



TO: Warrensburg City Council
FROM: Danielle Dulin, City Manager
DATE: March 14, 2022
RE: City Manager Report

Information Technology worked on troubleshooting a few issues with the new Zoom phone system last week. The sewer collections line was ringing simultaneously instead of sequentially as preferred by the team. IT was able to come in over the weekend and rectify the issue. There are still a few growing pains, but overall, the new system is working very well especially when staff needs to work from home.

The most recent snow storm recorded nearly 8" of snow fall overnight Thursday and into early Friday morning. The events over the last month have required quite a bit of material depleting the inventory. Staff is looking to restock material to make sure we have plenty of sand and salt for any ice storms this spring. Additionally, two members of the water pollution control division have been cross-training on snow operations. The street crew is still down two.

Staff has been sending requests for letters of support for reapplication to the RAISE grant in 2022. There is still significant interest and support from community partners.

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

March 8, 2022

Community Development Monthly Activity Report

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

ADA Transition Plan Update

ADA Coordinator Brett Penrose is currently working to update the City's ADA Transition Plan. The Transition Plan, required by the Americans with Disability Act, must be updated every three years and is a comprehensive evaluation of the City's facilities and programs to ensure accessibility to the public. Penrose is currently performing inspections of all City-owned parking lots, City buildings, sidewalks and parks and will then begin evaluating all programs offered by the City to ensure inclusiveness for all who participate. Penrose plans to complete the update later this year.

Solid Waste Management Grant Application

Staff is in the final stages of preparing the grant application. I have had conversations with four firms this week and am waiting to receive the quotes from them in order to finalize the grant amount we will request. The grant application must be submitted on Tuesday, March 15, so I hope to be able to give a final update at Monday night's meeting.

2022 COMMUNITY DEVELOPMENT DEPARTMENT

Activity during the Month of February

	<u>Feb-22</u>	<u>YTD 2022</u>	<u>Feb-21</u>	<u>YTD 2021</u>
BUILDING PERMITS				
New One & Two Family permits	3	3	1	1
Single Family Additions/Alterations permits	11	22	7	9
New Commercial, Industrial, Multi Family permits	0	0	0	0
Commercial & Industrial Additions/Alterations permits	6	14	4	6
Other Permits Issued	5	8	4	12
TOTAL BUILDING PERMITS	25	47	16	28
Plan Reviews	16	26	9	18
Building Inspections	100	239	100	215
Construction Valuation	\$1,056,831	\$1,226,884	\$480,762	\$538,775
PLANNING & ZONING				
Plats	1	1	0	0
Planning & Zoning items (Conditional Use Permits Rezoning, Ordinance Amendments & Annexations)	2	3	0	0
Board of Adjustment items	0	0	0	0
CODE ENFORCEMENT				
<i>Violations Opened (Not Cases)</i>				
Garbage and Trash	14	34	18	39
Parking	7	26	7	11
Vegetation	1	3	2	2
Nuisance	15	43	40	95
Signs	0	0	0	0
TOTAL VIOLATIONS	37	106	67	147
Active Cases in Community Development	38			
Active Cases in Court	1			
Closed Cases in February	26			
Unfounded in February	0			
Closed Cases YTD	83			
Unfounded Cases TYD	3			
PROPERTY MAINTENANCE				
<i>Violations Opened (Not Cases)</i>				
Accessory Structures	0	0	2	2
Mold / Pests	0	1	0	2
Roofs (Roof Assemblies)	0	0	0	1
Exterior	2	2	8	9
Indoor	0	0	1	4
Lead/Asbestos	0	0	0	0
Casualty Damage	0	0	0	0
TOTAL VIOLATIONS	2	3	11	18
Active Cases in Community Development	40			
Active Cases in Court	4			
Closed Cases in February	0			
Unfounded in February	1			
Closed Cases YTD	1			
Unfounded Cases TYD	1			

FIRE DEPARTMENT
Kenneth Jennings, Fire Chief
March 9, 2022

Promotions

A battalion chief vacancy was created upon my promotion to Fire Chief. An internal process was conducted which included panel interviews with community leaders, candidate scenario questionnaires, and chief officer interviews. Brent Hansen emerged as the leading candidate and was offered the position. Battalion Chief Hansen began his duties on March 7, 2022.

The promotion of Chief Hansen created a vacant captain position. Eligible captain candidates completed a testing process in April of 2021. The list from this process is maintained for one year. Firefighter Specialist Ryan Smith was the leading candidate from this process and was offered the position. Captain Smith began his duties on March 7, 2022.

Full-time Appointments

Four full-time firefighter applicants were appointed to fill vacant positions. Deidra Gross, Ken Feltenstein, Travis Hopkins, and Collin Fitterling accepted full-time positions. Gross and Feltenstein were part-time firefighters and recently completed the final certification requirements to become full-time. Hopkins and Fitterling were external applicants, and both bring previous fire service experience with them.

Training Facility

Additions to our training facilities at Station 2 are near completion. The addition of a pitched roof prop was coordinated by Captain Adkison. Deputy Chief Oxley and the crews at Station 2 provided the labor to complete the project. This addition not only provides a realistic training opportunity to perform roof work but has a small room and window access on the back to practice victim and firefighter rescue. The expansion of our training facilities over the past year have been made possible through numerous donations of materials and services.

Equipment Maintenance

Tires that were needed on one of our engines finally arrived! They have been installed on the apparatus. A spare set is now in our possession just in case we encounter unexpected tire damage.



Human Resources

Greg McCullough, Director

March 11th, 2022

Human Resources Activities:

1. Positions

- a. 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.
- b. Water Pollution Control Operator I – We posted this position prior to the job fair a week and a half ago. We received a little bit of interest from a couple of individuals, however we have not received any applications as of yet.
- c. Firefighter/EMT – This position remains posted or open until filled. We are still one full-time Firefighter/EMT down, however we have received 2 additional applications for this position since my last report.
- d. Part Time Firefighter and Student Resident Firefighter – This position was reposted on February 12th and will close on March 11th. We currently have 2 applications that have been received since reposting.
- e. 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.
- f. Pollice Officer – This position remains posted and will remain open until filled. We do have an offer letter out for another officer and are awaiting a response.
- g. 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.
- h. Part Time Police Records Clerk – This position was posted on January 19th and will remain posted until filled. We have received three applications for this position since our last report. We have received two additional applications since the job fair.
- i. Park Operations Superintendent – Christian Schoolcraft began in this position on February 28th, 29022.
- j. 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. We have received over 20 applications for several of these positions since the job fair.

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. Kathy and I are working on the submission of our 1095-C electronic report to the IRS and this should be completed next week.
3. Assisted the Fire Department with their BC interview process.
4. Assisted the Fire Department with some additional meetings requiring Human Resources personnel. We have one more meeting to complete.
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. We are now looking at this in the middle of May and are looking at providing training for all employees in person.
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. An extensive agenda has been completed and delivered to the Safety committee.
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

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
March 9, 2022

Spirit Trail

I met with Spirit Trail Coalition representatives David Peerbolte and Sallie Ashe on Thursday, February 24 regarding promotion of the Spirit Trail and the various loops they have created to get those in Warrensburg to the three Rock Island Trail spearheads in Johnson County (Chilhowee, Leeton and Medford). The WCVB will assist the Coalition as much as possible with their marketing efforts.

Skyhaven Airport

I met with Benjamin West, Skyhaven Airport manager, on March 3, 2022, at the airport for a tour of the facility and to discuss our area's tourism. He is interested in attending an upcoming WCVB Board meeting to discuss the airport and the role it can play in our area's tourism.

Warrensburg Arts Commission

I was contacted by Allison Robbins on projects the WCVB and Warrensburg Arts Commission could potentially work on together. I'm very excited about this opportunity. A meeting has been scheduled for Thursday, March 17.

Grant Update

MDT Grant Program:

The MDT Second Quarter MMG Reimbursement request was received and deposited (\$15,717) on March 1, 2022.

The MDT MMG 2022-2023 application deadline is May 27, 2022. The WCVB is eligible to apply for up to \$25,000. Staff is reviewing and will present the application to the Board at the May WCVB Board meeting. The WCVB received \$70,000 from the MDT MMG Program in 2021-2022.

WCVB 2022 Grant Program:

The WCVB Board reviewed applications at the February Board meeting in closed session. Three applications were received for the January review period. Grants were awarded to the John William Boone Heritage Foundation-Boone Symposium, Johnson County Cancer Foundation Golf Tournament, and the Whitworth Foundation's Blaine Whitworth Golf Tournament.

The next application deadline is Friday, April 29.

2022 WCVB Board Meetings

In 2022, the WCVB Board Meetings will be held in-person quarterly and by Zoom in-between. 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.

The Board meets the second Thursday of the month at 10 a.m.

2022 Meeting Schedule:

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

April Meeting

The next WCVB Board meeting will be in-person *10 am Thursday, April 14*. The meeting will start with housecleaning items (minutes, financial reports, etc.) and then we will take a tour of 205 N Holden Street-the future home of the Warrensburg Visitor Center! The WCVB would like to welcome the City Council and any City staff to join the board on the tour.

Training/Meetings-Out of Office

I will be out of the office Thursday, March 24 for the Missouri Division of Tourism Road Show Meeting in St. Joseph. City Manager Danielle Dulin will be attending as well.

I will be out of the office Thursday, April 28 to attend the Missouri Travel Alliance Educational Workshop in Jefferson City.