



MEETING MINUTES

CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

December 09, 2024, at 6:00 PM

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

STAFF PRESENT: City Administrator Wesley Young, City Attorney Nate Dally, City Clerk Janice Gargus, CFO Carolyn Halverson, Planning & Zoning Commission Director Mike Ruesch, Project Manager Steve Bodenhamer, Public Works Director Trevor Hoffman, Police Chief Tom McClain, Police Officer JD Landon

CITIZENS PRESENT: Larry Whitman, Sam Baird

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 p.m. and asked the City Clerk to conduct the Roll Call.

ROLL CALL

The City Clerk conducted the Roll Call.

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

AGENDA AMENDMENTS/APPROVAL OF AGENDA

Wesley explained that this was the first week to use the new agenda management and the cover sheets showed up and safely identified as cover sheets on the agenda so they can be skipped over. Item #10 had the wrong report attached to it so there is a copy of the correct report on everyone's desk. The closed session for legal – the agenda program erroneously removed the reason being Pursuant to RSMO Section 610.021 #(1) Legal. And a paragraph of the ballot question ordinance had the wrong date. We changed the dates to April on the one that was for the November 25th meeting agenda, so the first read was correctly presented but the one in this agenda packet has November back in there and we're not sure what happened but we have provided copies of the correct ballot question being April 8th and the due date to present to the county being December 31st. There is also one added bill this week for cybersecurity dues for insurance for 2025. We received the bill and do not want to see it lapsed, so we presented it as today's invoices. Mike Ruesch apologized for not getting his report in on time, but he said it is interesting because last year's report and this year's report I resubmitted to you, take a look because it is a pretty good comparison. So, if you get a chance to take a look at that it's a pretty good comparison to what 12 months have brought to Willard.

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.”

2. Minutes from the Regular Meeting November 25, 2025
3. Financials
4. Department Head Reports
5. Board Attendance Report

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alderman Biellier and seconded by Alderman Hill to approve the consent agenda as stands. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson.

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

Alderman Lancaster asked for clarification for the pump that was purchased, and Trevor explained the purpose and project. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Current Outstanding Invoices, Draft and Check Paid Invoices as stands. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

CITIZEN INPUT

None

OATH OF OFFICE

Chief McClain said Levi O’Neal recently graduated from the Sheriff’s Academy and Chief was there for the ceremony and they presented awards and the highest award they hand out is the Honor Graduate Award and Chief was delighted when they called out Levi O’Neal’s name. Chief McClain conducted the Oath of Office of Levi O’Neal. Chief said Levi was hired two thirds of the way through his field training, and he will be out and on his own in about a month and a half.

PRESENTATIONS

Jeff Chronister of Allis/Akers/Arney Insurance and Business Advisors explained the insurance summary including the reasons for the increases for the new property, liability, and workman’s compensation insurances for the City of Willard. Due to the cost of the auto insurance increasing excessively, Jeff explained the reasons for this impact to include the multiple hurricanes this past season and higher construction costs to rebuild.

APPROVALS

Approval of Jackson Street - Contractor Change Order

Wes explained that Jackson Street came in under budget so this is the change order to remove the under budget from the file costs. It came in at \$31,000+ under budget and the final payment has been submitted but we need a change order to show the zero balance. Mayor Smith asked for a motion to accept the Jackson Street Contractor Change Order. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the Jackson Street Contractor Change Order. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

RESOLUTIONS

Reimbursement Resolution

Wes explained there has been discussion with Piper about extending our line of certificates of participation to help reimburse costs associated with the work on The Meadows and Line Four. This work will be continued on getting rates figured out. This will help us pay back some of the costs up to the \$1.5 million contingency. Mr. Bodenhamer stated the other thing this resolution does is it allows us to enter into the sale of the certificates of participation and you can use part of that sale to cover expenses and lets you move the project forward and not wait for the sale of the COPs to have money to move forward. This doesn't commit us to borrowing a thing, it paves the way for when we're ready. Mayor Smith asked for a motion to approve the resolution. Motion was made by Alderman Lancaster and seconded by Alderman Keene to approve the resolution. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

ORDINANCES

2025 Budget

Wes said this is the second read and we have received confirmation from Enterprise Fleet Services, and they have located a dump truck for Public Works, so it is added but won't likely be here until six to eight months into 2025. It will be a small additional expense for the 2025 budget. The current dump truck will be retired over to Parks to help them put so it's an approximate net additional \$1,000 cost to the Public Works Department. Some of the cost of The Meadows has been shifted into 2025 so we won't be having any time left in this year to use the budgeted costs of this year. So approximately \$600,000 has been moved over with a matching revenue. That's the only changes since our last discussion and everything else remains the same. Mayor Smith asked the City Clerk to conduct the second reading. The City Clerk conducted the second reading and Mayor Smith asked for a motion to approve the 2025 Budget Ordinance. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the 2025 Budget Ordinance. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

2024 Amended Budget

Wes said this is the second read and there are no changes on this one. This was a net change of \$350,723.26. No authorization for new spending just gives us the authority to make it to the end of the year. Changes we discussed from last time we got the Placer AI System, increased legal costs, addition of the sidewalk, transfer increases between general and Parks, cost increases for sewer and water supplies and services and expansion on land. Alderman Lancaster asked Wes how long we can survive with the water and sewer allotment and Wes said it's hard to say with complete accuracy but if we don't make some serious decisions, 2026 will be a very bad year. He stated that if we get into a solvency with a utility company the State will make us sell it because they won't allow the system to just collapse. Mayor Smith asked for a motion to amend the 2024 budget. Motion was made by Alderman Lancaster and seconded by Alderman Hill to Amend the 2024 Budget. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

An Ordinance of the City of Willard, Missouri, Imposing a Sales Tax for Police Department Purposes

Wes explained that this is the one that was talked about in the initial packet and first read with the dates being correct but with a wrong date in the second packet but the corrected copy with the April 8th date has been placed on your desks with a due date to the county of December 31, 2024. Nothing else changes. Still one half of a percent and still earmarked for public safety services. We did hear back from the county, and they did confirm the language and the layout, and it doesn't matter if ovals or boxes are used so we're all set with that. Chief McClain has received some positive responses for approval through conversations held in the community. Mayor Smith asked for a motion to approve the ordinance. Motion was made by Alderman Hill and seconded by Alderman Biellier to approve An Ordinance of the City of

Willard, Missouri, Imposing a Local Sales Tax for Police Department Purposes at the Rate of one-Half Percent (0.5%) Pursuant to the Authority Granted by 94.510 RSMO and Providing for Submission of the Proposal to the Qualified Voters of the City for Approval at an Election to be Held on the 8th Day of April 2025. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

An Ordinance Extending the Agreement with SW Missouri Engineers, LLC dba Cochran Engineering

We've already entered into a general services agreement with Cochran to do work on our sewer system as needed. We're allowed some two-year extension periods in the contract so we're just requesting the Board to approve the two-year extension. The last extension with Cochran was entered into in December of 2022 which will expire this month so the next extension will get us to December 2026. They're already engaged in said works for the city to help us with infrastructure. Mayor Smith asked the City Clerk to conduct a first read of this ordinance.

An Ordinance Establishing a Policy to Prevent Conflicts of Interest in Property-Related Matters for Members of the Board of Aldermen and the Planning and Zoning Commission

This policy was drafted just to clearly spell out where conflict arises due to community concerns about land sales and the need for board members and appointed members should always recuse themselves from taking direct action on things they can personally and financially benefit from. The Board had agreed previously they would like to have a direct policy in place dictating actions that will be taken.

CITY ADMINISTRATOR REMARKS

Wes stated that the board had previously asked him to check into the animal control policy and the possibility of double billing. He said there is a contract with Greene County/Springfield for animal control and he found there is no double billing. To ensure accuracy and to better understand what is being billed and when it's being billed, Greene County/Springfield will be sending a statement every month even if the billed amount is \$0.00.

Wes announced to the board that Janice has turned in her resignation effective January 31, 2025. Dona will be available for back up if needed but Janice did state she can probably stay longer if needed to help the new city clerk train and transition into the position.

Wes also gave a brief update on the new agenda software stating there are a few minor issues to be worked out, but we have been in contact with Municode to get those things fixed. He also said the videos of the meetings will be uploaded as well and there will be bookmarks so accessing specific topics will be easy to access at the correct place in the video.

Wes discussed the next steps for the water and sewer rate increase needs to include starting over with a new public hearing for the safest plan to proceed with a board work study session heading up the public hearing meeting. He expressed again the infrastructure challenges and the need for solvency. Mayor Smith asked what the city could be facing should a decision not be made soon to which Wes replied there is always the chance of the State stepping in and forcing us to sell out to a private entity. Nate explained that if it were to come down to that, the private entity would have to get full approval from the Public Service Commission before they could impose new rates to the customers of Willard.

Wes also gave an update on the proposed Water Advisory Board and stated we have received enough applications to appoint board members. He again explained that the intent is to have two members from within the city and two from outside the city.

Wes gave the Mayor and board members a copy of a Merit Policy that he's considering for wage increases in the future. He said this policy will help drive the employees to earn the best increase. It's only an informational item at this time and will not be voted on.

NEW BUSINESS

Wes indicated that his explanation of the Water Advisory Board under City Administrator Remarks also falls under New Business.

UNFINISHED BUSINESS

Mike Ruesch gave an update on the Mile Six Taproom stating they plan to hold a soft opening within the next week pending the health department approval and they will be open full time by New Year's Eve.

RECESS OPEN SESSION AND OPEN CLOSED SESSION PURSUANT TO RSMO 610.021 #(1) LEGAL

Mayor Smith asked for a motion to Recess the Open Session and Open the Closed Session. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to Recess the Open Session and Close the Closed Session Pursuant to RSMO 610.021 #(1) Legal at 6:55 p.m. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson.

ROLL CALL

Mayor Smith asked the City Clerk to conduct a Roll Call.

The City Clerk conducted the Roll Call.

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

Meeting discussion was held Pursuant to 610.021 #(1) Legal.

CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

Mayor Smith asked for a motion to Close the Closed Session and Reconvene the Open Session. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to Close the Closed Session and Reconvene the Open Session at 7:24 p.m. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson.

ADJOURN MEETING

Mayor Smith asked for a motion to adjourn the meeting. Motion was made by Alderman Biellier and seconded by Alderman Hill to adjourn the meeting at 7:24 p.m. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson.

Janice Gargus, City Clerk