

# City of Willow Springs

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## Regular Council Meeting AGENDA

Thursday, October 19, 2023

City Hall Council Chambers

Open Session at 5:30 pm - Closed Session to Follow

- I. **CALL TO ORDER**
  - Announcement of Quorum
  - Approval of Agenda
  
- II. **CONSENT AGENDA**
  - Approval of Minutes (RM 9/21) pg. 02
  - Approval of Bills for Payment pg. 05
  - Receipt of Financial Reports pg. 07
  - YMCA, Department Head's & Board's Reports pg. 13
  
- III. **VISITORS**
  - A. Willow Springs Electric and Fire Departments – New Truck Demonstrations
  - B. Kenya Cook, Christos House – Domestic Violence Month Proclamation pg. 14
  - C. Wendell Bailey
  
- IV. **EXISTING BUSINESS**
  - A. 104 E Main McClellan Building Discussion and Update
  
- V. **NEW BUSINESS**
  - A. Hay Bids pg. 15
  - B. Establishment of Public Safety Advisory Committee:  
Bill No. 97-23; Ordinance No. 1597 pg. 19
  - C. Initial 2024 Budget Discussion pg. 22
  - D. Public and Media Questions
  
- VI. **EXECUTIVE SESSION PURSUANT TO 610.021 FOR (1) LEGAL, (2) REAL ESTATE, OR (3) PERSONNEL, IF NEEDED**

# City of Willow Springs

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## **Regular Council Meeting** Thursday, September 21, 2023 **City Hall Council Chambers, 5:30 pm**

**Present:** Mayor Brooke Fair, Alderman Danny Bradley, Alderman Kim Rich, Alderman Tyler Morris, Alderman Phill Knott, City Attorney Zane Privette, City Administrator Beverly Hicks, City Clerk Heather Tooley, Police Chief Wes Ellison, Assistant Police Chief Alan Lewis

**Guest:** Dean Aye, Donna Gossard, Casey Hinds, John Hinds, Kim McCormick, Paul McCormick, Wendell Bailey, Emma Roberts, Linzee Slack

### **ANNOUNCEMENT OF QUORUM**

City Clerk Heather Tooley called the roll.

Mayor Brooke Fair opened the meeting of the Board of Alderman at 5:30 pm with a quorum present.

### **AGENDA APPROVAL**

City Administrator Beverly Hicks informed Council that she wanted to add Wendell Bailey and his presentation as Item B under Visitors.

**Motion by Alderman Knott, second by Alderman Rich to approve the agenda as amended. Motion carried 4-0.**

### **CONSENT AGENDA**

City Clerk Heather Tooley requested to make amendments to the draft minutes from the August 17 regular meeting. Tooley explained that during the ReGroup discussion, she misunderstood the official vote to conduct additional research when in fact the vote was to move forward with implementing the mass notification service.

**Motion by Alderman Bradley, second by Alderman Knott to approve the Consent Agenda which included Approval of Minutes – (RM 8/17 as amended), Approval of Bills for Payment, Receipt of Financial Reports, and YMCA, Department Head’s & Board’s Reports. Motion carried 4-0.**

### **VISITORS**

**Willow Springs Police Cadets:** Police Chief Wes Ellison introduced Officer Paul McCormick, who oversees the police cadet program. Officer McCormick stated there are 4 cadets, although one was unable to be present for the meeting. McCormick introduced John Hinds and Emma Roberts, who are current high school students. McCormick also introduced Linzee Slack, who is currently attending Drury University for a criminal justice degree.

General discussion was held regarding events the cadets have attended and the experience they have gained. Council was informed that the cadets will have a booth at Bear Fest to recruit more cadets into the program.

No action was taken by Council.

**Wendell Bailey:** Wendell Bailey appeared to discuss a city park on Turner Drive. Bailey stated that all houses on the right side of the street have been demolished and there is a large area to use. Bailey suggested soccer fields, mighty mite football fields, tennis courts, volleyball courts, and basketball courts.

Bailey stated that there are 2 grants available, one through the Missouri State Land and Conservation, which is a 50/50 grant, and another through the Recreational Trails at 80/20. He also stated that the Lions Club would entertain the potential of grant funding and SCOCOG can find grant funding once a full plan is prepared.

City Administrator Beverly Hicks informed Council that one requirement of the Community Development Block Grant (CDBG) voluntary buyout program is for each property to be maintained as a green space in perpetuity. Hicks further stated that when the buyout program began after the 2017 flood, discussions were already taking place with Rotary and the YMCA as to how those areas would be used.

Hicks added that the buyout process is not yet complete as there are more houses yet to be purchased. However, there should be some funding available to all participating cities and counties to turn those green spaces into something functional while still abiding by the requirements set by CDBG.

No action was taken by Council.

### **EXISTING BUSINESS**

**104 E Main McClellan Building Discussion and Update:** Dean Aye with the Willow Springs Community Foundation (WSCF) was present and informed Council that he scheduled a meeting next week with engineers, contractors, and all others involved in the same room for a discussion to define the specifics of the project, along with the cost.

Aye further stated that he believes the timeline is still good and Base Construction still has time to complete the project before bad winter weather. Aye added that while the City is mainly concerned with the safety aspects of the project, he wants to see the whole project succeed.

No action was taken by Council.

### **NEW BUSINESS**

**Public Safety Advisory Committee Appointments:** Alderman Kim Rich submitted a list of names for appointment to the Public Safety Advisory Committee (PSAC). Rich stated that she believed it was best to have individuals who were both business minded and community minded, adding that none of these individuals were involved in either the Police Department or Fire Department. Rich further stated that the goal of the PSAC is to look through the budget to understand and discuss future needs, with the first meeting to take place in early October.

Mayor Brooke Fair made a recommendation to appoint Erik Montgomery, Rebecca Klapmeyer, Robert Hollis, Scott Williamson, Susan Rackley, Jeff Lovan, and Nathan Wake to the PSAC.

**Motion by Alderman Knott, second by Alderman Morris to approve the presented names for appointment to the Public Safety Advisory Committee. Motion carried 4-0.**

**Public and Media Questions:** There were no questions from the public and there was no one from the media present.

### **EXECUTIVE SESSION**

City Administrator Beverly Hicks informed Council that she did not have anything for closed session.

**Motion by Alderman Rich, second by Alderman Bradley to adjourn the meeting at 5:55 pm. Motion carried 4-0.**

**CITY OF WILLOW SPRINGS**

**ATTEST:**

\_\_\_\_\_  
Brooke Fair, Mayor

\_\_\_\_\_  
Heather Tooley, City Clerk

ACCOUNTS PAYABLE CHECK REGISTER

BANK# BANK NAME  
CHECK# DATE

ACCOUNT# NAME

CHECK AMOUNT CLEARED MANUAL VOID REASON FOR VOID

1 US BANK - GEN/AP

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
242205	10/04/2023	378	HOFFCOMP		14,000.00					<i>Fire Dept Tools - Funds were from a donation</i>
242206	10/04/2023	1770	TYLER CLINTON		82.33					
242207	10/04/2023	841	SUMMIT NATURAL GAS OF MO		26.13					
242208	10/04/2023	382	W.T. HASS		1,200.00					
242209	10/04/2023	1686	BEAR CROSSING TRUCK WASH &		175.00					
242210	10/04/2023	1832	COLORXPRESS LLC		81.47					
242211	10/04/2023	388	HOWELL-OREGON ELEC COOP		2,270.80					
242212	10/04/2023	220	CITY OF WILLOW SPRINGS		10,136.77					
242213	10/04/2023	1348	MISSOURI ANIMAL CONTROL		175.00					
242214	10/05/2023	9999999999	BRYAN D HOGAN		98.45					
242215	10/06/2023	696	PETTY CASH		50.00					
242216	10/06/2023	79	ALTEC INDUSTRIES INC		1,619.65					
242217	10/06/2023	1046	ANIXTER, INC		686.00					
242218	10/06/2023	1672	ARAMARK		.00				VOID:	
242219	10/06/2023	1672	ARAMARK		.00				VOID:	
242220	10/06/2023	1672	ARAMARK		662.39					
242221	10/06/2023	1769	AT&T MOBILITY		907.28					
242222	10/06/2023	123	BARCO MUNICIPAL PRODUCTS		873.88					
242223	10/06/2023	1162	BLUE VALLEY PUBLIC SAFETY		1,485.00					
242224	10/06/2023	1574	BROOKE FAIR		80.00					
242225	10/06/2023	1123	BROWN'S FARM AND GARDEN		149.25					
242226	10/06/2023	1401	CABLE AMERICA		386.75					
242227	10/06/2023	1742	CHEMAQUA		472.50					
242228	10/06/2023	1761	CONSOLIDATED PIPE & SUPPLY CO		31,660.00					<i>water meters (master meters)</i>
242229	10/06/2023	1246	DANNY BRADLEY		75.00					
242230	10/06/2023	1663	DOUGLAS STEEL, LLC		222.00					
242231	10/06/2023	1681	DUGGER TRASH SERVICE		11,572.25					
242232	10/06/2023	320	FAMILY SUPPORT PAYMENT CENTER		572.30					
242233	10/06/2023	1438	FEI-WW BROKEN ARROW 1895		2,003.71					
242234	10/06/2023	297	FOSTER'S AUTO BODY & MUFFLER		95.00					
242235	10/06/2023	336	G&W FOODS		139.07					
242236	10/06/2023	1522	GENERAL CODE		1,195.00					
242237	10/06/2023	352	GRAINGER		101.30					
242238	10/06/2023	1598	GREENS PRO, INC		1,479.64					
242239	10/06/2023	374	HARRY COOPER SUPPLY CO		1,031.35					
242240	10/06/2023	1302	HAWKINS HOME & LAWN		69.88					
242241	10/06/2023	378	HOFFCOMP		380.00					
242242	10/06/2023	322	HOWELL CO RECORDER OF DEEDS		69.00					
242243	10/06/2023	1618	INDIAN CREEK MATERIALS LLC		4,401.45					<i>Stockpile rock - chips</i>
242244	10/06/2023	1501	KIM RICH		75.00					
242245	10/06/2023	1775	MC MATERIALS, LLC		168.40					
242246	10/06/2023	1132	MFA OIL		920.73					
242247	10/06/2023	572	MISSOURI ONE CALL SYSTEM INC		52.65					
242248	10/06/2023	646	O'REILLY AUTOMOTIVE INC		.00				VOID:	
242249	10/06/2023	646	O'REILLY AUTOMOTIVE INC		1,225.06					
242250	10/06/2023	1665	OMNIGO SOFTWARE		19,294.58					<i>Annual support - Omnigo for PD</i>
242251	10/06/2023	652	OZARK FAMILY YMCA		1,250.00					
242252	10/06/2023	9999999999	OZARK HORSE TRADER		50.20					
242253	10/06/2023	1135	PACE ANALYTICAL SERVICES, LLC		974.20					
242254	10/06/2023	1575	PHILL KNOTT		75.00					
242255	10/06/2023	676	PITNEY BOWES		368.91					

ACCOUNTS PAYABLE CHECK REGISTER

BANK#	BANK NAME	CHECK#	DATE	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
242256	10/06/2023	1616	PROF. LAW ENFORCEMENT ASSOC	63.14						
242257	10/06/2023	1550	POLLARDWATER	267.88						
242258	10/06/2023	701	QUILL CORP	1,026.24						
242259	10/06/2023	1811	RANDOM BABBLE GRAPHICS	20.00						
242260	10/06/2023	794	RANDY'S AUTO REPAIR	265.97						
242261	10/06/2023	780	RANDY'S SAW SHOP	280.00						
242262	10/06/2023	1735	SAFEGUARD	223.17						
242263	10/06/2023	1083	SCHULTE SUPPLY, INC	9,470.00						Neptune System - Utility Billing
242264	10/06/2023	1656	SIMMONS BANK PAYMENT PROC	.00						VOID:
242265	10/06/2023	1656	SIMMONS BANK PAYMENT PROC	4,896.22						
242266	10/06/2023	828	SOUTHERN UNIFORM & EQUIPMENT	224.75						
242267	10/06/2023	1641	SPEEDTECH LIGHTS INC	792.31						
242268	10/06/2023	1714	T. MOORE BACK FLOW LLC	213.00						
242269	10/06/2023	1716	TADIRAN TELECOM	584.27						
242270	10/06/2023	889	TOWN & COUNTRY	4.99						
242271	10/06/2023	1751	TROJAN TECHNOLOGIES GROUP ULC	6,426.20						Repairs From Vandalism - Insurance claim
242272	10/06/2023	1812	TYLER MORRIS	75.00						
242273	10/06/2023	923	US POSTMASTER	223.18						
242274	10/06/2023	949	WAGGONER TRUE VALUE HOME CTR	.00						VOID:
242275	10/06/2023	949	WAGGONER TRUE VALUE HOME CTR	.00						VOID:
242276	10/06/2023	949	WAGGONER TRUE VALUE HOME CTR	2,199.15						
242277	10/06/2023	1658	WEX BANK	8,782.12						Fuel - ALL Dept.
242278	10/06/2023	1825	WHOLESALE ELECTRIC SUPPLY	103.86						
242279	10/06/2023	1314	WILLOW SPRINGS AH HEALTH	12.00						
242280	10/06/2023	986	WILLOW SPRINGS LIBRARY	3,390.30						
242281	10/06/2023	1128	XEROX CORPORATION	388.99						
242282	10/10/2023	999999999	TEXAS COUNTY SHERIFF	135.00						
242283	10/10/2023	1661	MIDWEST OVERHEAD DOOR	2,388.00						Garage Door For Fire Dept - Remodel W/Al
242284	10/10/2023	999999999	WRIGHT CO COURT	250.00						
242285	10/10/2023	670	PRIVETTE LAW OFFICE	1,398.36						
242286	10/10/2023	769	WAYNE RENEGAR JR	450.00						
242287	10/11/2023	923	US POSTMASTER	80.80						
* 242288	Thru 242292									
242293	10/13/2023	999999999	LONDON CLINTON	162.40						
242294	10/13/2023	1833	AARON KENT	65.60						
242295	10/13/2023	1095	JOE WAGNER	131.21						

\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	160,134.44
CLEARED	.00
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BANK 1 TOTAL	160,134.44
**VOIDED**	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
10 GENERAL	65,458.52	65,458.52	.00	.00
20 ELECTRIC	7,289.55	7,289.55	.00	.00
21 WATER / SEWER FUND	59,447.48	59,447.48	.00	.00
23 SANITATION	11,572.25	11,572.25	.00	.00
25 GOLF COURSE	3,716.69	3,716.69	.00	.00

**GENERAL REVENUE FUND BALANCE SHEET  
CITY OF WILLOW SPRINGS**

**BALANCE AS OF 8/31/23** **\$819,416.99**

**REVENUES**

DAILY DEPOSITS-SEPT 2023	\$538,405.24
SALES/USE TAX REVENUES	\$0.00
GEN SALES TAX	\$84,826.33
CAPITAL IMP TAX	\$42,413.12
PARK TAX	\$20,785.80
USE TAX	\$31,264.40
MOTOR FUEL TAX-DOR	\$9,957.60
Fund Transfer for bucket truck and fire truck	\$276,822.22

**TOTAL REVENUE FOR SEPT 2023**

**\$0.00**  
**\$1,004,474.71**

**EXPENSES**

ACCOUNTS PAYABLE-SEPT 2023	\$181,359.57
MPIUA ELECTRIC POWER	\$240,408.02
PAYROLL AND TAXES	\$158,434.59
EMPLOYEE BENEFITS	\$45,633.13
SERVICE CHARGE	\$406.73
SALES TAX	\$10,293.48
RETURN CHECKS	\$355.35
DEPOSITS PAYABLE	\$1,408.09
Emergency Management and Administration Vehicle--HWY Patrol	\$29,700.00
Wells Fargo--Semi-Annual Bond payment	\$26,605.17
<b>TOTAL EXPENDITURES FOR SEPT 2023</b>	<b>\$694,604.13</b>

**INTEREST**

**\$2,048.54**

**BANK BALANCE AS OF 09/30/2023**

**\$1,131,336.11**

**USE TAX DISTRIBUTION  
CITY OF WILLOW SPRINGS**

**GENERAL USE TAX**

<b>RECVD:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
JAN		2,370.82	\$2,062.30	\$2,736.56	\$8,255.30	\$30,673.26
FEB		2,377.37	\$7,674.90	\$3,591.58	\$7,814.41	\$5,893.28
MAR		9,684.81	\$4,295.77	\$4,458.96	\$8,930.19	\$13,570.24
APR		2,624.50	\$2,030.73	\$3,834.94	\$10,235.49	\$40,668.08
MAY		1,244.90	\$4,220.23	\$5,271.95	\$8,742.01	\$19,629.37
JUN		3,181.98	\$4,352.92	\$2,675.21	\$10,796.09	\$6,056.39
JUL		1,809.79	\$3,990.88	\$2,838.94	\$10,313.69	\$23,934.54
AUG	\$0.00	3,857.60	\$3,268.64	\$3,030.27	\$17,775.61	\$22,660.08
SEP	\$336.18	3,001.40	\$2,009.68	\$4,431.00	\$10,335.52	\$17,867.57
OCT	\$1,024.28	1,205.75	\$3,088.57	\$3,153.42	\$9,568.44	\$23,717.46
NOV	\$1,458.07	8,512.94	\$2,877.11	\$3,122.21	\$12,116.76	
DEC	\$1,802.82	4,202.86	\$1,847.30	\$3,701.39	\$23,778.36	
	<b>\$4,621.35</b>	<b>\$44,074.72</b>	<b>\$41,719.03</b>	<b>\$42,846.43</b>	<b>\$138,661.87</b>	<b>\$204,670.27</b>

**CAPITAL IMPROVEMENT USE TAX**

<b>RECVD:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
JAN		\$1,185.36	\$1,031.15	\$1,368.19	\$4,127.65	\$15,336.51
FEB		\$1,188.76	\$3,790.25	\$1,795.72	\$3,907.22	\$2,946.45
MAR		\$4,842.52	\$2,147.91	\$2,229.48	\$4,465.08	\$6,785.18
APR		\$1,312.25	\$1,015.24	\$1,917.32	\$5,117.74	\$20,334.04
MAY		\$622.42	\$2,086.04	\$2,635.94	\$4,371.07	\$9,814.72
JUN		\$1,591.02	\$2,176.40	\$1,337.65	\$5,397.90	\$3,028.20
JUL		\$904.80	\$1,995.49	\$1,419.49	\$5,156.78	\$11,967.09
AUG	\$0.00	\$1,928.78	\$1,634.26	\$1,515.13	\$8,887.86	\$11,329.96
SEP	\$168.11	\$1,422.80	\$1,004.71	\$2,215.50	\$5,158.91	\$8,931.28
OCT	\$512.04	\$602.89	\$1,544.36	\$1,576.79	\$4,784.15	\$11,858.45
NOV	\$729.03	\$4,256.44	\$1,438.65	\$1,399.25	\$6,058.31	
DEC	\$901.50	\$2,101.47	\$923.60	\$1,850.61	\$11,889.14	
	<b>\$2,310.68</b>	<b>\$21,959.51</b>	<b>\$20,788.06</b>	<b>\$21,261.07</b>	<b>\$69,321.81</b>	<b>\$102,331.88</b>

**PARK USE TAX**

<b>RECVD:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
JAN		\$592.66	\$515.57	\$684.22	\$1,750.18	\$7,720.80
FEB		\$594.36	\$1,895.12	\$897.85	\$1,953.54	\$1,473.17
MAR		\$2,421.13	\$1,073.93	\$1,114.74	\$2,232.27	\$3,392.59
APR		\$656.01	\$507.77	\$958.51	\$2,558.91	\$10,166.91
MAY		\$311.21	\$1,042.95	\$1,317.95	\$2,185.60	\$4,907.33
JUN		\$795.48	\$1,088.23	\$668.80	\$2,698.88	\$1,514.07
JUL		\$452.48	\$997.76	\$709.78	\$2,578.43	\$5,983.71
AUG	\$0.00	\$964.35	\$817.06	\$757.52	\$4,443.99	\$5,665.04
SEP	\$84.03	\$711.36	\$502.42	\$1,107.76	\$2,579.33	\$4,465.55
OCT	\$256.07	\$301.44	\$772.11	\$788.37	\$2,392.32	\$5,929.35
NOV	\$364.48	\$2,128.20	\$719.16	\$662.67	\$3,029.25	
DEC	\$450.75	\$1,050.68	\$461.69	\$925.34	\$5,944.67	
	<b>\$1,155.33</b>	<b>\$10,979.36</b>	<b>\$10,393.77</b>	<b>\$10,593.51</b>	<b>\$34,347.37</b>	<b>\$51,218.52</b>



**CITY OF WILLOW SPRINGS**

**GENERAL SALES TAX**

<b>RECVD:</b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	\$39,279.33	\$34,873.47	\$45,413.40	\$33,328.20	\$55,789.15	\$46,284.84	\$82,582.79
FEB	\$25,008.62	\$36,831.44	\$44,660.31	\$35,681.64	\$43,433.44	\$32,713.90	\$65,997.91
MAR	\$50,186.19	\$51,618.71	\$47,547.05	\$41,812.26	\$63,822.29	\$41,053.87	\$77,720.48
APR	\$39,834.01	\$39,223.30	\$44,195.72	\$54,534.22	\$28,861.37	\$44,651.80	\$72,918.29
MAY	\$26,697.78	\$29,306.03	\$37,064.11	\$45,886.96	\$32,689.21	\$33,856.16	\$62,474.23
JUN	\$43,333.10	\$47,872.67	\$55,788.18	\$63,920.75	\$65,466.10	\$49,731.24	\$57,355.82
JUL	\$50,008.37	\$49,635.79	\$42,863.48	\$54,008.43	\$50,020.20	\$195,383.19	\$115,029.26
AUG	\$26,044.10	\$34,819.57	\$32,689.50	\$47,151.45	\$47,883.46	\$74,923.01	\$78,712.83
SEP	\$51,244.58	\$45,435.10	\$57,344.89	\$60,541.82	\$87,135.88	\$62,147.70	\$84,826.29
OCT	\$36,902.51	\$24,676.52	\$43,255.57	\$43,402.63	\$49,599.22	\$58,038.78	\$76,738.17
NOV	\$26,221.56	\$36,908.57	\$28,636.15	\$43,501.29	\$34,571.22	\$47,652.86	
DEC	\$60,847.48	\$51,784.54	\$58,034.24	\$59,346.45	\$44,976.21	\$64,322.58	
	<b>\$475,607.63</b>	<b>\$482,985.71</b>	<b>\$537,492.60</b>	<b>\$583,116.10</b>	<b>\$604,247.75</b>	<b>\$750,759.93</b>	<b>\$774,356.07</b>

**CAPITAL IMPROVEMENT TAX**

<b>RECVD:</b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	\$19,639.81	\$17,436.86	\$22,706.53	\$16,664.17	\$27,894.58	\$23,142.65	\$41,291.26
FEB	\$12,504.36	\$18,415.79	\$22,330.19	\$17,840.85	\$21,716.85	\$16,193.40	\$32,999.13
MAR	\$25,093.05	\$25,809.37	\$23,773.72	\$20,906.06	\$31,911.10	\$20,526.91	\$38,860.14
APR	\$19,917.32	\$19,611.62	\$22,097.78	\$27,267.16	\$14,430.66	\$22,325.79	\$36,459.11
MAY	\$13,348.98	\$14,652.93	\$18,532.01	\$22,943.47	\$16,344.76	\$16,928.16	\$31,237.10
JUN	\$21,666.64	\$23,936.46	\$27,894.13	\$31,960.39	\$32,732.99	\$24,865.67	\$28,677.90
JUL	\$25,004.19	\$24,817.92	\$21,431.72	\$27,004.29	\$25,010.14	\$97,691.85	\$57,514.51
AUG	\$13,022.06	\$17,409.82	\$16,344.82	\$23,575.86	\$23,941.72	\$37,461.33	\$39,356.52
SEP	\$25,622.40	\$22,717.52	\$28,672.33	\$30,270.90	\$43,567.77	\$31,073.70	\$42,413.08
OCT	\$18,451.11	\$12,341.03	\$21,627.79	\$21,701.31	\$24,799.63	\$29,019.51	\$38,369.13
NOV	\$13,110.66	\$18,454.38	\$14,318.15	\$21,735.80	\$17,285.58	\$23,826.51	
DEC	\$30,423.80	\$25,892.37	\$29,017.00	\$29,673.15	\$22,487.95	\$32,161.34	
	<b>\$237,804.38</b>	<b>\$241,496.07</b>	<b>\$268,746.17</b>	<b>\$291,543.41</b>	<b>\$302,123.73</b>	<b>\$375,216.82</b>	<b>\$387,177.88</b>

**PARK SALES TAX**

<b><u>RECVD:</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
JAN	\$9,530.89	\$7,878.30	\$10,767.02	\$7,833.37	\$13,678.15	\$11,260.62	\$20,339.77
FEB	\$5,653.57	\$8,664.53	\$10,594.97	\$8,282.21	\$10,090.23	\$7,734.82	\$16,287.71
MAR	\$11,367.17	\$11,856.14	\$10,894.28	\$9,783.23	\$15,151.18	\$10,066.57	\$18,811.99
APR	\$9,420.16	\$9,056.80	\$10,335.86	\$12,980.01	\$6,697.31	\$10,253.16	\$17,581.72
MAY	\$6,435.56	\$6,898.81	\$8,812.23	\$11,078.63	\$7,360.40	\$7,995.07	\$14,863.15
JUN	\$10,333.14	\$11,403.77	\$13,359.51	\$15,491.41	\$15,700.62	\$12,030.88	\$13,043.56
JUL	\$12,150.85	\$12,087.43	\$10,451.14	\$13,190.06	\$12,188.29	\$48,549.93	\$28,313.60
AUG	\$6,238.28	\$8,410.05	\$7,886.24	\$11,460.20	\$11,634.12	\$18,402.46	\$19,303.96
SEP	\$12,332.70	\$10,954.40	\$13,970.99	\$14,798.79	\$21,454.10	\$15,098.83	\$20,785.82
OCT	\$9,156.60	\$5,771.46	\$10,412.35	\$10,469.25	\$12,014.93	\$14,123.22	\$18,711.88
NOV	\$6,438.75	\$8,867.52	\$6,847.49	\$10,574.00	\$8,161.46	\$11,549.07	
DEC	\$14,539.49	\$12,554.49	\$14,126.33	\$14,402.67	\$10,887.61	\$15,824.27	
	<b>\$113,597.16</b>	<b>\$114,403.70</b>	<b>\$128,458.41</b>	<b>\$140,343.83</b>	<b>\$145,018.40</b>	<b>\$182,888.90</b>	<b>\$188,043.16</b>

REVENUE /EXPENSE FOR ALL FUNDS 2023						
RE-CAP THROUGH SEPTEMBER 30, 2023						
DEPARTMENT	ACTUAL REVENUE 9/30/2023	BUDGETED REVENUE	PERCENTAGE OF BUDGET	ACTUAL EXP 9/30/2023	BUDGETED EXPENSE	% OF BUDGET
ADMINISTRATION	\$1,314,090.02	\$1,589,700.00	82.66%	\$350,953.04	\$421,760.00	83.21%
MUNICIPAL COURT	\$74,018.60	\$100,000.00	74.02%	\$54,533.96	\$66,550.00	81.94%
AIRPORT	\$29,506.86	\$39,500.00	74.70%	\$22,693.65	\$43,900.00	51.69%
POLICE	\$13,957.89	\$22,500.00	62.04%	\$812,539.85	\$833,750.00	97.46%
ANIMAL CONTROL	\$1,173.50	\$1,800.00	65.19%	\$26,800.28	\$42,775.00	62.65%
FIRE	\$21,470.00	\$30,500.00	70.39%	\$64,058.46	\$135,350.00	47.33%
STREETS		\$0.00		\$352,454.75	\$410,600.00	85.84%
<b>GENERAL TOTAL</b>	<b>\$1,454,216.87</b>	<b>\$1,784,000.00</b>	<b>81.51%</b>	<b>\$1,684,033.99</b>	<b>\$1,954,685.00</b>	<b>86.15%</b>
<b>ELECTRIC FUND TOTAL</b>	<b>\$2,801,300.61</b>	<b>\$3,716,500.00</b>	<b>75.37%</b>	<b>\$2,336,985.31</b>	<b>\$3,264,365.00</b>	<b>71.59%</b>
WATER	\$363,705.28	\$489,900.00	74.24%	\$447,935.96	\$521,050.00	85.97%
SEWER	\$318,686.28	\$432,000.00	73.77%	\$212,324.92	\$295,650.00	71.82%
WWTP		\$0.00		\$251,947.12	\$350,400.00	71.90%
<b>WATER/SEWER FUND TOT/</b>	<b>\$682,391.56</b>	<b>\$921,900.00</b>	<b>74.02%</b>	<b>\$912,208.00</b>	<b>\$1,167,100.00</b>	<b>78.16%</b>
SOLID WASTE	\$129,397.30	\$171,000.00	75.67%	\$132,777.28	\$150,700.00	88.11%
RECYCLE	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
LAND FILL		\$0.00		\$0.00	\$0.00	#DIV/0!
<b>SANITATION FUND TOTAL</b>	<b>\$129,397.30</b>	<b>\$171,000.00</b>	<b>75.67%</b>	<b>\$132,777.28</b>	<b>\$150,700.00</b>	<b>88.11%</b>
PARKS/POOL/GC/CEMET	\$319,342.96	\$401,150.00	79.61%	\$585,915.25	\$671,200.00	87.29%
CAPITAL IMPROVEMENT	\$433,495.54	\$512,000.00	84.67%		\$0.00	
ECONOMIC DEVELOP	\$91.97	\$15,500.00	0.59%	\$88,928.19	\$103,300.00	86.09%
MAINTENANCE SHED	\$0.00	\$0.00	#DIV/0!	\$136,969.38	\$171,700.00	79.77%
LIBRARY	\$0.00	\$0.00	#DIV/0!	\$29,250.00	\$39,000.00	75.00%
<b>TOTALS</b>	<b>\$5,820,236.81</b>	<b>\$7,522,050.00</b>	<b>77.38%</b>	<b>\$5,907,067.40</b>	<b>\$7,522,050.00</b>	<b>78.53%</b>

**CITY OF WILLOW SPRINGS**

**MOTOR FUEL TAX/MOTOR VEHICLE FEE/MOTOR VEHICLE TAX**

**MOTOR VEHICLE TAX**

	2016	2017	2018	2019	2020	2021	2022	2023
JAN	\$1,508.50	\$1,456.97	\$1,570.67	\$1,325.54	\$1,514.21	\$1,635.80	\$1,704.64	\$1,820.27
FEB	\$1,116.18	\$1,523.01	\$1,497.09	\$1,485.95	\$1,591.38	\$1,620.13	\$1,521.12	\$1,885.79
MARCH	\$1,558.40	\$1,431.19	\$1,441.20	\$1,473.38	\$1,299.35	\$1,641.59	\$1,197.23	\$1,892.48
APRIL	\$1,759.48	\$1,843.18	\$1,978.38	\$1,636.01	\$2,045.22	\$2,115.43	\$2,143.89	\$2,230.47
MAY	\$1,587.09	\$1,722.87	\$1,703.45	\$1,592.76	\$916.23	\$2,776.85	\$1,843.81	\$1,571.70
JUNE	\$1,658.84	\$1,717.33	\$1,731.79	\$1,505.82	\$908.26	\$2,071.99	\$1,798.45	\$1,695.52
JULY	\$1,477.74	\$1,648.00	\$1,652.38	\$1,900.58	\$2,177.95	\$2,496.18	\$1,997.71	\$2,085.37
AUGUST	\$1,751.31	\$1,635.92	\$1,901.38	\$1,860.14	\$2,445.24	\$2,018.67	\$1,984.23	\$2,132.24
SEPTEMBER	\$1,783.71	\$1,926.44	\$1,725.48	\$1,962.57	\$2,044.52	\$1,852.60	\$2,446.40	\$1,961.62
OCTOBER	\$1,610.07	\$1,379.60	\$1,523.81	\$1,736.78	\$2,146.70	\$1,993.19	\$1,906.20	
NOVEMBER	\$1,497.75	\$1,737.17	\$1,609.80	\$1,848.77	\$1,621.34	\$1,849.15	\$1,694.26	
DECEMBER	\$1,385.01	\$1,510.90	\$1,400.71	\$1,465.92	\$1,838.15	\$1,677.58	\$2,151.48	
<b>TOTAL</b>	<b>\$18,694.08</b>	<b>\$19,532.58</b>	<b>\$19,736.14</b>	<b>\$19,794.22</b>	<b>\$20,548.55</b>	<b>\$23,749.16</b>	<b>\$22,389.42</b>	<b>\$17,275.46</b>

<b>FUEL TAX</b>	2016	2017	2018	2019	2020	2021	2022	2023
JAN	\$4,280.49	\$4,809.60	\$4,855.12	\$4,824.60	\$4,808.44	\$4,518.28	\$5,303.31	\$6,258.35
FEB	\$5,004.48	\$4,997.57	\$4,871.92	\$4,847.34	\$4,877.70	\$4,752.34	\$5,859.23	\$6,187.99
MARCH	\$4,487.83	\$4,498.69	\$4,552.05	\$4,576.37	\$4,644.87	\$4,466.29	\$5,055.39	\$6,126.07
APRIL	\$4,467.64	\$4,355.27	\$4,194.26	\$4,193.13	\$4,525.34	\$3,961.73	\$4,363.02	\$5,771.62
MAY	\$4,868.33	\$4,921.30	\$4,960.85	\$4,953.34	\$4,452.53	\$4,878.59	\$5,932.31	\$5,701.73
JUNE	\$4,832.39	\$4,748.09	\$4,577.08	\$4,852.71	\$3,601.40	\$5,260.98	\$5,550.10	\$6,309.81
JULY	\$4,926.50	\$5,027.97	\$5,443.31	\$5,139.11	\$4,205.97	\$5,162.68	\$5,915.93	\$6,580.37
AUGUST	\$5,035.98	\$5,482.70	\$5,001.44	\$4,977.55	\$4,756.80	\$5,174.62	\$5,731.82	\$6,547.26
SEPTEMBER	\$5,040.16	\$5,097.29	\$4,702.57	\$5,469.83	\$4,986.35	\$5,216.06	\$6,197.74	\$7,090.89
OCTOBER	\$5,187.24	\$5,195.27	\$5,512.48	\$5,216.33	\$4,888.45	\$4,859.49	\$7,063.07	
NOVEMBER	\$4,961.67	\$4,725.40	\$4,832.04	\$4,871.24	\$4,712.62	\$5,151.53	\$6,591.59	
DECEMBER	\$5,068.97	\$4,987.21	\$5,147.11	\$5,222.64	\$4,969.92	\$5,677.61	\$6,880.60	
<b>TOTAL</b>	<b>\$58,161.68</b>	<b>\$58,846.36</b>	<b>\$58,650.23</b>	<b>\$59,144.19</b>	<b>\$55,430.39</b>	<b>\$59,080.20</b>	<b>\$70,444.11</b>	<b>\$56,574.09</b>

**MOTOR VEHICLE FEE INC**

	2016	2017	2018	2019	2020	2021	2022	2023
JAN	\$958.80	\$768.57	\$810.28	\$797.65	\$806.92	\$949.33	\$884.36	\$1,096.22
FEB	\$707.73	\$807.63	\$806.49	\$1,005.62	\$916.86	\$910.84	\$802.23	\$929.06
MARCH	\$629.01	\$709.13	\$720.83	\$528.54	\$447.33	\$792.60	\$700.41	\$679.17
APRIL	\$962.31	\$894.69	\$970.23	\$873.52	\$951.06	\$924.92	\$1,039.55	\$1,178.92
MAY	\$870.97	\$943.03	\$938.81	\$1,062.19	\$673.75	\$1,153.21	\$953.86	\$489.34
JUNE	\$983.51	\$1,003.95	\$998.44	\$904.46	\$645.47	\$1,053.71	\$948.32	\$998.77
JULY	\$746.63	\$742.51	\$733.73	\$632.65	\$938.50	\$899.17	\$880.22	\$746.63
AUGUST	\$676.27	\$686.54	\$825.15	\$827.79	\$991.85	\$822.85	\$727.16	\$736.43
SEPTEMBER	\$872.45	\$895.59	\$823.22	\$894.89	\$900.15	\$902.93	\$1,036.38	\$905.09
OCTOBER	\$777.79	\$691.73	\$702.11	\$881.78	\$897.71	\$828.67	\$788.46	
NOVEMBER	\$619.43	\$884.05	\$736.22	\$711.55	\$786.45	\$770.53	\$610.42	
DECEMBER	\$724.00	\$711.89	\$773.71	\$890.18	\$792.78	\$811.39	\$1,020.74	
<b>TOTAL</b>	<b>\$9,528.90</b>	<b>\$9,739.31</b>	<b>\$9,839.22</b>	<b>\$10,010.82</b>	<b>\$9,748.83</b>	<b>\$10,820.15</b>	<b>\$10,392.11</b>	<b>\$7,759.63</b>



## OZARKS FAMILY YMCA Willow Springs Branch



### Program Report – October, 2023

#### Youth Soccer:

The Fall soccer season is wrapping up with one week left at the time of writing this report. We have 81 in the Fall league. This includes ages U6 through U19. We have had a great group of volunteer parent coaches and we have been very fortunate to have very good referees for our home games. Teams play on weeknights and also some Saturdays. Willow has one U8 team, one U10 team, two U14 teams and one U19 team. They play teams from Houston, Mt. Grove, and Mt. View.

#### 1<sup>st</sup>-2<sup>nd</sup> Grade Football:

We have 27 in this program for this age group. We have one week left of this program in which football fundamentals and techniques are taught the first three weeks by H.S. football coaches and players. The last three weeks they play flag football games in a fun setting. This program is held on Saturday mornings and runs for six weeks.

#### 1<sup>st</sup> -2<sup>nd</sup> Grade Basketball:

We have 34 kids, making up four teams, in this program for this age group. Practices have started and their scrimmages will be held on Monday nights beginning October 23. This program teaches the basic skills and fundamentals through drills and scrimmage.

#### Y-Winners Basketball (ages 4-kindergarten):

We have 30 in this program for this age group which is almost double from last year. The very basic fundamentals of dribbling, passing, and shooting are taught in a fun setting for this age group. It will be held on Tuesday nights, beginning October 24 and will run for four weeks.

#### 3<sup>rd</sup> -6<sup>th</sup> Grade Basketball:

We are now registering for this league for this age group. Practices will begin late November with games starting early January and will run for 6-7 weeks. They will play teams from Seymour, Mt. Grove, and Cabool.

#### AMRAP (As Many Rounds As Possible):

We have 8 in this six-week fitness program which meets on Monday and Thursday nights. This program uses weights and body weight movements in a challenging set of exercises done at high intensity. It challenges all levels while keeping you moving the entire time. Great class for any level of fitness, working the whole body. The current session will run through October 19. We are now registering for the next session.

## **Domestic Violence Awareness Month, October 2023**

*WHEREAS*, one in three women and one in four men in the United States will have experienced some form of domestic violence in their lifetime:<sup>1</sup> and

*WHEREAS*, in the last year of compiled reports (2022), Missouri programs providing support to domestic violence victims helped 2,097 adults, youth and children with another 6,871 requests for such services being unmet:<sup>2</sup> and,

*WHEREAS* in the Southwest Region in 2022, 749 educational events were held with 5,675 adults and youth attending. There were 8,858 hotline calls answered in 2022, for an average of 24 calls per day. In 2022, 642 community awareness activities were held in the Southwest Region.

*WHEREAS*, Domestic Violence Awareness Month is intended to draw attention to the fact that domestic violence is widespread and has public health implications for every community member of and,

*WHEREAS* we, as advocates, professionals, volunteers, and community members concerned with the crimes of domestic violence, including intimidation, other forms of physical assault, and other abusive behavior, have determined to devote the month of **October** as there is compelling evidence that we can be successful in reducing domestic violence in **Willow Springs** through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

*WE THEREFORE*, reaffirm our commitment, strongly supporting the efforts of national, state, and local partners, and of every citizen to actively engage in public and private efforts, including conversations about what domestic violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address domestic violence; and thus,

*BE IT RESOLVED* That I, **Brooke Fair, Willow Springs, Mayor** join anti-domestic violence advocates and support service programs in the belief that all community members must be part of the solution to end domestic violence. Along with the United States Government and **State of Missouri**. I do hereby proclaim the month of October as:

**Domestic Violence Awareness Month**

**On this the 19th day of October 2023**

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**Brooke Fair, Willow Springs Mayor**

**October 2023**

<sup>1</sup> "Get statistics," National Sexual Violence Resource Center, accessed July 15, 2022 from: <https://ncadv.org/statistics>

<sup>2</sup> "2021 MCA DSV Member Agencies' Domestic Violence Statistics," Missouri Coalition Against Domestic and Sexual Violence, accessed July 15, 2022 from: <https://mocadsv.coalitionmanager.org/resourcemanager/resourcefilesummaries?SearchResourceTypeId=6>

Hay Lease Sealed Bids  
To be opened Friday, October 13, 2023 @ 4:00pm  
Order bids were received

Envelope #	Name of Bidder	Bid Amount (Annually)
#1	Stoney Creek Ranch - John Oravek	4350.00
#2	Gary Stolba Stolba Farms	2375.00
#3		
#4		
	Recorded By: <i>Brian Osborn</i>	
	Opened By: <i>Brian Osborn</i>	

LEASE AGREEMENT

This Agreement between the City of Willow Springs, known as Lessor, and Stoney Creek Ranch, address 3293 St. Rt U known as Lessee, is for harvesting hay from the Airport Property, City Property across from City Hall, City Property at the South Junction, City Property on the WWTP land and City Property northeast of the Cemetery, all as shown on Exhibits "A"- "E", attached thereto.

The Lessee will pay the amount of \$ 4350.00 to the Lessor in one (1) annual payment for five (5) consecutive years, commencing on January 1, 2024.

The Lessee agrees to follow the guidelines attached to harvest hay from the Airport property and agrees to remove all bales of hay from property within one (1) week of harvesting. If all guidelines are not met, the Lessor may terminate agreement with a written notice to the Lessee stating the reasons for the termination.

If any of the above properties of the City of Willow Springs are sold within this contract term, this contract will be re-negotiated with the Lessee for the remainder of the term of the contract.

\_\_\_\_\_  
Brooke Fair, Mayor  
City of Willow Springs

Date: \_\_\_\_\_

John [Signature]  
Lessee

Date: 10-13-23

ATTEST:

\_\_\_\_\_  
Heather Tooley, City Clerk  
City of Willow Springs

Date: \_\_\_\_\_



## HAYING GUIDELINES FOR WILLOW SPRINGS MEMORIAL AIRPORT

General Notes: For safety reasons the grass needs to be kept short and hay bales kept away from the turf taxiway. (The turf taxiway runs along the west edge of the runway and begins 30' from the runway and is 60' wide.) Before contract is granted and signed, the City of Willow Springs will require a walk around of property with Airport Manager and user pilots.

1. Equipment used should have a yellow flashing light on top of the equipment which is easily seen from the air and equipment must be kept off the runway.
2. Bales should be dropped at least 50' from the west edge of the runway. (The narrowest point between the wooded area and the runway is 106'.) Bales must be clear of taxiway and parking on the northwest side.
3. The field should be cut to conform to FAA guidelines (see below).
4. The equipment should be parked at least 140' from the runway.
5. Bales left overnight should be at least 140' from the runway.

\*\*FAA guidelines for mowing: "The runway safety area is 60 feet either side of the runway centerline (120 feet wide) and extends 240 feet beyond each runway end. Grass should generally not be more than six inches in height. From 60 feet to 125 feet either side of the runway centerline (250 feet wide) and 240 feet beyond each runway end, grass/brush should generally not exceed 1.5 feet in height."

To accommodate the use of the airport by our neighbors please follow the following guidelines:

1. The first hay cutting should be done prior to Memorial Day weekend and before or after the first two weeks in October unless it causes hardship to the Lessee due to weather issues and must be approved by the City Administrator.
2. The outside perimeter shall be mowed where possible, as well as area between Jerry Smith Way and hangars on the east side of the runway.
3. Taxiways from off-airport facilities will be mowed as needed by the users of the taxiway of their designee.

\_\_\_\_\_  
Lessee

Date: \_\_\_\_\_

Gary W. Stolba

DBA. Stolba Farms

I would like to Submit a Bid  
of \$2,375.<sup>00</sup> per year on the  
City Hay Ground.

Gary W. Stolba

**CITY OF WILLOW SPRINGS**

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**BILL NO. 97-23**

**ORDINANCE NO. 1597**

**AN ORDINANCE OF THE CITY OF WILLOW SPRINGS REVISING  
CHAPTER 123: BOARDS AND COMMISSIONS  
OF THE WILLOW SPRINGS MUNICIPAL CODE**

**WHEREAS**, it is deemed necessary by the City of Willow Springs that Chapter 123: Boards and Commissions be amended for the establishment of a Public Safety Advisory Board.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF WILLOW SPRINGS, MISSOURI, AS FOLLOWS:**

**Chapter 123; Article IV** – That Article IV – Public Safety Advisory Committee shall be adopted as follows:

**ARTICLE IV – PUBLIC SAFETY ADVISORY COMMITTEE**

**SECTION 123.300 - ESTABLISHMENT**

The Public Safety Advisory Committee is hereby established. The Committee shall consist of seven (7) citizen members appointed by the mayor with the approval and consent of the Board of Alderman and one (1) member of the Board of Alderman shall serve on the Committee without voting rights. The persons appointed to the committee shall serve two (2) year terms. At its first official meeting, appointees to the Committee shall draw by lot for staggered initial terms of one year or two years. Appointments thereafter to the committee shall be for a term of two years. Vacancies occurring on the Committee shall be filled by appointment by the Mayor to serve the remainder of the unexpired term.

**SECTION 123.310 – QUALIFICATIONS OF MEMBERS**

At least four (4) of the members of the Public Safety Advisory Committee shall be residents of the City of Willow Springs. All members of the Committee shall be known for dedication to the greater community of Willow Springs with no known allegiances or alliances against any City department within the Committee's purview.

**SECTION 123.320 – ORGANIZATION AND MEETINGS**

Terms shall expire each year on April 30, with annual reappointments to the Committee made at the April meeting of the Board of Aldermen. The Committee shall elect a Chair, a Vice Chair, and a Secretary annually, following annual appointments. Citizen board members and Council liaison shall serve the community on this Committee without compensation. The Committee shall meet monthly unless deemed unnecessary by the Committee, and at such additional times as deemed appropriate by the Chairperson, Committee, City Administrator, or Board of Aldermen. Committee meetings shall be open to the public and shall be conducted pursuant to the Missouri Sunshine Law, RSMo. 610.010, et seq., and amended Robert's Rules of Order shall govern the procedural matters of the board.

## SECTION 123.330 – DUTIES AND REPORTS

The Committee shall perform the following duties:

1. Advise the City Administrator, the Chief of Police, and the Chief of Willow Springs City Fire on methods and procedures to improve public relations and public image. The Committee may ask the City Administrator or Board of Aldermen to initiate investigations regarding general public complaints against the Fire or Police Department when those complaints may have an adverse effect on the public image of those departments.
2. Upon request of the City Administrator, Board of Aldermen, Chief of Police, or Chief of the Fire Department, assist with long-range and ongoing planning efforts, including steps and recommendations necessary to ensure the financial well-being of the City's public safety departments.
3. Make recommendations to the Board of Aldermen for improving services of the Fire or Police Departments within reasonable budget restraints, including, but not limited to, the evaluation of potential grant opportunities and other available/dedicated resources that may become available. All recommendations for improving services of the Fire or Police Departments also shall include a budget impact statement prepared by the City Administrator or City Clerk.
4. As needed and as requested by the Mayor or Board of Aldermen, serve as a hiring committee or personnel board for purposes of hiring or firing the Chief of Police and the Chief of the Fire Department.
5. Review and study public safety budget requests and constraints; fire prevention and safety; law enforcement and animal control ordinances; and public safety and crime prevention programs. The Committee will advance recommendations to the City Administrator and the Board of Aldermen pertaining thereunto.
6. Review and study requested changes in the City's parking and traffic activities, associated polices and ordinances, and make recommendations to the City Administrator and Board of Aldermen thereunto.
7. Submit on or before December 31 of each year a written report to the Board of Aldermen discussing activities and updates from the Committee.

## SECTION 123.340 - LIMITATIONS

Nothing herein contained shall confer any power or authority to any member of the Public Safety Advisory Committee to make arrests, actively work at a fire scene, or exercise in any way the authority of a member of the Police Department or Fire Department and/or commissioned members thereof. Nothing herein will authorize members of the Committee to act in a manner that is inconsistent with City of Willow Springs ordinances and policies. The Committee serves as a recommending body only, with any actions subject to approval by the Board of Aldermen.

**ADOPTED AND APPROVED** this 19th day of October 2023.

**CITY OF WILLOW SPRINGS**

**ATTEST:**

\_\_\_\_\_  
Brooke Fair, Mayor

\_\_\_\_\_  
Heather Tooley, City Clerk



**City of Willow Springs**

900 W. Main

P.O. Box 190

Willow Springs, MO 65793

**Phone:** (417) 469-2107

**Fax:** (417) 469-4789

**October 9, 2023**

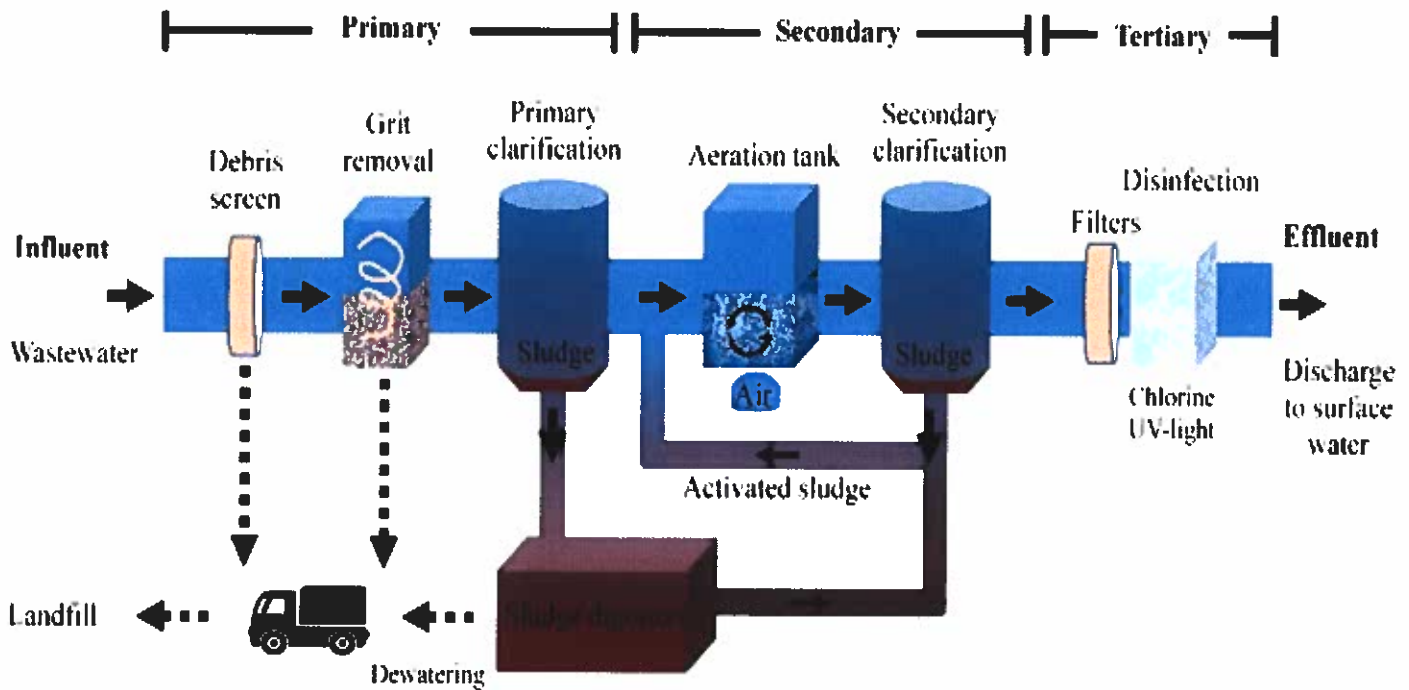
From the Desk of the City Administrator

**City Administrator Summary and Budget Notes for 2024**

This time of the year includes annual meetings and yearly summaries from all the state agencies that the City is partnered with like Missouri Floodplain, State of Missouri Emergency Management Association, Missouri Public Utility Alliance, Missouri Electric Commission, Missouri Water Council and the South-Central Ozark Council and Missouri Legislative Committee.

John Martin and I attended the Missouri Public Utility Alliance conference in Branson in the last week of September. Some of the information was a little overwhelming regarding the future energy system challenges brought to us by MISO and SPP who manage the flow of high-voltage electricity. They oversee the bulk electric grid and wholesale power market on behalf of the City of Willow Springs and many other municipal utilities and transmission companies in the midwestern 15 states including Missouri. The energy markets are rapidly changing to comply with many proposed EPA regulations, including retiring traditional generation, the interdependency with natural gas, integration of inverter-based resources and the many efforts to transfer to distributed electrical resources, like rooftop solar and batteries. Under current conditions, I believe with the testing of our grid, because of extreme weather complexities, has already proven the demand of electric in the United States cannot be sustained without the use of some carbon-based electricity which provides a balanced voltage support and a reliable resource. These unusual weather events across the nation are more frequent, extreme, covering broader areas across the country and lasting longer than previous years, therefore, leaving us with growing loads and higher demands for electricity. Another issue will be the implementation of time-of-use rates and the installation of an (AMI) Advanced Metering System, which is a metering system that records customer consumption hourly or more frequently and that provides for daily or more frequent transmittal of measurements over a communication network to a central collection point.

Another issue covered by the conference.....the growing concerns that drinking water infrastructure upgrades have out-paced wastewater infrastructure. Fortunately, the City of Willow Springs' drinking water analysis along with sample testing of our wastewater discharge, has proven very safe per compliance standards under the authority of MoDNR and EPA. However, the compliance standards for drinking water are changing rapidly regarding MCLs (maximum contaminate levels) especially on lead and copper limits. The wastewater plant is heavily regulated, and those regulations are also dynamic. Regulations are continually becoming more stringent. The following picture is an example of the steps taken at the City of Willow Springs wastewater treatment plant to ensure the safety of the water discharged back into the natural surface.



Our wastewater treatment plant is permitted through MoDNR with specific standards and monitored through testing of influent and effluent water. The current permit expires December 2024, and of course, we are anticipating additional requirements to limit PFAS (per-and polyfluoroalkyl substances) in the discharge system. The big question now is what treatment techniques will have to be implemented to control corrosiveness in water. Both treatments to water and wastewater will have financial impacts to the community, however, no one really knows how much or if those proposed regulations will ever go into effect. One thing is for certain, the cost of testing, added regulations and specialty supplies for water, sewer, and wastewater will continue to increase. Therefore, we must take time to evaluate our water and sewer rates.

## **BUDGET REQUESTS:**

Based on projected revenues, we believe the 2024 budget will be approximately 7.6 million. The current budget of 2023 is 7.5 million with sales and use tax out-performing projections. The City of Willow Springs must provide a budget with balanced revenues and expenditures, including all funds. We are in the initial stages of preparing a draft, but the following gives you a glimpse into what we believe is the goals for 2024.

The following are projects and prioritized requests by department supervisors, boards, and staff. I am certain that not all requests will be possible, therefore, departmental discussions and council discussions will continue as we solidify the 2024 budget.

**Airport**—MoDOT will be resurfacing the runway in 2024 with a 90/10 grant through MODOT multi-modal funds. The approximate 10% match will be approximately \$38,000 with the entire project to run around \$386,000. Also, requested are funds to upgrade the airport lounge with new heating and cooling, windows, and a partnered project to pave the area around the lounge including Howell County.

**Admin/City Hall**---Ecode is the company we use for codification services and provides an online view of current City of Willow Springs municipal codes. A review of these codes has not been completed since 2008. This ensures that local codes are consistent with ever-changing state and federal laws, well-organized and easily manageable by the public. This review will cost around \$12,000.

**Animal Control/Code Enforcement**—Currently we only have one transport cage that is very old, worn, and only allows for the carrying of one animal. We would like to purchase a new one double carrier and one mobile singular model for smaller animals. The cost would be approximately \$2000. The current animal control/code enforcement officer is doing an excellent job and we would like to provide continued training to support his position. The cost of this training is \$1200....this includes training and meals/travel.

**Electric Department**---We have the need for increasing supplies and materials for this department due to the increased costs of materials and the extended lead times. For example, a load of power poles now cost around \$36,000 which we will need to purchase this coming year, but the first priority is a recloser for the 7200 voltage side. A recloser is an automatic, high-voltage electric switch. Like a circuit breaker on household electric lines, it shuts off electric power when trouble occurs, such as a short circuit. Reclosers for the circuit size needed will run approx. \$35,000.

**Sewer Department**-----Next year, we will be focusing on sealing/grouting manholes and lift stations where infiltration is very evident. Grouting manholes will allow us to preserve manholes that are extremely deep and in difficult locations to repair. The lift station on Sunshine Drive is extremely old and the pump is experiencing issues. This lift station does not have a secure top, therefore, when it rains, there is direct rainwater influence affecting how hard



the pump works and causes high-flow infiltration all the way to the wastewater treatment plant. The lift station replacement will cost around \$185,000. First stage grouting will cost around \$40,000.

**Water Department**-----We will continue to work on our replacement goals as stated in our engineered plans. The High Street Tower is in need of some repairs to maintain our compliance with MoDNR per their assessment. The cost of that will be around \$29,000.

**Fire Department**—We are currently working on a three-year-old replacement project of our SCBA breathing apparatus which are time sensitive. We of course, continue to look for ways to fund these with grant opportunities, however, to ensure the safety of our firefighters we must continue to fund. Bunker gear is another item that must stay current. Two years ago, we could purchase a set of gear for around \$2000, currently one set costs from \$3000 to \$4000. No other items were requested, and most line items could remain at the funded level.

**Police Department**-----With the department fully staffed, regular and re-occurring expenses have risen, hence, the reason for the recent amendments to the '23 budget. With the purchase of department issued duty 9mm handguns, the cost of the ammo has stayed consistent and should continue. We do feel it beneficial to purchase agency issued rifles and shot guns in the future. We have, in the past, obtained surplus M-16's and shotguns, however, they are worn out and need to be returned. Recently, one of our officers had a shotgun blow up on him, fortunately, he was not injured. We feel the need to increase the training/education budget to stay in compliance and to mitigate the risk factor of the department. We would like to be placed on a replacement program with Peacemaker. Technology and computers are ever-changing and is difficult to keep up with replacement, therefore, a program for leased data terminals in our cars would be beneficial and would level the regular expense.

Option #1: Replaces equipment every three (3) year with everything covered under a no-fault warranty including batteries Cost: \$2350 per year per vehicle.

Option #2: Replaces equipment every four (4) year with everything covered under a no-fault warranty including batteries Cost: \$1875 per year per vehicle.

Option #3: Replaces equipment every four (4) year with everything covered under a no-fault warranty including batteries and includes the handheld ticket writer Cost: \$2500

Updating security cameras for this department is critical when preserving evidence in our newly constructed evidence room funded in 2023. They have requested the purchase of two-gun safes for office owned weapons and for evidence weapons. We are currently working on securing body cameras with support from grants, however, grants will not fund all that is needed. This department has many needs; however, we are only allowed what sales tax dollars will support.

**Street Department**---With the new oil distributor purchased in 2023, we are hoping to provide more paved streets, over-lays, and chip-sealing in 2024, therefore, we would like to increase our supply/material and infrastructure capital to \$140,000 from the current amount of \$107,000. This purchases oil, rock and concrete for roads and sidewalks. We have been looking for a used

5-yard dump truck for a couple of years for easy yard-debris clean-up and another provide a small truck for snow removal. Some areas of town are very congested making snow removal difficult and to mitigate accidents, a smaller dump truck would be beneficial. This is a vehicle we would use almost daily. A good used vehicle would cost approx. \$40,000.

**Wastewater Treatment**----Requested as priority one, is an influent control panel at the plant. It is very old and parts are limited to repairs. The cost would be \$38,000. Gears for the clarifier are almost gone and replacement would cost around \$11,000. We also must continue to purchase regular 2.2 HP pumps for the filters. It is imperative that we always have a couple of these on the shelf. Currently, we are having issues with the bearings and chains for the aerator, therefore, we are moving to have this fixed in '23. The cost will be around \$4,000. Already mentioned above, Vandevanter has given us a quote for the replacement of the lift station on Sunshine Drive of \$185,603.00. This quote is good until December 31, 2023; however, the project will take place in 2024. This is a specialized field of repair and so it has been impossible to get any other quotes. Vandevanter Engineering is a Missouri Corporation and is used by most municipalities in Missouri. We will continue to try to get quotes from other companies, however, I don't want to miss the window of getting a contract signed before the end of the year, due to the lengthy requirement of this project.

**Employee wages**--- The social security announced last Thursday, the 2024 COLA will be 3.2%. It's a relatively small adjustment compared to the COLA (8.7%) that employees received for 2023. The annual COLA is meant to keep federal retirees and Social Security recipients' benefits on pace with rising inflation. COLA amounts are determined by the third quarter each year of the Bureau of Labor Statistics' Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). The City of Willow Springs put into place a few years prior a wage (grade/step) plan that adjusted yearly by the official announced COLA for the above reasons. We hope to keep this in place in 2024, if approved.

It has been discussed with several of the utility departments along with the street department the need of pole barns or buildings that could house the new equipment, vehicles, and critical supplies. Keeping these items under cover would lengthen the life of those vehicles and equipment. When responding to emergencies, keeping the vehicles dry would certainly be beneficial as well. We believe we could build a 60' x 50' pole barn for around \$80,000.

Budget continued.....

## REQUESTS FOR SUPPORT:

The Willow Springs Public Library has respectfully requested an increase in support in the amount of 10% or \$3,900 for a total of \$42,900 or \$3,575/monthly. Currently we support the library in the amount of \$39,000.

The Willow Springs YMCA has requested that we continue to support the local YMCA in an annual support of \$16,200. This is not an increase to our current amount supported.

The Willow Springs Chamber of Commerce has requested we continue to support them at the current of \$1200 to help off-set the cost of utilities.

(  
Documents for these requested attached)

**We will be working this month to put a draft together submitted to you for changes or comments by the November 2023 regular council meeting. As always, many changes could occur. All departments have done job prioritizing their needs, however, over-all it is our task to provide the funding for the city-wide financial wealth coupled with providing the best services to our community. It is a job not taken lightly and we appreciate the comments and direction from the council.**

Thank you,



Beverly Hicks

City Administrator

City of Willow Springs



**OZARKS FAMILY YMCA  
WILLOW SPRINGS BRANCH  
405 W. Main St.  
469-5101**



**October 3, 2023**

**To: Willow Springs City Council Members:**

**During your budget process for next year, the YMCA is asking you to continue the YMCA/City contract at the current amount of \$16,200, with \$1,200 of that earmarked specifically for the fall and spring soccer program. As a recap, the three other communities in which the Ozarks Family YMCA is located also have contracts with their cities. The City of Seymour gives their YMCA \$20,000/yr.; the City of Mt. Grove gives their YMCA \$20,000/yr., and in addition, the City of Mt. Grove pays all of the utilities for the MG YMCA; and the City of Cabool has increased their amount to their YMCA to \$30,000/yr.**

**The Willow Springs YMCA is a vital part of this community. Programs are offered for ages 4 through 65 and older. The Willow YMCA has added a great deal to the collective life of Willow Springs. We appreciate the City's past support through the years and have enjoyed working with the City for the betterment of Willow Springs. We would appreciate your continued support in our mission of building strong kids, strong families, and strong communities. Please do not hesitate to contact me if you have any questions.**

**Sincerely,**

**Terri Elmore  
Branch/Program Director**

# City of Willow Springs

## 2024 Budget Request

DEPARTMENT Willow Springs Public Library

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Priority

Cost

#1 Continue financial support at current level

\$39,000

Describe Need: This continued amount allows the library to continue most of the services now provided. Open hours have been reduced this year by about 8 hours per month.

#2 Increase support by 10% to help offset the minimum wage increase and the inflation rate for the past several years. The library has not had an increase of city funds for the past several years even though minimum wage has increased each year (\$1.70 just in the last 2 years). Inflation has increased the price of everything from books to toilet paper. We are requesting a 10% increase which will help immensely but will not make up with our increased cost of wages, books, supplies, etc.

\$3,900

If there is a minimum wage increase in 2024, we would appreciate and increase to the \$3,900 to help offset the amount of increase.

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#3 \_\_\_\_\_

Describe Need: \_\_\_\_\_

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#4 \_\_\_\_\_

Describe Need: \_\_\_\_\_

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# City of Willow Springs 2024 Budget Request

DEPARTMENT Willow Springs Chamber of Commerce

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<u>Priority</u>	<u>Cost</u>
#1 <u>Electric Stipend</u>	<u>\$1200.00</u>

Describe Need: In the past the city has provided us with this stipend to help support the Chamber financially to offset our electric expenses for the year.

#2 \_\_\_\_\_

Describe Need: \_\_\_\_\_

\_\_\_\_\_

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#3 \_\_\_\_\_

Describe Need: \_\_\_\_\_

\_\_\_\_\_

#4 \_\_\_\_\_

Describe Need: \_\_\_\_\_

\_\_\_\_\_

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#5 \_\_\_\_\_

Describe Need: \_\_\_\_\_

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