

## MEETING MINUTES

**CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
November 25, 2024  
7:00 P.M.**

**Staff Present:** City Administrator Wes Young, City Attorney Anna Yendes, City Clerk Janice Gargus, CFO Carolyn Halverson, Planning & Zoning Commission Director Mike Ruesch, Public Works Director Trevor Hoffman, Project Manager Steven Bodenhamer, Police Chief Tom McClain, Police Officer JD Landon

**Citizens Present:** John Savage, Larry Whitman, Marilyn Ulrey

**The tentative agenda of this meeting includes:**

### **PLEDGE OF ALLEGIANCE**

Mayor Smith led the Pledge of Allegiance.

### **Call the meeting to order.**

Mayor Smith called the meeting to order and asked the City Clerk to conduct the Roll Call.

#### **1. Roll Call**

The City Clerk Conducted the Roll Call.

**Present:** Mayor Smith, Alderman Biellier, Alderman Keene, Alderman Lancaster, Alderman Wilson

**Not Present:** Alderman Hill, Alderman Swatosh

#### **2. Agenda Amendments/Approval of Agenda**

Mayor Smith asked for a motion to approve the agenda. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the agenda as it stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

#### **3. Consent Agenda:**

“A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to “approve the Consent Agenda as published or modified.”

- a. Minutes from the Regular Meeting November 12, 2024**
- b. October Financial Summaries**
- c. October Financial Statements**
- d. October/November Outstanding Invoices, Checks, and Draft Paid Invoices**
- e. October Check Register**
- f. October Utility Adjustments Report**

Mayor Smith asked for a motion to approve the Consent Agenda. Motion was made by Alderman Lancaster and seconded by Alderman Wilson to approve the Consent Agenda as stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

**4. Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024**

Mayor Smith asked for a motion to approve the Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Current Outstanding Invoices, Checks, and Draft Paid Invoices for October/November 2024. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

**5. Citizen Input**

None

**6. An Ordinance Accepting the 2025 Proposed Budget**

City Administrator Wes Young and CFO Carolyn Halverson briefly explained the 2025 Proposed Budget. This is the first read only so the Aldermen were asked to review it and plan to vote after the second read at the next meeting on December 9, 2024.

**7. An Ordinance Accepting the 2024 Amended Budget**

City Administrator Wes Young gave an update to some of the reasons the 2024 Budget needs to be amended. He explained that it is broken down by departments but there were extra funds needed to pay for new software programs and legal fees to name a couple. This is the first read only so the Aldermen were asked to review it and plan to vote after the second read at the next meeting on December 9, 2024.

**8. An Ordinance of the City of Willard Establishing a Water Advisory Board**

City Administrator Wes Young briefly explained the need for this new board and said he hopes to have two representatives from outside the city and three from within, but the ordinance will allow us to operate with one from outside and four from within. There are a total of three applications that have been submitted and one expected to be submitted. After the second read of the ordinance, Mayor Smith asked for a motion. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve An Ordinance of the City of Willard Establishing a Water Advisory Board. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Wilson

**9. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates**

This was the second read and due to two Board of Aldermen members not being present at this meeting, this ordinance did not pass. Motion was made by Alderman Lancaster and seconded by Alderman Keene to approve An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates with a 10% Rate Difference between citizens inside the city limits vs. outside the city limits. Motion carried a vote of 2-2. Voting aye: Aldermen Keene, Lancaster. Voting nay: Aldermen Biellier, Wilson. Wes explained that in the future, the Water Advisory Board will help make these decisions and there will not be a rate analysis

done by an outside source, it will be done in house. The analysis will be conducted annually.

**10. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII Wastewater Charges and Rates**

This was the second read and due to two Board of Aldermen members not being present at this meeting, this ordinance did not pass. Motion was made by Alderman Lancaster and seconded by Alderman Keene to approve An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 710, Sewer use and Sewer Rates Article VII Wastewater Charges and Rates with a 10% Rate Difference between citizens inside the city limits vs. outside the city limits. Motion carried a vote of 2-2. Voting aye: Aldermen Keene, Lancaster. Voting nay: Aldermen Biellier, Wilson.

**11. An Ordinance to Establish a Reimbursement Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals**

After the second read, Mayor Smith asked for a motion to approve. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve An Ordinance to Establish a Reimbursement Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

**12. An Ordinance to Establish a Training and Conference Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals**

After the second read, Mayor Smith asked for a motion to approve. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve An Ordinance to Establish a Training and Conference Policy for City Employees by Adding a New Subsection to Title I Government Code, Chapter 117 Personnel and Safety Manuals. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

**13. An Ordinance of the City of Willard, Missouri, Imposing a Local Sales Tax for Police Department Purposes at the Rate of One-Half Percent (.5%) Pursuant to the Authority Granted by 94.510, RSMO and Providing for Submission of the Proposal to the Qualified Voters of the City for Approval at an Election to be Held on the 8<sup>th</sup> Day of April, 2025**

Wes Young explained that the need for this tax increase is to provide public safety to the citizens of Willard. There is some equipment upgrades needed which have gone up in cost and Willard needs to be more compatible in salary with surrounding municipalities including Springfield. This is the first read and Wes asked the board members to study the ordinance and plan for the second read and vote at the next meeting on December 9, 2024.

**14. An Ordinance Revising and Replacing Section 400.510 of the City Code**

Mike Ruesch reiterated the need for this mixed-use ordinance to pass. After the second read, Mayor Smith asked for a motion. Motion was made by Alderman Keene and seconded by Alderman Lancaster to approve An Ordinance Revising and Replacing Section 400.510 of the City Code. Motion passed with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

## **15. Sanitary Sewer Project Status**

Project Manager Steven Bodenhamer read his memo and explained the update of the Sanitary Sewer Project Status.

## **16. City Administrator Remarks**

Wes said he had a meeting last Tuesday with Mediacom in regard to the damage by their subcontractors at Miller and Melville among other locations around town. They have cleaned it up and today they are cleaning up in Hoffman Hills. The sidewalk on AB will now be finished by the Public Works department and MoDOT has granted a 90-day permit to complete it. The original contractor presented a new invoice for payment and had not submitted a change order to request more money for the project. There are some questions in regard to their additional charges. Wes also mentioned the new city app will be up and running in a couple of weeks. He has also been responding to social media comments. Also, Wes stated he will work on a commercial conflicts policy for the next meeting for approval.

## **17. New Business**

None

## **18. Unfinished Business**

None

## **19. Recess the Open Session & Open the Closed Session Pursuant to RSMO Section 610.021 #(1) Legal and Pursuant to RSMO Section 610.022 #(2) Real Estate**

Mayor Smith asked for a motion to close the open session and open the closed session. Motion was made by Alderman Biellier and seconded by Alderman Keene @ 7:38 p.m. to Recess the Open Session & Open the Closed Session Pursuant to RSMO Section 610.021 #(1) Legal and Pursuant to RSMO Section 610.022 #(2) Real Estate. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

## **20. Call the Meeting to Order**

Mayor Smith called the meeting to order at 8:44 p.m. and asked the City Clerk to conduct the Roll Call.

## **21. Roll Call**

The City Clerk conducted the Roll Call.

**Present:** Mayor Smith, Alderman Biellier, Alderman Keene, Alderman Lancaster, Alderman Wilson

**Not Present:** Alderman Hill, Alderman Swatosh

The closed session consisted of an update on legal and real estate.

## **22. Close the Closed Session and Reconvene the Open Session**

Mayor Smith asked for a motion to close the closed session. Motion was made by Alderman Biellier and seconded by Alderman Keene at 8:50 p.m. to Close the Closed Session and Reconvene the Open Session. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

### **23. Adjourn Meeting**

Mayor Smith asked for a motion to adjourn the meeting. Motion was made by Alderman Keene and seconded by Alderman Biellier to adjourn the meeting at 8:50 p.m. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Wilson

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Janice Gargus, City Clerk