



CITY MANAGER REPORT

August 23, 2021

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

Dear Mayor and Councilmembers:

The third session of Leadership Missouri was hosted in Warrensburg, Missouri this month. The group visited the Dollar Tree Distribution Center, University of Central Missouri, Warrensburg Police Department, Culton's and Phantom V Distillery, and the Johnson County Circuit Court. Although the tours of Whiteman Air Force Base and Western Missouri Medical Center had to be cancelled due to coronavirus, the Class of 2021 had a great visit in Warrensburg. The group was appreciative of our hospitality and even more complimentary of our community and partnerships that were demonstrated at each visit.

Barb Carroll, Community Development Director, and I met with Tyler Riordan, Republic Services Municipal Sales Manager, to discuss some of the transitional issues between Republic Services and Heartland Waste over the last few weeks. We are glad to have made the contact with Republic Services and feel we have a path forward to smoothing out some of the ongoing concerns and issues with trash pick ups in our community.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. American Rescue Plan Act funds
2. Wastewater rates study
3. Stormwater utility funding
4. Pavement condition index study

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

August 18, 2021

340 Hawthorne Blvd Mowing

City staff has completed the administrative hearing process and ordered the property at 340 Hawthorne Blvd to be mowed. This is the area of tall weeds in grass north of Marshalls and east of Zaxby's. The City's mowing contractor will be mowing the area by the street and the overgrown islands on the lot owned by Omar Dewan in the coming days. The costs to have the property mowed will be recorded as a lien against the property.

Just Bag It-Get the Red Out

Code Enforcement Inspector Jane Heavin will be manning a booth at UCM's Get the Red Out street fair on September 2. Jane and I will be giving out free trash bags with a sticker on them that says Just Bag It. We are encouraging students that live off-campus to bag their trash before putting it out at the curb. This will help keep it from blowing around and reduce litter as well as keep animals out of it. Tyler Riordan with Republic Waste will join us in our booth to promote signing up for trash service as well as educating students on calling and arranging a special pick-up before placing couches, mattresses or the contents of their apartment at the curb.

Downtown Façade Grant Program

The Downtown Façade Grant committee consists of myself, Jill Purvis at Main Street and Andrea Glinn from the Historic Preservation Commission. We have been discussing and will be bringing forward some proposed changes to the grant program for consideration by City Council at one of the September meetings. Any changes made to the program will start with the next grant cycle that opens on October 1, 2021, and will stay within the dollar amount in the proposed FY22 City budget.

Human Resources

Greg McCullough, Director

August 19th, 2021

Human Resources Activities:

1. Positions

- a. Street Maintenance Worker I – This position remains posted and open until filled. We remain to have two positions open at the present time. We have not received any additional applications since my last report.
- b. Water Pollution Control Lab Technician – This position was posted on August 16th and will remain posted until August 29th. We have not received any applications yet for this position.
- c. Firefighter/EMT – This position remains posted and remains posted or open until filled. We have recently moved three part-time Firefighters to full-time positions and they will begin these duties next week. However, we also know that two of our current Firefighters are on lists for Metro positions. We have also received an additional 3 applications for this position since our last report bringing our total applications received in the last month to 8 applications.
- d. Part-Time Firefighter and Student Resident Firefighter – This position was posted on July 2nd and closes July 31st. This position has now closed and is no longer posted.
- e. Police Officer/SRO – This position remains posted and will remain open until filled. As of today we have had no additional applications for this position that I am aware of.
- f. Police Officer – This position remains posted and will remain open until filled. As of today we have 2 applicants that will be interviewed this week
- g. Police Officer Trainee – We have extended offer letters to a couple of candidates who are in the next academy class and both accepted so we now have a total of three Cadets in the next academy class that will begin work with the City in the future.
- h. Parks Maintenance I – A Parks Maintenance I position remains available and a new posting will come out today and be posted for approximately 2 weeks.
- i. Parks Recreation Supervisor for Fitness – Recently we had a resignation in this position and do this positions was posted on August 2nd and will close on August 15th. Interviews are ongoing for this position and an offer will be made in the near future.
- j. Several Parks and Rec position postings just expired and interviews are ongoing. However, I believe we will have some additional position openings that will be posted in the near future.

Other Activities:

1. Completed a total of 4 employment verifications for various purposes. In addition, completed 3 wage certification for loan purposes and also completed 3 wage certifications with LAGERS for individuals who have terminated employment or are getting ready to retire with the City of Warrensburg.
2. Kathy continues to spend all day on Tuesdays and Thursdays at Parks and Recreation as a dedicated Human Resource presence. Again, she helps in placing advertisements for employment, interviewing applicants and providing general human resource guidance on a variety of topics. Also provides guidance regarding payroll and time keeping questions or topics. Assisted with interviews and completing offer letters for various positions.
3. Worked with Lee Szyborski, GovHR USA, City Manager recruiter to provide City Council an opportunity for second round interviews of candidates. We have completed that process and are now planning for the final part of the process. This accounted for a great deal of time this week.
4. Completed 1 first report of injury forms and submitted to Missouri Rural Services. I informed that our workers compensation adjuster changed and I spent a good portion of a morning bring the new adjuster up to speed with our workers compensation cases.
5. Working to establish our next Safety Committee with Jake Wolfenden.
6. Completed all reconciliation and bill payment last week that is usually required with the payroll process.
7. Completed the reconciliation of the BCBS monthly administration fee bill for both full-time staff and COBRA eligible individuals.
8. Prepared and completed two exit interviews and prepared for two more to be completed next week.
9. Completed the development of an ADA training power point presentation for our managers and supervisors. This program has been completed. Will work with Interim City Manager to get this scheduled for presentation.
10. Working on completing various procedures documentation for Human Resources to allow for ongoing processing and continuation of Human Resources functions.
11. Kathy continues to work extremely hard on obtaining vaccination records from employees required by City policy and setting up a spreadsheet for us to be able to track and inform employees when it is time for any updates.
12. Continue to work on special projects as directed. I have recently received a special project that will take a considerable amount of my time over the next couple of weeks.
13. Received the Patriotic Employer award and plaque from the Office of the Secretary of Defense. This was presented by Tom Krahenbuhl, Chair of Missouri, ESGR. This was for the City of Warrensburg's support of our National Guard and Reserve forces.
14. Finally, obtained the E-Verify MOU that was required for us to submit with grant.

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. Continue to update PerformSmart as a result of Spring evaluation process and prepare the system for the Annual evaluation process.
3. Continue to catch up on documentation on several personnel issues.
4. Continue the cleaning and reorganizing of the Human Resources file room.
5. Continue to work on revision of the City Safety Manual.

Respectfully Submitted,

Greg McCullough
Human Resource Director

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
August 18, 2021

I'm not sure where to start!!

We've been busy the last few weeks. This week we have a bit going on as well!

Recap Missouri Bicentennial Events/Projects:

Thank you to everyone who volunteered, attended, and supported all the events we had in celebration of Missouri's 200th Birthday! None of them would have been possible without so many coming together. A special shout out to the WCVB Board, City leaders and departments who assisted with all the events: Parks and Recreation, Public Works and the Police Department.

Birthday Party at the Farmers' Market: Saturday, August 7

We partnered with the Warrensburg Farmers' Market on Saturday, August 7 to have a birthday party for Missouri at the Farmers Market. We had cupcakes, ice cream cups, a birthday card attendees signed to wish Missouri a happy birthday, Visit Warrensburg tote bags with community information, activities for children and more.

100 cupcakes, 100 community bags and 100+ ice cream cups were distributed.

Ice Cream Social: Tuesday, August 10

The Missouri Bicentennial Commission asked communities, organizations, or ice cream shops to come together on August 10 and celebrate Missouri's 200th anniversary of statehood with an ice cream social. It was only fitting with the ice cream cone being Missouri's official state dessert! We asked everyone to share pictures of their ice cream social and use the hashtag #ScoopsAcrossMissouri.

On the evening of Tuesday, August 10, the WCVB, City of Warrensburg and Warrensburg Parks and Recreation hosted a community ice cream social at 7:30 p.m. in Grover Memorial Park. We had free ice cream and entertainment by the Burg's very own John Kennedy. The birthday poster was available for attendees to sign.

100+ ice cream cups were distributed.

Special Visit: Thursday, August 12

Missouri Governor Mike Parson and First Lady visited the Johnson County Historical Society grounds, 302 N. Main, Warrensburg at 1:15 p.m. Thursday, August 12 in celebration of Missouri's Bicentennial. The mayor kicked it off by welcoming everyone.

Bill Wayne and Bruce Uhler presented the Old Drum story on behalf of the historical society.

The Johnson County Historical Society opened the old courthouse, one room schoolhouse and museum for tours. Cookies, bottles of water and hand fans were distributed.

We provided a gift bag for the Governor and First Lady along with beautiful flowers from Awesome Blossoms upon their arrival.

We estimate 50+ people attended.

Bicentennial Time Capsule

The City of Warrensburg and the WCVB worked together on a submission for the Missouri Bicentennial Time Capsule project the Saint Louis Ambassadors and the State Historical Society of Missouri are partnering together to create.

The capsule will be housed at the State Historical Society of Missouri. It will be reopened and shared with the public in 2046! The submission included the book Images of America Warrensburg, Missouri written by Lisa Irle, the Warrensburg Visitor Guide, and a letter from Mayor Holmberg.

Upcoming Projects/Events/Groups:

WCVB Strategic Plan (Update)

The Board met on Monday, August 2 (2-5 p.m.) and Tuesday, August 3 (9:30 a.m.-noon) at the Warrensburg Community Center to discuss the current plan and needed revisions. The two sessions were exciting and very productive. The strategic session will be presented to the WCVB Board for approval at the August WCVB Board meeting.

The board identified numerous goals with a good mix of long-term and short-term. There will be committees assigned to each goal. The strategic plan will be a standing item on the board's monthly agenda. During that time updates will be provided on the status of the action steps. The goals encompassed the Visitor Center, Networking, Financial Procedures/Goals, Research-Visitor Profile Study and Marketing Plan creation.

WCVB Budget FY 21-22

A preliminary budget was presented to the Board at the July meeting. The strategic plan the board worked on August 2-3, will play a big part in the organization's budget. The budget will have necessary revisions made and presented to the board for approval at the August WCVB Board Meeting.

Missouri Travel Alliance...Travel Missouri Exhibition Thursday, August 19

The WCVB will have a table at the MTA Travel Missouri Exhibition on Thursday, August 19 at the Missouri State Fair. The Visitor Center will be closed that day.

Leadership Missouri Wednesday, August 18-Friday, August 20

The WCVB was notified last week the Missouri Chamber Foundation's program Leadership Missouri had revised their August meeting location. They are coming to Warrensburg! We are so excited to have them. The organization consists of leaders throughout the state, including our very own Interim City Manager Danielle Dulin. We have several area community leaders who are program alums, including Council Member Lund and Suzanne Taylor, Warrensburg Chamber of Commerce director.

The WCVB is a sponsor for the visit. The group has secured 29 rooms for two nights! We will have welcome bags in each room to help them know how excited we are to have them in our community. I will also attend the opening workshop on Wednesday, August 18 at the Dollar Tree to help welcome the group to our community.

We greatly appreciate the opportunity to assist with the organizations visit!

WCVB Board Meetings

The next WCVB Board Meeting will be held at 10 a.m. Wednesday, August 25 via Zoom.

WCVB Grant Update

No grant applications were submitted for the July 30, 2021 deadline.