMP #107-ST/S/W/S	20-700-71000	20.10
O'REILLY AUTOMOTIVE INC	261551	01/23/2026	GL-WIPER FLD- TRK MAINT SHP SPLY - STS / W / S	10-300-71000	2.40
O'REILLY AUTOMOTIVE INC	261551	01/23/2026	GL-WIPER FLD- TRK MAINT SHP SPLY - STS / W / S	20-600-71000	4.79
O'REILLY AUTOMOTIVE INC	261551	01/23/2026	GL-WIPER FLD- TRK MAINT SHP SPLY - STS / W / S	20-700-71000	4.79
O'REILLY AUTOMOTIVE INC	261792	01/24/2026	MUD FLAP, WIPER FLUID - SNOW PLOW - STS	10-300-71000	59.86
<b>Vendor ORE145 - O'REILLY AUTOMOTIVE INC Total:</b>					<b>170.05</b>
<b>Vendor: OZA255 - OZARKS COCA COLA</b>					
OZARKS COCA COLA	28041461	02/03/2026	CONCESSIONS - PKS	30-800-50200	126.00
<b>Vendor OZA255 - OZARKS COCA COLA Total:</b>					<b>126.00</b>

## Expense Approval Report 1

Post Dates: 1/23/

Item # B. 6

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: MLF100 - QUADIENT LEASING USA INC</b>					
QUADIENT LEASING USA INC	Q2206318	01/28/2026	FOLDING MACHINE LEASE QTRLY-W/S	20-600-55850	449.77
QUADIENT LEASING USA INC	Q2206318	01/28/2026	FOLDING MACHINE LEASE QTRLY-W/S	20-700-55850	449.78
<b>Vendor MLF100 - QUADIENT LEASING USA INC Total:</b>					<b>899.55</b>
<b>Vendor: REC200 - RECDESK LLC</b>					
RECDESK LLC	RD-002023	01/31/2026	ANNUAL SUBSCRPTN - PKS	30-800-57400	6,510.00
<b>Vendor REC200 - RECDESK LLC Total:</b>					<b>6,510.00</b>
<b>Vendor: SPS150 - SCHENDEL PEST SERVICES</b>					
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	10-100-50130	25.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	10-200-50130	35.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	10-250-50130	5.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	10-300-50130	10.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	10-400-50550	5.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	20-600-50130	30.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	20-700-50550	30.00
SCHENDEL PEST SERVICES	1042172	01/23/2026	PEST CONTROL-ALL	30-800-50130	40.00
<b>Vendor SPS150 - SCHENDEL PEST SERVICES Total:</b>					<b>180.00</b>
<b>Vendor: SHP550 - SHANNON SHIPLEY</b>					
SHANNON SHIPLEY	DEC 2025	01/31/2026	REIM HOTEL/MEALS COMMAND COLLEGE DEC 8TH-12TH-LAW	10-200-56900	419.39
SHANNON SHIPLEY	JAN 2026	02/04/2026	REIM HOTEL/MEALS COMMAND COLLEGE JAN 5TH -9TH-LAW	10-200-56900	484.48
<b>Vendor SHP550 - SHANNON SHIPLEY Total:</b>					<b>903.87</b>
<b>Vendor: SQB100 - SQUIBB MEDIA LLC</b>					
SQUIBB MEDIA LLC	1325	01/28/2026	P&Z/BOA MEETNGS - P&D/GEN	10-100-55200	30.30
SQUIBB MEDIA LLC	1325	01/28/2026	P&Z/BOA MEETNGS - P&D/GEN	10-400-55200	30.29
<b>Vendor SQB100 - SQUIBB MEDIA LLC Total:</b>					<b>60.59</b>
<b>Vendor: STA500 - STAPLES</b>					
STAPLES	6054058025	01/26/2026	CITY OF WILLARD ENVELOPES - GEN	10-100-50700	766.36
STAPLES	6054058026	01/26/2026	DRY ERS MRKS, GEL PENS - GEN	10-100-50700	14.53
STAPLES	6054058027	01/26/2026	DRY ERS WALL CALENDAR, COPY PAPR - GEN	10-100-50700	375.52
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	10-300-50130	5.85
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	10-300-50700	5.62
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	20-600-50130	11.72
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	20-600-50700	11.26
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	20-700-50130	11.72
STAPLES	6054058028	01/26/2026	CALENDAR, SCISSORS, CORRCT TAPE, PAPR PLTS - P	20-700-50700	11.26
STAPLES	6054058029	01/26/2026	CLNR, TRSH BGS, PAPR TWLS, TP, DUSTR - PKS	30-800-50550	322.12
STAPLES	6054058030	01/26/2026	MESSAGE FLGS, FILE FLDRS, TOILET CLNR - GEN	10-100-50550	16.89
STAPLES	6054058030	01/26/2026	MESSAGE FLGS, FILE FLDRS, TOILET CLNR - GEN	10-100-50700	34.67
STAPLES	6054058031	01/26/2026	CPY PAPR, NTPADS, FL FLDRS, PAPR TWLS, BLEACH- LAW	10-200-50550	119.07

## Expense Approval Report 1

Post Dates: 1/23/26 Item # B. 16

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STAPLES	6054058031	01/26/2026	CPY PAPR, NTPADS, FL FLDRS, PAPR TWLS, BLEACH- LAW	10-200-50700	97.63
Vendor STA500 - STAPLES Total:					1,804.22
<b>Vendor: SWM500 - SWMOCCFOA</b>					
SWMOCCFOA	2025-2026 MYERS	02/06/2026	2025-2026 DUES C. MYERS - GEN	10-100-55800	20.00
Vendor SWM500 - SWMOCCFOA Total:					20.00
<b>Vendor: TASC - TASC</b>					
TASC	INV0035246	02/05/2026	TASC 1/9/26	10-23200	634.03
TASC	INV0035246	02/05/2026	TASC 1/9/26	20-23200	24.00
TASC	INV0035246	02/05/2026	TASC 1/9/26	30-23200	0.40
TASC	INV0035247	02/05/2026	TASC 1/23/26	10-23200	634.03
TASC	INV0035247	02/05/2026	TASC 1/23/26	20-23200	24.00
TASC	INV0035247	02/05/2026	TASC 1/23/26	30-23200	0.40
TASC	INV0035248	02/05/2026	TASC 2/6/26	10-23200	634.03
TASC	INV0035248	02/05/2026	TASC 2/6/26	20-23200	24.00
TASC	INV0035248	02/05/2026	TASC 2/6/26	30-23200	0.40
TASC	INV0035249	02/05/2026	TASC 2/20/26	10-23200	634.03
TASC	INV0035249	02/05/2026	TASC 2/20/26	20-23200	24.00
TASC	INV0035249	02/05/2026	TASC 2/20/26	30-23200	0.40
Vendor TASC - TASC Total:					2,633.72
<b>Vendor: WSP100 - TURN 2 APPAREL LLC</b>					
TURN 2 APPAREL LLC	18948	01/30/2026	BASKETBALL SHIRTS ADD ONS - PKS	30-800-50150	11.20
Vendor WSP100 - TURN 2 APPAREL LLC Total:					11.20
<b>Vendor: WLU100 - VALVOLINE EXPRESS CARE</b>					
VALVOLINE EXPRESS CARE	021591	01/28/2026	OIL CHNG, TIRE ROTATE '23 DODGE CHRGR #9 - LAW	10-200-71000	90.17
VALVOLINE EXPRESS CARE	021634	02/04/2026	OIL CHNG, TIRE ROTATE '23 DODGE CHRGR #5 - LAW	10-200-71000	90.17
VALVOLINE EXPRESS CARE	021636	02/04/2026	OIL CHNG, TIRE ROTATE '23 DODGE CHRGR #10 - LAW	10-200-71000	90.17
Vendor WLU100 - VALVOLINE EXPRESS CARE Total:					270.51
<b>Vendor: AMK100 - VESTIS</b>					
VESTIS	4170407153	01/26/2026	PUBLIC WRKS UNIFORM SERVICE - STS / W / S	10-300-92500	7.74
VESTIS	4170407153	01/26/2026	PUBLIC WRKS UNIFORM SERVICE - STS / W / S	20-600-92500	15.49
VESTIS	4170407153	01/26/2026	PUBLIC WRKS UNIFORM SERVICE - STS / W / S	20-700-92500	15.48
Vendor AMK100 - VESTIS Total:					38.71
<b>Vendor: WYO100 - WESLEY YOUNG</b>					
WESLEY YOUNG	FEB 2026	02/04/2026	PHONE REIM FEB - GEN	10-100-61000	50.00
Vendor WYO100 - WESLEY YOUNG Total:					50.00
<b>Vendor: WTV100 - WILLARD HOME CENTER LLC</b>					
WILLARD HOME CENTER LLC	B305510	01/23/2026	2 ELECT HEATERS FOR WELL MAINT - W	20-600-51000	39.98
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					39.98
<b>Vendor: XBP100 - XPRESS BILL PAY</b>					
XPRESS BILL PAY	XPR032752	01/31/2026	MAINT FEE - P&D	10-400-55500	35.00
Vendor XBP100 - XPRESS BILL PAY Total:					35.00
Grand Total:					185,280.08

## Report Summary

## Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	122,105.02
20 - WATER AND SEWER FUND	42,617.98
30 - PARKS FUND	20,557.08
<b>Grand Total:</b>	<b>185,280.08</b>

## Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES OTHER-GEN	25.00
10-100-50500	BUILDING MAINTENANC	134.00
10-100-50550	SUPPLIES CUSTODIAL-GE	16.89
10-100-50700	SUPPLIES OFFICE-GEN	1,191.08
10-100-55200	ADVERTISING EXPENSE-	30.30
10-100-55800	DUES AND SUBSCRIPTIO	20.00
10-100-55850	EQUIPMENT RENTAL/LE	75.02
10-100-56950	TRAINING/EDUCATION-	455.00
10-100-61000	TELEPHONE-GEN	50.00
10-100-95100	CAPITAL ASSET EXPENSE	68,765.00
10-16000	PREPAID INSURANCE-GC	2,411.44
10-200-50130	SUPPLIES OTHER-LAW	35.00
10-200-50550	SUPPLIES CUSTODIAL-LA	119.07
10-200-50700	SUPPLIES OFFICE-LAW	97.63
10-200-51000	REPAIRS & MAINTENAN	16.03
10-200-52000	SUPPLIES SMALL EQUIP	198.80
10-200-55850	EQUIPMENT RENTAL/LE	131.03
10-200-56400	PROFESSIONAL FEES-LA	7,705.00
10-200-56500	SAFETY PROGRAM-LAW	72.00
10-200-56900	TRAVEL EXPENSE-LAW	903.87
10-200-62100	UTILITIES GAS-LAW	532.42
10-200-71000	VEHICLE REPAIR & MAIN	270.51
10-200-93000	GROUP INSURANCE	29.90
10-23200	GROUP INSURANCE PAY	34,797.12
10-250-50130	SUPPLIES-COURT	5.00
10-250-55850	EQUIPMENT RENTAL-CO	8.34
10-300-50130	SUPPLIES-STREETS	15.85
10-300-50700	OFFICE SUPPLIES-STREET	5.62
10-300-55850	EQUIPMENT RENTAL-ST	12.91
10-300-71000	VEHICLE REPAIR & MAIN	72.31
10-300-71100	EQUIPMENT REPAIR &	9.59
10-300-92500	UNIFORMS-STREETS	7.74
10-400-50130	SUPPLIES-P&D	11.06
10-400-50550	CUSTODIAL SUPPLIES-P	5.00
10-400-52000	SUPPLIES SMALL EQUIP	148.76
10-400-55200	ADVERTISING-P&D	30.29
10-400-55500	BANK/CREDIT CARD FEE	35.00
10-400-55800	DUES AND SUBSCRIPTIO	395.00
10-400-55850	EQUIPMENT RENTAL-P&	39.31
10-400-56400	PROFESSIONAL-P&D	45.13
10-400-56950	TRAINING & EDUCATION	550.00
10-450-56400	PROFESSIONAL - ECO DE	2,626.00
20-16000	PREPAID INSURANCE-W	1,539.21
20-23200	GROUP INSURANCE PAY	31,142.84
20-600-50130	SUPPLIES-WATER	41.72
20-600-50200	LABORATORY FEES-WAT	56.00
20-600-50700	OFFICE SUPPLIES-WATER	11.26
20-600-51000	REPAIRS AND MAINTEN	39.98
20-600-55850	EQUIPMENT RENTAL-WA	513.70
20-600-56400	PROFESSIONAL-WATER	141.73

Account Summary

Account Number	Account Name	Expense Amount
20-600-71000	VEHICLE REPAIR & MAIN	24.88
20-600-71100	EQUIPMENT REPAIR &	19.19
20-600-92500	UNIFORMS-WATER	15.49
20-700-50130	SUPPLIES-SEWER	11.72
20-700-50550	CUSTODIAL SUPPLIES-SE	30.00
20-700-50700	OFFICE SUPPLIES-SEWER	11.26
20-700-55850	EQUIPMENT RENTAL-SE	513.71
20-700-56400	PROFESSIONAL-SEWER	5,377.73
20-700-71000	VEHICLE REPAIR & MAIN	24.89
20-700-71100	EQUIPMENT REPAIR &	19.19
20-700-92500	UNIFORMS-SEWER	15.48
20-700-95500	CAPITAL ASSET EQUIPM	3,068.00
30-16000	PREPAID INSURANCE-PK	1,180.06
30-23200	GROUP INSURANCE PAY	11,705.55
30-800-50130	SUPPLIES GENERAL-PKS	40.00
30-800-50150	SUPPLIES SPORTS SHIRT	11.20
30-800-50200	CONCESSIONS-PKS	286.80
30-800-50550	CUSTODIAL SUPPLIES-PK	322.12
30-800-50700	OFFICE SUPPLIES-PKS	19.68
30-800-55850	EQUIPMENT RENTAL-PK	481.67
30-800-57400	EQUIPMENT/SOFTWARE	6,510.00
Grand Total:		185,280.08

Project Account Summary

Project Account Key	Expense Amount
**None**	182,212.08
3080095500-11	3,068.00
Grand Total:	185,280.08



## BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Chief of Police

SUBJECT:

**SPECIAL RECOGNITION - LEVI O'NEIL**



## BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Steve Bodenhamer

SUBJECT:

SANITARY SEWER UPDATE (7 MIN)

**CITY OF WILLARD**  
**INTERNAL MEMORANDUM**

**DATE:** February 9, 2026

**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:

- Construction
  - Young's General Construction has received a substantial quantity of 18" HDPE pipe and has laid it out along the north end of Old Willard Road.
  - Factory training for the fusion of the 18" HDPE pipe should occur the week of February 9.
- Abatement Order on Consent (AOC) with the Missouri Department of Natural Resources (MDNR).
  - We have received a modified Abatement Order on Consent from MDNR and are in the process of reviewing it.

MEADOWS CONNECTION TO CITY OF SPRINGFIELD

Status of components:

- Construction
  - JD Wallace Contracting has begun installation and backfill of the gravity sewer line near the Airport Lift Station and the crossing of the Farm Road 103 and 106 intersections. The contractor is also clearing and grubbing areas further west.





## BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Jason Knight

SUBJECT:

SWIM POOL HOURS AND FEES

# Program Revenue Report

Item # A.

Willard Aquatic Center 2026 Projected option Open June 1 close Aug 8 - increase rentals/admission/swimteam/party pads/family pass. Open swim starts at Noon

Expense					
Staff type	Hours (pay rate 1/rentals)	Hours (pay rate 2)	Pay Rate 1	Pay Rate 2	Total Cost
Swim Coach	113	87	\$ 17.25	\$ 16.25	\$ 3,363.00
Front Desk	448		\$ 16.25		\$ 7,280.00
Lifeguard		5446		\$ 16.25	\$ 88,497.50
Other	Training	160		\$ 16.25	\$ 2,600.00
Other	960	Rental Hours	\$ 16.25		\$ 15,600.00
Other	Swim Team, Prior to open	12		\$ 16.25	\$ 195.00
Manager	690		\$ 17.25		\$ 11,902.50
Other	650	Brenda-planning	\$ 19.95		\$ 12,967.50
Supplies	Quantity	Cost			
Punch Cards	25	\$ 52.00			1300.00
Pool Indicator Solutions	1	\$ 33.31			33.31
Pool Test Kit strips	1	\$ 16.61			16.61
Swim Team Ribbons	1	\$ 147.49			147.49
Swim test bands	1	\$ 104.00			104.00
Whistles	1	\$ 19.60			19.60
Swim test necklaces	1	\$ 97.15			97.15
CPR Masks	1	\$ 159.20			159.20
Chemicals - Chlorine	1	\$ 4,755.00			4755.00
Chemicals - Acid	1	\$ 798.00			798.00
Umbrella	1	\$ 142.63			142.63
Lifeguard Certification	1	\$ 750.00			750.00
Backboard Head support	1	\$ 59.54			59.54
Lifeguard Packs	1	\$ 34.64			34.64
Supplies- first aid, cleaning, card reader, web camera, office		\$ 890.30			890.30
Manager's and head guard shirts		\$ 110.00			110.00
Swim Team Swim Caps		\$ 461.47			461.47
Hy-Tek Swim Team software update		\$ 25.00			25.00
Ozark Swim Meet Fees		140 \$ 1.00			140.00
Bolivar Swim Meet Fees		140 \$ 1.00			140.00
Championship Swim Meet Fees		113 \$ 10.00			1130.00
					0.00
	#N/A				
Total Cost					153,719.44
Revenue					
Memberships	Number sold	Value			
WAC Family Monthly \$200	16	\$ 200.00			\$ 3,200.00
WAC Individual Monthly \$100.00	50	\$ 100.00			\$ 5,000.00
WAC Season Membership Individual		\$ 162.00			\$ -
WAC Season Membership Family		\$ 243.00			0
WAC Punch Pass	520	\$ 50.00			26000
Program Revenue					
Number Registered	cost per person	Total Revenue			
Swim Lessons					\$ -
Private Swim Lessons					
Swim Team 150 Participants	130	\$ 19,500.00			\$ 19,500.00
					\$ -

# **Program Revenue Report**

Item # A.

Rentals	Amount				
Party Pads \$40.00 - 86 hrs	40	86		\$	3,440.00
Private Pool Rentals 90 hrs \$225.00 hr	45	225		\$	10,125.00
Shade Awning Rental (New)	15	150		\$	2,250.00
				\$	-
POS	Amount				
Ages 4-54 Daily Rate \$6.00	6	9950		\$	59,700.00
Ages 55 - over \$5.00	5	738		\$	3,690.00
Non Swimmer fee \$2.00	2	628		\$	1,256.00
Week day 5:00 pm - 7:00 pm \$4.00	4	600		\$	2,400.00
Other	Amount				
Swim Diapers	37			\$	37.00
Home swim meet Nixa	23			\$	23.00
Home swim meet Republic	60			\$	60.00
Lifeguard Class	500			\$	500.00
				\$	-
		0			
				\$	137,181.00
<b>Grand Total Net Revenue</b>				\$	<b>(16,538.44)</b>

Cost Recovery Percentage

Goal =85%

89.24%



## BOARD OF ALDERS MEETING

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TO: The Board of Alders

FROM: Jason Knight

SUBJECT:

MEMBER/ON-MEMBER RATE STRUCTURE

## **Willard Parks and Recreation**

### **Member and Non-Member Fee Structure**

#### **Policy Recommendation and Estimated Revenue Impact**

##### **Summary**

The Park Board recommends implementing a member and non-member fee structure for youth sports, camp, and select programs as a practical step toward improving cost recovery and long-term financial stability. The proposed structure maintains access for all households while encouraging Recreation Center membership through preferred pricing. Based on prior year participation and conservative assumptions, this approach is estimated to increase combined revenue from sports, camps, and fitness center memberships by approximately \$23,000 annually, while preserving program quality and availability.

##### **Purpose and Context**

The Park Board has recommended the implementation of a member and non-member fee structure for youth camps, sports, and select programs as part of a broader effort to improve cost recovery, stabilize long term funding, and better align fees with the true cost of service delivery. This document outlines the proposed structure, the rationale behind the recommendation, and estimated revenue impacts based on prior year participation and reasonable planning assumptions.

This proposal balances access with financial sustainability. Programs remain available to all households while recognizing the shared investment made by Recreation Center members.

##### **Membership Requirement for Member Pricing**

Households seeking access to member pricing must hold an active Family Recreation Center Membership that spans the full duration of the program in which their child is enrolled. To ensure consistency and fairness, the membership must be in place for a minimum of 3 months.

For planning and estimation purposes, the family membership rate used in this analysis is \$35 per month, resulting in a minimum 3-month membership value of \$105. Many households may maintain memberships beyond this minimum period, but only the minimum is used in the estimates that follow to keep projections conservative.

##### **Fee Structure Overview**

Under the recommended structure, member pricing reflects preferred pricing available to households that maintain an active family membership with the Recreation Center. Non-member pricing is set higher to better reflect the full cost of program delivery.

For youth sports programs, the recommended member rate is \$50 per registration, while the non-member rate is \$65 per registration. For camp programs, the recommended weekly rate is \$150 per child for members and \$165 per child for non-members.

Where appropriate, other youth programs may adopt the same framework, with non-member pricing set \$15 higher than the member rate. In all cases, the \$15 difference applies per child, per registration.

### **Annual Family Membership Option**

To further encourage long term engagement with the Recreation Center and provide additional value to participating households, staff recommends offering an annual Family Recreation Center Membership option.

Under this option, households may purchase a full year family membership for \$300 when paid in full at the time of enrollment. This option is intended to simplify payment, reduce administrative processing, and incentivize year-round participation in programs and facility use.

The annual membership would provide continuous eligibility for member pricing across all applicable programs throughout the year, including youth sports, camps, and other eligible activities. This option is expected to increase membership retention, improve cash flow predictability, and further support cost recovery efforts, while remaining affordable compared to monthly pricing over a twelve-month period.

### **Rationale for the Member and Non-Member Structure**

The primary driver of this recommendation is the growing gap between program fees and actual costs. Rising wages, competitive labor markets, training requirements, facility use, and administrative overhead have increased the cost of delivering programs. The non-member rate helps close that gap without eliminating access.

The structure also reflects a shared investment model. Recreation Center members contribute to facility operations throughout the year, not only during program seasons. Preferred pricing acknowledges that ongoing contribution while avoiding language that suggests prizes or rewards.

From an equity standpoint, applying the pricing difference per registration ensures that larger households receive proportional benefit while still maintaining financial sustainability for the department. The structure also allows families to choose the option that best fits their needs, either paying higher per program fees as non-members or purchasing a membership to access lower registration rates. In both cases, total revenue increases.

### **Estimated Revenue Impacts**

All figures presented below are estimates used for planning purposes. Actual results will vary based on participation levels, household decisions, and program mix.

#### **Youth Sports**

In 2025, youth sports participation totaled approximately 850 registrations at a fee of \$50, generating an estimated \$42,500 in revenue.

For planning purposes, this estimate assumes a modest participation response to fee changes, resulting in an approximate 5% reduction in total registrations. Under this assumption, total registrations are projected at approximately 808.

It is further assumed that roughly 60% of registrations occur at the member rate and 40% at the non-member rate. This results in an estimated 485 member registrations at \$50 and 323 non-member registrations at \$65.

Under these assumptions, estimated youth sports revenue totals approximately \$45,245, representing an estimated increase of \$2,745 over the prior year. The increase is driven by higher non-member pricing, partially offset by a small reduction in participation.

### **Camp Programs**

For planning purposes, camp participation is estimated at a total of 105 unique campers over the course of the summer, with an average weekly attendance of approximately 51 campers.

Under the proposed fee structure, the member rate is \$150 per week and the non-member rate is \$165 per week. Based on prior participation patterns and expected household behavior, it is assumed that approximately 70% of weekly enrollments occur at the member rate and 30% at the non-member rate.

Using these assumptions, average weekly program revenue is estimated at approximately \$7,880. Over a 12 week season, this results in base camp revenue of approximately \$94,560.

In addition to weekly fees, summer camp includes a one-time \$25 administrative fee assessed per unique camper. With 105 unique campers, this generates an additional \$2,625 in revenue.

Combined, total estimated summer camp revenue is approximately \$97,185.

For comparison, applying the prior year weekly rate of \$135 to the same average weekly attendance yields an estimated prior revenue of approximately \$82,620.

Under these assumptions, the camp program is projected to generate an estimated increase of approximately \$14,565. This increase reflects higher base pricing, the introduction of a member and non-member rate structure, and the inclusion of a one-time administrative fee, while maintaining overall participation levels.

### **Fitness Center Membership Revenue**

Family Recreation Center memberships are expected to increase as a result of the new pricing structure. Based on prior data, the department currently maintains approximately 115 family memberships associated with youth program households.

With the introduction of the member and non-member structure, an estimated increase to 171 family memberships is projected. This represents a net increase of 56 memberships. Using the minimum 3-month membership value of \$105, the estimated increase in membership revenue is approximately \$5,880.

This estimate reflects only the minimum membership term. Households that retain memberships beyond 3 months would generate additional revenue beyond what is shown here.

### **Summary of Estimated Revenue Changes**

For ease of review, the estimated revenue impacts of the member and non-member fee structure are summarized below. These figures are estimates and are intended to illustrate order of magnitude rather than exact outcomes.

### Estimated Annual Revenue Impact

Program Area	Estimated Change
Youth Sports Fees	+\$2,745
Camp Program Fees	+\$14,565
Fitness Center Memberships	+\$5,880
<b>Total Estimated Increase</b>	<b>+\$23,190</b>

When combined, the estimated revenue increases across youth sports, camps, and fitness center memberships total approximately \$23,000 annually, even after accounting for modest participation sensitivity in sports programs. These gains are achieved without reducing access, cutting programs, or increasing participation demands, relying instead on modest pricing adjustments and household choice.

### Conclusion and Recommendation

The member and non-member fee structure provides a balanced approach to improving cost recovery while maintaining broad community access. It aligns fees more closely with the cost of service delivery, strengthens the Recreation Center membership base, and creates a more sustainable financial model for core youth programming.

Staff recommends adoption of this structure with implementation in the next program cycle, followed by a review after 1 full year to evaluate participation trends, revenue performance, and overall community response.





## BOARD OF ALDERS MEETING

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TO: The Board of Alders

FROM: Jason Knight

SUBJECT:

COST RECOVERY METRICS

## Willard Parks and Recreation Department

### Cost Recovery Metrics Plan

#### National standard used for this plan

This plan follows nationally recognized practices for parks and recreation fee setting and cost recovery based on:

- National Recreation and Park Association (NRPA) cost recovery tier methodology that classifies services by community vs. individual benefit
- Government Finance Officers Association (GFOA) best practices for establishing fees and charges using full cost accounting and policy-driven recovery goals

Both sources recommend that agencies:

Classify services by who benefits → assign a recovery range → calculate full cost → set fees intentionally above or below 100% based on policy.

#### Cost recovery formula (applies to every service area)

$$\text{Cost Recovery \%} = (\text{Program Revenue} \div \text{Full Cost}) \times 100$$

#### Program revenue includes only:

- Registrations, admissions, passes, rentals, program fees
- Sponsorships tied directly to the program

#### Program revenue does not include:

- Concessions
- Donations not tied to a program
- Tax support

#### Full cost includes:

- Direct labor and benefits
- Seasonal staffing
- Supplies
- Utilities where measurable
- Administrative time allocation
- Overhead allocation (payroll, finance, HR, supervision)

This approach aligns with GFOA best practice for establishing government fees and charges.

#### Adopted cost recovery targets by service area (NRPA tier model applied)

Service Area	NRPA Benefit Tier	National Recovery Range	Willard Target
Youth Sports	Mixed individual/community	60–90%	85%
Youth Camps	Mixed individual/community	60–90%	85%
Aquatics Operations	Mixed benefit facility	60–80%	75%
Adult Programs	Primarily individual	100–125%	125%
Fitness Center	Enterprise / individual	120–200%	150%
Special Events	Community benefit	0–25%	15%
Maintenance & Groundskeeping	Public good	0%	0%
Concessions (stand-alone)	Enterprise retail	130–200%	160%

### Why concessions are separated from programs

National practice treats concessions as a retail enterprise rather than a recreation program. Concessions are optional purchases with independent pricing, inventory management, staffing, and margin controls. Including them inside program revenue artificially inflates program cost recovery and hides true program performance.

Concessions will be tracked with a separate cost recovery calculation and reported independently.

### Concessions cost recovery model

**Concessions Cost Recovery % = (Gross Sales ÷ Full Concessions Cost) × 100**

#### Full concessions cost includes:

- Inventory (Cost of Goods Sold)
- Staffing
- Equipment
- Utility allocation
- Payment processing fees

**Target: 160%**

Industry benchmark for concessions:

- Cost of Goods Sold (COGS) should be **35–45%** of sale price
- If COGS exceeds this range, pricing or purchasing requires adjustment

### Operational scorecard (monthly internal tracking)

Area	Primary Metric	Secondary Metric
Youth Sports & Camps	Cost Recovery %	Cost per participant
Aquatics	Revenue per open hour	Cost per open hour
Adult Programs	Net margin dollars	Repeat participation
Fitness Center	Net margin dollars	Membership retention
Special Events	Sponsor dollars per attendee	Volunteer hours value
Groundskeeping	Cost per acre	Work order completion time
Concessions	COGS %	Revenue per labor hour

### Policy statement for board adoption

Willard Parks and Recreation will set fees and evaluate services using a cost recovery model based on nationally recognized NRPA and GFOA practices. Services are classified by community versus individual benefit, and cost recovery targets are assigned accordingly. Concessions are treated as a stand-alone retail enterprise and excluded from program revenue calculations. Fees will be reviewed annually using full cost calculations to ensure alignment with adopted recovery targets.

### Citations

National Recreation and Park Association. Agency Performance Review and cost recovery benchmarking guidance for parks and recreation agencies.

Government Finance Officers Association. Best Practice: Establishing Government Charges and Fees.



## BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Jason Knight

SUBJECT:

CONCESSION PRICING

2025 Pricing					
	Willard	Proposed	Springfield	Nixa	Allison Sports Town
DRINKS (Bottled)	2025	2026			
Coke	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Diet coke	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Dr. Pepper	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Sprite	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Root Beer	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Bottle Water	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Red Powerade	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Blue Powerade	\$2.00	\$3.00	\$3.00	\$2.00	\$3.00
Alligator Ice	\$3.00	\$3.00	\$3.00	na	\$3.00
CANDY					
M&Ms	\$2.00	\$2.50	\$2.50	\$1.50	\$3.00
Cotton Candy	\$2.00	\$3.50	\$3.50	na	\$3.00
Peanut M&Ms	\$2.00	\$2.50	\$2.50	\$1.50	\$3.00
Reeses Cup	\$2.00	\$2.50	\$2.50	\$1.50	\$3.00
Snickers	\$2.00	\$2.50	\$2.50	\$1.50	\$3.00
Skittles	\$2.00	\$2.50	\$2.50	\$1.50	\$3.00
twix	\$2.00		na	\$1.50	\$3.00
Kit Kat	\$2.00		na	\$1.50	\$3.00
HOT FOODS					
Pretzel	\$3.00	\$5.00	\$4.50	\$2.25	\$7.00
Hot Dog	\$3.00	\$3.00	na	na	na
Pizza	\$3.00	\$5.00	na	na	\$9.00
Nachos	\$3.00	\$5.00	\$4.50	\$3.50	\$6.00
SNACKS					
Popcorn	\$1.00	\$2.50	\$2.50	\$1.00	\$3.00
Bag Chips	\$1.00	\$1.50	\$1.50	1.5	
Pickles	\$1.00	\$2.25	\$2.25		
FROZEN FOODS					
Popsicle	\$0.50	\$0.50	0.5	0.5	\$1.00
Fat Boy	\$1.50	\$1.50	na	na	

## Sports

Item	Unit Cost (\$)	Sale Price (\$)	Profit (\$)	Cost Recovery (%)
Bottled Soda	\$ 0.67	\$ 3.00	\$ 2.33	348%
Bottled Water	\$ 0.67	\$ 3.00	\$ 2.33	348%
Popcorn	\$ 0.30	\$ 2.50	\$ 2.20	733%
Pop-Ice	<del>\$ 0.12</del>	<del>\$ 0.50</del>	<del>\$ 0.38</del>	317%
Ice Cream Bar	<del>\$ 0.58</del>	<del>\$ 2.50</del>	<del>\$ 1.92</del>	331%
Reese's Cup	\$ 0.82	\$ 2.50	\$ 1.68	205%
Peanut M&M's	\$ 1.09	\$ 2.50	\$ 1.41	129%
Sour Straws	<del>\$ 0.67</del>	<del>\$ 2.50</del>	<del>\$ 1.83</del>	273%
M&Ms	\$ 1.09	\$ 2.50	\$ 1.41	129%
Skittles	\$ 1.11	\$ 2.50	\$ 1.39	125%
Nacho	\$ 0.27	\$ 3.00	\$ 2.73	1011%

## Pool

Item	Unit Cost (\$)	Sale Price (\$)	Profit (\$)	Cost Recovery (%)
Bottled Soda	\$ 0.67	\$ 3.00	\$ 2.33	348%
Bottled Water	\$ 0.67	\$ 3.00	\$ 2.33	348%
Popcorn	\$ 0.30	\$ 2.50	\$ 2.20	733%
Pop-Ice	\$ 0.12	\$ 0.50	\$ 0.38	317%
Popsicle	\$ 0.12	\$ 0.50	\$ 0.38	317%
Ice Cream Bar	\$ 0.58	\$ 2.00	\$ 1.42	245%

Reese's Cup	\$	0.82	\$	2.50	\$	1.68	205%
Peanut M&M's	\$	1.09	\$	2.50	\$	1.41	129%
Sour Straws	\$	0.67	\$	2.50	\$	1.83	273%
Pretzel	\$	1.24	\$	5.00	\$	3.76	303%
Pizza	\$	1.25	\$	3.00	\$	1.75	140%
Hotdog	\$	0.40	\$	5.00	\$	4.60	1150%
Nacho	\$	0.27	\$	5.00	\$	4.73	1752%
Pickle	\$	0.98	\$	2.25	\$	1.27	130%

Alligator Ice (M)

Alligator Ice (L)

## Camp

Item	Unit Cost (\$)	Sale Price (\$)	Profit (\$)	Cost Recovery (%)
Bottled Soda	\$ 0.67	\$ 3.00	\$ 2.33	348%
Bottled Water	\$ 0.67	\$ 3.00	\$ 2.33	348%
Popcorn	\$ 0.30	\$ 2.50	\$ 2.20	733%
Pop-Ice	\$ 0.12	\$ 0.50	\$ 0.38	317%
Ice Cream Bar	\$ 0.58	\$ 2.50	\$ 1.92	331%
Reese's Cup	\$ 0.82	\$ 2.50	\$ 1.68	205%
Peanut M&M's	\$ 1.09	\$ 2.50	\$ 1.41	129%
Sour Straws	\$ 0.67	\$ 2.50	\$ 1.83	273%
Cotton Candy	\$ 1.09	\$ 2.50	\$ 1.41	129%



## BOARD OF ALDERS MEETING

TO: The Board of Alders

FROM: Jason Knight

SUBJECT:

**A RESOLUTION OF THE PARK BOARD OF THE CITY OF WILLARD, MISSOURI, RECOMMENDING THE BOARD OF ALDERMEN PLACE A ONE-QUARTER CENT (1/4¢) SALES TAX ON THE APRIL 2027 BALLOT TO FUND THE OPERATIONS OF THE WILLARD PARKS DEPARTMENT WITH A TWENTY-FIVE (25) YEAR SUNSET**

# CITY OF WILLARD, MISSOURI

## RESOLUTION NO:

### 26-03

**A RESOLUTION OF THE PARK BOARD OF THE CITY OF WILLARD, MISSOURI, RECOMMENDING THE BOARD OF ALDERMEN PLACE A ONE-QUARTER CENT (1/4¢) SALES TAX ON THE APRIL 2027 BALLOT TO FUND THE OPERATIONS OF THE WILLARD PARKS DEPARTMENT WITH A TWENTY-FIVE (25) YEAR SUNSET.**

**WHEREAS**, the Willard Parks Department provides essential parks, recreation facilities, youth programs, community events, and public spaces that contribute directly to the quality of life, health, and community identity of Willard residents; and

**WHEREAS**, current funding sources are not sufficient to sustainably support the maintenance of existing facilities, staffing, programs, and community expectations without placing undue strain on the City's General Fund; and

**WHEREAS**, a dedicated sales tax provides a fair method of funding parks and recreation operations by distributing the cost across residents and visitors who benefit from these amenities; and

**WHEREAS**, the Park Board has reviewed financial data, cost recovery goals, and long-term operational needs and determined that a one-quarter cent (1/4¢) sales tax within the city limits is an appropriate and reasonable funding mechanism; and

**WHEREAS**, the Park Board believes it is in the best interest of the community to allow the voters of Willard the opportunity to decide on this funding source with a defined twenty-five (25) year sunset provision;

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

We recommend that the Board of Aldermen place before the voters of Willard at the April 2027 election a ballot measure for a one-quarter cent (1/4¢) sales tax on all taxable goods within the city limits, dedicated exclusively to the operations of the Willard Parks Department, with a twenty-five (25) year sunset.

ADOPTED THIS DAY: the 9th day of February, 2026 by the Board of Alders of The City of Willard, Missouri.

\_\_\_\_\_  
Troy Smith, Mayor

\_\_\_\_\_  
Attested by Courtney Myers, City Clerk