



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

February 10, 2025 at 6:00 PM

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

AGENDA

Posted on February 5, 2025, at 12:00 P.M.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

CALL THE MEETING TO ORDER

ROLL CALL

AGENDA AMENDMENTS/APPROVAL OF AGENDA

CONSENT AGENDA:

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

- [1.](#) Meeting Minutes January 27, 2025
- [2.](#) January/February 2025 Current Outstanding Invoices, Checks and Draft Paid Invoices
- [3.](#) Department Head Report City Clerk February 2025
- [4.](#) Department Head Report Court February 2025
- [5.](#) Department Head Report Human Resources February 2025
- [6.](#) Department Head Report Parks Department February 2025
- [7.](#) Department Head Report Planning & Zoning February 2025
- [8.](#) Department Head Report Willard Police Department BOA Monthly Report February 10, 2025
- [9.](#) Department Head Report Public Works February 2025
- [10.](#) 2025 Board Attendance Report

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

CITIZEN INPUT

DISCUSSION

- [11.](#) Water Advisory Board Applications

RESOLUTIONS

- [12.](#) A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO SIGN THE CONSENT TO MODIFICATIONS WITH VERIZON COMMUNICATIONS

- 13. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SAC RIVER COWBOY CHURCH FOR WATERLINE INSTALLATION**
- 14. A RESOLUTION APPROVING ESTIMATE E24-0684 FROM NROUTE ENTERPRISES FOR THE INSTALLATION OF EQUIPMENT IN THE TWO NEW POLICE CRUISERS.**
- 15. A RESOLUTION ADOPTING THE CITY CLERK & PUBLIC INFORMATION OFFICER JOB DESCRIPTION**
- 16. A RESOLUTION ADOPTING THE PUBLIC WORKS & WATER-SEWER DIRECTOR JOB DESCRIPTION**

ORDINANCES

- 17. AN ORDINANCE ACCEPTING THE LEASE BY LAKELAND OFFICE SYSTEMS TO PROVIDE A PRINTER FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD, MISSOURI**
- 18. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A UNIFORM POLICY FOR PUBLIC WORKS STAFF OF THE CITY OF WILLARD**
- 19. AN ORDINANCE ESTABLISHING A PERFORMANCE EVALUATION AND MERIT RAISE POLICY FOR FULL TIME EMPLOYEES OF THE CITY OF WILLARD**
- 20. AN ORDINANCE ADOPTING THE CITY OF WILLARD DISCIPLINARY POLICY**
- 21. AN ORDINANCE REVISING AND REPLACING SECTION 400.1500 OF THE CITY CODE - EXCAVATION**
- 22. AN ORDINANCE ADDING SECTION 400.520 OF THE CITY CODE - 520.010 APPROACHES**
- 23. AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH SEE MY LEGACY**
- 24. AN ORDINANCE APPROVING THE 2025 PARKS FEES**
- 25. AN ORDINANCE APPROVING THE SPECIAL EVENT FEE SCHEDULE FOR OUTSIDE ORGANIZATIONS**
- 26. AN ORDINANCE AUTHORIZING A CONTRACT WITH PREMIER PYROTECHNICS FOR THE FREEDOM FEST FIREWORKS**

PROJECT MANAGER UPDATES

- 27. Approval of Advertising for Bids for the Meadows Gravity Trunk Sewer**
- 28. Sanitary Sewer Status Update**

CITY ADMINISTRATOR REMARKS

NEW BUSINESS

UNFINISHED BUSINESS

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 AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Rebecca Hansen, City Clerk

SUBJECT: Meeting Minutes from January 27, 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

January 27, 2025 at 6:00 PM

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

MINUTES

Staff Present: City Administrator Wesley Young, City Attorney Nate Dally, City Clerk Janice Gargus, City Clerk Rebecca Hansen, Parks and Recreation Director Jason Knight, Public Works Director Trevor Hoffman, Public Works Associate Director Shane Fox, Police Officer JD Landon, Planning and Zoning Director Mike Ruesch, Project Manager Steven Bodenhamer

Citizens Present: Steve Cobb, Bart Sheffield, Kelly Sheffield

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

CALL THE MEETING TO ORDER

Mayor Smith called the meeting to order at 6:00pm and asked the city clerk to conduct the roll call.

1. ROLL CALL

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

2. AGENDA AMENDMENTS/APPROVAL OF AGENDA

Wes Young announced that there will be a closed session before and after the public meeting.

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.”

1. Meeting Minutes from January 13, 2025
2. January Financial Summaries
3. January Financial Statements
4. December/January Outstanding Invoices, Checks and Draft Paid Invoices
5. January Check Register
6. December 2024 Utility Adjustments Report

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the Agenda Amendments/Approval of Agenda and Consent Agenda as each stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Swatosh, Wilson.

4. CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

5. OATH OF OFFICE NEW CITY CLERK - REBECCA HANSEN

City Clerk Gargus administered the Oath of Office to incoming City Clerk, Rebecca Hansen.

6. RECESS THE OPEN SESSION AND OPEN THE CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL

7. CALL THE CLOSED MEETING TO ORDER

Mayor called to order 6:07.

8. ROLL CALL

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

9. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

10. CITIZEN INPUT

Bart Sheffield B&B Concrete, contracted to do AB sidewalk, spoke. He paused the project because city needed permission from MDOT. He pointed out that he has done work for the city before. He described work that was part of the contract. He asserts that he used extra material and provided additional labor not covered by contract.

11. RESOLUTIONS

7. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALGEIER, MARTIN AND ASSOCIATES, INC. TO CONSTRUCT A DRAINAGE CHANNEL ON MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT) RIGHT OF WAY BETWEEN US HIGHWAY 160 AND PROCTOR ROAD

Mike explained that FEMA and MDOT requirements are causing this project to extend longer than was planned. He explained that the main objective of the project is to divert water directly into Willard drainage channel, away from residential (Gage St.) The third line of the resolution

would be more accurate if the word “design” were used, instead of “construct”. We may need to change this wording before Wes enters into the agreement. Mike will change the wording of the resolution, as discussed.

Mayor Smith asked for a motion.

Motion was made by Alderman Bieller and seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

8. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH CJW TRANSPORTATION CONSULTANTS, LLC FOR ENGINEERING SERVICES

Mike briefly described the project, which is part of the plan to continue revitalization downtown. It includes engineering for sidewalks/stormwater diversion from Miller Rd. to downtown. Parallel parking will also be included.

Project Manager Bodenhamer suggested having the City Administrator sign, where it calls for Mayor. There were no detractors.

Mayor Smith asked for a motion to approve the resolution,

Motion was made by Alderman Biellier, as it stands, and seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

9. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A 12-MONTH SUBSCRIPTION WITH SEEMYLEGACY

Jason briefly explained this platform, which allows people to donate and also to organize/join city service opportunities. It will cost \$2249 yearly. Jason realized with all-abilities park that we need better way to accept donations. A contribution storyboard is included, which allows for QR codes placed throughout a project, allowing more “ownership” in projects, but keeping the signage obscure. This platform can also set up volunteer management. Alderman Biellier has concerns with cost and felt that more information was needed to justify the expenditure.

Mayor Smith asked for a motion.

Motion to table was made by Alderman Keene and seconded by Alderman Biellier. Motion to table was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

12. ORDINANCES

10. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, TO AMEND THE CONVENIENCE FEE FOR ALTERNATIVE PAYMENT

SECOND READ—As discussed last meeting, the credit card processing company has raised the rate. Legally, the city must pass on that rate, which this ordinance accomplishes. The city is also looking around for other credit card processing companies with lower rates and equal convenience.

The mayor asked for a motion. Motion was made by Alderman Biellier to approve this ordinance, as read. It was seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

11. AN ORDINANCE REVISING AND REPLACING SECTION 400.1500 OF THE CITY CODE – EXCAVATION

FIRST READ. Mike Ruesch explained history leading up to the need for this ordinance. Going forward, we will change the permit to cover one thousand feet of infrastructure per permit. We will require certain limits for bonding. Half a million dollars per occurrence on property damage, personal injury, or wrongful death will be required, and a copy of that bond/insurance will need to be on file with the city. We will make sure requirements are following state law. Mike will look into insurance numbers, whether they are high enough. The city won't release the bond for a year. Wording will also be changed, defining how caution must be used, whether excavating within 24 inches of utilities or not. The current language that care must be taken within 24 inches of utilities was exploited, so now care must be taken "at all times." The city will also be covered by bonds—amounts specified. Language will be added to ensure that open holes can't just be left open all over town, and that projects are cleaned up to the city's specifications.

12. AN ORDINANCE ESTABLISHING A PERFORMANCE EVALUATION AND MERIT RAISE POLICY FOR FULL TIME EMPLOYEES OF THE CITY OF WILLARD

FIRST READ: Wes Briefly reviewed how the new performance evaluation will work, and contrasted it with how step raises are applied. He mentioned how performance raises will reward the things the city values in employees, and will attract the right employees.

13. AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A UNIFORM POLICY FOR PUBLIC WORKS STAFF OF THE CITY OF WILLARD

FIRST READ: Wes brought to the Board's attention that the uniform company utilized by Public Works is failing on several points. Also, our city workers feel that those uniforms are heavy and cumbersome; they would rather have an allowance to buy a suggested uniform that is comfortable and professional-looking. Trevor brought up that Public Works had a washing machine donated and would prefer to not renew uniform laundering service. Trevor will explore the possibility of cancelling the current contract, due to the failings of the company in providing uniforms. The figure of \$250 for uniform reimbursement was mentioned; the mayor wondered if that sum would be sufficient. Policy for replacing uniforms as they get worn out was also discussed.

13. PROJECT MANAGER STATUS REPORT UPDATE

14. SANITARY SEWER PROJECT STATUS UPDATE

Project Manager Bodenhamer described the scope of the project and the recent progress in securing the needed easements. He reported that the engineering was 95% complete; what remained has to do with the lift station. They are currently evaluating pipe material and finishing up securing easements from landowners. Right of Way won't be an issue, since the land in question is on county roads.

14. CITY ADMINISTRATOR REMARKS

Wes spoke at length about an I&I Plan, to locate water leaks. The city will begin by looking for large leaks in the system and repairing them. This will save money that we then will use to find and repair

other leaks, with a cumulative effect of saving money and running a more efficient system. The second part of the plan will include steps for managing residential leaks.

Application for Water Board will end at 5pm on January 31st.

New rates will be reflected on the next utility bills. There have been notices that rate increases are coming. Verizon and T Mobile are interested in leases, which should generate funds for cell tower improvements.

15. NEW BUSINESS

none

16. UNFINISHED BUSINESS

none

17. RECESS THE OPEN SESSION AND OPEN THE CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL AND PURSUANT TO RSMO SECTION 610.021 #(2) REAL ESTATE

18. CALL THE MEETING TO ORDER

Mayor called the meeting to order at

19. ROLL CALL:

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

Absent: Alderman Jeremy Hill, Alderman Joyce Lancaster

20. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION Mayor Troy called for a motion. Motion was made to end closed session. Alderman and seconded by Alderman. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

21. ADJOURN MEETING

Mayor Smith asked for a motion to end.

Motion was made by Alderman Biellier and seconded by Alderman Keene at 7:46 pm to adjourn the meeting. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

Janice Gargus, City Clerk



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Carolyn Halverson, CFO

SUBJECT: January and February 2025 Outstanding Invoices, Check and Draft Paid Invoices

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



City of Willard, MO

Expense Approval Report Item # 2. By Vendor Name

Post Dates 1/25/2025 - 2/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMA300 - ALLGEIER, MARTIN & ASSOCIATES, INC					
ALLGEIER, MARTIN & ASSOCIA	06	02/05/2025	94 LS & FM IMPRVMENTS FY2023 CDS GRNT DESGN - S	20-700-95500	45,204.00
ALLGEIER, MARTIN & ASSOCIA	175	02/05/2025	ON-CALL REQ REG LS CAP ANLYS, LOC EXST FM - S	20-700-56400	1,251.00
ALLGEIER, MARTIN & ASSOCIA	176	02/05/2025	PROCTOR RD DRAINAGE IMPRVMNTS FSBLTY STDY-P&	10-400-56400	2,373.00
Vendor AMA300 - ALLGEIER, MARTIN & ASSOCIATES, INC Total:					48,828.00
Vendor: REP425 - ALLIED SERVICES, LLC					
ALLIED SERVICES, LLC	606	02/05/2025	TRASH EXP-ALL	10-100-62300	94.50
ALLIED SERVICES, LLC	606	02/05/2025	TRASH EXP-ALL	10-200-62300	63.00
ALLIED SERVICES, LLC	606	02/05/2025	TRASH EXP-ALL	20-600-62300	214.42
ALLIED SERVICES, LLC	606	02/05/2025	TRASH EXP-ALL	20-700-62300	214.42
ALLIED SERVICES, LLC	606	02/05/2025	TRASH EXP-ALL	30-800-62300	695.41
ALLIED SERVICES, LLC	733	02/05/2025	RECYCLE CENTER-S	20-700-57200	132.83
ALLIED SERVICES, LLC	8001	02/05/2025	RECYCLE CENTER EXP-S	20-700-57200	260.00
Vendor REP425 - ALLIED SERVICES, LLC Total:					1,674.58
Vendor: ACS100 - AMAZON CAPITAL SERVICES INC					
AMAZON CAPITAL SERVICES I	393D	02/05/2025	CANON 36" LARGE FORMAT PRNTR W/ SCNR - P&D	10-400-95500	5,240.00
AMAZON CAPITAL SERVICES I	3C9T	02/05/2025	CARBON MONOXIDE DETECTOR - PKS	30-800-52000	39.98
AMAZON CAPITAL SERVICES I	3XLX	02/05/2025	INK CARTRIDGES - P&D	10-400-50700	305.98
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	10-100-50130	3.16
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	10-100-50700	7.60
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	10-100-52000	9.59
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	10-250-50130	1.58
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	10-400-50130	1.58
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	20-600-50130	3.16
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	20-600-50700	3.80
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	20-700-50130	3.16
AMAZON CAPITAL SERVICES I	7840	02/05/2025	USB CABLE, BATTERIES, MECH PENCILS- GEN/P&D/CT/W/S	20-700-50700	3.80
AMAZON CAPITAL SERVICES I	7X67	02/05/2025	BLUE & GREEN MRKNG PAINT -SHOP SPLY-ST5/W/S	10-300-50130	42.50
AMAZON CAPITAL SERVICES I	7X67	02/05/2025	BLUE & GREEN MRKNG PAINT -SHOP SPLY-ST5/W/S	20-600-50130	84.99
AMAZON CAPITAL SERVICES I	7X67	02/05/2025	BLUE & GREEN MRKNG PAINT -SHOP SPLY-ST5/W/S	20-700-50130	84.99
AMAZON CAPITAL SERVICES I	KQM9	02/05/2025	ALUMINUM CAMLOCK FITTINGS - S	20-700-50130	37.51
AMAZON CAPITAL SERVICES I	KX4J	02/05/2025	AIR HOSE FTNGS, COUPLRS, SAW BLDS, AIR HOSE, FTNG-S	20-700-50130	149.32
AMAZON CAPITAL SERVICES I	LCTW	02/05/2025	ELEC DEMOLTN JACK HAMMER SHP TOOL-ST5/W/S	10-300-52000	51.99
AMAZON CAPITAL SERVICES I	LCTW	02/05/2025	ELEC DEMOLTN JACK HAMMER SHP TOOL-ST5/W/S	20-600-52000	103.98

Expense Approval Report 1

Post Dates: 1/25/25 Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES I	LCTW	02/05/2025	ELEC DEMOLTN JACK	20-700-52000	103.98
AMAZON CAPITAL SERVICES I	QTY7	02/05/2025	HAMMER SHP TOOL-ST5/W/S		
AMAZON CAPITAL SERVICES I	RTCM	02/05/2025	SWITCH - S	20-700-51000	60.09
AMAZON CAPITAL SERVICES I	YQGR	02/05/2025	INK CARTRIDGE, CAD BOND	10-400-50700	499.97
AMAZON CAPITAL SERVICES I			ROLLS, 4-YR PRTCN PLAN-P&D		
AMAZON CAPITAL SERVICES I			PRETZEL SALT - PKS	30-800-50200	18.98
Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:					6,861.69
Vendor: BVM100 - AMERICAN TRAILER & STORAGE, INC.					
AMERICAN TRAILER & STORA	5571	02/05/2025	STORAGE CONTAINER	30-800-55850	305.00
AMERICAN TRAILER & STORA	5572	02/05/2025	RENTALS - PKS		
AMERICAN TRAILER & STORA			STORAGE CONTAINER RENTAL	30-800-55850	115.00
AMERICAN TRAILER & STORA			- PKS		
Vendor BVM100 - AMERICAN TRAILER & STORAGE, INC. Total:					420.00
Vendor: ASCAP - ASCAP					
ASCAP	2025	02/05/2025	MUSIC SUBSCRIPTION - PKS	30-800-55800	445.00
Vendor ASCAP - ASCAP Total:					445.00
Vendor: BWI200 - BULK WASTE LLC d/b/a BWI SANITATION					
BULK WASTE LLC d/b/a BWI S	1050	02/05/2025	JACKSON PARK TEMP TOILETS	30-800-55850	457.80
BULK WASTE LLC d/b/a BWI S			- PKS		
Vendor BWI200 - BULK WASTE LLC d/b/a BWI SANITATION Total:					457.80
Vendor: CLP100 - CALIBRE PRESS					
CALIBRE PRESS	7707	02/05/2025	TRAINING S. PURDY - LAW	10-200-56950	395.00
Vendor CLP100 - CALIBRE PRESS Total:					395.00
Vendor: HVR100 - CAROLYN HALVERSON					
CAROLYN HALVERSON	JAN	02/05/2025	REIM PHONE-GEN	10-100-61000	50.00
Vendor HVR100 - CAROLYN HALVERSON Total:					50.00
Vendor: CIV100 - CIVIC REVIEW INC					
CIVIC REVIEW INC	1137	02/05/2025	SETUP & SUBSC P&D/CLERK	10-400-57400	10,400.00
CIVIC REVIEW INC			SOFTWARE - P&D		
Vendor CIV100 - CIVIC REVIEW INC Total:					10,400.00
Vendor: CPI100 - COLORGRAPHIC PRINTING INC					
COLORGRAPHIC PRINTING IN	6509	02/05/2025	ADVERTISING BANNER GYM	30-800-55200	135.41
COLORGRAPHIC PRINTING IN	6510	02/05/2025	SHELTER INSUR - PKS		
COLORGRAPHIC PRINTING IN	6511	02/05/2025	ADVERTISING BANNER GYM	30-800-55200	135.41
COLORGRAPHIC PRINTING IN			GLENNS AUTO - PSK		
COLORGRAPHIC PRINTING IN			ADVERTISING GYM BANNER	30-800-55200	135.41
COLORGRAPHIC PRINTING IN			TODDS H/C - PKS		
Vendor CPI100 - COLORGRAPHIC PRINTING INC Total:					406.23
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	1-27	02/05/2025	POSTMASTER ELECTN-	10-100-50750	31.40
COMMERCE CREDIT CARD SE	1-29	02/05/2025	OVRNGHT CANDTS FINCLS -		
COMMERCE CREDIT CARD SE	1-29	02/05/2025	GEN		
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	10-100-50750	24.12
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	10-200-50750	2.15
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	10-250-50750	47.04
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	10-400-50750	9.04
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	20-600-50750	9.52
COMMERCE CREDIT CARD SE	1-29	02/05/2025	STAMPS.COM POSTAGE-ALL	20-700-50750	8.13
COMMERCE CREDIT CARD SE	1805	02/05/2025	HOME DEPOT TEXTR SPRYR	10-300-95100	21.67
COMMERCE CREDIT CARD SE	1805	02/05/2025	RNTL NW OFFC - STS/W/S		
COMMERCE CREDIT CARD SE	1805	02/05/2025	HOME DEPOT TEXTR SPRYR	20-600-95100	43.33
COMMERCE CREDIT CARD SE	1805	02/05/2025	RNTL NW OFFC - STS/W/S		
COMMERCE CREDIT CARD SE	1805	02/05/2025	HOME DEPOT TEXTR SPRYR	20-700-95100	43.33
COMMERCE CREDIT CARD SE	DMV 1-31	02/05/2025	RNTL NW OFFC - STS/W/S		
COMMERCE CREDIT CARD SE			MO DMV TITLING FEES FOR	30-800-71000	91.54
COMMERCE CREDIT CARD SE			BUS - PKS		
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					331.27

Expense Approval Report 1

Post Dates: 1/25/2

Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
Vendor: CON170 - CONCO COMPANIES					
CONCO COMPANIES	7667	02/05/2025	CONCRETE/RIVER MIX- MEGAN LANE SIDEWALK - STS	10-300-51000	526.76
CONCO COMPANIES	7713	02/05/2025	5/8 COMM STONE-MEGAN LANE SIDEWALK- STS	10-300-51000	321.97
Vendor CON170 - CONCO COMPANIES Total:					848.73
Vendor: DAV100 - DAVID DORAN, ATTORNEY AT LAW					
DAVID DORAN, ATTORNEY AT L	2-3	02/05/2025	MUNICIPAL JUDGE FEES - CT	10-250-56400	900.00
Vendor DAV100 - DAVID DORAN, ATTORNEY AT LAW Total:					900.00
Vendor: DNS100 - DNS EQUIPMENT LLC					
DNS EQUIPMENT LLC	1035	02/05/2025	HYPOCHLORITE SOL- CHLORINE WELL TREATMENT	20-600-50000	1,239.21
Vendor DNS100 - DNS EQUIPMENT LLC Total:					1,239.21
Vendor: FRA555 - FIRST RESPONDER OUTFITTERS, INC					
FIRST RESPONDER OUTFITTER	18021-2	02/05/2025	UNIFORM ITEMS C. SMITH - LAW	10-200-92500	159.97
Vendor FRA555 - FIRST RESPONDER OUTFITTERS, INC Total:					159.97
Vendor: GOTO100 - GOTO COMMUNICATIONS, INC					
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	10-100-61050	118.24
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	10-200-61050	118.24
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	10-250-61050	84.40
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	10-300-61050	87.23
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	10-400-61050	84.40
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	20-600-61050	129.47
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	20-700-61050	129.47
GOTO COMMUNICATIONS, IN	9946	02/05/2025	INTERNET-ALL	30-800-61050	132.29
Vendor GOTO100 - GOTO COMMUNICATIONS, INC Total:					883.74
Vendor: GCO100 - GOVCONNECTIONS INC					
GOVCONNECTIONS INC	6915.02	02/05/2025	FIBR OPTIC UPGRD INTERNET/PHONE SHOP- STS/W/S	10-300-95100	3,196.50
GOVCONNECTIONS INC	6915.02	02/05/2025	FIBR OPTIC UPGRD INTERNET/PHONE SHOP- STS/W/S	20-600-95100	6,393.01
GOVCONNECTIONS INC	6915.02	02/05/2025	FIBR OPTIC UPGRD INTERNET/PHONE SHOP- STS/W/S	20-700-95100	6,393.00
Vendor GCO100 - GOVCONNECTIONS INC Total:					15,982.51
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS INC					
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	10-100-50700	90.68
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	10-200-50700	25.51
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	10-250-50700	18.50
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	10-400-50700	11.72
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	20-600-50700	70.39
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	20-700-50700	70.39
LAKELAND OFFICE SYSTEMS I	3959	02/05/2025	COPIES-ALL	30-800-50700	32.91
Vendor LOS200 - LAKELAND OFFICE SYSTEMS INC Total:					320.10
Vendor: LEG250 - LEGALSHIELD					
LEGALSHIELD	1-25	02/05/2025	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	88021	02/05/2025	SOLD CP BLC, PNTRS TP, PLASTC DC- NEW BLD-STS/S/	10-300-95100	49.15
LOWE'S CREDIT SERVICES	88021	02/05/2025	SOLD CP BLC, PNTRS TP, PLASTC DC- NEW BLD-STS/S/	20-600-95100	98.29
LOWE'S CREDIT SERVICES	88021	02/05/2025	SOLD CP BLC, PNTRS TP, PLASTC DC- NEW BLD-STS/S/	20-700-95100	98.29
LOWE'S CREDIT SERVICES	93907	02/05/2025	RGHT ANGLE, BND PRM WD, SCRW IN HNGR-STS/W/S	10-300-95100	7.67

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LOWE'S CREDIT SERVICES	93907	02/05/2025	RGHT ANGLE, BND PRM WD, SCRW IN HNGR-ST5/W/S	20-600-95100	15.33
LOWE'S CREDIT SERVICES	93907	02/05/2025	RGHT ANGLE, BND PRM WD, SCRW IN HNGR-ST5/W/S	20-700-95100	15.33
LOWE'S CREDIT SERVICES	95277	02/05/2025	USG READY MIX A/P 4.5GAL-NEW OFF-ST5 / W /S	10-300-95100	14.09
LOWE'S CREDIT SERVICES	95277	02/05/2025	USG READY MIX A/P 4.5GAL-NEW OFF-ST5 / W /S	20-600-95100	28.17
LOWE'S CREDIT SERVICES	95277	02/05/2025	USG READY MIX A/P 4.5GAL-NEW OFF-ST5 / W /S	20-700-95100	28.18
LOWE'S CREDIT SERVICES	96560	02/05/2025	USG READY MIX A/P 4.5GAL - NEW BLDG - ST5 / W / S	10-300-95100	10.15
LOWE'S CREDIT SERVICES	96560	02/05/2025	USG READY MIX A/P 4.5GAL - NEW BLDG - ST5 / W / S	20-600-95100	20.31
LOWE'S CREDIT SERVICES	96560	02/05/2025	USG READY MIX A/P 4.5GAL - NEW BLDG - ST5 / W / S	20-700-95100	20.30
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					405.26
Vendor: MPI150 - MELTON PROPANE, INC.					
MELTON PROPANE, INC.	525.21	02/05/2025	PROPANE POLICE STATION - LAW	10-200-62100	525.21
Vendor MPI150 - MELTON PROPANE, INC. Total:					525.21
Vendor: MCM200 - MISSOURI CITY/COUNTY MANAGEMENT ASSOC					
MISSOURI CITY/COUNTY MAN	24-25	02/05/2025	MEMBERSHIP W. YOUNG - GE	10-100-55800	150.00
Vendor MCM200 - MISSOURI CITY/COUNTY MANAGEMENT ASSOC Total:					150.00
Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC					
MISSOURI ONE CALL SYSTEM,	10322	02/05/2025	PROF LOCATE FEES-W/S	20-600-56400	44.55
MISSOURI ONE CALL SYSTEM,	10322	02/05/2025	PROF LOCATE FEES-W/S	20-700-56400	44.55
Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:					89.10
Vendor: MIS495 - MISSOURI STATE HIGHWAY PATROL					
MISSOURI STATE HIGHWAY PA	92112	02/05/2025	CRIMINAL RECORD SEARCH - LAW	10-200-56400	33.25
Vendor MIS495 - MISSOURI STATE HIGHWAY PATROL Total:					33.25
Vendor: HYP100 - NITEL LLC					
NITEL LLC	7560	02/05/2025	INTERNET-ALL	10-100-61050	98.02
NITEL LLC	7560	02/05/2025	INTERNET-ALL	10-200-61050	98.02
NITEL LLC	7560	02/05/2025	INTERNET-ALL	10-250-61050	69.96
NITEL LLC	7560	02/05/2025	INTERNET-ALL	10-300-61050	72.31
NITEL LLC	7560	02/05/2025	INTERNET-ALL	10-400-61050	69.96
NITEL LLC	7560	02/05/2025	INTERNET-ALL	20-600-61050	107.32
NITEL LLC	7560	02/05/2025	INTERNET-ALL	20-700-61050	107.32
NITEL LLC	7560	02/05/2025	INTERNET-ALL	30-800-61050	109.68
Vendor HYP100 - NITEL LLC Total:					732.59
Vendor: OIS160 - ONLINE INFORMATION SERVICES INC					
ONLINE INFORMATION SERVI	7582	02/05/2025	UTIL EXCHG REPORT-W/S	20-600-56400	47.36
ONLINE INFORMATION SERVI	7582	02/05/2025	UTIL EXCHG REPORT-W/S	20-700-56400	47.36
Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:					94.72
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	6523	02/05/2025	WIPER BLDE FOR #20 PW TRK - ST5 / W / S	10-300-71000	3.84
O'REILLY AUTOMOTIVE, INC	6523	02/05/2025	WIPER BLDE FOR #20 PW TRK - ST5 / W / S	20-600-71000	7.67
O'REILLY AUTOMOTIVE, INC	6523	02/05/2025	WIPER BLDE FOR #20 PW TRK - ST5 / W / S	20-700-71000	7.68
O'REILLY AUTOMOTIVE, INC	7141	02/05/2025	GT360 FUEL CAP / CHEVY DUMP TRK - ST5 / W / S	10-300-71000	6.30
O'REILLY AUTOMOTIVE, INC	7141	02/05/2025	GT360 FUEL CAP / CHEVY DUMP TRK - ST5 / W / S	20-600-71000	12.61
O'REILLY AUTOMOTIVE, INC	7141	02/05/2025	GT360 FUEL CAP / CHEVY DUMP TRK - ST5 / W / S	20-700-71000	12.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	8023	02/05/2025	26OZ DE - GEL - FOR EQUIPMENT USE - STS / W / S	10-300-71100	3.00
O'REILLY AUTOMOTIVE, INC	8023	02/05/2025	26OZ DE - GEL - FOR EQUIPMENT USE - STS / W / S	20-600-71100	5.99
O'REILLY AUTOMOTIVE, INC	8023	02/05/2025	26OZ DE - GEL - FOR EQUIPMENT USE - STS / W / S	20-700-71100	6.00
O'REILLY AUTOMOTIVE, INC	8066	02/05/2025	MAINTAINER, MAG HEATER-FOR GEN AT TOWER - W	20-600-51000	136.61
O'REILLY AUTOMOTIVE, INC	8292	02/05/2025	BATRY/FEE,CORE CHRGR,BATRY CBLS,TERMNL,HOLD-DWN-S	20-700-71100	236.91
O'REILLY AUTOMOTIVE, INC	8367	02/05/2025	HYD FILTER - SEWER JETTER -	20-700-71100	8.27
O'REILLY AUTOMOTIVE, INC	9255	02/05/2025	CAR CLEANING SUPPLIES - LA	10-200-71000	19.98
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					467.46
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	5002	02/05/2025	CONCESSIONS - PKS	30-800-50200	84.00
Vendor OZA255 - OZARKS COCA COLA Total:					84.00
Vendor: PAV100 - PAVLICH INC					
PAVLICH INC	15092	02/05/2025	ICE CONTROL SALT HAULED IN - STS	10-300-51000	2,509.85
Vendor PAV100 - PAVLICH INC Total:					2,509.85
Vendor: RAN175 - RANDALL A. BROWN					
RANDALL A. BROWN	167287	02/05/2025	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56450	1,005.00
Vendor RAN175 - RANDALL A. BROWN Total:					1,005.00
Vendor: REP100 - REPUBLIC PRINTING INC					
REPUBLIC PRINTING INC	43212	02/05/2025	2 PART PLEA OFFER/AGRMNT FORMS - CT	10-250-50700	145.00
Vendor REP100 - REPUBLIC PRINTING INC Total:					145.00
Vendor: SFG150 - SAFEGUARD BUSINESS SYSTEMS					
SAFEGUARD BUSINESS SYSTE	647	02/05/2025	LASER CHECKS - CT	10-250-50700	311.21
Vendor SFG150 - SAFEGUARD BUSINESS SYSTEMS Total:					311.21
Vendor: GCH100 - SPRINGFIELD ANIMAL CONTROL					
SPRINGFIELD ANIMAL CONTR	10	02/05/2025	ANIMAL IMPOUND FEES-LAW	10-200-56400	80.00
Vendor GCH100 - SPRINGFIELD ANIMAL CONTROL Total:					80.00
Vendor: SSE100 - SPRINGFIELD STAMP & ENGRAVING					
SPRINGFIELD STAMP & ENGR	9042	02/05/2025	DESK PLATE R. HANSEN - GEN	10-100-50700	19.35
Vendor SSE100 - SPRINGFIELD STAMP & ENGRAVING Total:					19.35
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO					
SPRINGFIELD WINWATER WO	159 01	02/05/2025	8 PVC MEGALUG, GASKET, MJ T-BOLTS - W	20-600-50130	189.12
SPRINGFIELD WINWATER WO	164 01	02/05/2025	STRIPE TRAFF WAND, UTILITY BLADE - W / S	20-600-52000	94.80
SPRINGFIELD WINWATER WO	164 01	02/05/2025	STRIPE TRAFF WAND, UTILITY BLADE - W / S	20-700-52000	94.80
Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:					378.72
Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT					
SPRINGFIELD-GREENE COUNT	20425	02/05/2025	WATER SAMPLE TESTING - W	20-600-50200	117.00
Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:					117.00
Vendor: SQB100 - SQUIBB MEDIA, LLC					
SQUIBB MEDIA, LLC	1204	02/05/2025	PUBLISH SUMM OF REV-GEN	10-100-55200	75.24
Vendor SQB100 - SQUIBB MEDIA, LLC Total:					75.24
Vendor: STA160 - STAR MECHANICAL SUPPLY INC					
STAR MECHANICAL SUPPLY IN	5978	02/05/2025	PRESSURE GAUGE, BUSHNG, TEST PLG, ANTI-SEIZE - S	20-700-51000	319.70
Vendor STA160 - STAR MECHANICAL SUPPLY INC Total:					319.70
Vendor: STE300 - STATE TRACTOR & EQUIPMENT CO., INC					
STATE TRACTOR & EQUIPMEN	743	02/05/2025	FUEL FILTER FOR THE MINI EX - STS / W / S	10-300-71100	47.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STATE TRACTOR & EQUIPMEN	743	02/05/2025	FUEL FILTER FOR THE MINI EX - STS / W / S	20-600-71100	95.01
STATE TRACTOR & EQUIPMEN	743	02/05/2025	FUEL FILTER FOR THE MINI EX - STS / W / S	20-700-71100	95.01
Vendor STE300 - STATE TRACTOR & EQUIPMENT CO., INC Total:					237.52
Vendor: SUN275 - SUNNY COMMUNICATIONS, INC.					
SUNNY COMMUNICATIONS, I	145935	02/05/2025	MOTOROLA RADIOS - LAW	10-200-52000	1,242.51
Vendor SUN275 - SUNNY COMMUNICATIONS, INC. Total:					1,242.51
Vendor: TCU100 - T AND C UNDERGROUND					
T AND C UNDERGROUND	1466	02/05/2025	BORE SERVICE MEADOWS - W	20-600-51000	1,500.00
Vendor TCU100 - T AND C UNDERGROUND Total:					1,500.00
Vendor: GTR100 - THE GOODYEAR TIRE & RUBBER CO					
THE GOODYEAR TIRE & RUBB	4221	02/05/2025	SET NEW TIRES #5 - LAW	10-200-71000	663.75
Vendor GTR100 - THE GOODYEAR TIRE & RUBBER CO Total:					663.75
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	JAN	02/05/2025	REIM CELL PHONE JAN - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	JAN	02/05/2025	REIM CELL PHONE JAN - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	JAN	02/05/2025	REIM CELL PHONE JAN - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: VER100 - VERIZON WIRELESS					
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-100-61050	80.09
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61000	121.21
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61050	160.13
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-300-61000	16.06
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-400-61000	40.38
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	20-600-61000	32.17
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	20-700-61000	32.29
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61000	85.81
VERIZON WIRELESS	1501	02/05/2025	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61050	40.02
Vendor VER100 - VERIZON WIRELESS Total:					608.16
Vendor: AMK100 - VESTIS					
VESTIS	6465	02/05/2025	PUBLIC WRKS DEPT UNIFORM SERV- STS / W / S	10-300-92500	16.79
VESTIS	6465	02/05/2025	PUBLIC WRKS DEPT UNIFORM SERV- STS / W / S	20-600-92500	33.59
VESTIS	6465	02/05/2025	PUBLIC WRKS DEPT UNIFORM SERV- STS / W / S	20-700-92500	33.59
Vendor AMK100 - VESTIS Total:					83.97
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE	1-22	02/05/2025	SAMS CONCESSIONS - PKS	30-800-50200	96.80
Vendor WAL110 - WALMART CAPITAL ONE Total:					96.80
Vendor: WYO100 - WESLEY YOUNG					
WESLEY YOUNG	FEB	02/05/2025	PHONE REIM FEB - GEN	10-100-61000	50.00
Vendor WYO100 - WESLEY YOUNG Total:					50.00
Vendor: WRI110 - WEX BANK					
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-200-70000	1,503.23

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-300-70000	465.68
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	10-400-70000	21.43
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	20-600-70000	939.93
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	20-700-70000	939.93
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	30-800-70000	580.44
WEX BANK	3108	02/05/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S/P&D	30-800-70100	310.93
Vendor WRI110 - WEX BANK Total:					4,761.57

Vendor: WTV100 - WILLARD HOME CENTER LLC

WILLARD HOME CENTER LLC	217	02/05/2025	GEN MEN GLVE, BUFFALO GLVE-SHP SPLY-STS / W / S	10-300-50130	8.40
WILLARD HOME CENTER LLC	217	02/05/2025	GEN MEN GLVE, BUFFALO GLVE-SHP SPLY-STS / W / S	20-600-50130	16.79
WILLARD HOME CENTER LLC	217	02/05/2025	GEN MEN GLVE, BUFFALO GLVE-SHP SPLY-STS / W / S	20-700-50130	16.79
WILLARD HOME CENTER LLC	224	02/05/2025	GT 7" SCRAPER - SHP SPLY - STS / W / S	10-300-50130	4.68
WILLARD HOME CENTER LLC	224	02/05/2025	GT 7" SCRAPER - SHP SPLY - STS / W / S	20-600-50130	9.35
WILLARD HOME CENTER LLC	224	02/05/2025	GT 7" SCRAPER - SHP SPLY - STS / W / S	20-700-50130	9.36
WILLARD HOME CENTER LLC	6136	02/05/2025	300PSI WTR TEST GUAGE - W	20-600-50300	14.93
WILLARD HOME CENTER LLC	6202	02/05/2025	1/2 X 3/4 X 100 CLR TUBING - FOR SEWER JETTER - S	20-700-71100	3.75
WILLARD HOME CENTER LLC	6315	02/05/2025	FLT STL BAR, ANG BAR, ALU TREAD PLT - W	20-600-51000	72.40
WILLARD HOME CENTER LLC	6536	02/05/2025	3" ANG BRUSH, PAINT CUP - STS / W / S	10-300-95100	7.01
WILLARD HOME CENTER LLC	6536	02/05/2025	3" ANG BRUSH, PAINT CUP - STS / W / S	20-600-95100	14.03
WILLARD HOME CENTER LLC	6536	02/05/2025	3" ANG BRUSH, PAINT CUP - STS / W / S	20-700-95100	14.02
WILLARD HOME CENTER LLC	6548	02/05/2025	GORILLA GLUE - PKS	30-800-51000	6.56
WILLARD HOME CENTER LLC	6571	02/05/2025	SPRAYER AND DEGREASER - PKS	30-800-50550	14.79
WILLARD HOME CENTER LLC	6636	02/05/2025	1/4" BRS TEE- MEADOWS WTR TOWER - W	20-600-51000	5.48
WILLARD HOME CENTER LLC	6666	02/05/2025	POL GAS CYLINDER, SMART FOAM - WTR MAINT - W	20-600-51000	22.02
WILLARD HOME CENTER LLC	725	02/05/2025	POL GAS CYLINDER - WTR DEPT USE - W	20-600-51000	5.84
WILLARD HOME CENTER LLC	80215	02/05/2025	3/8" X 20' REBAR - NEW OFFICE BLDG- STS / W / S	10-300-95100	2.62
WILLARD HOME CENTER LLC	80215	02/05/2025	3/8" X 20' REBAR - NEW OFFICE BLDG- STS / W / S	20-600-95100	5.25
WILLARD HOME CENTER LLC	80215	02/05/2025	3/8" X 20' REBAR - NEW OFFICE BLDG- STS / W / S	20-700-95100	5.25
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					259.32

Vendor: EZA150 - WILLARD TIRE LLC

WILLARD TIRE LLC	181	02/05/2025	4 WHEEL ALIGNMENT #5 - LA	10-200-71000	85.00
Vendor EZA150 - WILLARD TIRE LLC Total:					85.00

Grand Total: 107,814.99

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	35,371.92
20 - WATER AND SEWER FUND	68,373.90
30 - PARKS FUND	4,069.17
Grand Total:	107,814.99

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	3.16
10-100-50700	OFFICE SUPPLIES-GCG	117.63
10-100-50750	POSTAGE-GCG	55.52
10-100-52000	SUPPLIES SMALL EQUIP	9.59
10-100-55200	ADVERTISING-GCG	75.24
10-100-55800	DUES AND SUBSCRIPTIO	150.00
10-100-61000	TELEPHONE-GCG	100.00
10-100-61050	INTERNET-GCG	296.35
10-100-62300	UTILITIES OTHER-GCG	94.50
10-200-50700	OFFICE SUPPLIES-LAW	25.51
10-200-50750	POSTAGE-LAW	2.15
10-200-52000	SUPPLIES SMALL EQUIP	1,242.51
10-200-56400	PROFESSIONAL-LAW	113.25
10-200-56950	TRAINING & EDUCATION	395.00
10-200-61000	TELEPHONE-LAW	121.21
10-200-61050	INTERNET-LAW	376.39
10-200-62100	UTILITIES GAS-LAW	525.21
10-200-62300	UTILITIES OTHER-LAW	63.00
10-200-70000	VEHICLE EXPENSES FUEL	1,503.23
10-200-71000	VEHICLE REPAIR & MAIN	768.73
10-200-92500	UNIFORMS-LAW	159.97
10-200-93000	GROUP INSURANCE-LA	29.90
10-250-50130	SUPPLIES-COURT	1.58
10-250-50700	OFFICE SUPPLIES-COURT	474.71
10-250-50750	POSTAGE-COURT	47.04
10-250-56400	PROFESSIONAL-COURT	900.00
10-250-61050	INTERNET-COURT	154.36
10-300-50130	SUPPLIES-STREETS	55.58
10-300-51000	REPAIRS AND MAINTEN	3,358.58
10-300-52000	SUPPLIES SMALL EQUIP	51.99
10-300-61000	TELEPHONE-STREETS	26.06
10-300-61050	INTERNET-STREETS	159.54
10-300-70000	VEHICLE EXPENSE FUEL-	465.68
10-300-71000	VEHICLE REPAIR & MAIN	10.14
10-300-71100	EQUIPMENT REPAIR &	50.50
10-300-92500	UNIFORMS-STREETS	16.79
10-300-95100	CAPITAL ASSET EXP-STRE	3,308.86
10-400-50130	SUPPLIES-P&D	1.58
10-400-50700	OFFICE SUPPLIES-P&D	817.67
10-400-50750	POSTAGE-P&D	9.04
10-400-56400	PROFESSIONAL-P&D	2,373.00
10-400-56450	CONTRACT SERVICES/SE	1,005.00
10-400-57400	EQUIPMENT/SOFTWARE	10,400.00
10-400-61000	TELEPHONE-P&D	40.38
10-400-61050	INTERNET-P&D	154.36
10-400-70000	VEHICLE EXPENSE FUEL-	21.43
10-400-95500	CAPITAL ASSET EQUIPM	5,240.00
20-600-50000	CHEMICALS-WATER	1,239.21
20-600-50130	SUPPLIES-WATER	303.41
20-600-50200	LABORATORY FEES-WAT	117.00

Account Summary

Account Number	Account Name	Expense Amount
20-600-50300	LABORATORY SUPPLIES-	14.93
20-600-50700	OFFICE SUPPLIES-WATER	74.19
20-600-50750	POSTAGE-WATER	9.52
20-600-51000	REPAIRS AND MAINTEN	1,742.35
20-600-52000	SUPPLIES SMALL EQUIP	198.78
20-600-56400	PROFESSIONAL-WATER	91.91
20-600-61000	TELEPHONE WATER	52.17
20-600-61050	INTERNET-WATER	236.79
20-600-62300	UTILITIES OTHER-WATER	214.42
20-600-70000	VEHICLE EXPENSE FUEL-	939.93
20-600-71000	VEHICLE REPAIR & MAIN	20.28
20-600-71100	EQUIPMENT REPAIR &	101.00
20-600-92500	UNIFORMS-WATER	33.59
20-600-95100	CAPITAL ASSET EXP-WAT	6,617.72
20-700-50130	SUPPLIES-SEWER	301.13
20-700-50700	OFFICE SUPPLIES-SEWER	74.19
20-700-50750	POSTAGE-SEWER	8.13
20-700-51000	REPAIRS AND MAINTEN	379.79
20-700-52000	SUPPLIES SMALL EQUIP	198.78
20-700-56400	PROFESSIONAL-SEWER	1,342.91
20-700-57200	RECYCLE CENTER EXPEN	392.83
20-700-61000	TELEPHONE-SEWER	52.29
20-700-61050	INTERNET-SEWER	236.79
20-700-62300	UTILITIES OTHER-SEWER	214.42
20-700-70000	VEHICLE EXPENSE FUEL-	939.93
20-700-71000	VEHICLE REPAIR & MAIN	20.28
20-700-71100	EQUIPMENT REPAIR &	349.94
20-700-92500	UNIFORMS-SEWER	33.59
20-700-95100	CAPITAL ASSET EXP-SEW	6,617.70
20-700-95500	CAPITAL ASSET EQUIPM	45,204.00
30-800-50200	CONCESSIONS-PKS	199.78
30-800-50550	CUSTODIAL SUPPLIES-PK	14.79
30-800-50700	OFFICE SUPPLIES-PKS	32.91
30-800-51000	REPAIRS AND MAINTEN	6.56
30-800-52000	SUPPLIES SMALL EQUIP	39.98
30-800-55200	ADVERTISING-PKS	406.23
30-800-55800	DUES AND SUBSCRIPTIO	445.00
30-800-55850	EQUIPMENT RENTAL-PK	877.80
30-800-61000	TELEPHONE-PKS	85.81
30-800-61050	INTERNET-PARKS	281.99
30-800-62300	UTILITIES OTHER-PKS	695.41
30-800-70000	VEHICLE EXPENSE FUEL-	580.44
30-800-70100	EQUIPMENT FUEL-PKS	310.93
30-800-71000	VEHICLE REPAIR & MAIN	91.54
	Grand Total:	107,814.99

Project Account Summary

Project Account Key	Expense Amount
None	46,066.71
2070095500-12	45,204.00
2070095500-13	16,544.28
	Grand Total:
	107,814.99



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Rebecca Hansen, City Clerk

SUBJECT: Department Head Report City Clerk February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING ON
02/10/2025**



1. Business licenses renewals are still coming in. At this point, we have done a total of 183 renewals. There are some businesses which have yet to apply for their renewals and will be assessed a late fee. I will be making phone calls/emails to these businesses to remind them that it is against city ordinance to be operating within the city limits without a valid business license.
2. Ballot approval has been clarified with the Greene County Clerk. There is one candidate for Mayor, Troy Smith; one Ward 1 candidate, which is Jeremy Hill; and one Ward 2 candidate, which is David Keene, for the April 8, 2025 municipal election. No candidate filed for Ward 3, so that will appear as a write-in.
3. I received Deputy Registrar Training on Friday, February 7. I also received Sunshine Law Training through the Republic Police Department.
4. My transition into the role of City Clerk is going smoothly. My first assignment as PIO was to gauge public sentiment and participate in an interview related to former Willard resident Chappell Roan winning a Grammy award. That also went well.

Rebecca Hansen, City Clerk/PIO



CITY OF WILLARD AGENDA REPORT

Board of Alderman Meeting

Meeting Date: February 10, 2025

TO: Board of Alderman

FROM: Terry Forshee, Municipal Court Clerk

SUBJECT: Department Head Report Municipal Court Clerk February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

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.

<u>I. COURT INFORMATION</u>		Municipality: WILLARD	Reporting Period: Jan 1, 2025 - Jan 31, 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				
<u>II. MONTHLY CASELOAD INFORMATION</u>		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		9	376	72
B. Cases (citations/informations) filed		0	97	2
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	0	1
3. court/bench trial - NOT GUILTY		0	1	0
4. plea of GUILTY in court		1	38	1
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	18	0
6. dismissed by court		0	1	0
7. <i>nolle prosequi</i>		0	28	1
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		1	86	3
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		8	387	71
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>		<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	13	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	17	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	310			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION		Municipality: WILLARD	Reporting Period: Jan 1, 2025 - Jan 31, 2025	
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	\$3,463.50	Court Automation	\$336.00	
Clerk Fee - Excess Revenue	\$451.00	Judicial Facility Srchg CT31	\$450.50	
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$15.17	Law Enf Arrest-Local	\$100.83	
Bond forfeitures (paid to city) - Excess Revenue	\$200.00	Total Other Disbursements	\$887.33	
Total Excess Revenue	\$4,129.67	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$6,284.82	
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$10.00	
		Total Disbursements	\$6,294.82	
Fines - Other	\$657.99			
Clerk Fee - Other	\$77.00			
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$48.00			
Peace Officer Standards and Training (POST) Commission surcharge	\$48.00			
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$342.24			
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$2.59			
Law Enforcement Training (LET) Fund surcharge	\$92.00			
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	\$1,267.82			



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 25, 2025

TO: Board of Aldermen

FROM: Dona Slater

SUBJECT: Department Head Report Human Resources February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

HUMAN RESOURCES

MONTHLY REPORT

JANUARY 2025

We have hired a new City Clerk/Public Information Officer. She worked part-time to begin but is now working full-time hours. The Parks department has hired two new seasonal employees as referees.

W2s were distributed in the last week of January and were with the Social Security Administration and State of Missouri.

All employees were given a \$1.45 increase in pay due to the Missouri minimum wage increase by this amount.

Dona Slater



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Jason Knight, Parks Director

SUBJECT: Department Head Report Parks February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

Quote of the month "You know, a low budget, you have to work harder. You have to plan well; you don't have much time to rehearse." Hector Elizondo

Budget Shortfalls & Program Evaluations

For the 2025 fiscal year, we are working to meet a significant ask of reducing total operating and program costs by 10% overall (around \$180,000). In response to this ask the Parks Leadership Team is conducting a thorough evaluation of all programs to determine where adjustments can be made. Programs under review include:

- **Baseball:** Given its high operating costs, we will assess the feasibility of maintaining current league structures, facility usage, and equipment expenses.
- **Summer Camp:** While a staple of our seasonal offerings, Summer Camp requires extensive staffing and facility resources, making it a program we need to evaluate for sustainability.
- **Lower-Margin Programs:** Programs that consistently operate at a loss or with minimal cost recovery will be assessed for potential restructuring or discontinuation.

We understand that any changes to these programs will impact the community, and we will work to balance fiscal responsibility with our commitment to recreational opportunities.

Need for Additional Revenue Sources

To mitigate these financial challenges, we are actively exploring new revenue streams, including expanded sponsorship opportunities, grant applications, and facility rental fee adjustments. Additionally, we are in the early stages of planning a **Community Satisfaction Survey** to gauge resident priorities and ensure that any program or funding adjustments align with public needs.

Staffing Challenges & Adjustments

From a staffing perspective, we recently conducted stay interviews with full-time staff to identify key areas for improvement. Feedback indicated a strong commitment to Willard Parks but highlighted a need for more structured management, improved communication, and clearer career development paths. We are taking these insights seriously and will implement strategies to make Willard Parks a more effective and well-managed organization.

On the seasonal and part-time staffing side, the upcoming minimum wage increase presents a significant challenge. In addition to the already increasing minimum wage, the approval of across-the-board salary increases for all part-time and seasonal employees has had a significant impact on the budget of the parks department. Adapting to these rising labor costs will be difficult without either increasing program fees or reducing offerings. We will continue evaluating options to balance fair wages for staff while maintaining accessible programs for the community.

Conclusion

Despite these financial hurdles, our focus remains on serving the community while making fiscally responsible decisions. We appreciate the Park Board's continued support as we navigate these challenges and work toward sustainable solutions for Willard Parks.



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Director Planning & Zoning

SUBJECT: Department Head Report Planning & Zoning February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



Planning Department Report
February 2025
Permits - November

Permits Issued (Jan)	Fees collected (January)	Est. Value of Work (January)	Permits Issued (YtD)	Fees Collected (YtD)	Est. Value of Work (YtD)
13	\$37,229.43	\$2,224,673.58	13	\$37,229.43	\$2,224,673.58

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

Current Development

Hoffman Hills Phase I: Revising Phase 1 lots

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

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

Generations Village: All building permits have been issued. They have started buildings.

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. Excavation & Parks in leu of fees codes are at planning commission-January
4. Starting information gathering for a Master Parks and Trails Plan, will start community involvement late January 2025
5. Starting a new section for Short term rentals.
6. Jackson Street sidewalk project moving forward to design
7. Coordinating with public works a utility upgrade to the Sac River Cowboy Church
8. Looking into revision of the Inflow & Infiltration Codes
9. Revising Landscaping Codes
10. Starting Civic review program installation
11. Coordinating information on a Master Transportation Plan
 - a. Had a meeting with CJW to discuss specifications and process for development of said plan
 - b. Master plans will coordinate with the comprehensive plan adopted by the BOA in 2019
 - c. Coordinating with parks on a Master Parks and Trails Plan in conjunction with the Master transportation plan
 - d. Looking for community input



CITY OF WILLARD AGENDA
REPORT Board of Aldermen Meeting
Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Leslie Perkins

SUBJECT: Department Head Report Police Department February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



Willard Police Department
January 2025 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	11
Shannon Shipley, Asst. Chief	1602-003	11
	Total	22

Squad #1	1607-050	Caleb Steen, Cpl.	22	Squad #2	1603-027	Steve Purdy, Sgt.	29
	1605-056	Mark Cole, Cpl.	42		1608-054	Stefan Collette, Cpl.	36
	1611-064	Danielle Cale, Officer	43		1610-061	Christian Smith, Officer	40
	1604-065	Anthony Hickox, Officer	97		1609-063	Cody Weatherford, Officer	55
	1606-067	Levi O'Neil, Officer	53				
	Total		257		Total		160

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...			439	

Incident Statistics

Felony	7	HBO (Handled by Officers)	294
Misdemeanor	4	Use of Force	0
Infraction	224	Dog at Large	3
Other (Services)	204	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	37,176	676	21	32		0
WPD-02 2021 Charger	74,866	1,239	15	83		0
WPD-03 2023 Charger	3,675	678	13	52		0
WPD-04 2023 Durango	37,484	1,623	18	90	76.49	76.49
WPD-05 2023 Charger	40,422	3,476	25	139	791.60	791.60
WPD-06 2023 Durango	25,485	2,288	21	109	145.99	145.99
WPD-07 2017 Explorer	32,907	590	16	37		0
WPD-08 2008 Harley	6,334	0	0	0		0

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05: sway bar
WPD-02:	WPD-06: oil change; air filter
WPD-03:	WPD-07:
WPD-04: oil change	

- We are sending Sgt Steve Purdy to a "Stopping Online Child Predators" class at the KC Police Academy on May 12th
- WPD officer Levi O'Neal has successfully completed his field training and is currently on solo patrol rotation



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Trevor Hoffman, Public Works Director

SUBJECT: Department Head Report Public Works February 2025

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

Public Works Report

January 2025

73 Service Orders

33 Rereads

120 After Hour Call ins

Locates 81

Shut Offs 27

Meter/ERTS Replaced 15

Water Department

1. Meter pit / valve pit inspection at Generations Village
2. Insulate meter pits as part of winterization program
3. Repaired leak on Lone Oak
4. Lead And Copper Data Input
5. Meter reads & Re Reads
6. Flushing
7. Well Checks and Chlorine Maintenance

Sewer Department

1. Lift Station maintenance
2. Sewer Lagoon Pond maintenance
3. FOG inspections
4. Continuing manhole inspections
5. Lagoon samples & EDMR
6. Repaired uprights at lagoons
7. Repaired lift station and Well Driveways
8. Started initiating I&I program to get a baseline for sewer flows

Streets Department

1. Repaired potholes on Main St, New Melville, Miller, Bray, Hunt, Willey, and Watson
2. Plowed and salted roads for two different storms
3. Installed truncated dome on Hunt St.
4. Repaired plow for truck #108

5. Cut tree limbs on Southview, Mill St., and JFK
6. Replaced two sidewalk sections on Megan Ln.
7. Picked up trash scattered along Hunt Rd.
8. Formed up AB sidewalk
9. Tore down old breakroom
10. Finished drywall and electrical in new office



CITY OF WILLARD AGENDA REPORT
Board of Aldermen Meeting
Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Rebecca Hansen, City Clerk

SUBJECT: 2025 Board of Aldermen Attendance Report

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Rebecca Hansen, City Clerk

SUBJECT: Water Advisory Board Applications

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1 (6 applications)

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) KELLY C. DAVIS DATE OF APPLICATION: 11-19-24

ADDRESS: 3949 N. HAVEN SPFLD MO 65803

PHONE NUMBER: 417-818-5060

Do you live within the city limits of Willard? YES NO I AM IN THE WATER DISTRICT OF WILLARD

If YES, how long have you been a resident of Willard? SINCE 1980

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board Board of Adjustments WATER/SEWER

Have you served in this capacity before? YES NO

If YES, please explain:

I SPENT 35 YEARS WITH CITY UTILITIES IN THE GAS/WATER/ELECTRIC FIELDS DOING RENEWALS - NEW INSTALLS AND RELOCATES OF UTILITIES

Please describe why you would like to serve:

MY PAST EXPERIENCES AT CU. I CAN HELP OUT WITH MANY IDEAS ON FUTURE GROWTH ON UTILITIES FOR WILLARD AND IDEAS FOR REPAIRS ALSO.

Please describe any education or experience that would assist you in serving:

I HAVE BEEN WITH THE FIRE DEPT AND SERVE AS DISTRICT PRESIDENT FOR THE PAST 40 PLUS YEARS

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: Kelly C Davis

Date: 11-19-24

Thank you for your interest and desire to serve your community!

Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781

By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

11-19-2024

City Clerk and City Administrator
Willard City Hall
224 W. Jackson St
Willard, MO 65781

Please accept my application for appointment to the Board of Adjustments for the Water and Sewers for the City of Willard. I am a current customer of the system and was employed for 35 years as an employee of Springfield City Utilities in the water, gas and utilities division. During my employ I worked with new installs, renewals and relocations of infrastructure. I served as an Inspector, working on all types of utility building projects and managing all phases of construction.

Currently I am retired and serve as the President of the Willard Fire Protection District Board of Directors. I have served the District for over 40 years, from its' days as all Volunteers and through the election processes of transitioning into the combination department it is today.

I would appreciate the opportunity to meet with you and discuss my qualifications for the position and continue to be involved in the growth of the wonderful community I am so proud to serve. I may be reached by phone at 417-818-5060 or email at firetrainer04@mchsi.com.

I look forward to hearing from you,



Kelly C. Davis

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Angie Wilson DATE OF APPLICATION: 11/22/2024

ADDRESS: 107 Ridgeview Dr, Willard MO 65781

PHONE NUMBER: 417-742-1137

Do you live within the city limits of Willard? YES NO

If YES, how long have you been a resident of Willard? 21 years

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board Board of Adjustments **WATER & SEWER ADVISORY BOARD**

Have you served in this capacity before? YES NO

If YES, please explain:

Please describe why you would like to serve:

The future of Willard rests largely on its utility infrastructure. I want to understand the maintenance, renewal, and capital improvements projects of the water and wastewater system and help advocate for residents' needs.

Please describe any education or experience that would assist you in serving:

BS in Business Education. 16 years experience at City Utilities of Springfield

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: Angie Wilson

Date: 11-22-2024

Thank you for your interest and desire to serve your community!

Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781

By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Jeff Mark DATE OF APPLICATION: 11-25-24

ADDRESS: 1567 N Farm Rd 97

PHONE NUMBER: 417-380-0499

Do you live within the city limits of Willard? [] YES [X] NO

If YES, how long have you been a resident of Willard? 40 total

Please choose the areas of most interest:

Planning & Zoning [] Park Advisory Board Economic Development Task Force

[] Tree Board Board of Adjustments

Have you served in this capacity before? [] YES [X] NO

If YES, please explain:

Please describe why you would like to serve:

To ensure stable water supply under local control.

Please describe any education or experience that would assist you in serving:

Employer in the past. Currently chief of Staff for state Senator

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: 

Date: 11-25-24

Thank you for your interest and desire to serve your community!
Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781
By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Jenny Williams DATE OF APPLICATION: 11/25/24

ADDRESS: 10815 W. Cactus Springfield MO 65803

PHONE NUMBER: 417-425-1124

Do you live within the city limits of Willard? YES NO

*lived outside
willard city
limits for 22 yrs*

If YES, how long have you been a resident of Willard? _____

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board Board of Adjustments *water/sewer advisory board*

Have you served in this capacity before? YES NO

If YES, please explain:

Please describe why you would like to serve:

*collaborate with fellow citizens regarding our cities
water and sewer future plans.*

Please describe any education or experience that would assist you in serving:

26 years HR experience

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: Jenny Williams

Date: 11/25/24

Thank you for your interest and desire to serve your community!

Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781

By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Kem R. Reed, P.E. DATE OF APPLICATION: 12-7-24

ADDRESS: 4795 W. Farm Road 94 Springfield, MO 65803

PHONE NUMBER: (417) 860-9389

Do you live within the city limits of Willard? YES NO

If YES, how long have you been a resident of Willard? _____

Please choose the areas of most interest:

- Planning & Zoning
- Park Advisory Board
- Economic Development Task Force
- Tree Board
- Board of Adjustments
- Water & Sewer Advisory Board

Have you served in this capacity before? YES NO

If YES, please explain:

Please describe why you would like to serve:

I am very interested in the improvement & expansion of the water & sewer systems of Willard. I can provide my professional experience in these endeavors.

Please describe any education or experience that would assist you in serving:
B.S. Mechanical Engineering 1984 UMR; Engineer @ San Antonio Water System 1984-1990; Manager Water Engineering - City Utilities of Springfield 1990-2013

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: Kem R. Reed Date: 12-7-24

Thank you for your interest and desire to serve your community!
Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781
By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Julie Carey DATE OF APPLICATION: 12/28/2024

ADDRESS: 6226 N State Hwy Z

PHONE NUMBER: 417-300-2949

Do you live within the city limits of Willard? YES NO

If YES, how long have you been a resident of Willard? _____

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board Board of Adjustments Water and Sewer Advisory Board

Have you served in this capacity before? YES NO

If YES, please explain:

Please describe why you would like to serve:

Decisions made by the Willard Board of Aldermen affect those living outside of city boundaries but yet we do not have representation. I would like to be part of a group representing those interestes as well as working collaboratively to find solutions to the problems the system faces.

Please describe any education or experience that would assist you in serving:

Past Vice-President of the Ward Meade Neighborhood Improvement Association in Topeka, KS; Environmental Compliance professional for the federal government (including non-enforcement audits of POTWs and PWSs) , GIS Specialist

I certify that the above information is correct. I understand that appointments are recommended by the Mayor to the Board of Aldermen for approval and that I may be asked to provide additional information.

Signature: 

Date: 12/28/2024

Thank you for your interest and desire to serve your community!

Return this completed application to the City Clerk by mail at: PO Box 187, Willard, MO 65781
By fax at: (417) 742-3080 or drop off at Willard City Hall, 224 W. Jackson St.

Julie M. Carey
 6226 N State Hwy Z
 Willard, MO 65781
 jcarey02@hotmail.com • 417-300-2949

Professional Experience

Researcher 3/2020 – Present
U.S. Army Engineer Research and Development Center, Construction Engineering Research Lab

- Conduct training for federal agencies on environmental compliance topics. Topics include Clean Air Act, Handling Environmental Compliance Regulatory Inspections, and Recordkeeping.
- Perform and document environmental compliance audits and provide consultation on environmental regulations impacting federal activities.
- Maintain and update compliance tracking databases and online resource libraries.

Environmental Specialist 3/2016 – 3/2020
U.S. Army Corps of Engineers, Tulsa District, Kansas Area Office, Burlington

- Evaluate activities and real estate transactions to provide guidance on compliance with environmental laws and regulations.
- Coordinate with state agencies on the impacts of proposed activities and to obtain necessary authorizations and variances.
- Respond to releases of hazardous materials and coordination with the National Response Center, state and federal agencies to ensure proper reporting and clean-up.

Environmental Compliance Specialist/Hazardous Waste Manager 5/2012 – 3/2016
The Adjutant General's Department/Kansas Army National Guard, Topeka, KS

- Ensured permitting and compliance for above and underground storage tanks and industrial stormwater discharge.
- Evaluated waste streams and ensured transportation to appropriate transfer, storage, and disposal facilities. This included reviewing and signed hazardous waste manifests.
- Conducted Environmental Performance Assessment System audits at vehicle maintenance shops and advised on corrective action plans.
- Reviewed construction projects for compliance with all environmental regulations.

Community Service Work

Ward Meade Neighborhood Improvement Association Intermittent 2010-2019

- Obtained a grant from ESRI to receive a copy of ArcGIS for a sidewalk assessment project. This project assessed over 1200 segments of sidewalk for future grant applications and work proposals.
- Researched and developed educational program on the City of Topeka's neighborhood health calculations and maps. Presented the program to approximately 10 neighbors.
- Provided feedback to neighborhood city councilwomen on regulations regarding residential lead and asbestos abatement, including consulting on Phase I and II Brownfields Assessments on an historic neighborhood school.



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: A Resolution of the Board of Aldermen of the City of Willard, Missouri, Authorizing the Mayor to Sign the Consent to Modifications with Verizon Communications

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 3

**CITY OF WILLARD, MISSOURI
RESOLUTION NO. 25-10**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI,
AUTHORIZING THE MAYOR TO SIGN THE CONSENT TO MODIFICATIONS WITH VERIZON
WIRELESS**

WHEREAS, Verizon Wireless will be making modifications to SPRC Willard Water Tower Tank-A located at 512 E. Jackson St., Willard, Missouri; and

WHEREAS, Verizon Wireless has engaged Terra Consulting as a consultant to facilitate completion of this project.

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

Recognizes the need for the Mayor to sign the consent to modifications with Verizon Wireless.

Dated: This the 10th day of February 2025 by the Board of Aldermen of the City of Willard, Missouri.

Approved By: Mayor Troy Smith

Attested By: Rebecca Hansen, City Clerk



January 15, 2025

City of Willard Missouri
224 West Jackson
Willard, MO 65781

RE: Request for Consent to Modifications

VZW Site ID: **SPRC Willard Water Tank-A**
Site Address: **512 E. Jackson St. Willard, MO 65781**

To Whom It May Concern:

In order to maintain its commitment to the highest standards of network service, Verizon Wireless will be making modifications to the above-referenced existing communications facility. Verizon Wireless has engaged Terra Consulting as a consultant to facilitate completion of this project.

In accordance with the Section 1 of the Water Tower Attachment Communications Site Agreement between the City of Willard, Missouri, (Owner) and ALLTEL Communications, Inc. ("Tenant"), this letter serves as a request for consent to modify Verizon's equipment on the water tower as per the attached plans. **Please have the proper authority sign and return the signed consent form via email at kims@terraltd.com.**

If you have any questions about this project, feel free to contact me at 651-261-2278 or email at kims@terraltd.com. Thank you in advance for your cooperation.

Sincerely,

TERRA CONSULTING GROUP, LTD.

Kim Schoeberl

Kim Schoeberl
Site Development Agent
Consultant on behalf of Verizon Wireless
(651) 261-2278 / kims@terraltd.com



Site: SPRC Willard Water Tank-A
RE: Consent for Verizon Wireless Modifications

CONSENT TO MODIFICATRION
Verizon Site: SPRC Willard Water Tank-A

City of Willard, Missouri, (Owner) acknowledges receipt of a request for consent to modify the existing Verizon Wireless communications facility per the Rev 1 construction drawings dated 12/10/2024. The City of Willard, Missouri, (Owner), consents to Verizon Wireless' proposed modification.

By: _____ Date: _____

Printed Name: _____

Title: _____

ACCESS INFORMATION

Please indicate the name and telephone number of the person(s) that Verizon Wireless needs to contact to coordinate construction.

Name Telephone number

Please list any special requirements of construction below.



10740 NALL AVE,
SUITE 400
OVERLAND PARK, KS 66211
PHONE: 913-344-2800

SPRC WILLARD WATER TANK - A C-BAND CARRIER ADD

512 E. JACKSON ST.
WILLARD, MO 65781

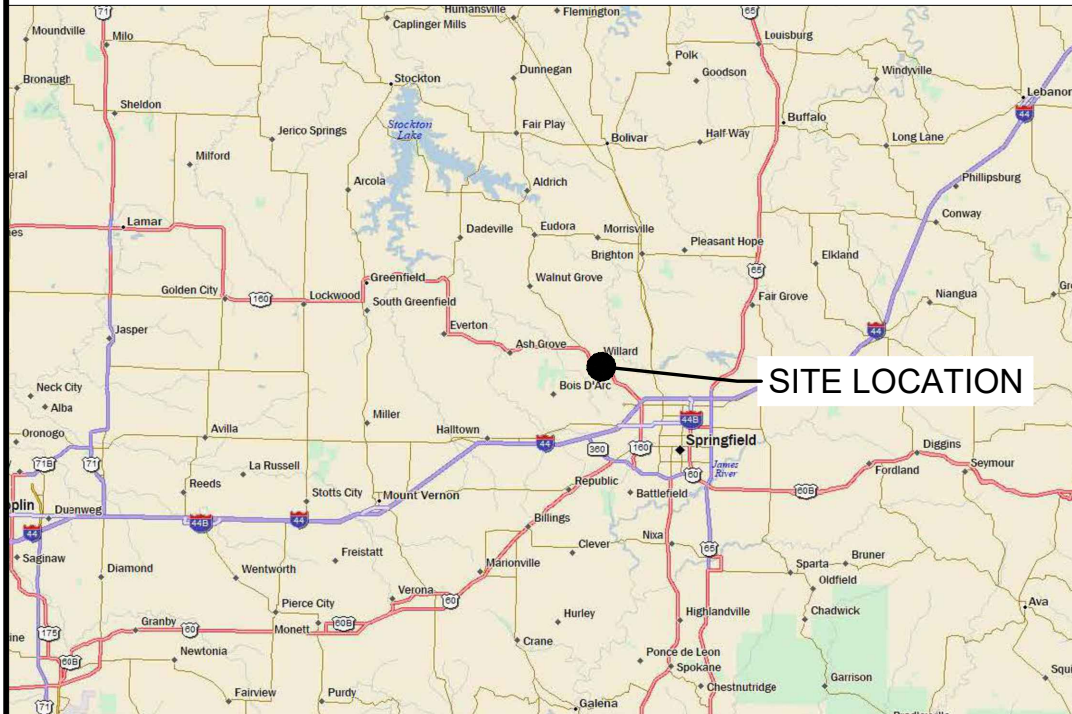
PROJECT TEAM

A&E CONSULTANT: TERRA CONSULTING GROUP
600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PHONE: (847) 698-6400
FAX: (847) 698-6401

SITE ACQUISITION: TERRA CONSULTING GROUP

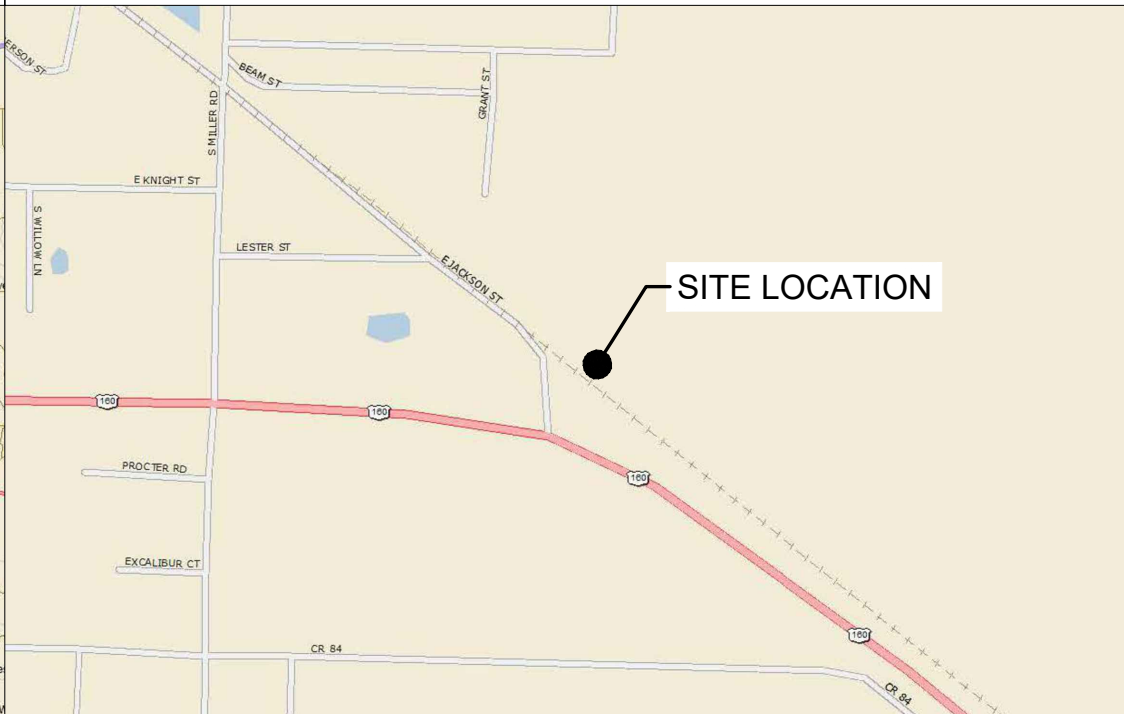
STRUCTURAL: TERRA CONSULTING GROUP

REGIONAL MAP



SITE LOCATION

VICINITY MAP



SITE LOCATION

PROJECT INFORMATION

PROJECT DESCRIPTION: C-BAND CARRIER ADD
SITE NAME: SPRC WILLARD WATER TANK - A
MDG LOCATION ID #: 5000309199
FUZE PROJECT ID: 16947572
SITE ADDRESS: 512 E. JACKSON ST.
WILLARD, MO 65781
TOWER OWNER: CITY OF WILLARD
APPLICANT: VERIZON WIRELESS
10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211
(913) 344-2896

TOWER INFORMATION

LATITUDE: 37° 17' 57.3396" N
LONGITUDE: 93° 25' 4.89" W
GROUND ELEVATION: 1,239.8 FT A.M.S.L.
OVERALL STRUCTURE HEIGHT: 131 FT ± A.G.L.
TOWER HEIGHT: 123'-8" ± A.G.L.
VZW CL HEIGHT: 127 FT A.G.L.

SHEET INDEX

SHEET	DESCRIPTION	REV.
T-1	TITLE SHEET	0,1
R-1	REVISION LOG	0,1
C-1	SITE LAYOUT	0,1
ANT-1	SITE ELEVATION	0
ANT-2	ANTENNA KEYS & LAYOUT	0,1
ANT-3	SECTOR PLAN & ELEVATION DETAILS	0
ANT-4	COAX ENTRY PANEL & PARTS LIST	0
ANT-5	ANTENNA PLUMBING DIAGRAM	0
N-1	GENERAL NOTES & SITE PHOTOS	0
N-2	SITE PHOTOS	0

ATTACHMENTS

- PMI REPORT REQUIREMENTS -

CONTRACTOR PMI REQUIREMENTS

PMI ACCESSED AT <https://pmi.vzwsmart.com>
SMART TOOL VENDOR PROJECT #: 10220066
MDG LOCATION ID #: 5000309199
FUZE ID #: 16947572

*** PMI REQUIREMENTS EMBEDDED WITHIN MOUNT MODIFICATION REPORT

MOUNT MODIFICATION REQUIRED	N
VZW APPROVED SMART KIT VENDORS	
REFER TO MOUNT MODIFICATION DRAWINGS PAGE FOR VZW SMART KIT APPROVED VENDORS	

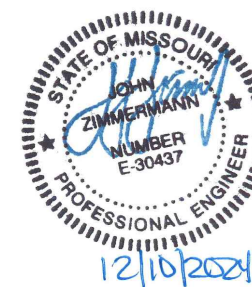
SCOPE OF WORK

- 850 AWS3 PCS C-BAND ADD
- EXISTING (3) HYBRID CABLES 6x6 1-5/8" TO REMAIN. OVPs TO BE SWAPPED TO 120VP VERSIONS.

VERIZON WIRELESS DEPARTMENTAL APPROVALS

	INITIALS:	DATES:
RF ENGINEER	JW	10/16/24
TRANSPORT ENGINEER		
OPERATIONS MANAGER		
CONSTRUCTION ENGINEER	TM	09/13/24
CONSTRUCTION MANAGER		
REAL ESTATE MANAGER		

PROFESSIONAL ENGINEER'S STAMP



LESSOR / LICENSOR APPROVAL

PRINTED NAME: _____ SIGNATURE: _____ DATE: _____
 NO CHANGES CHANGES REQUESTED, SEE COMMENTS ON PLANS

Item # 12.



10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211



600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-698-6400
FAX: 847-698-6401

DESIGN FIRM # E-2015004018

REVISIONS	DESCRIPTION	DATE	BY
NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM
B	EME STUDY ADDED	08/30/24	CEB
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB
1	REVISED PER CLIENT COMMENT	12/10/24	CEB

MDG #: 5000309199
SPRC WILLARD
WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY: MLM
CHECKED BY: JZ
DATE: 07/26/24
PROJECT #: 54-1540

SHEET TITLE

TITLE SHEET

SHEET NUMBER

T-1

51



10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211



600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-698-6400
FAX: 847-698-6401

DESIGN FIRM # E-2015004018

REVISION LOG			
NO.	BY	DATE	DESCRIPTION
A	MLM	07/30/2024	DRAWINGS ISSUED FOR REVIEW
B	CEB	08/30/2024	EME STUDY ADDED
0	CEB	10/30/2024	ISSUED FOR CONSTRUCTION
1	CEB	12/10/24	REVISED PER CLIENT COMMENT

REVISION NOTES	
REV A DESCRIPTION	DRAWINGS SUBMITTED FOR CLIENT REVIEW
REV B DESCRIPTION	ADDED REVISION LOG R-1 SHEET ADDED EME STUDY TO SHEET C-1. ADDED ANTENNA TIP HEIGHT & FAA HEIGHT TO ANT-1
REV 0 DESCRIPTION	DRAWINGS STAMPED FOR FINAL
REV 1 DESCRIPTION	ROTATED TANK CORRAL TO CORRECT ANTENNA MOUNT LOCATIONS C-1 AND ANT-2

REVISIONS				
NO.	DESCRIPTION	DATE	BY	
A	ISSUED FOR REVIEW	07/30/24	MLM	
B	EME STUDY ADDED	08/30/24	CEB	
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB	
1	REVISED PER CLIENT COMMENT	12/10/24	CEB	

MDG #: 5000309199
SPRC WILLARD
WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
REVISION LOG

SHEET NUMBER
R-1

THIS SITE PLAN WAS CREATED OFF OF FIELD MEASUREMENTS BY THE DESIGNER. AS BOUNDARY SURVEY WAS NOT SUPPLIED FOR PURPOSES OF SITE LAYOUT.

EXISTING DOUBLE SWING GATE (TYP.)

EXISTING LESSEE EQUIPMENT SHELTER (11'-5" x 20'-0")

G.C. TO INSTALL IN SHELTER WHERE SPACE IS AVAILABLE
 (1) ERICSSON KDU1370015/11
 (1) ERICSSON NTB1010067/13
 (3) OVP 12

EXISTING OUTDOOR CABINET

EXISTING GRAVEL COMPOUND

EXISTING TRANSFORMER

EXISTING OTHER CARRIER EQUIPMENT

EXISTING OTHER CARRIER ICE BRIDGE

EXISTING GRASS AREA

EXISTING UTILITY H-FRAME

PER EME STUDY, INSTALL ONE SAFETY GUIDELINES SIGN(S) & ONE INFORMATION SIGN(S) ON LADDER-1 AS SHOWN IN SIGNAGE/BARRIER DIAGRAM - DETAILED VIEW. (LADDER-1)

PER EME STUDY, INSTALL ONE WARNING SIGN(S) ON LADDER-2 AS SHOWN IN SIGNAGE/BARRIER DIAGRAM - DETAILED VIEW. (LADDER-2)

EXISTING OTHER CARRIER EQUIPMENT SHELTER

22" x 34" PRINT IS THE FULL SCALE FORMAT. ANY SIZE OTHER THAN THAT IS AT REDUCED SCALE.

SCALE 1" = 5'

EXISTING OUTLINE OF WATER TANK

EXISTING CHAIN LINK FENCE (TYP.)

PER EME STUDY, NO ACTION REQUIRED AT ALPHA, BETA, & GAMMA SECTORS

EXISTING WATER TOWER LEG (TYP.)

AZ = 280°
GAMMA

AZ = 40°
ALPHA

AZ = 160°
BETA

EXISTING GRASS AREA

PROPOSED LESSEE ANTENNAS TO REPLACE EXISTING ANTENNAS MOUNTED ON WATER TANK. SEE ANT-1 & ANT-2

EXISTING EDGE OF PAVEMENT

EXISTING GRAVEL ACCESS DRIVE



MISSOURI
 ONE CALL SYSTEM
 CALL BEFORE YOU DIG - DRILL - BLAST
 1-800-344-7483
 TOLL FREE

1 SITE LAYOUT
 SCALE: 1" = 5'

G.C. TO COORDINATE W/ LESSEE COMPLIANCE, CONSTRUCTION & RF MANAGER FOR PROPER INSTALLATION OF RF SIGNAGE

REVISIONS		NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR REVIEW	07/30/24	MLM		
0	EME STUDY ADDED	08/30/24	CEB		
1	ISSUED FOR CONSTRUCTION	10/30/24	CEB		
1	REVISED PER CLIENT COMMENT	12/10/24	CEB		

MDG #: 5000309199
SPRC WILLARD WATER TANK - A
 512 E. JACKSON ST.
 WILLARD, MO 65781

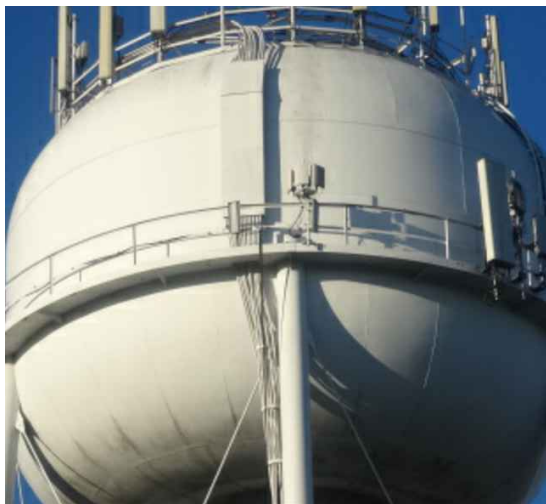
DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
SITE LAYOUT

SHEET NUMBER
C-1
 53



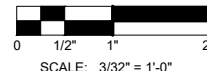
3 TYPICAL LESSEE ANTENNA SECTOR



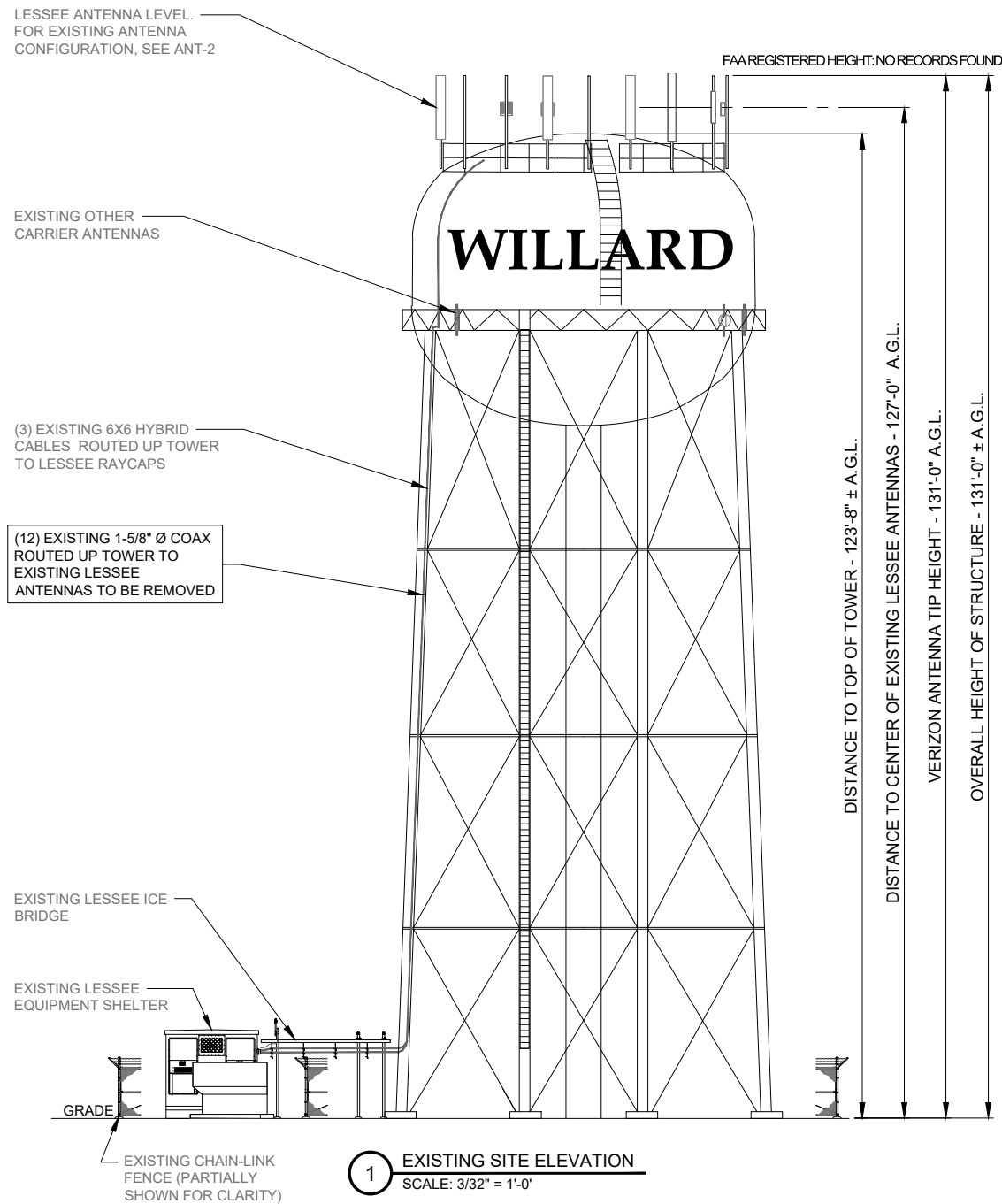
4 LESSEE COAX ROUTE ON TOWER

NOTES

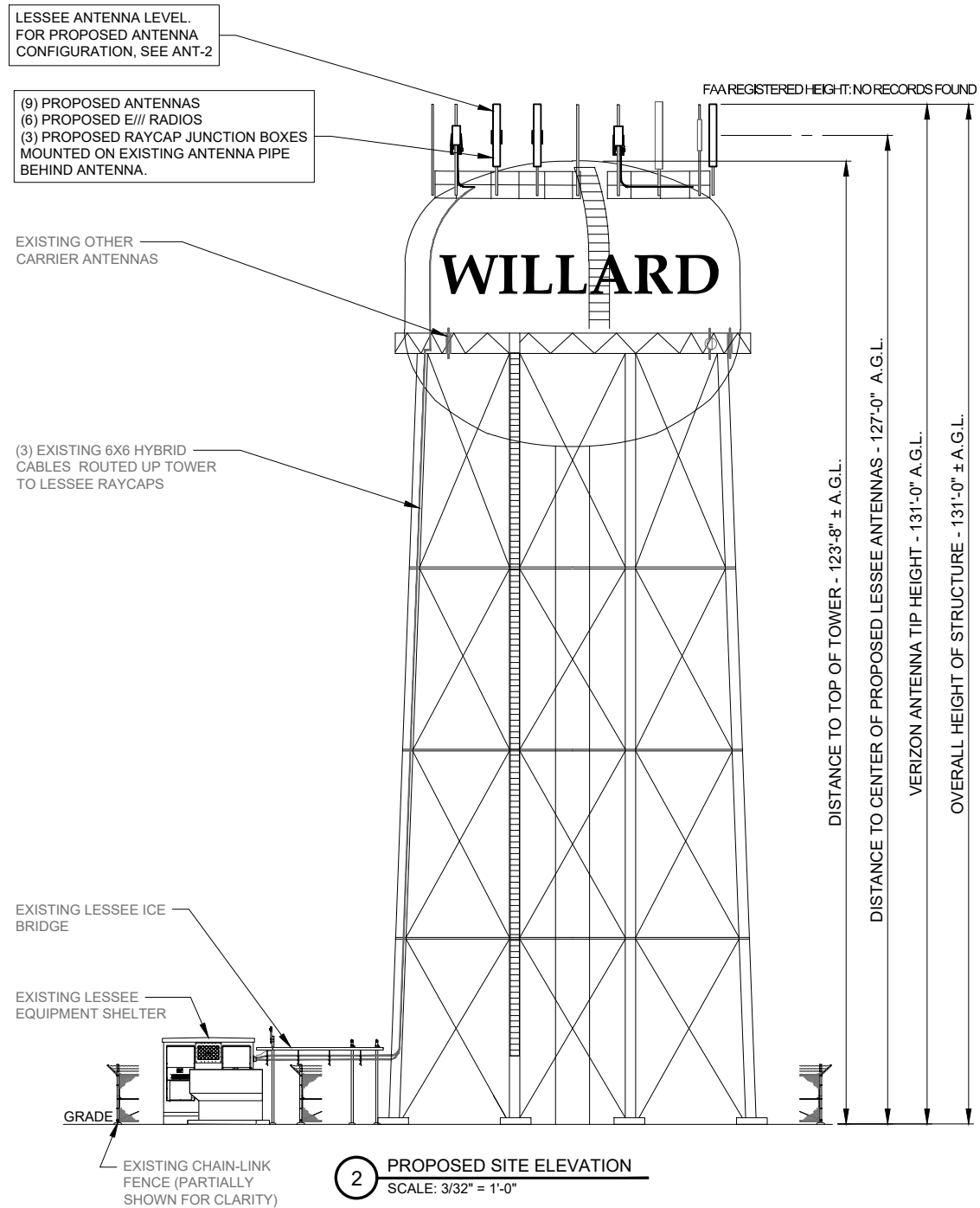
- THIS DRAWING IS FOR EXHIBIT AND LAYOUT PURPOSES ONLY.
- PASSING STRUCTURAL ANALYSIS BY TERRA CONSULTING GROUP, DATED OCTOBER 29, 2024.



SCALE: 3/32" = 1'-0"
22" x 34" PRINT IS THE FULL SCALE FORMAT. ANY SIZE OTHER THAN THAT IS AT REDUCED SCALE.



1 EXISTING SITE ELEVATION
SCALE: 3/32" = 1'-0"



2 PROPOSED SITE ELEVATION
SCALE: 3/32" = 1'-0"



REVISIONS		NO.	DESCRIPTION	DATE	BY
	A	1	ISSUED FOR REVIEW	07/30/24	MLM
	B	0	EME STUDY ADDED	08/30/24	CEB
		1	ISSUED FOR CONSTRUCTION	10/30/24	CEB
		1	REVISED PER CLIENT COMMENT	12/10/24	CEB

MDG #: 5000309199
SPRC WILLARD WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
SITE ELEVATION
SHEET NUMBER

ANT-1
54

DESIGN FIRM # E-2015004018



DESIGN FIRM # E-2015004018

EXISTING ANTENNA KEY

	Position	Status	Antenna Centerline (ft AGL)	Antenna Make / Model	Antenna Count	Height (in)	Width (in)	Depth (in)	Weight (lbs)	Azimuth	Mech Downtilt	Electrical Downtilt	Coax Make/Model	Coax Count	Coax Size	Coax Length	RRU Make/Model	RRU Count	Distribution Box Make/Model	Raycap Count	Hybrid Cable Make/Model	Hybrid Cable Count	Hybrid Cable Size	Hybrid Cable Length	Hybrid Jumper Count	Hybrid Jumper Length	RF Jumper Count	RF Jumper Length	
Mainline Cable & Distribution																			OVP 6	3	6X6 HYBRID CABLE	1	1-5/8"	155'					
																					6X6 HYBRID CABLE	2	1-5/8"	215'					
Alpha Sector	A	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	30	-	-	AVA7-50	2	5/8"	165'	ERICSSON RRUS 12 B4	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	B	remove	-	-	-	-	-	-	-	-	-	-	-	-	-	-	ERICSSON RRUS 11 B13	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	C	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	D	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	30	-	-	AVA7-50	2	5/8"	165'	-	-			-	-	-	-	-	-	-	-	
Beta Sector	E	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	120	-	-	AVA7-50	2	5/8"	195'	ERICSSON RRUS 12 B4	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	F	remove	-	-	-	-	-	-	-	-	-	-	-	-	-	-	ERICSSON RRUS 11 B13	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	G	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	120	-	-	AVA7-50	2	5/8"	195'	-	-			-	-	-	-	-	-	-	-	-
	H	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	I	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	300	-	-	AVA7-50	2	5/8"	160'	ERICSSON RRUS 12 B4	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	J	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	K	remove	-	-	-	-	-	-	-	-	-	-	-	-	-	-	ERICSSON RRUS 11 B13	1			RFS / HBF058-08U1S2-30F	-	5/8"	-	2	30'	6	15'	
	L	remove	127	COMMSCOPE JAHH-65C-R3B	1	95.7	13.8	8.2	93.9	300	-	-	AVA7-50	2	5/8"	160'	-	-			-	-	-	-	-	-	-	-	-
					Antenna Total	6								Coax Total	12		RRU Total	6	Distro Box Total	3	Hybrid Cable Total	3		Jumper Total	12		RF Jumper Total	36	

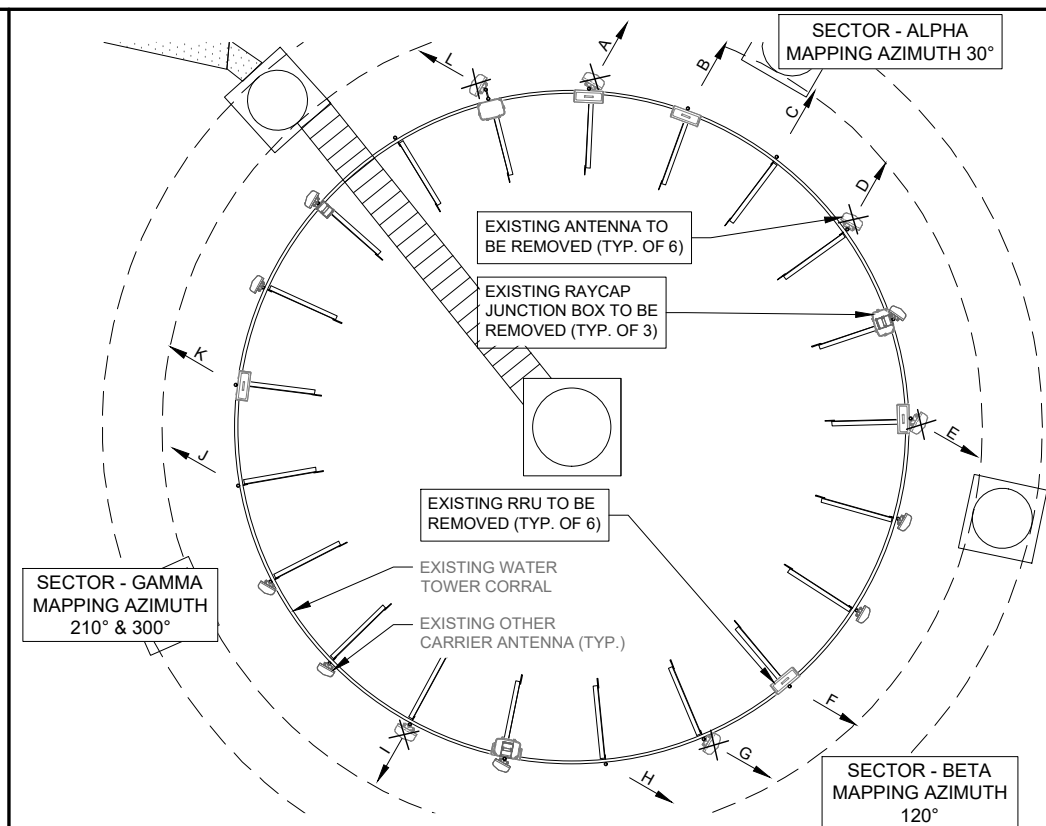
PROPOSED ANTENNA KEY

	Position	Status	Antenna Centerline (ft AGL)	Antenna Make / Model	Antenna Count	Height (in)	Width (in)	Depth (in)	Weight (lbs)	Azimuth	Mech Downtilt	Electrical Downtilt	Coax Make/Model	Coax Count	Coax Size	Coax Length	RRU Make/Model	RRU Count	Distribution Box Make/Model	Raycap Count	Hybrid Cable Make/Model	Hybrid Cable Count	Hybrid Cable Size	Hybrid Cable Length	Hybrid Jumper Count	Hybrid Jumper Length	RF Jumper Count	RF Jumper Length
Mainline Cable & Distribution																			RAYCAP RVZDC-627-PF-48	3	6X6 HYBRID CABLE	1	1-5/8"	155'				
																					6X6 HYBRID CABLE	2	1-5/8"	215'				
Alpha Sector	A	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	40	0	2	-	-	-	-	ERICSSON 4890	1			HYBRID JUMPER FOR ERICSSON 4890	-	5/8"	-	1	15'	8	10'
	B	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	40	0	4	-	-	-	-	ERICSSON 4490	1			HYBRID JUMPER FOR ERICSSON 4490	-	5/8"	-	1	15'	4	10'
	C	proposed	127	ERICSSON AIR6419	1	28.3	16.1	8	71	40	0	0	-	-	-	-	-	-			HYBRID JUMPER FOR ERICSSON AIR6419	-	5/8"	-	1	15'	-	-
	D	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beta Sector	E	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	F	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	160	0	2	-	-	-	-	ERICSSON 4890	1			HYBRID JUMPER FOR ERICSSON 4890	-	5/8"	-	1	15'	8	10'
	G	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	160	0	4	-	-	-	-	ERICSSON 4490	1			HYBRID JUMPER FOR ERICSSON 4490	-	5/8"	-	1	15'	4	10'
	H	proposed	127	ERICSSON AIR6419	1	28.3	16.1	8	71	160	0	0	-	-	-	-	-	-			HYBRID JUMPER FOR ERICSSON AIR6419	-	5/8"	-	1	15'	-	-
Gamma Sector	I	empty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	J	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	280	0	2	-	-	-	-	ERICSSON 4890	1			HYBRID JUMPER FOR ERICSSON 4890	-	5/8"	-	1	15'	8	10'
	K	proposed	127	COMMSCOPE NHH-65C-R2B	1	96	11.9	7.1	51.6	280	0	4	-	-	-	-	ERICSSON 4490	1			HYBRID JUMPER FOR ERICSSON 4490	-	5/8"	-	1	15'	4	10'
	L	proposed	127	ERICSSON AIR6419	1	28.3	16.1	8	71	280	0	0	-	-	-	-	-	-			HYBRID JUMPER FOR ERICSSON AIR6419	-	5/8"	-	1	15'	-	-
					Antenna Total	9								Coax Total	0		RRU Total	6	Distro Box Total	3	Hybrid Cable Total	3		Jumper Total	9		RF Jumper Total	36

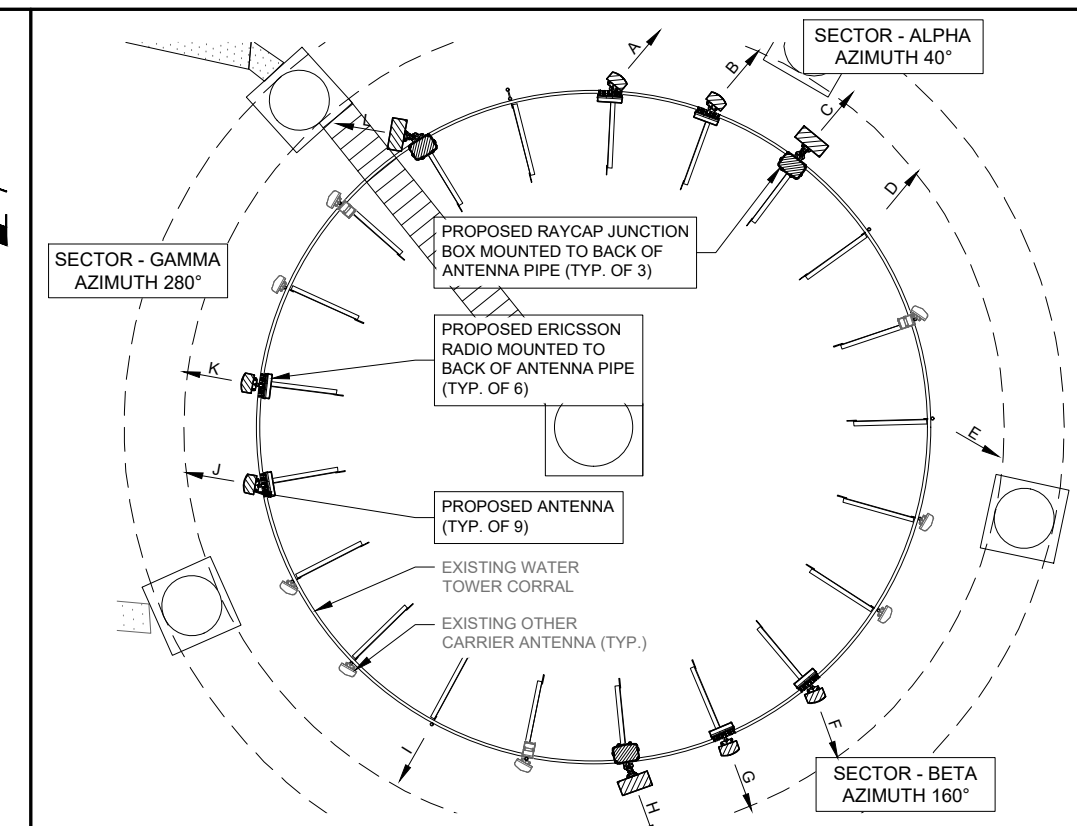
1 ANTENNA KEYS

NOTES

- THIS DRAWING IS FOR EXHIBIT AND LAYOUT PURPOSES ONLY.
- G.C. TO VERIFY ANTENNA TECHNOLOGIES PRIOR TO REMOVAL OF ANY ANTENNAS.
- G.C. SHALL USE LOW PIM DEVICES WITHIN 10' OF ANTENNAS WHERE EXTERNAL PIM CAN INTERFERE WITH WIRELESS SIGNAL RECEPTION.
- CONTRACTOR SHALL VERIFY CABLE LENGTHS BEFORE ORDERING.
- PASSING MOUNT ANALYSIS BY COLLIERS ENGINEERING & DESIGN, DATED APRIL 26, 2024.



2 EXISTING ANTENNA LAYOUT
N.T.S.



3 PROPOSED ANTENNA LAYOUT
N.T.S.

NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM
B	EME STUDY ADDED	08/30/24	CEB
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB
1	REVISED PER CLIENT COMMENT	12/10/24	CEB

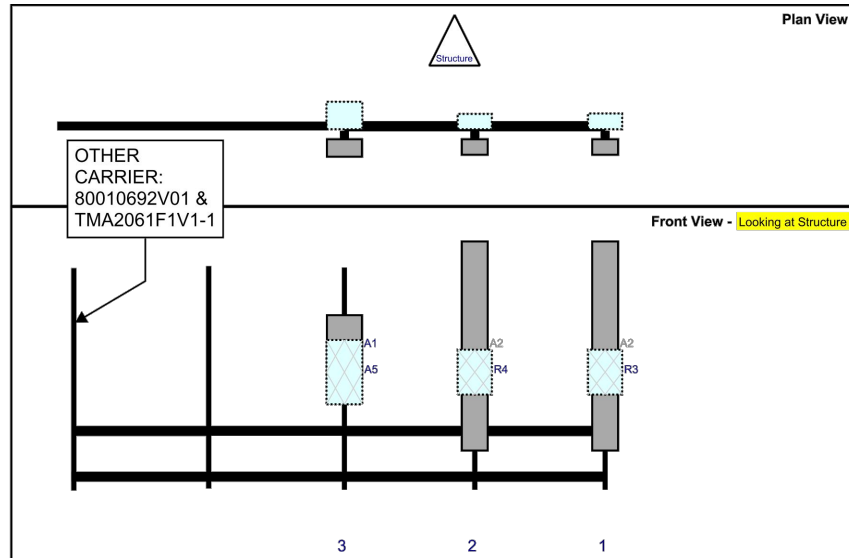
MDG #: 5000309199
SPRC WILLARD WATER TANK - A
 512 E. JACKSON ST.
 WILLARD, MO 65781

DRAWN BY: MLM
 CHECKED BY: JZ
 DATE: 07/26/24
 PROJECT #: 54-1540

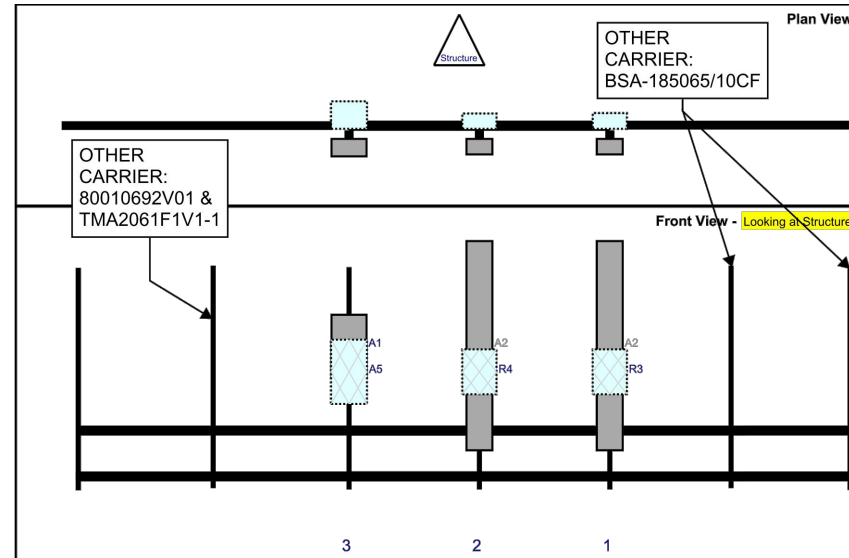
SHEET TITLE
ANTENNA KEYS & LAYOUT

SHEET NUMBER

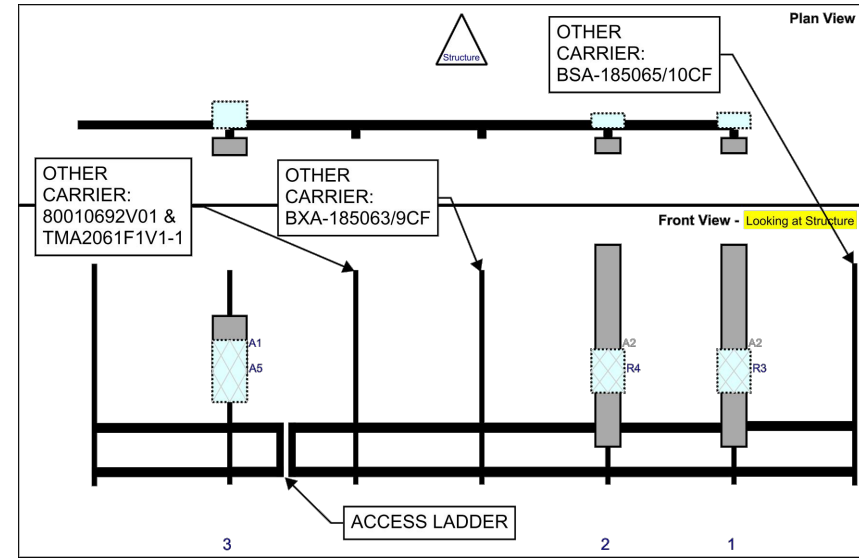
ANT-2



SECTOR: A



SECTOR: B



SECTOR: C

ANTENNA PLACEMENT

SECTOR: A

Ref#	Model	Height (in)	Width (in)	H Dist Frm L.	Pipe #	Pipe Pos V	Ant Pos	C. Ant Frm T.	Ant H Off	Status	Validation
A2	NHH-65C-R2B	96	11.9	120	1	a	Front	36	0	Added	
R3	4890	20.6	15.7	120	1	a	Behind	48	0	Added	
A2	NHH-65C-R2B	96	11.9	60	2	a	Front	36	0	Added	
R4	4490.00	20.6	15.7	60	2	a	Behind	48	0	Added	
A1	AIR6419	28.3	16.1		3	a	Front	36	0	Added	
A5	RVZDC-6627-PF-48	29.5	16.5		3	a	Behind	48	0	Added	

SECTOR: C

Ref#	Model	Height (in)	Width (in)	H Dist Frm L.	Pipe #	Pipe Pos V	Ant Pos	C. Ant Frm T.	Ant H Off	Status	Validation
A2	NHH-65C-R2B	96	11.9	240	1	a	Front	36	0	Added	
R3	4890	20.6	15.7	240	1	a	Behind	48	0	Added	
A2	NHH-65C-R2B	96	11.9	180	2	a	Front	36	0	Added	
R4	4490.00	20.6	15.7	180	2	a	Behind	48	0	Added	
A1	AIR6419	28.3	16.1		3	a	Front	36	0	Added	
A5	RVZDC-6627-PF-48	29.5	16.5		3	a	Behind	48	0	Added	

SECTOR: B

Ref#	Model	Height (in)	Width (in)	H Dist Frm L.	Pipe #	Pipe Pos V	Ant Pos	C. Ant Frm T.	Ant H Off	Status	Validation
A2	NHH-65C-R2B	96	11.9	120	1	a	Front	36	0	Added	
R3	4890	20.6	15.7	120	1	a	Behind	48	0	Added	
A2	NHH-65C-R2B	96	11.9	60	2	a	Front	36	0	Added	
R4	4490.00	20.6	15.7	60	2	a	Behind	48	0	Added	
A1	AIR6419	28.3	16.1		3	a	Front	36	0	Added	
A5	RVZDC-6627-PF-48	29.5	16.5		3	a	Behind	48	0	Added	

NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM
B	EME STUDY ADDED	08/30/24	CEB
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB
1	REVISED PER CLIENT COMMENT	12/10/24	CEB

MDG #: 5000309199
SPRC WILLARD
WATER TANK - A

512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

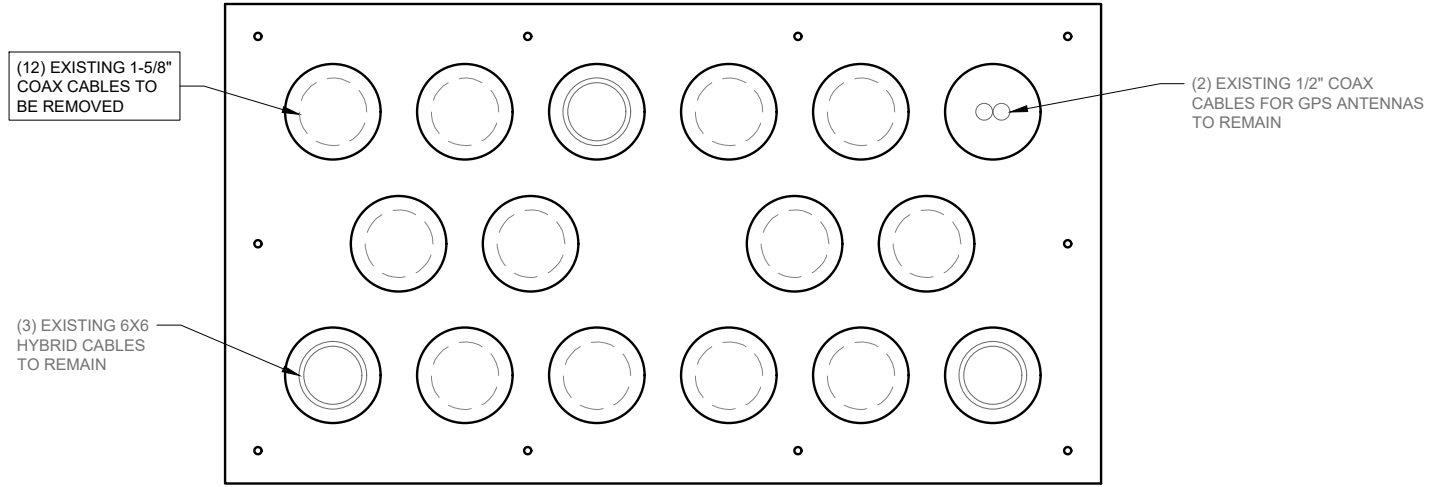
SHEET TITLE
SECTOR PLAN
& ELEVATION DETAILS

SHEET NUMBER
ANT-3
56



1 LESSEE ENTRY PANEL

NOTE:
G.C. TO VERIFY CORRECT
LINES PRIOR TO DISCONNECTION

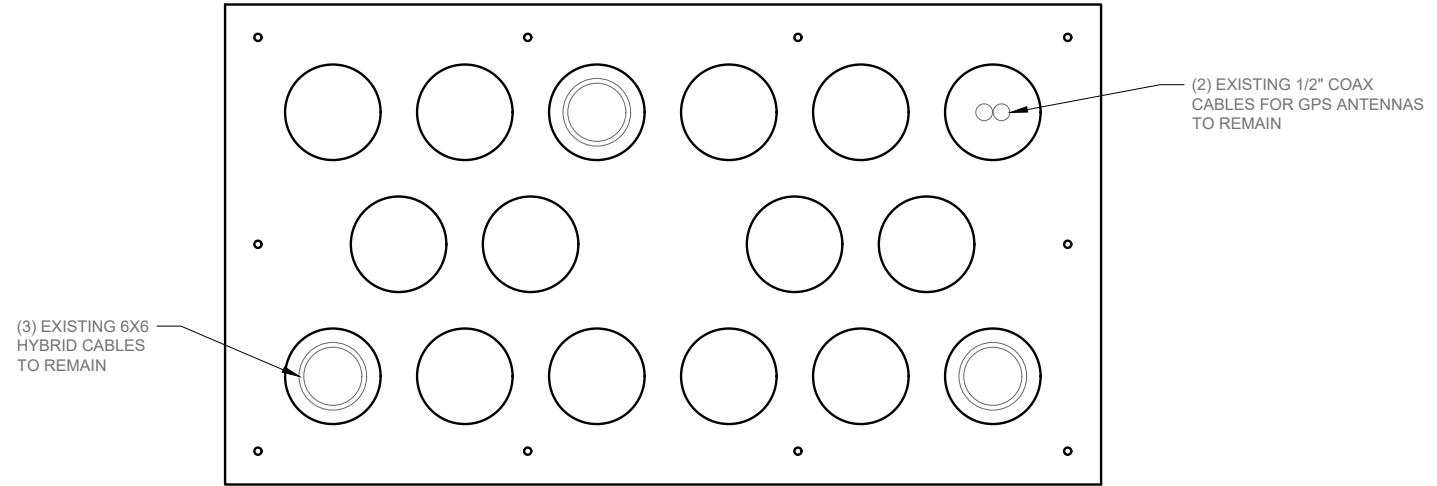


2 EXISTING ENTRY PANEL LAYOUT FROM OUTSIDE SHELTER
N.T.S.

PARTS LIST

- (6) COMMSCOPE NHH-65C-R2B
- (3) ERICSSON AIR6419
- (3) ERICSSON 4490
- (3) ERICSSON 4890
- (3) RAYCAP RVZDC-6627-PF-48 (TOWER)
- (3) RAYCAP RVZDC-4520-RM-48 (SHELTER)
- (1) ERICSSON KDU1370015/11 (SHELTER)
- (1) ERICSSON NTB1010067/13 (SHELTER)

- NOTES:
1. GC IS TO SUPPLY WEATHERPROOFING BOOTS FOR CONNECTIONS.
 2. HOISTING GRIP MUST BE USED FOR EVERY 200 FEET OF CABLE.
 3. G.C. TO CAP ALL UNUSED CABLE ENTRY PORTS.
 4. G.C. TO ENSURE ALL PORTS ARE PROPERLY SEALED AND WEATHERPROOFED.



3 PROPOSED ENTRY PANEL LAYOUT FROM OUTSIDE SHELTER
N.T.S.

REVISIONS		NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM		
B	EME STUDY ADDED	08/30/24	CEB		
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB		
1	REVISED PER CLIENT COMMENT	12/10/24	CEB		

MDG #: 5000309199
SPRC WILLARD
WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
COAX ENTRY PANEL
&
PARTS LIST

SHEET NUMBER
ANT-4
57



10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211



600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-698-6400
FAX: 847-698-6401

DESIGN FIRM # E-2015004018

NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM
B	EME STUDY ADDED	08/30/24	CEB
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB
1	REVISED PER CLIENT COMMENT	12/10/24	CEB

MDG #: 5000309199
SPRC WILLARD WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

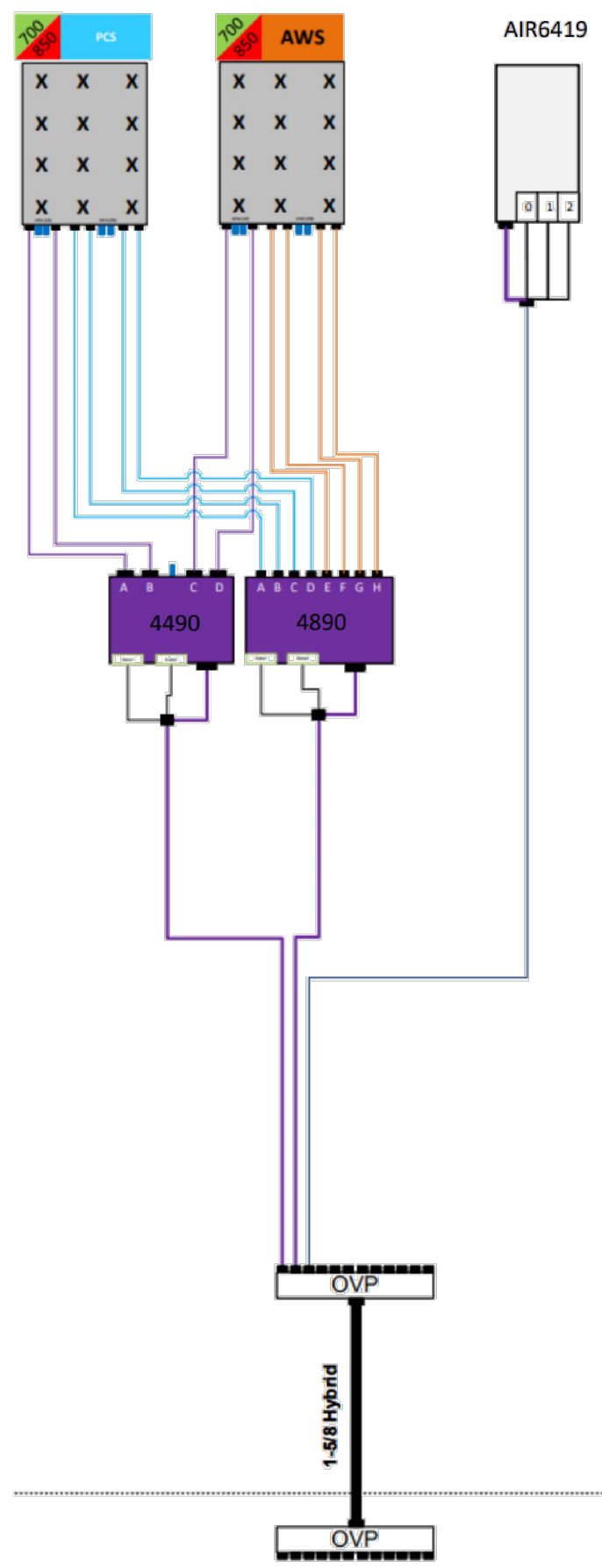
DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
ANTENNA PLUMBING DIAGRAM

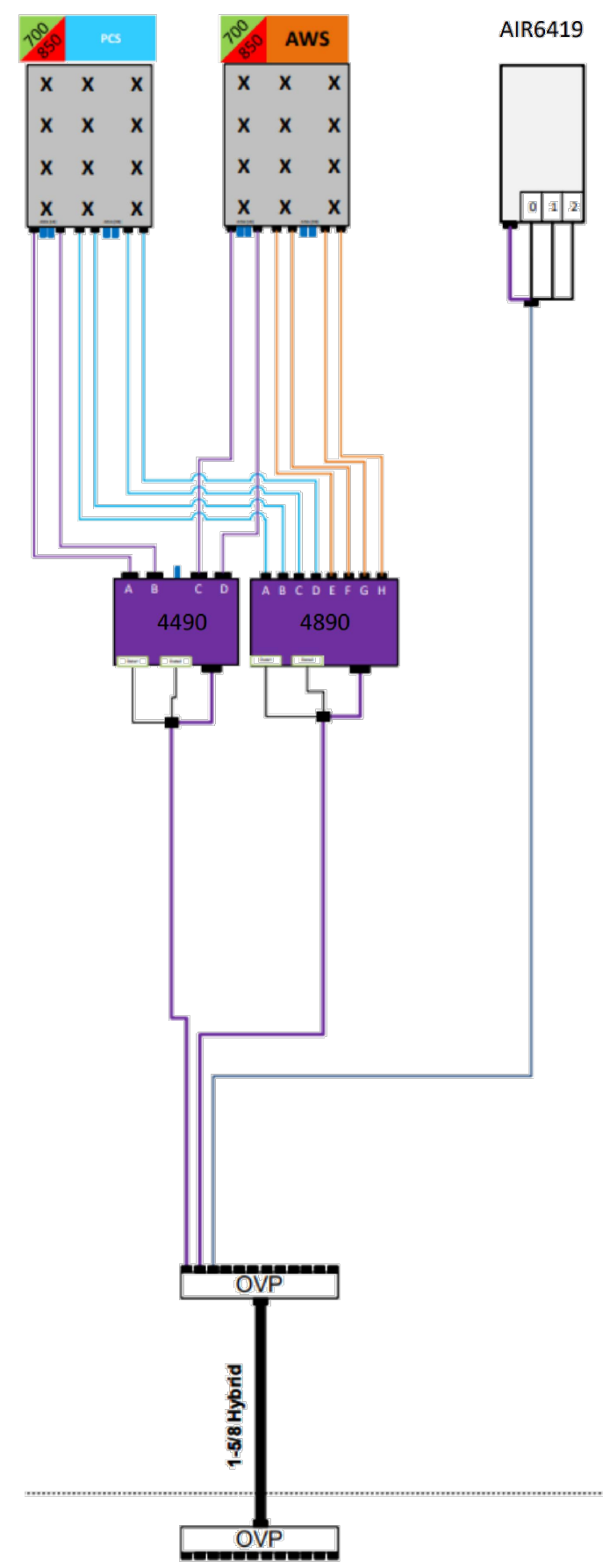
SHEET NUMBER

ANT-5

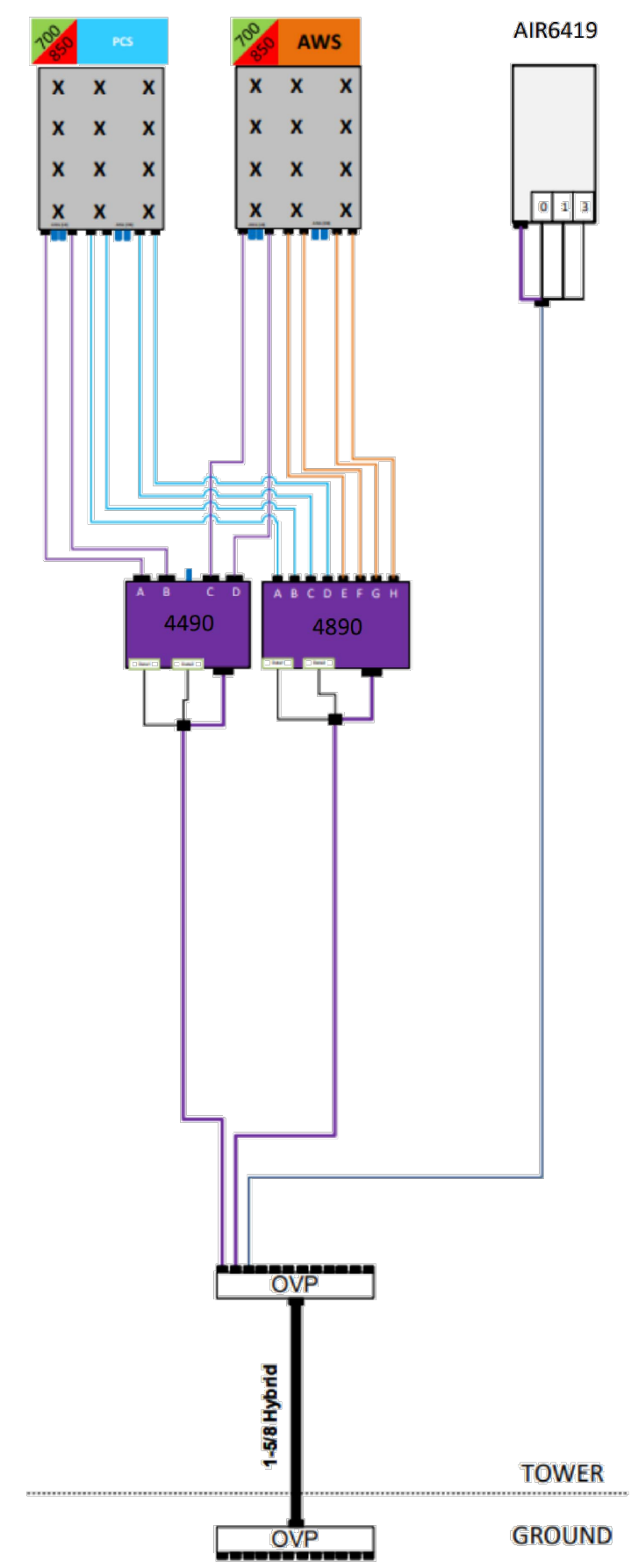
Sector A



Sector B



Sector C



GENERAL NOTES

1. THE CONTRACTOR SHALL SUPERVISE AND DIRECT ALL WORK USING HIS OR HER BEST SKILL AND ATTENTION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, PROCEDURES AND SEQUENCES FOR COORDINATING ALL PORTIONS OF THE WORK UNDER THE CONTRACT.
2. THE CONTRACTOR SHALL VISIT THE JOB SITE TO REVIEW THE SCOPE OF WORK AND EXISTING CONDITIONS INCLUDING, BUT NOT LIMITED TO ELECTRICAL SERVICE AND OVERALL COORDINATION.
3. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO SUBMITTING HIS BID. ANY DISCREPANCIES, CONFLICTS OR OMISSIONS, ETC. SHALL BE REPORTED TO VERIZON WIRELESS BEFORE PROCEEDING WITH THE WORK.
4. THE CONTRACTOR SHALL PROTECT ALL AREAS FROM DAMAGE WHICH MAY OCCUR DURING CONSTRUCTION. ANY DAMAGE TO NEW AND EXISTING CONSTRUCTION, STRUCTURE, OR EQUIPMENT SHALL BE IMMEDIATELY REPAIRED OR REPLACED TO THE SATISFACTION OF VERIZON WIRELESS, AT THE EXPENSE OF THE CONTRACTOR.
5. THE CONTRACTOR SHALL SAFEGUARD THE OWNER'S PROPERTY DURING CONSTRUCTION AND SHALL REPLACE ANY DAMAGED PROPERTY OF THE OWNER TO ORIGINAL CONDITION WITH THE APPROVAL OF THE OWNER.
6. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ALL EXISTING UTILITIES WHETHER SHOWN HEREON OR NOT, AND TO PROTECT THEM FROM DAMAGE. THE CONTRACTOR SHALL BEAR ALL EXPENSES FOR REPAIR OR REPLACEMENT OF UTILITIES OR OTHER PROPERTY DAMAGED IN CONJUNCTION WITH THE EXECUTION OF WORK.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE SECURITY OF THE SITE WHILE THE JOB IS IN PROGRESS AND UNTIL THE JOB IS COMPLETE.
8. ALL CONSTRUCTION WORK SHALL CONFORM TO THE I.B.C. AND ALL APPLICABLE LOCAL REGULATIONS, ORDINANCES, STATUTES AND CODES.
9. VERIZON WIRELESS SHALL OBTAIN THE CONSTRUCTION PERMIT, UNLESS JURISDICTION REQUIRES PERMIT TO BE PICKED UP BY A GENERAL CONTRACTOR. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ADDITIONAL PERMITS, LICENSES AND INSPECTIONS NECESSARY FOR PERFORMANCE OF THE WORK AND INCLUDE THOSE IN THE COST OF THE WORK TO THE OWNER.
10. CITY APPROVED PLANS SHALL BE KEPT IN A PLAN BOX AND SHALL NOT BE USED BY WORKMEN. ALL CONSTRUCTION SETS SHALL REFLECT SAME INFORMATION. THE CONTRACTOR SHALL ALSO MAINTAIN IN GOOD CONDITION ONE COMPLETE SET OF PLANS WITH ALL REVISIONS, ADDENDA AND CHANGE ORDERS ON THE PREMISES AT ALL TIMES. THESE ARE TO BE UNDER THE CARE OF JOB SUPERINTENDENT.
11. THE CONTRACTOR SHALL PROVIDE A PORTABLE FIRE EXTINGUISHER WITH A RATING OF NOT LESS THAN 2-A OR 2-A:10-B:C WITHIN 75 FEET OF TRAVEL DISTANCE TO ALL PORTIONS OF THE BUILD OUT AREA DURING CONSTRUCTION.
12. ANY CONNECTION FEES FOR TEMPORARY ELECTRICAL SERVICE SHALL BE PAID BY THE CONTRACTOR.
13. THE GENERAL CONTRACTOR SHALL PROVIDE ALL NECESSARY TEMPORARY POWER. CONTRACTOR SHALL NOT USE THE VERIZON WIRELESS GENERATOR ON SITE.

ABBREVIATIONS

AGL	ABOVE GRADE LINE	GC	GENERAL CONTRACTOR
AMP	AMPERE	GND	GROUND
ARCH	ARCHITECT	HT	HEIGHT
BLDG	BUILDING	LF	LINEAR FEET
CL	CENTER LINE	MIN	MINIMUM
CONC	CONCRETE	MISC	MISCELLANEOUS
CONST	CONSTRUCTION	NTS	NOT TO SCALE
CONTR	CONTRACTOR	OC	ON CENTER
DET	DETAIL	PL	PLATE
DIA	DIAMETER	REQ'D	REQUIRED
DIAG	DIAGONAL	SF	SQUARE FEET
DIM	DIMENSION	SHT	SHEET
DN	DOWN	SIM	SIMILAR
DWG	DRAWING	SPECS	SPECIFICATIONS
EA	EACH	STD	STANDARD
ELEC	ELECTRICAL	STL	STEEL
ELEV	ELEVATOR, ELEVATION	STRUCT	STRUCTURAL
EQ	EQUAL	TC	TOP OF CURB
EQUIP	EQUIPMENT	TERRA	TERRA CONSULTING GROUP
EXIST	EXISTING	TOP	TOP OF PAVING
FND	FOUNDATION	TOS	TOP OF STEEL
FTG	FOOTING	TOC	TOP OF CONCRETE
GA	GAUGE	TYP	TYPICAL
GALV	GALVANIZED	UNO	UNLESS NOTED OTHERWISE

UNAVAILABLE

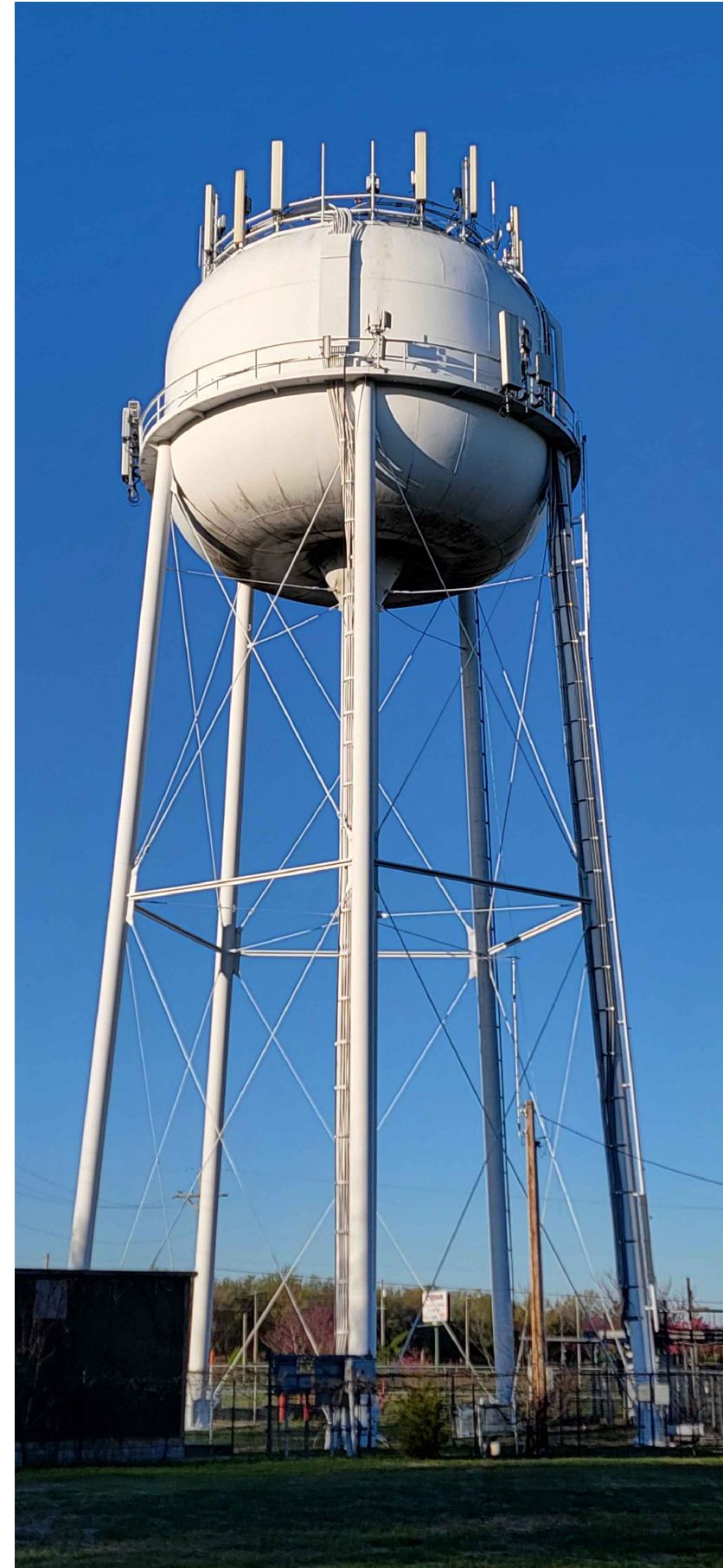
1 EXISTING ASR SIGN PHOTO
N.T.S.



2 LESSEE COAX ROUTE ON ICE BRIDGE
N.T.S.



3 LESSEE COAX ROUTE @ TOP
N.T.S.



4 EXISTING TOWER PHOTO
N.T.S.

Item # 12.

verizon
10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211

TERRA
CONSULTING GROUP, INC.
600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-698-6400
FAX: 847-698-6401

DESIGN FIRM # E-2015004018

REVISIONS		NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM		
B	EME STUDY ADDED	08/30/24	CEB		
0	ISSUED FOR CONSTRUCTION	10/30/24	CEB		
1	REVISED PER CLIENT COMMENT	12/10/24	CEB		

MDG #: 5000309199
**SPRC WILLARD
WATER TANK - A**

512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
**GENERAL NOTES
&
SITE PHOTOS**

SHEET NUMBER

N-1

59



1 EXISTING ALPHA SECTOR
N.T.S.



2 EXISTING BETA SECTOR
N.T.S.



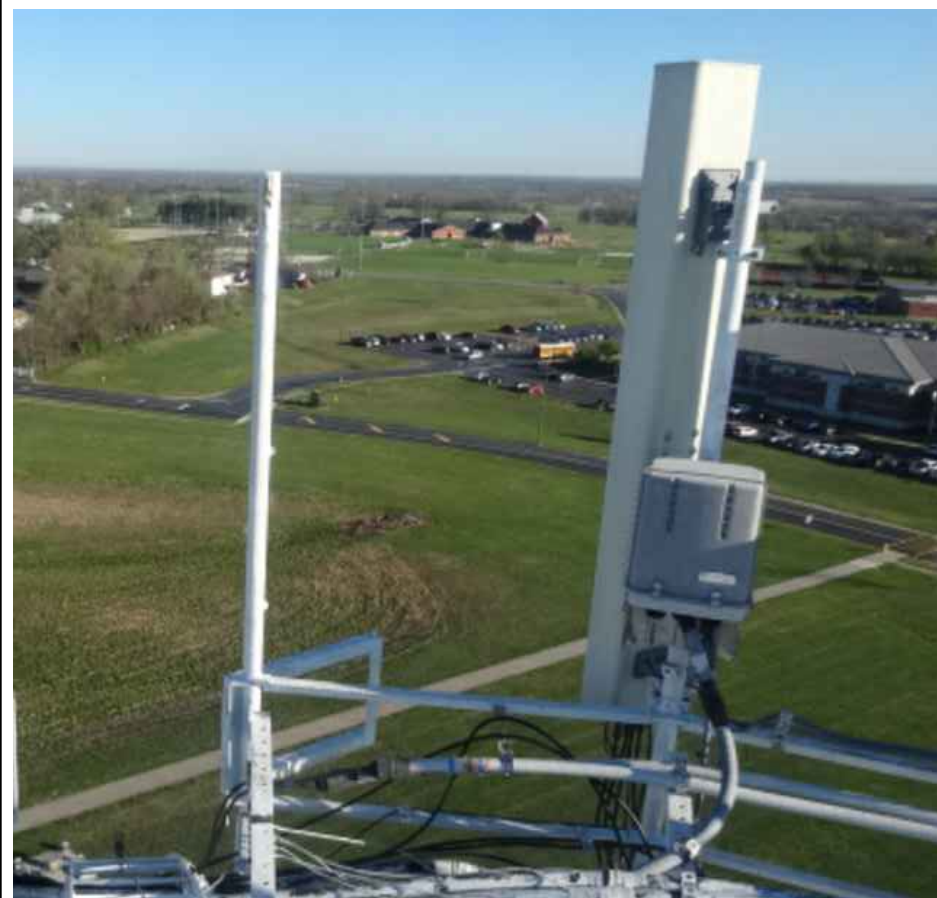
3 EXISTING GAMMA SECTOR
N.T.S.



4 EXISTING ALPHA SECTOR RRU AND RAYCAP LOCATION
N.T.S.



5 EXISTING BETA SECTOR RRU AND RAYCAP LOCATION
N.T.S.



6 EXISTING GAMMA SECTOR RRU AND RAYCAP LOCATION
N.T.S.

Item # 12.

verizon
10740 NALL AVE, SUITE 400
OVERLAND PARK, KS 66211

TERRA
ENGINEERING ARCHITECTURE INTERIORS
600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-698-6400
FAX: 847-698-6401
DESIGN FIRM # E-2015004018

NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM
B	EME STUDY ADDED	08/30/24	CEB
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MDG #: 5000309199
SPRC WILLARD
WATER TANK - A
512 E. JACKSON ST.
WILLARD, MO 65781

DRAWN BY: MLM
CHECKED BY: JZ
DATE: 07/26/24
PROJECT #: 54-1540

SHEET TITLE
SITE PHOTOS

SHEET NUMBER

N-2

60

Mount Desktop – Post Modification Inspection (PMI) Report Requirements

Documents & Photos Required from Contractor – **Passing Mount Analysis**

Passing Mount Analysis requires a PMI due to a modification in loading.

Electronic pdf version of this can be downloaded at <https://pmi.vzwsmart.com>.

For additional questions and support, please reach out to pmisupport@colliersengineering.com

MDG #: 5000309199

SMART Project #: 10220066

Fuze Project ID: 16947572

Purpose – to provide SMART Tool structural vendor the proper documentation in order to complete the required Mount Desktop review of the Post Modification Inspection Report.

- Contractor is responsible for making certain the photos provided as noted below provide confirmation that the installation was completed in accordance with this Passing Mount Analysis.
- Contractor shall relay any data that can impact the performance of the mount, this includes safety issues.

Base Requirements:

- If installation will cause damage to the structure, the climbing facility, or safety climb if present or any installed system, SMART Tool vendor to be notified prior to install. Any special photos outside of the standard requirements will be indicated on the drawings.
- Provide “as built mount drawings” showing contractor’s name, contact information, preparer’s signature, and date. Any deviations from the drawings (Proposed modification) shall be shown. NOTE: If loading is different than what is conveyed in the passing mount analysis (MA) contact the SMART Tool vendor immediately.
- Each photo should be time and date stamped
- Photos should be high resolution.
- Contractor shall ensure that the safety climb wire rope is supported and not adversely impacted by the install of the modification components. This may involve the install of wire rope guides, or other items to protect the wire rope. If there is conflict, contact the SMART Tool engineer for recommendations.
- The PMI can be accessed at the following portal: <https://pmi.vzwsmart.com>

Photo Requirements:

- Photos taken at ground level
 - Photo of Gate Signs showing the tower owner, site name, and number.
 - Overall tower structure after installation.
 - Photos of the mount after installation; if the mounts are at different rad elevations, pictures must be provided for all elevations that equipment was installed.
- Photos taken at Mount Elevation
 - Photos showing the safety climb wire rope above and below the mount prior to installation.
 - Photos showing the climbing facility and safety climb if present.
 - Photos showing each individual sector after installation. Each entire sector shall be in one photo to show the interconnection of members.

- These photos shall also certify that the placement and geometry of the equipment on the mount is as depicted in the antenna placement diagram in this form.
- Photos that show the model number of each antenna and piece of equipment installed per sector.

Antenna & equipment placement and Geometry Confirmation:

- The contractor shall certify that the antenna & equipment placement and geometry is in accordance with the sketch and table as included in the mount analysis and noted below.
 - The contractor certifies that the photos support and the equipment on the mount is as depicted on the sketch and table included in this form and with the mount analysis provided.

OR

- The contractor notes that the equipment on the mount is not in accordance with the sketch and has noted the differences below and provided photo documentation of any alterations.

Special Instructions / Validation as required from the MA or any other information the contractor deems necessary to share that was identified:

Issue:

Response:

Special Instruction Confirmation:

- The contractor has read and acknowledges the above special instructions.
- All hardware listed in the Special Instructions above (if applicable) has been properly installed, and the existing hardware was inspected.
- The material utilized was as specified in the SMART Tool engineering vendor Special Instructions above (if applicable) and included in the material certification folder is a packing list or invoice for these materials.

OR

- The material utilized was approved by a SMART Tool engineering vendor as an “equivalent” and this approval is included as part of the contractor submission.

Comments:

Contractor certifies that the climbing facility / safety climb was not damaged prior to starting work:

Yes No

Contractor certifies no new damage created during the current installation:

Yes No

Contractor to certify the condition of the safety climb and verify no damage when leaving the site:

Safety Climb in Good Condition Safety Climb Damaged

Contractor to provide measurement from top of the highest equipment/steel to the bottom of the lowest equipment/steel by documenting it using the most appropriate illustration below along with supporting photos:

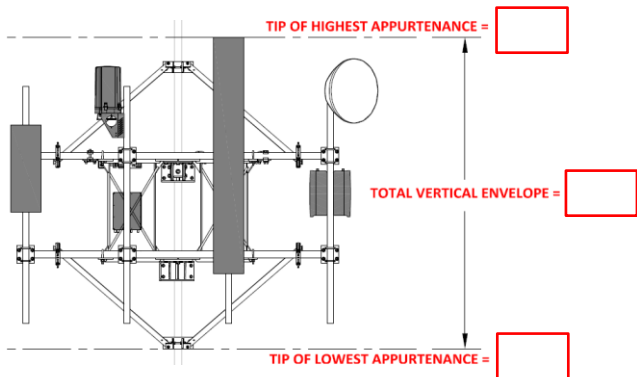


Illustration #1

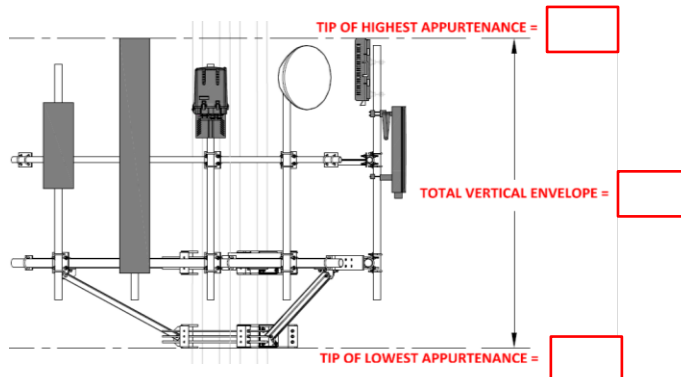


Illustration #2

Certifying Individual:

Company:	
Employee Name:	
Contact Phone:	
Email:	
Date:	

Terra Consulting Group
1500 Lake Shore Drive, Suite 225
Columbus, OH 43204
(614) 754-9106
terramounts@terra ltd.com

Water Tank Structural Analysis Report

Terra Consulting Group Project #: 54-1540 REV 1

October 29, 2024

Site Information

PSLC: 237385
Site Name: Willard Water Tank - A
MDG Location No. 5000309199
Carrier Name: Verizon Wireless
Address: 512 E. Jackson Street
Willard, MO 65781
GREENE COUNTY
Latitude: 37.299261°
Longitude: -93.418025°

Structure Information

Tower Type: 124-Ft Water Tank

FUZE ID # 16947572

Analysis Results

Water Tank: **Sufficient**

Report Prepared By: Matthew Wozniak, P.E.
mattw@terra ltd.com

Matthew Wozniak



10/25/24

Executive Summary:

The objective of this report is to determine the capacity of the water tank tower at the subject facility to support the final wireless telecommunications configuration, per the applicable codes and standards. Any modification listed under Sources of Information was assumed completed and was included in this analysis.

Sources of Information:

Document Type	Remarks
<i>Radio Frequency Data Sheet (RFDS)</i>	<i>Verizon RFDS, FUZE # 16947572, dated October 2, 2024</i>
<i>Mapping Report</i>	<i>Hightower Solutions, dated August 28, 2013</i>
<i>Structural Analysis Report</i>	<i>Destek Engineering, dated December 31, 2013</i>
<i>Water Tank Drawings</i>	<i>Caldwell Tanks, inc., #E-3975, May, 1996</i>

Analysis Criteria:

Water Tank Analysis:

Codes and Standards: ANSI AWWA D100-11

Wind Parameters: Basic Wind Speed, V: 90 mph
 Importance Factor: 1.15
 Wind Exposure Category: C
 Gust Effect Factor: 1.0

Seismic Parameters: S_s: 0.176
 S₁: 0.1

Final Loading Configuration:

The following equipment has been considered for the analysis of the tower:

Mount Elevation (ft)	Equipment Elevation (ft)	Quantity	Manufacturer	Model	Feedlines (in)	Status	Carrier
120	127	3	Ericsson	AIR6419	(3) 1-5/8" Hybrid	Added	VZW
		6	Commscope	NHH-65C-R2B			
		3	Ericsson	4890			
		3	Ericsson	4490			
		3	-	RVZDC-6627-PF-48			
120	127	3	Kathrein Scala	80010692V01	(10) 1-5/8" Coax (Esimated from Photos)	Retained	Other
		3	Triasx	TMA2061F1V1-1			
		4	Antel	BSA-185065/10CF			
		1	Antel	BXA-185063/9CF			
102	102	3	-	Panel Antenna	(3) Hybrid	Retained	Other
		3	-	Panel Antenna			
		6	-	RRH			
		1	-	Dish			

Analysis Results:

Component	Utilization %	Pass/Fail
Water Tank Structure	<i>See Recommendations</i>	<i>Pass</i>
Structure Rating – (Controlling Utilization of all Components)		Sufficient

Recommendation:

Based on the ANSI AWWA D100 and Section 3403 of the 2018 IBC, an increase in wind loads of less than 10% and an increase in gravity load of less than 5% is considered acceptable. Based on this, the relatively small gravity loads produced by Verizon Wireless' proposed equipment are negligible compared to the overall water tank structure. The wind loads produced by Verizon Wireless' proposed equipment and existing equipment of the other carriers exceeds 10% compared to the overall water tank structure.

Per the tank drawings by Caldwell Tanks, Inc. from May of 1996, the water tank structure was designed for a base moment due to seismic forces of 7001320 ft-lbs and a base moment due to wind forces of 3781760 ft-lbs. The design base shear due to wind is 51930 lbs and 69620 lbs due to seismic. The design base moment due to seismic forces is 85% greater than the design base moment due to wind. Although the wind forces exceed the original design wind forces by greater than 10%, the original tank design was controlled by the seismic forces. The increased wind forces are less than the original seismic design forces and therefore are considered acceptable.

The water tank was designed for a total vertical load 2822420 lbs. The percentage increase of vertical loads due to the weight of the additional VZW and other carrier equipment is less than 1% and is negligible compared to the overall water tank structure.

Considering the small percentage increase in base moment and vertical load compared to the original water tank design reactions, it is our opinion that the existing water tank has sufficient capacity to support the proposed loading.

ANSI/ASSP rigging plan review services compliant with the requirements of ANSI/TIA 322 are available for a Construction Class IV site or other, if required. Separate review fees will apply.

Attachments:

1. Analysis Calculations



Water Tank Stability Check

Wind Load Calculations (AWWA D100-11)

Pw:	Wind Pressure	=	$qz * G * Cf$	>=	$30 * Cf$	(psf)	AWWA Section 3.1.4
G:	Gust Effect Factor	=	1.0				AWWA Section 3.1.4
Cf:	Force coefficient	=	Flat	F	1.0		
		=	Cylindrical	C	0.6		AWWA Table 2
		=	Double Curve	DC	0.5		
z:	Height above Grade	ft				AWWA Section 3.1.4	
Kz:	Velocity Pressure	=	$2.01 * (z/zg)^{(2/\alpha)}$				ASCE7-15 or
	Coefficient at z						AWWA Table 3
			$Kz(\min) \leq Kz \leq 2.01$				
I:	Importance Factor	=	1.15				AWWA Section 3.1.4
V:	Basic Wind Speed	=	90	mph			Figure 1, Page 14-18
	Wind Exposure	=	C				
qz:	Velocity Pressure	=	$0.00256 * Kz * I * V^2$				AWWA Section 3.1.4
Top of Tank:		=	123.67	ft			

Tank Area

Member		# of Members	Length or Diameter (ft)	Width (ft)	Depth (ft)	Area (ft)	C/L Elev. (ft)	Kz	Shape/Cf		qz (psf)	Pw (psf)	Wind Load (k)	Base Moment (kip ft)
Tank	Top	1	43.3	12	12	457.8	118.67	1.31	DC	0.5	31.29	15.64	7.16	849.88
Tank	Body	1	43.3	13	13	562.9	105.17	1.28	C	0.6	30.50	18.30	10.30	1083.45
Tank	Bottom	1	43.3	12	12	538.6	87.9267	1.23	DC	0.5	29.37	15.00	8.08	710.41
Tank Legs		5	99	1.5	1.5	743	49.50	1.09	C	0.6	25.99	18.00	13.37	661.57
Riser Cone		1	6.75	10	10	68	83.00	1.22	C	0.6	29.02	18.00	1.22	100.85
Riser		1	77	3.5	3.5	270	38.5	1.09	C	0.6	25.99	18.00	4.85	186.76
Horizontal 1		5	26.5	0.67	0.67	88.3775	49.5	1.09	F	1	25.99	30.00	2.65	131.24
Diagonal 1	1.25"	10	54	0.1	0.1	56.16	74.25	1.19	C	0.6	28.35	18.00	1.01	75.06
Diagonal 2	1.5"	10	54	0.13	0.13	67.5	24.75	1.09	C	0.6	25.99	18.00	1.22	30.07
Handrail		1	45	0.67	0.67	30.015	99	1.26	F	1	30.12	30.12	0.90	89.49
10% Misc. (vent, over flow pipe, etc)							78.73						5.08	399.59
Totals:													55.83	4318.36

Antennas

Wind Direction **80** °

Manufacturer	Antenna	#	Ht (in)	W (in)	D (in)	Frontal Area (sf)	Side Area (sf)	Wt / unit (lbs)	Total Wt (lbs)	AZ °	Project Area (sf)	TL Project Area (sf)	Elev. (ft)	Shape	Cf	qz (psf)	Pw (psf)	Wind Load (k)	Moment (kip ft)
ERICSSON	AIR6419	1	31.3	16.1	9.8	3.5	2.13	71	71	40	4.05	4.05	127	F	1	31.7	31.7	0.13	16.32
ERICSSON	AIR6419	1	31.3	16.1	9.8	3.5	2.13	71	71	160	2.71	2.71	127	F	1	31.7	31.7	0.09	10.92
ERICSSON	AIR6419	1	31.3	16.1	9.8	3.5	2.13	71	71	280	4.02	4.02	127	F	1	31.7	31.7	0.13	16.20
COMMSCOPE	NHH-65C-R2B	2	96.0	11.9	7.1	7.9	4.73	51.6	103	40	9.12	18.24	127	F	1	31.7	31.7	0.58	73.52
COMMSCOPE	NHH-65C-R2B	2	96.0	11.9	7.1	7.9	4.73	51.6	103	160	6.0	12.1	127	F	1	31.7	31.7	0.38	48.69
COMMSCOPE	NHH-65C-R2B	2	96.0	11.9	7.1	7.9	4.73	51.6	103	280	9.07	18.14	127	F	1	31.7	31.7	0.58	73.12
ERICSSON	4490	1	20.6	15.7	7.0	2.25	1.00	68.4	68.4	40	2.36	2.36	127	F	1	31.7	31.7	0.07	9.51
ERICSSON	4490	1	20.6	15.7	7.0	2.25	1.00	68.4	68.4	160	1.38	1.38	127	F	1	31.7	31.7	0.04	5.56
ERICSSON	4490	1	20.6	15.7	7.0	2.25	1.00	68.4	68.4	280	2.45	2.45	127	F	1	31.7	31.7	0.08	9.88
ERICSSON	4890	1	20.6	15.7	7.2	2.25	1.03	69.5	69.5	40	2.38	2.38	127	F	1	31.7	31.7	0.08	9.59
ERICSSON	4890	1	20.6	15.7	7.2	2.25	1.03	69.5	69.5	160	1.40	1.40	127	F	1	31.7	31.7	0.04	5.64
ERICSSON	4890	1	20.6	15.7	7.2	2.25	1.03	69.5	69.5	280	2.46	2.46	127	F	1	31.7	31.7	0.08	9.92
RAYCAP	RVZDC-6627-PF-48	1	28.9	15.7	10.3	3.16	2.07	32	32	40	3.75	3.75	127	F	1	31.7	31.7	0.12	15.12
RAYCAP	RVZDC-6627-PF-48	1	28.9	15.7	10.3	3.16	2.07	32	32	160	2.59	2.59	127	F	1	31.7	31.7	0.08	10.44
RAYCAP	RVZDC-6627-PF-48	1	28.9	15.7	10.3	3.16	2.07	32	32	280	3.68	3.68	127	F	1	31.7	31.7	0.12	14.83
GENERIC PANEL	6'x2'	1	72.0	24.0	8.0	12.00	4.00	50	50	70	12.51	12.51	102	F	1	30.3	30.3	0.38	38.67
GENERIC PANEL	6'x2'	1	72.0	24.0	8.0	12.00	4.00	50	50	190	7.86	7.86	102	F	1	30.3	30.3	0.24	24.30
GENERIC PANEL	6'x2'	1	72.0	24.0	8.0	12.00	4.00	50	50	310	10.78	10.78	102	F	1	30.3	30.3	0.33	33.32
GENERIC PANEL	3'x1.5'	1	36.0	18.0	8.0	4.50	2.00	40	40	70	4.78	4.78	102	F	1	30.3	30.3	0.14	14.78
GENERIC PANEL	3'x1.5'	1	36.0	18.0	8.0	4.50	2.00	40	40	190	3.42	3.42	102	F	1	30.3	30.3	0.10	10.57
GENERIC PANEL	3'x1.5'	1	36.0	18.0	8.0	4.50	2.00	40	40	310	4.42	4.42	102	F	1	30.3	30.3	0.13	13.66
GENERIC PANEL	RRH	2	24.0	12.0	9.0	2.00	1.50	50	100	70	2.23	4.46	102	F	1	30.3	30.3	0.14	13.79
GENERIC PANEL	RRH	2	24.0	12.0	9.0	2.00	1.50	50	100	190	2.09	4.18	102	F	1	30.3	30.3	0.13	12.92
GENERIC PANEL	RRH	2	24.0	12.0	9.0	2.00	1.50	50	100	310	2.43	4.86	102	F	1	30.3	30.3	0.15	15.02
GENERIC PANEL	DISH	1	26.0	26.0	12.0	4.7	2.17	40	40	90	5.00	5.00	102	F	1	30.3	30.3	0.15	15.46
KATHREIN SCALE	80010692V01	1	103.2	11.8	6.0	8.5	4.30	73.2	73.2	20	7.95	7.95	127	F	1	31.7	31.7	0.25	32.04

KATHREIN SCAL	80010692V01	1	103.2	11.8	6.0	8.5	4.30	73.2	73.2	140	7.95	7.95	127	F	1	31.7	31.7	0.25	32.04
KATHREIN SCAL	80010692V01	1	103.2	11.8	6.0	8.5	4.30	73.2	73.2	260	8.46	8.46	127	F	1	31.7	31.7	0.27	34.10
GENERIC PANE	TMA2061F1V1-1	1	14.3	7.9	5.2	0.8	0.51	50	50	20	0.8	0.8	127	F	1	31.7	31.7	0.03	3.39
GENERIC PANE	TMA2061F1V1-1	1	14.3	7.9	5.2	0.8	0.51	50	50	140	0.84	0.84	127	F	1	31.7	31.7	0.03	3.39
GENERIC PANE	TMA2061F1V1-1	1	14.3	7.9	5.2	0.78	0.51	50	50	260	0.78	0.78	127	F	1	31.7	31.7	0.02	3.14
ANTEL	BSA-185065/10CF	1	60.2	6.3	2.0	2.63	0.84	9.1	9.1	20	2.04	2.04	127	F	1	31.7	31.7	0.06	8.22
ANTEL	BSA-185065/10CF	1	60.2	6.3	2.0	2.63	0.84	9.1	9.1	140	2.04	2.04	127	F	1	31.7	31.7	0.06	8.22
ANTEL	BSA-185065/10CF	1	60.2	6.3	2.0	2.63	0.84	9.1	9.1	260	2.63	2.63	127	F	1	31.7	31.7	0.08	10.60
ANTEL	BSA-185065/10CF	1	60.2	6.3	2.0	2.63	0.84	9.1	9.1	260	2.63	2.63	127	F	1	31.7	31.7	0.08	10.60
ANTEL	BXA-185063/9CF	1	48.8	6.1	3.2	2.07	1.08	10	10	20	1.97	1.97	127	F	1	31.7	31.7	0.06	7.94
Totals																		5.690	675.45

Antenna Mount Areas

Member	#	Length or Diam. (in)	W (in)	D (in)	Project Area (sf)	TL Project Area (sf)	Elev. (ft)	Shape	Cf	qz (psf)	Pw (psf)	Antenna Cover (%)	Wind Load (k)	Moment (kip ft)	Wt / ft (lb)	Wt (lb)
VZW Corral	1	288	12	12	24	24	123	F	1	31.5	31.5	5.0%	0.72	88.41	3.66	88
VZW Mount Pipes	21	102	2.88	2.88	2.04	42.84	127	C	0.6	31.7	19.0	30.0%	0.57	72.52	4.75	848
Carrier Mount Pipes	10	96	2.38	2.38	1.59	15.8667	102	C	0.6	30.3	18.2	40.0%	0.17	17.66	7.58	606
Totals														1.46	178.59	

Cables

Cables	Quantity	Quantity in Wind	Width Exp. To Wind (in)	Shape / Cf	Cable Length (ft)	CL Elev (ft)	Projected Area	Wt (lb/ft)	qz (psf)	Pw (psf)	TL Wt. (lb)	Wind Load (k)	Moment (k ft)
VZW Cables	3	2	1.625	C 0.6	127	63.5	34.3958333	0.82	27.4	18.0	312.42	0.619	39.31
Other	3	1	1.625	C 0.6	102	51	13.8125	0.82	26.2	18.0	250.92	0.249	12.68
Other	10	3	1.625	C 0.6	127	63.5	51.59375	0.82	27.4	18.0	1041.4	0.929	58.97

JOB NUMBER: E-3975
DATE : 04/09/96
INPUT BY : TLR
CHECKED BY: 6-20-96

VERTICAL LOADS

DOME HEAD (LBS)	7800.
TOP KNUCKLE (LBS)	15190.
STRAIGHT SHELL (LBS)	17360.
BOTTOM KNUCKLE (LBS)	15220.
BOTTOM TAIL (LBS)	5920.
CONE SECTION (LBS)	2410.
TEN & COMP RINGS (LBS)	2520.
INSERT PLATES (LBS)	3000.
BALCONY GIRDER (LBS)	4680.
COLUMNS (LBS)	53090.
STRUTS (LBS)	2390.
TIE RODS (LBS)	7510.
RISER RODS (LBS)	770.
BASE PLATES (LBS)	2910.
RISER (LBS)	14610.
SMALL PIECES (LBS)	1220.
<hr/>	
TOTAL STEEL WEIGHT (LBS)	156490.
WEIGHT OF WATER (LBS)	2636570.
WEIGHT OF SNOW (LBS)	29360.
<hr/>	
TOTAL WEIGHT ON BASE	2822420.

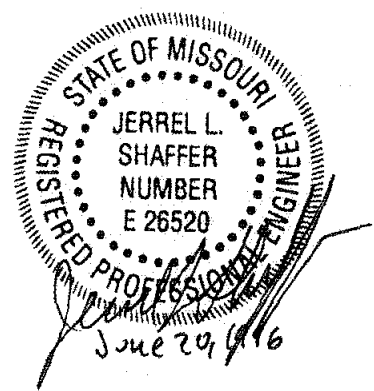
COLUMN FOUNDATION DESIGN LOADS

TOTAL VERTICAL LOADS AT BASE OF COLUMNS

WATER (LBS)	1957490.
STEEL (LBS)	133180.
SNOW (LBS)	29360.

MOMENTS AND SHEARS AT BASE

WIND MOMENT (FT-LBS)	3791760.
WIND SHEAR (LBS)	51930.
SEISMIC MOMENT (FT-LBS)	7001320.
SEISMIC SHEAR (LBS)	89620.



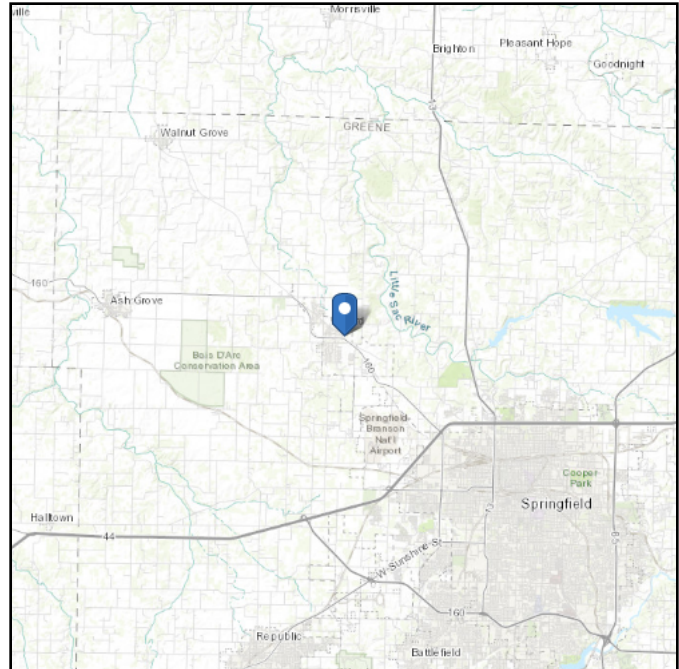
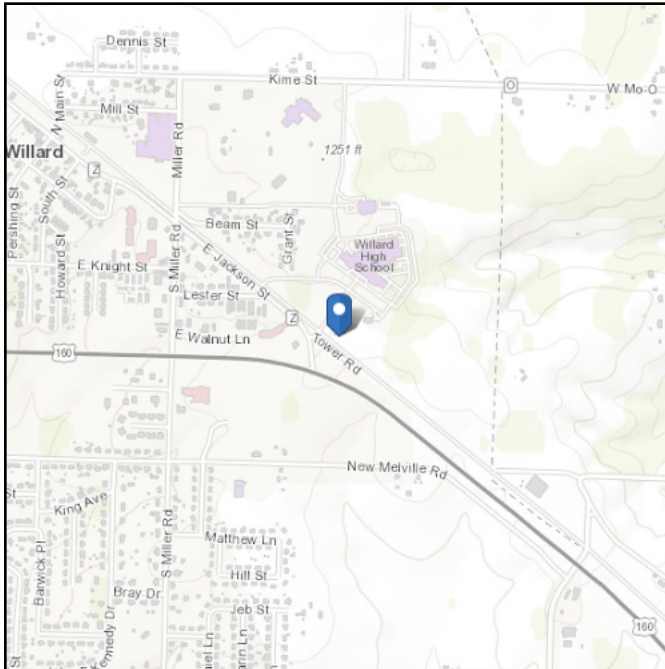


ASCE Hazards Report

Address:
No Address at This Location

Standard: ASCE/SEI 7-16
Risk Category: II
Soil Class: D - Default (see Section 11.4.3)

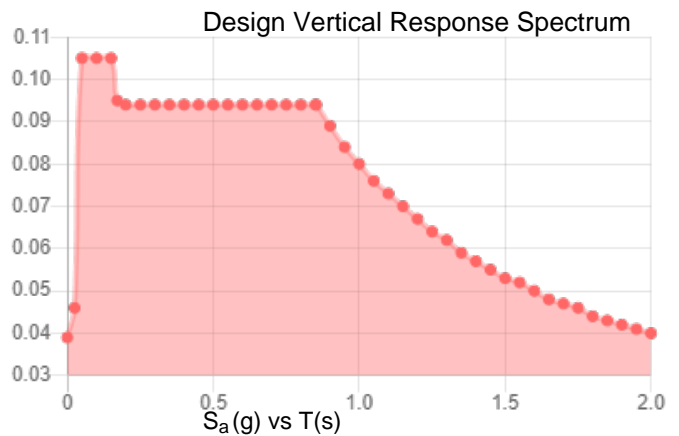
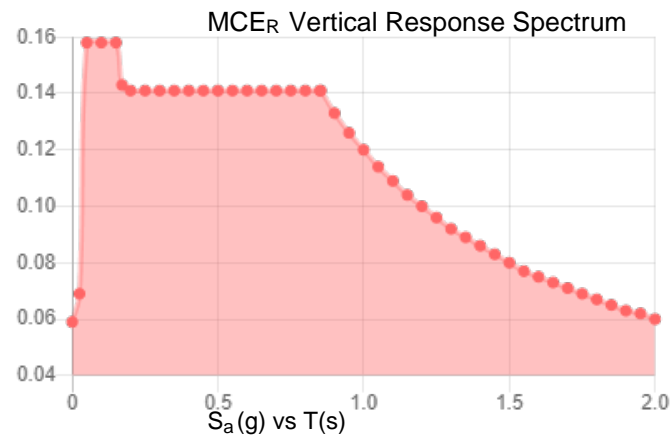
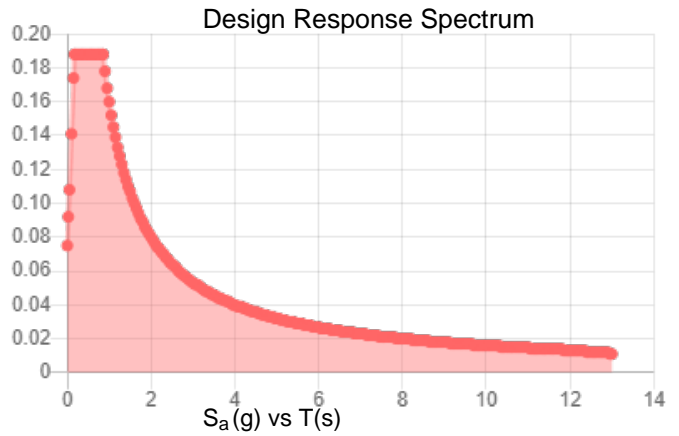
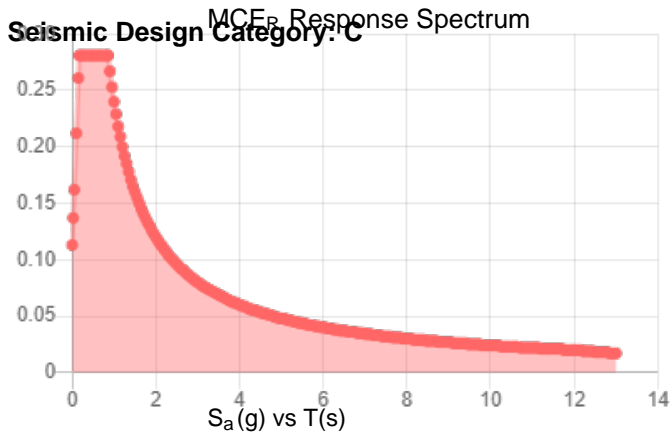
Latitude: 37.299261
Longitude: -93.418025
Elevation: 1239.9757962277806 ft (NAVD 88)



Site Soil Class: D - Default (see Section 11.4.3)

Results:

S_s :	0.176	S_{D1} :	0.16
S_1 :	0.1	T_L :	12
F_a :	1.6	PGA :	0.084
F_v :	2.4	PGA _M :	0.134
S_{MS} :	0.281	F_{PGA} :	1.6
S_{M1} :	0.24	I_e :	1
S_{DS} :	0.188	C_v :	0.7



Data Accessed: Thu Jul 25 2024

Date Source:

USGS Seismic Design Maps based on ASCE/SEI 7-16 and ASCE/SEI 7-16 Table 1.5-2. Additional data for site-specific ground motion procedures in accordance with ASCE/SEI 7-16 Ch. 21 are available from USGS.

The ASCE Hazard Tool is provided for your convenience, for informational purposes only, and is provided “as is” and without warranties of any kind. The location data included herein has been obtained from information developed, produced, and maintained by third party providers; or has been extrapolated from maps incorporated in the ASCE standard. While ASCE has made every effort to use data obtained from reliable sources or methodologies, ASCE does not make any representations or warranties as to the accuracy, completeness, reliability, currency, or quality of any data provided herein. Any third-party links provided by this Tool should not be construed as an endorsement, affiliation, relationship, or sponsorship of such third-party content by or from ASCE.

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CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: A Resolution of the Board of Aldermen of the City Of Willard, Missouri, Authorizing the Mayor to Enter into an Agreement with Sac River Cowboy Church for Waterline Installation

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 2

**CITY OF WILLARD, MISSOURI
RESOLUTION NO. 25-09**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI,
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SAC RIVER COWBOY
CHURCH FOR WATERLINE INSTALLATION.**

WHEREAS, the City of Willard, Missouri ("City"), recognizes the importance of providing reliable and efficient water service to properties within and near its municipal boundaries; and

WHEREAS, Sac River Cowboy Church ("Church") has requested the installation of a water main to its property to support the development and operation of its new development; and

WHEREAS, the City has determined it is in the best interest of the public health, safety, and welfare to enter into an agreement with the Church to facilitate the installation of a water main under specified terms and conditions; and

WHEREAS, the Parties have negotiated an Agreement that outlines the respective responsibilities of the City and the Church concerning materials, labor, permits, and other project requirements, as well as the terms for annexation, payment, and maintenance; and

WHEREAS, the City wishes to formalize and approve the Agreement to ensure clarity, accountability, and adherence to applicable laws and policies.

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

Recognizes the need for the Mayor to enter into the terms of the agreement with the Sac River Cowboy Church.

Dated: This the **10th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk

AGREEMENT FOR WATERLINE INSTALLATION

This Agreement ("Agreement") is made and entered into on _____, by and between the City of Willard, Missouri ("City") and Sac River Cowboy Church ("Church"), collectively referred to as the "Parties."

- A. Project Scope
 - a. The City agrees provide the installation of a water main up to the west side of Farm Road 101 to the Church property
- B. City Responsibilities
 - a. Materials: The City shall provide all necessary materials, including but not limited to:
 - b. Water main parts and materials
 - c. Rock and clean dirt
 - d. Equipment for yard clean-up
 - e. Labor: The City shall provide all required labor for the installation.
 - f. Machinery: The City shall supply all necessary machinery for the project.
 - g. Permits: The City shall obtain all required state work permits.
 - h. Maintenance: The City shall be responsible for all maintenance and repair of the water main.
 - i. Workmanship: The City shall address any defects arising due to workmanship.
- C. Church Responsibilities
 - a. Payment: The Church shall pay for all items provided by the City before the fire suppression line is activated.
 - b. Annexation Consent: The Church shall sign a non-revocable consent to annexation form before the City commences work. If the Church fails to complete annexation, they will still be responsible for payment per this agreement but any connection to the main will be terminated.
 - c. Farm Road 101 Crossing: The Church shall be responsible for contacting Greene County to cross Farm Road 101.
 - d. Connection to City Valve: The Church shall connect to the valve placed by the City on the west side of Farm Road 101.
 - e. Private Line Installation: The Church shall install and maintain the line from the City's valve to the Church building.
 - f. Line Locating: The Church shall be responsible for locating their fire suppression main from the valve to the Church for future inquiries.
- D. Limitations of City Responsibility
 - a. The City shall not be responsible for any line extending from the valve placed on the west side of Farm Road 101, either at present or in the future.
- E. Payment Terms
 - a. The Church shall make full payment for all City-provided items before the activation of the fire suppression line.
 - b. The estimated cost of the total payments by the Church to the City will be \$_____ and will be paid in full by _____.
 - c. Failure to make the payment in full will constitute breach and any connection to the watermain church maybe terminated by the city. The city will not restore water service until payment in full is made and annexation is complete.
- F. Effective Date and Termination
 - a. This Agreement shall become effective upon signing by both Parties.
 - b. The Agreement shall terminate upon completion of the project and fulfillment of all obligations herein.
- G. Governing Law
 - a. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.
- H. Entire Agreement
 - a. This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, whether oral or written.
- I. Amendments
 - a. Any modifications to this Agreement must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: A Resolution Approving Estimate E24-0684 from Nroute Enterprises for the Installation of Equipment in the Two New Police Cruisers.

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 2

**CITY OF WILLARD, MISSOURI
RESOLUTION NO. 25-11**

A RESOLUTION APPROVING ESTIMATE E24-0684 FROM NROUTE ENTERPRISES FOR THE INSTALLATION OF EQUIPMENT IN THE TWO NEW POLICE CRUISERS

WHEREAS, the Board of Aldermen of the City of Willard, Missouri ("City"), previously authorized the addition of new police cruisers to the municipal fleet as part of the approved budget for the current fiscal year; and

WHEREAS, the proper equipping of police cruisers is essential to ensuring public safety, enhancing the effectiveness of law enforcement operations, and maintaining the readiness of the Willard Police Department; and

WHEREAS, NRoute Enterprises has provided an estimate, identified as Estimate E24-0684, for the installation of necessary equipment in the newly authorized police cruisers, including all required materials, labor, and services; and

WHEREAS, the Board of Aldermen has reviewed the estimate and determined that it is in the best interest of the City to approve the estimate and proceed with the installation work as outlined.

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

1. **Approval of Estimate:** The Board of Aldermen hereby approves Estimate E24-0684 from NRoute Enterprises for the installation of equipment in the newly authorized police cruisers.
2. **Authorization to Proceed:** The Mayor or City Administrator is authorized to execute any necessary documents and take all actions required to ensure the timely completion of the work as specified in the estimate.
3. **Budget Compliance:** The cost of the installation shall be paid from the funds allocated in the approved budget for the current fiscal year and shall not exceed the amount of the estimate (\$14,569.91) without approval of the Board of Aldermen.

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

Recognizes the need for the Mayor or City Administrator to execute any necessary documents and take all actions required to ensure the timely completion of the work as specified in the estimate.

Dated: This the **10th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk



6102 North 23rd Street
 Ozark, MO 65721
 Phone 4177312900 www.nroutellc.com

QUOTE Item # 14.

Date	7/2/2024
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Estimate Number	E24-0684
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City of Willard
 Police Department
 224 West Jackson
 Willard, MO 65781

City of Willard
 Police Department
 224 West Jackson
 Willard, MO 65781

MPN	Description	Qty	Cost	Total
	2023 Dodge Charger REVISED 12/12/2024 - changed radar model to DSR 2X- WR			
EMPS2STS5RBW	SoundOff Signal - mpower® 4" Fascia Light w/ Stud Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White - GRILLE	2	146.47	292.94
ETSS100J	Sound Off Signal - 100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	1	209.48	209.48
ETSS100CBKDC15	SoundOff Signal - 100C/100L/100N Series Speaker Bracket (only - no drill) for the Dodge Charger 2015+, Bumper Mount Center	1	68.93	68.93
ENT2B3RBW	SoundOff Signal - Intersector Under Mirror Mount Light, 18 LED, Tricolor - Red/Blue/White	2	200.32	400.64
PNT1CRV03	SoundOff Signal - Curved Surface Adaptors for Intersector - 1-Driver & 1-Passenger w/ Mounting Hardware - Dodge Charger 2011+	1	8.62	8.62
ENFWB00KXR	SoundOff Signal -- nForce Interior Lightbar - Front - 21+ Dodge Charger -- Red/Blue w/ Full Scene	1	1,135.16	1,135.16
ETSA481RSP	SoundOff Signal - nERGY® 400 Series Remote Siren w/ Button Control, 10-16v - for one 100 watt speaker	1	644.05	644.05
ENFWB00SB3	SoundOff Signal - nForce Interior Lightbar - Rear - Red/Blue w/ Brake Option and Amber Arrow -- Charger 21+	1	1,135.16	1,135.16
EMPS2STS4J	SoundOff Signal - mpower® 4" Fascia Light w/ Stud Mount, Black Housing, 12 LED, Dual Color - Red/Blue - REAR LICENSE PLATE	2	131.935	263.87
C-VS-2500-CHGR-2	Havis - Vehicle-Specific 25" Console for 2021+ Dodge Charger Police	1	404.21	404.21
C-EB30-MCS-1P	Havis - 1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Motorola MCS2000 Self-contained Model 2 Or 3	1	0.00	0.00
C-EB40-SO3-1P	Havis - 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits SoundOff Signal Remote Sirens	1	0.00	0.00
C-EB25-VX2-1P	Havis - 1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola Vertex VX-2100, VX-4200, and VX-2200 self-contained radio	1	0.00	0.00
C-FP-25	Havis - 2-1/2" Filler Plate	1	0.00	0.00
CUP2-1001	Havis - Internal cup holders	1	48.71	48.71
C-FP-3	Havis - 3" Filler Plate	1	0.00	0.00
C-AP-0645-1	Havis - 6" Accessory Pocket, 4.5" Deep	1	52.42	52.42
C-ARM-103	Havis - Armrest for top mount, console, large pad	1	132.31	132.31
C-HDM-204	Havis - 8.5" Heavy Duty Telescoping Pole, side mount, short handle	1	167.21	167.21
C-MD-112	Havis - Tilt/swivel slide motion adapter	1	266.81	266.81
UT-1001	Havis - Universal Rugged Cradle for approximately 11"-14" Computing Devices		245.73	245.73
CHARGER15+	Custom Cage - Single Prisoner Partition - Dodge Charger 15+	1	950.00	950.00
	Custom Cage - Window Armor - Rear Passenger Only - Charger 11+	1	305.00	305.00
WEI-005	Weiser Solutions - Handcuff & Clasp-Lock Universal Mount - Universal 36" 6-channel backbone weapon mount with one clasp-style lock and one handcuff-style lock.	1	523.50	523.50

For questions contact, 417-731-2900 or nroutellc@gmail.com

Total



6102 North 23rd Street
 Ozark, MO 65721
 Phone 4177312900 www.nroutellc.com

Item # 14.
QUOTE

Date	7/2/2024
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Estimate Number	E24-0684
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City of Willard
 Police Department
 224 West Jackson
 Willard, MO 65781

City of Willard
 Police Department
 224 West Jackson
 Willard, MO 65781

MPN	Description	Qty	Cost	Total
C-TSM-CHGR-D-1	Havis - 2011-2023 Dodge Charger Trunk Side Mount, driver side	1	256.63	256.63
C-TSM-CHGR-P-1	Havis - 2011-2023 Dodge Charger Trunk Side Mount, passenger side	1	256.63	256.63
807-0001-00	Stalker Radar - Stalker 2X Ka Band	1	3,485.00	3,485.00
200-1145-00	Stalker Radar - 2015-2021 Charger Clamp Mount, CU/Display/Antenna	1	98.00	98.00
200-1477-00	Stalker Radar - 2021 Dodge Charger Rear Antenna Mount	1	113.00	113.00
MB8U	Laird - 3/4" Thru Hole NMO Mount w/ 17ft RG-58	2	15.655	31.31
QWB760	Laird - 815MHz - Whip, Straight RF Antenna 760MHz ~ 870MHz 0dB NMO Base Mount, Black	1	10.39	10.39
ROOF-FT-NITI-M	STI-CO Antenna Systems - Flexi-whip mast only, field or factory tuned from 136 MHz-1 GHz	1	48.00	48.00
4703-080B	Circuit Breaker, Surface Mount, 80 Amp	1	31.50	31.50
7601B	Egis Mobile - TDR Series Time Delay Relay, 160 A, Bulk	1	140.20	140.20
46062	Bussmann Fuse Panel,10-Gang W/ Ground Pad	1	27.00	27.00
	INSTALLATION:			
	Install Exterior Warning Light - GRILLE	2	85.00	170.00
	Install Siren Speaker	1	85.00	85.00
	Install Side Facing Light - UNDER MIRROR	2	170.00	340.00
	Install Front Interior Mounted Light Bar	1	85.00	85.00
	Install Radar System		85.00	85.00
	Install Center Console	1	170.00	170.00
	Install Computer Mount	1	85.00	85.00
	Install Dash Mount Mobile Radio - Standard Vehicle *CUSTOMER SUPPLIED*	2	210.00	420.00
	Install Siren w/ Light Controls	1	170.00	170.00
	Install Weapons Mount, Timer & Switch	1	85.00	85.00
	Install Single Seat Prisoner Partition	1	170.00	170.00
	Install Window Armor - per window	1	42.50	42.50
	Install Rear Interior Mounted Light Bar	1	85.00	85.00
	Install Exterior Warning Light - REAR LICENSE PLATE	2	85.00	170.00
	Install WatchGuard Digital Video System *CUSTOMER SUPPLIED*	1	510.00	510.00
	SHOP SUPPLIES	1	45.00	45.00
	FREIGHT **ESTIMATED** TBD	1	100.00	100.00

For questions contact, 417-731-2900 or nroutellc@gmail.com	Total	\$14,569.91
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CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: A Resolution Adopting the City Clerk & Public Information Officer Job Description for the City of Willard, Missouri

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 2

CITY OF WILLARD, MISSOURI

RESOLUTION NO. 25-12

A RESOLUTION ADOPTING THE CITY CLERK & PUBLIC INFORMATION OFFICER JOB DESCRIPTION FOR THE CITY OF WILLARD, MISSOURI.

WHEREAS, the City of Willard, Missouri, recognizes the need to formally define the roles and responsibilities of the City Clerk & Public Information Officer (PIO) to ensure efficiency, transparency, and accountability in city operations; and

WHEREAS, the City Administrator has prepared and recommended a job description that outlines the duties, qualifications, and expectations for this position; and

WHEREAS, the Board of Aldermen finds that adopting this job description will enhance the administration of municipal records, public communication, and community engagement efforts; and

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

Section 1. The attached City Clerk & Public Information Officer (PIO) job description is hereby adopted as the official job description for this position.

Section 2. This job description shall serve as the basis for evaluating performance, setting expectations, and guiding the execution of duties by the employee serving in this role.

Section 3. The City Administrator is authorized and directed to ensure that the job description is provided to relevant personnel and included in the official records of the City of Willard.

Section 4. This Resolution shall take effect immediately upon its passage and approval.

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

Dated: This the **10th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen City Clerk

Job Title: City Clerk & Public Information Officer (PIO)

Department: Administration

Location: Willard, Missouri

Reports To: City Administrator

FLSA Status: Exempt

Job Summary:

The **City Clerk & Public Information Officer (PIO)** serves as the official custodian of city records while also managing public relations and communications on behalf of the City of Willard. This dual-role position ensures compliance with legal and administrative requirements while also overseeing public engagement, media relations, and community outreach. The City Clerk & PIO works closely with the **City Administrator, Board of Aldermen, City departments, and the public** to maintain government transparency, promote city initiatives, and enhance communication strategies.

Key Responsibilities:

City Clerk Functions:

- Serve as the **official custodian of city records**, ensuring proper retention and organization of ordinances, resolutions, contracts, and meeting minutes.
- Prepare and distribute agendas, packets, and minutes for **Board of Aldermen meetings** and ensure compliance with public meeting laws.
- Oversee legal publications and public notices to maintain statutory compliance.
- Administer and respond to **Missouri Sunshine Law** public records requests.
- Coordinate **municipal elections** in collaboration with the County Clerk.
- Manage business and liquor licensing processes, ensuring accurate records.
- Provide administrative support to the Mayor, Board of Aldermen, and City Administrator.
- Maintain and update city codes and ordinances.

Public Information & Media Relations:

- Serve as the **primary media contact** and manage responses to press inquiries.
- Prepare and distribute press releases, public statements, and informational materials.
- Organize press conferences, media events, and public presentations.
- Develop and implement crisis communication plans; act as the city spokesperson during emergencies.

Community & Digital Engagement:

- Develop and implement city-wide **public information strategies** to keep residents informed.
- Manage the city's **social media accounts, website content, and digital platforms** to enhance public outreach.
- Coordinate the creation and distribution of city newsletters, brochures, and informational materials.
- Oversee content development and administration of the city website, ensuring accessibility and compliance.
- Plan and promote **community events, public education campaigns, and engagement initiatives**.

Internal Communication & Government Relations:

- Serve as a liaison between the city government and the public, fostering positive relations.
- Support internal communications to ensure staff and elected officials are informed about city policies and initiatives.
- Monitor and analyze **public sentiment, media coverage, and community feedback** to adjust communication strategies accordingly.

Skills & Abilities:

- Ability to **multi-task and manage multiple priorities** efficiently.
- Strong organizational skills with attention to detail and accuracy.
- Excellent interpersonal and relationship-building skills.
- Strong problem-solving skills and ability to work independently.

- Ability to handle **sensitive and confidential information** appropriately.
-

Working Conditions:

- **Office environment** with occasional evening and weekend work required.
 - Some **travel** may be necessary for events, meetings, or professional development.
 - Must be able to perform light work exerting up to **20 pounds occasionally** and up to **10 pounds frequently**.
 - Must possess the **visual acuity** to compile and compute data, proofread materials, and operate a computer.
-

Acknowledgment:

I have read and understand the job expectations and responsibilities outlined above. I acknowledge that this document serves as a reference for my role and performance expectations.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: A Resolution Adopting the Public Works & Water-Sewer Director Job Description

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

CITY OF WILLARD, MISSOURI

RESOLUTION NO. 25-13

A RESOLUTION ADOPTING THE PUBLIC WORKS & WATER-SEWER DIRECTOR JOB DESCRIPTION FOR THE CITY OF WILLARD, MISSOURI

WHEREAS, the City of Willard, Missouri, recognizes the need to formally define the roles and responsibilities of the Public Works & Water-Sewer Director to ensure efficiency, compliance, and operational excellence in city infrastructure and utility management; and

WHEREAS, the City Administrator has prepared and recommended a job description that outlines the duties, qualifications, and expectations for this position; and

WHEREAS, the Board of Aldermen finds that adopting this job description will enhance the administration of municipal infrastructure, public works projects, and water-sewer operations; and

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

Section 1. The attached Public Works & Water-Sewer Director job description is hereby adopted as the official job description for this position.

Section 2. This job description shall serve as the basis for evaluating performance, setting expectations, and guiding the execution of duties by the employee serving in this role.

Section 3. The City Administrator is authorized and directed to ensure that the job description is provided to relevant personnel and included in the official records of the City of Willard.

Section 4. This Resolution shall take effect immediately upon its passage and approval.

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

Dated: This the **10th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Mayor Troy Smith

Attested by Rebecca Hansen, City Clerk

Job Title: Public Works & Water-Sewer Director

Department: Public Works

Location: Willard, Missouri

Reports To: City Administrator

FLSA Status: Exempt

Job Summary:

The **Public Works & Water-Sewer Director** is responsible for managing and overseeing the City's infrastructure, public facilities, and water-sewer operations. This position supervises departmental staff, ensures compliance with regulations, and develops and maintains budgets for public works and utility services. The Director works closely with the **City Administrator, Mayor, and Board of Aldermen** to ensure effective service delivery and infrastructure maintenance.

Key Responsibilities:

Public Works Management:

- Oversee the maintenance and repair of **streets, public buildings, and city-owned properties**.
- Supervise capital improvement projects and complex infrastructure upgrades.
- Develop and manage the **public works budget**, ensuring financial efficiency.
- Prepare reports and updates for the Board of Aldermen on department activities.
- Supervise department personnel, conduct employee evaluations, and oversee discipline when necessary.
- Ensure compliance with **federal, state, and local regulations** regarding public works operations.
- Participate in city planning efforts to enhance municipal services and infrastructure.

Water-Sewer Operations:

- Manage and direct the operation of **two water plants, distribution systems, and sewer collection systems**.
- Supervise the **Water Plant Supervisor** and **Water Shop Supervisor**, ensuring effective system operations.

- Oversee the maintenance and repair of **water and sewer lines**, including mapping and documentation.
- Ensure compliance with all regulatory requirements, including permits, water sampling, and health department reporting.
- Review water distribution and sewer system efficiency, making recommendations for improvements.
- Coordinate and oversee the construction of new water and sewer infrastructure.
- Manage emergency response for **water main breaks, sewer line failures, and other utility issues**.

Administrative & Regulatory Compliance:

- Ensure compliance with **Missouri Department of Natural Resources (DNR)** and **Environmental Protection Agency (EPA)** standards.
- Administer and track **Missouri Sunshine Law requests** related to public works and utilities.
- Prepare and submit reports required by regulatory agencies.
- Develop **bid specifications** for major equipment purchases and infrastructure projects.

Community & Interdepartmental Coordination:

- Act as the liaison between the City and the public, contractors, and government entities.
 - Address **public complaints and inquiries** regarding infrastructure, water quality, and sewer concerns.
 - Attend **Board of Aldermen meetings** and provide updates on public works and water-sewer activities.
 - Provide technical guidance to city officials and other departments as needed.
-

Skills & Abilities:

- Ability to **plan, direct, and manage large-scale municipal infrastructure projects**.

- Strong knowledge of **water treatment, water distribution, and sewer collection systems**.
 - Experience in **budgeting, procurement, and personnel management**.
 - Knowledge of **state and federal regulations** related to public works and utilities.
 - Proficiency in **Microsoft Office Suite, GIS mapping software, and water system analysis tools**.
 - Strong communication skills, including the ability to interact professionally with government officials and the public.
-

Working Conditions:

- **75% fieldwork, 25% office work** in varying weather conditions.
 - Regular **on-call status** for emergencies, including after-hours response.
 - Frequent interaction with **contractors, developers, and government agencies**.
 - Must be able to lift **up to 50 lbs** and perform physical labor when necessary.
-

Acknowledgment:

I have read and understand the job expectations and responsibilities outlined above. I acknowledge that this document serves as a reference for my role and performance expectations.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Carolyn Halverson, CFO

SUBJECT: An Ordinance Accepting the Lease by Lakeland Office Systems to Provide a Printer for the Public Works Department and Authorizing the Mayor to Execute All Necessary Documents on Behalf of the City of Willard, Missouri

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 2/10/2025
Bill No: 25-08

Second Reading: 2/24/2025
Ordinance No: 250210

AN ORDINANCE ACCEPTING THE LEASE BY LAKELAND OFFICE SYSTEMS TO PROVIDE A PRINTER FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD, MISSOURI

WHEREAS, the City of Willard, Missouri, has a need for a printer for the Public Works Department; and

WHEREAS, the City of Willard, Missouri, has selected Lakeland Office Systems to provide the services as itemized in detail in “Exhibit A” as attached here unto.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri, is hereby authorized to accept and execute a lease with Lakeland Office Systems to provide the services described in “Exhibit A.”

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the 24th day of February 2025.

Approved By: Troy Smith, Mayor

Attested By: Rebecca Hansen, City Clerk

Approved as to Form By: Nate Dally, City Attorney



RECOMMENDED PRINT SOLUTION

Utility Clerk

Proposed Brand	Model	Qty
Canon	iR ADV DX C259iF	1

Recommended Solution Includes:

- Print Speed: up to 26 ppm (Letter) BW/Color
- Document Feeder: Single Pass Duplex - 200 sheet capacity
- (1) 550-sheet Trays
- Scan up to 200 ipm
- 10.1-inch color touch screen



60 Month Lease:

Lakeland's Total Solution lease includes the equipment, service, and supplies (except staples, paper and network troubleshooting services).

- **Lease Payment** **\$64.57/Month**
- Black and White prints: (C259) \$0.009 per page
- Color prints: (C259) \$0.065 per page

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training Included

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Lakeland Office Systems to order, install and invoice the above listed equipment.



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: An Ordinance of the Board of Aldermen of the City of Willard, Missouri, Establishing a Uniform Policy for Public Works Staff of the City of Willard

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 01/27/2025
Bill No.: 25-07

Second Reading: 02/10/2025
Ordinance No.: 250127C

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A UNIFORM POLICY FOR PUBLIC WORKS STAFF OF THE CITY OF WILLARD

WHEREAS, the City of Willard recognizes the importance of maintaining a professional appearance for its Public Works staff while ensuring their comfort and functionality in performing their duties; and

WHEREAS, the City seeks to implement a clear and enforceable policy regarding the provision, use, and care of uniforms for Public Works employees.

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

SECTION I: The City of Willard hereby establishes a Uniforms policy, a copy of the policy is attached hereto and incorporated herein as if set out in full.

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on this the 10th day of February 2025.

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form: _____
Nate Dally, City Attorney

Purpose

The City of Willard is committed to maintaining a professional and uniform appearance for its Public Works staff while ensuring comfort and functionality on the job. This policy outlines the uniform provisions, responsibilities, and guidelines for employees.

Uniform Provision

1. Annual Issuance:

- The City will annually purchase per employee:
 - **3 City-branded T-shirts**
 - **2 City-branded hooded sweatshirts**
- These items will be issued to employees as needed to ensure each employee has a personal supply as indicated above. If not immediately required, uniforms will be retained in storage until a reasonable shelf supply is available.

2. Sizing:

- Employees are expected to provide their supervisor with accurate and current size information to ensure proper fit and comfort.

Employee Responsibilities

1. Presentation:

- Employees must ensure their uniforms are tidy and well-maintained to present a professional appearance on the job.

2. Laundry:

- A washer and dryer will be installed at the Public Works building to support uniform care. Employees are encouraged to use this equipment to maintain their uniforms in good condition.
- **Personal laundry is prohibited.**

3. Jeans:

- Employees are responsible for providing their own work-appropriate jeans.
- An annual **\$250 uniform allowance** will continue to be provided to assist with this expense.
- Employees may use City equipment to clean their work jeans.

Damaged Uniforms

1. Replacement of Damaged Shirts:

- Employees may turn in damaged City-branded shirts to their supervisor for replacement.
- If shirts are routinely damaged due to negligence, the employee may be required to pay for replacements.

Return of City Property

1. End of Employment:

- Upon termination of employment, all City-branded uniforms must be returned.
- Failure to return City property will result in the cost of replacements being withheld from the employee’s final paycheck.

Acknowledgment

Employees must sign below to indicate their understanding and agreement to the terms of this policy:

Acknowledgment of Uniform Policy

I acknowledge that I have read and understand the City of Willard’s Uniform Policy. I agree to abide by the guidelines and responsibilities outlined herein, including the return of City property upon termination of my employment.

Employee Name: _____

Signature: _____

Date: _____



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: An Ordinance Establishing a Performance Evaluation and Merit Raise Policy for Full Time Employees of the City of Willard

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 01/27/2025
Bill No.: 25-06

Second Reading: 02/10/2025
Ordinance No.: 250127B

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A NEW PERFORMANCE EVALUATION POLICY FOR THE EMPLOYEES OF THE CITY OF WILLARD, MISSOURI

WHEREAS, the policy rewards employees who demonstrate exemplary performance (ratings of 4 and 5), while providing targeted support for those needing improvement; and

WHEREAS, supervisors and employees will work collaboratively to set goals, measure progress, and ensure performance expectations as clear; and

WHEREAS, merit raises are contingent upon available funds, providing the City with greater control over payroll expenses, especially during tight budget years; and

WHEREAS, centralized review by the Human Resources Director and City Administrator ensures evaluation standards are applied uniformly across all departments; and

WHEREAS, midpoint and ad hoc evaluations provide opportunities fro ongoing feedback, fostering professional growth and alignment with City objectives.

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **10th day of February 2025.**

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as Form: _____
Nate Dally, City Attorney



Subject: Adoption of Merit Evaluation and Performance Policy

Background:

Under the current step system, employees receive an automatic 2.5% increase in pay annually, regardless of individual performance. While this approach ensures consistent pay increases, it does not incentivize excellence, reward high performers, or address areas where improvement is needed.

The proposed **Merit Evaluation and Performance Policy** seeks to align employee compensation with performance, foster a culture of accountability, and ensure that salary adjustments are tied to measurable contributions to the City’s goals.

Proposal Overview:

Key Benefits of the Proposed Policy:

- 1. Performance-Driven Compensation:**
 - The policy rewards employees who demonstrate exemplary performance (ratings of 4 and 5), while providing targeted support for those needing improvement.
- 2. Enhanced Accountability:**
 - Supervisors and employees will work collaboratively to set goals, measure progress, and ensure performance expectations are clear.
- 3. Flexibility in Budget Management:**
 - Merit raises are contingent upon available funds, providing the City with greater control over payroll expenses, especially during tight budget years.
- 4. Consistency Across Departments:**
 - Centralized review by the Human Resources Director and City Administrator ensures evaluation standards are applied uniformly across all departments.
- 5. Employee Development:**
 - Midpoint and ad hoc evaluations provide opportunities for ongoing feedback, fostering professional growth and alignment with City objectives.



Comparison to Current Step System:

Feature	Current Step System	Proposed Merit Policy
Pay Increases	Automatic 2.5% annually	Based on performance, subject to budget
Employee Accountability	Limited	Structured evaluations tied to compensation
Budget Flexibility	Fixed cost regardless of performance	Flexible, aligns with financial resources
Recognition of Excellence	Not incentivized	High performers rewarded for exceeding goals
Support for Development	Minimal	Midpoint and targeted evaluations for growth

Options for the Board:

1. Approve the Policy as Written:

- This approach fully implements the proposed Merit Evaluation and Performance Policy as a replacement for the current step system. Employees will transition to this system upon their next step increase, and raises will become performance-based starting with their next evaluation cycle.

2. Approve with Modifications:

- The Board may choose to amend specific provisions (e.g., timelines, rating review process, or evaluation criteria) before the first reading of the ordinance.

3. Take No Action:

- If no action is taken, the City will continue using the current step system, maintaining the automatic 2.5% annual increase for all employees regardless of performance.

Recommendation for Action:

I recommend the Board approve the proposed **Merit Evaluation and Performance Policy** as written. Transitioning to a performance-based system will enable the City to recognize and reward excellence, promote fairness, and improve budgetary flexibility. While the current step system provides stability, it does not address the varying contributions of employees or incentivize improvement and innovation.

CITY OF WILLARD, MISSOURI

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



Should the Board identify concerns or wish to make adjustments, I recommend raising these before the first reading to allow for revisions prior to adoption.

Sincerely,

Wesley Young, MPA, CPM
City Administrator
City of Willard

City of Willard Merit Evaluation and Performance Policy

Purpose:

To establish a structured and transparent process for assessing employee performance and determining merit-based compensation, fostering continuous improvement, accountability, and excellence across all city departments.

Performance Evaluation Policy

1. Annual Evaluations:

- All employees shall receive a **formal annual performance evaluation** to assess their individual contributions, performance outcomes, and alignment with organizational goals.
- The evaluation must be:
 - **Completed, approved, and reviewed** with the employee by their **employment anniversary date**.
 - Documented and signed by both the employee and their supervisor, with an opportunity for employee comments.
 - Filed in the employee's personnel record.
- *If an employee is on extended leave (e.g., medical leave or FMLA) near their anniversary date, the evaluation may be delayed until their return, with approval from the HR Director.*

2. Evaluation Framework:

- Performance evaluations shall consider:
 - **Core Job Responsibilities:** Proficiency in assigned duties and adherence to job descriptions.
 - **Goal Achievement:** Progress toward established departmental and organizational goals.
 - **Behavioral Competencies:** Communication, teamwork, problem-solving, and adherence to city values.
 - **Professional Development:** Efforts toward skill-building and continuous learning.

3. Performance Rating Scale:

- Evaluations shall utilize the following standardized rating system:

- **1 – Unsatisfactory:** Performance fails to meet minimum expectations; immediate action required.
 - **2 – Needs Improvement:** Performance meets some but not all expectations; improvement necessary.
 - **3 – Satisfactory:** Performance meets expectations in all key areas.
 - **4 – Above Average:** Performance consistently exceeds expectations in most areas.
 - **5 – Role Model:** Performance significantly exceeds expectations; exemplary behavior and results.
- *Supervisors must document specific examples of employee achievements or performance challenges to support each rating, particularly for ratings of 4, 5, or 1.*

4. Review of Ratings:

- Ratings of **4 (Above Average)** or **5 (Role Model)** shall be reviewed by the **City Administrator (CA)** and the **Human Resources (HR) Director** to ensure that similar standards are applied consistently across all staff and departments.
- Ratings of **1 (Unsatisfactory)** shall be reviewed by the **HR Director**, along with any supporting disciplinary documents or **Performance Improvement Plans (PIP)**, prior to presenting the evaluation to the employee.
- *If a rating is downgraded during the review process, the supervisor is responsible for owning the revised score.* Supervisors shall not inform employees that a higher score was proposed but downgraded by the HR Director or CA. Supervisors must justify their proposed ratings during the review process, any failure to provide sufficient justification is solely their responsibility.

5. Expectations for Improvement:

- Employees receiving a **1 (Unsatisfactory)** rating:
 - Must be placed on a **Performance Improvement Plan (PIP)** detailing specific areas for improvement, clear performance metrics, and a 90-day timeline.
 - Supervisors shall provide consistent coaching and monitoring during the PIP period.

- Failure to improve may result in **disciplinary action up to and including termination.**
- Employees receiving a **2 (Needs Improvement)** rating:
 - Shall receive targeted feedback and opportunities for growth within the annual review process.

6. Merit Raise Eligibility:

- Employees with a **2 (Needs Improvement)** or higher rating are eligible for consideration of a **merit raise**, contingent upon the availability of funds.
- Employees with a **1 (Unsatisfactory)** rating are ineligible for a merit increase until the next evaluation cycle provided performance improves to a satisfactory level or higher..

Policy Effective Date:

1. Step Increase Transition:

- This policy will become effective for an employee **following the completion of their 12-month annual step increase.**
- For example:
 - If an employee is eligible for their next step increase on **August 1, 2025**, this policy will become effective the following day.
 - The employee's first merit payment, if performance warrants and funds allow, will be due will be effective the **first full payroll period following** their evaluation.
 - A **midpoint evaluation** shall be conducted in **December 2025** to provide feedback and guidance ahead of the annual evaluation.

Midpoint and Ad Hoc Evaluations

1. Midpoint Evaluation (6-Month Check-In):

- Midpoint evaluations, while **informal**, shall focus on the same areas assessed in the **official evaluation form** to ensure continuity and alignment with performance standards.

- Supervisors should document key discussion points to track progress and address areas for improvement. This documentation should be provided to HR for retention in the employee's personnel file.

2. Ad Hoc Evaluations:

- Supervisors may conduct evaluations at any time when performance issues arise or to provide additional guidance and support.
- Ad hoc evaluations can serve as tools to document specific incidents or achievements, reinforcing accountability.
- Documentation should be provided to HR for retention in the employee's personnel file.

Supervisor and Employee Responsibilities

1. Supervisor Responsibilities:

- Set clear expectations, goals, and measurable performance metrics at the start of the evaluation period.
- Provide ongoing feedback, coaching, and support throughout the year.
- Conduct fair and unbiased evaluations based on documented evidence and objective criteria.
- Engage employees in meaningful conversations during evaluations to foster understanding and growth.
- *Supervisors should receive annual training on conducting evaluations, setting measurable goals, and providing constructive feedback. This shall be the responsibility of the HR Director or designee to facilitate.*

2. Employee Responsibilities:

- Actively seek feedback and clarification on performance expectations.
- Commit to professional development and skill enhancement.
- Address any performance concerns or improvement areas identified by their supervisor.

Merit Raise Determination and Payment Timeline:

1. Eligibility and Timing:

- Merit raises are contingent upon satisfactory performance (rating of **2 or higher**) and the availability of funds.
- Raises, if awarded, shall be effective will be effective beginning in the **first full payroll period following the annual performance evaluation.**

2. Annual Timeline for Evaluations and Raises:

- **Midpoint Evaluation:** Conducted 6 months after the employee's annual employment anniversary to provide structured feedback.
- **Annual Evaluation:** Conducted on or before the employee's anniversary date, determining merit eligibility.
- **Merit Raise:** If approved, will be effective beginning in the **first full payroll period following the evaluation date.**

Administration:

This policy shall be administered by department heads and overseen by the City Administrator (CA) and Human Resources (HR) Director to ensure consistency, transparency, and alignment with city values.

1. Notification of Evaluation Due Dates:

- The **HR Director** will notify department heads of upcoming evaluation due dates no later than **30 days before the anniversary date** of each employee.
- Department heads are responsible for:
 - Notifying subordinate supervisors of evaluations due within their teams.
 - Ensuring that all evaluations are completed and submitted on time.

2. Submission Timeline:

- Completed evaluations must be submitted to the HR Department no later than **7 days before the employee's anniversary date** to allow adequate time for review and approval by the HR Director and/or CA.

3. Oversight of Ratings:

- Ratings of **4 (Above Average)** or **5 (Role Model)** will be reviewed by the HR Director and CA to ensure consistent standards are applied across all departments.

- Ratings of **1 (Unsatisfactory)** will be reviewed by the HR Director, along with any supporting disciplinary documentation or Performance Improvement Plans (PIPs), prior to presenting the evaluation to the employee.

Responsibility for Downgraded Ratings:

- If a rating is downgraded during the review process, it is the **responsibility of the supervisor** to "own" the revised score.
- Supervisors shall not inform employees that a higher score was proposed but downgraded by the HR Director or CA.
- It is the supervisor's responsibility to **justify higher ratings** during the review process. Failure to justify a higher proposed rating is the responsibility of the supervisor and shall not be attributed to others.

Effective Date

This policy is effective immediately and applies to all employees of the City of Willard.

Competency Performance Review FY2025		 	
Employee Name		Reviewer Name	
Department		Review Date	
Competency Level		Date of Last Review	
Core Competencies	All Employees		
<i>Rate and comment on how this individual has demonstrated their performance according to the company competencies.</i>	Rating	Weighting	Comments
Cooperation & Teamwork Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.		20%	
Judgment The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.		20%	
Work Quality Freedom from errors and mistakes. Accuracy, quality of work in general. Productivity of the employee.		20%	
Job knowledge Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.		15%	
Customer Service Provide appropriate customer service that meets or exceeds customer expectations for both internal or external customers.		10%	
Punctuality Consistency in coming to work daily and conforming to scheduled work hours.		5%	
Time Management Demonstrate an ability to effectively plan, prioritize, and allocate time to tasks and activities in order to achieve goals and meet deadlines balancing competing demands, maintaining focus, and making efficient use of available time without causing others relying on the work product to need to slow down or wait.		5%	
Initiative The degree to which the employee takes proactive steps and demonstrates a self-starting approach in identifying and addressing work-related opportunities or challenges without constant supervision or guidance. This includes the ability to generate new ideas, suggest improvements, and take ownership of tasks beyond the assigned scope.		5%	
General Comments			
Overall Performance Rating		0.00	

Noteworthy Accomplishments During this Review Period			
Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable):			
Additional Comments			
Employee Comments:			
Signatures acknowledge that this form was discussed and reviewed.			
Employee signature:	Date:		
Supervisor signature:	Date:		
CA/HR Approval:	Date:		



CITY OF WILLARD AGENDA REPORT
Board of Aldermen Meeting
Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Wesley Young, City Administrator

SUBJECT: An Ordinance Adopting the City of Willard Disciplinary Policy

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 2

First Reading: 02/10/2025
Bill No.: 25-09

Second Reading: 02/24/2025
Ordinance No.: 250210A

AN ORDINANCE ADOPTING THE CITY OF WILLARD DISCIPLINARY POLICY

WHEREAS, the City of Willard is committed to fostering a professional, accountable, and high-performing workforce that delivers quality services to the community; and

WHEREAS, the City recognizes the need for a structured, fair, and transparent disciplinary process to ensure consistent application of workplace standards and policies; and

WHEREAS, the Disciplinary Policy establishes clear expectations for employee conduct and performance, provides a framework for progressive discipline, and ensures all disciplinary actions are administered equitably and with due process; and

WHEREAS, the policy aligns with the City's Merit Evaluation and Performance Policy, reinforcing the connection between employee accountability, performance management, and merit-based compensation; and

WHEREAS, the Board of Aldermen finds it necessary and appropriate to adopt the City of Willard Disciplinary Policy to promote fairness, consistency, and operational efficiency within City departments;

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

SECTION I: Adoption of Policy: The City of Willard Disciplinary Policy, attached hereto and incorporated by reference, is hereby adopted and shall take effect immediately.

SECTION II: Scope and Applicability: This policy shall apply to all City employees, whether they are employed on a part-time, full-time or contractual basis. This policy shall not apply to elected officials. All department heads, supervisors, and employees shall adhere to the provisions of the policy as outlined.

SECTION III: Implementation and Oversight: The City Administrator and HR Director shall oversee the implementation of this policy to ensure fairness and consistency in its application. All supervisors shall receive training on administering discipline in accordance with this policy.

SECTION IV: Repeal of Conflicting Provisions: Any previously adopted resolutions, policies, or practices in conflict with this resolution are hereby repealed to the extent of such conflict.

SECTION V: Severability: If any section, subsection, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION VI: Effective Date: This resolution shall take effect immediately upon its passage and approval.

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

Dated: This the **24th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as Form: _____
Nate Dally, City Attorney



Subject: Recommendation for Adoption of the City of Willard Disciplinary Policy

Purpose

This memorandum provides an overview of the proposed **City of Willard Disciplinary Policy** and its importance in establishing a structured, fair, and transparent approach to employee discipline. The policy is designed to ensure consistency in handling performance and conduct issues while aligning with the City's broader goals for accountability, professionalism, and operational efficiency.

Background

Currently, the City of Willard does not have a formalized disciplinary policy that outlines a structured process for addressing employee performance and conduct violations. Without a clear framework, there is a risk of inconsistent disciplinary actions across departments, potential legal exposure, and difficulty in managing employee performance effectively.

The proposed **Disciplinary Policy** establishes a **progressive discipline framework**, ensuring employees have opportunities to correct behavior while providing clear guidelines for supervisors on how to document and administer disciplinary actions fairly and consistently.

Key Features of the Policy

1. Progressive Discipline Structure

- The policy introduces a **four-step** disciplinary process:
 - **Step 1: Verbal Warning (Informal Correction)**
 - **Step 2: Written Warning (Formal Notice)**
 - **Step 3: Performance Improvement Plan (PIP) or Suspension**
 - **Step 4: Final Disciplinary Action (Termination or Demotion)**
- This structure ensures that minor infractions are addressed constructively while providing a clear path for escalating serious violations.

2. Consistency and Fairness

- Establishes **uniform disciplinary procedures** across all departments.
- Requires **HR oversight** for disciplinary actions at Step 2 and above.
- Ensures supervisors are trained annually before administering discipline at Step 2 or higher.

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3. Merit Raise Eligibility Tied to Discipline

- Employees receiving a **Step 2 or higher disciplinary action** will be ineligible for a merit raise during that performance cycle.
- Employees who receive a **Step 1 (Verbal Warning)** may remain eligible **if they correct the issue and do not receive additional disciplinary action for the same issue within the rating period.**
- Multiple unrelated Step 1 infractions **may** result in merit ineligibility upon HR review and approval by the City Administrator.

4. Employee Rights & Appeals Process

- Provides employees the **right to respond** to any disciplinary action.
- Establishes an **appeals process** where employees may request a review of disciplinary actions beyond a verbal warning.

5. Department Head Termination Approval Requirement

- Department heads **may not be terminated without Mayoral approval**, unless immediate action is required to prevent significant harm (e.g., criminal activity, ongoing violence, or other serious threats to City operations or safety).

6. Training & Compliance

- Supervisors must receive **annual training** on administering discipline, documentation, and handling performance concerns.
- Supervisors who **have not completed training** will not be permitted to issue disciplinary actions at Step 2 or above.

Benefits of Adoption

- **Protects the City from Liability:** Establishing a formal disciplinary process reduces the risk of inconsistent disciplinary actions, grievances, or legal claims related to unfair treatment.
- **Promotes Accountability & Performance:** Encourages a work culture where employees understand expectations and have opportunities for improvement before facing severe consequences.

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- **Ensures Budget Alignment:** By tying merit raises to discipline, the policy ensures that pay increases are reserved for employees who demonstrate professionalism and accountability.
- **Supports Effective Management:** Provides supervisors with clear guidelines and necessary training to address performance and conduct issues constructively.

Options for the Board

1. **Adopt the Policy as Written**
 - Fully implements the proposed disciplinary framework, providing immediate consistency and structure across all departments.
2. **Approve with Modifications**
 - If there are concerns regarding specific provisions (e.g., appeals process, merit eligibility, or termination procedures), the Board may approve the policy with adjustments.
3. **Take No Action**
 - The City would continue to operate without a formalized disciplinary framework, relying on practices with limited policy support and application that may vary between departments.

Recommendation

I strongly recommend that the Board **adopt the Disciplinary Policy as written**. Implementing this policy will provide the City with a structured, legally sound approach to employee discipline while ensuring fairness, consistency, and alignment with the City's Merit Evaluation and Performance Policy.

If the Board wishes to propose modifications, I recommend discussing these **before the first reading** to allow for necessary revisions.

Next Steps

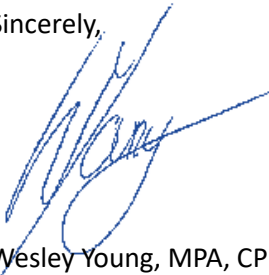
If approved, the policy will take effect immediately, with:

- **HR-led training for supervisors** on policy implementation.
- **Review and distribution** of policy guidelines to all employees.
- **Incorporation into City employee handbooks** and onboarding materials.

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Sincerely,


Wesley Young, MPA, CPM
City Administrator
City of Willard

City of Willard Disciplinary Policy

Purpose

The purpose of this policy is to establish a consistent, fair, and transparent disciplinary process for employees of the City of Willard. This policy is designed to:

- Promote accountability and adherence to workplace standards.
 - Provide employees with clear expectations for behavior and performance.
 - Offer opportunities for corrective action and improvement before more severe disciplinary measures are imposed.
 - Ensure that all disciplinary actions are administered fairly and consistently across all departments.
-

Scope

This policy applies to all employees of the City of Willard, whether employed on a full time, part time or seasonal basis.

Nothing in this policy shall be construed to modify or alter the at-will employment status of any City of Willard employee, nor shall it create any contractual rights or guarantees of continued employment.

Guiding Principles

1. **Progressive Discipline** – Whenever possible, the City will use a progressive discipline approach, starting with less severe actions and escalating as necessary. However, certain violations may warrant immediate severe action, up to and including immediate termination.
 2. **Consistency & Fairness** – Disciplinary actions will be applied uniformly and fairly across all departments.
 3. **Documentation** – All disciplinary actions must be properly documented and retained in the employee's personnel file.
 4. **Right to Respond** – Employees have the right to provide their perspective on any disciplinary action taken against them.
-

Types of Violations

Violations of City policies, procedures, and expectations fall into two broad categories:

1. Performance-Related Issues

- Poor job performance
- Failure to meet deadlines or assigned tasks
- Excessive absenteeism or tardiness
- Failure to follow reasonable job related instructions or workplace procedures

2. Conduct-Related Violations

- Violations of City policies, including ethics and workplace behavior standards
- Disrespectful or inappropriate behavior toward supervisors, coworkers, or the public
- Misuse or unauthorized use of City property, funds, or resources
- Workplace harassment, discrimination, or bullying
- Substance abuse in the workplace
- Criminal activity or misconduct on or off duty that impacts the City's reputation
- Acts of violence, threats, or workplace safety violations

These lists are not intended to be exhaustive and serve as examples of types of violations and where they may be categorized. The omission of a type of violation shall not be construed to mean that such a violation, when encountered, should not be addressed.

Disciplinary Process

Step 1: Verbal Warning (Informal Correction)

- A **supervisor** provides an initial verbal warning when an issue is identified.
- The supervisor clearly explains the problem, expected improvements, and potential consequences if the behavior or performance does not improve.
- While informal, the verbal warning should be documented internally.

Merit Raise Eligibility:

- Employees receiving a verbal warning (**Step 1**) may still be eligible for a merit increase, provided:
 - They correct the issue and do not receive a second correction for the same issue more than once during a rating period.
 - They do not receive multiple informal counseling sessions for separate issues within a rating period.
 - If multiple unrelated issues occur within the same rating period, or across rating periods, the **HR Director, with approval from the City Administrator**, may determine that the employee is ineligible for a merit raise as part of the disciplinary action.

Step 2: Written Warning (Formal Notice)

- If the issue continues or is more serious, the supervisor issues a **written warning** that:
 - Clearly describes the violation.
 - Outlines the expected corrective actions and timeline for improvement.
 - Informs the employee of potential future disciplinary actions if the issue persists.
- The written warning is signed by the employee, supervisor, and HR, then placed in the personnel file.

Merit Raise Eligibility:

- Employees receiving a **written warning (Step 2)** will **not** be eligible for a merit raise for the performance rating period in which the warning was issued. Example, an employee whose 12 month rating period begins January 1 and ends December 31 who received a written warning in August shall not be eligible for a merit raise when their performance is evaluated.

Step 3: Performance Improvement Plan (PIP) or Suspension

- If an employee receives a **1 (Unsatisfactory)** rating on an evaluation or fails to correct behavior after a written warning, they may be placed on a **Performance Improvement Plan (PIP)** for 90 days, with:
 - Clearly defined goals and measurable expectations.
 - Regular check-ins with their supervisor.

- For **serious policy violations**, an employee may be placed on **suspension** (with or without pay) while an investigation is conducted.
- The HR Director and City Administrator must approve any suspension.
- The extension of a PIP may be permitted upon approval by the HR Director, City Administrator or Designee if it appears an employee is making progress towards satisfactorily completing the plan. Including approved extensions, no PIP may exceed 180 days.

Merit Raise Eligibility:

- Employees receiving a **PIP or suspension (Step 3)** will **not** be eligible for a merit raise in the performance cycle in which the disciplinary action was issued. Example, an employee whose 12 month rating period begins January 1 and ends December 31 who received a written warning in August shall not be eligible for a merit raise when their performance is evaluated.
- **Exception:** If, upon completion of an investigation, an employee is found **not** to have committed any serious policy violation, they may remain eligible for a merit raise, provided that any resulting disciplinary action does not exceed Step 1.

Step 4: Final Disciplinary Action (Termination or Demotion)

- If the issue is not corrected during the PIP or the violation is severe enough, the City may proceed with **termination or demotion**.
 - **Immediate termination may occur for serious offenses**, including but not limited to:
 - Theft, fraud, or falsification of records.
 - Workplace violence or threats.
 - Severe policy violations, including harassment or discrimination.
 - Criminal activity, or other actions, that affect the employee's job performance or public trust.
 - The decision to terminate must be reviewed and approved by the **HR Director and City Administrator**.
 - **Exception:** Department heads shall not be terminated without Mayoral approval unless immediate action is necessary to prevent significant harm, such as criminal activity, ongoing violence, or other serious threats to the City's operations, safety or ability to uphold the public's trust.
-

Employee Rights & Appeals

1. **Right to Respond:** Employees may provide a written response to any disciplinary action, which will be kept in their personnel file.
 2. **Appeals Process:**
 - Employees may **request a review** of any disciplinary action (step 2 or higher) within **five (5) business days** of receiving it.
 - The request must be submitted in writing to the **HR Director**.
 - The **City Administrator** or a designee will review the appeal and make a final determination within **ten (10) business days**.
-

Documentation & Recordkeeping

1. **All disciplinary actions** (written warnings, PIPs, suspensions, and terminations) must be documented and placed in the employee's personnel file.
 2. **Supervisors are responsible** for ensuring documentation is accurate, factual, and submitted to HR.
 3. **Disciplinary records will be retained** in accordance with the City's record retention policy.
-

Administration & Oversight

1. The **HR Director** is responsible for ensuring disciplinary policies are applied consistently across all departments.
 2. The **City Administrator** will provide oversight to ensure fair and lawful disciplinary actions.
 3. **Supervisors must complete annual training** on administering discipline, proper documentation, and addressing performance concerns. This training shall be provided by the **HR Director**. Supervisors who have not completed the required training shall not administer disciplinary actions at Step 2 or above.
 4. **The policy shall be reviewed annually** to ensure compliance with best practices and labor regulations.
-

Effective Date

This policy is effective immediately and applies to all employees of the City of Willard.

First Reading: 01/27/2025

Second Reading: 02/10/2025

Bill No: 25-05

Ordinance No: 250127

AN ORDINANCE REVISING AND REPLACING SECTION 400.1500 OF THE CITY CODE - EXCAVATION

WHEREAS, the city infrastructure is constantly being upgraded and,

WHEREAS, the streets and easements need proper procedures and inspections

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

SECTION 1. REPEAL SECTION 400.1500

Section 400.1500 is hereby repealed in its entirety

SECTION 2. REPLACEMENT OF SECTION 400.1500

Section 400.1500 is hereby replaced with the following:

Section 400.1500. Excavation. [Ord. No. 020227 §1(17.1), 2-27-2002; Ord. No. 050110C §1, 1-10-2005; Ord. No. 050411A §1, 4-11-2005; Ord. No. 101228D §7, 12-28-2010]

- A. *Purpose.* This Section establishes standards and requirements for any excavation, grading, dislocation or relocation of any material within the City limits of Willard in order to protect the health, safety and welfare of the citizens and their property.
- B. *Applicability.* Unless otherwise exempted by other provisions of this Chapter, any person, firm, corporation or other entity engaged in any excavation, grading, dislocation or relocation of any material within the City limits of Willard shall comply with the applicable provisions of this Section.
- C. *Definitions.* For the purposes of this Section, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the text, words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The word "may" is directory and discretionary and not mandatory.

APPLICANT — Any person making an application for a permit to excavate.

BLASTING — The act of discharging any dynamite, explosive, cap or other device.

BORING — Drilling or pushing casing under a street without affecting its top surface.

CITY — The City of Willard, Missouri, or the City's authorized representative.

DYNAMITE OR EXPLOSIVE — Any product or item which results in the removal, relocation or dislocation of any earth, sand, gravel, rock or other similar material or buildings or other structures and shall include the conditions resulting therefrom.

EXCAVATION — Any operation in which earth, rock or other material in or on the ground is moved, removed or otherwise displaced by means of any tools, equipment or explosives

and includes, without limitation, backfilling, grading, trenching, digging, ditching, drilling, well-drilling, augering, boring, tunneling, scraping, cable or pipe plowing, plowing-in, pulling-in, ripping, driving, and demolition of structures, except that, the use of mechanized tools and equipment to break and remove pavement and masonry down only to the depth of such pavement or masonry, the use of high-velocity air to disintegrate and suction to remove earth, rock and other materials, and the tilling of soil for agricultural or seeding purposes shall not be deemed excavation. Backfilling or moving earth on the ground in connection with other excavation operations at the same site shall not be deemed separate instances of excavation.

GRADING — Excavation or fill or any combination thereof and shall include the conditions resulting from any excavation or fill.

PERSON — Any person, partnership, corporation or other entity.

SITE — A lot, tract, project or subdivision of a single owner or several owners.

D. *Excavation For Construction, Development Or Alteration Of Structures.*

1. *Application.* If any excavation is proposed to be done in connection with any construction, development or alteration of existing structures, the proposal shall be submitted in writing to the City Clerk at the time of the request for approval of the subdivision plat or request for a zoning certificate, whichever first occurs or applies. The proposal for excavation shall be reviewed by the City and either accepted or rejected with recommendations by the City for compliance with generally accepted practices in the industry. The proposal for excavation shall be accompanied by the following:
 - a. Written proof to the City that the applicant is insured and bonded against the possibility or eventuality of destruction, harm, physical injury or other catastrophe caused or threatened to be caused by the excavation;
 - b. Written certification from a licensed engineer that the proposed excavation is being done according to generally accepted practices; and
 - c. If the proposed excavation involves blasting, a pre-blast inspection and report which shall be provided at the applicant's expense.
2. *Blasting limitations.* Notwithstanding anything to the contrary herein, no excavation shall be done by uncovered or uncontained trench blasting; or by blasting or discharge of any explosive within three hundred (300) feet of any structure, building, residentially zoned property or public improvement including underground structures, public or private, unless person or persons causing the excavation shall have complied with all provisions of this Section. Seismographs shall be set at appropriate locations to measure the blast. No blast measured by the seismograph shall exceed a reading of particle velocity of more than one (1) inch per second. However, nothing contained herein shall excuse any person, firm, corporation or other entity from responsibility or liability should they cause damage as a result of their excavation to any person, business or corporation whether public or private, even if the seismograph reading is within the limits as described herein.
3. The City shall, upon completion of the blasting or other excavation, make an inspection of the site in order to certify compliance with the provisions of this Section.

E. *Excavation Within Rights-of-Way*

1. No person shall cut through, dig into or make an opening in any hot asphaltic concrete street surface or any Portland cement street surface within the City of Willard for the purpose of constructing, installing, laying or repairing sewer lines, water lines, electric lines, gas lines, telephone lines or other such utilities ~~unless the existing location of a City water main or a City sewer line is located under said asphaltic or concrete surface and the purposes of such cutting into or opening in the hard surface is to connect to an existing sewer line or existing water main located under the hard surface.~~

~~In the event~~ All cutting shall be is required approved by the Director of Public Works for connection to an existing sewer lines or water mains, Cuttings shall follow all applicable provisions of this Section and the applicable provisions of the City of Willard Design Standards for Public Improvements relating to regulation of sewer and water extensions and connections shall apply to such cutting or opening.

In all other instances where it is necessary to cross under any street with any sewer line, water main, water line, gas line, electric lines, telephone line or other such utility, it shall be required to bore under the hard surface street and cutting or digging into the street surface shall not be permitted.

- F. No encroachment permit shall be issued by the Director of Public Works for storage of articles in the public right-of-way during construction until the applicant first obtains and furnishes to the city a copy or certificate of insurance in a sum of not less than \$500,000.00 per occurrence for property damage, personal injury or wrongful death. Such insurance shall name and insure the city from any and all liability or damages to persons or property sustained by any person, firm or corporation resulting from the use of street, alley, sidewalk or other public way for which a permit is granted.
- G. A utility or contractor who does more than occasional work in the public way in the course of one year may elect to have a copy of its liability insurance on file with the city in lieu of the above. In such cases, confirmation of insurance shall be required each year.

1. ~~Permit required. It shall be unlawful for any person to make an excavation within the right of way limits of any street, alley or sidewalk within the City without first obtaining a permit from the City Clerk;~~ No person, partnership or corporation shall dig into or across, bore or tunnel under any street or alley in the City unless such person, partnership or corporation shall have a written permit signed by the City of Willard to authorizing such work. The permit cost shall be \$100.00 per **Section 500.110**. The permit shall be good for a maximum of 1000 feet of infrastructure installation. Upon completion of the permit scope the installation shall be inspected and approved for final approval. For larger projects additional permits may be reviewed and processed but only 1 active permit shall be open per project site.
 - a. Whenever an encroachment permit is required, the permit or a copy thereof shall be located at the work site while the work is being performed.
 - b. If applicable, a state or county permit for work in the state or county right-of-way within the corporate limits of the city;
 - c. Any other information deemed necessary by the Director of Public Works.
 - d. ~~provided, that i-~~ In case of an emergency which requires immediate attention to remedy defects in order to prevent loss or damage to persons or property, it shall be sufficient that the person making excavation or opening in the streets, alleys or sidewalks obtain a permit as soon as possible and may proceed without such permit where such permit cannot be obtained immediately and before starting such excavation or opening. For emergency construction sites for which remedial construction will take more than fourteen (14) calendar days, application for the permit must be made within three (3) calendar days from the start of construction. The person securing a permit to make an excavation in any street, alley or sidewalk shall be deemed to be the person making such excavations. *Performance bond required.*
 - e. Prior to the issuance of a permit for excavation within the right-of-way limits of any street, alley or sidewalk, the applicant shall deposit with the City Clerk ~~not less than one thousand dollars (\$1,000.00) cash~~ A determined amount as a surety for performance bond based on the project scope review. In all cases the amount deposited shall be not less than five thousand dollars (\$5000.00)
 - f. A utility or contractor who does more than occasional work in the public ways may elect to obtain a blanket surety bond to cover all work for a period of one year in an amount to be determined by the Director of Public Works, but not to exceed \$500,000.00. The amount of the surety bond will be based upon the anticipated number of projects to be completed within one year. Unless renewed, the surety bond will be refunded, as above, after the last inspection 12 months after the project completion.
 - g. Should the applicant for the permit fail to satisfactorily complete the work required under this Section, the City may give ten (10) days' written notice to applicant and may complete said work at the expense of the applicant. City shall charge and collect against the cash bond such sums as are due from the applicant. If a balance

remains after City has been reimbursed the costs of completion, then such deposit or portion thereof shall be returned to the applicant.

- h. Should the cash bond be insufficient to complete said work to the satisfaction of the City, the applicant shall owe the difference in the costs and expenses incurred. Applicant shall promptly pay to the City the amount due upon notice of said additional charges.
 - i. Such deposit shall be returned 12 months ~~ninety (90) days~~ after the completion and final approval of the project. ~~excavation has been backfilled and after the City Director of Public Works has reported the excavation to have been properly repaired and payment made therefore and to his/her knowledge no damage to any person has occurred by reason of such excavation prior to acceptance by the City.~~
2. *Work performance.* All work will be performed expediently and in a workmanship-like manner and every person making such excavation shall agree to perform all work in accordance with the permit and to indemnify and hold harmless the City, its officers and employees from all liability, judgments, costs, expenses and claims growing out of damages or alleged damages of any nature to any person or property arising out of performance or non-performance of said work or the existence of facilities and/or appurtenances thereof.
 3. *Excavation Provisions: Workers shall exercise caution when working around utilities. This may include hand digging when within 24" of utility markings, having a designated spotter in the trench, boring, and slow scraping of material within the easement. If determined that damage was incurred by lack of caution during the installation, the applicant shall assume all costs for the repair.*
 4. *Plans required.* Where an application is made for an excavation permit for installing an underground gas main, an underground telephone cable, an underground water main or a sanitary or storm sewer, the applicant shall submit a blueprint or plat showing the location where the proposed main or cable is to be placed, if such blueprint is requested by the City, and the same shall be located and installed in accordance with the provisions of the City of Willard Design Standards for Public Improvements or other applicable ordinances and policies of the City.
 5. *Underground installations.* The underground installation of water mains, sanitary sewer or storm sewer shall be in conformance with the requirements of the City of Willard Design Standards for Public Improvements. All underground water line installations will have a minimum cover of thirty (30) inches. All other underground installations will have a minimum cover of twenty-four (24) inches, except parallel direct burial underground telephone cable which may have a minimum of twenty-one (21) inches of cover. Greater minimums may be required by the City.
 6. *Traveled areas shall be backfilled and either temporarily patched or permanently restored within one working day after excavation, but no later than 5:00 p.m. on Friday in order to eliminate weekend traffic disruption and inconvenience. Permanent pavement restoration shall be accomplished within two working days of any temporary pavement patch, weather permitting. All backfills, temporary patches, and permanent pavement restoration shall be in accordance with city of Willard City Standard Construction Specifications.*

7. At the close of each work day, all waste material shall be removed and the work area shall be restored to a condition satisfactory to the Director of Public Works
8. During the period between permit issuance and final inspection approval, the permit holder is responsible for the cleanliness and general condition of all affected streets, alleys, sidewalks, bike paths, parking lots and other public ways. Each permit holder shall be responsible for not less than the complete frontage of the property covered by the permit and from the centerline of the street or other public way to the property line.
9. Upon completion of all work, the permit holder shall notify the Public Works department for final inspection and approval.
10. The permit holder shall repair at its own expense any settlement, defect or damage that may arise as a result of the excavation from the time of the completion of the work until the 12 month inspection as required
11. *Barricades.* All excavations shall be barricaded in such a manner as to protect both pedestrians and vehicular traffic. Such excavations and barricades shall be lighted at night with danger signals in such a manner that all traffic may be warned of the existence and location of such excavation and barricades. All excavation shall be barricaded and lighted at night in the manner described in this Subsection. When the entire right-of-way is excavated, detour signs shall be posted and located as required by the City.
12. *Repair procedures and requirements.*
 - a. At the completion of any work requiring excavation of a street, alley or sidewalk, such excavation shall be immediately backfilled by filling the excavation with a minimum of six (6) inch lifts of crushed limestone. Each lift shall be well tamped as provided by the City. Compaction will be to the satisfaction of the City and shall comply with the standards of Chapter 405, Design Standards for Public Improvements.
 - b. After the excavation has been properly backfilled and open to traffic a sufficient length of time to ensure proper settling, which time shall be at least ten (10) days, the person making the excavation shall notify the City Clerk that the same is ready for final repair. The City shall inspect the same and if it finds that such excavation has been properly backfilled and has settled sufficiently to permit final repair and after the person making the excavation has provided all appropriate test results, including compaction tests, the City shall authorize the person making the excavation to proceed with final repair.
 - c. Final repair shall be made in the following manner:
 - (1) The backfill shall be removed to a depth of not less than eight (8) inches below the riding surface.
 - (2) Asphaltic concrete and Portland cement concrete pavement will be repaired by sawing the pavement in a straight line a minimum of eighteen (18) inches

on each side of the excavation. If the cut is within four (4) feet of a longitudinal or transverse joint or crack, the cut will be extended to that joint or crack. Portland cement concrete surfaces will be replaced with an eight (8) inch thickness of Portland cement concrete. Asphaltic concrete surfaces will be replaced with a minimum of a five (5) inch wet compacted base stone, four (4) inches of black base and topped with a two (2) inch thickness of asphaltic concrete for wearing course. If the excavation is within a blacktop or bituminous roadway, the applicant shall place six (6) inches, after completion, of limestone base material and two (2) inches of a commercial mix bituminous material, at a minimum.

13. *Detailed standards and requirements.*

- a. Encasement requirements will be specified by the City in accordance with the City's standards.
- b. Cable, wire, small diameter pipe and other such utility appurtenances extending from the surface of the ground shall be equipped with covers or guards to improve their visibility.
- c. Street ditches, culverts and other such devices used to carry surface runoff will be kept open, free and clear at all times.
- d. All voids resulting from boring or pushing casing or other facilities under roadways or approaches will be filled to the satisfaction of the City by a method and with a material approved in accordance with the City's standards.
- e. Top grade for all manholes will conform to any transverse or longitudinal slope and the top shall be two (2) inches above the curb and finished grade.
- f. Street plant materials, including trees and shrubs, shall be protected. Such materials and turf, which are disturbed, will be restored as directed by the City. Trees and shrubs will not be trimmed, cut, moved or sprayed without specific permission from the City.
- g. All sidewalks, steps, driveway approaches, drainage facilities, erosion protection and/or highway appurtenances in general which are removed or damaged as a result of the work herein will be repaired or replaced to the satisfaction of the City. Applicants will be responsible for such repairs for one (1) year from the date the permit is released.
- h. The cutting of pavement surfaces, benching, filling, and repair of pavement surfaces shall conform to city of Willard Standard Construction Specifications.
- i. Sections of sidewalk or driveway approaches shall be removed to the newest score line, approved saw-cut edge or cold joint
- j. In case of damage to private property located on the City right-of-way with the permission of the City, the applicant will repair or replace such property to the satisfaction of the owner. In all cases, the applicant will notify the owner of such damage immediately.

- k. Construction materials and equipment will not be stored on the roadway or shoulders and will remain as near the right-of-way line as possible. If the applicant is performing work or has a right to the property adjacent to the City's right-of-way, all materials and equipment will be stored on the property.
14. After completion of final repair and acceptance by the City, the person doing the excavating shall remain responsible for the integrity of the repairs and all work done in connection with said repairs for a period of one (1) year from the date of completion.

- H. *Violation And Penalties.* Violation of this Section, including any of its subparts, ~~shall~~ **may** result in the immediate cancellation of the ~~building~~ permit issued for the project; or a fine of not less than ~~twenty five dollars (\$25.00)~~ one hundred dollars (\$100) or no more than five hundred dollars (\$500.00) **per violation**; or by confinement in the County Jail for a period not to exceed one (1) month or by both such confinement and fine and cancellation of ~~building~~ permit if applicable. In addition, the City may cause the revocation of bond and the collection of insurance proceeds for any destruction done or caused to be done to any improvement located within the City limits. Each day of offense shall be construed to be a separate violation hereof.
- I. **The public works director may order an immediate halt to work being performed in the public way and/or direct city personnel to perform the work and/or remove any stored articles. In addition to any other penalties imposed by this section, the cost necessary to perform the work and/or remove any stored articles will be charged to the permit holder involved at a rate of three times the city's labor, equipment and material costs, plus 40 percent overhead, or \$500.00, whichever is greater**
1. **If an encroachment permit is required and not obtained, the public works director may order an immediate halt to work being performed in the public way until such time that a permit is obtained and located at the work site. In such a case, the amount of the permit fee shall be two times the normal fee and the violator shall be subject to a civil penalty not to exceed \$500.00. Each day of such operation shall be a separate violation. This penalty shall apply to all contractors, utilities, etc.,**
 2. **Whenever a permit holder engaged in construction on public or private property is determined to be in violation of this section, the building official or his/her designee may cause a notice to be posted upon the building site informing the permit holder that no further inspections will be made or approvals granted until all injurious or unsightly substances have been removed from the street, alley, sidewalk, bike path, parking lot or any other public way. Whenever injurious or unsightly substances from several distinct building sites have contributed to the violations of this section, the building official or his/her designee may cause such notice to be posted on each building site fronting on the affected street, alley, sidewalk, bike path, parking lot or other public way.**

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **10th day of February 2025.**

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen City Clerk

Approved as to Form: _____
Nate Dally, City Attorney



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Planning & Zoning Director

SUBJECT: An Ordinance Adding Section 400.520 of the City Code - 520.010 Approaches

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 02/10/2025

Second Reading: 02/24/2025

Bill No: 25-10

Ordinance No: 250210B

AN ORDINANCE ADDING SECTION 400.520 OF THE CITY CODE.

WHEREAS, the city is in charge of compliance and maintenance of drive approaches, and

WHEREAS, the approach codes need modified to adjust for larger garage sizes

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

SECTION 1. ADD SECTION 400.520

Section 400.520 is hereby repealed in its entirety

SECTION 2. REPLACEMENT OF SECTION 400.520

Section 520.010. Permit Required. [Ord. No. 731210 §1, 12-10-1972]

It shall be unlawful for any person to construct, reconstruct, alter, remove or replace any driveway approach without first applying for and receiving a permit for such work.

Section 520.020. Application For Permit. [Ord. No. 731210 §2, 12-10-1972]

Application for a permit to construct, reconstruct, alter, remove or replace any driveway approach shall be made to the City Clerk. Applications shall contain such information as the City Clerk or such other designated City Official shall deem necessary or desirable in order to determine whether or not the application is for work acceptable and in conformity with the provisions of the City ordinances. No application shall be accepted unless it be made by the owner of the property to be served by the driveway approach or the owner's contractor.

Section 520.030. General Requirements and Regulations. [Ord. No. 731210 §4, 12-10-1972]

A. The following provisions, requirements and regulations shall apply to all driveway approach construction, reconstruction, alteration, removal or replacement:

1. During the construction, reconstruction, alteration, removal or replacement of driveway approaches, warning lights and barriers and other necessary similar devices shall be maintained by the permittee sufficient to reasonably protect the traveling public from harm.
2. Only ~~corrugated metal pipe~~, concrete pipe, **approved ADS**, or a reinforced concrete drainage structure shall be used for storm drains underneath driveway approaches.
3. **Installation of approaches may be scheduled with the public works department. The owner will provide all materials, and public works will install the approach and piping to grade. Additional concrete or asphalt work shall be the responsibility of the homeowner. For an immediate start, a contractor may install the approach and piping with an approved permit. Public works shall be called to inspect the installation and sign off an approval.**
4. No driveway approach shall be constructed, reconstructed, removed, altered or replaced

to a width of less than twelve (12) feet.

5. No driveway approach shall be permitted which will interfere with any existing signs, traffic control devices, plantings, cable poles, guys, water mains, gas mains or other public utilities. It shall be the responsibility of the applicant to inform the City Clerk, or such person authorized by the City of Willard to issue permits required by this Chapter, that the proposed construction will interfere with one (1) or more of the facilities indicated above. Provided however, the City may cause obstructions to be removed at its expense.
6. It shall be the duty of the permittee, after all work has been completed, to remove all rubbish, waste and excess materials and to restore immediately the street right-of-way area to a neat, clean and safe condition.
7. A permittee shall, prior thereto, notify the City Clerk of the date work is to commence. All work shall be completed within ninety (90) days from the date of issuance of the permit.

Section 520.040. Specific Standards For Residential Driveway Approach Work. [Ord. No. 731210 §4, 12-10-1972]

- A. In addition to the requirements of Section 520.030 of this Chapter, the construction, reconstruction, alteration, removal or replacement of all residential driveway approaches shall conform to the following regulations:
- B. All residential driveway approaches shall intersect the abutting roadway at a right angle.
- C. Driveway approaches on corner lots shall be no closer than twenty (20) feet from the intersecting street.
- D. Residential driveway approaches shall be no closer than five (5) feet from any side property line of the parcel of land served.
- E. Residential driveway approaches shall not exceed a maximum width of twenty (20) feet for 2 car garages. Homes with 3 car garages may request to extend the approach to thirty feet (30) as approved by the City of Willard.
- F. Driveway approaches shall be surfaced with surface to match the street.

Section 520.050. Specific Standards for Driveway Approach Work Other Than Residential. [Ord. No. 731210 §5, 12-10-1972]

- A. In addition to the requirements of Section 520.040 of this Chapter, the construction, reconstruction, alteration, removal or replacement of all driveway approaches other than residential shall conform to the following regulations:
- B. The maximum width shall be fifty (50) feet.
- C. Driveway approaches from improved streets shall be paved with six (6) inches of base with two (2) inches of hot asphaltic mix.
- D. The grade of driveway approaches from the gutter line of improved streets shall rise on a constant grade from the gutter line of the improved street to a point five (5) feet from the street right-of-way line.

Section 520.060. Permit — Residential Dwelling. [Ord. No. 731210 §6, 12-10-1972]

- A. When any person requests a permit for purposes of constructing a residential dwelling which will require residential driveway approach work, such permit shall not be issued until a

permit has been issued under this Chapter for residential driveway approach work and since residential driveway approach work has been completed in accordance with the provisions of this Chapter.

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri on the **24th day of February 2025.**

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form: _____
Nate Dally, City Attorney



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Jason Knight, Parks Director

SUBJECT: An Ordinance Authorizing the Mayor to Sign a Contract with SeeMyLegacy

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 3

First Reading: 02/10/2025
Bill No.: 25-11

Second Reading: 02/24/2025
Ordinance No.: 250210C

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH SEE MY LEGACY

WHEREAS, SeeMyLegacy Platform is a digital platform that makes community giving simple and rewarding by streamlining and organizing memorial programs and enabling campaigns for new sponsorships or initiatives; and

WHEREAS, SeeMyLegacy offers innovative ways to accept and recognize donations to city programs and to organize volunteer efforts; and

WHEREAS, the Mayor is authorized to enter into a first year contract with SeeMyLegacy for a 12-Month Subscription cost of \$2,499.00 and renew annually thereafter.

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

Section1: The City does hereby authorize the Mayor to sign a contract with SeeMyLegacy.

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **24th day of February 2025.**

Approved By: _____
Mayor Troy Smith

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form: _____
Nate Dally, City Attorney

Making **Community Giving** Simple and Rewarding

SeeMyLegacy 

The Best Platform for your City
to streamline and manage

Memorial Programs

Sponsorships + Fundraisers

Volunteer Activities

Platform Overview

SeeMyLegacy is your Digital Hub for Giving



Made for **You** and **Your Community Members**

Why SeeMyLegacy?

43%

Donors + Volunteers Drop Out

Donors and Volunteers give up on giving back. They get discouraged by complicated processes and confused by lack of visibility to what and where their contributions go.

86%

Communities Want More Engagement

Cities, parks, museums, and universities want to offer more ways to engage their community members, but don't have the resources or time to set these initiatives up.

71%

Donors Want Lasting Recognition

Community members who give back want to feel recognized for their contributions and share the Story behind their gift, leaving their legacy in the community they love.

Platform: Manage + Streamline

To help Cities effortlessly create, manage, and offer the programs their community members want

Memorial Programs

Help your community members make dedications and honor loved ones in the places that matter to them.

Examples: Memorial Bench | Memorial Tree | Adopt-a-Planter | Veterans Memorial/Banners



Sponsorships + Fundraisers

Get businesses, organizations, and individuals involved in contributing financially to Community fundraisers and events.

Examples: Festival Sponsorships | Team Sponsors | Park Improvements | New Recreation Amenities

Volunteer Activities

Empower community members to give back their time and get involved in community events.

Examples: Park Cleanup | Event Volunteers | City Beautification Projects | Recreation Programs



Platform: How it Works

Our platform operates using 3 simple objects

Campaigns

The digital flyer for a specific giving program/initiative

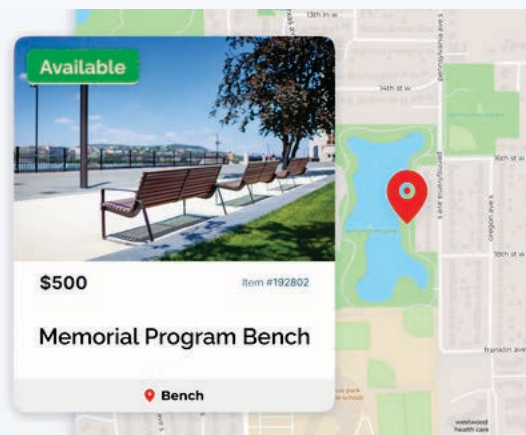
- Easy management
- Exciting for Donors
- Run as many as you'd like



Items

Listings of specific opportunities to give back

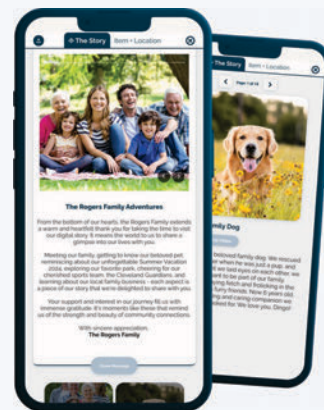
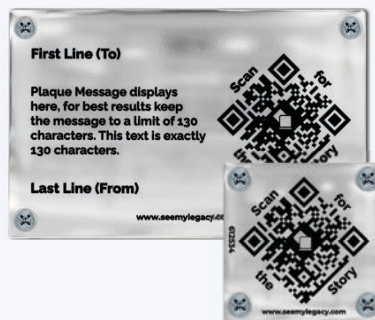
- Online checkout
- Geo-tagged on map
- Built in Donor Recognition



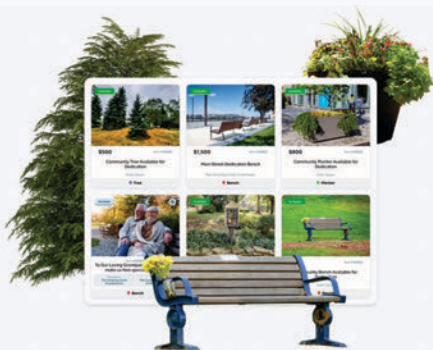
Digital Stories

Create the lasting legacy for every donation

- Digital Scrapbook
- Story behind the dedication
- Physical and Digital Access

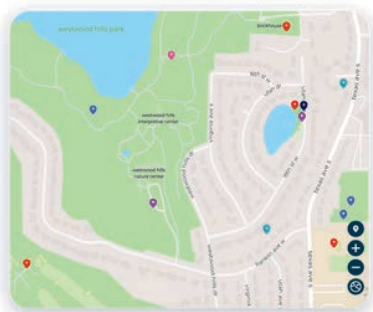


Platform: Features



Bring Your Programs Online

Grow community engagement by making your Memorial Programs, Sponsorship Opportunities, and Volunteer Activities more accessible and exciting. Eliminate the PDF's, excel sheets, and email chains that burden you.



Map Out Giving Opportunities

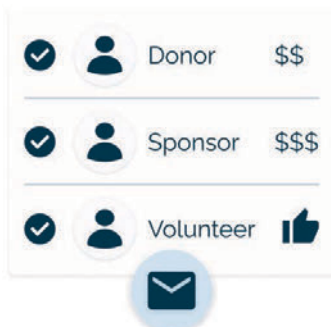
Visualize donation opportunities and highlight existing dedications. Easily show donors and volunteers where and what they can contribute to within your community.

 **Donate Online**

 **Volunteer Online**

Online Payments + Volunteer Forms

Make giving back easy on your community by allowing donors to checkout online and volunteers to sign up for your activity.



Donor + Volunteer Management

All activity, including transactions and volunteer forms, will be recorded in the platform's Activity Log and shared with you via email.

The entire donation process, handled for you.

In one place, your community members can view opportunities, donate + volunteer directly online, and share a Digital Story about their contribution.

Digital Recognition

Share Community Stories in the Physical World with: QR Plaques

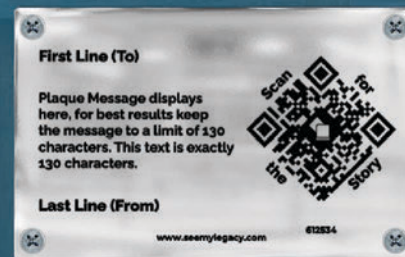
Anodized aluminum plaques that connect the physical world to a Digital Story. They can be placed on memorial items, landmarks, or any physical asset that has a story worth sharing.



Story Tag

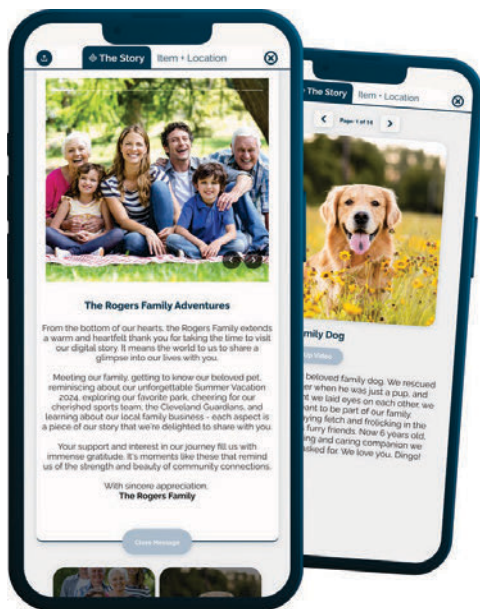


Story Board



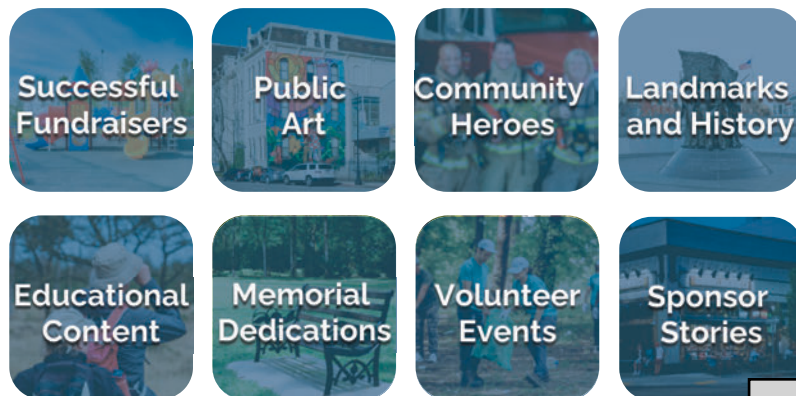
Story Dedication

Digital Stories



Every Story has a simple format that operates like an interactive scrapbook with photos, captions, and links.

Share Stories About:



SeeMyLegacy
Platform Subscription

\$2,499
Billed Annually

12 Months of full access to all features and functionality of the platform.

With Unlimited Campaigns, Items, Users, and Support.

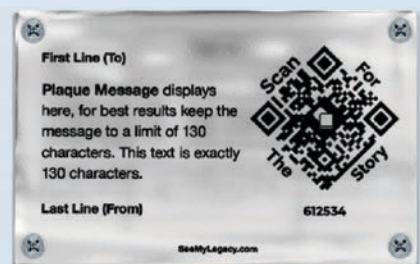
QR Plaques Pricing



Story Tags
Starting at \$49



Story Boards
Starting at \$199



Story Dedications
Starting at \$84

Featured Customers



By activating the Payment Feature, Communities can effortlessly collect funds from Donors. This saves you time and effort, and makes it easier on your community members. There are no setup fees, monthly fees, or minimums to use this service, just simple transaction fees when payments are executed.

SeeMyLegacy does not collect or store any secure data, including payment information and login information.

Payment Processing



More information about Stripe's security:
[Stripe Services Agreement](#)

Payment Feature - Activate the Payment Feature on one or many Community Items to collect funds from Donors interested in adopting that Item.

SeeMyLegacy leverages Payment Links from Stripe, Inc., a leading provider of digital payments infrastructure. Stripe's infrastructure is certified to comply with the Payment Card Industry's Data Security Standards (PCI-DSS) Level 1, the payment industry's highest level of protection. SeeMyLegacy does not store, process, or collect credit card information submitted by customers.

Transaction Fees

Credit/Debit Card

3.4%

Google/Apple Pay

3.4%

ACH

0.65%

*ACH fee caps at \$6.50

Fund Disbursement

- **Disbursement Schedule:** Every Friday, we process and send you the funds that have been received by SeeMyLegacy from the previous week's transactions, less the applicable transaction/processing fees.
- **Disbursement Details:** You can indicate who should receive an email notification about disbursement. This email will include an itemized CSV file, which has the following information 1) transaction details, including total amount collected, net pay disbursed, payment date and method, 2) donor details, including name, email, phone number, and 3) itemized donation details including relevant campaign and item.
- **Disbursement Method:** Receive Funds via Check or ACH transfer, making it convenient for you to access your earnings. You can change your disbursement method at any time.

Learn More About the SeeMyLegacy Payment Feature

[Payment Feature Terms & Conditions](#)

SeeMyLegacy

18500 Lake Rd, Suite 220
Rocky River, OH 44116

support@seemylegacy.com

Willard, MO - SeeMyLegacy Quote

Quote created: November 5, 2024 Reference: 20241105-171951065

Willard, MO
224 W. Jackson Street
Willard, MO 65781
United States

Troy Smith

SeeMyLegacy Platform

The leading digital platform that makes community giving simple and rewarding. You can streamline and organize your memorial programs, campaign for new sponsorships or initiatives, and celebrate those who have given back.

Quote Details

12-Month SML Subscription

1 x \$2,499.00

SeeMyLegacy Annual Subscription that includes all features and functionality of the platform.

One-time subtotal	\$2,499.00
January New Customer 10%	(\$249.90)
	10.0% discount
Total	\$2,249.10

Signature

Date

Printed name

This quote expires on January 31, 2025

Terms and Conditions

Your Quote acts as your contract for your See My Legacy Subscription and is subject to all [terms and conditions](#).

Payment Instructions

Once Quote is signed, customer can pay directly through the Quote using the Credit Card/ACH or an Invoice can be provided to allow alternative payment options.

<p>Check Make checks payable to: See My Legacy LLC</p>	<p>ACH Remit payment via ACH to: See My Legacy LLC</p>	<p>Wire Transfer Remit payment via wire to: See My Legacy LLC</p>
<p>Mail To See My Legacy LLC 18500 Lake RD STE 220 Rocky River OH 44116 Please reference Quote Reference# in Memo</p>	<p>ACH Only Bank Routing #: 044000037 Bank Account #: 583590669 Chase Bank 270 Park Avenue, 43rd Floor New York, NY 10017 Please reference Quote Reference# on payment</p>	<p>Wire Only Bank Routing #: 021000021 Bank Account #: 583590669 Chase Bank 270 Park Avenue, 43rd Floor New York, NY 10017 Please reference Quote Reference# on payment</p>

Rocky River OH 44116
(216) 435-7878

Item # 23.

finance@seemylegacy.com

February 5, 2025

To our Board of Aldermen:

As Public Information Official, I would like to express my support for the SeeMyLegacy Platform. It simplifies several of the goals we have for the city:

First: encouraging community involvement and ownership in community projects.

Second: effectively using volunteers to cut staff costs for simple projects and upkeep.

And Third, securing donors for city projects, and properly recognizing them.

Though this platform is not free, Jason has pointed out that it does not necessarily require extra budget money. Research shows that building effective community involvement saves money in such areas as vandalism clean-up. It could help in building trust between the city and our citizens, so we could avoid actions that arise from distrust—such as expensive audits-- in the future. I feel confident that if we subscribe to this platform for one year, we will see that extra donations alone will cover the subscription fee. I hope these reasons and others support the proposal to adopt this platform. As the City prepares to enact a more comprehensive public relations policy, tools like this are invaluable.

Thank you for your consideration,

Rebecca Hansen, PIO



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Jason Knight, Parks Director

SUBJECT: An Ordinance Approving the 2025 Parks Fees

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 02/10/2025
Bill No.: 12

Second Reading: 02/24/2025
Ordinance No.: 250210D

AN ORDINANCE APPROVING THE 2025 WILLARD PARKS AND RECREATION DEPARTMENT FEE REVISIONS

WHEREAS, the Willard Parks and Recreational Advisory Board has recommended to the Board of Aldermen the Approval of the 2025 Fee Revisions for the Willard Parks and Recreation Department; and

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, has considered the 2025 Update for the Willard Parks and Recreation Department.

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

Section 1: The City does hereby approve the 2025 fee amendments for the Willard Parks and Recreation Department as that document is attached hereto and incorporated herein.

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **24th day of February 2025**.

Approved By: _____
Mayor Troy Smith

Attested By: _____
Rebecca Hansen, City Clerk

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

Sports	Credit Card Fee	2024 Fee	2024 Late Fee	Change for '25			Notes
Soccer	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Volleyball	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Flag Football	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Soccer	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Basketball	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Baseball #1	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			7 Game Season Late fee increased to \$25
Baseball #2	3.00%	\$ 50.00	\$ 20.00	\$ 25.00			5 Game Season Late fee increased to \$25
Soccer Team Registration	3.00%						7 Game Season
Baseball Team Registration	3.00%						7 Game Season
Volleyball Team Registration	3.00%					Increase late fee to streamline registration	7 Game Season
Basketball Team Registration	3.00%						7 Game Season
Adult Team VB	3.00%	\$ 250.00	\$ 50.00				7 Game Season
Adult Softball	3.00%	\$ 300.00	\$ 50.00				7 Game Season
Adult Mens Basketball	3.00%	\$ 300.00	\$ 50.00				7 Game Season
Fitness Programs							
Per Course Fee (8 classes)		PRN: Set by instructors					
Races							
Family Fun Run 13 Under	3.00%	\$ 15.00	\$ 10.00				
Family Fun Run 13+	3.00%	\$ 25.00	\$ 10.00				
Adventure Race	3.00%	\$ 35.00	\$ 15.00				
Fitness Challenge	3.00%	\$ 10.00	\$ -				
Disc Golf Tournament	3.00%	\$ 25.00	\$ 15.00				
Youth Programs Childcare							
Summer Camp	3.00%	\$ 40.00	\$ 135.00			\$ 50.00	\$ 20.00*
No lunch provided by parent fee	3.00%	\$10 daily					
Summer Camp - State Assistance	3.00%						\$20.00*
Out of School Days	3.00%	\$ 25.00					
Winter Camp	3.00%	\$ 25.00					
Spring Break Camp	3.00%	\$ 25.00					
Kids/Parents Night Out	3.00%	\$ 20.00					
After School Care Program	3.00%	\$ -	230 monthly			\$ 25.00	\$ 20.00
Late Pick-up fee after 6 pm	3.00%	\$10 every 10 minutes					
Counselor in Training Camp Program	3.00%	\$ 20.00	\$ 70.00				
Middle School Adventure Camp	3.00%	\$ 50.00	\$ 200.00			\$ 20.00	\$ 20.00
Youth Programs							
Tumbling Toddlers	3.00%	\$ 40.00	\$ 10.00				
Youth Yoga	3.00%	\$ 40.00	\$ 10.00				
Basketball Camp	3.00%	\$ 55.00	\$ 10.00				
Adult Programs							
Paint Night-Simple		\$ 15.00	\$ 15.00				
Paint Night-Complex		\$ 30.00	\$ 30.00				
Craft Night- Simple		\$ 15.00	\$ 15.00				
Craft Night- Complex		\$ 30.00	\$ 30.00				

Aquatics	Credit Card Fee	General Public	WAC Member		*We no longer offer membership/employee discounts for rentals	
Children 3 under	3.00%	\$ -	\$ -			
Non-Swimmer Fee	3.00%	\$ 2.00	\$ -			
Ages 4+	3.00%	\$ 6.00	\$ -		90 days of pool service (weather permitting)	increase of \$1
Ages 55+	3.00%	\$ 4.00	\$ -			
Aqua Fitness Classes	3.00%	\$ 5.00	\$ -			
Swim Team	3.00%	\$ 125.00	\$ 125.00			
Lap Swim	3.00%	\$ 5.00	\$ -			
Doggie Dive	3.00%	\$ 10.00	\$ 10.00			
Group Swim Lessons	3.00%	\$ 45.00	\$ 35.00			
Private Swim Lessons	3.00%	\$ 125.00	\$ 100.00		30 minute lessons, 5 lessons total	
Party Pad #1	3.00%	\$ 35.00	\$ 35.00		\$35/ hour, can bring own food and non alcohol beverage	Cost covers reservation of picnic tables and shade. Swimmers and non swimmers cost per attendee.
75 people or less WAC Rental	3.00%	\$ 400.00	\$ 400.00		Private Party	
76-150 people WAC Rental	3.00%	\$ 450.00	\$ 450.00		Private Party	
151+ people WAC Rental	3.00%	\$ 500.00	\$ 500.00		Private Party	
Training/Certification						
Lifeguard-Employee	3.00%	\$ 125.00			Certification	
Lifeguard-Non-employee	3.00%	\$ 250.00			Certification	
Special Programs						
New Programs					*Relative to other communities fees	
Rentals	Credit Card Fee	2024 Fee Per Hour	2024 All Day Fee (12+ Hours)		After Hours Rental	Payment and Refund Policy for Facility Rentals
Community Building	3.00%	\$ 45.00	\$ 450.00			<p>1. Deposits and Payment Terms: For rentals exceeding \$150, a 50% deposit is required at the time of booking. The remaining balance must be paid in full 14 days prior to the rental date. If the full payment is not received by the 14-day deadline, the reservation will be canceled without a refund.</p> <p>2. Late Reservations: For rentals made less than 14 days before the reservation date, full payment is required at the time of booking, regardless of the total rental cost.</p> <p>3. Rentals Under \$150: For rentals with a total cost of \$150 or less, full payment is due at the time of booking.</p> <p>4. Cancellation and Refund Policy: No refunds will be issued for cancellations made with less than 24 hours notice before the rental date.</p> <p>5: Reschedule policy: If customer reschedules with less than 24</p>
Big Gym	3.00%	\$ 45.00	\$ 450.00		\$65/hour	
Small Gym	3.00%	\$ 40.00	\$ 400.00		\$60/hour	
Full Rec Facility	3.00%		\$ 150.00		185.00	
Balloon Arch (balloons and set up not included)	3.00%		\$50 Flat Fee			
Ballon Arch (balloons and set up included)	3.00%		\$100 Flat Fee			
Big Pavilion	3.00%	\$ 20.00				
Small Pavilion	3.00%	\$ 15.00				
Baseball Fields	3.00%	\$ 40.00	\$ 400.00			
Soccer	3.00%	\$ 40.00	\$ 400.00			



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Jason Knight, Parks Director

SUBJECT: An Ordinance Approving the Special Event Fee Schedule for Outside Organizations

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 02/10/2025
Bill No.: 25-13

Second Reading: 02/24/2025
Ordinance No.: 250210E

AN ORDINANCE APPROVING THE SPECIAL EVENT FEE SCHEDULE FOR OUTSIDE ORGANIZATIONS

WHEREAS, the Willard Parks and Recreational Advisory Board has recommended to the Board of Aldermen the Approval of the Special Event Fee Schedule for Outside Organizations; and

WHEREAS, the Board of Aldermen of the City of Willard, Missouri, has considered the Special Event Fee Schedule for Outside Organizations.

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

Section 1: The City does hereby approve the Special Event Fee Schedule for Outside Organizations for the Willard Parks and Recreation Department as that document is attached hereto and incorporated herein.

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **24th day of February 2025**.

Approved By: _____
Mayor Troy Smith

Attested By: _____
Rebecca Hansen, City Clerk

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

Proposal for Special Event Fees and Cost Recovery in Willard

Introduction: Special events in the City of Willard play a vital role in building community spirit, attracting visitors, and supporting local businesses. From parades and festivals to charity runs, these events enhance the quality of life for residents and visitors alike. However, events that require road closures and significant city resources involve substantial costs, particularly in the form of police and parks department support.

This proposal outlines two fee options for event organizers based on the length of road closures, ensuring both the financial sustainability of city services and continued support for community events. Additionally, we propose a system for event organizers to apply for fee waivers based on organizational status, with special consideration given to student-led or charitable events.

Current Costs:

- **Police Department:** \$625 for planning and the first hour of road closure (covers personnel, equipment, and traffic management).
- **Parks Department:** \$415 for event planning, coordination with the police, and logistical support such as setup and teardown.

Proposed Fee Structure Based on Event Duration:

1. Full Cost Recovery (100% Cost) – Events Exceeding 90 Minutes of Road Closure

- **Fee:** \$1040 (Police \$625 + Parks \$415)
- **Eligibility:** Any event requiring more than 90 minutes of road closure.

Events that need road closures for more than 90 minutes will incur the full cost recovery fee. These events typically involve larger gatherings, require more extensive planning, and often attract significant crowds, which increases the demand on both police and parks services. Examples include:

- Parades
- Festivals or multi-day events
- Road races and marathons
- Large public celebrations (e.g., holiday events)

Rationale: These large-scale events involve complex logistics and demand significant personnel and resources from both the police and parks departments. Full cost recovery ensures that the city can maintain service levels without burdening taxpayers for the operational costs associated with these longer, high-impact events.

Benefits:

- Ensures proper staffing and service quality without stretching city budgets.
- Maintains fiscal responsibility by recouping all direct costs from event organizers.
- Encourages efficient event planning by having organizers account for the full operational impact of extended road closures.

2. Half Cost Recovery (50% Cost) – Events Under 90 Minutes of Road Closure

- **Fee:** \$495 (Police \$315 + Parks \$180)
- **Eligibility:** Any event requiring less than 90 minutes of road closure.

Events with road closures under 90 minutes will qualify for the reduced fee. These events are typically smaller in scale, require fewer resources, and have a shorter impact on traffic flow and city operations. Examples include:

- Short charity walks or runs
- Small-scale community parades
- Pop-up markets with brief road closures

Rationale: Smaller events still bring value to the community, but they do not necessitate the same level of resource allocation as larger events. Offering a 50% cost recovery for these shorter events encourages more local engagement, particularly from smaller organizations or community groups that may have limited budgets. This structure also reflects the reduced time and resources required by city staff for these events.

Benefits:

- Promotes local engagement by reducing financial barriers for smaller events.
- Recognizes the reduced operational strain of shorter events while still recouping part of the cost.
- Encourages community-driven activities that foster a sense of belonging without imposing heavy costs on the organizers.

3. Partial Cost Recovery (Dependent on Board Determination) – All Events

- **Fee:** (Dependent on Board Determination)
- **Eligibility:** Any Event approved by the Board. Events that are supported by the organizing party through the use of off-duty officers or trained volunteers. Initial planning and organizing costs to the City will still be incurred, however time of event costs will be covered in full or partially by the organizing group.

Rationale: These events bring value to the community, but the City recognizes that outside support from organizing groups lowers the fiscal impact to the city. Offering cost recovery on a sliding scale determined by the Board of Alders encourages more local engagement and volunteerism, again benefiting smaller organizations or community groups that may have limited budgets but strong support networks. This structure also reflects the reduced time and resources required by city staff for these events.

Benefits:

- Promotes local engagement by reducing financial barriers for smaller events.
- Recognizes the reduced operational strain of shorter events while still recouping part of the cost.
- It encourages community-driven activities that foster a sense of belonging without imposing heavy costs on the organizers.

Fee Waiver Application Process: In addition to the tiered fee structure, we recommend introducing an application process for fee waivers. This would allow event organizers to apply for partial or full fee waivers based on the nature of the event and the status of their organization.

Fee waivers would be considered for:

- **Non-profit organizations:** Charitable events organized by recognized 501(c)(3) organizations that directly benefit the community or a cause.
- **Student-led events:** Special consideration for events planned by students, particularly school groups, student organizations, or youth-led initiatives that contribute to civic engagement and community service.
- **Public benefit events:** Events that provide clear and direct benefits to the local community, such as fundraisers for community improvements, public health initiatives, or educational campaigns.

Each waiver request would be reviewed based on the following criteria:

- **Event impact on the community:** Does the event serve a broader public interest or target a specific cause beneficial to the community?
- **Organizational status:** Is the event organized by a non-profit or public school/student group?
- **Financial capacity:** Does the organizing group have the resources to cover fees without a waiver?

Conditions for Partial Waivers: Waivers for part of the costs (for police officers, reserve officers, or Parks staff attendants) during the time of the event will be considered if the organizing group provides:

Fee Waiver Process:

This process will allow qualifying groups to apply for partial or full waivers of city fees based on their organizational status and the community benefit of their event.

Waiver Criteria:

- **Non-profits:** Charitable events organized by recognized 501(c)(3) organizations.
- **Student-led events:** Special consideration will be given to student organizations or youth-led initiatives.
- **Public benefit:** Events that provide clear value to the Willard community (e.g., charity fundraisers, public health events).

Conditions for Partial Waivers: Waivers for part of the costs (for police officers, reserve officers, or Parks staff attendants) during the time of the event will be considered if the organizing group provides:

- **Volunteers:** Properly trained volunteers to assist with traffic management or other event needs.

- **Off-duty officers:** If off-duty police officers are secured by the organizing group.

Vehicle Operation Costs: If the group’s volunteers or off-duty officers are using City of Willard vehicles, the cost for the operation of those vehicles will **not** be waived. This ensures that city resources such as fuel, maintenance, and wear-and-tear on vehicles are covered by the event organizers.

Formal Request Process:

To ensure proper planning and coordination for events, the following guidelines must be adhered to:

1. **Request Deadline:** A formal request for road closures and fee waivers must be submitted to the Chief of Police/Parks Director **no less than 60 days** prior to the event.
 - The Chief of Police/Parks Director will submit the request to the Board of Aldermen for final approval.
 - If a fee waiver is requested, the organizing group will be **required** to present their rationale directly to the Board of Aldermen.
2. **Late Requests:** If a request for a waiver is submitted **less than 45 days** before the event, or if modifications to the waiver or staffing needs occur after the initial submission, the organizing group will incur additional costs. These additional fees will be calculated at the rates stated in the Event Fee Sheet and will cover the added administrative burden and any increased staffing or planning needs.

The waiver process ensures that deserving organizations, particularly those serving youth or public welfare causes, can host their events without being deterred by cost. However, it is also designed to prevent abuse by requiring transparent applications and clear justifications for the fee waiver.

Conclusion: The proposed fee structure and waiver application system provide a balanced approach to event cost recovery. By differentiating between events based on the length of road closures, the City of Willard can both recover the costs of larger, resource-intensive events and support smaller, community-driven activities at a reduced rate. Introducing a waiver process also acknowledges the contributions of non-profits, students, and community-oriented organizations, ensuring that financial barriers do not prevent these groups from contributing to Willard’s vibrant event calendar.

Recommendation: We recommend the adoption of this fee structure and formal waiver process to maintain the high level of service provided by the police and parks departments. Additionally, setting clear guidelines for submitting waiver requests and accommodating volunteer resources ensures that event organizers and the city can work collaboratively to host successful, cost-effective events.

Willard Police Department Hourly Cost for Special Events

(8 Officers)				
Administrative (Scheduling, Meetings, Event Planning):				
	Hours			
Command Staff	4	\$	31.45	\$125.80
Officer Briefing / Clean-up (1-Hour):				
	Officers		Hourly Rate	
Command Staff	2		\$31.45	\$62.90
Senior Officer	4		\$24.95	\$99.80
Entry/Reserve	2		\$21.79	\$43.58
			B/CU Total	\$206.28
Event (Hourly Rate):				
Command Staff	2		\$31.45	\$62.90
Senior Officer	4		\$24.95	\$99.80
Entry/Reserve	2		\$21.79	\$43.58
			Event Hourly Total	\$206.28
Vehicle Use (Hourly Rate):				
	Vehicles	Mileage Rate	Miles	
15 MPH X Federal Rate \$0.67 per mile X 8 vehicles	8	\$0.67	15	\$80.40
			Vehicle Use Total	\$80.40
Miscellaneous (Printing, Water, Sunscreen):				
				\$10.00
			Misc Total	\$10.00
TOTAL First Hour: (Admin, Briefing, Mobilization, Supplies)				\$628.76
Continuing Cost (Hourly Rate)				
	Personnel		\$194.68	
	Vehicle		\$80.40	
	Misc.			\$5.00
TOTAL Subsequent hours (same event):				\$280.08

Willard Parks Department Hourly Cost for Special Events

(4 Staff)			
Administrative (Scheduling, Meetings, Event Planning):			
	Hours		
Director	4	29	\$116.00
Officer Briefing / Clean-up (1-Hour):			
	Staff	Hourly Rate	
Director	1	\$29.00	\$29.00
Assistant Director	1	\$24.00	\$24.00
Maintenance	2	\$20.00	\$40.00
		B/CU Total	\$93.00
Event (Hourly Rate):			
Director	1	\$29.00	\$29.00
Assistant Director	1	\$24.00	\$94.00
Maintenance	2	\$20.00	\$40.68
		Event Hourly Total	\$163.68
Vehicle Use (Hourly Rate):			
	Vehicles	Mileage Rate	Miles
15 MPH X Federal Rate \$0.67 per mile X 8 vehicles	3	\$0.67	15 \$30.15
			Vehicle Use Total
			\$30.15
Miscellaneous (Printing, Water, Sunscreen):			
			\$10.00
			Misc Total
			\$10.00
TOTAL First Hour: (Admin, Briefing, Mobilization, Supplies)			\$412.83
Continuing Cost (Hourly Rate)			
	Personnel	\$372.68	
	Vehicle	\$30.15	
	Misc.		\$5.00
TOTAL Subsequent hours (same event):			\$256.68



CITY OF WILLARD AGENDA REPORT

Board of Aldermen

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Jason Knight, Parks Director

SUBJECT: An Ordinance Authorizing a Contract with Premier Pyrotechnics for the Freedom Fest Fireworks

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

First Reading: 02/10/2025
Bill No.: 25-14

Second Reading: 02/24/2025
Ordinance No.: 250210F

AN ORDINANCE ACCEPTING THE PROPOSAL OF PREMIER PYROTECHNICS TO PROVIDE THE FIREWORKS DISPLAY FOR THE CITY OF WILLARD FREEDOM FEST AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD.

WHEREAS, the City of Willard contracts with a company for Fireworks for Freedom Fest each year; and

WHEREAS, the City of Willard has selected Premier Pyrotechnics to provide said services as itemized in detail in “Exhibit A” as attached hereto.

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

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the proposal of Premier Pyrotechnics to provide the services described in Exhibit “A.”

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

Read two times and passed at a meeting of the Board of Aldermen of the City of Willard, Missouri, on the **24th day of February 2025.**

Approved By: _____
Mayor Troy Smith

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form: _____
Nate Dally, City Attorney



Our Mission...

Item # 26.

“A Dedication to Pyrotechnic Perfection”

TURN-KEY 3 YEAR CONTRACT FOR SERVICE

This contract is entered into this **February 10th, 2025**, by and between **Premier Pyrotechnics, Inc.** 25255 Highway K, Laclede County, Richland, MO 65556, telephone 417-322-6595, fax 573-213-2211, designated herein as the “Seller”, and the **City of Willard** designated as the “Buyer”.

Seller will deliver to Buyer the fireworks on **June 28th, 2025, June __, 2026, and June __, 2027**, and /or will make necessary substitutions of equal or greater value. Seller agrees to perform the fireworks display safely and in accordance with such Federal, State and Local laws that might be applicable.

Seller agrees that they are to check the display area after the presentation of the fireworks display for any “duds” or other material that might not have ignited. Any such material found shall be disposed of as required by all Federal, State, and Local rules and regulations or as is the standard practice of Seller. It is also agreed that **BUYER/SPONSOR** is responsible for checking the display area at first light for any unexploded materials. If such materials are located immediately contact Premier Pyrotechnics at 417-322-6595 for further instructions.

Buyer will furnish the minimum safety distance required per NFPA 1123. In no case shall spectators be allowed closer than 70 feet per inch of the largest shell diameter. Buyer will provide adequate monitoring to maintain these distance factors. Buyer also agrees to have adequate fire protection available on location of the display.

It is agreed and understood that Buyer will pay the total purchase price of **\$9,500.00** including sales tax if applicable with the option to adjust the purchase price of the display. **The Buyer will pay 50% of the first year’s total price on the date this contract is signed, UNLESS taking advantage of the early pay option then you MUST PAY IN FULL FOR THE FIRST CONTRACTED YEAR’S TOTAL PRICE PRIOR TO THE EARLY PAY DATE, this applies to each contracted year.** The remainder is to be paid within 10 days following the date of the display. In the event of a weather-related delay, Buyer agrees to pay an additional cost of not more than \$200.00 per day for security. Seller will arrange for security. In case of cancellation the deposit is nonrefundable but will be held for a future display date. **All payments must be made to PREMIER PYROTECHNICS, INC and mailed to 25255 Hwy K, Richland, MO 65556.**

Early pay options are as follows: Payment received in full by December 1st, 2024, will receive an additional 15% product. Payment received in full by January 15th, 2025, will receive an additional 12.5% product. Payment received in full by March 1st, 2025, will receive an additional 10% product. Payment received in full by April 1st, 2025, will receive an additional 5% product. By signing a 3-year contract Premier Pyrotechnics will add an additional 5% product to your display.

Buyer acknowledges and agrees that any balance past due is subject to a finance charge computed by a “Periodic Rate” of 1.5% per month, which is an annual percentage of 18%. This will be applied to the balance after specified payment due dates above. The Parties acknowledge and agree that any legal action commenced regarding this contract or collection shall be brought in the Circuit Court of Laclede County, Missouri, and that Missouri law shall govern the determination of rights, responsibilities, and remedies. Buyer shall further be entirely responsible for any attorney fees and court costs incurred by Seller in enforcing its rights under this contract and to collect any unpaid balance.

SELLER: PREMIER PYROTECHNICS, INC.

BUYER: City of Willard

BY: Nicky Sanderson
DATE: February 10th, 2025

BY: _____ DATE: _____
Print Name & Title

AUTHORIZED PURCHASER REPRESENTATIVE SIGNATURE: _____

In the event of Force Majeure, any deposits for payments will be carried forward to the next possible date agreed on between the client and Premier Pyrotechnics Inc.



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Steven Bodenhamer, Project Manager

SUBJECT: Approval of Advertising for Bids for the Meadows Gravity Trunk Sewer

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:



CITY OF WILLARD AGENDA REPORT

Board of Aldermen Meeting

Meeting Date: February 10, 2025

TO: Board of Aldermen

FROM: Steven Bodenhamer, Project Manager

SUBJECT: Sanitary Sewer Status Update

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: 1

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: February 10, 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:

- Design of force main, lift station modification, erosion control and electrical are nearing completion.
- Reviewing materials of construction and costs for force main are nearing completion.
- The next step is to submit plans and specifications to the Missouri Department of Natural Resources for approval and issuance of a construction permit.
- **Due to Trump's Freeze of Grant Programs, reimbursement of project costs is not fully clear at this time.**

MEADOWS CONNECTION TO CITY OF SPRINGFIELD

Status of components:

- Sanitary Sewer and/or Temporary Easements have been secured and recorded with the Greene County Recorder of Deeds for six of the seven tracts. We are awaiting trust documentation for the eighth tract.
- Approval of Advertising for Bids for the Meadows Gravity Trunk Sewer is addressed in a separate agenda item. This will allow Allgeier, Martin and Associates (per contract) to advertise, respond to contractor inquiries, tabulate bids and make bid award recommendations.