



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

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A warm Warrensburg welcome to Jodi Schneider, City Clerk! The Assistant City Manager/Public Works position is posted and advertised on our website as well as Engaging Local Government Leaders (ELGL) and International City Manager Association websites. We have a few applications already, and I have been contacted by a few individuals with questions.

Captain Anna Koons and I were guests on the GovLove Podcast talking about women in the Warrensburg Fire Department and local government. The podcast aired on Friday, March 25, 2022 and is available through Apple, Spotify and several other podcast streaming services. This was a great opportunity to spotlight our community and the great work we do here.

In October 2021, the Street Division discovered a blockage in the outfall of Spring Ridge Lake. The crew worked to remove the debris; however, they were unable to clear the pipe under the roadway for the homeowner's association (HOA). With the rain this week, the water in Spring Ridge Lake overtopped the roadway on Tuesday. The HOA hired a contractor to pump the water out of the lake and clear the outfall.

Information Technology has implemented dual-factor authentication (2FA). 2FA is based on having something you know (password) and something you have (phone) to increase security during the login process. This change is being driven by several factors including email accounts that have recently been breached and requirements from the City's Cyber Insurance provider. We have a small group of employees who have been using 2FA without issue for a while now, and we are going to start bringing other groups online. Eventually, all employees, City Council members, and board members with access to the City's Office 365 account will be using 2FA.

We did not automatically renew our contract with Retail Coach for retail recruitment services for 2022. There is currently an RFP for recruitment services on the website. I will be at the International Council of Shopping Centers Conference in Dallas, Texas March 29-31.

### **Future Topics for City Council Meetings or Work Sessions**

1. Strategic Planning
2. Budget development
3. Street maintenance program
4. Electronic payment options
5. Stormwater utility funding

## COMMUNITY DEVELOPMENT

Barbara Carroll, Director

March 23, 2022

### Trash Volunteer Pick Up Opportunities

Jane Heavin, Code Enforcement Inspector, has been working to recruit volunteers for picking up trash along the streets this summer. She is hoping to expand the program by attracting more volunteers.

- RISE Community Services will be picking up trash along streets once a week on Thursday afternoons. This program worked really well for RISE and the City last year and we are excited to have them back this year.
- Jane will be attending a UCM faculty fair in April to promote service learning opportunities with the City related to picking up trash and the connections between trash and single-use packaging, impact on stormwater systems and streams, homelessness, and social justice issues.
- Jane will be attending a volunteer fair put on by the Area Agency on Aging in April to recruit senior volunteers to help with picking up trash along streets as a form of regular exercise and service to the community.
- Jane is still hoping to work with one of the social workers at Sterling Elementary to do some litter pick up around the school during Earth Week.
- As always, she continues to get volunteers from UCM fraternity and sororities that need volunteer hours and from the airmen and women of Whiteman Air Force Base. We appreciate their continued efforts to volunteer in this manner.

### 417 N. Maguire Retaining Wall

Joe Clifford, Property Maintenance Code Inspector, has been working a case on the retaining wall along the south side of the property at 417 N. Maguire. The owner is in the process of getting a building permit to replace the wall to correct the violations. In the coming months a 12' tall concrete wall with a 4' guardrail along the top of the wall will be installed in place of the existing railroad tie wall that is starting to fail. Staff wanted to give City Council members a heads up to this as it is in a prominent location in the community and you may get questions about the work.



**FIRE DEPARTMENT**  
Kenneth Jennings, Fire Chief  
March 23, 2022

**Incident Responses**

As of March 22, the Fire Department has responded to 271 incidents in 2022. Responses have increased 19 percent in comparison to the same period in 2021.

**Training**

Personnel have completed 2466 hours of training and professional development to date in 2022.

Chief officers are completing an online incident command training this month. Following the completion of this training, chief officers and the training officer will develop additional incident command training for the entire department.

Shift company evolutions will be held next week. These scenario-based evolutions provide a mechanism to evaluate training effectiveness, response procedures, and identify crew strengths and weaknesses.

**Hiring Process**

Written testing for full-time, part-time, and student resident applicants was completed March 18. Interviews will be held for those that move on to the next step of the process.

**ISO**

Insurance Services Office, INC. (ISO) requested updates from the department to verify fire protection boundaries, station locations, and water supply infrastructure. This inquiry has no impact on the department's current classification. No further evaluation of the department by ISO is occurring currently.

## Human Resources

Greg McCullough, Director

March 22<sup>nd</sup>, 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. An offer letter has been extended for this position and accepted and we are awaiting the completion of background checks.
- 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 3 additional applications for this position and testing of the applicants is in the process.
- d. Part Time Firefighter and Student Resident Firefighter – This position was reposted on February 12<sup>th</sup> and will close on March 11<sup>th</sup>. We currently have 2 applications that have been received and testing has commenced.
- 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 recently and for this I will refer anyone to Interim Chief Munsterman.
- 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 15<sup>th</sup> and will remain posted until filled for the next Cadet class. A conditional offer letter has been extended to two applicants for this position and I believe one has accepted and the other has declined.
- h. Part Time Police Records Clerk – This position was posted on January 19<sup>th</sup> and will remain posted until filled. We have received a total of five applications for this position. We have received two additional applications since the job fair.
- 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 28<sup>th</sup>. 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 approximately 40 applications total for all of these positions since the job fair.

### Other Activities:

1. We successfully completed the 1095-C electronic filing with the IRS and it was accepted the first time, which is a great accomplishment for us.

2. Working on development of employee benefits statements and report data from INCODE
3. Completed the agenda, prepared for the meeting, and conducted the Safety Committee meeting on March 16th. The agenda included: introduction of new members, workers' compensation performance review with statistics, demonstration of the (mrswcit.today) training website and all of the videos and material available for team meetings, premises inspections, future safety program incentive and thoughts from Jake Wolfenden our Safety Consultant from Summit Safety Group. I have also met with members who could not be in attendance that day and provided information.
4. Followed up with the Fire Department with some additional meetings requiring Human Resources personnel.
5. Completed working with our insurance company regarding the two stolen trucks from Parks and Recreation and have completed the changes, the police report has been filed and the adjuster assigned. The purchase orders paying for the endorsements for these changes have also been completed.
6. Completed filing a first injury report with work comp.
7. Completed the exit process for an employee which includes explaining COBRA, providing life insurance portability and exit interview.
8. 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. At this point she is going to send possible dates for this training, and I will work with Finance for the budgeting of the funds.
9. Kathy is working on the offer letters and fingerprinting for 18 part-time summer employees for Parks and Recreation. She expects to have several more to process this week.

Upcoming Activities:

1. Continue to work on hiring personnel for our various open positions.
2. Meet with Safety Committee members regarding the premises inspections that have been completed in the past to make sure recommendations are complete.
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

## Admin

- I have been working on updating the Youth Scholarship application. We are looking at potential changes to what the scholarship covers. Since the After School Program has not made and we received funding from the United Way for the program, I will be meeting with the United Way to see if we can allocate those funds elsewhere.
- I am working with Bill Graves on two bid projects – replacing the safety surfacing at Hawthorne Park and the digital sign replacement.
- The mower bid is currently open. Jason McCarty is managing the bid process for that project. We are looking to bid out mowing on all parks except for the following: Lion's Lake Ballfield, Cave Hollow Park, West Park, and Grover Park. This will allow us to have control over the maintenance of all of the soccer and baseball fields for programming. It will also free up the crew's time to do other projects.
- Alex, Jeff, Carrie, and I attended the annual Missouri Parks and Recreation conference in Springfield, MO March 1-4. It is always great to attend conference and network with peers, as well as have opportunities to bring new ideas back to Warrensburg. One of the sessions we sat in was about adapting swimming lessons to those with Autism and it really sparked some great ideas for future programming.
- I am working on getting the FY 2023 budget entered into Incode.
- This year we are partnering with the other agencies involved in Brightsox Baseball. I am really excited for WPR to be part of the league this year.

## Maintenance

- The dewatering process has started in the parks. We'd like to wait until it is consistently above freezing for at least 7 days to get everything open.
- Once the fields dry up from all the rain, the crew will start fertilizing sports fields. They've been working on the infields the past few weeks, getting ready for baseball and softball practices to start next week.
- The Lion's Lake Bobbers will be repainted this year.
- The Community Center breakroom got a facelift. The flooring, fridge, and microwave were replaced. The carpet was long overdue, we have carpet on our future list for the rest of the building.
- We received the warranty parts for the Merry Go Round at Cave Hollow Inclusive Playground. The crew will fix it in the next few weeks, barring weather.

## Recreation

- Attended MPRA conference in Springfield, MO
- WPR staff presented for Rotary Club
- Created Sports Surveys for parents and coaches, still compiling responses.
- Demo with TeamSideline to join scheduling program with ActiveNet
- Attended Eat Smart in Parks Orientation
- Preparing for summer: Concession Stand - updating menu, purchase equipment, meet with food/coke reps, clean, train staff, update POS system, clean facility, food handling certifications for staff, dewaterize coke machines. Summer Day Camp – create alternate concession card process, update handbook, finalize summer school option, schedule field trips, rent

buses from Apple Bus, plan staff training, prep head unit leader backpacks, order staff shirts/field trip shirts, train new camp coordinator, interviews for head unit leaders. Bright Sox Adaptive Softball League – schedule games, new ramps for dugouts arrived, schedule end of season pool party, order uniforms. Swim – order uniforms, train staff, schedule private lessons, plan Aqua Camp. Sports – order

uniforms, train staff, met with maintenance team about field prep and season timeline, order bases, order equipment, hold coach meetings

- JOB OPENINGS – We are in need of Concession Attendants, Baseball/Softball Officials, Swim Instructors (50 private lessons on the waiting list)

## Programs & Events

- March Group Swim Lessons session began 3/7
  - 47 children registered with 11 on the waitlist
- Private swim lessons- 55 on the waitlist
- April Group Swim Lesson registration is open now
- Spring Break Camp – held March 7-11
  - 20 children registered
- Kids Night In was held on 3/4
  - 9 children registered
- Currently hiring summer staff for concessions, swim, and SDC
- Attended UCM Networking with a Purpose on 3/1 with Brooke as part as a sport management panel as well as attended a job fair
- Hired Summer Day Camp Coordinator – Ashley Clark – 4<sup>th</sup> grade teacher here in Warrensburg.

## Sports

- Youth basketball playoffs ended 3/4
- Little Hoopsters basketball ended 3/17
- Men's basketball playoffs ended on 3/21
- Held Indoor Soccer coach meeting
- Indoor Soccer season has begun, games start 3/26 with 73 children registered.
- We are still taking registrations for Tiny T's and Tee Ball
- Youth baseball/softball registration has closed. Practices will start in April and games begin 5/2.
- Baseball Coach Meeting held on 3/23 and Softball Coach Meeting held on 3/24.
- 166 children registered in baseball; 94 children registered in softball.

## Fitness

- Small Group Personal Training Beginner and Advanced Class March 2<sup>nd</sup> – 30<sup>th</sup>.
- Hired 3 more group exercise instructors and 4 fitness attendants.
- Having a meeting with Group Exercise Instructors and Fitness Attendants.
- Planning summer fitness schedule and making activity guide updates/corrections.

- KOKO Radio Show on Tuesday, March 1, 2022, with Recreation Staff.
- Adult Pickle Ball League March 9<sup>th</sup> – March 30<sup>th</sup>, tournament TBD with 21 players.
- Home School PE starts in February on Tuesday and Thursday mornings for

an hour for 4 weeks with 23 kids enrolled.

- Attended NETA Standard Setting Panel March 4-5<sup>th</sup>.
- Attended UCM Sport Management Panel and Marketing event with Tracy on March 1.

<b>Fitness Floor Attendance</b>				
<b>Month</b>	<b>Group Exercise</b>	<b>Fitness Floor</b>	<b>Basketball Gym</b>	<b>Total</b>
March 2021	946	2,401	3,761	7,107
April 2021	895	2,016	2,626	5,537
May 2021	895	1,842	1,695	4,432
June 2021	1,014	1,891	2,284	5,189
July 2021	622	1,010	1,286	2,914
August 2021	798	1,631	1,800	4,229
September 2021	960	1,308	883	3,151
October 2021	997	1,902	1,544	4,443
November 2021	1,130	1,613	1,655	4,398
December 2021	667	1,412	1,063	3,142
January 2022	559	1,222	887	2,668
February 2022	539	2,850	1,652	5,041
March 2022	912	1,590	1,234	3,736



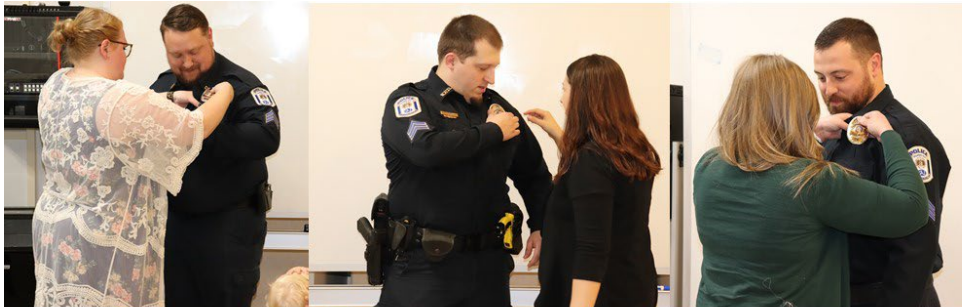
**Police Department  
Interim Chief Andrew Munsterman**

On 03-21-2022, we met with Chris Osnes from WAFB about a training exercise they plan on having on April 4<sup>th</sup> from noon to 0100 hrs the following morning (at the latest).

The plan is for them to drop off 3 people at Walmart that day at noon. They are then to make their way to South Rec (South Ball Fields on DD Hwy) for extraction. Their mission is to make the trek, unnoticed. They will be charged with exchanging their uniforms for other types of clothing to try to blend in or move without being seen. They will have an observer/controller shadowing them from WAFB. That person will have a cell phone and will call if there are any issues. The participants will be informed they are not to break any laws during their exercise (ex..stealing clothing, trespassing, etc).

Our involvement will be to be there in case there are issues with citizens that the controller/observer can not handle, and to report it if we happen to see them ourselves. They plan on meeting with Lt. Jason Gilbert again just prior to the date of the training. At that time, Lt. Gilbert will point out our known homeless encampments in the hopes they can avoid those areas.

We had our promotion badge pinning ceremony on 03-21-2022. The following are pictures of the Officers and their families.



Sgt Chad Boles

Sgt Cody Johnson

Sgt Clint Polly

Cpl Stephanie Prindle

Cpl Kahlil Hood

Cpl Tyler Drake



Warrensburg  
Police  
Department  
Promotees



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

**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.

**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:**

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

**Visitor Center Relocation**

The day-to-day operations of the Warrensburg Visitor Center will move to its prior location in the Warrensburg Municipal Center effective May 4, 2022. The Center at 407A East Russell Ave, St. 2, will close to the public on Tuesday, April 26 at 4 p.m. and reopen Wednesday, May 4 at 200 S. Holden-Council Chambers. This move will be interim until the renovations at 205 N Holden are completed.

**Warrensburg Arts Commission**

Allison Robbins, Sarah Chamberlin and I had a great conversation on Thursday, March 17. I am looking forward to working with the Commission! We discussed a printed piece highlighting ALL the art in our community. The WCVB will assist with distribution of the piece and with expense of printing. We also discussed other projects we can work together on in the future!

**Grant Update**

*MDT Grant Program:*

The digital ad campaign included in the Missouri Division of Tourism's Marketing Matching Grant 2022 program have been quite the project to get launched. The ad requirements MDT was revised and staff overseeing the program changed. Working with Madden Media and Missouri Division of Tourism, we will be able to launch the campaign (FB, Instagram and Youtube) on our target date of April 1. We will be targeting those in Missouri, Oklahoma, Kansas, Nebraska and Iowa.

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 next application deadline is Friday, April 29. A press release was distributed to local media and social media posts have been made.

**Advertising Support**

The WCVB placed a full-page ad in the Missouri Life magazine May issue highlighting the Back Roads and Tailgates Country Music Festival at the Johnson County Fairgrounds June 23-25. The WCVB sponsored content in the April 13 e-newsletter Missouri Life distributes highlighting the Warrensburg Farmers' Market. A full-page ad was placed in the Show Me Missouri publication highlighting the area's outdoor recreation opportunities: Warrensburg Parks, Rock Island Trail and Powell Gardens.