

CITY OF WILLARD, MISSOURI
RESOLUTION NO:25-50

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD,
MISSOURI, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH
REBECCA HANSEN FOR PROFESSIONAL SERVICES**

WHEREAS, the City of Willard recognizes the importance of a smooth transition in the position of City Clerk to maintain continuity of operations and compliance with statutory obligations; and

WHEREAS, Rebecca Hansen has served the City diligently as City Clerk and has gained institutional knowledge of municipal proceedings, records management, and statutory requirements; and

WHEREAS, the Board finds that retaining Rebecca Hansen as an independent contractor for a limited term will provide necessary training and support to the incoming City Clerk, thereby promoting efficiency and reducing risk of administrative errors;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

Section 1. The Board of Alders hereby grants the Mayor of the City of Willard authority to enter into the agreement attached herein.

Section 2. This Resolution shall take effect the first business day following Rebecca Hansen's formal date of resignation.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("Agreement") is entered into between the City of Willard, Missouri ("City") and Rebecca Hansen ("Contractor"), effective on the date of the City's execution below.

1. Purpose

Contractor previously served as City Clerk and agrees to provide transitional assistance, support, and guidance to the newly appointed City Clerk and other City personnel as needed. The City wishes to compensate Contractor for such assistance in accordance with the terms below.

2. Scope of Services

Contractor shall make herself reasonably available to provide support, answer questions, and offer guidance related to City Clerk duties, processes, records, and related municipal operations. Services shall be provided remotely or in person, as mutually arranged.

3. Term of Agreement

This Agreement shall begin upon execution and shall terminate on the earliest of:

1. December 31, 2026, or
2. Contractor reaching 1,000 hours of compensated service under this Agreement.

No hours shall be compensated beyond the 1,000-hour cap.

4. Compensation

- a. Contractor shall be compensated at a rate of \$25 per hour.
- b. Time shall be recorded in 30-minute increments, with any amount of time worked in a 30-minute period rounded up to the nearest half hour and a short remark about the assistance provided.
- c. Contractor shall submit a monthly record of time worked on the last working day of each month.
- d. If Contractor performs no work during a given month, she shall still submit a report indicating zero hours worked.
- e. Upon receipt of the monthly report, the City shall process payment during the next regular payroll cycle.
- f. Contractor acknowledges she is solely responsible for any and all federal, state, and local taxes, including income taxes and self-employment taxes, arising from payments made under this Agreement.

5. Independent Contractor Status

Contractor is engaged as an independent contractor, not as an employee of the City. Nothing in this Agreement shall be construed to create an employment relationship, nor shall Contractor be eligible for employee benefits, workers' compensation, retirement contributions, or other employee-related programs.

6. Records and Documentation

Contractor shall maintain accurate records of all time worked and shall provide the City sufficient documentation to process payment. The City reserves the right to request clarification or supporting information regarding submitted time.

7. Confidentiality

Contractor shall maintain the confidentiality of all non-public City information obtained through her prior service or under this Agreement and shall not disclose such information except as required by law or expressly authorized by the City.

8. Termination

Either party may terminate this Agreement at any time, with or without cause, upon written notice. Contractor shall be compensated for valid hours worked up to the date of termination.

9. General Provisions

Entire Agreement. This Agreement constitutes the entire understanding between the parties.

Amendments. Any amendments must be in writing and signed by both parties.

Governing Law. This Agreement shall be governed by the laws of the State of Missouri.

Severability. If any provision of this Agreement is found to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect, and the invalid provision shall be replaced with a valid provision that most closely reflects the original intent of the parties.

ADOPTED THIS DAY, the 8th Day of December 2025 by the Board of Alders of the City of Willard, Missouri.

Troy Smith, Mayor

**Attested by Rebecca Hanson,
City Clerk**