



**City Council Agenda  
Monday,  
7:00 P.M.  
200 S. Holden  
Warrensburg, MO 64093**

1. 7:00 P.M. Call To Order Regular City Council Meeting
2. Roll Call
3. Approval Of City Council Minutes
4. Adoption Of Agenda
5. Presentation
6. Public Hearing
7. 1st Reading Only Ordinance
8. 1st/2nd Reading Ordinance
9. Other Business
10. Appearances To The Council Not Listed On The Agenda
11. Miscellaneous Matters From The Mayor And/Or City Council
12. City Manager Report

Documents:

[CM REPORT BY CM 3-22-19.DOCX](#)  
[CD ACTIVITY REPORT FEBRUARY 2019.PDF](#)

13. Director Of Finance Report
14. Closed Session

*The City Council will meet in the Southeast Conference Room, upstairs at 102A South Holden, Warrensburg, for Executive Session*

Call to Order

Roll Call permanent

Vote to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri, relating to:

(1) Legal actions, causes of action or litigation involving the City and any confidential or privileged communication between the City and its representatives and its attorneys.

(2) Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.

(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

(12) Documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment

15. 6:00 P.M. Closed Meeting

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16. 6:30 P.M. Work Session

17. Mayoral Appointment/S

18. 2nd Reading Of Ordinance



# CITY MANAGER REPORT

March 22, 2019

Honorable Mayor and Members of the City Council  
City of Warrensburg, Missouri

Dear Mayor and Council Members:

## **City Manager:**

The last couple of weeks have been busy working on various matters. Warrensburg has continued to have interest from business locating inside the City limits. I have participated in a few site visits and conversations with several.

Several meetings were held with management staff providing training on the new performance evaluation software. Meetings will be held with all employees in each department over the next several days. Six month evaluations will begin in April, and annual evaluations will begin in October. Staff response has been positive.

The Economic Coordinating Board is being restructured into its own 501 (c)6 and has been renamed the Warrensburg Economic Coalition. Work is being done on the legal side to complete its 501 (c)6 status. The board will have representation from the University, School District (new), the Western Missouri Medical Center (new), Whiteman AFB (new), the County, WCVB, the Chamber, Main Street, University of Missouri Extension Office (new and as an Ex Officio), and the City. Casey Lund has been selected to be the President.

Staff also met with Tracy Brantner and Sallie Hemenway to discuss marketing and communication regarding the North and South Warrensburg Opportunity Zones. Information is being created in the form of a website and a informational pamphlet, and a marketing strategy is being developed.

Other meetings attended included: monthly radio interview; WALC Board meeting; monthly communication meeting with County Commissioners; and the JCAD Open House.

## **City Council Meetings, Study Sessions, and Executive Sessions**

Tentative future City Council agendas include the following items at this time:

1. Census Committee
2. INFRA Grant Application and Resolution of Support (Federal Funding potential for Maguire Bridge Project)
3. City Clerk Performance Evaluation
4. Budget Process (Council Tours and Strategic Planning Session)
5. Acceptance and Annexation of North Holden Street Property

**COMMUNITY DEVELOPMENT**  
**Director, Barbara Carroll**

**Community Development Monthly Activity Report**

The Community Development report for February is attached. Please let me know if you have any questions.

**Home Improvement Class**

Quick reminder the Building Official and City Planner are offering their annual homeowner's class **Tuesday, May 7<sup>th</sup>, 6-8:30 p.m.** at Community Center, Room C. The class information will be included in the Parks & Rec summer Activity Guide.

**HUMAN RESOURCES**  
**Director, Greg McCullough**

Human Resources Activities:

1. Positions
  - a. Recreation Supervisor I – This job has been reposted effective February 4<sup>th</sup> and will remain posted until March 3<sup>rd</sup>. We have received 7 applications for this position to date. Parks and Rec are currently reviewing all applications submitted. Have not received a report on the progress of this opening since last report.
  - b. WPC Operator I Collections – This position was reposted on the website effective January 28<sup>th</sup> and will remain posted until March 11. We received a total of 8 applications for this position and departmental personnel will review applications submitted upon posting completion.
  - c. Fire Prevention Officer (FEPO) – This position was posted on January 9<sup>th</sup>, 2019. This position remained open until February 6<sup>th</sup>, 2019. We received a total of 14 applications for this position. Applicants have been narrowed down to a pool of 2 candidates to interview and interviews began on March 7<sup>th</sup>.
  - d. Fire Training Officer – This position was posted on February 13<sup>th</sup> and will remain posted until March 6<sup>th</sup>. We have currently received a total of 11 applications for this position. Fire department personnel have begun reviewing applications submitted.
  - e. Full Time Firefighter/EMT – This position was posted on February 13<sup>th</sup> and will remain posted until March 13<sup>th</sup>. We have currently received a total of 22 applications for this position. Again, Fire department personnel will begin reviewing applications upon posting completion.
  - f. Part Time Firefighter and Student Resident Firefighter – This position was posted on February 13<sup>th</sup> and will remain posted until March 13<sup>th</sup>. We have currently received a total of 9 applications for the Part Time Firefighter position and 4 for the Student Resident Firefighter position.
  - g. Baseball/Softball Officials – This position was posted effective February 4<sup>th</sup> and has been extended to a post completion date of March 20<sup>th</sup>.
  - h. Group Fitness/Wellness Instructor – This position was posted originally in January and reposted February 4<sup>th</sup>. This position will remain posted until March 5<sup>th</sup>. Parks personnel are currently reviewing applications. We are currently processing 2 applicants for this position.

- i. Part Time Personal Trainer – This position was posted effective January 14<sup>th</sup> and reposted again on February 8<sup>th</sup>. This position will remain posted until March 15<sup>th</sup>.
- j. Site Supervisor – This position was posted effective February 4<sup>th</sup> and will remain posted until March 1<sup>st</sup>. Parks personnel are reviewing applications. Currently processing 1 applicant for this position.
- k. Concessions Attendant – This position was posted effective February 19<sup>th</sup> and will remain posted until March 29<sup>th</sup>.
- l. Part Time Parks Maintenance I Worker – This position was posted effective February 20<sup>th</sup> and will remain posted until March 22<sup>nd</sup>. We have received 2 applications for this position.
- m. Part Time Bailiff – This position was posted effective February 20<sup>th</sup> and will remain posted for 2 weeks. Received 3 applications for this position and are currently reviewing applications.
- n. Part-Time Swim Instructor – This position was posted effective February 25<sup>th</sup> and will remain open until March 13<sup>th</sup>. We have currently received 4 applications for this position.
- o. Police Officer – This position was posted effective March 5<sup>th</sup> and will remain open until March 29<sup>th</sup>. For this position a packet must be downloaded, completed and returned to the Police Department for applicants to apply.

#### Other Activities:

1. Continued work on the Personnel Policies Manual. Again, this has been a complete revamp of the entire manual. Have worked approximately 2 hours towards this project and it has involved reformatting items that were individually anchored, tabbed and blocked making changes difficult. I continue to work on proofreading 187 pages to bring to a complete finish adding policies approved already by City Council. The goal is to have this complete by the end of March.
2. Completed the administrative training for Perform Smart. This is our performance evaluation system. We have a few changes to make with the software from an administrative standpoint. I am currently reviewing the training modules for Managers and Supervisors. Completed training for Department Heads, Wage and Benefits committee and all Managers and Supervisors. We will complete training for the rest of employees next week and kick off the evaluation process the first week in April.
3. Completed the development and distribution of the Fire Chief RFP for executive recruiting services. This RFP has been placed on our website, advertised in several papers and individually sent out to a list of recruiters that we have developed. The RFP application process is set to be complete on Friday, March 22<sup>nd</sup>.
4. Completed the electronic upload to the IRS of our ACA forms and have received an "Accepted with Errors" message. We will determine what those errors are and will correct them and upload.
5. Friday, February 22<sup>nd</sup> will complete the Wellness Screenings for the wellness program. We ended up with 84 individuals going through the screening on that day. Indications at this point is that we would have 113 participants in the Wellness Program. Also, met with UCM official to coordinate their participation with this process. They will bring staff to screening and will be providing BMI screenings for employees. UCM access cards have been received and distributed to employees. A big thank you goes out to Jeanie McMurphy for helping distribute these cards

6. Completed the Madison National billing, which included the adjustments for the new wages at the beginning of the year. Joel Davila did a great job in working through this tremendous spreadsheet process and did a phenomenal job.
7. Processing benefits reconciliations for 2 payrolls.
8. Processed BCBS administration invoice, claims administrations invoice and Rx invoice.
9. Processed 4 garnishment letters and mailed checks for two payrolls.
10. Processed three months of bills for the Machs/IDEMIA fingerprints for all new hires since January
11. Processed 8 direct deposit changes for PD Officers due to FOP errors
12. Completed a public records requests by creating a spreadsheet to comply with the request and this took approximately 2 hours.
13. Completed 4 webcasts for SHRM-CP designation. These webcasts are 1 hour a piece and I receive an hour of recertification credit for each. The webcasts complete are as follows: Moving From Wellness to Wellbeing, Workers Compensation: Claims Management and Accident Investigations, Performance Evaluations and Effective Coaching, A Manager's Guide to confronting Performance Issues.
14. Joel Davila and I met with the Police Department and Parks Department to plan and implement a schedule for the Parks and Rec Summer hiring program.
15. Helped with the interviewing and rating of FEPO candidates.
16. Completed the random drug screenings for the first quarter of 2019.
17. Completed the compilation of City Manager performance reviews from City Council and provided information accordingly.
18. Completed the process of sending out the performance review materials to City Council for the City Clerk performance review.
19. Completed dues reports for the FD union and also a report for the FOP.
20. Reviewed and worked on three separate workers compensation issues.

#### Upcoming Activities:

1. Continue wellness program implementation until completed.
2. Continue to process ACA forms and upload to IRS.
3. Completed many new employee onboarding activities.
4. Continue coordinating performance evaluation system to completion.
5. Continue to catch up on documentation on several personnel issues.
6. Continue the cleaning and reorganizing of the Human Resources file room.
7. Provide harassment training refresher to Managers and Supervisor on site. Then coordinate refresher for all employees with online material and testing.
8. Continue participation in the monthly LMC meetings.
9. Continue to work on revision of the City Safety Manual.
10. Continue to orient and mentor our Human Resources Intern, Joel Davila.

### **CONVENTION AND VISITORS BUREAU** **Director, Marcy Bryant**

#### **Part-Time Position**

Mike Greife has accepted the part time communication coordinator. He comes to our organization with tremendous experience and education. We're excited to have Mike join our organization. He starts Monday, April 1.

### **April 2-General Municipal Election (Lodging Tax Increase)**

The WCVB has been out and about in the community presenting information on the lodging tax ballot measure. The next two weeks are going to be very busy for us! We have scheduled two ads to run in the Daily Star Journal, one the week of March 18 and one the week of March 25. We've been utilizing social media to convey

### **Event Info:**

*General Municipal Election, April 2*

Blaine Whitworth Foundation Go Big or Go Home 5K, Saturday, April 6

Old Drum Day Festival, Saturday, April 13

MIAA Outdoor Championship, May 3-5

Burg Fest\*\*\* is scheduled for Sept 27-28

\*Children's Literature Festival-Banners were placed at the entrances of Warrensburg. A welcome sign was placed at the Comfort Inn for authors/illustrators. A welcome packet with a water bottle, Scooby snacks and a wooden bookmark with the WCVB logo and UCM Children's Literature Festival was included.

\*\*I attended Old Drum Day Festival Committee meeting on Wednesday, Jan. 30. I will be attending the next meeting Wednesday, March 20.

\*\*\*I will be attending the next Burg Fest meeting on Monday, April 8. A special meeting with the American Heart Walk and Burg Fest organizers has been scheduled for Friday, March 29. I will be attending that meeting as well.

### **Reminder: Meeting Date/Time Changed**

The WCVB Board approved at the February meeting to move the monthly meetings to the first Wednesday of the month at 3:30 p.m. The board will continue meeting at the Warrensburg Municipal Center-Council Chambers, 200 S. Holden.

The June WCVB meeting is now scheduled for Wednesday, June 5. I am out of the office that week. We will need to discuss rescheduling for Wednesday, June 12 or another day/time in June.

### **Upcoming Meetings/Conferences**

Johnson County Economic Development Coordinating Board, Thursday, March 21

Dale Parson's retirement reception, March 25

Council Meeting, March 25

Burg Fest and American Heart Association Walk, March 29

WCVB Board Meeting, April 3

MO Bicentennial Meeting, April 22

Missouri Group Travel Exchange, May 6-8, Lodge of Four Seasons

(Reoccurring: City Staff Departmental Meeting-Every Tuesday at 9:30 a.m.)

*Lodging Tax Presentation Schedule:*

Warrensburg Rotary	Tuesday, Feb. 19 noon
Bryan Jacobs FB LIVE	Friday, Feb. 22 4 p.m.
Kiwanis	Tuesday, March 5 6 p.m.
Nolan Brooks FB Live	Tuesday, March 5 2 p.m.
Senior Center	Thursday, March 7 10:30 a.m.
Warrensburg Young Professionals	Wednesday, March 13 5:15 p.m.
KOKO Radio Show	Monday, March 18 9:10 am
Early Bird Rotary	Tuesday, March 19 5:30 p.m.
Chamber	Wednesday, March 20 7:30-9:30 a.m. (Coffee-come and go style)
Warrensburg Lions Club	Thursday, March 21 noon
Warrensburg Senior Center	Friday, March 22 11 a.m.
Chamber	Wednesday, March 27 5:30 p.m.
Chamber	Friday, March 29 11 a.m.-1 p.m.

**Police Department  
Police Chief, Rich Lockhart**



Donations continue to come in for Gunner's recruit. The Old Drum Realty fundraiser continues until the end of the month. They are matching all donations this month, up to \$5,000. Just stop by their office with a check. We are also one of the special emphasis projects for the 2019 Taste of Johnson County on April 9<sup>th</sup>. This event is hosted by the Warrensburg Early Bird Rotary.

We will begin deploying dash and body cameras mid-April for our 30-day trial.

We have openings for police officer and evidence technician. We are working with HR to get them filled as soon as possible.

We had 10 officers attend the Missouri State CIT conference. This 1 ½ day conference was a huge success and provided our officers with some fantastic training. I have several take aways that I will be working to incorporate.

**Parks Department**  
**Parks Director, Danielle Fessler**

### **Director's Report**

- Recreation Supervisor 1 Interviews will conclude at the end of this week. The candidate pool was strong and we are looking forward to the interviews and getting someone in that position.
- The Community Center flat roof project is ready to go to bid the first week of April. We have been working with Bill Graves on this project and are thankful for his expertise and help in this project.
- The floor in Multi ABC was refinished and looks great. This is something we try to do 4 times per year, as this is a highly trafficked area. It also helps prolong the life of the tile floor.
- A big thanks to Slim and his team, they allowed us to use some of their materials and equipment to fix some of the potholes in our parking lot. This winter has not been kind to the already deteriorating spots.
- The first big trip of the year is scheduled April 9<sup>th</sup>. The group will take the KC Street Car from beginning to end, with stops along the way. There are still spots, call the front desk to get signed up!
- We are getting ramped up for summer. As always, we are planning a big hiring event in April. This couldn't be done without help from Human Resources and the Police Department, we are thankful for their help in this process!!
- The last weekend of March will wrap up basketball, finally. We are looking forward to getting spring sports underway.
- Our spring soccer season didn't have enough participants and we had to cancel the spring season. While this is disappointing, it is also a blessing in disguise. We are now able to use this time to grow grass and groom the fields for fall.

### **Membership Update**

- The membership update this month show numbers as of 3/18/19.
- February has been updated on all spreadsheets, to show the total for the month.
- Percent change is showing the change from the previous month to the next month.

### 10 Punch Pass

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>October</b>	4	15	11	2	32	
<b>November</b>	2	7	3	1	13	-59%
<b>December</b>	7	15	10	0	32	146%
<b>January</b>	5	20	20	0	45	41%
<b>February</b>	3	12	11	0	26	-42%
<b>March</b>	1	4	13	0	18	-31%

### Annual Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>October</b>	2	10	0	0	12	
<b>November</b>	3	14	0	0	17	42%
<b>December</b>	4	15	0	0	19	12%
<b>January</b>	6	22	0	0	28	47%
<b>February</b>	6	27	0	0	33	18%
<b>March</b>	6	27	0	0	33	0%

### Monthly Membership

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>October</b>	170	63	6	5	244	
<b>November</b>	257	105	13	10	385	58%
<b>December</b>	272	115	25	13	425	10%
<b>January</b>	290	159	27	18	494	16%
<b>February</b>	299	175	31	24	529	7%
<b>March</b>	288	175	33	27	523	-1%

### Complimentary Memberships

	WPR Adult	WPR 50 plus	WPR Youth	Silver Sneakers	Total	Percent Change
<b>October</b>	64	0	33	4	101	
<b>November</b>	70	0	28	2	100	-1%
<b>December</b>	49	0	11	2	62	-38%
<b>January</b>	97	1	22	20	140	126%
<b>February</b>	86	6	40	7	139	-1%
<b>March</b>	53	1	25	4	83	-40%

### Membership Visits

	Adult Annual	50 Plus Annual	Youth Annual	Childcare Annual	Adult Monthly	50 Plus Monthly	Youth Monthly	Childcare Monthly	Adult WPR	50 plus WPR	Youth WPR	Silver Sneakers	Total
<b>October</b>	0	81	0	0	800	316	11	23	1166	0	606	414	3417
<b>November</b>	5	77	0	0	1307	544	45	80	1238	0	528	326	4150
<b>December</b>	3	69	0	0	1108	507	78	78	983	0	285	223	3334
<b>January</b>	8	145	0	0	1429	875	90	134	1660	2	394	493	5230
<b>February</b>	22	186	0	0	1135	830	83	118	1296	8	364	407	4449
<b>March</b>	13	124	0	0	753	651	72	61	887	7	244	285	3097

### Day Passes

	Adult	50 Plus	Youth	Childcare	Total	Percent Change
<b>October</b>	264	82	206	10	562	
<b>November</b>	259	113	259	31	662	18%
<b>December</b>	315	89	285	14	703	6%
<b>January</b>	325	114	446	17	902	28%
<b>February</b>	377	91	518	26	1012	12%
<b>March</b>	273	79	377	23	752	-26%

### Membership Revenue

<b>2017</b>	\$ 128,322.00
<b>2018</b>	\$ 142,851.77
<b>2019</b>	\$ 88,786.16

### Utility Costs

	2017	2018	2019
<b>Electric</b>	\$ 120,155.00	\$ 132,037.48	\$ 36,859.42
<b>Gas</b>	\$ 39,114.00	\$ 42,717.17	\$ 29,751.34
<b>Water</b>	\$ 43,645.00	\$ 20,182.81	\$ 9,720.98
<b>Total</b>	\$ 202,914.00	\$ 194,937.46	\$ 76,331.74

### Utility vs Membership Revenue

2017	\$	(74,592.00)
2018	\$	(52,085.69)
2019	\$	12,454.42

### Meetings attended this month

- Administrative / Director / Staff meetings
- Early-Bird Rotary
- NRPA Leadership Development Network Young Professional Conference Call
- Homelessness in the Parks Monthly Call
- MPRA Young Professional Network Call
- WCVB Monthly Meeting
- Inclusive Playground Wrap Up Meeting

### Important Dates

#### March

- 26<sup>th</sup> – 5K Prep and Go Session 2
- 28<sup>th</sup> – Home School PE Session 3
- 29<sup>th</sup> – Mother and Son Olympic Night

#### April

- 1<sup>st</sup> – Home School Aquatics Session 3
  - 1<sup>st</sup> – Advanced Toddler Sign Language
  - 3<sup>rd</sup> – Watercolor Workshop
  - 6<sup>th</sup> – Red Cross First Aid Training
  - 9<sup>th</sup> – KC Streetcar Day
  - 13<sup>th</sup> – Underwater Egg Hunt
  - 19<sup>th</sup> – Flashlight Egg Hunt
- 20<sup>th</sup> – Easter Eggstravaganza

## 2019 COMMUNITY DEVELOPMENT DEPARTMENT

### Activity during the Month of February

	<u>Feb-19</u>	<u>YTD 2019</u>	<u>Feb-18</u>	<u>YTD 2018</u>
<b>BUILDING PERMITS</b>				
New One & Two Family permits	0	4	0	1
Single Family Additions/Alterations permits	6	13	10	36
New Commercial, Industrial, Multi Family permits	1	1	2	3
Commercial & Industrial Additions/Alterations permits	4	9	4	8
Other Permits Issued	6	11	7	11
<b>TOTAL BUILDING PERMITS</b>	<b>17</b>	<b>38</b>	<b>23</b>	<b>59</b>
Plan Reviews	11	23	12	30
Building Inspections	108	290	105	203
Construction Valuation	\$1,064,420	\$2,221,117	\$6,105,099	\$6,701,241
<b>PLANNING &amp; ZONING</b>				
Plats	3	4	0	1
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	1	3	6	6
Board of Adjustment items	0	0	0	3
<b>CODE ENFORCEMENT</b>				
Garbage and Trash	0	0	0	1
Parking	0	0	1	4
Vegetation	0	0	0	0
Nuisance	11	18	7	11
Signs	0	0	0	0
<b>TOTAL CASES</b>	<b>11</b>	<b>18</b>	<b>8</b>	<b>16</b>
Active Cases in Community Development	1			
Active Cases in Court	1			
Closed Cases	17			
<b>PROPERTY MAINTENANCE</b>				
<i>Violations Not Cases</i>				
Accessory Structures	0	0	0	0
Mold / Pests	1	2	0	0
Roofs (Roof Assemblies)	0	0	0	1
Other Outdoor	0	0	1	2
Indoor	1	4	0	6
<b>TOTAL VIOLATIONS</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>9</b>
Active Cases in Community Development	29			
Active Cases in Court	0			
Closed Cases	4			