



## **CITY OF WILLARD**

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

**June 23, 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 Holly Dodge, City Clerk Rebecca Hansen, CFO Carolyn Halverson, Director of Public Works Trevor Hoffman, Financial Assistant Genia Mount, Planning and Zoning Director Mike Ruesch, Parks Director Jason Knight, Project Manager Steve Bodenhamer, Police Officer Brian Gordon

**Citizens Present:** Sean McKiernan, Blake Pace

### **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 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, Rachel Mathison

Absent: Carol Wilson

Rebecca Hansen confirmed that a quorum was present.

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

City administrator Wes pointed out that the correct spreadsheet for agenda item #13 was before the Board; the wrong spreadsheet was included in the packet. The presentation (agenda item #3) would not be taking place because engineers found that the proposed development exceeded the sewer capacity.

Mayor Smith asked for a motion to approve the agenda, with amendments. Motion was made by Alder Hill and seconded by Alder Lancaster to approve the agenda, with amendments. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

### **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 June 9, 2025**

**2. May Financial Summaries**

**May Financial Statements**

**May/June Outstanding Invoices, Checks, and Draft Paid Invoices**

**May Check Register**

**May Utilities Adjustment Report**

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

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

None to report

**CITIZEN INPUT**

None

**PRESENTATION BY WESTWARD LAND COMPANY**

**3. Westward Willard Presentation**

(This presentation was canceled)

**PRESENTATION OF 2024 INTERNAL AUDIT BY DECKER AND PACE**

A representative of Decker and Pace presented the results of the internal audit.

The audit showed that total revenues were up because of more grants received this year. Expenditures were also up because of the city spending that grant money. Excluding the grants, the totals were similar to last year. The City has more than the recommended cash reserve—one year instead of the recommended six months.

There was improvement in cash flow. The City fell into “single audit standards” this year because we spent more than \$750,000 of federal money in grants. A more stringent audit is required; the City was found to be within compliance. Financially, the City is healthy.

**PROJECT MANAGER REPORT**

**4. Sanitary Sewer Status Update**

Project Manager Steve Bodenhamer offered an update on the sanitary sewer. Regarding 94 Lift Station Forced Main, we received the cash that was promised, so we are back on track. Construction easements have been created. Of five desired easements, four are on track. On the fifth, there has been no response. Allgeier, Martin, and Associates are on track to begin engineering. Regarding the airport easements: the trustee who would not sign has been emailing. We have options to reroute; it would just be ideal to stay with the original route, if possible.

**RESOLUTIONS**

**5. A RESOLUTION OF THE BOARD OF ALDERS CONSENTING TO THE MAYOR'S APPOINTMENT OF CELEEN THEDELL TO THE PLANNING COMMISSION**

Celeen Thedell was in attendance. She comes highly recommended. The Board had no questions. Mayor Smith asked for a motion to commend the appointment of Celeen Thedell to the P&Z Commission. Motion was made by Alder Mathison and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

## **ORDINANCES**

- 6. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CRAWFORD, MURPHY, & TILLY, INC. FOR THE PLANNING AND DESIGN OF A U.S. HIGHWAY 160 PEDESTRIAN UNDERPASS (SECOND READ)**

The Board felt that no further discussion was needed on this ordinance.

Mayor Smith had the ordinance read and asked for a motion. Motion was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

- 7. AN ORDINANCE RE-ESTABLISHING THE ORGANIZATION AND OPERATION OF AN ECONOMIC DEVELOPMENT TASK FORCE FOR THE CITY OF WILLARD; AUTHORIZING THE MAYOR TO PROCEED WITH THE APPOINTMENT OF A NINE-MEMBER ADVISORY BOARD, WITH THE APPROVAL OF THE BOARD OF ALDERMEN, TO SERVE AS THE ECONOMIC DEVELOPMENT TASK FORCE. (SECOND READ)**

City Administrator Wes Young reminded the Board that this task force existed before but fell by the wayside. Discussion on the topic last meeting was that the city would benefit by an advisory board serving in this capacity.

Mayor Smith had the ordinance read and asked for a motion. Motion was made by Alder Keene and seconded by Alder Lancaster. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

- 8. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AUTHORIZING THE APPOINTMENT OF ONE DIRECTOR AND ONE ALTERNATE TO THE SOUTHWEST MISSOURI JOINT MUNICIPAL WATER UTILITY COMMISSION (SECOND READ)**

City Administrator Wes Young advised the Board that there was no new information on this ordinance.

Mayor Smith had the ordinance read and asked for a motion. Motion was made by Alder Keene and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

- 9. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, ACCEPTING THE BID OF COMMERCE BANK FOR THE DEPOSIT OF CITY PUBLIC FUNDS AND AUTHORIZING THE MAYOR TO EXECUTE RELATED AGREEMENTS (SECOND READ)**

CFO Carolyn Halverson and City Administrator Wes Young shared information that guided the recommendation to keep our municipal funds at Commerce Bank.

Mayor Smith had the ordinance read and asked for a motion. Motion was made by Alder Hill and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

**10. AN ORDINANCE APPROVING A REPLAT OF LOTS 1 THROUGH 40 OF HOFFMAN HILLS PHASE 1, A RESIDENTIAL PLANNED DEVELOPMENT DISTRICT IN THE CITY OF WILLARD, GREENE COUNTY, MISSOURI (SECOND READ)**

Planning Director Mike Ruesch reported no change in this replat.

Mayor Smith had the ordinance read and asked for a motion. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

**11. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, ADOPTING AN AMENDMENT TO THE 2025 BUDGET (FIRST AND SECOND READ)**

There were minor changes to the budget since last meeting's presentation. The Board had some questions about purchasing a new skid steer.

Mayor Smith had the ordinance read the first time and asked for a motion. Motion was made by Alder Hill and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

Mayor Smith asked for a second reading of the ordinance and then for a motion. Motion was made by Alder Keene and seconded by Alder Mathison. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

**12. AN ORDINANCE REPEALING SECTION 127.220 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD, MISSOURI AND AMENDING SECTION 127.210, REGARDING EXCLUSIONS TO MEMBERSHIP ON THE PARKS AND RECREATIONAL ADVISORY BOARD (FIRST READ)**

City Administrator Wes Young reminded everyone that this ordinance removes the stipulation that a member of the Board of Alders cannot serve on the Parks Board. That stipulation seems unnecessary, and even counter-intuitive at this time. It is working well to have a member of the Board on the Planning Commission, so we will follow that model for other advisory boards.

**13. AN ORDINANCE OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, ACCEPTING THE BID FOR CELL PHONE SERVICE FOR MUNICIPAL OPERATIONS, AND AUTHORIZING THE MAYOR TO EXECUTE RELATED AGREEMENTS (FIRST AND SECOND READ)**

The Board asked how many phones are covered by the bid. CFO Carolyn Halverson reported seven phones—some for directors and 4 for police. Specific quote amounts were discussed—all are lower this year than the plan we currently have. That table was left out of the packet, but was before them now.

**CITY ADMINISTRATOR REMARKS**

**14. Financial Scorecard**

City Administrator Wes Young pointed out financial areas of note: All areas are looking promising. Things appear cautionary on Parks, but spending is much lower at this time of year compared to

last year. Financial reporting summary is on this month's update. We will do this moving forward. Given the discussions, we will develop performance scorecard(s) for Parks next.

## **NEW BUSINESS**

none

## **UNFINISHED BUSINESS**

City Administrator Wes Young reported on the new implementation of a Manager's Minute. Three hundred sixty people viewed it. The video highlighted the lift station I&I and appeared very well received.

## **RECESS OPEN SESSION**

### **OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL and #(2) REAL ESTATE**

(Refer to Closed Meeting minutes for a record of the Closed Session, as appropriate)

**CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION 7:58**

**ADJOURN MEETING 7:58**

If you have special needs which require accommodation, please notify personnel at the City Hall. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at 417-742-5302.

Rebecca Hansen, City Clerk