



TO: Warrensburg City Council
FROM: Danielle Dulin, City Manager
DATE: April 25, 2022
RE: City Manager Report

Tracy Brantner, JCEDC Executive Director, and I met with Jay Hahn, our legislative advocate, on Monday, April 18. It was a very informative meeting, and we both left feeling very optimistic about the City and County's future prospects. We have tentatively scheduled a work session in July for Hahn | O'Daniel to present to City Council.

The 2021-2022 budget included \$118,000 for the purchase of a new snow plow. There is a two-year wait to get an International, and other lines are significantly more expensive. Instead of purchasing a new snow plow, the Street Division will be purchasing a new crack seal machine for \$64,000. The current crack seal machine is from the 1990s. You will recall there was an employee severely injured using this machine last summer. One of the recommendations to prevent future accidents was to replace the equipment with a newer model with additional safety features. This is a critical piece of equipment for street maintenance. The crew will continue regular maintenance on snow plow equipment to get additional life from the machinery.

The first review of applications for the Assistant City Manager/Public Works Director is complete, and interviews are scheduled for Monday, May 2 with Management Team and staff.

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
5. E-Scooters
6. Joint City Council and Park and Recreation Board meeting
7. Legislative update from Hahn | O'Daniel



MEMO

TO: Mayor and City Council

FROM: Jodi L. Schneider, City Clerk

DATE: April 25, 2022

RE: Department Notes

I met with Community Development on procedures for execution and recordation of record plats w/ordinance and easements, board/commission members/appointments, information requests (sunshine and FOIA) and forms/"contact us" submittals from City's website. The need for board/commission software to capture term expirations/limits was discussed.

I am working on a website form for sunshine law/FOIA requests to City Clerk and will review tracking these requests for compliance through website. I prepared a Sunshine Law Resolution to designate City Clerk as custodian of records.

I am working on a FY22 budget review to Finance Department and aligning budget goals for FY23 with strategic plan and City Manager goals. I am requesting cost proposals for FY23 on records repository software, social media archival, and boards/committees software. Budget work sessions were scheduled prior to council meetings on June 13th and June 23rd.

Department Tours for City Council are scheduled for Wednesday, June 8th from 8:30 am-5:00 pm.

I prepared orientation binders and set-up council meeting, HR and Technology orientation with newly-elected officials prior to first council meeting.

I am working on a sunshine law refresher presentation for the City's boards/commissions.

I prepared several proclamations for April-May. I prepared several social media posts for Easter, Earth Day, bulk-waste pick-up schedule, GFOA Finance Department award, municipal court amnesty reminder and Arbor Day.

FIRE DEPARTMENT
Kenneth Jennings, Fire Chief
Date April 21, 2022

Promotions

Captain Rusty Bond has been promoted to Battalion Chief to fill a recent vacancy of that position. Firefighter Specialist Weston Farmer has been promoted to Captain to fill the vacancy created by Chief Bond's promotion. Both have been with the department for some time, and I look forward to seeing them do great things in their new positions.

Training Accomplishments

Part-time firefighter Adison Bernier completed our Recruit Academy! This accomplishment allows her to operate in hazardous environments (fires, car accidents, etc.). Part-time firefighter Jonah Kovac and Cameron Smith both completed requirements to operate the departments ladder trucks. Firefighter/EMT Kylie Frerking completed requirements to operate the departments reserve engines. These accomplishments are steps forward in operational capabilities and I am proud of the dedication of both the students and those that helped train them!

Incident Response

To date, crews have responded to 382 calls for service, up 19% from the same period last year. Crews responded to a commercial structure fire at Stahl Specialty on April 16. The fire caused damage to machinery but was mostly contained to floor pits containing hydraulic lines. The fire was brought under control approximately one hour after arriving on-scene.

Retirement

Captain Karl Adkison retired from the department on April 16. Captain Adkison served Warrensburg for 34 years! He had a passion for training new firefighters and preparing them to survive the fire ground. Karl worked on many projects throughout his career, most recently expanding training capabilities at our training center. His experience, hard work, and personality will be missed around the firehouse.

Human Resources

Greg McCullough, Director

April 20th, 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. Applications, cover letters and resumes for the four candidates were delivered to an electronic folder for review by City Manager, Danielle Dulin.
- b. GIS Coordinator – This position has been posted on April 7th and will remain open until filled with the first review of applications in three weeks. As of today, we have no applicants.
- c. Street Maintenance Worker I – This position remains posted and open until filled. We have one remaining position open currently.
- d. Water Pollution Control Operator I – This position remains posted and open until filled. We have not received any applications recently for this position.
- e. Firefighter/EMT – This position remains posted or open until filled. We were almost at full staffing for a week. We do have one offer letter out and we have received three applications from current part-time firefighters. We now have three positions available. This position will remain open until filled.
- f. Part-Time Firefighter and Student Resident Firefighter – This position was reposted this morning and will remain posted until May 18th. We have not received any applications at this time.
- g. Police Officer/SRO – This position remains posted and open until filled. At the current time we have received no additional applications.
- h. Police Officer – This position is no longer posted as recent hiring of a full-time officer and academy cadets has filled all current positions.
- i. Part Time Police Records Clerk – This position was posted on January 19th and will remain posted and open 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 the end of April and first week in May.
- j. Parks Maintenance I – This position was posted on March 8th and will remain open until filled. We have received one application for this position last week.
- k. 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 60 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 I just received the quote back. This quote is rather expensive. We will continue to pursue this quote or modification for next years budget. However, Kathy and I have developed a method to accomplish this statement for all employees and this will be completed before the end of April.
2. The Wellness Screening event has been scheduled and planned for April 13th and April 20th. We had 38 individuals go through the health screening on the 13th and we have another 20 signed up for today.
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 May 11th scheduled with Ann for 1 class for Managers and Supervisors and then 3 classes that day for all other employees. We also have May 31st half day to pick up any employees who could not attend the classes on the 11th. A note will go out to all employees regarding the classes very shortly.
4. 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. Also am following up on the payment of a claim for the second truck at Parks and Recreation.
5. Completed the documentation of recent hiring processes and filing accordingly.
6. The general Safety Manual for the office has been revised and posted to sharepoint.
7. 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.
8. Working to assist Marcella with some additional reporting on Lagers payments that were due to the repayment of furlough amounts.
9. Will also be working next week on completing not only budget material but also completing MARC wage survey information.
10. Completed CJIS (Criminal Justice Information System) LASO training and became certified.
11. Completed three off-boarding meetings and exit interviews since last report.
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. Also, completing the Wellness Screening event.

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

Parks and Recreation Director's Report

- Bright Sox has more participants this year than ever before. There are 63 signed up, which means instead of having two teams, we will likely have 4 teams this year. This means we will need to have two games each evening, what an awesome 'problem' to have!
- You should have received your copy of the Activity Guide in the mail last week! We are excited to have the guide back after a two-year hiatus.
- We are working on festivities for two important events coming up this year: July is Parks and Recreation Month and the Community Center's 25th Anniversary.
- Nassif, Grover, West Park, Cave Hollow, and Marr Parks are dewinterized.
- Christian is working with a Girl Scout Troop to redesign the flower bed in the circle drive at the Community Center. They will start working the first weekend in June.
- The Merry Go Round at Cave Hollow is fixed. Luckily, it was under warranty, so we did not incur a cost to replace. We are waiting on parts for the zip line swing, however it is not under warranty.
- The lights at Lion's Lake Ballfield and West Park Ballfields have been evaluated and we are working on replacing all burned out bulbs. We are working with Musco Lighting to complete this project.
- We are still working on the indoor pool and fixing the duct work. No update on a reopening date yet.
- The gym closet doors were finally installed. We ordered the doors in September and due to the supply chain, just now were able to install the doors to the closet.

Police Department

Interim Chief Jeff Reynolds

04/22/2022

-We are going to recognize our officers next month during National Police Week, with a thank you card and a challenge coin.

-We only have one patrol car left to strip and restripe. The new striping looks good.

-Melissa Ducos will be starting with us on May 2nd. She will take the oath at 0830 hours in Municipal Center.

WCVB DIRECTOR'S REPORT
 Marcy Barnhart, Director of Tourism
 April 20, 2022

April Meeting

Thank you to all the City Council Members and City Administration who were able to attend the April WCVB Board Meeting. We're so excited for you to see the BEFORE of the property at 205 N Holden before it is made into the permanent home of the Warrensburg Visitor Center! This milestone for the WCVB wouldn't have been possible without the incredible support of the WCVB Board, City Council and City Administration!

Star Journal April 19, 2022:

Tuesday, April 19, 2022

Posted Monday, April 18, 2022 7:18 pm



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

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 sponsored content in the April 13 e-newsletter Missouri Life distributes highlighting the Warrensburg Farmers' Market.

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 May 2022 e-newsletter Missouri Life distributes will highlight Old Drum Day Festival, June 11.

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.

A ¼ page ad was placed in the Missouri Tribune's Summer Tourism Section highlighting Warrensburg's historic downtown.

The spring/summer digital campaign (Google/FB) 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.

Social Media

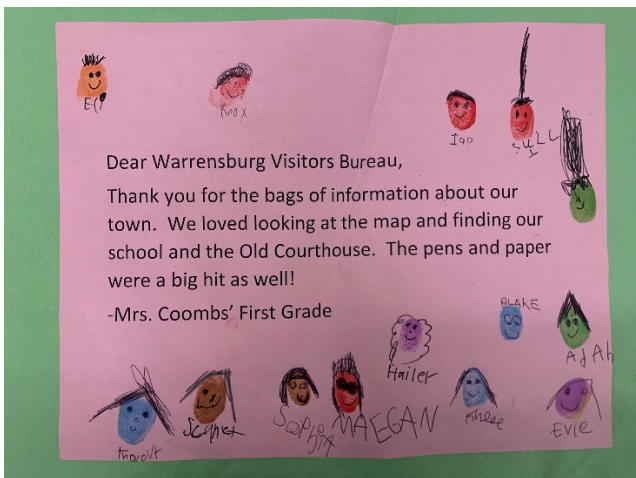
We are working on a special campaign similar to the one we ran in the winter (Small Town + Big Soul).

This organic campaign will focus on the fun spring/summer attractions and events in the area. We have approximately 10 individuals from different organizations participating. I will update you on the tentative launch date.

National Tourism Week (May 1-7) will be an opportunity for us to highlight the teams at all our hotels. They make it happen! We can't thank them enough. We will work with each hotel to get a picture to use in the spotlight.

Thank You Received

The WCVB provided community information bags to first graders in the Warrensburg School District. We received a thank you from Ms. Coombs class.



WCVB Important Dates

April 26 Care Connection Volunteer Fair at the Johnson County Fairgrounds (Presentation at 9 a.m.)

April 27-May 3 Warrensburg Visitor Center Closed

April 29 WCVB Community Grant Application Deadline

May 1-7 National Tourism Week!

May 2-National Tourism Week Recognition at Amtrak Station at 9:34 a.m. Arrive by 9:15 a.m.!

May 3 WCVB on KOKO at 8:45 a.m.

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

May 12 WCVB May Board Meeting Zoom

May 27 Missouri Division of Tourism Marketing Matching Grant Application Due

Agency/Program Quarterly Report to The City of Warrensburg Missouri

Agency: Big Brothers Big Sisters of Johnson County

Program: Community Based Mentoring

Reporting period: Third Quarter - 2021

Community Based Mentoring – Professionally Supported One to one mentoring services between a Little Brother/Sister and a Big Brother/Sister/Couple for approximately 2-4 hours per week.

We currently have 24 matches of Bigs/Littles.

24 youth – Littles 8 youth-Littles waiting to be matched.

26 volunteers - Bigs

Funds from The City of Warrensburg are used to support our Community Based Mentoring Program. Including background checks for Bigs and to pay for the time spent by our Match Specialist in-processing new Bigs/Littles, also matching and monitoring those matches.

Collaborative efforts with other Johnson County agencies include:

- Working with groups from University of Central Missouri to provide service hours and internship
- Commitment to provide service to Garden Walk at Magnolia Ridge
- Sharing resources with other JoCo agencies
- Director serving on the Warrensburg WCVB board of Directors

BBBSJOCO

Educational opportunities for our Bigs, Littles and Families

Established the Littles in Lights program which provide opportunities for our youth

Staff continuing education in child safety practices and diversity, equity and inclusion training

<u>Income</u>		<u>Expenses</u>	
Fundraising Income	\$4880.00	Operations	\$9725.00
Program Contributions	\$4016.00	Fundraising	\$529
Donation Center	\$14358.00	Employee	\$22566.00
Total Income	\$23,254.00	Total Expense	\$32,820.00

Completed by: Dana Phelps
Executive Director Big Brothers Big Sisters of Johnson County
660.238.5974 dana@bbbsjoco.org

Agency/Program Quarterly Report to The City of Warrensburg Missouri

Agency: Big Brothers Big Sisters of Johnson County

Program: Community Based Mentoring

Reporting period: Fourth Quarter - 2021

Community Based Mentoring – Professionally Supported One to one mentoring services between a Little Brother/Sister and a Big Brother/Sister/Couple for approximately 2-4 hours per week.

We currently have 24 matches of Bigs/Littles.

24 youth – Littles 8 youth-Littles waiting to be matched.

26 volunteers - Bigs

Funds from The City of Warrensburg are used to support our Community Based Mentoring Program. Including background checks for Bigs and to pay for the time spent by our Match Specialist in-processing new Bigs/Littles, also matching and monitoring those matches.

Collaborative efforts with other Johnson County agencies include:

- Working with groups from University of Central Missouri to provide service hours and internship
- Commitment to provide service to Garden Walk at Magnolia Ridge
- Sharing resources with other JoCo agencies
- Director serving on the Warrensburg WCVB board of Directors
- Assisted with the Dickens Christmas Event

BBBSJOCO

Donation Center brought in 440,000 pounds of unwanted items in 2021

Educational opportunities for our Bigs, Littles and Families

<u>Income</u>		<u>Expenses</u>	
Fundraising Income	\$36099.00	Operations	\$8405.00
Program Contributions	\$13702.00	Fundraising	\$6467
Donation Center	\$14716.00	Employee	\$22580.00
Total Income	\$64,51700	Total Expense	\$37,452.00

Completed by: Dana Phelps
Executive Director Big Brothers Big Sisters of Johnson County
660.238.5974 dana@bbbsjoco.org