

TO: Warrensburg City Council
FROM: Danielle Dulin, City Manager
DATE: February 28, 2022
RE: City Manager Report

Information Technology partnered with the Warrensburg Area Career Center for the last several years to provide internships for three students. The students were instrumental in upgrading the network infrastructure at Fire Station 2 during the current school year. Upgrades included replacing network cabling installed in the 1990s and an overhaul of the A/V equipment in the Warrensburg Fire Department training room.



The street crew is getting their winter weather fix this month. After a few years without a significant winter weather event, the crew has had three overnight snow/ice operations this month. Fortunately, the crew and equipment are holding up to harsh conditions. We have appreciated the community's patience and cautiousness through all the storms.

Future Topics for City Council Meetings or Work Sessions

1. Goal setting for city manager
2. Street maintenance program
3. Electronic payment options
4. Stormwater utility funding

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

February 24, 2022

Home Improvement Class

The Building Official and City Planner offer an annual, free Home Improvement Class for homeowners. The class is intended to familiarize attendees with building and zoning code requirements as well as how to apply for a permit and schedule inspections. The class information is tailored to the type of project the attendees are considering and typically include basement finishes, remodels, decks, fences and sheds. This year's class is scheduled for **Tuesday, May 10th, 6-8:00 p.m.** at Community Center, Room C. Attendees will receive a \$25 credit towards a future building permit.

Restaurant Week

Restaurant Week kicks off Friday, February 25 and runs through March 6. Please get out and support our restaurants and enjoy some local flavor over the next 10 days. See the attached flyer for more information.

FIRE DEPARTMENT

Kenneth Jennings, Fire Chief

February 23, 2022

Department Activity

Emergency incidents are up 12 percent for the year in comparison to the same period last year. At the time of this report, crews have responded to 184 incidents.

Staff has logged 1525 hours of training. Daily training has always been a primary focus of our operation however, with an increase in new staff training time has become a large portion of each shift.

Hiring Processes

Employment offers for full-time positions have been made to three applicants. These positions are expected to start within the next couple of weeks. Two vacant full-time positions remain open, and we continue to work through the hiring process to fill those positions.

Promotional interviews for the vacant Battalion Chief position will be complete February 25, 2022.

Radio Communication Project

Deputy Chief Oxley and I met with Johnson County Central Dispatch and their radio system consultant, Tusa. The meeting identified radio communication issues and the current and future communication needs for our operations.

Human Resources

Greg McCullough, Director

February 23rd, 2022

Human Resources Activities:

1. Positions

- a. City Clerk – An offer letter has been extended and accepted this week for this position. The individual selected will start the week of March 21st. We had over 90 applications for this position and all phone calls and letters associated with informing applicants of the status of this position have been made or sent. An announcement will be upcoming shortly.
- b. Street Maintenance Worker I – This position remains posted and open until filled. We have two remaining positions open at this time. We will be interviewing as applications are received and reviewed. We have not received any additional applications since our last report.
- c. Water Pollution Control Lab Technician – This position has now been filled and the individual started employment on February 14th.
- d. Water Pollution Control Operator I – We will be posting this position again in the very near future.
- e. Firefighter/EMT – This position remains posted or open until filled. We have received multiple applications for this position, and I know that interviews have been completed with several applicants. Offers have been extended to one part-time for a full-time position and two other offers extended to external applicants. We are currently waiting for responses to these offers.
- f. Part Time Firefighter and Student Resident Firefighter – This position was reposted on February 12th and will close on March 11th. We currently have 1 application that has been received since reposting.
- g. Police Officer/SRO – This position remains posted and will remain open until filled. I do not have any information regarding applications received at the Police Department.
- h. Pollice Officer – This position remains posted and will remain open until filled. A conditional offer letter has been extended to 1 applicant and we are awaiting a response.
- i. Police Officer Trainee – This position was posted on October 15th and will remain posted until filled for the next Cadet class. A conditional offer letter has been extended to an applicant for this position as well and we are awaiting a response.
- j. Part Time Police Records Clerk – This position was posted on January 19th and will remain posted until filled. We have received one application for this position since our last report. We have raised this position to the Featured section and hope this will generate additional applications. We will also look at a couple of other options with this posting.
- k. Park Operations Superintendent – This position was posted on November 4th, 2021 and this posting has expired. We have received 9 applications for this position and interviews for this position have been completed. An offer letter has been extended and accepted for this position. Background checks have been completed and this employee will begin Monday, February 28th.

- I. We have been working with the Parks and Recreation department and all of the Summer/Seasonal positions have been posted to our website as open until filled. We wanted to get all of the positions posted prior to the Job Fair on February 28th. These positions include: Baseball/Softball Officials, Community Center Attendants, Concessions Attendants, Day Camp Counselors, Fitness Attendants, Group Fitness/Wellness Instructors, Part-time Indoor Soccer Officials, Part-time Marketing Coordinator, Part-time Parks Maintenance I Worker, Part-time Personal Trainers, Part-time Swim Instructors, Site Supervisors and Summer Day Camp Coordinator.

Other Activities:

1. Completed the City Clerk search process and our new Clerk will start on March 21st. We also completed making the phone calls and send out the letters to the over 90 applicants we had submit applications for this position. Also, completed all of the documentation associated with this process.
2. This week we completed printing, stuffing a delivering all of the 1095-C Employer Provided Health Insurance Offer and Coverage forms to current active employees and mailed them to those who were employed with us during 2021. This process involved a total of 144 forms.
3. Assisted the Fire Department with their BC interview process.
4. Assisted the Fire Department with some additional meetings requiring Human Resources personnel.
5. Had a meeting with an instructor regarding future Manager/Supervisor training on-site for ADA, harassment awareness and legal concepts for managers and supervisors that we will provide in late Spring.
6. Organized and set up a Safety Committee meeting on March 8th. Jake Wolfenden will be in attendance who is our Safety Consultant from Summit Safety Group.
7. Kathy spent a great deal of time getting ready for the Job Fair, working on our Wellness program and completing entry and documentation associated with hiring and changes.

Upcoming Activities:

1. Continue to work on hiring personnel for our various open positions.
2. Continue to work on the development of a revised City Safety Manual and completing setting up a Safety Committee meeting with Jake Woolfendon.
3. Continue to reconcile City benefits statements due to beginning of year wage changes that affect various benefits.
4. Meet with our UCM 4410 Wellness program students and administrator on Friday to coordinate wellness activities for the semester.
5. Any other projects as assigned.

Respectfully Submitted,

Greg McCullough
Human Resource Director

Police Department
Interim Chief Andrew Munsterman

On Monday, February 21st, 2022, we completed final command interviews for Jevon D. Williams and Melissa Ducos. Williams is currently in the police academy and Ducos is a Deputy working at the Johnson County Jail. We gave a conditional offer to Williams pending a successful completion of a computerized voice stress analysis (CVSA), psychological exam, and graduation of the police academy and he accepted. We gave Ducos a conditional offer pending a successful completion of a computerized voice stress analysis (CVSA), psychological exam, and a physical agility. Deputy Ducos accepted the offer on February 24th, 2022. Once these two complete the hiring process, we will be at 31 Officers.

On Friday, February 25th, 2022, at approximately 0215 hours, officers responded to 410 Anderson Street for a structure fire. WFD responded and doused the fire. WFD confirmed no one was inside the house. Neighbors reported not seeing anyone stay at the residence for a couple of weeks. The structure fire is still under investigation by the WFD with any assistance needed from the police department.

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
February 23, 2022

Community Information Distribution

The WCVB was able to deliver 150 community information bags to first grade students at Ridge View Elementary School. We have made contact with a first-grade representative at Maple Grove and we'll be delivering their first grade students packets early next week.

We were able to put together welcome bags for those visiting including Missouri Governor Mike Parsons and First Lady Theresa Parson; and Jerry Hughes-Nationally Recognized Photographer.

Social Media

The WCVB's spring digital campaign will soon be launching. Our goal is to kick them off next week. The WCVB works with Madden Media to administer the campaigns. The campaign costs are reimbursed (70/30) through the Missouri Division of Tourism's Marketing Matching Grant. The Google display ads and FB video will focus on family fun!

Grant Update

WCVB 2022 Grant Program:

WCVB Grants were awarded to Johnson County Cancer Foundation Golf Tournament, Blaine Whitworth Foundation Golf Tournament, and the John W. Boone Heritage Foundation-Blind Boone Symposium.

The next grant application deadline is Friday, April 29.

Training/Meetings-Out of Office

I will be out of the office the below dates:

PTO: March 7-9

Thursday, March 24 Missouri Division of Tourism Road Show in St. Joseph

Visitor Profile Study

The WCVB Marketing Committee will be working with Missouri Division of Tourism staff to create a plan to complete a Visitor Profile Study in 2023. We will also work with Johnson County Economic Development Corporation to ensure the data collected will assist them in their mission as well.

2022 WCVB Board Meetings

During the September 2021 Board Meeting, the Board agreed in consensus to hold in-person meetings quarterly throughout the year and by Zoom the remainder of the year. Information regarding the meetings can be found on the City's and WCVB's websites. The in-person meetings will be held at the Municipal Building in the Council Chambers.

April In-Person Meeting Note: The meeting will convene at the Municipal Center and then move to 205 N Holden where a walk through of the property will be held for the WCVB Board. This is the property the Board purchased to utilize for the Warrensburg Visitor Center.

2022 Meeting Schedule:

In-Person	Zoom
January	February
April	March
July	May
October	June
	August
	September
	November
	December