



CITY MANAGER REPORT

February 8, 2021

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

Dear Mayor and Council Members:

Last week staff celebrated Super Bowl LV Spirit Week and ended the week with a tailgate to-go. Staff was very appreciative to be able to show their Chiefs Pride.

The reed beds at the east and west plant are being dredged and cleaned out. Additionally, staff is working with engineers to move forward with blower replacement and SCADA upgrades at both plants. Spring will be a busy time for project managers and sewer plants. The sewer division was fully staffed for two weeks, but Friday, February 5 was the compliance technician's last day. Applications for the position will start being accepted next week.

The street division has been filling potholes and grading alleyways between snow/ice events. Staff is working on the sidewalk and curb and street maintenance program. With a decrease in the annual street maintenance budget in 2021, the plan is to only seal the streets that received polymer overlay in 2020. One vacancy was filled in January, but applications are still be accepted to fill two additional vacancies.

IT completed the security camera installation at the community center and exchange hybrid server upgrade last month. New laptops are still being distributed, and the change to Remote Desktop from Citrix platform for remote workers will be March 1.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. Personnel Policy Update
2. Animal Control Ordinance Revisions
3. Wastewater capacity study
4. Stormwater utility funding
5. Code enforcement revisions

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

February 1, 2021

Community Development Monthly Activity Report

The Community Development report for January is attached. Please let me know if you have any questions about the information presented.

Grover and Broad Streets Architectural/Historical Survey

Architectural and historical surveys provide a record of the built environment by documenting buildings, sites, and structures by location, theme, or architectural style. Information gathered includes construction dates, architectural analysis, alterations, etc. Surveys also provide a history of the survey area that may be narrowed to a certain timeframe or overall history.

The Grover and Broad Streets survey area was identified in the 2008 Cultural Resource Survey final report, which at the time identified this area as having several contiguous properties that could contribute to a potential historic district. Since the passage of the survey, the survey area requires further review due to alterations and demolition of properties within the survey boundary. The new survey provides a study of the architectural and historical record of the Grover and Broad Streets survey area, and it will assess if any properties are individually eligible or eligible as part of a historic district to the National Register of Historic Places.

The National Register of Historic Places is considered an honorary designation for properties and historic districts that are listed. Listing *does not* invoke local historic zoning overlay status, which is requested by the owner of an individual property or by consent of 60 percent written approval of owners for a historic district. Missouri and Federal law do not limit the rights of property owners of National Register listed properties. Property owners retain the right to maintain, manage, or dispose of their property as they choose provided that no federal funding, licenses, or permits are involved.

Owners of properties listed in the National Register may be eligible for a 20 percent federal investment tax credit for the certified rehabilitation of income-producing properties. Missouri taxpayers completing substantial rehabilitations of properties listed in the National Register of Historic Places may qualify for a 25 percent state income tax credit. The Missouri state credit applies both to income-producing properties and owner-occupied residential properties.

Property owners within the survey area boundary were notified by postcard on March 6, 2020 of a public meeting to discuss Grover & Broad Streets Architectural/Historical Survey. The notice was also published in the Daily Star Journal on March 6, 2020. Subsequently, the meeting was postponed due to the Warrensburg State of Emergency, and a postponement letter was sent to property owners on March 19, 2020. The public meeting was rescheduled for October 28, 2020. Property owners within the survey area boundary were notified by postcard on October 2, 2020. The notice was also published in the Daily Journal on October 2, 2020. A final public meeting will be scheduled to present the results of the survey in the spring. Since the beginning of the survey, a staff report has been provided on the Historic Preservation Commission agenda annotating a summary of the survey and its timeline for completion. Despite the setbacks with the pandemic, staff and HPC will have the survey completed at its scheduled time this spring.

2021 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of January

	Jan-21	YTD 2021	Jan-20	YTD 2020
BUILDING PERMITS				
New One & Two Family permits	0	0	0	0
Single Family Additions/Alterations permits	2	2	7	7
New Commercial, Industrial, Multi Family permits	0	0	0	0
Commercial & Industrial Additions/Alterations permits	2	2	3	3
Other Permits Issued	8	8	7	7
TOTAL BUILDING PERMITS	12	12	17	17
Plan Reviews	9	9	10	10
Building Inspections	115	115	115	115
Construction Valuation	\$58,013	\$58,013	\$1,069,973	\$1,069,973
PLANNING & ZONING				
Plats	0	0	0	0
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	0	0	3	3
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	21	21	4	4
Parking	4	4	0	0
Vegetation	0	0	0	0
Nuisance	55	55	6	6
Signs	0	0	0	0
TOTAL VIOLATIONS	80	80	10	10
Active Cases in Community Development	72			
Active Cases in Court	11			
Closed Cases in January	53			
Unfounded in January	0			
Closed Cases YTD	53			
Unfounded Cases TYD	0			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	0	1	1
Mold / Pests	2	2	0	0
Roofs (Roof Assemblies)	1	1	2	2
Other Outdoor	1	1	7	7
Indoor	3	3	0	0
TOTAL VIOLATIONS	7	7	10	10
Active Cases in Community Development	39			
Active Cases in Court	5			
Closed Cases in January	1			
Unfounded in January	0			
Closed Cases YTD	1			
Unfounded Cases YTD	0			

Human Resources

Greg McCullough, Director

February 4th, 2021

Human Resources Activities:

1. Positions

- a. Street Maintenance Worker I – This position was posted on October 20th and will remain open until filled. We still have a couple of positions to fill and have received 2 applications since my last report.
- b. Firefighter/EMT – This position was posted again on October 19th and remains open until filled. The Fire Department has recently interviewed and tested 2 individuals for full-time positions. We have received an additional 3 applications for this position since my last report.
- c. Part-Time Firefighter and Student Resident Firefighter – This position is currently closed. However, the Fire Department interviewed and tested another 3 individuals for this position recently and are awaiting results. We have as many part-time Firefighters as we have had for awhile.
- d. Police Officer Trainee – This is a new position that has been created to bring on an individual as an employee while they are going through the Academy. In addition, we will be offering to pay costs of tuition for them to attend the Academy and create policy and reimbursement agreement to accommodate this process. We hope this helps in recruitment and I am sure that Chief Lockhart will have more information. We have 2 Trainees that will be starting as employees and in this next Academy class.
- e. Police Officer/SRO – This position was reposted on September 10th and will remain open until filled. As of today we have 1 application for this position. An offer letter has been made to this candidate and accepted. Chris Cole began his employment in this role on February 1st.
- f. Police Officer – This position was posted on September 21st and will remain open until filled. As of today we do not currently have any new applications that I am aware.
- g. Police Administrative Assistant – This position was posted on December 23rd and is scheduled to come down on January 15th. We currently have 26 applications for this position and applications have been reviewed with interviews being scheduled.
- h. Parks Recreation Supervisor – This position was posted on December 22nd and the closing date has been extended to February 14th. We have received 12 applications for this position to date.
- i. Parks Part-time Indoor Soccer Official – This positions was posted on February 1st and will close on February 14th. At present we have received 2 applications for this position.

Other Activities:

1. Completed a total of 2 employment verifications for various purposes. In addition, we have completed 3 wage certifications with LAGERS due to two employees who have resigned and 1 who has retired.
2. Kathy has been spending dedicated office hours at the Community Center to provide HR services to Parks and Recreation. Requests are received from Parks personnel regarding HR services desired each Monday and Kathy completes a report each Friday on tasks accomplished. Kathy has completed these hours with Parks and Rec the past two weeks on Tuesday and Thursday. She has been assisting in the onboarding process for 3 positions which include: Parks Summer Day Camp Director, Parks Summer Day Camp Counselor, Parks Community Center Attendant.
3. Kathy and I completed the processing, printing, stuffing and delivery of the ACA 1095-C forms for 2020. These forms were required to be given to employees by March 2nd, however they were delivered to employees on February 2nd and 3rd. Jeanie McMurphy from Finance assisted in the sorting and distributing these forms. Former employees 1095's were mailed on February 3rd.
4. Worked on several different personnel items this last month which has taken much time in terms of meetings and completing the necessary documentation. These included topics such as personnel policies and individual personnel situations.
5. Worked with Finance to process all EFMLA and EPSLA forms for payroll and recordkeeping purposes. Analysis of any continuing claims is done on an ongoing basis including processing our extensions per recent City decision to allow extensions to March 31st.
6. Processed all payroll reconciliations which proved to be more difficult than normal simply due to being the first pay period of the new year and having to make sure new benefits were correct and this included: VOYA, Surency HSA, Surency FSA, Delta Dental. Madison National we had to make a final payment and we have switched carriers for our life, LTD and STD coverages to Mutual of Omaha beginning January 1st.
7. We continue to work on our wellness program. We have begun to look at what we can do to alter our previous program options due to the recent events associated with the pandemic. We have worked on a program with UCM to provide us an intern over the Summer session to help us design, market and implement programs with our Wellness program. We have recently met with Professor Doyle to begin the process for this next semester.
8. Completed report of injury paperwork on 2 incidents this week. One of these report did require a medical appointment to be completed. Continue to work with workers compensation insurer on 2 ongoing claims. One report was also made for information only to our casualty carrier.
9. Worked on reviewing a couple of different job descriptions for departments due to employees leaving and prior to posting the job currently.
10. Working on a training program for Managers/Supervisors that provides the basics of the following: hiring and hiring processes, performance evaluations, documentation, FMLA, ADA and many other human resources responsibilities for their positions. Have found an ADA video that we will use in a future Department head meeting for training. We will then evaluate for providing to other managers and supervisors. Additional time spent in our old records room in the Municipal Center, designing a plan to consolidate old

personnel records to make room for adding additional records from our storage room within City Hall.

11. Kathy and I continue to work with Lissa Bigge at the McInnes Group and the great people at EASE to develop our online enrollment process that we will be using this year for open enrollment. . We also found out that we will be able to use this portal to load all of our onboarding paperwork and utilize this for all new hires as well. Completed our electronic open enrollment in November utilizing the EASE system and have received great feedback from employees on this system. Unfortunately, the back end of this system did not go as smooth as hoped and we have been working on those issues and continue to work out billing issues.
12. Completed my 24 hours of required training to keep my CPCU designation in good standing.
13. Finally, Kathy developed a spreadsheet and formula which will help us automate and reconcile, much more efficiently, our BCBSKC administrative costs. We will be utilizing these as we reconcile our next bill.
14. We have continued to work with Mason Floyd to develop the revisions to our Personnel policies. Mason has sent these changes to various stakeholder groups and we are awaiting those responses and will review as a team.
15. Continue to work on special projects as directed.

Upcoming Activities:

1. Continue wellness program development and implementation until meets goals of City for this program. We keep moving this forward but will require continual review for the near future.
2. Working with Mason Floyd to accomplish this task. Complete additional revisions to our personnel manual, take to Council for approval and publish online to our intranet for all to have access. We will also provide a form and require everyone to review manual and sign form that they have reviewed the manual. These revisions will be brought to Council in January.
3. Continue updating and coordinating performance evaluation system to prepare for the Spring evaluation cycle.
4. Continue to catch up on documentation on several personnel issues.
5. Continue the cleaning and reorganizing of the Human Resources file room.
6. Continue to work on revision of the City Safety Manual.

Respectfully Submitted,

Greg McCullough
Human Resource Director

**Police Department
Chief Rich Lockhart**

We swore in our newest officer, Chris Cole. PO Cole will be serving as an SRO when he completes his field training. He served with the Jackson County Sheriff's Office and the Independence Police Department. With more than 10 years of experience, we are excited to have Chris as part of our family.

With one new officer, I am sad to report we are losing 2 others. Cpl. Andrew Frazier is leaving to work with the State Emergency Management Agency in Jefferson City. We will miss Andrew and his leaving will also be felt with our Warrensburg School District. As our most experienced SRO, it will be difficult to replace him. His last day is February 14th. PO Seraphina Villani also notified us that she is resigning from WPD to accept a full time position with the 509th Bomb Wing's Medical Corps. Seraphina has been with us for more than 3 years and her experience will be missed. Her last day will be February 14th. We will be down 8 police officers with these 2 resignations.

With Andrew's departure, we are moving Layne Fischer in to the schools as an SRO. Layne is a native Warrensburg resident and is very excited to get in the schools.

WCVB DIRECTOR'S REPORT
Marcy Bryant, Director of Tourism
February 3, 2021

Missouri Division of Tourism Marketing Matching Grant 2.0

The WCVB was notified it is eligible to apply for MDT's MMG 2.0 for \$21,747 for eligible advertising expenses. The grant can only be utilized for advertising expenses approved by MDT. The grant is a 100% reimbursement grant.

The WCVB Board will review the application and agreement for advertising services at the February 11, 2021 Board Meeting.

Pending award of the MMG 2.0, the WCVB will have been awarded more than \$130,000 in grant funding in the last six months.

Website

We continue to work with CivicPlus on the website redesign. The goal is to have the redesigned site live spring 2021. We are very appreciative of the City and Mason Floyd allowing the WCVB to participate in discussions regarding the website overall design. I participated in a meeting on Wednesday, January 6 regarding the WCVB's overall design and the options available due to the Board's approval of the ultimate department header package.

The next meeting is Tuesday, February 9. During that meeting the design for the WCVB's site will be previewed.

UCM 150 Celebration in 2021

The WCVB along with the Warrensburg Chamber and Warrensburg Main Street are serving on UCM's Sesquicentennial committee. The three organizations are working together to host events 2021 in collaboration with UCM Alumni and Foundation and other departments/offices to show appreciation to UCM faculty, staff, and students. The celebration's website is

150.UCMO.edu. A list of events is included on the site.

The WCVB is working with UCM's Office of Integrated and Marketing Communication to assist with the celebration's marketing efforts. The WCVB secured a full-page ad in the January/February 2020 Missouri Life issue and the celebration was highlighted in the Missouri Life E-newsletter on January 21. Both ads were geared to alumni and/or past members of the UCM community promoting upcoming events. Both ads were placed at the expense of the WCVB.

There will be additional advertising covered by the WCVB throughout 2021. There are numerous events in the works that will draw alumni and current UCM families to the community throughout the year.

WCVB 2021 Community Grant Program

Information was presented to the Warrensburg Economic Coalition at their November, December and January meeting. Letters were mailed to past recipients and event venues on Friday, Dec. 11. Past recipients received an email on Tuesday, Dec. 29. The press release was distributed on Friday, Dec. 11 and Tuesday, January 12. Social media posts started Friday, Dec. 11 and continued until Friday, Jan 29.

The deadline to apply was Friday, Jan. 29.

The WCVB Board will be reviewing applications submitted by the deadline at the February WCVB Board meeting in closed session. An announcement on the awards will be made after the applicants have been notified.

Groups: UCM Statewide High School Counselor and Community College Advisors

I was contacted by UCM's Office of Admissions to provide community information bags (25) for the Missouri High School Counselor and Community College Advisors group coming to Warrensburg the week of Feb. 22.

WCVB Board Meeting

At the December board meeting, the board decided in consensus to continue meeting for the monthly board meeting via Zoom through April 2021. At the end of each meeting the Board will discuss if it needs to be changed to in-person. The meeting log in information is included on the meeting's agenda found on the City's website and a separate page on the WCVB's website (VisitWarrensburg.com) under the "About" section.

WCVB Board Members Reappointment/Appointment

In 2021, the Board has several board members whose term will expire.

Ginny McTighe

Dana Phelps: Finishing term of Chelsea Cantrell

Diane Whitworth

Mason Wirsig: Finishing term of Cliff Gower

The board members have been asked to reapply if they are interested. As per the WCVB Bylaws, the reappointments will need to be made in June. The WCVB new year begins July. Everyone who's term expires is eligible to reapply.

If you know of someone who may be interested in serving, please let them know about the board and give them my contact information.