



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

March 10, 2025 at 6:00 PM

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

AGENDA

Update Posted on March 05, 2025, at 03:00 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 from February 24, 2025**
- 2. February/March 2025 Current Outstanding Invoices, Checks, and Draft Paid Invoices**
- 3. Department Head Report City Clerk March 2025**
- 4. Department Head Report Court March 2025**
- 5. Department Head Report Human Resources March 2025**
- 6. Department Head Report Parks Department March 2025**
- 7. Department Head Report Planning and Zoning March 2025**
- 8. Department Head Report Police Department March 2025**
- 9. Department Head Report Willard Public Works March 2025**
- 10. Board Attendance Report**

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

CITIZEN INPUT

DISCUSSION

- 11. April 8, 2025 ELECTION: WILLARD SCHOOL DISTRICT BALLOT ITEMS - Dr. Eric Wilken, Superintendent**

RESOLUTIONS

- 12. A RESOLUTION APPROVING A CONSENT AGREEMENT WITH TERRA CONSULTING LTD., REPRESENTING VERIZON WIRELESS, FOR**

**MODIFICATIONS TO TELECOMMUNICATIONS EQUIPMENT ON THE CITY
WATER TOWER AT 512 E. JACKSON**

ORDINANCES

- 13. AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ACCEPT THE AMENDED LEASE AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC, AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT (SECOND READ)**
- 14. AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE -- CONVENIENCE FEES (SECOND READ)**
- 15. AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH XPRESS BILL PAY FOR ONLINE PAYMENT SERVICES (SECOND READ)**
- 16. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, MARTIN AND ASSOCIATES, INC. TO DESIGN A DRAINAGE CHANNEL ON MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT) RIGHT OF WAY BETWEEN US HIGHWAY 160 AND PROCTOR ROAD (SECOND READ)**
- 17. AN ORDINANCE 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 (SECOND READ)**
- 18. AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT FOR UTILITY TAP CONSIDERATION. (FIRST READ)**

CITY ADMINISTRATOR REMARKS

CONSIDERATION OF WATER/SEWER BOARD APPLICATIONS

- 19. *Water/Sewer Advisory Board Applications***

NEW BUSINESS

UNFINISHED BUSINESS

RECESS OPEN SESSION

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

CALL THE MEETING TO ORDER

ROLL CALL

CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

ADJOURN MEETING

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

Rebecca Hansen, City Clerk



CITY OF WILLARD

BOARD OF ALDERMEN REGULAR MEETING

February 24, 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 Rebecca Hansen, Parks and Recreation Director Jason Knight, CFO Carolyn Halverson, AFO Gina Mount, Planning and Zoning Director Mike Ruesch, Project Manager Steven Bodenhamer, Police Officer JD Landon, Chief Tom McClain

Citizens Present: Doug Johnson, Diana Johnson, Larry Whitman

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

CALL THE MEETING TO ORDER

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

ROLL CALL

City Clerk Hansen conducted the roll call.

Present: Mayor Troy Smith, Casey Biellier, David Keene, Scott Swatosh, Joyce Lancaster, Carol Wilson. Jeremy Hill was excused.

City Clerk Hansen confirmed that a quorum was present.

AGENDA AMENDMENTS/APPROVAL OF AGENDA

City Administrator Wes pointed out that the verbiage of 9.K, "AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, 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" should read "DESIGN" where now it reads "CONSTRUCT".

Mayor Smith asked for a motion to approve the Agenda Amendments and Agenda. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the Agenda, along with the Agenda Amendments. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

CONSENT AGENDA:

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

- A. Meeting Minutes from February 10, 2025**
- B. January Financial Summaries**
- C. January Financial Statements**
- D. January/February Outstanding Invoices, Checks and Draft Paid Invoices**
- E. January Check Register**
- F. January Utility Adjustments Report**

Mayor Smith asked for a motion to approve the Consent Agenda. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Consent Agenda, Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

4. CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

City Administrator Wes explained that the outstanding invoices include I&I sewer repair needs such as equipment and manhole cover repairs. The City also needed to pay CJW Transportation Consultants, LLC for their work on the Jackson Street project.

Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the Current Outstanding Invoices, Draft, and Check Paid Invoices. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

5. CITIZEN INPUT

Doug Johnson addressed the Board about the proposed ordinance regarding fees to cover cost for outside events. He and Diana initiated bringing the Veteran’s Day parade to Willard several years ago. He feels Willard is a great place to hold the parade and he feels it benefits the City, also. He thinks it could bring people and tax dollars into town. He wants to keep the parade here and is asking for city support in doing so. His organization has a small budget, and the proposed fees would be a strain.

Diana Johnson echoed the same sentiments. They feel the parade is good publicity and they want to help the City see how they can make the parade mutually beneficial. She says this is the biggest Veteran’s Parade in the state of Missouri.

6. PROJECT MANAGER UPDATES

A. Sanitary Sewer Project Status

The City is still waiting on DNR to approve the spec package. The funds are still frozen, as the case works its way through the court system. The City will be asking for reimbursement for another project soon.

Meadows Gravity Trunk Sewer is moving forward, just waiting on trust documentation for the last needed easement.

The City's engineering firm will be accepting proposal for tree felling. The trees in question are an endangered bat habitat near the airport. Trees must be removed before 31st of March. If that deadline passes, the trees can't be felled until after the bat breeding season.

7. PRESENTATION

A. Safety Tax Presentation--Chief McClain

Mayor commended the Chief on the presentation and asked where else this will be presented. He encouraged the Chief to get the presentation in front of as many people as possible; Mayor has some ideas.

8. RESOLUTIONS

A. A RESOLUTION DECLARING CERTAIN CITY VEHICLES AS SURPLUS PROPERTY AND AUTHORIZING THEIR DISPOSAL

City Administrator Wes described the three vehicles in question: two are Parks property and one is Public Works. Any proceeds will go back into the relevant fund of the department that own them.

Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this resolution. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

B. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH GREENE COUNTY FOR THE USE OF GIS INFORMATION

Planning and Zoning Director Mike explained that we will be able to use Springfield GIS at no cost if we enter into this contract. The contract allows the City to use the information, but forbids the City from sharing the information—sunshine requests need to be referred back to the City of Springfield. This information will beef up our GIS database. The Board asked how long the contract will be in force. Mayor said his business has a similar contract with Springfield, and that contract is for one year.

Mayor Smith asked for a motion. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve this resolution. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

9. ORDINANCES

A. AN ORDINANCE ADOPTING THE CITY OF WILLARD DISCIPLINARY POLICY (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. City Administrator Wes stated again that at-will employment will still apply and reminded the Board that this is part of ongoing efforts to update the employee handbook.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance as read. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

B. 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 (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. This is new equipment for Public Works.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Keene and seconded by Alderman Lancaster to approve this ordinance as read. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

C. AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ACCEPT THE AMENDED LEASE AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC, AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT (FIRST READ)

City Administrator Wes has been in negotiations with Catalyst Network Services, the parent company of Sprint Spectrum Realty Company. They are willing to enter into a 30-year lease of the Willard water tower. The basic terms are \$1200/month with an increase of 10% every 5 years.

D. AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE -- CONVENIENCE FEES (FIRST READ)

City Administrator Wes pointed out that this ordinance clarifies the language of a recent ordinance, which allows the city to collect a transaction fee for credit and debit card transactions. Our processors do not charge the city the \$1.50 and \$2.50 transaction fee; they charge the consumer directly. The 6.6% credit/debit card convenience fees the City collects are pass-through fees the city is charged based on consumer payment activity that uses a credit or a debit card. There was a short discussion on why the City uses Tyler to process payments: the software company makes it difficult to use another processor and offers tech support when the City uses Tyler. Also, Tyler offers real-time processing, which is necessary when utility shut-offs come into play. Other processors are 3% without real time processing. The City uses other processors when real-time processing isn't necessary.

E. AN ORDINANCE APPROVING THE 2025 PARKS FEES (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. The Board asked if the fees charged are covering the cost of summer camp. Parks and Recreation Director Jason says it does, and the cost is in line with other municipal summer camps.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance as read. Motion

carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Swatosh, and Wilson. Alderman Lancaster abstained.

F. AN ORDINANCE APPROVING THE SPECIAL EVENT FEE SCHEDULE FOR OUTSIDE ORGANIZATIONS (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Parks and Recreation Director Jason reminded the Board this will especially affect parades, and that he added classification of non-profit organizations who can qualify for city subsidies.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Lancaster and seconded by Alderman Wilson to approve this ordinance as read. Voting Aye: Aldermen Lancaster, Swatosh, and Wilson. Nay: Aldermen Biellier, Keene. The motion failed.

G. AN ORDINANCE AUTHORIZING A CONTRACT WITH PREMIER PYROTECHNICS FOR THE FREEDOM FEST FIREWORKS (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Parks and Recreation Director Jason reminded the Board that last meeting they had asked for a one-year contract and we were able to secure a one-year, renewable contract.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance as read. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

H. AN ORDINANCE ADDING TO SECTION 520 OF THE CITY CODE - 520.010 APPROACHES (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Mike reminded the Board that the purpose of this proposal is to give the City the opportunity to protect its roads by controlling the ways the driveway approaches connect. It benefits the City in the long term to have Public Works install these, if the homeowner supplies materials. It is proposed that the Code be adjusted to allow a three-car garage to have a 30-ft approach, rather than a 20 ft approach.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance as read. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

I. AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH XPRESS BILL PAY FOR ONLINE PAYMENT SERVICES (FIRST READ)

Planning and Zoning Director Mike updated the Board that the Civic Review software will soon be ready to use. It automates the processing of business licenses, building permits, etc. This proposal will allow us to enter into a contract that will process the associated payments. We can negotiate this contract yearly.

J. AN ORDINANCE 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 (FIRST READ)

The Board approved this proposal earlier as a resolution, but the contract requires an ordinance. Planning and Zoning Director Mike reminded the Board that this proposal is a first step to improving parking downtown.

K. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, 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 (FIRST READ)

The Board approved this proposal earlier as a resolution, but the contract requires an ordinance. This drainage channel is part of the effort to improve parking downtown. City Administrator Wes reminded the Board that the proper wording for this ordinance is “to design”, not “to construct”. Planning and Zoning Director Mike reminded the Board that this will direct water down a MODOT drainage channel to the Willard drainage system. Regarding cost, the engineering of this project is more expensive than the construction because there is no margin for error in getting the right-of-way/ easements correct.

10. CITY ADMINISTRATOR REMARKS

City Administrator Wes briefed the Board regarding a new Seasonal Employee policy draft that was placed before them. City Attorney Nate is reviewing this. This effort is a part of the effort to update the Employee Handbook.

Wes reported he is also revisiting current code on public input at meetings, as well incorporating into Code the latest amount a city can financially recoup when fulfilling Sunshine Requests.

Wes reported that the new City app has had a good response so far. It had 308 downloads, as of the first of the month. That number is close to 350 now.

Wes invited the Board to begin to consider an upcoming offer to buy shares of water in Stockton Lake. We have the water we need now. Mayor asked if it hedges the City’s risk in case of drought. Wes said that Stockton Lake would also be affected, in that case. Also, to access the water, the City would need to bring a pipe to Willard. Most of the existing water system is well-based, so it could be expensive to access that water when and if we needed it. There is risk involved; it is understood that the City would share a portion of unknown risk. For instance, we would need to pay a portion of fixing a dam, etc. Wes is still learning/ asking questions, but anticipates a contract from the Stockton Lake folks soon for board consideration.

11. NEW BUSINESS

Planning and Zoning Director Mike said that the City needs to begin work on a Master Transportation Plan (MTP) and wanted to provide some information that. That work will require the creation of a MTP Board. The Board was asked to think about and invite citizens who might want to participate.

Mike is making changes to the landscaping ordinance. The Board was given a copy of the ordinance with suggested language. The Board was invited to give input. Mike clarified that the proposal mostly addresses barriers and buffers for commercial/industrial. Two trees will be required for residences.

Mayor suggested taking the Board’s temperature on future attempts to update code, in order to save time and effort. City attorney Nate suggested crafting a resolution asking, “shall we proceed in this direction?”

12. UNFINISHED BUSINESS

Alderman Lancaster asked about water board application status. We advised we have received one more application for the Water Board. We currently have all the out-of-town applicants required, and two in-town applicants. We will wait for one more in-town applicant, to meet the required three. If we can't meet this, we may need to change the code.

13. ADJOURN MEETING

Mayor Smith called for a motion to adjourn the meeting. The time was 7:28 pm.

Motion was made by Alderman Lancaster and seconded by Alderman Wilson to adjourn the meeting. Motion was carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

Rebecca Hansen, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN**



Item # 2.

**AGENDA ITEM #3b
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **February 2025/March 2025 Outstanding Invoices**



City of Willard, MO

Expense Approval Report Item # 2.

By Vendor Name

Post Dates 2/25/2025 - 3/6/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AEL100 - ACCURATE ELECTRIC LLC					
ACCURATE ELECTRIC LLC	373	03/06/2025	12V MOTOR FOR CRANE TRK #116-ST5 / W /S	10-300-71000	75.19
ACCURATE ELECTRIC LLC	373	03/06/2025	12V MOTOR FOR CRANE TRK #116-ST5 / W /S	20-600-71000	150.38
ACCURATE ELECTRIC LLC	373	03/06/2025	12V MOTOR FOR CRANE TRK #116-ST5 / W /S	20-700-71000	150.38
Vendor AEL100 - ACCURATE ELECTRIC LLC Total:					375.95
Vendor: REP425 - ALLIED SERVICES, LLC					
ALLIED SERVICES, LLC	428	03/06/2025	RECYCLE CENTER-S	20-700-57200	132.83
ALLIED SERVICES, LLC	920	03/06/2025	TRASH EXP-ALL	10-100-62300	119.97
ALLIED SERVICES, LLC	920	03/06/2025	TRASH EXP-ALL	10-200-62300	80.09
ALLIED SERVICES, LLC	920	03/06/2025	TRASH EXP-ALL	20-600-62300	272.34
ALLIED SERVICES, LLC	920	03/06/2025	TRASH EXP-ALL	20-700-62300	272.34
ALLIED SERVICES, LLC	920	03/06/2025	TRASH EXP-ALL	30-800-62300	883.09
Vendor REP425 - ALLIED SERVICES, LLC Total:					1,760.66
Vendor: ACS100 - AMAZON CAPITAL SERVICES INC					
AMAZON CAPITAL SERVICES I	17WW-7GJ6-FKTN	03/05/2025	File folder, Monitor, Boxes, 3 Ring binders	10-100-50700	115.30
AMAZON CAPITAL SERVICES I	17WW-7GJ6-FKTN	03/05/2025	File folder, Monitor, Boxes, 3 Ring binders	10-100-52000	159.99
AMAZON CAPITAL SERVICES I	1GYD-D4HK-1V79	03/05/2025	2 INCH BINDERS (x4), PHONE REST - GEN/W/S	10-100-50700	22.34
AMAZON CAPITAL SERVICES I	1GYD-D4HK-1V79	03/05/2025	2 INCH BINDERS (x4), PHONE REST - GEN/W/S	20-600-50700	6.50
AMAZON CAPITAL SERVICES I	1GYD-D4HK-1V79	03/05/2025	2 INCH BINDERS (x4), PHONE REST - GEN/W/S	20-700-50700	6.49
AMAZON CAPITAL SERVICES I	1YNY-3TXQ-HLKX	03/05/2025	Monoprice Patch Cable ,Ethernet Gen/Law/PZ	10-100-95500	28.45
AMAZON CAPITAL SERVICES I	1YNY-3TXQ-HLKX	03/05/2025	Monoprice Patch Cable ,Ethernet Gen/Law/PZ	10-200-95500	28.54
AMAZON CAPITAL SERVICES I	1YNY-3TXQ-HLKX	03/05/2025	Monoprice Patch Cable ,Ethernet Gen/Law/PZ	10-400-95500	28.54
AMAZON CAPITAL SERVICES I	220	03/06/2025	FINGERPRINTING GLOVES - CT	10-250-50130	7.00
AMAZON CAPITAL SERVICES I	7Q	03/06/2025	PRINTING CALCULATOR - GEN	10-100-50700	49.99
AMAZON CAPITAL SERVICES I	FT	03/06/2025	LED INT LGNT BAR, STRIP	20-700-52000	94.98
AMAZON CAPITAL SERVICES I	GC	03/06/2025	LGTSWBD WEIBIDA PLATE-S TRASH GRABBERS,	30-800-50130	56.89
AMAZON CAPITAL SERVICES I	GC	03/06/2025	HAMMERS, SAFETY GLASSES - TRASH GRABBERS,	30-800-56500	35.99
AMAZON CAPITAL SERVICES I	J7	03/06/2025	HAMMERS, SAFETY GLASSES - (9) CRUCIAL RAM 32GB KITS - GEN	10-100-95500	719.91
AMAZON CAPITAL SERVICES I	JW	03/06/2025	HVY DUTY HTCH MNT VSE PLTE, SHP USE- STS / W / S	10-300-52000	13.20
AMAZON CAPITAL SERVICES I	JW	03/06/2025	HVY DUTY HTCH MNT VSE PLTE, SHP USE- STS / W / S	20-600-52000	26.39
AMAZON CAPITAL SERVICES I	JW	03/06/2025	HVY DUTY HTCH MNT VSE PLTE, SHP USE- STS / W / S	20-700-52000	26.40
AMAZON CAPITAL SERVICES I	KN	03/06/2025	SELF CLSNG DR HNGES - NEW OFFICE - STS / W /S	10-300-95100	6.89
AMAZON CAPITAL SERVICES I	KN	03/06/2025	SELF CLSNG DR HNGES - NEW OFFICE - STS / W /S	20-600-95100	13.77
AMAZON CAPITAL SERVICES I	KN	03/06/2025	SELF CLSNG DR HNGES - NEW OFFICE - STS / W /S	20-700-95100	13.78

Expense Approval Report 1

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

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES I	MC	03/06/2025	(2) OFFC CHAIRS, ROOM DIVIDER - GEN	10-100-52000	248.95
AMAZON CAPITAL SERVICES I	Q6	03/06/2025	CHEM GLOVES, LIGHT SWITCHES, CABLE - PKS	30-800-50500	124.96
AMAZON CAPITAL SERVICES I	Q6	03/06/2025	CHEM GLOVES, LIGHT SWITCHES, CABLE - PKS	30-800-56500	15.51
AMAZON CAPITAL SERVICES I	V3	03/06/2025	SCRW ANC,BTRYSDW/LK BLTS,CRK BRD-NW OF-ST/W/	10-300-95100	54.34
AMAZON CAPITAL SERVICES I	V3	03/06/2025	SCRW ANC,BTRYSDW/LK BLTS,CRK BRD-NW OF-ST/W/	20-600-95100	108.67
AMAZON CAPITAL SERVICES I	V3	03/06/2025	SCRW ANC,BTRYSDW/LK BLTS,CRK BRD-NW OF-ST/W/	20-700-95100	108.67
AMAZON CAPITAL SERVICES I	XG	03/06/2025	CLASP ENVLPS, RECEIPT BKS, OFFC STAMP - LAW	10-200-50700	39.84
AMAZON CAPITAL SERVICES I	YY	03/06/2025	MNTNG BRKTS, 3 PC TRIMMER RACK - STS	10-300-50130	133.95
Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:					2,296.23
Vendor: BVM100 - AMERICAN TRAILER & STORAGE, INC.					
AMERICAN TRAILER & STORA	464	03/06/2025	STORAGE CONTAINER RENTALS - PKS	30-800-55850	305.00
AMERICAN TRAILER & STORA	465	03/06/2025	STORAGE CONTAINER RENTAL - PKS	30-800-55850	115.00
Vendor BVM100 - AMERICAN TRAILER & STORAGE, INC. Total:					420.00
Vendor: APM100 - APPLE MARKET					
APPLE MARKET	2-18	03/06/2025	PALLET OF BOTTLED WATER FOR SHOP-ST/S/W/S	10-300-50130	69.75
APPLE MARKET	2-18	03/06/2025	PALLET OF BOTTLED WATER FOR SHOP-ST/S/W/S	20-600-50130	139.51
APPLE MARKET	2-18	03/06/2025	PALLET OF BOTTLED WATER FOR SHOP-ST/S/W/S	20-700-50130	139.50
Vendor APM100 - APPLE MARKET Total:					348.76
Vendor: AWN100 - ARROW NETWORKS					
ARROW NETWORKS	6755	03/06/2025	INTERNET CITY HALL/REC CENTER/PW-GEN/PKS/STS/W	10-100-61050	658.47
ARROW NETWORKS	6755	03/06/2025	INTERNET CITY HALL/REC CENTER/PW-GEN/PKS/STS/W	10-300-61050	234.66
ARROW NETWORKS	6755	03/06/2025	INTERNET CITY HALL/REC CENTER/PW-GEN/PKS/STS/W	20-600-61050	469.33
ARROW NETWORKS	6755	03/06/2025	INTERNET CITY HALL/REC CENTER/PW-GEN/PKS/STS/W	20-700-61050	469.33
ARROW NETWORKS	6755	03/06/2025	INTERNET CITY HALL/REC CENTER/PW-GEN/PKS/STS/W	30-800-61050	658.46
Vendor AWN100 - ARROW NETWORKS Total:					2,490.25
Vendor: BAK565 - BAKER MECHANICAL SERVICES					
BAKER MECHANICAL SERVICE	2-24	03/06/2025	FURNACE REPAIR REPLCD MOTOR - LAW	10-200-50500	751.00
Vendor BAK565 - BAKER MECHANICAL SERVICES Total:					751.00
Vendor: CRC200 - BIG BEAR SHREDDING					
BIG BEAR SHREDDING	464	03/06/2025	SHREDDING FEES-GEN	10-100-56400	69.00
Vendor CRC200 - BIG BEAR SHREDDING Total:					69.00
Vendor: BGF100 - BILL GRANT FORD INC					
BILL GRANT FORD INC	847	03/06/2025	2021 F250 REPAIR BLOWER INOPERABLE- PKS	30-800-71000	946.00
Vendor BGF100 - BILL GRANT FORD INC Total:					946.00
Vendor: BRP101 - BRENDA PEARSON					
BRENDA PEARSON	FEB	03/06/2025	REIM MILEAGE & (3) CONFERENCE MEALS - PKS	30-800-56900	139.97
Vendor BRP101 - BRENDA PEARSON Total:					139.97

Expense Approval Report 1

Post Dates: 2/25/21

Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
Vendor: BWI200 - BULK WASTE LLC d/b/a BWI SANITATION					
BULK WASTE LLC d/b/a BWI S	152	03/06/2025	PORT TOILET RENTAL JACKSON ST PARK - PKS	30-800-55850	457.80
				Vendor BWI200 - BULK WASTE LLC d/b/a BWI SANITATION Total:	457.80
Vendor: HVR100 - CAROLYN HALVERSON					
CAROLYN HALVERSON	FEB25	03/06/2025	REIM PHONE-GEN	10-100-61000	50.00
				Vendor HVR100 - CAROLYN HALVERSON Total:	50.00
Vendor: BOL100 - CITY OF BOLIVAR					
CITY OF BOLIVAR	2-26	03/06/2025	SW MOCCFOA MEETING LUNCH R. HANSEN - GEN	10-100-56950	17.00
				Vendor BOL100 - CITY OF BOLIVAR Total:	17.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	2-11	03/06/2025	W2W SEASONAL SCHEDULING SOFTWARE - PK	30-800-55800	150.00
COMMERCE CREDIT CARD SE	2-20	03/06/2025	FINANCE CHRG/LATE FEE - GE	10-100-55500	159.84
COMMERCE CREDIT CARD SE	2-6	03/06/2025	DOLLAR GENERAL MISC OFFC SPLYS-ST/S/W/S	10-300-50130	13.12
COMMERCE CREDIT CARD SE	2-6	03/06/2025	DOLLAR GENERAL MISC OFFC SPLYS-ST/S/W/S	20-600-50130	26.24
COMMERCE CREDIT CARD SE	2-6	03/06/2025	DOLLAR GENERAL MISC OFFC SPLYS-ST/S/W/S	20-700-50130	26.24
COMMERCE CREDIT CARD SE	409	03/06/2025	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	10-100-50700	40.23
COMMERCE CREDIT CARD SE	409	03/06/2025	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	20-600-50700	40.23
COMMERCE CREDIT CARD SE	409	03/06/2025	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	20-700-50700	40.23
COMMERCE CREDIT CARD SE	409	03/06/2025	ADMIRAL EXPRESS COPY PAPER - GEN/W/S/PKS	30-800-50700	40.23
COMMERCE CREDIT CARD SE	8003	03/06/2025	WALMART SAMSUNG 85" SMART TV FOR MEETINGS-GE	10-100-52000	798.00
COMMERCE CREDIT CARD SE	889-0002	03/06/2025	MOVAVI.COM VIDEO EDITOR SUSCRPTN-LAW	10-200-55800	54.95
COMMERCE CREDIT CARD SE	9D	03/06/2025	VISTA PRNT BUS CARDS HALVERSON, MOUNT - GEN	10-100-50700	39.57
COMMERCE CREDIT CARD SE	GR	03/06/2025	VISTA PRINT OFFCR/CASE BUS CARDS - LAW	10-200-50700	50.01
				Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:	1,478.89
Vendor: CON170 - CONCO COMPANIES					
CONCO COMPANIES	134	03/06/2025	WINTER SERV , CLS A RVR, DEL CHRG-LK LONE OAK - W	20-600-51000	890.96
CONCO COMPANIES	798	03/06/2025	1" DIRTY BASE, LK REPAIR LONE OAK - W	20-600-51000	79.61
CONCO COMPANIES	802	03/06/2025	3/4 CLS A RVR RCK - WRK ON NEW MELVILLE - STS	10-300-51000	626.20
				Vendor CON170 - CONCO COMPANIES Total:	1,596.77
Vendor: DWE100 - DANNY WEATHERMON					
DANNY WEATHERMON	FEB	03/06/2025	MILEAGE REIM FOR MPRA CONFERENCE - PKS	30-800-56900	79.80
				Vendor DWE100 - DANNY WEATHERMON Total:	79.80
Vendor: DAV100 - DAVID DORAN, ATTORNEY AT LAW					
DAVID DORAN, ATTORNEY AT L	3-3	03/06/2025	MUNICIPAL JUDGE FEES - CT	10-250-56400	900.00
				Vendor DAV100 - DAVID DORAN, ATTORNEY AT LAW Total:	900.00
Vendor: DDG100 - DECKER & PACE					
DECKER & PACE	840	03/06/2025	PREPARE 1099s - GEN	10-100-56400	190.00
				Vendor DDG100 - DECKER & PACE Total:	190.00
Vendor: DNS100 - DNS EQUIPMENT LLC					
DNS EQUIPMENT LLC	1081	03/06/2025	HYPOCHLORITE SOLUTIONS - WELL MAINT - W	20-600-50000	776.70

Expense Approval Report 1

Post Dates: 2/25/25

Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DNS EQUIPMENT LLC	1085	03/06/2025	CHEMICALS-WELL TREATMNT- W	20-600-50000	405.61
				Vendor DNS100 - DNS EQUIPMENT LLC Total:	1,182.31
Vendor: ELK205 - ELKINS-SWYERS CO., INC.					
ELKINS-SWYERS CO., INC.	9-25	03/06/2025	UNIFORM CITATION BOOKS- LAW	10-200-50130	803.78
				Vendor ELK205 - ELKINS-SWYERS CO., INC. Total:	803.78
Vendor: EFM100 - ENTERPRISE FLEET MANAGEMENT					
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-200-71000	15.99
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-200-75000	1,982.66
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-300-71000	207.86
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-300-75000	2,158.54
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-400-71000	79.94
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	10-400-75000	902.51
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	20-600-71000	415.72
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	20-600-75000	4,317.08
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	20-700-71000	415.72
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	20-700-75000	4,317.08
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	30-800-71000	135.02
ENTERPRISE FLEET MANAGE	625	03/06/2025	VEH & EQUIP LEASES,MAINT - GEN/P&D/LAW/PKS/STS/W/S	30-800-75000	2,817.65
				Vendor EFM100 - ENTERPRISE FLEET MANAGEMENT Total:	17,765.77
Vendor: GOTO100 - GOTO COMMUNICATIONS, INC					
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	10-100-61050	101.14
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	10-200-61050	101.14
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	10-250-61050	72.19
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	10-300-61050	74.61
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	10-400-61050	72.19
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	20-600-61050	110.74
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	20-700-61050	110.74
GOTO COMMUNICATIONS, IN	294	03/06/2025	INTERNET-ALL	30-800-61050	113.16
				Vendor GOTO100 - GOTO COMMUNICATIONS, INC Total:	755.91
Vendor: GCO100 - GOVCONNECTIONS INC					
GOVCONNECTIONS INC	775	03/06/2025	NETWORKING EQUIPMENT - GEN	10-100-95500	13,280.91
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	10-100-57400	1,667.86
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	10-200-57400	1,588.43
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	10-250-57400	238.27
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	10-300-57400	476.53
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	10-400-57400	317.69

Expense Approval Report 1

Post Dates: 2/25/25 Item # 2. 5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	20-600-57400	1,747.27
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	20-700-57400	635.37
GOVCONNECTIONS INC	916	03/06/2025	MCRSFT 365 1 YR SUBSC- GEN/PKS/CT/P&D/STS/W/S/L AW	30-800-57400	1,270.75
GOVCONNECTIONS INC	960	03/06/2025	NETWORKING CABLES - GEN	10-100-95500	101.20
Vendor GCO100 - GOVCONNECTIONS INC Total:					21,324.28
Vendor: GRA300 - GRAINGER INC					
GRAINGER INC	654	03/06/2025	COUPLINGS-LAGOONS - S	20-700-51000	26.10
Vendor GRA300 - GRAINGER INC Total:					26.10
Vendor: GSC300 - GREEN SEED COMPANY					
GREEN SEED COMPANY	636	03/06/2025	SUNFLOWER SEEDS - PKS	30-800-50170	206.10
Vendor GSC300 - GREEN SEED COMPANY Total:					206.10
Vendor: HAR160 - HARRY COOPER SUPPLY COMPANY INC					
HARRY COOPER SUPPLY COM	241.001	03/06/2025	SOCKET SAVER RAM BITS-W	20-600-52000	95.23
Vendor HAR160 - HARRY COOPER SUPPLY COMPANY INC Total:					95.23
Vendor: HAY150 - HAYNES EQUIPMENT COMPANY INC					
HAYNES EQUIPMENT COMPA	39H	03/06/2025	MULLARKEY CHLRNE PH TEMP SENSOR - W	20-600-52000	2,237.86
Vendor HAY150 - HAYNES EQUIPMENT COMPANY INC Total:					2,237.86
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS INC					
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	10-100-50700	152.85
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	10-200-50700	43.00
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	10-250-50700	31.19
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	10-400-50700	19.75
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	20-600-50700	118.65
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	20-700-50700	118.65
LAKELAND OFFICE SYSTEMS I	537	03/06/2025	COPIES-ALL	30-800-50700	55.47
Vendor LOS200 - LAKELAND OFFICE SYSTEMS INC Total:					539.56
Vendor: LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC					
LAUBER AND ASSOCIATES MU	545	03/06/2025	CITY PROSECUTOR FEES - LAW	10-200-56400	4,440.00
LAUBER AND ASSOCIATES MU	546	03/06/2025	IWORQ LEGAL ISSUE - P&D	10-400-56200	82.50
Vendor LML100 - LAUBER AND ASSOCIATES MUNICIPAL LAW LLC Total:					4,522.50
Vendor: LEG250 - LEGALSHIELD					
LEGALSHIELD	2-25	03/06/2025	GROUP INS MCCLAIN & SHIPLEY-LAW	10-200-93000	29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor: EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT					
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	10-100-62000	239.94
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	10-200-62000	133.17
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	10-300-61110	3,341.23
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	10-300-62000	124.77
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	20-600-62000	4,045.48
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	20-700-62000	2,416.25
LIBERTY UTILITIES-EMPIRE DIS	868	03/06/2025	ELECTRIC UTILITIES-ALL	30-800-62000	1,696.41
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	10-100-62000	981.34
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	10-200-62000	605.42
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	10-300-61110	7,799.26
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	10-300-62000	364.04
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	20-600-62000	12,626.82
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	20-700-62000	9,425.59
LIBERTY UTILITIES-EMPIRE DIS	FEB	03/06/2025	ELECTRIC UTILITIES-ALL	30-800-62000	7,767.61
Vendor EMP210 - LIBERTY UTILITIES-EMPIRE DISTRICT Total:					51,567.33

Expense Approval Report 1

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

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: MATM100 - MATERIALS MANAGEMENT					
MATERIALS MANAGEMENT	637	03/06/2025	LOAD OF TOPSOIL-WRK AT LAGOONS- S	20-700-51000	330.00
MATERIALS MANAGEMENT	838	03/06/2025	5/8" COMM STNE, 1" DRTY BSE-STK SPLY-ST5 / W / S	10-300-50130	157.73
MATERIALS MANAGEMENT	838	03/06/2025	5/8" COMM STNE, 1" DRTY BSE-STK SPLY-ST5 / W / S	20-600-50130	315.45
MATERIALS MANAGEMENT	838	03/06/2025	5/8" COMM STNE, 1" DRTY BSE-STK SPLY-ST5 / W / S	20-700-50130	315.45
Vendor MATM100 - MATERIALS MANAGEMENT Total:					1,118.63
Vendor: MPI150 - MELTON PROPANE, INC.					
MELTON PROPANE, INC.	937	03/06/2025	PROPANE POLICE STATION - LAW	10-200-62100	380.05
Vendor MPI150 - MELTON PROPANE, INC. Total:					380.05
Vendor: MRT100 - MERIT ELECTRICAL LLC					
MERIT ELECTRICAL LLC	203	03/06/2025	TRBLESHT PWR ISSUES AT CHLORINE SHACK WELL 1-W	20-600-51000	257.00
Vendor MRT100 - MERIT ELECTRICAL LLC Total:					257.00
Vendor: MIS380 - MISSOURI MUNICIPAL LEAGUE					
MISSOURI MUNICIPAL LEAGU	669	03/06/2025	2025 MCMA SPRNG CONFRNC W. YOUNG-GEN	10-100-56950	200.00
Vendor MIS380 - MISSOURI MUNICIPAL LEAGUE Total:					200.00
Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC					
MISSOURI ONE CALL SYSTEM,	20322	03/06/2025	PROF LOCATE FEES-W/S	20-600-56400	147.83
MISSOURI ONE CALL SYSTEM,	20322	03/06/2025	PROF LOCATE FEES-W/S	20-700-56400	147.82
Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:					295.65
Vendor: HYP100 - NITEL LLC					
NITEL LLC	680	03/06/2025	INTERNET-ALL	10-100-61050	98.02
NITEL LLC	680	03/06/2025	INTERNET-ALL	10-200-61050	98.02
NITEL LLC	680	03/06/2025	INTERNET-ALL	10-250-61050	69.96
NITEL LLC	680	03/06/2025	INTERNET-ALL	10-300-61050	72.31
NITEL LLC	680	03/06/2025	INTERNET-ALL	10-400-61050	69.96
NITEL LLC	680	03/06/2025	INTERNET-ALL	20-600-61050	107.32
NITEL LLC	680	03/06/2025	INTERNET-ALL	20-700-61050	107.32
NITEL LLC	680	03/06/2025	INTERNET-ALL	30-800-61050	109.68
Vendor HYP100 - NITEL LLC Total:					732.59
Vendor: OIS160 - ONLINE INFORMATION SERVICES INC					
ONLINE INFORMATION SERVI	706	03/06/2025	UTIL EXCHG REPORT-W/S	20-600-56400	37.00
ONLINE INFORMATION SERVI	706	03/06/2025	UTIL EXCHG REPORT-W/S	20-700-56400	37.00
Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:					74.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-200149	03/06/2025	V-BELT - LAGOON MAINT - S	20-700-51000	7.13
O'REILLY AUTOMOTIVE, INC	2367-201209	03/06/2025	V-BELT, 2 GAL ANTIFREEZE-LAGOON MAINT - S	20-700-51000	37.11
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					44.24
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	143	03/06/2025	CONCESSIONS - PKS	30-800-50200	84.00
Vendor OZA255 - OZARKS COCA COLA Total:					84.00
Vendor: PIN150 - PINEGAR CHEVROLET, INC.					
PINEGAR CHEVROLET, INC.	721	03/06/2025	SPARE KEY/TRANSMITTER FOR CHEVY DUMP-ST5/W/S	10-300-71000	82.30
PINEGAR CHEVROLET, INC.	721	03/06/2025	SPARE KEY/TRANSMITTER FOR CHEVY DUMP-ST5/W/S	20-600-71000	164.61
PINEGAR CHEVROLET, INC.	721	03/06/2025	SPARE KEY/TRANSMITTER FOR CHEVY DUMP-ST5/W/S	20-700-71000	164.61
Vendor PIN150 - PINEGAR CHEVROLET, INC. Total:					411.52
Vendor: WPM100 - POSTMASTER					
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	10-100-50750	24.00

Expense Approval Report 1

Post Dates: 2/25/2025 Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	10-200-50750	12.00
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	10-250-50750	6.00
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	10-400-50750	6.00
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	20-600-50750	30.00
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	20-700-50750	30.00
POSTMASTER	BOX	03/06/2025	ANNUAL POST OFFICE BOX-AL	30-800-50750	12.00
Vendor WPM100 - POSTMASTER Total:					120.00
Vendor: RAN175 - RANDALL A. BROWN					
RANDALL A. BROWN	167288	03/06/2025	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56450	945.00
Vendor RAN175 - RANDALL A. BROWN Total:					945.00
Vendor: REP100 - REPUBLIC PRINTING INC					
REPUBLIC PRINTING INC	265	03/06/2025	UTILITY BILL ENVELOPES - W/	20-600-50700	525.00
REPUBLIC PRINTING INC	265	03/06/2025	UTILITY BILL ENVELOPES - W/	20-700-50700	525.00
Vendor REP100 - REPUBLIC PRINTING INC Total:					1,050.00
Vendor: REX380 - REX SMITH OIL CO.					
REX SMITH OIL CO.	945	03/06/2025	FUEL FOR LAGOON DIESEL TNKS - S	20-700-70100	340.97
Vendor REX380 - REX SMITH OIL CO. Total:					340.97
Vendor: LIN200 - ROTA L. STONEHOUSE					
ROTA L. STONEHOUSE	022525	03/06/2025	DATA COMPILATION- GEN/CT/LAW/PW	10-100-55600	30.00
ROTA L. STONEHOUSE	022525	03/06/2025	DATA COMPILATION- GEN/CT/LAW/PW	10-200-55600	15.00
ROTA L. STONEHOUSE	022525	03/06/2025	DATA COMPILATION- GEN/CT/LAW/PW	10-250-56400	15.00
ROTA L. STONEHOUSE	022525	03/06/2025	DATA COMPILATION- GEN/CT/LAW/PW	20-700-55600	30.00
Vendor LIN200 - ROTA L. STONEHOUSE Total:					90.00
Vendor: SAM200 - SAMANTHA MAILS					
SAMANTHA MAILS	FEB	03/06/2025	MILEAGE REIM FOR MPRA CONFERENCE - PKS	30-800-56900	79.80
Vendor SAM200 - SAMANTHA MAILS Total:					79.80
Vendor: SPS150 - SCHENDEL PEST SERVICES					
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	10-100-50130	25.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	10-200-50130	35.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	10-250-50130	5.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	10-300-50130	10.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	10-400-50130	5.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	20-600-50130	30.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	20-700-50130	30.00
SCHENDEL PEST SERVICES	273	03/06/2025	PEST CONTROL-ALL	30-800-50130	40.00
Vendor SPS150 - SCHENDEL PEST SERVICES Total:					180.00
Vendor: SCH175 - SCHULTE SUPPLY, INC.					
SCHULTE SUPPLY, INC.	658.002	03/06/2025	10 - 36" x 4" WHITE FOAM METER ISNULATION DISC- W	20-600-51000	1,069.50
SCHULTE SUPPLY, INC.	910.001	03/06/2025	TRUMBULL DELXE MEASURING WHEEL CNTR -	20-600-52000	199.95
Vendor SCH175 - SCHULTE SUPPLY, INC. Total:					1,269.45
Vendor: SCU425 - SCURLOCK INDUSTRIES					
SCURLOCK INDUSTRIES	981	03/06/2025	TONGUE & GRVE MTR JNT, LFT HLE PLGS, FLX GSKET-STs	10-300-51000	337.50
Vendor SCU425 - SCURLOCK INDUSTRIES Total:					337.50
Vendor: GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM					
SPRINGFIELD GREENE COUNT	1ST QTR 2025	03/06/2025	SERV 1ST QTR 2025-EM	10-500-55600	4,334.00
Vendor GCT100 - SPRINGFIELD GREENE COUNTY OFFICE OF EM Total:					4,334.00

Expense Approval Report 1

Post Dates: 2/25/25

Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: SQB100 - SQUIBB MEDIA, LLC					
SQUIBB MEDIA, LLC	1211	03/06/2025	PLANNING & ZONING MEETNG NOTICE-P&D	10-400-55200	48.11
Vendor SQB100 - SQUIBB MEDIA, LLC Total:					48.11
Vendor: TYL100 - TYLER TECHNOLOGIES INC					
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	10-100-57400	1,376.35
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	10-200-57400	206.45
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	10-250-57400	206.45
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	10-400-57400	206.45
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	20-600-57400	2,339.81
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	20-700-57400	2,339.80
TYLER TECHNOLOGIES INC	425	03/06/2025	SOFTWARE SUBS APR-JUN 2025 - ALL	30-800-57400	206.45
Vendor TYL100 - TYLER TECHNOLOGIES INC Total:					6,881.76
Vendor: UMB100 - UMB BANK					
UMB BANK	5-1	03/06/2025	SERIES 2018 COP PRIN & INT - W/S	20-700-96000	119,956.27
UMB BANK	5-1	03/06/2025	SERIES 2018 COP PRIN & INT - W/S	20-700-96200	52,550.00
Vendor UMB100 - UMB BANK Total:					172,506.27
Vendor: VDS100 - VDS VISION LLC					
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	10-100-56400	352.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	10-200-56400	176.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	10-250-56400	44.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	10-300-56400	44.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	10-400-56400	88.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	20-600-56400	352.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	20-700-56400	352.00
VDS VISION LLC	1614	03/06/2025	IT SERVICES-ALL	30-800-56400	352.00
Vendor VDS100 - VDS VISION LLC Total:					1,760.00
Vendor: VER100 - VERIZON WIRELESS					
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-100-61050	80.09
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61000	121.21
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-200-61050	160.13
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-300-61000	16.06
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	10-400-61000	40.38
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	20-600-61000	32.17
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	20-700-61000	32.29
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61000	85.81
VERIZON WIRELESS	249	03/06/2025	INTERNET/CELL PHONES, EQUIP - ALL	30-800-61050	40.02
Vendor VER100 - VERIZON WIRELESS Total:					608.16
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE	FC	03/06/2025	FINANCE CHG - GEN	10-100-55500	4.82
Vendor WAL110 - WALMART CAPITAL ONE Total:					4.82

Expense Approval Report 1

Post Dates: 2/25/2025

Item # 2.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	
Vendor: WYO100 - WESLEY YOUNG					
WESLEY YOUNG	MARCH	03/05/2025	PHONE REIM FEB - GEN	10-100-61000	50.00
Vendor WYO100 - WESLEY YOUNG Total:					50.00
Vendor: WRI110 - WEX BANK					
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-200-70000	1,627.42
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-300-70000	572.25
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-300-70100	2.52
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-600-70000	1,042.06
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-600-70100	7.57
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-700-70000	1,042.06
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-700-70100	7.57
WEX BANK	544	03/06/2025	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	30-800-70000	744.83
Vendor WRI110 - WEX BANK Total:					5,046.28
Vendor: WHE100 - WHEELER METALS INC					
WHEELER METALS INC	658	03/06/2025	ANGLE 3X2X3/16 20 FT-SHELVES FOR WATER PRTS -	20-600-50130	554.40
Vendor WHE100 - WHEELER METALS INC Total:					554.40
Vendor: WCP100 - WHITE CAP LP					
WHITE CAP LP	716	03/06/2025	1/2" X 24" CURB & GUTTER EXPANSION JOINT - STS	10-300-51000	38.41
Vendor WCP100 - WHITE CAP LP Total:					38.41
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	1761	03/06/2025	SCREWS FOR REPAIRS - PKS	30-800-51000	83.69
WILLARD HOME CENTER LLC	1832	03/06/2025	TAPE AND PAINTING SUPPLIES FOR FIT CTR - PKS	30-800-50500	16.06
WILLARD HOME CENTER LLC	2041	03/06/2025	MISC BOLTS - PKS	30-800-51000	2.55
WILLARD HOME CENTER LLC	2046	03/06/2025	F CONNECTOR FOR SCORE BOARD - PKS	30-800-71100	2.96
WILLARD HOME CENTER LLC	2076	03/06/2025	PAINT FOR SHEDS, FENCES - PKS	30-800-51000	156.84
WILLARD HOME CENTER LLC	2948	03/06/2025	12 GRDE STKE, NYLN WALLBD, FRAM HAMMER, SQ - STS	10-300-50130	84.10
WILLARD HOME CENTER LLC	2952	03/06/2025	CLK GUN, WHT CLK - SHP ROOF REPAIR - STS / W / S	10-300-95100	8.81
WILLARD HOME CENTER LLC	2952	03/06/2025	CLK GUN, WHT CLK - SHP ROOF REPAIR - STS / W / S	20-600-95100	17.62
WILLARD HOME CENTER LLC	2952	03/06/2025	CLK GUN, WHT CLK - SHP ROOF REPAIR - STS / W / S	20-700-95100	17.62
WILLARD HOME CENTER LLC	3109	03/06/2025	L HAND DIGGING SHOVEL - SHP SPLY - STS / W / S	10-300-50130	7.02
WILLARD HOME CENTER LLC	3109	03/06/2025	L HAND DIGGING SHOVEL - SHP SPLY - STS / W / S	20-600-50130	14.03
WILLARD HOME CENTER LLC	3109	03/06/2025	L HAND DIGGING SHOVEL - SHP SPLY - STS / W / S	20-700-50130	14.04
WILLARD HOME CENTER LLC	7927	03/06/2025	BUNGEE CORD, 10X12 TARP FOR SALTER - STS	10-300-50130	59.18
WILLARD HOME CENTER LLC	B282941	03/06/2025	Poly Brush Paint City Hall Gen	10-100-50500	7.01
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					491.53
Vendor: EZA150 - WILLARD TIRE LLC					
WILLARD TIRE LLC	186	03/06/2025	FRONT PADS/ROTORS, BACK CLEAND/DEGLZD #04 - LAW	10-200-71000	700.16
Vendor EZA150 - WILLARD TIRE LLC Total:					700.16
Grand Total:					316,459.01

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	62,646.31
20 - WATER AND SEWER FUND	233,725.14
30 - PARKS FUND	20,087.56
Grand Total:	316,459.01

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	25.00
10-100-50500	BUILDING MAINTENANC	7.01
10-100-50700	OFFICE SUPPLIES-GCG	420.28
10-100-50750	POSTAGE-GCG	24.00
10-100-52000	SUPPLIES SMALL EQUIP	1,206.94
10-100-55500	BANK/CREDIT CARD FEE	164.66
10-100-55600	CONTRACT LABOR-GCG	30.00
10-100-56400	PROFESSIONAL-GCG	611.00
10-100-56950	TRAINING & EDUCATION	217.00
10-100-57400	EQUIPMENT/SOFTWARE	3,044.21
10-100-61000	TELEPHONE-GCG	100.00
10-100-61050	INTERNET-GCG	937.72
10-100-62000	UTILITIES ELECTRIC-GCG	1,221.28
10-100-62300	UTILITIES OTHER-GCG	119.97
10-100-95500	CAPITAL ASSET EQUIPM	14,130.47
10-200-50130	SUPPLIES-LAW	838.78
10-200-50500	BUILDING MAINTENANC	751.00
10-200-50700	OFFICE SUPPLIES-LAW	132.85
10-200-50750	POSTAGE-LAW	12.00
10-200-55600	CONTRACT LABOR-LAW	15.00
10-200-55800	DUES AND SUBSCRIPTIO	54.95
10-200-56400	PROFESSIONAL-LAW	4,616.00
10-200-57400	EQUIPMENT/SOFTWARE	1,794.88
10-200-61000	TELEPHONE-LAW	121.21
10-200-61050	INTERNET-LAW	359.29
10-200-62000	UTILITIES ELECTRIC-LAW	738.59
10-200-62100	UTILITIES GAS-LAW	380.05
10-200-62300	UTILITIES OTHER-LAW	80.09
10-200-70000	VEHICLE EXPENSES FUEL	1,627.42
10-200-71000	VEHICLE REPAIR & MAIN	716.15
10-200-75000	VEHICLE LEASE-LAW	1,982.66
10-200-93000	GROUP INSURANCE-LA	29.90
10-200-95500	CAPITAL ASSET EQUIPM	28.54
10-250-50130	SUPPLIES-COURT	12.00
10-250-50700	OFFICE SUPPLIES-COURT	31.19
10-250-50750	POSTAGE-COURT	6.00
10-250-56400	PROFESSIONAL-COURT	959.00
10-250-57400	EQUIP/SOFTWARE CONT	444.72
10-250-61050	INTERNET-COURT	142.15
10-300-50130	SUPPLIES-STREETS	534.85
10-300-51000	REPAIRS AND MAINTEN	1,002.11
10-300-52000	SUPPLIES SMALL EQUIP	13.20
10-300-56400	PROFESSIONAL-STREETS	44.00
10-300-57400	EQUIPMENT/SOFTWARE	476.53
10-300-61000	TELEPHONE-STREETS	16.06
10-300-61050	INTERNET-STREETS	381.58
10-300-61110	STREET LIGHTS STREETS	11,140.49
10-300-62000	UTILITIES ELECTRIC-STRE	488.81
10-300-70000	VEHICLE EXPENSE FUEL-	572.25
10-300-70100	EQUIPMENT FUEL-STREE	2.52

Account Summary

Account Number	Account Name	Expense Amount
10-300-71000	VEHICLE REPAIR & MAIN	365.35
10-300-75000	VEHICLE LEASE-STREETS	2,158.54
10-300-95100	CAPITAL ASSET EXP-STRE	70.04
10-400-50130	SUPPLIES-P&D	5.00
10-400-50700	OFFICE SUPPLIES-P&D	19.75
10-400-50750	POSTAGE-P&D	6.00
10-400-55200	ADVERTISING-P&D	48.11
10-400-56200	LEGAL-P&D	82.50
10-400-56400	PROFESSIONAL-P&D	88.00
10-400-56450	CONTRACT SERVICES/SE	945.00
10-400-57400	EQUIPMENT/SOFTWARE	524.14
10-400-61000	TELEPHONE-P&D	40.38
10-400-61050	INTERNET-P&D	142.15
10-400-71000	VEHICLE REPAIR & MAIN	79.94
10-400-75000	VEHICLE LEASE-P&D	902.51
10-400-95500	CAPITAL ASSET EQUIPM	28.54
10-500-55600	CONTRACT LABOR-EM	4,334.00
20-600-50000	CHEMICALS-WATER	1,182.31
20-600-50130	SUPPLIES-WATER	1,079.63
20-600-50700	OFFICE SUPPLIES-WATER	690.38
20-600-50750	POSTAGE-WATER	30.00
20-600-51000	REPAIRS AND MAINTEN	2,297.07
20-600-52000	SUPPLIES SMALL EQUIP	2,559.43
20-600-56400	PROFESSIONAL-WATER	536.83
20-600-57400	EQUIPMENT/SOFTWARE	4,087.08
20-600-61000	TELEPHONE WATER	32.17
20-600-61050	INTERNET-WATER	687.39
20-600-62000	UTILITIES ELECTRIC-WAT	16,672.30
20-600-62300	UTILITIES OTHER-WATER	272.34
20-600-70000	VEHICLE EXPENSE FUEL-	1,042.06
20-600-70100	EQUIPMENT FUEL-WATE	7.57
20-600-71000	VEHICLE REPAIR & MAIN	730.71
20-600-75000	VEHICLE LEASE-WATER	4,317.08
20-600-95100	CAPITAL ASSET EXP-WAT	140.06
20-700-50130	SUPPLIES-SEWER	525.23
20-700-50700	OFFICE SUPPLIES-SEWER	690.37
20-700-50750	POSTAGE-SEWER	30.00
20-700-51000	REPAIRS AND MAINTEN	400.34
20-700-52000	SUPPLIES SMALL EQUIP	121.38
20-700-55600	CONTRACT LABOR-SEWE	30.00
20-700-56400	PROFESSIONAL-SEWER	536.82
20-700-57200	RECYCLE CENTER EXPEN	132.83
20-700-57400	EQUIPMENT/SOFTWARE	2,975.17
20-700-61000	TELEPHONE-SEWER	32.29
20-700-61050	INTERNET-SEWER	687.39
20-700-62000	UTILITIES ELECTRIC-SEW	11,841.84
20-700-62300	UTILITIES OTHER-SEWER	272.34
20-700-70000	VEHICLE EXPENSE FUEL-	1,042.06
20-700-70100	EQUIPMENT FUEL-SEWE	348.54
20-700-71000	VEHICLE REPAIR & MAIN	730.71
20-700-75000	VEHICLE LEASE-SEWER	4,317.08
20-700-95100	CAPITAL ASSET EXP-SEW	140.07
20-700-96000	PRINCIPAL EXPENSE-SE	119,956.27
20-700-96200	INTEREST EXPENSE-SEW	52,550.00
30-800-50130	SUPPLIES GENERAL-PKS	96.89
30-800-50170	SUPPLIES SPECIAL ACTIV	206.10
30-800-50200	CONCESSIONS-PKS	84.00
30-800-50500	BUILDING MAINTENANC	141.02

Account Summary

Account Number	Account Name	Expense Amount
30-800-50700	OFFICE SUPPLIES-PKS	95.70
30-800-50750	POSTAGE-PKS	12.00
30-800-51000	REPAIRS AND MAINTEN	243.08
30-800-55800	DUES AND SUBSCRIPTIO	150.00
30-800-55850	EQUIPMENT RENTAL-PK	877.80
30-800-56400	PROFESSIONAL-PKS	352.00
30-800-56500	SAFETY PROGRAM-PKS	51.50
30-800-56900	TRAVEL EXPENSE-PKS	299.57
30-800-57400	EQUIPMENT/SOFTWARE	1,477.20
30-800-61000	TELEPHONE-PKS	85.81
30-800-61050	INTERNET-PARKS	921.32
30-800-62000	UTILITIES ELECTRIC-PKS	9,464.02
30-800-62300	UTILITIES OTHER-PKS	883.09
30-800-70000	VEHICLE EXPENSE FUEL-	744.83
30-800-71000	VEHICLE REPAIR & MAIN	1,081.02
30-800-71100	EQUIPMENT REPAIR &	2.96
30-800-75000	VEHICLE LEASE-PKS	2,817.65
Grand Total:		316,459.01

Project Account Summary

Project Account Key	Expense Amount
None	316,152.89
2070095500-13	306.12
Grand Total:	316,459.01



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: City Clerk

SUBJECT: Monthly Report

ATTACHMENTS: 1

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING
ON 03/10/2025**



1. I participated in Civic Review training and troubleshooting. I am looking forward to this automated system reducing human error in processing future business licenses.
2. At the last BOA meeting, we saved hundreds more pages of paper, plus ink, as we continue to transition to using tablets and laptops to access the BOA Meeting Packets.
3. I attended a CCFOA (City Clerk's) Meeting on February 26th and was able to network with other clerks who will be invaluable as mentors.
4. I received two in-city applications for the Water/Sewer Advisory Board and was able to confirm that all applications are still available to serve. We now have enough prospective Board members to form a Board.
5. Tammy and I were able to work with Chief McClain to get a flyer and several small articles released that educate the public to the upcoming election and to several ways our police officers contribute in positive ways to our community. This ties in with my duties as PIO.
6. I was able to register on the grant-writing interface SAM and will begin writing grants once I feel organized and up-to-speed in my other responsibilities

Rebecca Hanses, City Clerk



CITY OF WILLARD AGENDA REPORT

Board of Alderman Meeting

Meeting Date: March 3, 2025

TO: Board of Alderman

FROM: Terry Forshee, Municipal Court Clerk

SUBJECT: Monthly Meeting Report

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

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: Feb 1, 2025 - Feb 28, 2025	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781					
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781				County: Greene County	
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		8	404	71	
B. Cases (citations/informations) filed		0	61	3	
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	0	
3. court/bench trial - NOT GUILTY		0	0	0	
4. plea of GUILTY in court		0	43	0	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	24	0	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	16	1	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		0	83	1	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		8	382	73	
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	18	<input checked="" type="checkbox"/> Court staff does not process parking tickets			
3. # Outstanding at end of reporting period	305				

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: Feb 1, 2025 - Feb 28, 2025
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V. DISBURSEMENTS			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$4,209.27	Court Automation	\$405.24
Clerk Fee - Excess Revenue	\$558.80	Due To Debt Collection	\$1,099.20
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$18.79	Judicial Facility Srchg CT31	\$591.62
		Overpayments Detail Code	\$20.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Other Disbursements	\$2,116.06
Total Excess Revenue	\$4,786.86	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$8,667.83
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Bond Refunds	\$12.93
		Total Disbursements	\$8,680.76
Fines - Other	\$1,035.74		
Clerk Fee - Other	\$78.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$57.90		
Peace Officer Standards and Training (POST) Commission surcharge	\$57.89		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$412.76		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$2.62		
Law Enforcement Training (LET) Fund surcharge	\$120.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,764.91		



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Human Resources

SUBJECT: Monthly Report

ATTACHMENTS: 1

HUMAN RESOURCES
MONTHLY REPORT
FEBRUARY 2025

February was a typical month for the Human Resources department after the rush in January to get W2s sent.

We hired two new employees, Rebecca Hansen as City Clerk/Public Information Officer, and Genia Mount as the Assistant Director of Finance. Janice Gargus terminated her employment as City Clerk on February 28.

We completed an annual Work Comp Audit this month.

I worked from home during the snowstorm to ensure payroll was completed that week.

I am currently working on a Non-Discrimination Assessment worksheet for TASC, our Flexible Spending Account.

Dona Slater



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Parks Department

SUBJECT: Monthly Report

ATTACHMENTS: 1

March Quote:

"City parks serve, day in and day out, as the primary green spaces for the majority of Americans." - Bruce Babbitt

Parks Director Report – March

With February over now, we have just wrapped up basketball season, one of our most popular youth programs. Participation was strong, 181 kids and 54 teams playing 7 games each drawing in families and spectators. Our staff continues to focus on responding to feedback to provide a well-organized season, with attention to officiating, scheduling, and facility upkeep to provide a positive experience for all participants. We have sent out a post program survey for additional feedback to help us meet these goals.

As we look ahead, spring is quickly approaching, and with it comes a renewed energy for outdoor recreation and facility improvements. Spring plantings are being planned throughout our park system, focusing on enhancing green spaces with native species and pollinator-friendly selections. These efforts align with our ongoing commitment to beautification and sustainability while improving the overall park experience for residents.

Facility improvements remain a priority, with notable updates taking place. Jason now has a new office space at the Recreation Center, providing a dedicated workspace that enhances efficiency and accessibility, while freeing up space at City Hall. Additionally, improvements to the maintenance shop facility are underway, ensuring our team has the resources needed to manage park upkeep effectively.

Looking ahead, we are actively pursuing cost-sharing opportunities with the Missouri Department of Conservation (MDC) for upcoming projects. We are exploring potential partnerships for enhancements at the Trailhead and the Rec Center pond, with the goal of leveraging available resources to improve these key areas while maintaining fiscal responsibility.

The Parks Department remains committed to providing high-quality leisure services while continuously working to improve efficiency and maximize resources. We welcome the opportunity to strengthen our operations and view these discussions as a chance for growth rather than criticism. While the department's projected transfer in 2025 reflects an increase of \$325,000 since 2015, it is important to consider the rising costs that have impacted operations. The hourly rate for labor has increased by more than 80% over the past decade, leading to an increase of over \$120,000 in seasonal labor costs for the same amount of labor hours, and with the addition of more programs, we have experienced a growth in the number of employees required. Additionally, inflation since 2015 has further increased costs across all sectors. While it may appear that the department's expenses have risen substantially, we have diligently worked to control spending, maintain affordability, and keep community participation high. Parks and Recreation remains a vital public service, and we are committed to balancing fiscal responsibility with ensuring accessible and enriching programs, opportunities for community partnerships, and accessible facilities for all.

As we move forward, our focus will be on balancing growth with fiscal responsibility, strengthening community partnerships, and ensuring that our parks and recreation offerings continue to serve as an essential resource for residents. We appreciate the support of our staff, volunteers, and community members as we navigate these discussions and work toward sustainable success for our department.

February Facility Usage					
Facility	General Attendance	Members	Day Pass	2/for \$2 Youth Rate	Total
Recreation Center	4305	1880	37	188	6410
Better Together Playground	Insufficient Data				
Jackson St Park	1100				1100
Miller Disc Golf Course	833				833
Community Building	Insufficient Data				



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Planning and Zoning

SUBJECT: **Monthly Report**

ATTACHMENTS: 1



Planning Department Report
March 2025

Permits - November

Permits Issued (Feb)	Fees collected (Feb)	Est. Value of Work (Feb)	Permits Issued (YtD)	Fees Collected (YtD)	Est. Value of Work (YtD)
6	\$5,473.62	\$285,638.00	19	\$42,703.05	\$2,510,311.58

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

Current Development

Hoffman Hills Phase I: Revising plat for change in 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.

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

Other Business

1. Mediacom is installing fiber in the Hoffman phase II
2. Excavation & Parks in lieu of fees codes are at planning commission-January
3. Starting information gathering for a Master Parks and Trails Plan, will start community involvement late January 2025
4. Starting Short term rental codes
5. Jackson Street sidewalk project moving forward to design
6. Coordinating with public works a utility upgrade to the Sac River Cowboy Church
7. Looking into revision of the Inflow & Infiltration Codes
8. 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 individual volunteers for master transportation steering committee.



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Police Department

SUBJECT: Monthly Report

ATTACHMENTS: 1



Willard Police Department
February 2025 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	9
Shannon Shipley, Asst. Chief	1602-003	4
	Total	13

Squad #1	1607-050	Caleb Steen, Cpl.	19	Squad #2	1603-027	Steve Purdy, Sgt.	26
	1605-056	Mark Cole, Cpl.	32		1608-054	Stefan Collette, Cpl.	48
	1611-064	Danielle Cale, Officer	40		1610-061	Christian Smith, Officer	26
	1604-065	Anthony Hickox, Officer	75		1609-063	Cody Weatherford, Officer	32
	1606-067	Levi O'Neil, Officer	35				
	Total		201	Total			132

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer		
	1641-014	Brian Gordon, Reserve	1	
	1642-015	JD Landon, Reserve		
	1645-047	Glenn Cozzens, Reserve		
	1646-031	Andrew Hunt, Reserve		
	1643-048	Tim Wheeler, Reserve		
	Total		1	
Total Incidents for the month...			347	

Incident Statistics

Felony	2	HBO (Handled by Officers)	249
Misdemeanor	1	Use of Force	0
Infraction	152	Dog at Large	0
Other (Services)	192	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	37,720	544	18	30		0
WPD-02 2021 Charger	75,905	1,039	14	74	107.49	107.49
WPD-03 2023 Charger	4,756	1,081	13	83		0
WPD-04 2023 Durango	39,312	1,828	17	108		76.49
WPD-05 2023 Charger	44,177	3,755	29	129	748.75	1,540.35
WPD-06 2023 Durango	26,833	1,348	12	112		145.99
WPD-07 2017 Explorer	33,133	226	6	38		0
WPD-08 2008 Harley	6,345	11	1	11		0

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05: tires; alignment
WPD-02: oil change; tire rotation	WPD-06:
WPD-03:	WPD-07:
WPD-04:	



CITY OF WILLARD AGENDA REPORT BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Public Works

SUBJECT: Monthly Report

ATTACHMENTS: 1

Public Works Report

February 2025

62 Service Orders

38 Rereads

15 After Hour Call ins

Locates 231

Shut Offs 13

Meter/ERTS Replaced 9

Water Department

1. Insulate meter pits as part of winterization program
2. Repaired leak on Lone Oak
3. Meter reads & Re-Reads
4. Well Checks and Chlorine Maintenance
5. Changed quill at Meadows well #1
6. Repaired Stenner pump @ Meadows well #1
7. Repaired Water leak on New Melville
8. Repaired water leak on Farm Rd 89

Sewer Department

1. Lift Station maintenance
2. Sewer Lagoon Pond maintenance
3. Continuing manhole inspections
4. Lagoon samples & EDMR
5. Repaired uprights at lagoons
6. Began cleanup of 94 lift station to organize parts
7. Pulled check valves at B lift station (6 times)
8. Replaced pump at B lift station
9. Pulled pumps at Meadows West and Park estates to get quotes for spare pumps
10. Pump down test at D lift station

Streets Department

1. Continued replacement of street signs all throughout town

2. Installed culvert pipe extension on Hunt Rd
3. Laid down new asphalt on alleyway behind shop
4. Repaired crane on F-350
5. Tree trimming all around town
6. Jetter training on culvert pipes along Ross Rd.
7. Patch on Hughes Rd, New Melville, Mill St, Hunt Rd
8. 2 days worth of plowing/salting during snow storm on February 17/18
9. Wash all vehicles and equipment
10. Finished installing trim in new offices



CITY OF WILLARD AGENDA REPORT

BOARD OF ALDERMEN MEETING

TO: Board of Aldermen

FROM: Board Attendance Report

SUBJECT: Monthly Report

ATTACHMENTS: 1

2025 BOARD ATTENDANCE REPORT

ATTENDED: Y	1/13/2025	1/27/2025	2/10/2025	2/24/2025	3/10/2025	3/24/2025	4/14/2025	SPECIAL SESSION
MAYOR TROY SMITH	Y	Y	Y	Y	Y			4/28/2025
CASEY BIELLIER	Y	Y	Y	Y				
JEREMY HILL	Y	OUT	Y	OUT				
DAVID KEENE (MPT)	Y	Y	Y	Y				
JOYCE LANCASTER	Y	OUT	Y	Y				
SCOTT SWATOSH	Y	Y	OUT	Y				
CAROL WILSON	Y	Y	OUT	Y				
NAME	5/12/2025	5/26/2025	6/9/2025	6/29/2025	7/14/2025	7/28/2025	8/11/2025	8/25/2025
MAYOR TROY SMITH								
CASEY BIELLIER								
JEREMY HILL								
DAVID KEENE (MPT)								
JOYCE LANCASTER								
CAROL WILSON								

NAME	9/8/2025	9/22/2025	10/13/2025	10/27/2025	11/10/2025	11/24/2025	12/8/2025	12/22/2025
MAYOR TROY SMITH								
CASEY BIELLIER								
JEREMY HILL								
DAVID KEENE (MAYOR PRO-TEM)								
JOYCE LANCASTER								
CAROL WILSON								



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: March 10, 2025

TO: Board of Aldermen

FROM: Wes Young, City Administrator

SUBJECT: **A RESOLUTION APPROVING A CONSENT AGREEMENT WITH TERRA CONSULTING LTD., REPRESENTING VERIZON WIRELESS, FOR MODIFICATIONS TO TELECOMMUNICATIONS EQUIPMENT ON THE CITY WATER TOWER AT 512 E. JACKSON**

ATTACHMENTS: 1

CITY OF WILLARD MISSOURI

RESOLUTION NO. 25-16

A RESOLUTION APPROVING A CONSENT AGREEMENT WITH TERRA CONSULTING LTD., REPRESENTING VERIZON WIRELESS, FOR MODIFICATIONS TO TELECOMMUNICATIONS EQUIPMENT ON THE CITY WATER TOWER AT 512 E. JACKSON

WHEREAS, Terra Consulting Ltd., on behalf of Verizon Wireless, has submitted a request for consent to modify existing telecommunications equipment on the City-owned water tower located at 512 E. Jackson, where Verizon Wireless leases the right to maintain multiple cell phone antenna arrays; and

WHEREAS, the City has reviewed the proposed modifications with the assistance of Cochran Engineering, which has indicated no concerns regarding potential damage to the water tower; and

WHEREAS, the City's Public Works Department has provided guidance on the placement of brackets, painting requirements, and inspection procedures to ensure compliance with municipal standards; and

WHEREAS, after review and consideration, the City finds the proposed modifications to be in accordance with applicable safety and engineering standards, and no adverse impact to City infrastructure is anticipated;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Willard, Missouri, that the consent agreement with Terra Consulting Ltd., representing Verizon Wireless, for the proposed modifications to telecommunications equipment on the City's water tower at 512 E. Jackson is hereby approved, subject to compliance with all applicable regulations and the guidance provided by the City's engineering and public works professionals.

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

Mayor Troy Smith

Attested by Rebecca Hansen City Clerk



February 28, 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 2 construction drawings dated 2/27/2025. 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

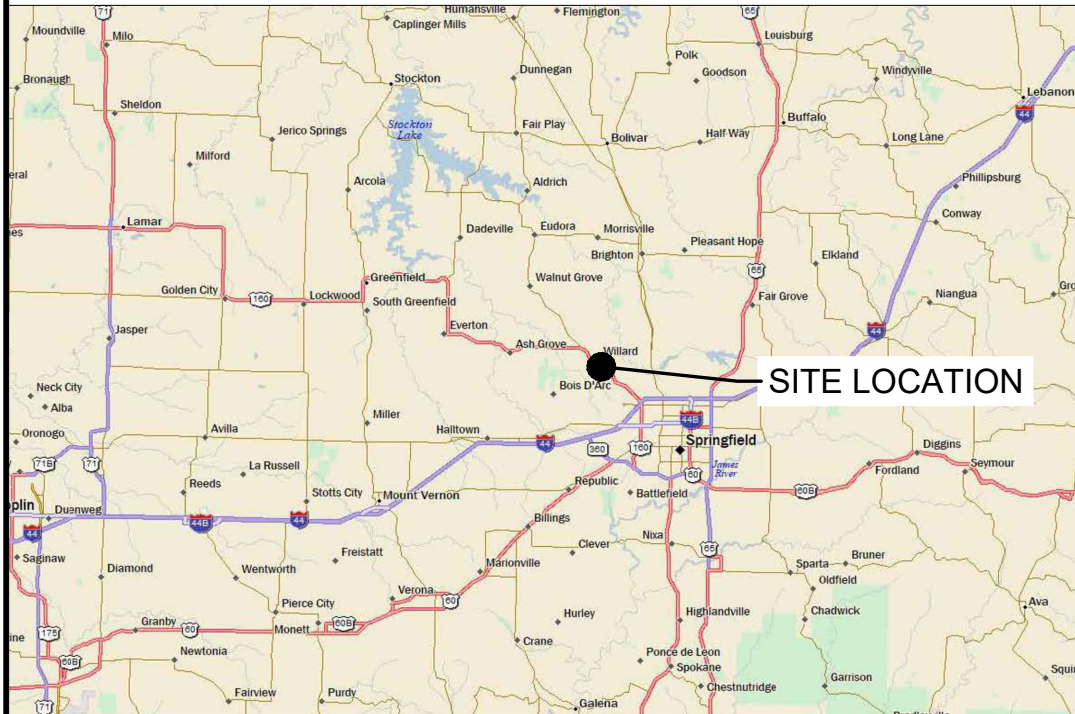
PROJECT TEAM

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

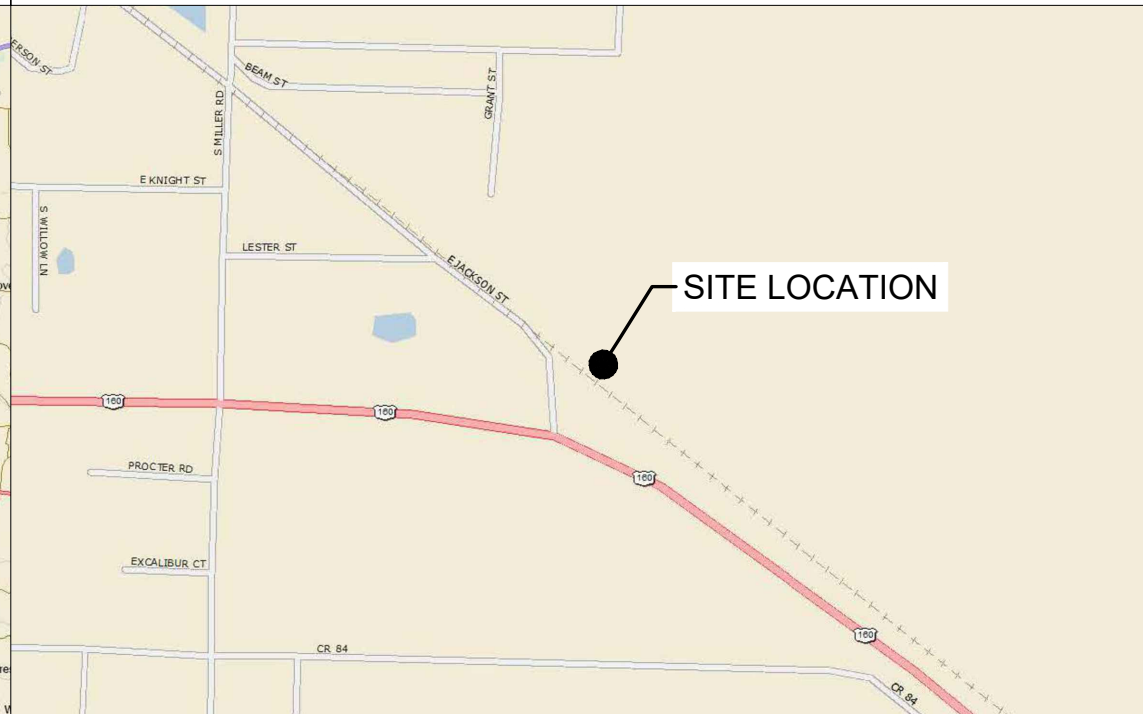
STRUCTURAL: TERRA CONSULTING GROUP

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	0,1,2
R-1	REVISION LOG	0,1,2
C-1	SITE LAYOUT	0,1
ANT-1	SITE ELEVATION	0,2
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

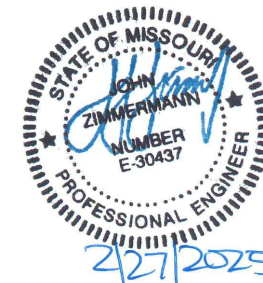
*** PMI REQUIREMENTS EMBEDDED WITHIN MOUNT MODIFICATION REPORT

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 12OVP VERSIONS.
- ALL WORK SHALL BE SCHEDULED WITH THE CITY. **TREVOR HOFFMAN** pwd@cityofwillard.org (417) 742-5307 OR (417) 300-1720.
- PRIOR TO THE INSTALLATION CREWS LEAVING THE SITE, ALL EQUIPMENT AND CABLE INSTALLATIONS WILL BE INSPECTED BY THE CITY FOR COMPLIANCE WITH THE CITY'S REQUIREMENTS. SCHEDULE INSPECTIONS WITH TREVOR HOFFMAN.
- ANY PAINTING, EQUIPMENT RELOCATION, ETC. THAT WILL BE REQUIRED AFTER THE INSPECTION IS COMPLETE SHALL BE THE SOLE RESPONSIBILITY OF THE INSTALLER. A SECOND INSPECTION WOULD NOT BE REQUIRED.

PROFESSIONAL ENGINEER'S STAMP



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		

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

NO.	DESCRIPTION	DATE	BY	
			MLM	CEB
A	ISSUED FOR REVIEW	07/30/24		
B	EME STUDY ADDED	08/30/24		
0	ISSUED FOR CONSTRUCTION	10/30/24		
1	REVISED PER CLIENT COMMENT	12/10/24		
2	ADDED CITY COMMENTS	02/27/25		

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

48



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
2	CEB	02/27/2025	ADDED CITY COMMENTS

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
REV 2 DESCRIPTION	ADDED CITY COMMENTS IN SCOPE OF WORK SECTION ON T-1 AND ADDED CITY COMMENTS IN NOTES SECTION ON 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
2	ADDED CITY COMMENTS	02/27/25	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

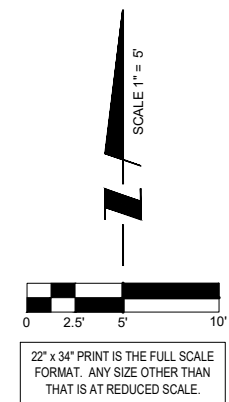
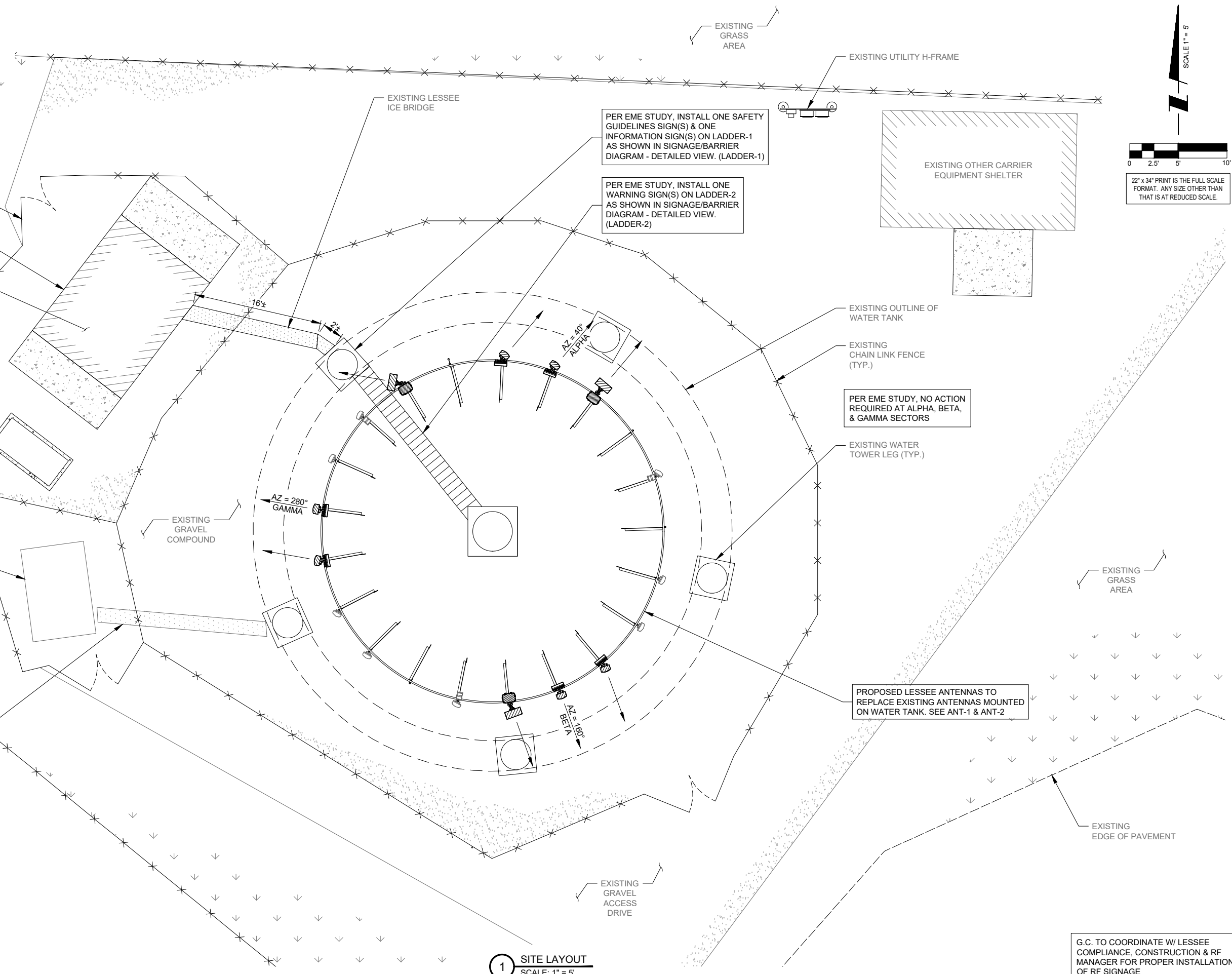
EXISTING TRANSFORMER

EXISTING OTHER CARRIER EQUIPMENT

EXISTING OTHER CARRIER ICE BRIDGE



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



1 SITE LAYOUT
 SCALE: 1" = 5'

REVISIONS		NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR REVIEW	A	07/30/24	MLM	
2	EME STUDY ADDED	B	08/30/24	CEB	
3	ISSUED FOR CONSTRUCTION	0	10/30/24	CEB	
4	REVISED PER CLIENT COMMENT	1	12/10/24	CEB	
5	ADDED CITY COMMENTS	2	02/27/25	CEB	

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

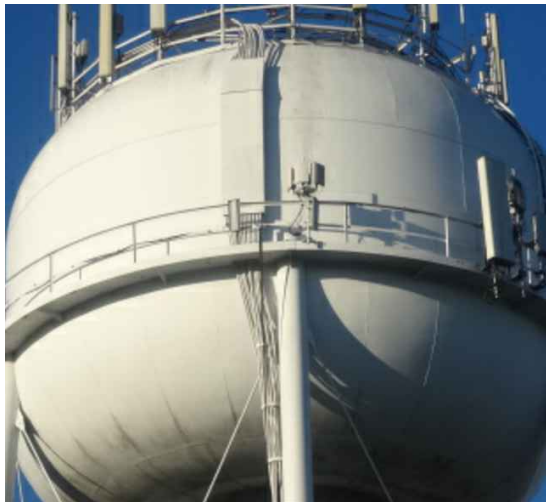
DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
 SITE LAYOUT

SHEET NUMBER
C-1
 50



3 TYPICAL LESSEE ANTENNA SECTOR

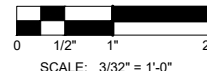


4 LESSEE COAX ROUTE ON TOWER

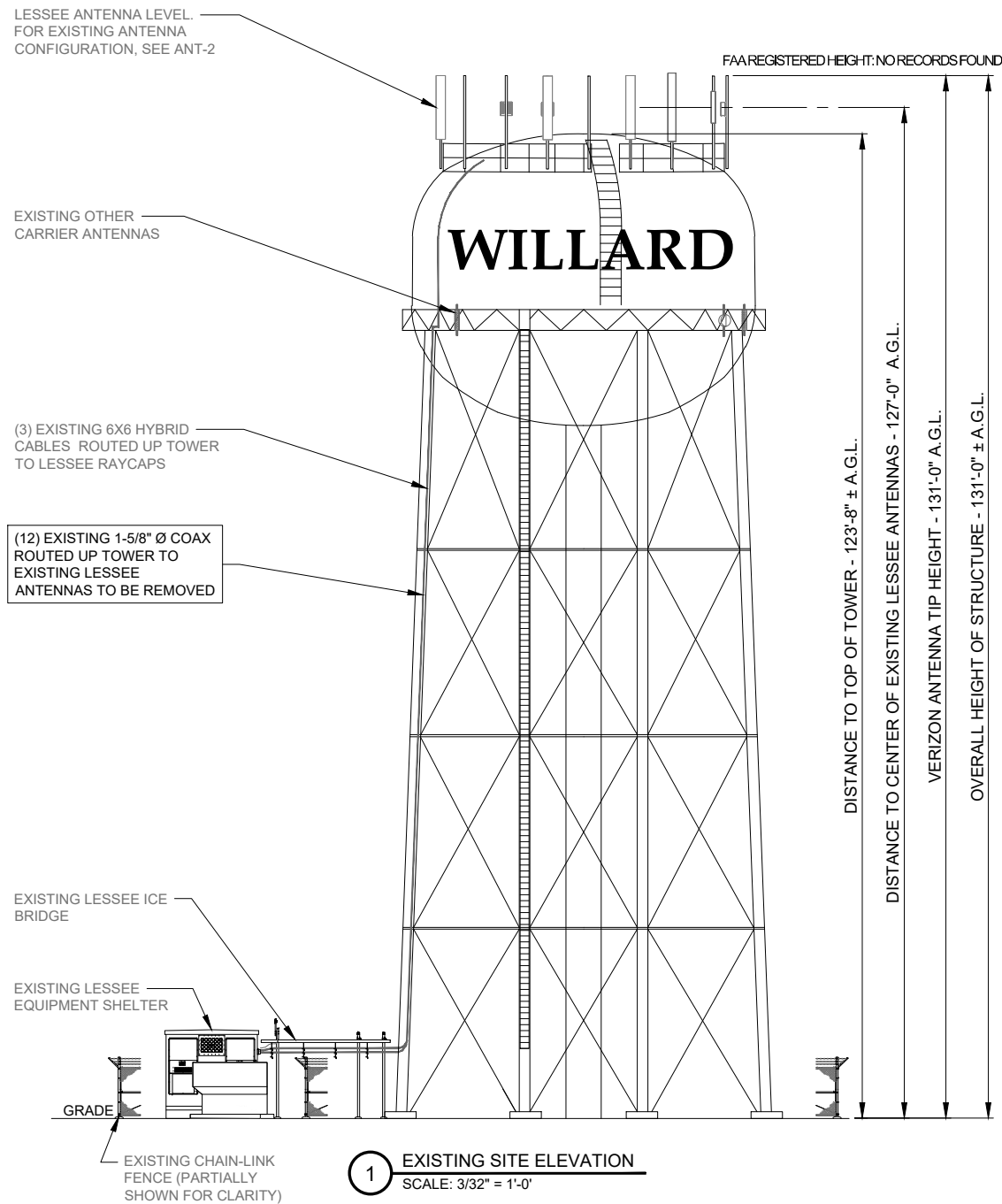
NOTES

- THIS DRAWING IS FOR EXHIBIT AND LAYOUT PURPOSES ONLY.
- PASSING STRUCTURAL ANALYSIS BY TERRA CONSULTING GROUP, DATED OCTOBER 29, 2024.
- MAGNETIC BRACKETS FOR CABLES ARE PREFERRED. ALL CABLING IS TO BE SECURED TO EXISTING CABLING BRACKETS. NO NEW CABLING BRACKETS ARE ALLOWED TO BE INSTALLED. IF THERE IS NO ROOM TO SECURE CABLES TO EXISTING BRACKETS MAGNETIC BRACKETS MUST BE USED. [HTTPS://ESTECHMAGNETICS.COM/ANTENNA-BRACKETING/](https://estechmagnetics.com/antenna-bracketing/)
- WELDING IS NOT ALLOWED ON ANY SURFACE OF THE TANK.
- IF PAINTED SURFACES ARE DAMAGED, THE DAMAGED AREA WILL REQUIRE REPAINTING. PAINT REQUIRED FOR TOUCH UP IS "FC22" [HTTPS://TNEMEC.COM/PRODUCTS/SERIES-FC22-EPOXOLINE/](https://tnemec.com/products/series-fc22-epoxoline/)
- NEW OR EXISTING CABLES DO NOT NEED TO BE PAINTED TO MATCH THE COLOR OF THE TANK.

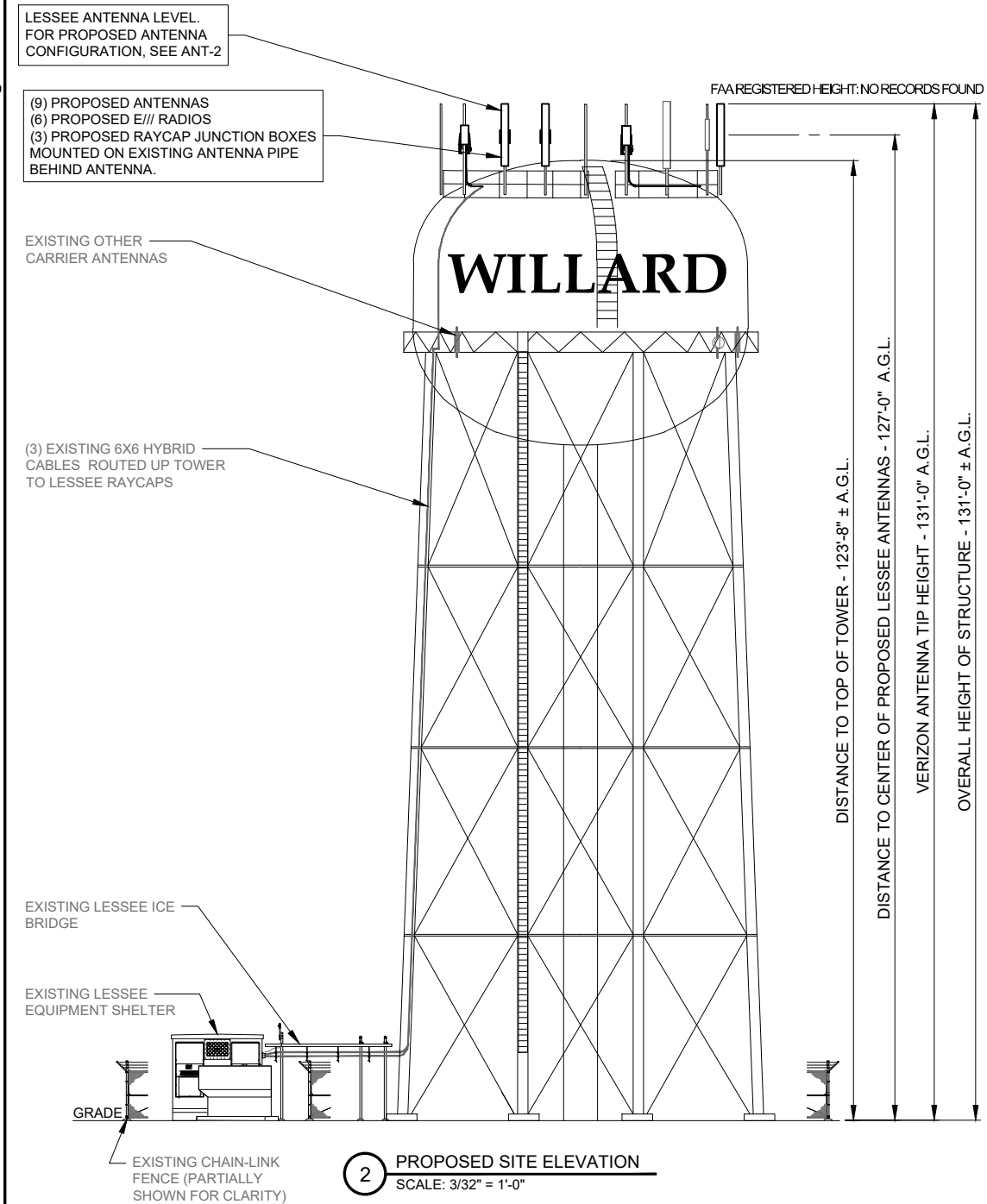
2



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"

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		NO.	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07/30/24	MLM		
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0	ISSUED FOR CONSTRUCTION	10/30/24	CEB		
1	REVISED PER CLIENT COMMENT	12/10/24	CEB		
2	ADDED CITY COMMENTS	02/27/25	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
51



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	-	-	-	-	-	-	-	-	-	-			-	-	-	-	-	-	-															
	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	-	-	-	-	-	-	-	-	-	-	-			-	-	-	-	-	-	-														
Antenna Total					6						Coax Total	12						RRU Total	6	Distro Box Total	3	Hybrid Cable Total	3	Jumper Total	12	RF Jumper Total	36																	

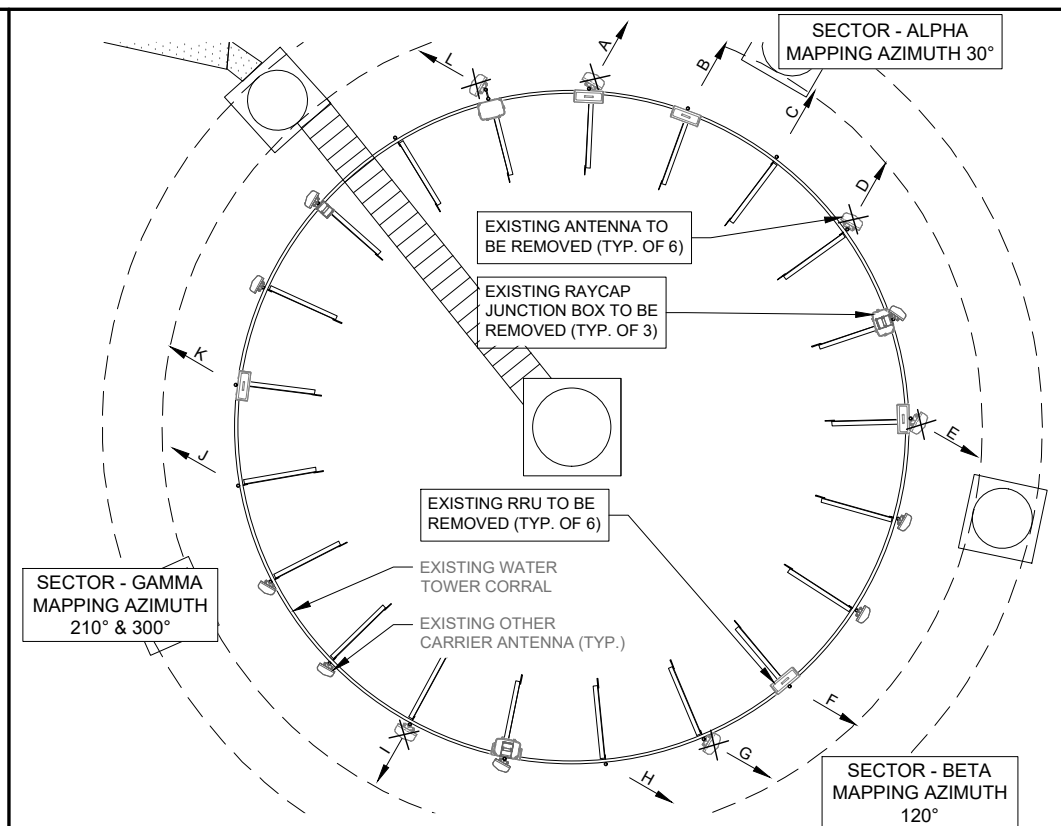
PROPOSED ANTENNA KEY

	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																	

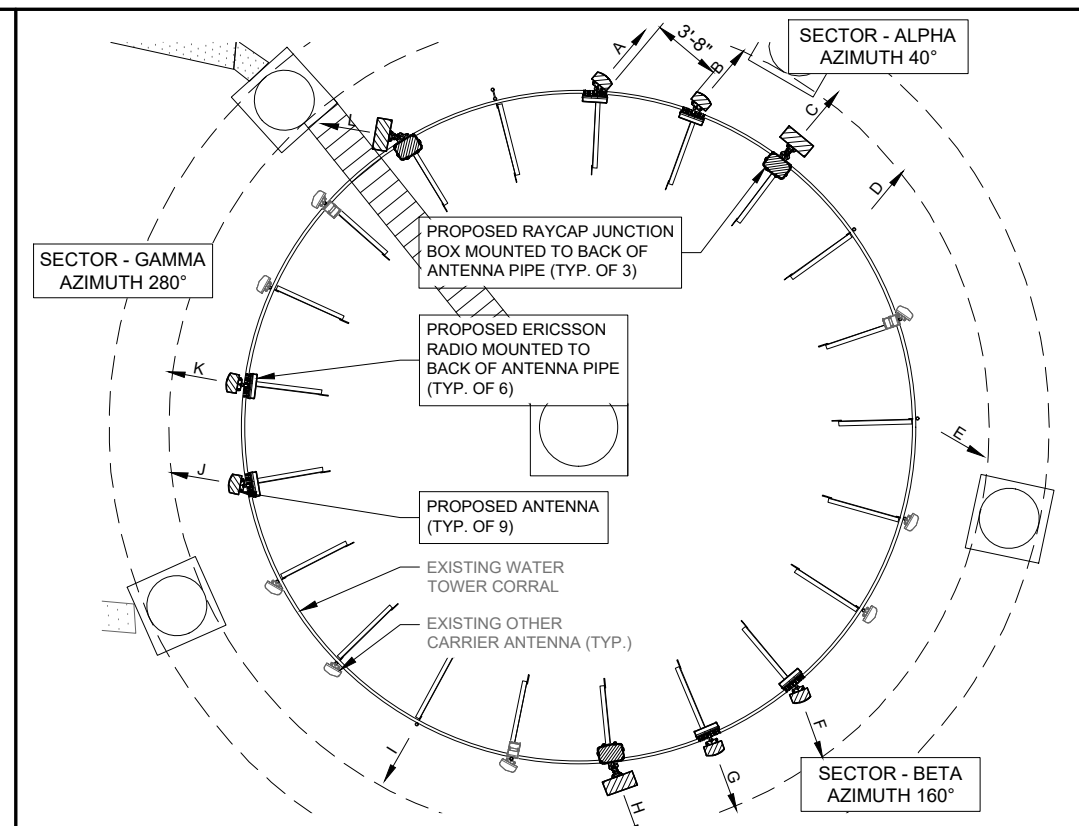
1 ANTENNA KEYS

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
2	ADDED CITY COMMENTS	02/27/25	CEB

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

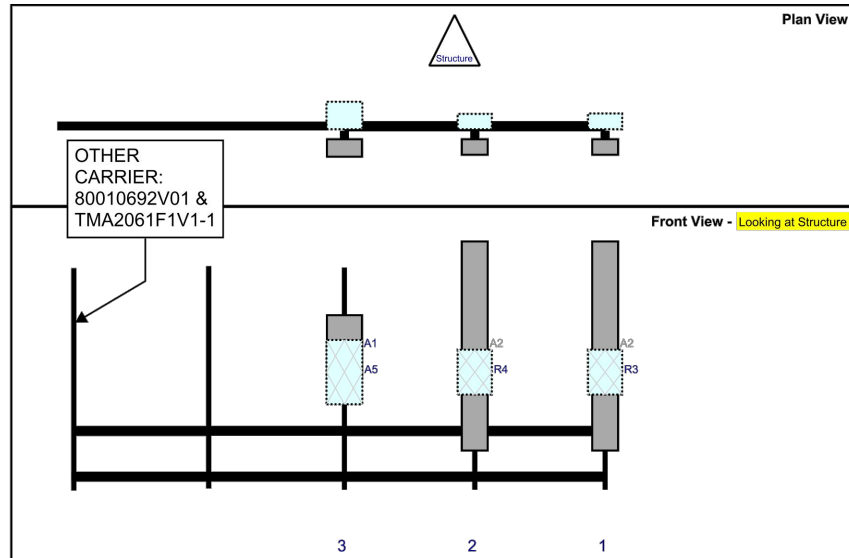
DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
ANTENNA KEYS & LAYOUT

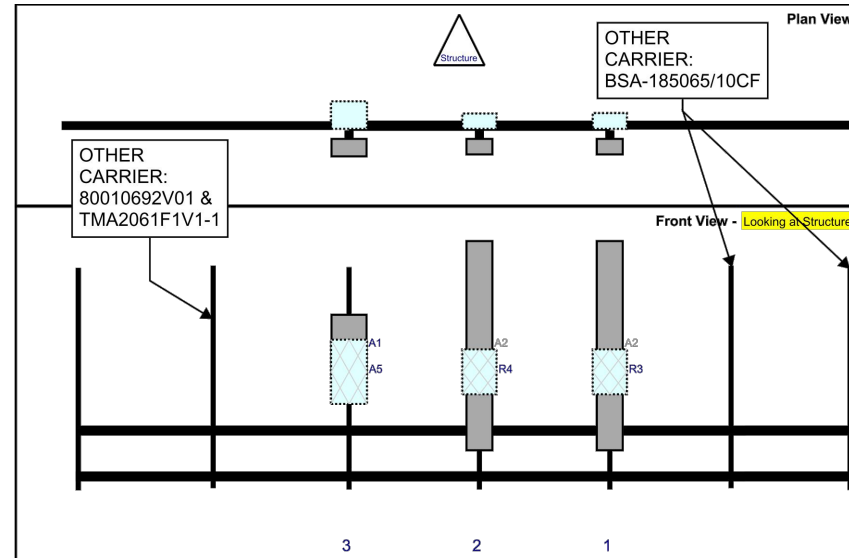
SHEET NUMBER
ANT-2
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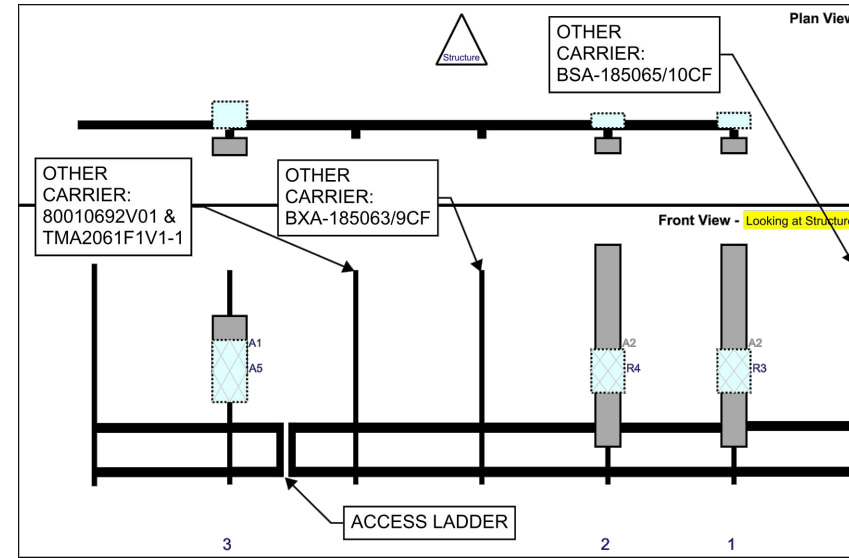
DESIGN FIRM # E-2015004018



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
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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
SECTOR PLAN & ELEVATION DETAILS

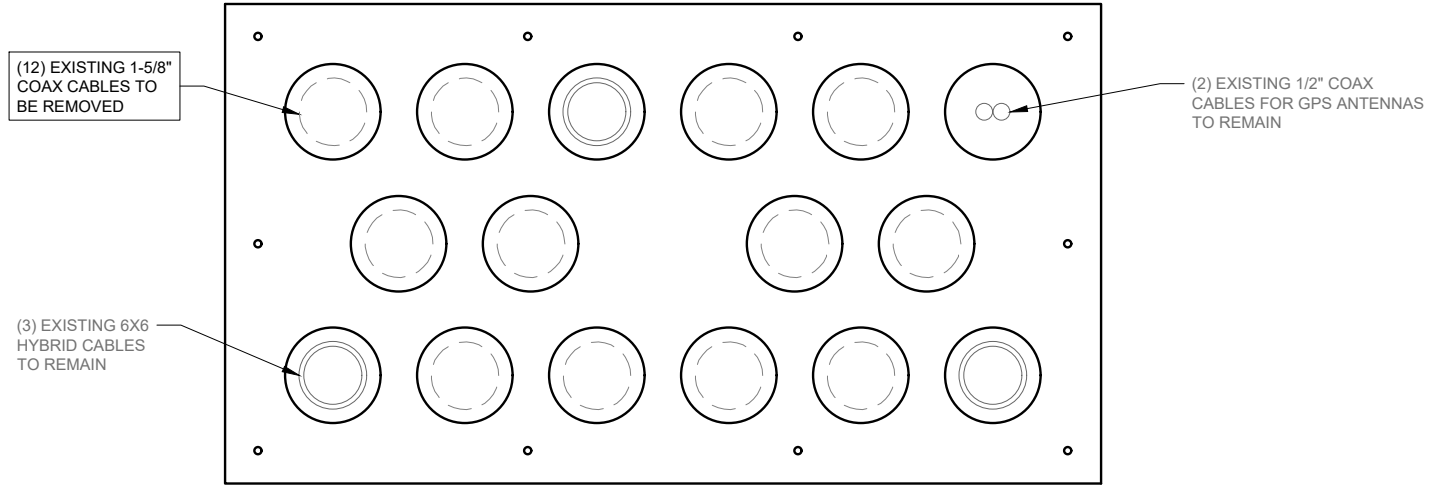
SHEET NUMBER

ANT-3



1 LESSEE ENTRY PANEL

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

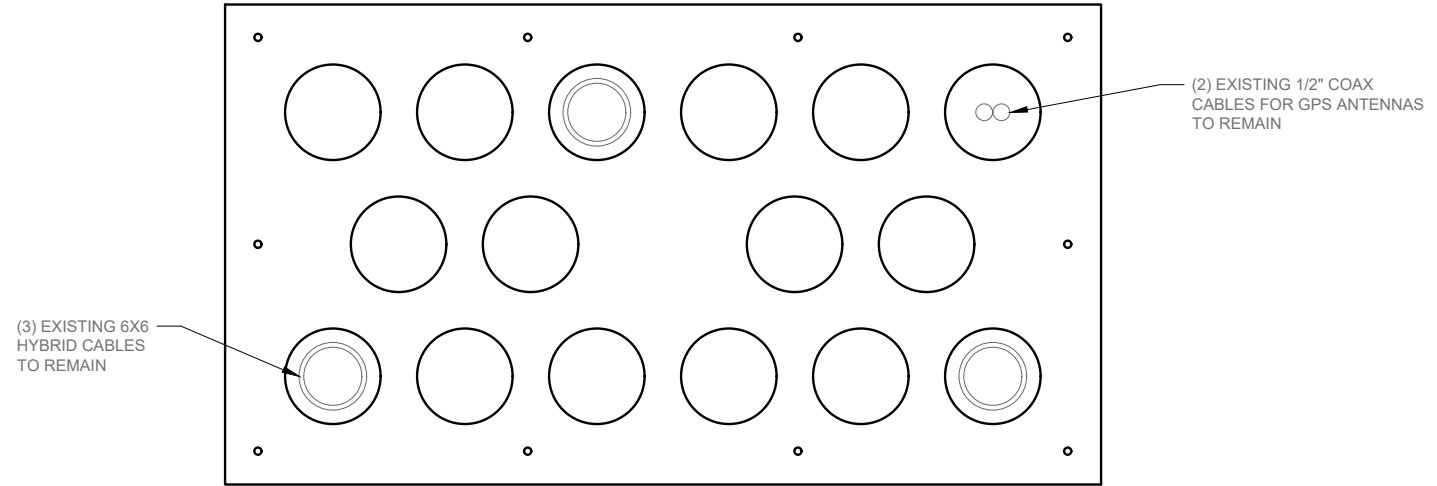


2 EXISTING ENTRY PANEL LAYOUT FROM OUTSIDE SHELTER
N.T.S.

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		
2	ADDED CITY COMMENTS	02/27/25	CEB		

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

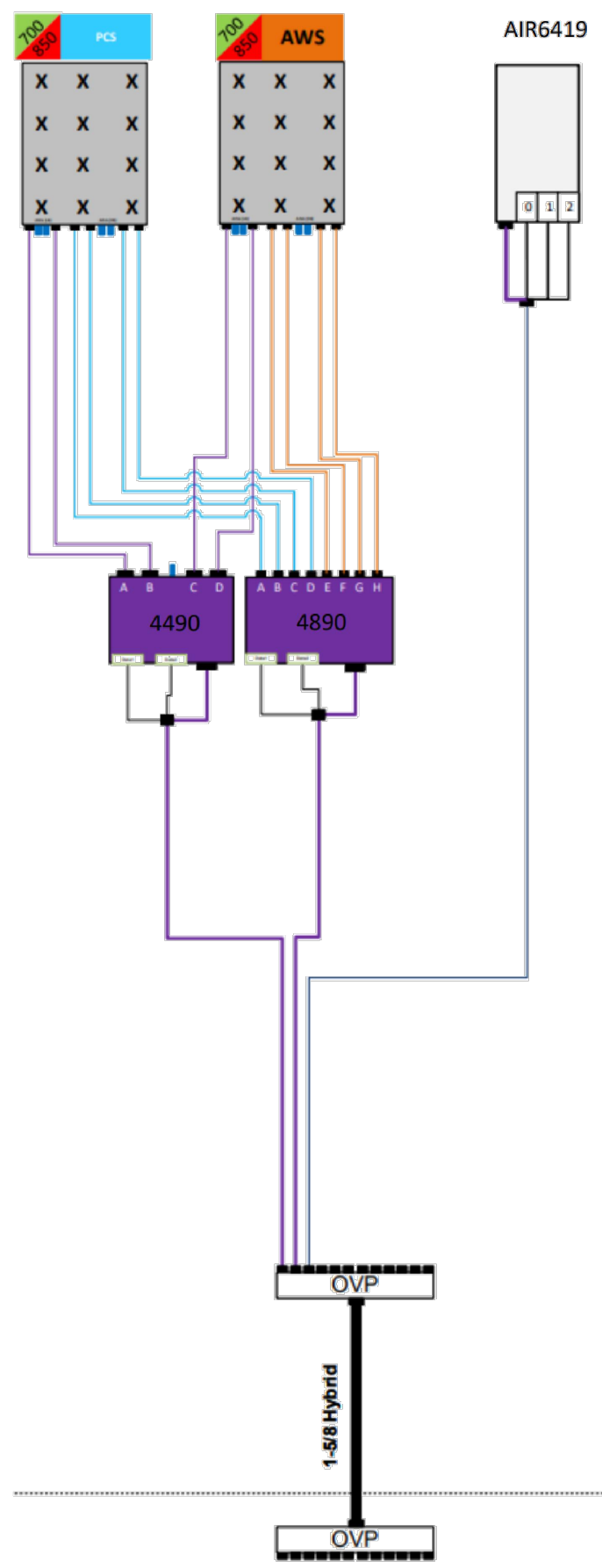
DRAWN BY:	MLM
CHECKED BY:	JZ
DATE:	07/26/24
PROJECT #:	54-1540

SHEET TITLE
COAX ENTRY PANEL
&
PARTS LIST

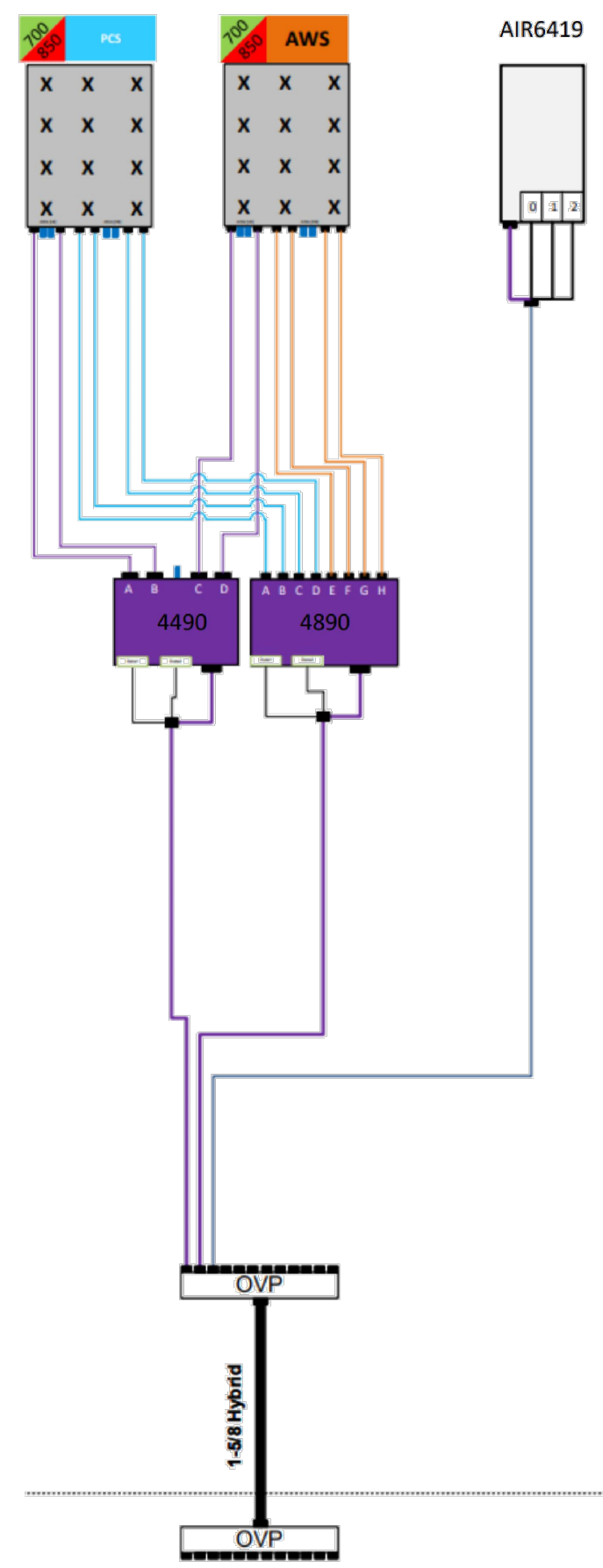
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ANT-4
54



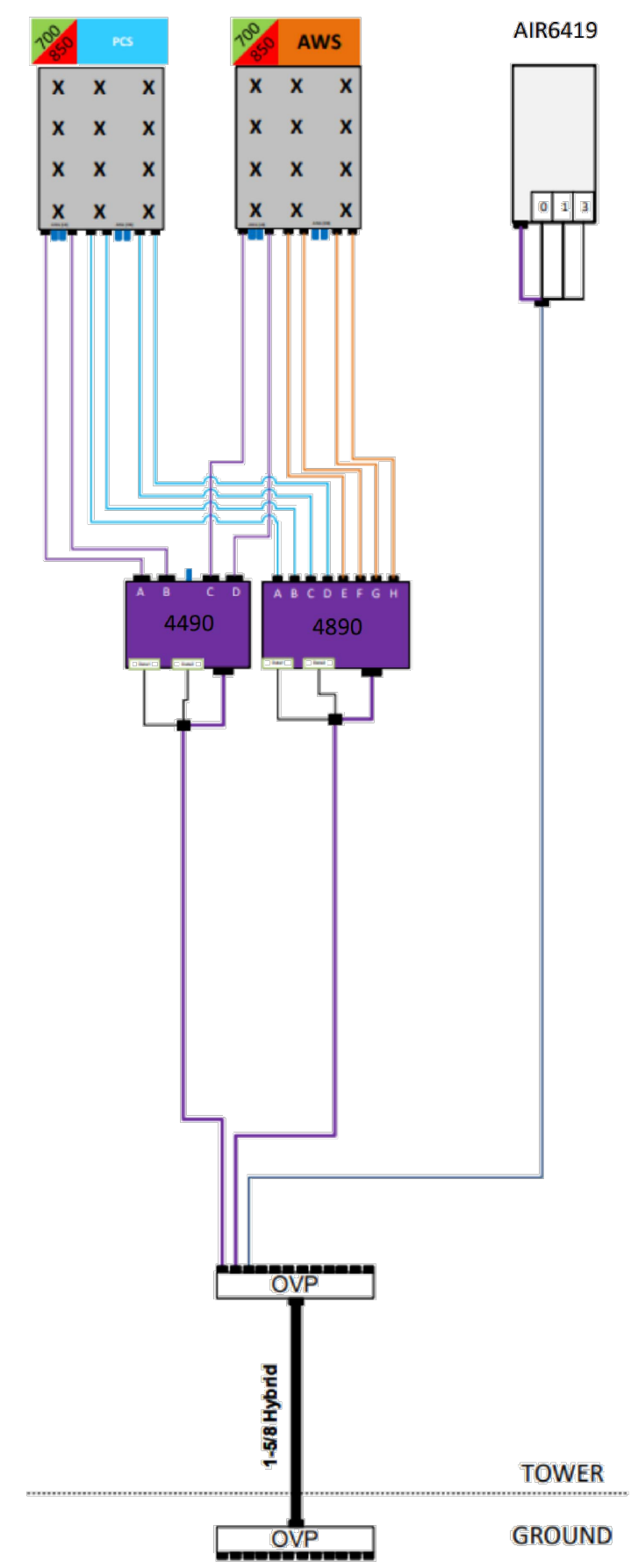
Sector A



Sector B



Sector C



REVISIONS		NO.	DESCRIPTION	DATE	BY
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0	ISSUED FOR CONSTRUCTION	10/30/24	CEB		
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2	ADDED CITY COMMENTS	02/27/25	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

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

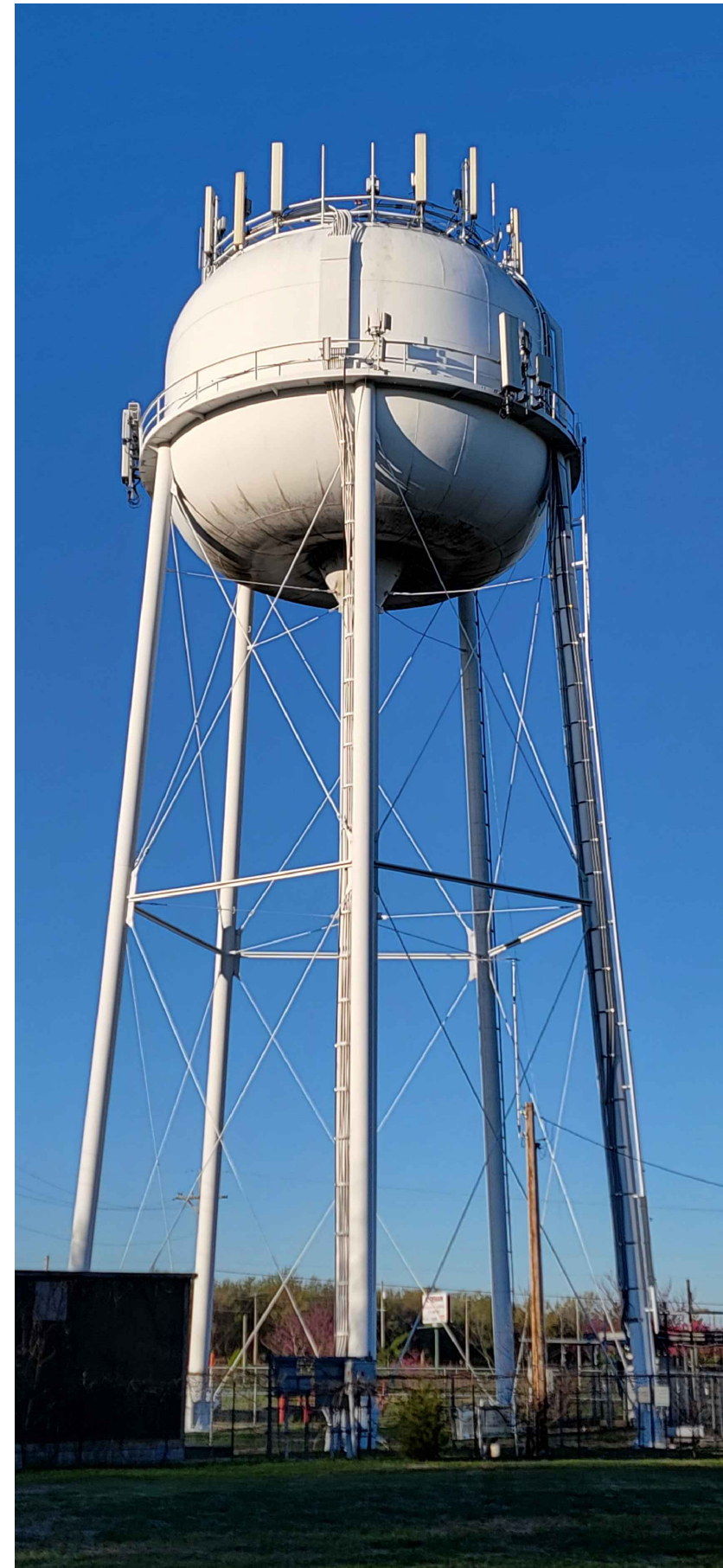
1 EXISTING ASR SIGN PHOTO
N.T.S.



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

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B	EME STUDY ADDED	08/30/24	CEB		
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2	ADDED CITY COMMENTS	02/27/25	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

56



1 EXISTING ALPHA SECTOR
N.T.S.



2 EXISTING BETA SECTOR
N.T.S.



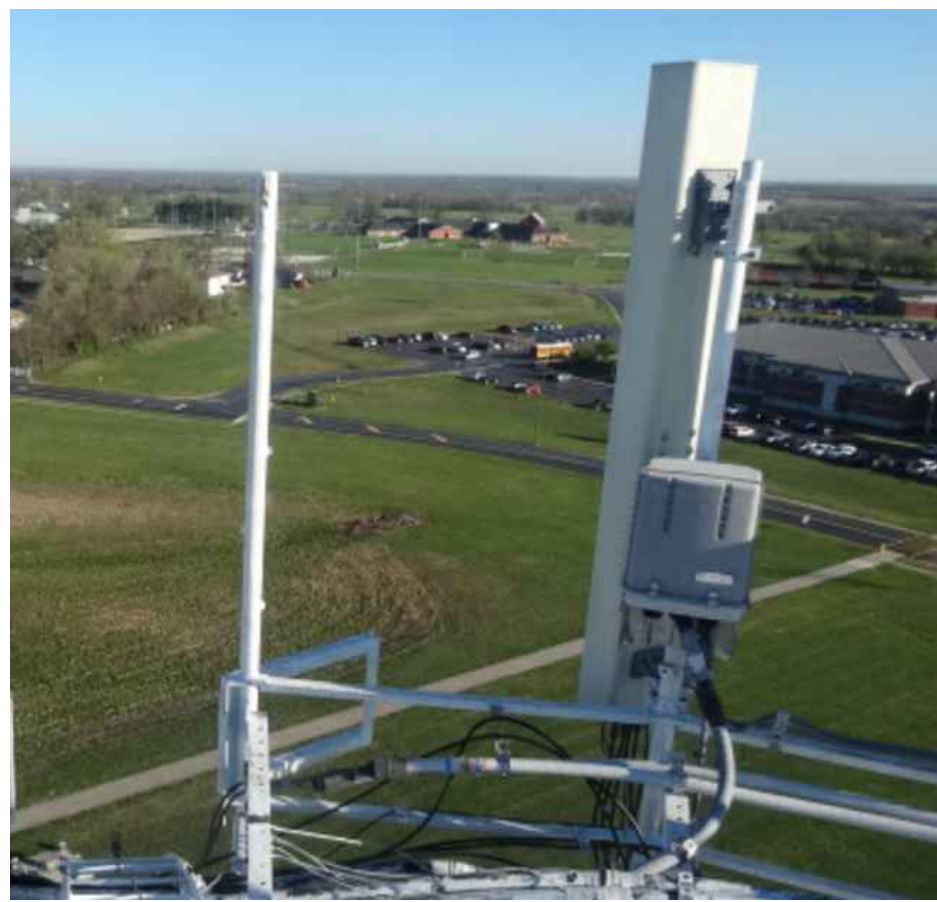
3 EXISTING GAMMA SECTOR
N.T.S.



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

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CONSULTING ENGINEERS, INC.
600 BUSSE HIGHWAY
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DESIGN FIRM # E-2015004018

NO.	DESCRIPTION	DATE	BY
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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
57

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:

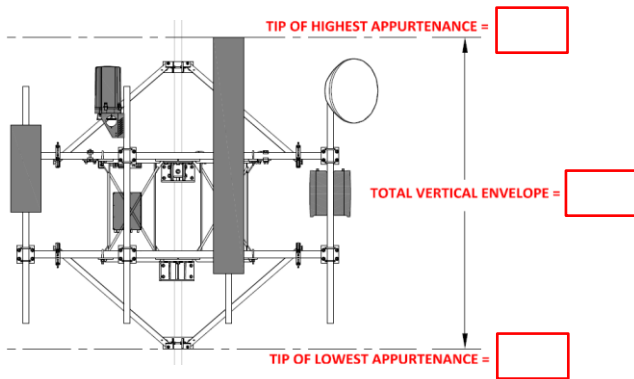


Illustration #1

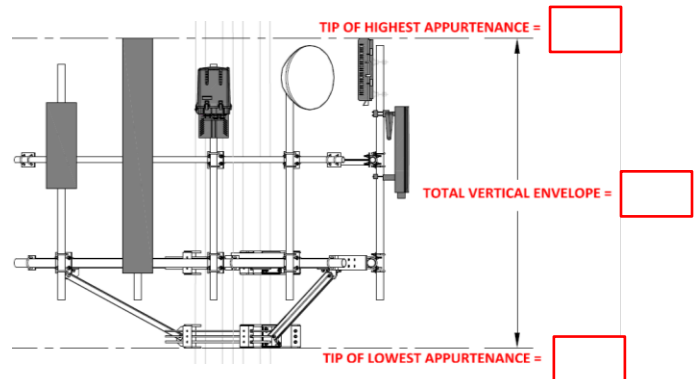


Illustration #2

Certifying Individual:

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



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: February 24 and March 10, 2025

TO: Board of Aldermen

FROM: Wes Young, City Administrator

SUBJECT: AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ACCEPT THE AMENDED LEASE AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC, AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT

ATTACHMENTS: 1

First Reading: February 24, 2025
Bill No.: 25-15

Second Reading: March 10, 2025
Ordinance No.: 250224

AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ACCEPT THE AMENDED LEASE AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC, AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT.

WHEREAS, the City of Willard, Missouri ("City"), previously entered into a lease agreement with Sprint Spectrum Realty Company, LLC ("Sprint") for the placement and operation of telecommunications equipment on City-owned property at 519 E Jackson; and

WHEREAS, the City and Sprint desire to amend the existing lease agreement to modify certain terms and conditions related to the use of the property; and

WHEREAS, the Board of Aldermen finds that the amended lease agreement is in the best interests of the City and its residents and wishes to formally accept the terms set forth therein.

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

SECTION 1. The City of Willard hereby accepts the Amended Lease Agreement with Sprint Spectrum Realty Company, LLC, a copy of which is attached hereto as Exhibit A and incorporated by reference.

SECTION 2. The Mayor is hereby authorized to execute the Amended Lease Agreement on behalf of the City and to take all necessary actions to effectuate the terms of the agreement.

SECTION 3. The City Clerk is directed to maintain a copy of the executed agreement in the official records of the City.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

Read twice and approve at a meeting by the Board of Alderman, of the City of Willard, Missouri, on the **10th day of March 2025.**

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as Form: _____
Nate Dally, City Attorney

FIRST AMENDMENT TO SITE AGREEMENT

This First Amendment to Site Agreement (the "**First Amendment**") is effective as of the last signature below (the "**Effective Date**"), by and between the City of Willard, Missouri ("**Owner**"), and Sprint Spectrum Realty Company, LLC, a Delaware limited liability company, successor in interest to Sprint Spectrum L.P. (successor by merger with Alamosa Missouri Properties, LLC) ("**Carrier**") (each a "**Party**", or collectively, the "**Parties**").

Owner and Carrier (or their predecessors-in-interest) entered into that certain Site Agreement dated June 3, 2000, including that certain Addendum A dated June 3, 2000 and that certain Addendum B dated December 28, 2000 (including all amendments, collectively, the "**Agreement**") regarding the leased premises ("**Site**") located at 519 E. Jackson, Willard, Missouri, 65781 (the "**Property**").

For good and valuable consideration, Owner and Carrier agree as follows:

1. At the expiration of the Agreement, the term of the Agreement will automatically be extended for four (4) additional and successive five (5) year terms, each included as a Renewal Term provided that Carrier may elect not to renew by providing Owner at least thirty (30) days' notice prior to the expiration of the then current Renewal Term.
2. At the commencement of the first Renewal Term provided for in this First Amendment, Carrier shall pay Owner One Thousand Two Hundred and 00/100 Dollars (\$1,200.00) per month as Rent, partial calendar month to be prorated in advance, by the fifth (5th) day of each calendar month. At the commencement of the first Renewal Term provided for in this First Amendment, the escalation set forth in the Lease shall terminate. Thereafter, the Rent will escalate by ten percent (10%) of the Rent for the previous Renewal Term on October 10, 2030 and on the first day of each Renewal Term thereafter. Where duplicate Rent would occur, a credit shall be taken by Carrier for any prepayment of duplicate Rent by Carrier.
3. Owner shall have the right to request Carrier's temporary removal and relocation of the Antenna Facilities from the Premises ("**Temporary Relocation**") once per Renewal Term for the purpose of completing general maintenance or painting to or on the Premises. If Owner requires such Temporary relocation, then: (i) Owner shall provide Carrier at least six (6) months' prior written notice of any repairs, maintenance or other work (the "**Work**"), which would require the Temporary Relocation; (ii) this notice requirement shall not affect any situation where Owner must request Carrier's Temporary Relocation in the event of an emergency as necessary to protect the health, safety, and welfare of visitors or Owner's other tenants; (iii) Carrier agrees to cover the costs of Carrier's Temporary Relocation; (iv) Owner agrees that any approval or permit is required for Carrier's Temporary Relocation, Owner shall reimburse or otherwise waive any associated fee for Carrier's approvals or permits. Carrier may elect to install a temporary communications facility (e.g. a "cell on wheels," or "COW") in another mutually agreeable location of the Property that provides Carrier coverage and service levels similar to those of the Antenna Facilities at the original location while the Work is being performed. Owner shall ensure that Carrier's Temporary Relocation lasts for the minimum length of time required for the completion of the Work. Carrier shall have the right to reinstall the Antenna Facilities immediately upon the completion of the Work.

- 4. Carrier shall have the right to connect to and otherwise utilize any and all pre-existing utility related equipment, or alternatively, to construct, install, operate, maintain, repair, add, upgrade, remove or replace utility related equipment (collectively, the "**Utility Facilities**") located on or serving the Property, which are either owned by or available to Owner.
- 5. Carrier shall be responsible for all utility charges for electricity, or any other utility service used by Carrier on the Site (the "**Utility Charges**"). Carrier may install separate meters or submeters for the utility usage of Carrier.
- 6. Carrier shall have the right to assign, or otherwise transfer the Agreement, upon Carrier's delivery to Owner of written notice of any assignment or transfer by Carrier. Carrier shall be relieved of all liabilities and obligations and Owner shall look solely to the assignee, or transferee for performance under the Agreement. Carrier shall have the right to sublease the Agreement without the need for Owner's consent.
- 7. Carrier reserves the right to update the description of the Site to reflect any modifications or changes, from time to time, during the Term of the Agreement.
- 8. All notices, requests, demands and other communications shall be in writing and shall be deemed to have been delivered upon receipt or refusal to accept delivery, and are effective only when deposited into the U.S. certified mail, return receipt requested, or when sent via a nationally recognized courier to the addresses set forth below. Owner or Carrier may from time to time designate any other address for this purpose by providing written notice to the other Party.

If to Carrier:

T-Mobile USA, Inc.
 12920 SE 38th Street
 Bellevue, WA 98006
 Attn: Lease Compliance /
 ST03RW422-A5P0093A

If to Owner:

City of Willard
 P.O. Box 187
 Willard, MO 65781

- 9. Carrier and Owner will reasonably cooperate with each other's requests to approve permit applications and other documents related to the Property without additional payment or consideration.
- 10. Owner will execute a Memorandum of Agreement at Carrier's request. If the Property is encumbered by a deed, mortgage or other security interest, Owner will also execute a subordination, non-disturbance and attornment agreement.
- 11. Any charges payable under the Agreement other than Rent shall be billed by Owner to Carrier within twelve (12) months from the date in which the charges were incurred or due; otherwise, the same shall be deemed time-barred and be forever waived and released by Owner.

- 12. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified. To the extent any provision contained in this First Amendment conflicts with the terms of the Agreement, the terms and provisions of this First Amendment shall control. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.
- 13. This First Amendment may be executed in duplicate counterparts, each of which will be deemed an original. Signed electronic, scanned, or facsimile copies of this First Amendment will legally bind the Parties to the same extent as originals.
- 14. Each of the Parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this First Amendment. Owner represents and warrants to Carrier that the consent or approval of a third party has either been obtained or is not required with respect to the execution of this First Amendment. If Owner is represented by any property manager, broker or any other leasing agent ("Agent"), then (a) Owner is solely responsible for all commission, fees or other payment to Agent and (b) Owner shall not impose any fees on Carrier to compensate or reimburse Owner for the use of Agent, including any such commissions, fees or other payments arising from negotiating or entering into this First Amendment or any future amendment.
- 15. This First Amendment will be binding on and inure to the benefit of the Parties herein, their heirs, executors, administrators, successors-in-interest and assigns.

IN WITNESS, the Parties execute this First Amendment as of the Effective Date.

Owner:

City of Willard, Missouri

By: _____

Print Name: _____

Title: _____

Date: _____

Carrier:

Sprint Spectrum Realty Company, LLC, a Delaware limited liability company

By: _____

Print Name: _____

Title: _____

Date: _____





CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: February 24 and March 10, 2025

TO: Board of Aldermen

FROM: Wes Young, City Administrator

SUBJECT: AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE -- CONVENIENCE FEES

ATTACHMENTS: 0

First Reading: 2/24/2025
Bill No.: 25-16

Second Reading: 3/10/2025
Ordinance No.: 250224A

AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE-- CONVENIENCE FEE FOR ALTERNATIVE PAYMENT.

WHEREAS, the Board of Aldermen, by ordinance, may adopt or amend a Schedule of Alternative Payment Convenience Fees as necessary; and

WHEREAS, the City shall charge only those fees necessary to recover its costs for processing alternative payments; and

WHEREAS, the City's current alternative payment processing provider does not impose either a \$1.50 or \$2.50 transaction fee directly on the City; and

WHEREAS, the recently adopted ordinance included references to a \$1.50 fee for credit card payments by phone and a \$2.50 fee for debit card payments by phone, which are fees charged directly by the processing company to consumers and not collected by the City; and

WHEREAS, to ensure clarity and accuracy in the City Code, these references should be removed so that only the 6.6% convenience fee, the fee charged directly to the City by the processing company, remains explicitly stated and shall be passed on to customers;

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

AMENDED SCHEDULE OF CONVENIENCE FEES.

A. CASH

- a. No Charge

B. MONEY ORDER

- a. No Charge

C. CHECK

- a. No Charge

D. CREDIT CARD

- a. In person – Six and Six Tenths Percent (6.6%) of the transaction
- b. Online – Six and Six Tenths Percent (6.6%) of the transaction
- c. By Phone – Six and Six Tenths Percent (6.6%) of the transaction.

d. Automatic Pay – Six and Six Tenths Percent (6.6%) of the transaction.

E. DEBIT CARD

- a. In Person – Six and Six Tenths Percent (6.6%) of the transaction.
- b. Online – Six and Six Tenths Percent (6.6%) of the transaction
- c. By Phone – Six and Six Tenths Percent (6.6%) pf the transaction.
- d. Automatic Pay – Six and Six Tenths Percent (6.6%) of the transaction.

F. BANK PAY (ACH)

- a. No Charge

Section 4: Effective Date. This ordinance shall be in full force and effect from and after its use 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 **10th DAY OF MARCH, 2025.**

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as to Form By: _____
Nate Dally, City Atty.



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: February 24 and March 10, 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Planning and Zoning Director

SUBJECT: Ordinance 250224B

ATTACHMENTS: 2

First Reading: 02-24-2025
Bill No: 25-17

Second Reading: 03-10-2025
Ordinance No: 250224B

AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH XPRESS BILLPAY FOR ONLINE PAYMENT SERVICES.

WHEREAS, the City is needing to accept payments online and,

WHEREAS, the Xpress Bill Pay meets the needed requirements.

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

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

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

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



Order Form: Q-36605-1
Date: 2/6/2025, 11:13 AM
Expires On: 3/23/2025

Phone: (800) 768-7295
Email: info@xpressbillpay.com

Ship To:
 Mike Ruesch
 City of Willard
 224 W Jackson St
 Willard, Missouri 65781
 planning@cityofwillard.org

Bill To:
 City of Willard
 224 W Jackson St
 Willard, Missouri 65781

Gateway Services Master Agreement

This Gateway Services Master Agreement (this "**Agreement**") is entered into by and between Xpress Solutions, Inc. DBA Xpress Bill Pay ("**Xpress**") and Customer identified on the Order Form ("**Customer**"), together referred to as the "Parties" and each individually as a "**Party**."

WHEREAS, Xpress offers a program that enables its customers, including Customer, to use the proprietary technology offered by Xpress (the "**Xpress Services**"), along with the banking and payments services of its financial institution partner, Zions Bancorporation, National Association or such other financial institution partner identified by Xpress from time-to-time ("**ODFI**") (the "**Banking Services**"), to accept Automated Clearing House ("**ACH**") payments from Customer's clients (each, a "**Payor**") for goods and services provided by Customer, as well as certain Additional Services (defined below) in connection with the same (the "**Xpress Program**"); and

WHEREAS, Customer desires to, and Xpress agrees to permit, Customer to participate in the Xpress Program subject to the terms and conditions of, this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and the receipt of consideration, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1.0 Term and Renewal: The Initial Term (the "**Initial Term**") of this Agreement shall be thirty-six (36) months from the date on which this Agreement is executed by the Parties. This Agreement shall automatically renew for an additional thirty-six (36) months at the end of the Initial Term or any subsequent renewal term by the Customer upon the receipt by Xpress of the applicable Fees (defined below) and under the same terms and conditions set forth herein, so long as the Customer is not and has not been in default in any term or condition of this Agreement. If Customer is a political subdivision, the Parties agree that an automatic renewal cannot occur if Customer's governing board does not budget for payment of the Fees set forth in Section 2.0 in any given fiscal year of Customer.

2.0 Fees and Payments: Customer shall pay to Xpress a one-time set-up Fee, monthly maintenance, support, transaction and hosting Fees, and various additional Fees as set forth in the Order Form and Exhibit A (collectively the "**Fees**"). Xpress reserves the right to change the Fees at any time so long as Customer is provided no less than thirty (30) days advance notice of a change. Customer authorizes Xpress to initiate an electronic ACH Debit Entry from Customer's bank account provided in Exhibit B (the "**Customer Account**") on or about the 5th day of each month for the amount of all Fees that accrued during the prior month for any Fee that is due as described in Exhibit A. If there are insufficient funds in Customer Account to cover the Fees, Xpress will contact Customer for resolution which will include resubmission up to three (3) times, subject to the Rules and Regulations (defined below). Any outstanding Fees that are not paid when due shall bear interest at the rate of 18% per annum until the outstanding balance and all accrued interest are paid in full.

3.0 Services Provided; Obligations of Customer:

A. Customer shall be subject to "know your customer" and related due diligence requirements established by Xpress and ODFI (the "**Onboarding Requirements**"). Customer must satisfy the Onboarding Requirements at all times during the Term in order to be eligible to use the Xpress Services or the Additional Services and shall provide to Xpress all information requested by Xpress or ODFI for such purpose. Customer represents and warrants that any information that Customer provides to Xpress or that Xpress otherwise obtains pursuant to this Agreement for purposes of complying with the Onboarding Requirements is accurate and complete, and Customer will notify Xpress in connection with any changes to this information.

B. In addition to the Xpress Services, Xpress will provide Customer with the additional services described below (together, the "**Additional Services**"):

1. Xpress has developed a web-based payment gateway interface that can be used by Customer for accepting payments from Customer's clients via ACH, electronic funds transfer ("EFT"), or credit cards (the "**Gateway Services**"). If desired by Customer, Xpress will, through an affiliate and pursuant to separate terms, facilitate the acquisition of the necessary processing services for the acceptance of credit cards.

2. Xpress has engaged Zions Bank to provide electronic funds transfers (EFT), Bank Bill Pay (BBP), and Lockbox services through its established banking relationships (the "**Check Services**"). Customer hereby authorizes Xpress to endorse checks and other payment items on behalf of Customer into the Program Account (defined below) and deposit funds as necessary for the clearing of payments received for Customer. Customer acknowledges that in order to use the services described in this section, it must maintain a bank account and third-party processing relationships approved by Xpress.

C. To initiate an ACH transaction through the Xpress Services (a "**Transaction**"), Customer will submit Transaction instructions to Xpress containing all information required by the payment platform provided by Xpress. Transactions are placed through Xpress as a third-party sender of ACH transactions with Customer as the "originator" of those Transactions under the Rules and Regulations. Xpress will send all transactions through ODFI all in accordance with the terms of this Agreement, the Operating Rules and Guidelines of the National Automated Clearing House Association (NACHA) and the applicable federal statutes and regulations governing ACH transactions (collectively the "**Rules and Regulations**"). As between the Parties, Customer is solely responsible for ensuring Transactions are consistent with the instructions of the Payor and shall bear all liability associated with any errors, including incorrect account information, included in the Transaction instructions.

D. ODFI will remit ACH and check Transaction funds to an ODFI-owned account established by ODFI and Xpress for the benefit of all Program customers (the "**Program Account**"). Customer acknowledges as a part of the Program Account, Xpress and ODFI participate in a sweep program (the "**Sweep Program**") through which ODFI acts as Customer's agent to automatically deposit or "sweep" all Customer funds from the Program Account into sweep program bank partners, up to applicable Sweep Program limits. Funds held in such Sweep Program may generate fees or interest. Customer assigns any of its right, title or interest in such fees or interest to Xpress as consideration for the provision of the Xpress Services pursuant to this Agreement, in addition to the Fees as described herein. Upon Customer's withdrawal request, ODFI will effect withdrawal of the relevant Transaction funds from the Program Account to the Customer Account. For avoidance of doubt, Customer hereby designates ODFI as its agent for purposes of sweeping Customer funds from the Program Account to the Sweep Program, and otherwise participating in the Sweep Program as set forth herein.

4.0 Support Services and Service Levels: Errors:

A. Xpress will provide technical support services, including telephone, email (seven days a week), or other technology support implemented by Xpress, from 7:00 am to 6:00 pm (MST or MDT) for Customer and Payors within the United States. The maximum response time for service shall not exceed 5:00 pm (Customer local time) of the next business day following the request for service by Customer. This support will be limited to the actual use of the Xpress internet payment system.

B. Customer must contact Xpress immediately at 1-800-768-7295 if Customer believes that: (i) a Transaction has been initiated without Customer or Payor's authorization; (ii) a Transaction has occurred that neither Customer nor Payor authorized; (iii) a Transaction has been processed incorrectly to or from the Program Account; or (iv) a Payor informs Customer that its transaction history contains an error, or Customer finds that the Program Account history contains an error (each, an "**Error**"). For clarity, if Customer gave a third party access to the relevant Program Account, and that person conducts transactions that neither Customer nor the Payor anticipated, these transactions do not constitute Errors. Customer must notify Xpress within the period required by the Rules and Regulations after any such Error first appeared in Customer or a Payor's transaction history, with such notification including all information as requested by Xpress, in order for Customer to be eligible for a remedy. Xpress will determine whether an Error has occurred as soon as reasonably practicable after Customer notifies Xpress. Xpress will inform Customer of the results of its investigation as soon as reasonably practicable after completing its investigation. Liability for Errors shall be as set forth in Section 10.

5.0 Software or Hardware: Customer will not receive any hardware or software from Xpress under this Agreement except as specified in Exhibit A. Customer will use its own computers and agrees to have internet services through an internet service provider. Customer agrees that the computers it uses will have sufficient memory and capacity to run at least Google Chrome, Microsoft Edge, or Mozilla Firefox.

6.0 Customer Account Authorization: Customer hereby authorizes Xpress, or its designees, to initiate Debit and/or Credit Entries to the Customer Account in accordance with this Agreement. Xpress' authority will remain in full force and effect until either (a) 90 days after Xpress has received written notification from Customer of the termination of this Agreement to provide Xpress reasonable opportunity to act upon any outstanding liabilities; or (b) all obligations of the Customer to Xpress that have arisen from this Agreement have been paid in full, including, but not limited to, those obligations described in this Agreement.

7.0 Accepting Transactions: Xpress will accept all completed batches from the Customer. Xpress is responsible for accepting and processing only those Transactions that have been received in a proper format and on a timely basis. Any Transaction returned to Xpress will be represented in accordance with the Rules and Regulations.

8.0 Returned Entries: Xpress will apply returned Transactions to the Program Account when they are received. All returns will be processed and available through Xpress software, or by other means, as agreed to by Xpress and the Customer. With respect to each Notification of Change ("**NOC**") Entry or Corrected Notification of Change ("**Corrected NOC**") Entry transmitted by Xpress, the parties shall ensure that changes requested by the NOC or Corrected NOC are made by, or on behalf of, the Customer within six (6) banking days of Xpress receipt of the NOC information from the ODFI or prior to initiating another Transaction to the Receiver's account, whichever is later.

9.0 Reports: Xpress will provide a detailed report of all funds transfers collected for the Customer's account. All reporting will be via the Internet.

10.0 Limits of Xpress Liability: Xpress will be responsible for Xpress' performance of the Xpress Services and the Additional Services in accordance with the terms of this Agreement, and applicable Rules and Regulations. Xpress does not accept responsibility for Errors, acts or the failure of others to act, including, and among other entities, banks, communications carriers or clearing houses through which ACH or check Transactions may be originated or Xpress receives or transmits information in connection with the Xpress Services or the Additional Services. Xpress shall not be responsible nor bear any loss, liability or delay caused by fires, earthquakes, wars, civil disturbances, power surges or failures, acts of government or God, labor disputes, failures in communication networks, legal constraints or other events beyond Xpress' control.

11.0 Representations and Warranties Regarding Payors: Customer warrants that it will provide Xpress with relevant billing information for Payors. Customer agrees to indemnify and hold Xpress harmless from any claim or liability relating to any inaccuracy in billing information provided to Xpress. Customer further represents and warrants with respect to all ACH and check Transactions processed for Customer by Xpress that: (a) each Payor has authorized the debiting and/or crediting of his, her, or its account, (b) each ACH and check Transaction is for an amount agreed to by the Payor, (c) each ACH and check Transaction is in accordance with the Rules and Regulations and properly authorized in all other respects, (d) Payors are U.S. persons and are not the target of economic or financial sanctions imposed by any government authority. Customer agrees to comply with Xpress' requests for record retention and signature authorization. Customer hereby grants to Xpress or its designee the right to audit these authorizations and Customer's record retention compliance, at no expense to Xpress. Customer agrees to defend, indemnify, and hold Xpress and all its agents harmless for any losses, liabilities, legal action costs or expenses incurred by Xpress as a result of any breach of these representations and warranties either intentionally or unintentionally by Customer. Customer shall cease initiating ACH and check Transactions immediately upon receiving actual or constructive notice of the termination or revocation by the Payor of authority. Customer must provide Xpress immediate notice if Client detects illegal, fraudulent, deceptive or suspicious activity associated with a Payor.

12.0 Regulatory Compliance:

A. Customer will use its best efforts, and bears the final responsibility to ensure that Customer's policies and procedures meet the requirements of all applicable Rules and Regulations pertaining to ACH and check transactions of any kind. Customer hereby agrees to, and otherwise assumes, all obligations under the Rules and Regulations as an originator to the ODFI with respect to all ACH Transactions, which includes without limitation the unconditional obligation of Customer to pay and indemnify the ODFI for all ACH Transactions that are returned by any Receiving Depository Financial Institution (RDFI) for whatever reason. Without limiting the obligations of Customer to the ODFI under this Agreement and the Rules and Regulations for the payment of all returned ACH Transactions, Customer agrees to execute an origination agreement with the ODFI if required by the Rules and Regulations.

B. Customer acknowledges that XBP is a technology provider and not a bank or financial institution, and – as such – the holding and movement of Customer funds as necessary for the Xpress Services or Additional Services are undertaken solely by Zions Bank. XBP is not an FDIC-insured institution. FDIC insurance protects only against the failure of insured depository institutions and not the failure of nonbanks like XBP and its affiliates.

13.0 Record Keeping: Customer agrees to keep full and accurate data and records of its utilization of Xpress Services, the Check Services, and of ACH and check Transactions for at least two (2) years after the date of the relevant Transaction, or such longer period as required by the Rules and Regulations. Customer understands that Xpress and the ODFI will be required to participate in certain audits of Customer in connection with the Xpress Services. Customer agrees to cooperate with Xpress and ODFI in the performance of such audits, including providing information reasonably required in the course of such audits.

14.0 Compliance: Customer represents and warrants that all products and services offered, sold, or provided by Customer are offered, sold, or provided in compliance with all applicable laws and regulations. Customer will not use the Xpress Services or the Check Services, nor permit such services to be used by Payors (i) to facilitate ACH or check Transactions that are inconsistent with the limitations on the amount, velocity, or other limitations as may be established by Xpress or ODFI from time to time; (ii) to facilitate ACH or check Transactions that are inconsistent with Xpress' Acceptable Use Policy as required by the Payment Card Industry Data Security Standard (PCI DSS) as provided in [Exhibit C](#); or (iii) in any manner that gives rise to fraud or violates, or that causes Xpress or ODFI to violate, the Rules and Regulations. Xpress will comply with all applicable compliance requirements as required by current and future Payment Card Industry (PCI) rules of operation as well as the Rules and Regulations. For avoidance of doubt, all Banking Services, including the holding and transfer of funds in connection with the Program, are performed solely by ODFI; the functions performed by Xpress in support of the Program are limited to providing technology and related to enable Customer to access the Program, including the Banking Services.

15.0 Termination: This Agreement may be terminated by either party upon not less than 30 days' written notice to the other party specifying the effective date thereof. In the event this Agreement is terminated by Customer through no fault of Xpress, Xpress shall be paid for all services performed up to the date of termination.

16.0 Governing Law; Attorneys' Fees: This Agreement shall be governed by and construed under the laws of the State of Utah. In the event suit or action is instituted to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as a court may adjudge reasonable as Attorneys' fees at trial, on any appeal, and on any petition for review, in addition to other sums provided by law.

17.0 Independent Contractors: Both Customer and Xpress are acting hereunder as independent contractors and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. This Agreement shall not be construed as authority for either party to act for the other party in any agency or other capacity, or to make commitments of any kind for the account of or on behalf of the other, except to the extent and for the purposes provided for herein.

18.0 No Warranty: Xpress makes no warranty, expressed or implied, including warranties of merchant ability and fitness for a particular purpose. Xpress shall have no liability with respect to its obligations under this agreement for consequential, special, direct, exemplary, punitive, or incidental damages to Customer or to third parties dealing with Customer even if Xpress has been advised of the possibility of such damages.

19.0 Entire Agreement: This Agreement and the exhibits hereto constitute the entire understanding and agreement among the parties with respect to the subject matter hereof, and there are no other agreements or understandings among the parties other than those contained herein. In the event any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect the validity of the remainder of this Agreement.

20.0 Successors and Assigns; Third Party Beneficiary: This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, successors and assigns. Neither party may assign its interest under this Agreement without the prior written consent of the other; provided, that no such consent shall be required in connection with an assignment by Xpress to an affiliate. The parties hereby agree that the ODFI is a third-party beneficiary of this Agreement, and shall have the right to enforce this Agreement directly and independently against Customer including the enforcement of Customer's liability to the ODFI as an originator under the Rules and Regulations.

21.0 Waiver: Failure of either party at any time to require performance of any provision of this Agreement shall not limit the parties' right to enforce the provision. Waiver of any breach of any provision shall not be waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

By signing below, Customer and Xpress shall be legally bound and agree to the terms of this Agreement and all of its Attachments.

Accepted by:
Xpress Solutions, Inc.

Accepted by:
City of Willard

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): Troy Smith _____

Title: _____

Title: Mayor _____

Date: _____

Date: 03-10-2025 _____

EXHIBIT A
Fees

Item # 15.

Initial Configuration Fees		
PRODUCT	DESCRIPTION	RATE
Payment System - Setup & Configuration	Payment System - Setup & Configuration - API Integration with Civic Review includes, Online Payment, and Report modules. Also includes online training.	USD 500.00

Transaction Fees		
PRODUCT	ASSESSED TO	RATE PER TRANSACTION
*Credit/Debit Card Transactions	Assessed to End Users	3.50% of transaction amount
EFT Transactions	Assessed to End Users	USD 2.00
EFT Returned Item Basic - Invalid account number or unable to locate account	Assessed to Customer	USD 7.00
EFT Return NSF or Account Closed	Assessed to Customer	USD 14.00
EFT Return Stop Payment or Charge Back	Assessed to Customer	USD 30.00
XBP Deposit Account Withdrawals (6 Free Per Month then \$6.25)	Assessed to Customer	USD 6.25

Maintenance & Support	
PRODUCT	ASSESSED TO
Monthly Support & Hosting - USD 35.00	Assessed to Customer

Special Order/Invoicing Terms (if any):

EXHIBIT B
Customer Account Information

Item # 15.

Please provide the following information regarding Customer's bank account to which the debit entries will be directed for the payment of the Fees:

Name on Account: _____

Account Type: _____

Routing Number: _____

Account Number: _____

Bank Name: _____

Federal ID #: _____

EXHIBIT C
ACCEPTABLE USE POLICY

Item # 15.

Introduction

Xpress Bill Pay is committed to providing high-quality payment services for its customers. This Acceptable Use Policy (the "Policy") is designed to assist in protecting the Service, our Users, and the Internet community as a whole from improper and/or illegal activity over the Internet. By using the Service, you acknowledge that you and your Users are responsible for compliance with the Policy. You are responsible for violations of this Policy by any User that accesses the Services through your account. The Policy will be updated and revised occasionally and posted to the Xpress Bill Pay website. The Company reserves the right to modify this Policy at any time, effective upon posting at <https://secure.xpressbillpay.com/mktg/AcceptableUsePolicy.pdf>.

Purpose/Scope

The purpose of this Policy is to help protect the Company's network, each of the Company's clients and third-party users of the Internet, generally from harassing, deceptive, irresponsible and/or illegal activities.

The scope of this policy is all the Company's clients.

Policy

This Policy governs the usage of the Company's network by any person (regardless of whether that person is a Customer). Each person utilizing the Company network in any manner is responsible for complying with this Policy, and for providing assistance to the Company in furtherance of the objectives hereof, as the Company may request from time to time. The Company's Clients will be held solely responsible for the actions (or inactions) of any of their customers, downstream users, or third-party agents that use the Company's Network.

1.1 Prohibited Actions

It shall be prohibited by this Policy to utilize the Company network in any manner which, in the sole discretion of the Company, is (A) illegal, disruptive, harassing or deceptive, or (B) a risk to the Company's network, its stability or security, or (C) inconsistent with this Policy and/or the Company's Rules and Regulations and/or any rules or policies of upstream Company network service providers. Set forth below, is a non-exclusive list of certain actions, omissions, etc., which are expressly prohibited under this Policy:

- Transmitting, distributing or storing any material in violation of applicable law, code or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, protective order, contract, or other intellectual property right used without proper authorization. Also prohibited is material that is obscene, libelous, defamatory, constitutes an illegal threat, and/or violates export control laws.
- Sending unsolicited bulk email messages and/or other advertising material to individuals who did not specifically request such material. This includes, but is not limited to, messages sent as email, "Spam," ICQ traffic, instant message traffic, GSM/GPRS data, or posting the same or similar message to one or more news groups (excessive cross-posting or multiple-posting). The Company's accounts or services may not be used to solicit customers from, or collect replies to, messages sent from another Internet Service Provider where those messages violate this Policy or the policy of the other provider. The Company reserves the right, in its sole discretion, to determine whether commercial email on the Company's Network complies with this Policy.
- Utilizing the Company's network (or any relay, proxy or other network element in conjunction with the Company network) to (A) forge the signature, IP address or other identifying mark or code of any other person, (B) impersonate or assume the identity of any other person, or (C) engage in any other activity (including "spoofing") to attempt to deceive or mislead other persons regarding the true identity of the user, including system identification information.
- Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user (e.g., "hacking" or "cracking"). This includes providing, or assisting in the provision of names, passwords or access codes to persons not authorized to receive such materials by the operator of the system requiring the password or access code.
- Obtaining or attempting to obtain service by any means or device with intent to avoid payment, violate policies or violate law. If a user is restricted or terminated from the Company's network, it is prohibited for a customer to make such services available to such user in an indirect manner.
- Unauthorized access, alteration, destruction, or any attempt thereof, of any information of the Company or any of the Company's clients or end-users by any means or device. This includes any deliberate or other attempt or activity to distribute or post any virus, worm, Trojan Horse, or computer code intended to disrupt services, destroy data, destroy or damage equipment, or disrupt the operation of the Company's network or the network of a third-party;

- Knowingly engaging in any activities that will cause a denial-of-service (e.g., synchronized number sequence attacks) to users on the Company's network or on another provider's network.
- Advertising, transmitting, or otherwise making available any software, program, product, or service that is designed to violate this Policy or the Policy of any other Internet Service Provider, which includes, but is not limited to, the facilitation of the means to send e-mail spam, initiation of pinging, flooding, mail-bombing, denial of service attacks, and piracy of software.
- Using the Company's network in any manner which interferes with the use of the Company's network by other customers or authorized users.
- Utilize the Company's network in any manner that might subject the Company to unfavorable regulatory action, subject the Company to any liability for any reason, or adversely affect the Company's public image, reputation or goodwill, including, without limitation, sending or distributing obscene, hateful, vulgar, racially, ethnically or otherwise objectionable materials as determined by the Company in its sole discretion.
- Using the Company's network to host, access, promote or otherwise distribute any child pornography or obscenity.
- Causing or allowing the Company's network and/or the customer, its IP space or other elements of identification to be placed on so-called "SPAM Block Lists," "Spam Early Warning Systems," or other directories of spam or unsolicited bulk email originators and/or network abusers. It shall be incumbent upon each of the Company's Clients to monitor and modify their usage, and that of their users and customers, to ensure compliance with this Policy generally, and also of this provision specifically.

1.2 Enforcement

The Company reserves the right, with or without notice, to restrict, block, modify or terminate services to any Client or user upon the threat or occurrence of a violation to the Policy. The Company reserves the right to cooperate with any court, law enforcement agency, investigator or network service provider in the investigation of threats to the integrity, stability, reliability and/or legality of the products and services offered by the Company and of any violations to the Policy.

1.3 Client Duties

Each Client is obligated to assist the Company in the investigation of any threatened, alleged or actual violation of this Policy. The Client shall cooperate with designees of the Company in this regard. Clients of the Company are responsible for immediately reporting to the Company any issue which could compromise the stability, service or security of any user or system connected to the Company's network.

1.4 Client Password Policy

The Company's clients are required to follow the payment industry's user identification (User ID) and password best practices to protect the Company's sensitive credit card data. Client User IDs and passwords must meet the following requirements:

- User IDs must be unique to an individual and forever connected with a single user to whom it has been assigned.
- User must never share their IDs and/or passwords.
- Users must choose easily remembered passwords that are, at the same time, difficult for unauthorized parties to guess.
- Passwords are required to have a minimum of seven (7) characters.
- Passwords must meet strong password requirements. Passwords will contain both alphabetic and numeric characters. Passwords will also utilize upper and lower case letters and symbols.

1.5 Reports and Complaints

Any reports or complaints about the use or misuse of the Company's products or services should be directed to:

Xpress Solutions, Inc.
108 South 700 East
American Fork, UT 84003
800-768-7295
security@xpressbillpay.com

1.6 Digital Millennium Copyright Act

Xpress Solutions, Inc. maintains a separate policy on the handling of complaints under the Digital Millennium Copyright Act, which may be requested by sending an email to info@xpressbillpay.com.

1.7 Handling Charges

The Company reserves the right to assess a handling fee, at its usual emergency project labor rate, to respond to abuse complaints incurred by the Company relating to a client and/or to handle, address, clean up and/or correct damage done to the operation of the Company's Network and business operations supported thereby. The fees will be billed in one (1) hour minimum increments. The Company hereby agrees to waive such fee for the first instance per customer of any such complaint, but shall impose the fee from and after the second such complaint.

Confidential. Protected under trade secret.



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: March 10 and March 24, 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Planning and Zoning Director

SUBJECT: **AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, MARTIN AND ASSOCIATES, INC. TO DESIGN A DRAINAGE CHANNEL ON MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT) RIGHT OF WAY BETWEEN US HIGHWAY 160 AND PROCTOR ROAD**

ATTACHMENTS: 1

First Reading: 02-24-2025
Bill No: 25-19

Second Reading: 03-10-2025
Ordinance No: 250224D

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, 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

WHEREAS, the City of Willard, Missouri is a municipal corporation, duly organized and existing under the laws of the State of Missouri; and

WHEREAS, the City of Willard is needing to upgrade and define its storm water channels, and

WHEREAS, The Willard Branch needs engineering to define the scope of the project.

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

Recognizes the need for the mayor to enter into the design agreement with Allgeier, Martin and Associates, Inc. to design a drainage channel.

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

Approved By: Troy Smith, Mayor

Attested By: Rebecca Hansen, City Clerk

Approved as to Form By: Nate Dally, City Attorney

**WORK AUTHORIZATION NUMBER AMA-OC-WILL-25-001
TO AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS WORK AUTHORIZATION AGREEMENT, made this ____ day of _____, 2025, by and between **CITY OF WILLARD, MISSOURI**, hereinafter referred to as **OWNER**, and **ALLGEIER, MARTIN and ASSOCIATES, INC.**, hereinafter referred to as **ENGINEER**.

WHEREAS, the OWNER entered into a Contract with the ENGINEER dated November 28th, 2022 for "on-call" professional engineering services; and

WHEREAS, the OWNER intends to construct a drainage channel on Missouri Department of Transportation (MODOT) right of way between US Highway 160 and Proctor Road to divert stormwater runoff to help alleviate a portion of the floodwaters in the Gauge Crossing residential neighborhood; and

WHEREAS, the ENGINEER agrees to perform the various professional engineering services required for the construction of said improvements as part of the above referenced Contract;

NOW THEREFORE, for and in consideration of certain amounts hereinafter specified to be paid to the ENGINEER by the OWNER, the ENGINEER agrees to perform all of the engineering work as hereinafter described. This Agreement provides authorization to proceed with the work and confirms the terms and conditions under which the services are to be provided.

SCOPE OF ENGINEERING SERVICES

In general, the Project provides for the design of approximately 400 lineal feet of roadside drainage channel parallel to and within the south right of way of US Highway 160 between Miller Road and State Route AB in Willard, Missouri. The design will include a levee as necessary to accommodate the additional stormwater flow through the Proctor Road culvert downstream of the proposed roadside drainage channel.

After written authorization to proceed, ENGINEER will provide the following Engineering Services:

Design Development Phase:

- Perform topographic surveys required for preparation of drainage channel construction drawings, and land surveys required for boundary determinations.
- Perform topographic surveys required for determination of capacity of existing culvert between houses on Gauge Street.
- Using topographic and design survey data, develop a computer-generated surface model of the drainage channel construction corridor (50' ± wide at a scale of 1"=20' with 1' contours) and create preliminary plan view and ground profile plan sheets depicting property lines including ownership, and important surface features such as buildings,

roads, ditches, fences, select trees and shrubs, ponds, creek channel, etc. All plan sheets will be drawn in the AutoCAD 2025 Civil 3D environment.

- Prepare plan and profile drawings delineating drainage channel alignment and highway right-of-way construction limits boundary conforming to applicable industry standards. Include sufficient notes on drawings to identify acceptable construction materials and equipment. Supplement with technical specifications.
- Analyze capacity of existing culvert between houses on Gauge Street.
- Prepare detail drawings for location, extents, and height of levee.
- Prepare erosion and sediment control plan with all the details necessary to construct erosion and sediment control features to conform with the City of Willard and MODOT requirements.
- Prepare any necessary permit applications to submit to regulatory agencies having jurisdiction over the project. It is anticipated that a Corps of Engineers Section 404 Permit will not be required. It is anticipated that the following permits may be required:
 - 1) City of Willard Grading Permit
 - 2) MODOT Right of Way Permit
 - 3) Floodplain Development Permit
- Submit design development phase documents to City of Willard and MODOT for review and approval. Respond to any and all review comments as necessary.
- Attend review meeting with Willard and MODOT representatives if required, and compile and distribute written summary of meeting.

Construction Phase:

ENGINEER will provide basic engineering services during the construction phase as follows:

- Answer questions of OWNER as needed regarding design intent.
- Answer questions of OWNER as needed in situations of conflicting physical constraints during construction.
- Upon written request of OWNER, provide construction layout staking for limits of construction and grade control.
- The OWNER has expressed their intent to manage and inspect the construction of the project with city forces.

OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of ENGINEER:

- Designate in writing a person to act as OWNER's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to ENGINEER's services for this Project.
- Provide all criteria and full information as to OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance

requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which OWNER will require to be included in the design drawings and specifications.

- Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.
- Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER's services.

ENGINEER'S RESPONSIBILITIES

ENGINEER shall provide all professional and technical personnel required for the performance of the engineering services described under Scope of Services.

TIME FOR COMPLETION OF SERVICES

Services to be performed by the ENGINEER shall begin upon OWNER's acceptance of the Agreement and authorization to proceed. Preparation of design plans and permit applications to construct project shall be completed and submitted to OWNER and MODOT within 60 days after receipt of the OWNER's authorization to proceed.

FEES AND COMPENSATION

ENGINEER will perform the required engineering services described herein and bill OWNER on the basis of actual time accrued working on the project plus expenses at the labor and non-labor rates listed in the 2023, 2024 and 2025 Rate Schedule attached hereto, with a total compensation not-to-exceed **\$17,900** which is broken down in more detail as follows:

Design Development: Fees and compensation for design development phase engineering are estimated at **\$14,300**.

Construction: Fees and compensation for construction phase engineering services are estimated at **\$1,400**.

Construction Staking: Fees and compensation for construction staking surveying services are estimated at **\$2,200**. This phase of engineering services will only move forward with OWNER's written approval to proceed.

Resident Project Representation: ENGINEER will not provide a Resident Project Representative (RPR) during the construction phase.

Distribution of compensation between the respective engineering services described herein may be altered as necessary to be consistent with services actually rendered but shall not exceed the total estimated compensation amount unless approved in writing by the OWNER.

ACKNOWLEDGMENTS AND AUTHORIZATION

IN WITNESS WHEREOF, City of Willard, Missouri as OWNER by Wes Young, City Administrator, and Allgeier, Martin and Associates, Inc., as ENGINEER by Thomas Hancock, P.E., Vice President, have caused this Agreement to be signed this ____ day of _____, 2025.

ALLGEIER, MARTIN and ASSOCIATES, INC.

By: 
Thomas Hancock, P.E., Vice President

AUTHORIZED AND AGREED TO:

City of Willard, Missouri

By:

Wes Young, City Administrator

ALLGEIER, MARTIN and ASSOCIATES, INC.
 Consulting Engineers and Surveyors

RATE SCHEDULE
 2023, 2024 and 2025

LABOR RATES

<u>Classification</u>	<u>Hourly Billing Rate</u>		
	01/01/2023 thru 12/31/2023	01/01/2024 thru 12/31/2024	01/01/2025 thru 12/31/2025
	Principal/Engineer VI	\$271	\$281
Principal/Engineer V	\$241	\$250	\$261
Principal/Engineer IV	\$218	\$226	\$236
Principal/Engineer III	\$198	\$205	\$215
Project Manager/Engineer II	\$177	\$184	\$192
Project Manager/Engineer I	\$160	\$165	\$173
Technician IV	\$146	\$151	\$158
Technician III/GIS Specialist	\$146	\$151	\$158
Technician III	\$123	\$127	\$133
Technician II	\$109	\$112	\$118
Technician I	\$102	\$106	\$110
Two-Man GPS Survey Crew	\$205	\$212	\$222
One-Man GPS Survey Crew	\$160	\$165	\$173
Three-Man Survey Crew	\$230	\$238	\$248
Two-Man Survey Crew	\$172	\$178	\$186
Registered Land Surveyor II	\$190	\$196	\$205
Registered Land Surveyor I	\$164	\$170	\$177
Survey Crew Member	\$83	\$86	\$90
Right of Way Specialist	\$126	\$131	\$137
Project Representative III	\$123	\$127	\$133
Project Representative II	\$109	\$112	\$118
Project Representative I	\$102	\$106	\$110
Secretary/Assistant	\$82	\$85	\$89
Print Specialist	\$82	\$85	\$89

Note: All pre-approved overtime hours shall be invoiced at 1 ½ times the hourly billing rates shown above

NON-LABOR RATES

<u>Item</u>	<u>Rate</u>
Travel	\$0.70 per mile (or current IRS rate)
Subsistence	Actual Cost
Lodging	Actual cost
Special Postage or Shipping	Actual cost
Printing	Actual cost
Surveying Materials	Actual cost
Subcontract Specialty Services	Cost + 10%
Deposition & Court Testimony	Standard Hourly Billing Rate x 2



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: February 24 and March 10, 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Planning and Zoning Director

SUBJECT: AN ORDINANCE 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

ATTACHMENTS: 1

First Reading: 02-24-2025
Bill No: 25-18

Second Reading: 03-10-2025
Ordinance No.: 250224C

AN ORDINANCE 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

WHEREAS, the City of Willard is looking to improve the downtown area; and

WHEREAS, parking is a real concern; and

WHEREAS, the parking project requires engineering.

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

Recognizes the need for the Mayor to enter into the terms of the work agreement with CJW Transportation Consultants, LLC.

Read twice and passed by the Board of Aldermen of the City of Willard, Missouri on the **10th day of March 2025.**

Approved By: Troy Smith, Mayor

Attested By: Rebecca Hansen, City Clerk

Approved as to Form By: Nate Dally, City Attorney

SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between
_____ (“Owner”)
City of Willard, MO

and

_____ (“Engineer”).
CJW Transportation Consultants LLC

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Professional Engineering, Traffic, and Surveying Services – Jackson Street Parking Expansion Project, Willard, Missouri (“Project”).

Engineer’s Services under this Agreement are generally identified as follows:

CJW is pleased to provide you with a proposal for services requested on the aforementioned project, and we are prepared to provide the field survey and other professional services that will be included in Jackson Street Parking Expansion Project. Plans to include Project Management, Surveying and Digital Base Mapping, Conceptual Plans, Right of Way Plans, Utility Coordination, Final Plans, Specs, Estimate and Bidding Support.

Professional Engineering, Traffic, and Survey Services Proposed:

- Task 1. Project Management
- Task 2. Survey/Digital Base Mapping
- Task 3. Conceptual Plans
- Task 4. ROW Plans
- Task 5. Utility Coordination
- Task 6. Final PS& E
- Task 7. Bidding Support

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the

Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.

B. Engineer shall complete its services within a reasonable time.

2.01 *Payment Procedures*

A. *Invoices*: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.

b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds

diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
 - C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
- C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
- E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to

the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to the total amount of compensation received by Engineer.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any.

TASK	COST
Task 1. Project Management	\$ 610.00
Task 2. Survey/Digital Base Mapping	\$ 5,920.00
Task 3. Conceptual Plans	\$ 4,000.00
Task 4. ROW Plans (60 Percent)	\$ 8,020.00
Task 5. Utility Coordination	\$ 1,500.00
Task 6. Final PS& E	\$ 8,200.00
Task 7. Bidding Support	\$ 1,200.00
Reimbursement (Mileage, Printing, Photos, etc.)	\$ 550.00

2. Engineer’s Standard Hourly Rates are attached as Appendix 1.
3. The total compensation for services and reimbursable expenses is estimated to be \$ **30,000.00.**

7.02 *Additional Services:* For additional services of Engineer’s employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

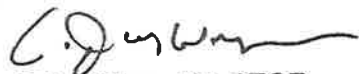
Appendix 2, Insurance Certificate

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: City of Willard, MO

ENGINEER: CJW Transportation Consultants, LLC

By:

By: 
C. Jay Wynn, PE, PTOE

Title: Project Representative

Title: Owner

Date Signed: _____

Date Signed: 1-17-25

Engineer License or Firm's Certificate Number: 027249

State of: Missouri

Address for giving notices:

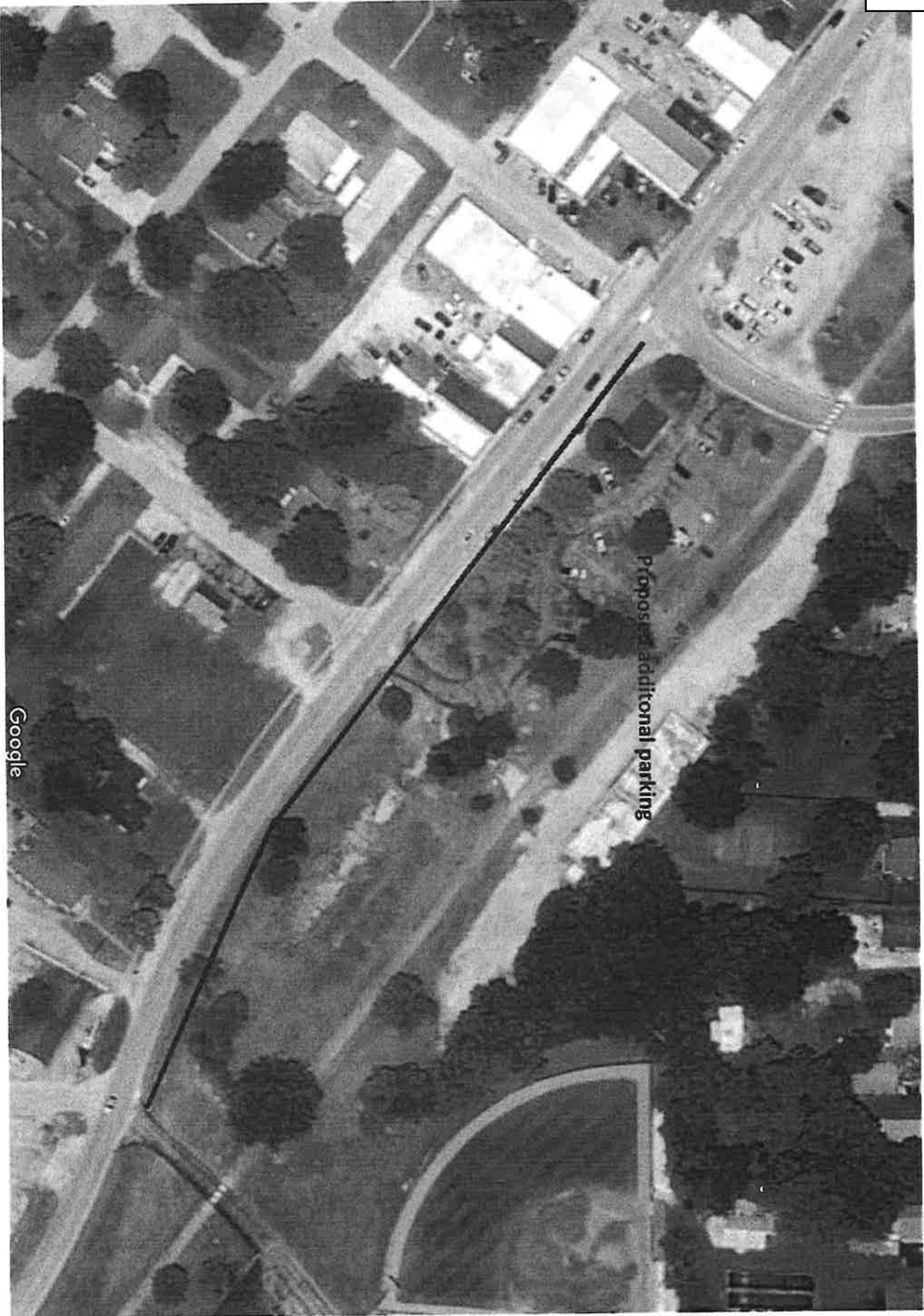
Address for giving notices:

224 W. Jackson Street

5051 S. National Avenue, Suite 7A

Clinton, MO 65781

Springfield, Missouri 65810





2025 Fee Schedule

Personnel Hourly Rates:

Principal	\$205.00
Senior Engineer I	\$200.00
Senior Engineer II	\$192.00
Project Engineer	\$134.00
Project Manager	\$126.00
Engineer Intern	\$96.00
Graduate Engineer	\$95.00
Student Intern	\$38.00
Inspector	\$125.00
Senior Designer	\$126.00
Senior Designer II	\$93.00
Survey Manager / PLS	\$149.00
Survey Crew Chief	\$87.00
Engineering Technician	\$72.00
Survey Crew Member	\$71.00
2-Person Survey Crew	\$158.00
Landscape Architect (Frank Z Designs)	\$120.00
Administrative Project Support	\$50.00
Administrator	\$42.00
Clerical	\$35.00
Traffic Data Collector	\$36.00

Expenses and Equipment Charges:

Vehicle (3/4 ton or less)	\$0.70/mile
Copies	\$0.10/each
Blueprints	\$0.55/sq. ft.
Real Time GPS Equipment	\$275.00/day
Robotic Prism-Less Instrument	\$215.00/day
Drone Usage	\$300.00/hour

Reimbursable: Travel Expenses, Outside Printing, Sub-Contractor Expenses
Overtime (Over 8 hours a day, 40 hours a week, Saturdays, Sundays, and Holidays):
 1.5 times the hourly rate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Insurancenter 2901 Arizona Ave Joplin MO 64804	CONTACT NAME: PHONE (A/C No, Ext): 417-623-7500	FAX (A/C No): 417-623-0902	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : CINCINNATI INSURANCE COMPANY		10677
	INSURER B : Cincinnati Indemnity Company		23280
	INSURER C : National Casualty Co		11991

INSURED
 CJWTRAN-01
 CJW Transportation Consultants, LLC
 5051 S National, Ste 7A & 7B
 Springfield MO 65810

COVERAGES

CERTIFICATE NUMBER: 2035250935

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			ECP0383831	4/22/2024	4/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			ECP0383831	4/22/2024	4/22/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$			ECP0383831	4/22/2024	4/22/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EWC0383832	4/22/2024	4/22/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			JEO0002667	4/22/2024	4/22/2025	Each Occurrence Aggregate 1,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Willard
 473 State Highway 125
 Strafford MO 65757

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CITY OF WILLARD AGENDA REPORT
BOARD OF ALDERMEN MEETING
Meeting Date: March 10 and March 24, 2025

TO: Board of Aldermen

FROM: Mike Ruesch, Planning and Zoning Director

SUBJECT: **AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT FOR UTILITY TAP CONSIDERATION.**

ATTACHMENTS: 1

First Reading: 03/10/2025
Bill No:25-20

Second Reading: 03/24/2025
Ordinance No:250310

AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT FOR UTILITY TAP CONSIDERATION.

WHEREAS, the city is constantly upgrading its utilities and,

WHEREAS, an easement is needed for a main line tie in

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

AGREEMENT FOR UTILITY TAP CONSIDERATION

This Agreement for Utility Tap Consideration (hereinafter referred to as the "Agreement") is made and entered into this ____ day of February, 2025, by and between:

The CITY OF WILLARD, MISSOURI, a municipal corporation (hereinafter referred to as "City"), and

MIKE RUESCH and ANGELA RUESCH, husband and wife (hereinafter collectively referred to as "Property Owners").

WITNESSETH:

WHEREAS, Property Owners are the owners of certain real property located in Willard, Missouri, more particularly described in Permanent Utility Easement attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, City desires to obtain a permanent utility easement (the "Easement") over a portion of the Property for the purpose of installing, operating, and maintaining a water transmission line; and

WHEREAS, Property Owners are willing to grant such Easement to City in exchange for certain consideration as set forth herein; and

WHEREAS, the parties desire to enter into this Agreement to set forth the terms and conditions of the consideration to be provided by City in exchange for the Easement;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. DEFINITIONS

1.1. "Easement" means the permanent utility easement to be granted by Property Owners to City, as more particularly described in the separate Easement Agreement to be executed by the parties.

1.2. "Easement Agreement" means the separate Permanent Utility Easement Agreement to be executed by

the parties, which shall describe in detail the rights and obligations of the parties with respect to the Easement.

1.3. "Taps" means one (1) residential water service connection and two (2) residential sewer service connections to be provided by City to Property Owners.

2. CONSIDERATION

2.1. Utility Taps. In exchange for Property Owners' execution of the Easement Agreement, City agrees to provide Property Owners with the Taps, subject to the terms and conditions set forth in this Agreement.

2.2. Installation. The Taps shall be installed by City at its cost, upon Property Owners' request, subject to City's standard procedures and regulations for tap installations.

2.3. Timeline for Installation. Upon Property Owners' request for the installation of the Taps, City shall complete such installation within ninety (90) days, subject to City's standard procedures and regulations.

2.4. Time Limit for Requesting Taps. Property Owners must request the installation of the Taps within thirty-five (35) years from the date of this Agreement. Failure to request installation within this time frame will result in the forfeiture of the right to receive the Taps, and City's obligation to provide the Taps shall automatically expire.

2.5. Non-Transferability. The right to receive the Taps as consideration for the Easement shall not run with the land and shall not transfer to any subsequent owner of the Property. If Property Owners sell or otherwise transfer ownership of the Property before requesting installation of the Taps, Property Owners' right to receive such Taps shall terminate.

3. EASEMENT AGREEMENT

3.1. Separate Easement Agreement. The parties acknowledge that Property Owners will execute a separate Easement Agreement granting City the right to install, operate, and maintain a water transmission line on the Property. The Easement shall be approximately 950 feet in size and located as described in the Easement Agreement.

3.2. Contingency. This Agreement is contingent upon Property Owners' execution of the Easement Agreement. If Property Owners fail to execute the Easement Agreement, this Agreement shall be null and void.

3.3. No Merger. This Agreement and the Easement Agreement shall be construed as separate agreements. The execution of this Agreement does not merge it with the Easement Agreement.

4. RESPONSIBILITIES AND OBLIGATIONS

4.1. Maintenance. Once installed, City shall be responsible for maintaining the Taps up to the property line. Property Owners shall be responsible for maintenance of any connections or fixtures on their side of

the property line.

4.2. **Operational Responsibilities.** Property Owners shall comply with all City ordinances and regulations regarding the use and operation of water and sewer services.

4.3. **City's Inability to Provide Taps.** In the event that City is unable to provide the Taps as agreed due to unforeseen circumstances or regulatory restrictions, City shall provide Property Owners with alternative compensation of equivalent value, to be mutually agreed upon by the parties.

4.4. **Regulatory Compliance.** Both parties shall comply with all applicable federal, state, and local laws, ordinances, and regulations in connection with this Agreement and the use of the Taps. In the event of any change in applicable laws or regulations that materially affects the rights or obligations of either party under this Agreement, the parties agree to negotiate in good faith to amend this Agreement as necessary to comply with such changes while maintaining the original intent of the parties to the extent possible.

5. REPRESENTATIONS AND WARRANTIES

5.1. City represents and warrants that it has the authority to enter into this Agreement and to provide the Taps as consideration.

5.2. Property Owners represent and warrant that they are the sole owners of the Property and have the authority to enter into this Agreement and the Easement Agreement.

5.3. Each party represents and warrants that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

6. FUTURE PROPERTY DEVELOPMENT

6.1. Property Owners retain the right to develop or improve the Property, subject to applicable laws, regulations, and the terms of the Easement Agreement.

7. MISCELLANEOUS PROVISIONS

7.1. **Entire Agreement.** This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements, whether written or oral.

7.2. **Amendment.** This Agreement may only be amended by a written instrument executed by both parties.

7.3. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri. The choice of venue of any legal action shall be in the circuit court of Greene County Missouri.

7.4. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable, such provision

shall be struck, and the remaining provisions shall be enforced to the fullest extent permitted by law.

7.5. Notices. Any notice required under this Agreement shall be in writing and delivered to the other party by certified mail, return receipt requested, or by email with confirmation of receipt, to the addresses provided below:

If to City: Mayor 224 West Jackson Street Willard Missouri
Email:

If to Property Owners:
Email:

7.6. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

7.7. Assignment. Neither party may assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed. Any attempted assignment in violation of this provision shall be null and void. Notwithstanding the foregoing, City may assign this Agreement to any successor entity responsible for operating the municipal water and sewer system, provided that such assignee agrees in writing to be bound by the terms and conditions of this Agreement.

7.8. No Waiver. No waiver of any term or right in this Agreement shall be effective unless in writing, signed by an authorized representative of the waiving party. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision thereafter.

7.9. Relationship of Parties. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the parties. Neither party shall have any authority to bind the other party in any way except as expressly provided in this Agreement.

7.10. Survival. Any provisions of this Agreement that, by their nature, extend beyond the expiration or termination of this Agreement shall survive such expiration or termination and remain in effect until all obligations are satisfied.

IN WITNESS WHEREOF, the parties have executed this Agreement for Utility Tap Consideration as of the date first above written.

CITY OF WILLARD, MISSOURI

PROPERTY OWNERS:

By: _____

Mike Ruesch

Name: Troy Smith

Angela Ruesch

Title: Mayor

STATE OF MISSOURI)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2025, before me personally appeared _____ (name and title of city official), to me personally known, who, being by me duly sworn, did say that he/she is the _____ of the City of Willard, Missouri, and that said instrument was signed on behalf of said City by authority of its Board of Aldermen, and said _____ (name) acknowledged said instrument to be the free act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

Notary Public

My Commission Expires:

STATE OF MISSOURI)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2025, before me personally appeared Mike Ruesch and Angela Ruesch, husband and wife, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

Notary Public

My Commission Expires:

EXHIBIT A:
Copy of the Permanent Utility Easement

APPLICATION FOR APPOINTMENT TO BOARD

NAME: (Please Print) Justin Shaffer DATE OF APPLICATION: 3/6/25

ADDRESS: 512 Truman Rd

PHONE NUMBER: 417-209-8653

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

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

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:

I deal with sewer everyday. I know the challenges of fighting an aging system.

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

Supervisor over sewer cleaning for the City 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: *Justin Shaffer*

Date: 3/6/25

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) SCOTT LONG DATE OF APPLICATION: 3-5-2025

ADDRESS: 108 RIDGEVIEW DRIVE, WILLARD, MO 65781

PHONE NUMBER: (870) 404-0205

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

If YES, how long have you been a resident of Willard? 15 YRS

Please choose the areas of most interest:

Planning & Zoning Park Advisory Board Economic Development Task Force

Tree Board Board of Adjustments Water Board

Have you served in this capacity before? YES NO

If YES, please explain:

Please describe why you would like to serve:

WOULD LIKE TO SEE WILLARD HAVE A PLAN FOR FUTURE GROWTH. ~~AND ROAD~~

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

I'M THE ASST. NAT'L DIRECTOR FOR PRISON MINISTRIES AT GLOBAL UNIVERSITY IN SPRINGFIELD AND HAVE BEEN IN MANAGEMENT as well
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: Scott Long

Date: 3-5-2025

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) 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) Kali Sweaney DATE OF APPLICATION: 3.3.25
 ADDRESS: 212 W. Jackson St. Willard MO
 PHONE NUMBER: 417.840.2488

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

If YES, how long have you been a resident of Willard? 3 yrs

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 NO

If YES, please explain:

Please describe why you would like to serve:

I feel community involvement is key to positive change within a community. As a resident, I know what will impact other residents.

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

I have a Bachelor Degree in Psychology and have lived in Willard almost 3 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: Kali Sweaney

Date: 3.3.25

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) Jerry Hawkins DATE OF APPLICATION: 2/18/2025

ADDRESS: 109 Langston St.

PHONE NUMBER: 417-496-0598

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

If YES, how long have you been a resident of Willard? 19 Years

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:

Please describe why you would like to serve:

Please describe any education or experience that would assist you in serving:
Willard Grad, Lived in this house 19 yrs. Been in the area for 40ish

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: 2/18/25

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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

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Work in Jeff's
during the week

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!
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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) 860-8389

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, M.M.R. - Engineer @ San Antonio Water System 1984-1990
Manager Water Engineering - City Utilities of Springfield 1990-2018

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!

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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:

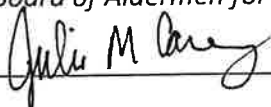
Please describe why you would like to serve:

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.

APPLICATION FOR APPOINTMENT TO BOARD

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

ADDRESS: 3949 N. HAVER 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 REDES 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!
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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