



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

January 27, 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 Janice Gargus, City Clerk Rebecca Hansen, Parks and Recreation Director Jason Knight, Public Works Director Trevor Hoffman, Public Works Associate Director Shane Fox, Police Officer JD Landon, Planning and Zoning Director Mike Ruesch, Project Manager Steven Bodenhamer

Citizens Present: Steve Cobb, Bart Sheffield, Kelly Sheffield

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

CALL THE MEETING TO ORDER

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

1. ROLL CALL

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

2. AGENDA AMENDMENTS/APPROVAL OF AGENDA

Wes Young announced that there will be a closed session before and after the public meeting.

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."

1. Meeting Minutes from January 13, 2025
2. January Financial Summaries
3. January Financial Statements
4. December/January Outstanding Invoices, Checks and Draft Paid Invoices
5. January Check Register
6. December 2024 Utility Adjustments Report

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the Agenda Amendments/Approval of Agenda and Consent Agenda as each stands. Motion carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Swatosh, Wilson.

4. CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

5. OATH OF OFFICE NEW CITY CLERK - REBECCA HANSEN

City Clerk Gargus administered the Oath of Office to incoming City Clerk, Rebecca Hansen.

6. RECESS THE OPEN SESSION AND OPEN THE CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL

7. CALL THE CLOSED MEETING TO ORDER

Mayor called to order 6:07.

8. ROLL CALL

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

9. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

10. CITIZEN INPUT

Bart Sheffield B&B Concrete, contracted to do AB sidewalk, spoke. He paused the project because city needed permission from MDOT. He pointed out that he has done work for the city before. He described work that was part of the contract. He asserts that he used extra material and provided additional labor not covered by contract.

11. RESOLUTIONS

7. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALGEIER, MARTIN AND ASSOCIATES, INC. TO CONSTRUCT A DRAINAGE CHANNEL ON MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT) RIGHT OF WAY BETWEEN US HIGHWAY 160 AND PROCTOR ROAD

Mike explained that FEMA and MDOT requirements are causing this project to extend longer than was planned. He explained that the main objective of the project is to divert water directly into Willard drainage channel, away from residential (Gage St.) The third line of the resolution

would be more accurate if the word “design” were used, instead of “construct”. We may need to change this wording before Wes enters into the agreement. Mike will change the wording of the resolution, as discussed.

Mayor Smith asked for a motion.

Motion was made by Alderman Bieller and seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

8. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH CJW TRANSPORTATION CONSULTANTS, LLC FOR ENGINEERING SERVICES

Mike briefly described the project, which is part of the plan to continue revitalization downtown. It includes engineering for sidewalks/stormwater diversion from Miller Rd. to downtown. Parallel parking will also be included.

Project Manager Bodenhamer suggested having the City Administrator sign, where it calls for Mayor. There were no detractors.

Mayor Smith asked for a motion to approve the resolution,

Motion was made by Alderman Biellier, as it stands, and seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

9. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A 12-MONTH SUBSCRIPTION WITH SEEMYLEGACY

Jason briefly explained this platform, which allows people to donate and also to organize/join city service opportunities. It will cost \$2249 yearly. Jason realized with all-abilities park that we need better way to accept donations. A contribution storyboard is included, which allows for QR codes placed throughout a project, allowing more “ownership” in projects, but keeping the signage obscure. This platform can also set up volunteer management. Alderman Biellier has concerns with cost and felt that more information was needed to justify the expenditure.

Mayor Smith asked for a motion.

Motion to table was made by Alderman Keene and seconded by Alderman Biellier. Motion to table was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

12. ORDINANCES

10. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, TO AMEND THE CONVENIENCE FEE FOR ALTERNATIVE PAYMENT

SECOND READ—As discussed last meeting, the credit card processing company has raised the rate. Legally, the city must pass on that rate, which this ordinance accomplishes. The city is also looking around for other credit card processing companies with lower rates and equal convenience.

The mayor asked for a motion. Motion was made by Alderman Biellier to approve this ordinance, as read. It was seconded by Alderman Keene. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

11. AN ORDINANCE REVISING AND REPLACING SECTION 400.1500 OF THE CITY CODE – EXCAVATION

FIRST READ. Mike Ruesch explained history leading up to the need for this ordinance. Going forward, we will change the permit to cover one thousand feet of infrastructure per permit. We will require certain limits for bonding. Half a million dollars per occurrence on property damage, personal injury, or wrongful death will be required, and a copy of that bond/insurance will need to be on file with the city. We will make sure requirements are following state law. Mike will look into insurance numbers, whether they are high enough. The city won't release the bond for a year. Wording will also be changed, defining how caution must be used, whether excavating within 24 inches of utilities or not. The current language that care must be taken within 24 inches of utilities was exploited, so now care must be taken "at all times." The city will also be covered by bonds—amounts specified. Language will be added to ensure that open holes can't just be left open all over town, and that projects are cleaned up to the city's specifications.

12. AN ORDINANCE ESTABLISHING A PERFORMANCE EVALUATION AND MERIT RAISE POLICY FOR FULL TIME EMPLOYEES OF THE CITY OF WILLARD

FIRST READ: Wes Briefly reviewed how the new performance evaluation will work, and contrasted it with how step raises are applied. He mentioned how performance raises will reward the things the city values in employees, and will attract the right employees.

13. AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, ESTABLISHING A UNIFORM POLICY FOR PUBLIC WORKS STAFF OF THE CITY OF WILLARD

FIRST READ: Wes brought to the Board's attention that the uniform company utilized by Public Works is failing on several points. Also, our city workers feel that those uniforms are heavy and cumbersome; they would rather have an allowance to buy a suggested uniform that is comfortable and professional-looking. Trevor brought up that Public Works had a washing machine donated and would prefer to not renew uniform laundering service. Trevor will explore the possibility of cancelling the current contract, due to the failings of the company in providing uniforms. The figure of \$250 for uniform reimbursement was mentioned; the mayor wondered if that sum would be sufficient. Policy for replacing uniforms as they get worn out was also discussed.

13. PROJECT MANAGER STATUS REPORT UPDATE

14. SANITARY SEWER PROJECT STATUS UPDATE

Project Manager Bodenhamer described the scope of the project and the recent progress in securing the needed easements. He reported that the engineering was 95% complete; what remained has to do with the lift station. They are currently evaluating pipe material and finishing up securing easements from landowners. Right of Way won't be an issue, since the land in question is on county roads.

14. CITY ADMINISTRATOR REMARKS

Wes spoke at length about an I&I Plan, to locate water leaks. The city will begin by looking for large leaks in the system and repairing them. This will save money that we then will use to find and repair

other leaks, with a cumulative effect of saving money and running a more efficient system. The second part of the plan will include steps for managing residential leaks.

Application for Water Board will end at 5pm on January 31st.

New rates will be reflected on the next utility bills. There have been notices that rate increases are coming. Verizon and T Mobile are interested in leases, which should generate funds for cell tower improvements.

15. NEW BUSINESS

none

16. UNFINISHED BUSINESS

none

17. RECESS THE OPEN SESSION AND OPEN THE CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL AND PURSUANT TO RSMO SECTION 610.021 #(2) REAL ESTATE

18. CALL THE MEETING TO ORDER

Mayor called the meeting to order at

19. ROLL CALL:

City Clerk Gargus conducted the roll call:

Present: Mayor Troy Smith, Alderman Carol Wilson, Alderman David Keene, Alderman Casey Biellier, Alderman Scott Swatosh

Absent: Alderman Jeremy Hill, Alderman Joyce Lancaster

20. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION Mayor Troy called for a motion. Motion was made to end closed session. Alderman and seconded by Alderman. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

21. ADJOURN MEETING

Mayor Smith asked for a motion to end.

Motion was made by Alderman Biellier and seconded by Alderman Keene at 7:46 pm to adjourn the meeting. Motion was carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, Wilson.

Janice Gargus, City Clerk