



## **CITY OF WILLARD**

### **BOARD OF ALDERMAN REGULAR MEETING**

**March 24, 2025 at 6:00 PM**

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

### **MINUTES**

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**Staff Present:** City Administrator Wesley Young, City Attorney Nate Dally, Human Resource Director Dona Slater, 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:** Kem Reed, Angie Wilson, Jeff and Paula Davis, Sam, Jeremy and Tracey Higginbotham, Ellie Higginbotham, Bryan Chapman, Larry Whitman

### **PLEDGE OF ALLEGIANCE**

Mayor Smith led the Pledge of Allegiance

### **CALL THE MEETING TO ORDER**

Mayor Smith called the meeting to order at 6:01 pm and asked the acting clerk to conduct the roll call.

### **ROLL CALL**

Dona Slater, acting as clerk, conducted the roll call.

Present: Mayor Troy Smith, Casey Biellier, Jeremy Hill, David Keene, Joyce Lancaster, Carol Wilson

Dona Slater confirmed that a quorum was present.

### **AGENDA AMENDMENTS/APPROVAL OF AGENDA**

City Administrator Wes pointed out that a change was made to the Utility Tap 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 Biellier and seconded by Alderman Lancaster to approve the Agenda with no Agenda Amendments. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson.

### **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. 3.10.35 BOA Meeting Minutes**
- 2. February Financial Summaries**

## **February Financial Statements**

## **February/March Outstanding Invoices, Checks, and Draft Paid Invoices**

## **February Check Register**

## **February Utilities Adjustment 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 Wilson.

## **CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES**

There were no current outstanding invoices, draft and check paid invoices

## **CITIZEN INPUT**

## **PROCLAMATIONS**

### **3. PROCLAMATION OF CONGRATULATIONS FOR ELLIE HIGGINBOTHAM**

Ellie Higginbotham was asked to share a little about her success in winning state in her weight category for girl's wrestling. Mayor recognized her with a Proclamation.

### **4. PROCLAMATION OF RECOGNITION FOR TERRY KATHCART**

Terry Kathcart was asked to speak about his service to the town of Willard over many years. Mayor recognized him with a Proclamation.

## **CONSIDERATION OF WATER/SEWER BOARD APPLICATIONS**

### **5. WATER/SEWER ADVISORY BOARD APPLICATIONS**

Applicants for the Water/Sewer Advisory Board were asked questions and had the opportunity ask the Board questions, regarding their prospective service on the Board.

## **PROJECT MANAGER UPDATES**

- 6. PROJECT UPDATES:** Project Manager Steve Bodenhamer reported on the 94 Lift Station. Electrical specifications were submitted to Missouri DNR, after which the City will submit for a construction permit. The issue of the grant freeze is not clear yet. An invoice will be submitted to the EPA for design services. Regarding the Meadows connection, there is one easement that is still in process because of probate. Trees in the bat habitat of the easement across the airport property have been removed. The Board asked what will happen with the frozen grant funds; Steve answered that either funds will be unfrozen, or the Administration will cancel the Congressional earmark for funds, and the City will have to look at financing. Eighty percent of the 3.2-million-dollar project was covered by the grant. The project increased capacity for growth for the next 20 years.

## **PROPOSALS**

### **7. A PROPOSAL AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD FOR ADDITIONAL STAFFING**

Planning Director Mike briefly explained that the City needed a Public Information Official (PIO) and a Building Inspector. The City prioritized the PIO position and combined the PIO/City Clerk

Positions. Now the current contracted inspector is retiring, and options are being considered to hire an internal inspector/s instead of outsourcing inspections. Commercial inspections will still be outsourced. Allowing the mayor to execute all necessary documents will give the City flexibility as it searches for candidates for the inspector position, and perhaps future positions. The Board asked that language on a future resolution include a high-end cap on the salary and more specific language.

## **RESOLUTIONS**

### **8. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING PARK DIRECTOR JASON KNIGHT TO PURCHASE PRE-OWNED PLAY EQUIPMENT**

City Administrator Wes explained that the \$300 equipment being offered for sale for \$75 and is under the \$500 limit, but that full transparency was desired because an employee was offering the equipment. Parks and Recreation Director Jason described the equipment. Attorney Nate Daley said there are no ethical concerns.

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

### **9. A RESOLUTION DEMONSTRATING COMMITMENT TO ENHANCING PUBLIC SAFETY WITHIN THE CITY OF WILLARD, MISSOURI**

City Administrator Wes explained that this resolution is one of a list of several actions that would enable the City to have a Blue Shield designation, showing it is supportive of public safety. The City is already doing many of the other requirements on the Blue Shield action list. The Blue Shield designation opens opportunities for grants for public safety

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

## **ORDINANCES**

### **10. AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT FOR UTILITY TAP CONSIDERATION. (SECOND READ)**

City Administrator Wes reminded the Board that standard ordinance language had been added to this ordinance, but the meaning was unchanged. This ordinance will allow the city to access a permanent utility easement across the Ruesch property. Rather than monetary compensation, the Ruesches will be allowed to tap into the utilities installed there any time in the next 35 years, if they choose to.

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

### **11. AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH LANESHIFT FOR CONSULTING SERVICES (FIRST READ)**

Planning and Zoning Director Mike Ruesch explained the consulting services offered by Laneshift. This will help with the Master Transportation Plan for the City. It will cost \$52,000. Money has already been budgeted for these purposes. The Board asked if we had inquired with any other consulting firms, and if we could get some references, because of the amount. They also asked for

a summary of services the consulting firm would be providing. Mike will invite a spokesman to come address the Board; the company is based in Bentonville, close by.

**12. 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 (FIRST READ)**

City Administrator Wes explained that Azavar will do an audit to make sure the City is collecting all the funds it is entitled to. Azavar takes it fees from what it collects; if it collects nothing extra, the City pays nothing. When we get our monitor fixed, they would be happy to meet with the Board, remotely.

**13. AN ORDINANCE ESTABLISHING FORMAL POLICY FOR SEASONAL EMPLOYEES OF THE CITY OF WILLARD (FIRST READ)**

City Administrator Wes explained that we are attempting to follow external policies and our internal code and structure the hiring of our seasonal employees accordingly.

**14. 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 (FIRST READ)**

City Administrator Wes reported that our engineers, CJW, recommended this pavement management survey company who will drive all of our roads, measuring and recording them, and create a report. This will allow the City to put together a road plan and best utilize the paving equipment we have acquired.

**CITY ADMINISTRATOR REMARKS**

City Administrator Wes reported that the financial scorecard is now out on the transparency section, and that he is working on periodic budget reports that will be more accessible to the public. \$50,000 is going towards repairs in our water/sewer systems and we can make sure that it is more visible to the public. The sidewalk on New Melville and AB will be finished up soon. Ozark Legislative Priorities has been completed and are asking for a resolution of support, which Wes will research and bring before the Board for discussion. There is no monetary commitment. An annual update of City progress/successes will be available soon. The \$30,000 Green County grant could still be useful for the crack sealer. Chief McClain is presenting to inform the public on the public safety tax that is on the upcoming ballot. City Officials Training is also coming up: there are two sessions available: one on Springfield and one in Jefferson City.

**NEW BUSINESS**

**UNFINISHED BUSINESS**

**ADJOURN MEETING**

Mayor Smith called for a motion to adjourn the meeting. The time was 7:34 pm.

Motion was made by Alderman Hill and seconded by Alderman Biellier to adjourn the meeting. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson.