



TO: Warrensburg City Council
FROM: Danielle Dulin, City Manager
DATE: April 11, 2022
RE: City Manager Report

Last week, I attended the International Council of Shopping Centers (ICSC) Red River conference in Dallas. There were several retailers and real estate brokers present. I had meetings with several retail recruitment services, and I am confident we will receive several quality submissions to our Request for Proposals.

The final draft of the RAISE grant application is in review. Due to the rising costs of construction materials, equipment and labor, we had to amend the scope of the project. The improvements to the Cooper Boulevard intersection have been removed along with the bridge replacement over the railroad. We are still including the acquisition costs for rights-of-way, utility relocation, sidewalks and sidepath trail to university to maintain our multimodal connectivity to the University narrative. It puts the City in a good position for future roadway improvements with a different funding source in the future.

Progress on the ADA platform at the AMTRAK station have been slow. The latest update we received indicated the project would be completed mid-June.

City Council Meetings, Study Sessions, and Executive Sessions

Tentative future City Council agendas include the following items:

1. Solid waste services
2. Stormwater utility funding
3. Strategic plan
4. Budget development FY 2022-2023



MEMO

TO: Mayor and City Council

FROM: Jodi L. Schneider, City Clerk

DATE: April 11, 2022

RE: Department Notes

These several weeks of my employment have involved training on policies and procedures throughout the City. This training included internal and external policies of social media, municipal code compliance, record retrieval including ordinances, resolutions and contracts.

All of the City staff have been welcoming and wonderful in guiding and onboarding for my first several weeks. Deputy City Clerk Carey West has been exceptionally helpful and knowledgeable in guiding my path through posting agendas, answering citizen questions and website inquiries.

I have been familiarizing myself with Board and Committee members and attending bid openings. I contacted the Secretary of State's Local Records Division and set-up a consultation to go over historical city records, retention and best practices on management. I have reached out to other municipalities for record management templates to develop a strategy for Warrensburg.

I had the pleasure of attending the Warrensburg Chamber of Commerce State of the City breakfast meeting. I enjoyed the presentation and making valued contacts in the community.

I am learning agenda packet preparation and drafted a proclamation for SAAM. I prepared several social media posts for hiring, municipal election voting, Earth Day, and 2022 Brush/Limb Drop-off site.

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

April 6, 2022

Community Development Monthly Activity Report

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

Volunteer Litter Pick Up

A group of UCM international students volunteered to pick up trash on Sunday, April 3. They worked hard and picked up 10 bags of trash along the 100 and 200 blocks of Broad Street and the alley between Broad and Grover for the same stretch. This is the time of year when we start to see more groups volunteering. Any group interested in volunteer to pick up litter can contact Jane Heavin Code Enforcement Inspector.



Solid Waste Management Grant Application

The grant application was submitted on March 15 and staff was notified on March 31 we were not awarded the grant. Staff is proceeding to prepare the Request for Qualifications for a consultant to develop the plan while trying to identify money in the budget to pay for the study.

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.

FIRE DEPARTMENT
Kenneth Jennings, Fire Chief
April 6, 2022

Firefighters Day at the Capital

I attended Firefighters Day at the Capital in Jefferson City on April 5. This was a great opportunity to meet with state fire service leaders and legislators to discuss the Missouri Fire Service. The event also kicked off the celebration of the Missouri Division of Fire Safety's 50-year anniversary.

Radio Project

Required paperwork for joining the Missouri Statewide Interoperability Network (MOSWIN) has been submitted to the state. This will provide us additional communication frequencies when we place the new radio equipment in service. Radio equipment has been on order, and we are awaiting its arrival for installation.

Hiring Process

Current candidates completed interviews last week. Conditional offers will be sent this week.

FD Policy and Procedure Updates

The current department policies and procedures were long overdue for review and update. A committee was formed in 2020 to take on this task. The committee completed the drafting process several months later. Implementation was put on hold until the placement of a new chief. I completed an initial review and returned the draft back to committee for finalizing. I anticipate the review process to be complete and the revised manual to be implemented by early summer.

Station Visit

Crews were honored to have a visit from James Houx this past weekend. Mr. Houx was a Warrensburg Firefighter in the 1950's. As luck would have it, our 1954 fire engine is temporarily being housed at Station 1 and Mr. Houx was able to revisit the truck he once worked on. The City's willingness to hold on to this treasure for so many years is a great honor to those that served this community. The Warrensburg Fire Department will celebrate 130 years of service this September and this visit highlights the fine history of the WFD!



FF Cameron Smith and James Houx

Human Resources

Greg McCullough, Director

April 7th, 2022

Human Resources Activities:

1. Positions

- a. Assistant City Manager/Public Works Director – This position was posted on March 15th and remains posted until filled with first review of candidates taking place on April 18th. We have received a total of four applications to date for this position.
- b. GIS Coordinator – This position has been posted today and will remain open until filled with the first review of applications in three weeks.
- c. Street Maintenance Worker I – This position remains posted and open until filled. We have one remaining position open at this time. Brian Elliott recently began employment in one of the two positions that were available. Brian began employment on March 23rd.
- d. 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.
- e. 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. Testing and interviewing for this position is underway.
- f. Police Officer/SRO – This position remains posted until filled. At the current time we have received no additional applications.
- g. Police Officer – This position is no longer posted as recent hiring of a full-time officer and academy cadets in the near future has filled all current positions.
- h. Part Time Police Records Clerk – This position was posted on January 19th 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. Interviews are scheduled for later this month.
- i. GIS Coordinator – This position has been posted today and will remain open until filled with the first review of applications in three weeks.
- 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 approximately 40 applications total for all of these positions since the job fair.

Other Activities:

1. Working on development of employee benefits statements and report data from INCODE. We have made two requests for quotes from INCODE on modification of a

report and still have not received a call back from them. A third request will be sent once this report is complete.

2. The Wellness Screening event has been scheduled and planned for April 13th and April 20th. This event will take place at the Community Center and is a requirement for employees and dependents on our medical plan to keep their wellness credits.
3. Continuing to work with Ann Malloy to schedule an onsite Harassment Awareness and Legal Concepts for Managers and Supervisors training session and we will also have onsite Harassment Awareness training for all full-time employees as well. We have the following dates reserved with Ann and will use one of these dates for the full day with multiple classes: May 11th and May 12th. However, we are working out the schedule to also a half day at another time to pick those who will not be able to attend the first classes.
4. Completed two reports from both INCODE 9 and INCODE 10 that required additional time due to a past workers compensation case.
5. Worked with our insurance agency and insurance carrier to file the loss reports emanating from the situation with H-Vac system at the Community Center.
6. Communicated with our worker's compensation auditor and finance regarding our upcoming audit.
7. Completed the documentation of recent hiring processes and filing accordingly.
8. The general Safety Manual for the office has been revised and posted to sharepoint.
9. We have several other forms that we are working to revise and put on sharepoint or new forms recently received such as the auto loss form, property loss form and accident loss form that will be put on sharepoint.
10. Working to assist Marcella with some additional reporting on Lagers payments.
11. Will also be working next week on completing not only budget material but also completing MARC wage survey information.
12. Kathy is working on the offer letters and fingerprinting for several 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

Police Department

Interim Chief Jeff Reynolds

On 04/05/2022 Officers responded to 700 blk of Cedar Dr regarding two young boys running around naked. Officer contacted the boy's parents Marissa Jones and Donald Robinson were taken into custody for Abuse/Neglect of child and endangering the welfare of a child.

On 04/07/2022 we took a stolen auto report from the 400 block of 8th St. Later in the day the owner saw someone driving his stolen vehicle. He started following the vehicle. The vehicle wrecked out into a field on SE 200 Rd south of SE 180 RD behind the High School. The driver fled on foot into the field. Officers arrived and set up a perimeter. The suspect Timothy Bowen was located and taken into custody.

We took a lot of Larceny from Auto reports this week from all over town. All vehicles were left unlocked. A public service announcement was sent out on our face book page to remind citizens to make sure they lock their vehicles.

Was advised today that Officer Ryan Day will be leaving sometime in the next few months and moving to Jefferson City, Mo. His wife has taken a job in Jefferson City, Missouri starting next school year.



Report to City Council
Submitted by Allison Robbins, Chair
April 11, 2022

Since the beginning of the year, the Arts Commission has held monthly meetings on January 26, February 23, and March 23. Quorum was met at each of these meetings, allowing us to move forward with several initiatives that we have been working on since the fall. Our next scheduled meeting is April 27, 2022. A summary of our recent initiatives are below.

Recent purchase

The Commission purchased a tablecloth with the Arts Commission logo for use at community events. We plan to use the tablecloth at Third Wednesday Art Walks, the Old Drum Day Festival, Get Out the Red, and UCM volunteer and service events.

Arts grants

In the fall of 2021, commissioners edited the guidelines and application for the WAC Arts Grants. The revised grants, along with a grant scoring rubric, were approved by the commission. Commissioner Sarah Chamberlain branded these documents according to the City color scheme, and they will be available as fillable .pdfs on the City website. Commissioners approved an arts grant submitted by Alex Smith for a Binkbeats performance later this spring. The Arts Commission logo is included in recent advertising for the event. This event is supported financially by multiple entities and incorporates deliberate community outreach to public schools in Warrensburg.

Maintenance of public art

The Commission is developing an annual schedule for maintaining current public art in Warrensburg, in conversation with Parks and Recreation and Warrensburg Main Street. The Commission is working to repaint the concrete art piece, Downtown Vibrations, on Pine Street, and touch up the sculpture in front of City Hall, entitled Hard Moon Rising.

Public art projects

The Commission approved a public art project, Old Drum Color Shadows, proposed by Warrensburg Main Street. The Commission also continues to work on its own public art initiatives, which are described in the minutes from public meetings. These initiatives include a brochure that showcases Warrensburg art (to be printed in collaboration with the Visitors Bureau) and an art project that will place painted mules around town, among others.

Future meetings

Commissioners will draft and approve a Budget Request at the April and May meetings, as well as vote on the City Photo Contest entries. The Commission will continue to work on public art projects.

WCVB DIRECTOR'S REPORT
Marcy Barnhart, Director of Tourism
April 7, 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:

In-Person	Zoom
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.

Grant Update

MDT Grant Program:

The spring/summer digital ad campaign included in the Missouri Division of Tourism's Marketing Matching Grant 2022 program launched April 1! The campaign is incorporating Instagram and Facebook. It is 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. Numerous posts have been made on social media regarding the program. Information was included in the Chamber Flash and Johnson County Economic Development Corporation newsletter. Emails were sent to past recipients.

Advertising Support

The WCVB placed a full-page ad in the Missouri Life magazine June issue highlighting summer fun in the Burg. The ad incorporates images from Nassif, Warrensburg Farmers Market, Lions Lake, Meyers Market (Warrensburg downtown) and July 4th events. 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

Terrain magazine June/July issue highlighting Spirit Trail, Lions Lake Trail, area golfing and Knob Noster State Park.

The spring/summer digital campaign includes images of Warrensburg Parks and Recreation parks and facilities, Spirit Trail, Warrensburg's downtown, Knob Noster State Park, Powell Gardens, UCM Bowling Center, and more.

WCVB Important Dates

April 14 WCVB April Board Meeting In-Person!

April 27 May 3 Warrensburg Visitor Center Closed

April 28 MTA Educational Workshop (Director in Jefferson City)

April 29 WCVB Community Grant Application Deadline

May 1-7 National Tourism Week!

May 3 WCVB on KOKO at 8:45 am

May 4 Warrensburg Visitor Center OPEN at 200 S. Holden (Warrensburg Municipal Center)

May 12 WCVB May Board Meeting Zoom