



January 10, 2025

To: Mayor Mike Topliff and City Council Members  
From: City Administrator Sam Anselm  
Re: Weekly Update

---

Please see below for this week's update.

### Administration

#### City Administrator

- The results are in regarding the update to our organizational values. 94% of employees participated in the exercise.
  - Our top three mission-centered values are Accountability (56 votes), Customer Service (55 votes), and Communication (55 votes). These are the values we will display towards ourselves and outwardly toward the public.
  - Our top three people-centered values are Dependability (81 votes), Teamwork (71 votes), and Respect (68 votes). These values are how we treat each other and work together to accomplish our mission of serving the public.

Cody Sanders has begun working on a logo concept that we can use for some branding efforts/sharing the results with our employees and the public.

### Community Services

#### Parks & Recreation

- Work continues on the new wall for the concession area in the Sports Complex and the Wayhaven Park basketball goal installation, which requires more favorable weather.
- Practices have begun for the second session of youth basketball.
- Approximately 120 participants attended the Tom Barr Basketball Camp recently.
- The Parks Department "Countdown to 2025" posts highlighting upcoming parks projects was well received on social media. On a related note, turf has been ordered for the ballfields and installation is set to begin on the Hilburn Complex Shade as weather permits.

#### WP Public Library

- Seventeen teens (grades 6-12) have signed up for a monthly subscription box. Teens answered a series of questions on a Microsoft Form about their interests in reading, as well

as snack preference and food allergies. They will receive a new book to read (which must be returned to the library) as well as treats. The library is trying to expand its teen programming and build excitement about reading.

- The next Library Board meeting is scheduled for Monday, January 13, at 5:30 pm.

#### WP Tourism/Welcome Center

- The Tourism Advisory Board will meet on January 16. A recap of 2024 will be presented.
- The tourism department is working with the Child Advocacy Center to plan another Balloon Glow on April 12 at the fairgrounds. Music, vendors, food trucks, hot air balloons, and fireworks are planned.

#### Facilities/Grounds

- Cabinets for the new kitchen breakroom have been installed. A big thank you goes to all the city crews that have helped with this project, in particular the construction and utilities crews.
- Jay Martin has started the process of finding elevator companies to bid for the civic center elevator replacement plan.
- A new HVAC system is in the process of being installed in the shop.

#### Fire

##### Last Week's Activities:

- 8 EMS incidents. (Medical calls, EMS lift Assist, Lock-in)
- 2 Structure related calls. (2-Fire alarms)
- 1 Motor vehicle accident.
- 1 Debris cleanup from roadway.
- 2 Unauthorized burning.
- 1 Smoke scare/odor of smoke.
- 1 "No incident found" upon arrival.
- 2 Flue inspections.
- 1 Assist invalid.
- 1 Public relations event.
- No weather-related events through this period.
- 14 burn permits were issued. 3 days of no burning.
- Apparatus Update: 4615 had an air leak. Parts were picked up in Springfield and repaired in house. Crews spent time going over trucks and doing maintenance on chains and other equipment to be ready for the inclement weather.
- 48 Hours of shift PTO taken, covered by full-time/part-time.

#### Planning

- Proposals for the environmental review for the Garner Villas Phase II housing development are due today, Jan. 6.

- The final layer for the Bruce Smith Parkway Extension from Garner Road to County Road 6460 will be poured later in 2025 to allow for significant construction work on Garner Villas to be completed prior to roadway finish.
- The environmental review for the Saint Louis Street bridge has been completed, pending state comment. Right-of-way acquisition is expected to begin by the end of January with the project anticipated to go to bid in March.

### Police

- On Tuesday, January 7, 2025, members attended the Missouri CIT Council meeting.
- On Wednesday, January 8, 2025, members of the SRT Team served a Drug Search Warrant at 221 Hazel. Several individuals were taken into custody, and narcotics were located and processed.
- On Thursday, January 9, 2025, attended the Howell-Oregon-Carter LEPD Meeting at 11:00 AM.
- Also on Thursday, the department attended the RHSOC Meeting in Pomona.

### Transportation

- Street crews continued working on the Grace Ave. drainage project, continued work on the new transportation offices and the utilities office project. The rest of the week was spent prepping for and participating in snow removal operations.

### Utilities

- This week, administration conducted interviews for meter reader and meter technician positions. We also reviewed proposals from two companies for a major generator rebuild. Both proposals came in under budget, and we are currently reviewing references to make a final decision. Additionally, we held a meeting with HDR Engineers to discuss the services they offer and how they can assist the city.
- On Wednesday, the electric department responded to a major outage affecting 1,500 residents and businesses due to over-ampereage on a circuit. Crews redistributed the circuit's load to other substations and worked with TOTH Engineering to adjust ampereage settings to a higher tolerance. The team also worked on converting lights at the sports complex to LED and installed additional lighting at the transportation building.
- The water department focused on meter replacements and completing utility billing work orders. The team also responded to service calls, including shutting off meters due to frozen water lines.
- The sewer department addressed multiple trouble calls throughout the week.
- The wastewater treatment plant team worked on the ODC lift station, replacing a pump to ensure continued functionality.
- Last week, the sanitation department transported 215 tons of refuse to the transfer station, bringing the cumulative total to 635 tons. Over-the-road drivers delivered 30 loads of refuse to the Hartville Landfill.