



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

April 14, 2025 at 6:00 PM

Willard City Hall, 224 W. Jackson St., Willard, MO

MINUTES

Staff Present: City Administrator Wesley Young, City Attorney Nate Dally City Clerk Rebecca Hansen, Parks and Recreation Director Jason Knight, CFO Carolyn Halverson, Planning and Zoning Director Mike Ruesch, Police Officer JD Landon, Director of Public Works Trevor Hoffman, Project Manager Steve Bodenhamer

Citizens Present: Debbie Ihrig, Larry Whitman, Mary Brewer, Rachel Mathison, Ryan Hale

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

CALL THE MEETING TO ORDER

Mayor Smith called the meeting to order at 6:00 pm and asked the City Clerk to conduct the roll call.

ROLL CALL

Rebecca Hansen conducted the roll call

Present: Mayor Troy Smith, Casey Biellier, Jeremy Hill, David Keene, Joyce Lancaster, Scott Swatosh

Rebecca Hansen confirmed that a quorum was present.

AGENDA AMENDMENTS/APPROVAL OF AGENDA

City Administrator Wes drew the Board's attention to an updated Water/Sewer Advisory Board list of appointees. Justin Shaffer is unable to serve because his employer deems it a conflict of interest. The updated list of appointees includes Bryan Chapman, who has agreed to serve. Wes also pointed out that a change was made to Item #17, the Azavar Ordinance, to correctly construct it as an ordinance. The change did not affect the terminology or meaning. There were no other changes to the agenda. Mayor Smith asked for a motion to approve the agenda with no agenda amendments. Motion was made by Alderman Hill and seconded by Alderman Biellier to approve the Agenda with no Agenda Amendments. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

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."

1. Meeting Minutes from March 24, 2025

2. **March/April 2025 Current Outstanding Invoices, Checks, and Draft Paid Invoices**
3. **Department Head Report City Clerk April 2025**
4. **Department Head Report Court April 2025**
5. **Department Head Report Human Resources April 2025**
6. **Department Head Report Parks Department April 2025**
7. **Department Head Report Planning and Zoning April 2025**
8. **Department Head Report Police Department April 2025**
9. **Department Head Report Public Works April 2025**
10. **Board Attendance Report**

Mayor Smith asked for a motion to approve the Consent Agenda. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Consent Agenda. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

There were no outstanding invoices

CITIZEN INPUT

Mary Brewer, who resides at 829 Pershing, shared that the storm sirens are inaudible where she lives, near the intersection of Pershing and Hughes.

READING OF APRIL 8 ELECTION RESULTS INTO THE MINUTES

City Administrator Wes reported that certified election results were not yet available.

PROJECT MANAGER REPORT

11. Sanitary Sewer Status Update: Project manager Steve Bodenhamer provided the Board with an update. Projects are moving along, though with some uncertainty due to a freeze on federal grant funding. DNR is saying it will take thirty days to review submitted construction documents; Steve is hoping for a favorable result or simple questions. The Meadow Connection is waiting on one family easement tract, in which the matriarch passed away recently. Their family attorney says they are getting successor trustee details cleaned up. Palmer and Parrish report no rock encountered above the depth for the sewer. Once the trust is situated, the engineering company will ask for construction bids for the Meadows sewer line. The 94 Lift Station is waiting for Allgeier, Martin to receive permits from DNR and other governmental agencies.

PRESENTATION

12. Laneshift Consulting Presentation

Ryan Hale from Laneshift gave some background on the company and explained their role in helping with the City Master Transportation Plan. They offer a Connected Community Model. He shared several reference communities whom he has worked for.

Their company will focus on active transportation plan while CJW handles roads. They can bring added capacity and expertise. Current rates are reflected in the quotes

RESOLUTIONS

13. A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD FOR ADDITIONAL STAFFING

Planning Director Mike reminded the Board that there is a cap on the salary for this position. This will free the City from having to hire contract inspectors. There is a definite need. Questions were asked about how much we are paying contractors; the answer is 25k \$50k. No budget amendments will be needed for this position.

Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Hill to approve this resolution. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

14. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO SIGN THE APPROPRIATE DOCUMENTS TO COMPLETE THE JACKSON STREET DOWNTOWN SIDEWALK PROJECT

Planning Director Mike spoke about how we have been working on safety and interconnectivity within the City, especially as children travel to visit parks or to attend school. There is a plan to concentrate on Miller Rd and Main St. to tie two commercial centers. Safety for students traveling to school has driven past projects and will continue to drive future projects. Over the next months and years, the City will continue to be focusing on downtown improvements safety and interconnectivity.

Ozark Greenways may partner with city to offer more parking near Jackson St. businesses. Parking

Mayor Smith asked for a motion. Motion was made by Alderman Hill and seconded by Alderman Lancaster to approve this resolution. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

ORDINANCES

15. AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH LANESHIFT FOR CONSULTING SERVICES (SECOND READ)

Planning Director Mike shared that he took part last year in a paradigm-shifting training by Laneshift in NW Arkansas. The focus was on connectivity within communities. The Board asked why we need Laneshift. Mike replied that Laneshift offers more scope than the City has, as we plan; Laneshift brings capacity and expertise. This would be the first step in Master Transportation Plan. We would begin with community input.

The Board asked about the relationship between CJW, Laneshift, and the City's Master Transportation Plan (MTP). Mike answered that CJW is the engineer. Laneshift is just consulting for active transportation. Funding is available, but we have to have a MTP to be considered for most funding. They want to see there is a plan in place. Mike answered questions from the Board—the MTP will be 15-20 year plan. Mike assured the Board that the plan is needed to guide future growth, so we have the parks, trails, and transportation that we need. Parks Director Jason said the Parks Dept can piggyback for park planning and trail planning as well. We will include the school district, Chamber of Commerce, etc.

The ordinance was read and Mayor Smith asked for a motion. Motion was made by Alderman Keene and seconded by Alderman Hill to approve this ordinance. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

16. AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ENTER INTO AN AGREEMENT WITH INTERNATIONAL CYBERNETICS COMPANY, LP D/B/A/ IMS INFRASTRUCTURE MANAGEMENT SERVICES FOR THE PAVEMENT MANAGEMENT AND STRUCTURAL TESTING PROJECT, APPROVING THE FEE PROPOSAL AND SCOPE OF WORK, AND AUTHORIZING EXECUTION OF NECESSARY DOCUMENTS (SECOND READ)

City Administrator Wes explained how this company will study roads and make recommendations guiding road repair; the results are considered good for 5 years. The results will help us to form plan for road repair and maintenance and improve our RQI over time. This will also allow us to use our funds more wisely. There is money in the budget earmarked for this project.

The ordinance was read and Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Hill to approve this ordinance. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

17. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH AZAVAR AUDIT SOLUTIONS, INC. FOR AUDITING SERVICES (SECOND READ)

City Administrator Wes reminded the Board that this is a no-cost contract. Azavar conducts an audit to help a city find money it is owed and takes a contingency fee out of findings.

The ordinance was read and Mayor Smith asked for a motion. Motion was made by Alderman Lancaster and seconded by Alderman Hill to approve this ordinance. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

18. AN ORDINANCE ESTABLISHING FORMAL POLICY FOR SEASONAL EMPLOYEES OF THE CITY OF WILLARD (SECOND READ)

City Administrator Wes reiterated that the City has a need to create a consistent structure to define and hire seasonal employees. This ordinance offers that.

The ordinance was read and Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

19. AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT WITH ARROW FOR HIGH-SPEED INTERNET/VOIP SERVICE AND FOR STARLINK SERVICES, LLC TO BE USED AS BACK-UP TO PROVIDE PHONE AND INTERNET SERVICES FOR THE CITY OF WILLARD (FIRST READ)

City Administrator Wes explained that the police department is ineligible for the 1GB fiber that will be provided to the other city buildings in an earlier ordinance and contract. We need to propose and accept this ordinance, laying out the service that can and will be provided for the police department. The price is the same for less service because of the promotional rate Arrow offered when it was assumed we could receive the 1GB fiber service. AT&T can't provide that because of distance from hub, so 100MG will be used, for the same price. This only affects the police department.

20. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CULPEPPER & MERRIWEATHER CIRCUS (FIRST READ)

Parks Director Jason described the company offering the circus, and the show they are offering. Other communities reported that the circus is great to work with. They said the only thing is to sell enough tickets to make it worthwhile. The circus requires 6 acres, so they will set up on Jackson Street Park. The show has trapeze artists, inflatables, and big cats. They bring their own food sales; the City cannot sell food there. It will cost \$290 out-of-pocket and we will staff the ticket sales. We will have bathrooms open at that location in September.

STATE OF THE CITY PRESENTATION

City Administrator Wes gave a State of the City PowerPoint Presentation, focusing on the accomplishments of the City in the last 6 months.

CITY ADMINISTRATOR REMARKS

City Administrator Wes discussed funding on Lift Station 94. We may have to find new funding if the federal grants we were awarded fall through. Wes shared that exciting news that affects the City will be upcoming. Wes is consulting with financial experts in to help the City get better return on money in savings accounts. The money could be performing in banks better, without added risk. Watch for the first monthly report focusing on City Transparency

Work continues on creating an updated Employee Handbook.

Wes is working with the police department to plan how to best implement the sales tax revenue that voters earmarked for public safety. According to MoDOR information, the tax is expected to go into effect this October, so funds will come in, likely beginning in November.

The City Pool needs some maintenance to sump pump. A plumber is coming to fix standing water in an electrical area.

Regarding I&I: Public Works is currently focusing on flow meters, among other things, as they find and fix leaks in the system. The flow meters passed testing and still work. Those should be in the ground and Public Works will continue to track down where leaking water is coming from. Rain came, which could reveal leaks, but Public Works was so busy with flooding concerns, they couldn't check on things like leaking manhole covers. Flow meters will be back in service as soon as possible.

NEW BUSINESS

24. Discussion of Additional Downtown Parking: Planning Director Mike explained that we will be getting engineering plans and doing phased approach over time. It will help existing businesses and upgrade sidewalks to be ADA accessible. Public Works will be able to self-install concrete and asphalt and save city money as we move forward on this. We will soon have a Master Transportation Plan to open grant opportunities. The Board asked about parking across from Hip Joint: that parking lot makes it difficult to see at the intersection. Engineers will be addressing that.
25. Discussion on Record Retention Schedule and Record Disposal: City Clerk Rebecca and City Administrator Wes brought up the possibility of using Resolutions to inform the public and the Board on what records are destroyed, according to the State Retention Schedule. A sample resolution was included in the packet. Adopting this system increases transparency. It could also discourage future city clerks from appropriately destroying records according to schedule, by creating another hurdle to destroying records.

UNFINISHED BUSINESS

26. Water/Sewer Advisory Board Appointments

City Administrator Wes reviewed the appointees that Mayor Smith has asked to be appointed. The Board accepted the appointees and staggered term length as follows

Kim Reed: Out-of-town, 4 years

Scott Long: In-town, 1 year

Kelly Davis: Out-of-town, 2 years

Angie: In-town, 3 years

Bryan Chapman: In-town, 2 years

Motion to accept the Water/Sewer advisory Board appointees and the term lengths was made by Alderman Lancaster and seconded by Alderman Biellier. Motion carried with a 5-0 vote.

Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

Planning Director Mike informed the Board that they are invited to a Joint Work Meeting with the Planning Commission on May 6. Invitations will be forthcoming.

RECESS OPEN SESSION

Motion to recess Open Session and move into a Closed Legal Session pursuant to RSMO Section 610.021 #(1) was made by Alderman Biellier and seconded by Alderman Hill. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh

The Board recessed Open Session at 7:39 pm

ENTER CLOSED LEGAL SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL

The Board entered Closed Session at 7:43 pm

CALL MEETING TO ORDER

Mayor Smith called the meeting to order at 7:43 pm and asked the city clerk to conduct the roll call.

ROLL CALL

Rebecca Hansen conducted the roll call

Present: Mayor Troy Smith, Casey Biellier, Jeremy Hill, David Keene, Joyce Lancaster, Scott Swatosh

Rebecca Hansen confirmed that a quorum was present

EXIT CLOSED LEGAL SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL

Mayor Smith called for a motion to exit the closed legal session pursuant to RSMO Section 610.021 #(1). The time was 7:53 pm. Motion was made by Alderman Biellier and seconded by Alderman Lancaster. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.

ADJOURN MEETING

Mayor Smith called for a motion to adjourn the meeting. The time was 7:53 pm.

Motion was made by Alderman Biellier. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Swatosh.