



CITY OF WILLARD

BOARD OF ALDERMEN REGULAR MEETING

February 24, 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, AFO Gina Mount, Planning and Zoning Director Mike Ruesch, Project Manager Steven Bodenhamer, Police Officer JD Landon, Chief Tom McClain

Citizens Present: Doug Johnson, Diana Johnson, 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 6:00 pm and asked the city clerk to conduct the roll call.

ROLL CALL

City Clerk Hansen conducted the roll call.

Present: Mayor Troy Smith, Casey Biellier, David Keene, Scott Swatosh, Joyce Lancaster, Carol Wilson. Jeremy Hill was excused.

City Clerk Hansen confirmed that a quorum was present.

AGENDA AMENDMENTS/APPROVAL OF AGENDA

City Administrator Wes pointed out that the verbiage of 9.K, "AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, 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" should read "DESIGN" where now it reads "CONSTRUCT".

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

- A. Meeting Minutes from February 10, 2025**
- B. January Financial Summaries**
- C. January Financial Statements**
- D. January/February Outstanding Invoices, Checks and Draft Paid Invoices**
- E. January Check Register**
- F. January Utility Adjustments 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, Keene, Lancaster, Swatosh, and Wilson.

4. CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

City Administrator Wes explained that the outstanding invoices include I&I sewer repair needs such as equipment and manhole cover repairs. The City also needed to pay CJW Transportation Consultants, LLC for their work on the Jackson Street project.

Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the Current Outstanding Invoices, Draft, and Check Paid Invoices. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

5. CITIZEN INPUT

Doug Johnson addressed the Board about the proposed ordinance regarding fees to cover cost for outside events. He and Diana initiated bringing the Veteran’s Day parade to Willard several years ago. He feels Willard is a great place to hold the parade and he feels it benefits the City, also. He thinks it could bring people and tax dollars into town. He wants to keep the parade here and is asking for city support in doing so. His organization has a small budget, and the proposed fees would be a strain.

Diana Johnson echoed the same sentiments. They feel the parade is good publicity and they want to help the City see how they can make the parade mutually beneficial. She says this is the biggest Veteran’s Parade in the state of Missouri.

6. PROJECT MANAGER UPDATES

A. Sanitary Sewer Project Status

The City is still waiting on DNR to approve the spec package. The funds are still frozen, as the case works its way through the court system. The City will be asking for reimbursement for another project soon.

Meadows Gravity Trunk Sewer is moving forward, just waiting on trust documentation for the last needed easement.

The City's engineering firm will be accepting proposal for tree felling. The trees in question are an endangered bat habitat near the airport. Trees must be removed before 31st of March. If that deadline passes, the trees can't be felled until after the bat breeding season.

7. PRESENTATION

A. Safety Tax Presentation--Chief McClain

Mayor commended the Chief on the presentation and asked where else this will be presented. He encouraged the Chief to get the presentation in front of as many people as possible; Mayor has some ideas.

8. RESOLUTIONS

A. A RESOLUTION DECLARING CERTAIN CITY VEHICLES AS SURPLUS PROPERTY AND AUTHORIZING THEIR DISPOSAL

City Administrator Wes described the three vehicles in question: two are Parks property and one is Public Works. Any proceeds will go back into the relevant fund of the department that own them.

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

B. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH GREENE COUNTY FOR THE USE OF GIS INFORMATION

Planning and Zoning Director Mike explained that we will be able to use Springfield GIS at no cost if we enter into this contract. The contract allows the City to use the information, but forbids the City from sharing the information—sunshine requests need to be referred back to the City of Springfield. This information will beef up our GIS database. The Board asked how long the contract will be in force. Mayor said his business has a similar contract with Springfield, and that contract is for one year.

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

9. ORDINANCES

A. AN ORDINANCE ADOPTING THE CITY OF WILLARD DISCIPLINARY POLICY (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. City Administrator Wes stated again that at-will employment will still apply and reminded the Board that this is part of ongoing efforts to update the employee handbook.

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

B. AN ORDINANCE ACCEPTING THE LEASE BY LAKELAND OFFICE SYSTEMS TO PROVIDE A PRINTER FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY OF WILLARD, MISSOURI (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. This is new equipment for Public Works.

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

C. AN ORDINANCE AUTHORIZING THE CITY OF WILLARD, MISSOURI, TO ACCEPT THE AMENDED LEASE AGREEMENT WITH SPRINT SPECTRUM REALTY COMPANY, LLC, AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT (FIRST READ)

City Administrator Wes has been in negotiations with Catalyst Network Services, the parent company of Sprint Spectrum Realty Company. They are willing to enter into a 30-year lease of the Willard water tower. The basic terms are \$1200/month with an increase of 10% every 5 years.

D. AN ORDINANCE BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, REVISING SECTION 100.300 C. 4-5 OF THE CITY CODE -- CONVENIENCE FEES (FIRST READ)

City Administrator Wes pointed out that this ordinance clarifies the language of a recent ordinance, which allows the city to collect a transaction fee for credit and debit card transactions. Our processors do not charge the city the \$1.50 and \$2.50 transaction fee; they charge the consumer directly. The 6.6% credit/debit card convenience fees the City collects are pass-through fees the city is charged based on consumer payment activity that uses a credit or a debit card. There was a short discussion on why the City uses Tyler to process payments: the software company makes it difficult to use another processor and offers tech support when the City uses Tyler. Also, Tyler offers real-time processing, which is necessary when utility shut-offs come into play. Other processors are 3% without real time processing. The City uses other processors when real-time processing isn't necessary.

E. AN ORDINANCE APPROVING THE 2025 PARKS FEES (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. The Board asked if the fees charged are covering the cost of summer camp. Parks and Recreation Director Jason says it does, and the cost is in line with other municipal summer camps.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Biellier and seconded by Alderman Keene to approve this ordinance as read. Motion

carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Swatosh, and Wilson. Alderman Lancaster abstained.

F. AN ORDINANCE APPROVING THE SPECIAL EVENT FEE SCHEDULE FOR OUTSIDE ORGANIZATIONS (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Parks and Recreation Director Jason reminded the Board this will especially affect parades, and that he added classification of non-profit organizations who can qualify for city subsidies.

Mayor Smith asked for a second read of this ordinance and a motion. Motion was made by Alderman Lancaster and seconded by Alderman Wilson to approve this ordinance as read. Voting Aye: Aldermen Lancaster, Swatosh, and Wilson. Nay: Aldermen Biellier, Keene. The motion failed.

G. AN ORDINANCE AUTHORIZING A CONTRACT WITH PREMIER PYROTECHNICS FOR THE FREEDOM FEST FIREWORKS (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Parks and Recreation Director Jason reminded the Board that last meeting they had asked for a one-year contract and we were able to secure a one-year, renewable contract.

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

H. AN ORDINANCE ADDING TO SECTION 520 OF THE CITY CODE - 520.010 APPROACHES (SECOND READ)

Last meeting, there was a thorough discussion on this proposal. Mike reminded the Board that the purpose of this proposal is to give the City the opportunity to protect its roads by controlling the ways the driveway approaches connect. It benefits the City in the long term to have Public Works install these, if the homeowner supplies materials. It is proposed that the Code be adjusted to allow a three-car garage to have a 30-ft approach, rather than a 20 ft approach.

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

I. AN ORDINANCE ALLOWING THE MAYOR TO ENTER INTO A CONTRACT WITH XPRESS BILL PAY FOR ONLINE PAYMENT SERVICES (FIRST READ)

Planning and Zoning Director Mike updated the Board that the Civic Review software will soon be ready to use. It automates the processing of business licenses, building permits, etc. This proposal will allow us to enter into a contract that will process the associated payments. We can negotiate this contract yearly.

J. AN ORDINANCE 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 (FIRST READ)

The Board approved this proposal earlier as a resolution, but the contract requires an ordinance. Planning and Zoning Director Mike reminded the Board that this proposal is a first step to improving parking downtown.

K. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A WORK AGREEMENT WITH ALLGEIER, 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 (FIRST READ)

The Board approved this proposal earlier as a resolution, but the contract requires an ordinance. This drainage channel is part of the effort to improve parking downtown. City Administrator Wes reminded the Board that the proper wording for this ordinance is “to design”, not “to construct”. Planning and Zoning Director Mike reminded the Board that this will direct water down a MODOT drainage channel to the Willard drainage system. Regarding cost, the engineering of this project is more expensive than the construction because there is no margin for error in getting the right-of-way/ easements correct.

10. CITY ADMINISTRATOR REMARKS

City Administrator Wes briefed the Board regarding a new Seasonal Employee policy draft that was placed before them. City Attorney Nate is reviewing this. This effort is a part of the effort to update the Employee Handbook.

Wes reported he is also revisiting current code on public input at meetings, as well incorporating into Code the latest amount a city can financially recoup when fulfilling Sunshine Requests.

Wes reported that the new City app has had a good response so far. It had 308 downloads, as of the first of the month. That number is close to 350 now.

Wes invited the Board to begin to consider an upcoming offer to buy shares of water in Stockton Lake. We have the water we need now. Mayor asked if it hedges the City’s risk in case of drought. Wes said that Stockton Lake would also be affected, in that case. Also, to access the water, the City would need to bring a pipe to Willard. Most of the existing water system is well-based, so it could be expensive to access that water when and if we needed it. There is risk involved; it is understood that the City would share a portion of unknown risk. For instance, we would need to pay a portion of fixing a dam, etc. Wes is still learning/ asking questions, but anticipates a contract from the Stockton Lake folks soon for board consideration.

11. NEW BUSINESS

Planning and Zoning Director Mike said that the City needs to begin work on a Master Transportation Plan (MTP) and wanted to provide some information that. That work will require the creation of a MTP Board. The Board was asked to think about and invite citizens who might want to participate.

Mike is making changes to the landscaping ordinance. The Board was given a copy of the ordinance with suggested language. The Board was invited to give input. Mike clarified that the proposal mostly addresses barriers and buffers for commercial/industrial. Two trees will be required for residences.

Mayor suggested taking the Board’s temperature on future attempts to update code, in order to save time and effort. City attorney Nate suggested crafting a resolution asking, “shall we proceed in this direction?”

12. UNFINISHED BUSINESS

Alderman Lancaster asked about water board application status. We advised we have received one more application for the Water Board. We currently have all the out-of-town applicants required, and two in-town applicants. We will wait for one more in-town applicant, to meet the required three. If we can't meet this, we may need to change the code.

13. ADJOURN MEETING

Mayor Smith called for a motion to adjourn the meeting. The time was 7:28 pm.

Motion was made by Alderman Lancaster and seconded by Alderman Wilson to adjourn the meeting. Motion was carried with a 4-0 vote. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

Rebecca Hansen, City Clerk