



CITY OF WILLARD

BOARD OF ALDERMAN REGULAR MEETING

March 10, 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, Planning and Zoning Director Mike Ruesch, Police Officer JD Landon, Director of Public Works Trevor Hoffman

Citizens Present: Eric Wilken, Superintendent of Willard Public Schools; Cathy Shoup, Assistant Superintendent; Steve Cobb

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, Joyce Lancaster, Carol Wilson, Jeremy Hill

City Clerk Hansen confirmed that a quorum was present.

AGENDA AMENDMENTS/APPROVAL OF AGENDA

City Administrator Wes directed the Boards' attention to the applications for the Water/Sewer Advisory Board in front of them. Several applications were received too late to include in the published packet for the meeting. There was discussion about needing more time to consider all the applications equally, and about how brief the application is. The Board will select from the applicants at the next meeting.

Mayor Smith asked for a motion to approve the agenda with no agenda amendments. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the Agenda with no Agenda Amendments. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, 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.”

1. **Meeting Minutes from February 24, 2025**
2. **February/March 2025 Current Outstanding Invoices, Checks, and Draft Paid Invoices**
3. **Department Head Report City Clerk March 2025**
4. **Department Head Report Court March 2025**
5. **Department Head Report Human Resources March 2025**
6. **Department Head Report Parks Department March 2025**
7. **Department Head Report Planning and Zoning March 2025**
8. **Department Head Report Police Department March 2025**
9. **Department Head Report Willard Public Works March 2025**
10. **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. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson.

CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES

City Administrator Wes briefly described the outstanding expenses: a repair for the Police Department surveillance system, some additional equipment which Carolyn detailed for the board, and a few items to help with the I&I work of finding and remedying large water leaks.

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. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson.

CITIZEN INPUT

DISCUSSION

11. **April 8, 2025 ELECTION: WILLARD SCHOOL DISTRICT BALLOT ITEMS - Dr. Eric Wilken, Superintendent**

Proposition One on the School District Bond was presented. Focus of bonds was reached with much community feedback. It was explained that debt service funds will be moved to operating costs, bringing us in line with other communities.

RESOLUTIONS

12. **A RESOLUTION APPROVING A CONSENT AGREEMENT WITH TERRA CONSULTING LTD., REPRESENTING VERIZON WIRELESS, FOR MODIFICATIONS TO TELECOMMUNICATIONS EQUIPMENT ON THE CITY WATER TOWER AT 512 E. JACKSON**

City Administrator Wes briefly reviewed the terms of the agreement with the Board.

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

ORDINANCES

13. 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 (SECOND READ)

City Administrator Wes briefly reviewed the terms of the agreement with the Board.

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

14. 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 (SECOND READ)

City Administrator Wes reviewed that changes to convenience fees just reflect actual charges by our processor that are billed to the city.

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

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

Planning and Zoning Director Mike refreshed the Board on the need to choose a payment processor with the new Civic Review software. This processor is reliable and has reasonable rates.

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

16. 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 DESIGN A DRAINAGE CHANNEL ON MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT) RIGHT OF WAY BETWEEN US HIGHWAY 160 AND PROCTOR ROAD (SECOND READ)

Planning and Zoning Director Mike reminded the Board that this will direct water down a MODOT drainage channel to the Willard drainage system. The Board clarified that this won't have any negative consequences. Water that usually collects in Willard drainage will just be collected higher. It helps make the drainage system we have more efficient. It was emphasized that the ordinance is for "design" rather than "construction".

Mayor Smith read the ordinance and asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Hill to approve this resolution, with an emphasis that a "work

agreement” should not be confused with a “construction agreement”. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson

17. 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 (SECOND READ)

Planning and Zoning Director Mike reminded the Board that this proposal is a first step to improving parking downtown.

Mayor Smith read the ordinance and asked for a motion. Motion was made by Alderman Hill and seconded by Alderman Biellier to approve this resolution, with an emphasis that a “work agreement” should not be confused with a “construction agreement”. Motion carried with a 5-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, and Wilson

18. AN ORDINANCE GIVING THE MAYOR AUTHORITY TO ENTER INTO AN AGREEMENT FOR UTILITY TAP CONSIDERATION. (FIRST READ)

This ordinance will allow the city to access a permanent utility easement across the Ruesch property. Rather than monetary compensation, the Ruesches will be allowed to tap into the utilities installed there any time in the next 35 years, if they choose to. This agreement does not transfer with the property.

CITY ADMINISTRATOR REMARKS

City Administrator Wes informed the Board that Public Works took delivery of new asphalt drag box. It was very effective during the test drive. A dump truck from Enterprise will arrive later in the summer, further increasing the capability of Public Works. Together, these pieces of equipment will allow the city to repair and create asphalt paths, streets, and parking lots.

Greene Co has 30k offered to Willard for infrastructure. The City is considering using that towards a crack sealer for Public Works (cost is estimated to be around \$73000). This could help preserve roads. A pavement management study is planned; it will further identify strategies to preserve roads. It currently costs \$8-10k yearly to rent a crack sealer, so this equipment will pay for itself in just a few years.

Cochran has agreed to look into the Stockton Lake proposal and provide additional guidance and insight before the city makes a formal decision on a contract anticipated later this year. One study indicates a possible 2040 water shortfall, which may necessitate a second look at investing in Stockton Lake. Cochran will help the City evaluate this decision.

PAL (Willard PD) had a good turnout this year. All but 3 slots were filled.

The first financial scorecard is ready. The City will post this on their website and update it monthly. One note on Accounts Payable: these can run high because in Missouri municipalities have limited options to collect. They can only send bad debts to a collection service. Other states allow garnishment of tax refunds, but we do not qualify for this in MO.

Safety Tax Flyer (informational) will go out with utility bills this month.

The Mayor would like to see a future presentation of all we have accomplished in the last year.

CONSIDERATION OF WATER/SEWER BOARD APPLICATIONS

19. Water/Sewer Advisory Board Applications

The term structure for this new Board will be staggered, 4 years. Right now, some terms will need to be a year shorter and some a year longer, to allow for staggering of terms. The Board received applications they were unable to review in the packet, so they will consider the applications for another 2 weeks.

NEW BUSINESS

UNFINISHED BUSINESS

The City would like 4-5 community members for a temporary Steering Committee for the upcoming Master Transportation Plan. The Mayor suggested the possibility that Willard engineering students might like to intern in projects like these.

RECESS OPEN SESSION

The Mayor called for a motion to recess the Open Session and move into Closed Session.

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

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

CALL THE MEETING TO ORDER

Mayor Smith called the meeting to order at 7:06 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.

CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION

The Mayor called for a motion to close the Closed Session and reconvene the Open Session.

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

ADJOURN MEETING

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

Motion was made by Alderman Keene and seconded by Alderman Lancaster to adjourn the meeting. Voting Aye: Aldermen Biellier, Keene, Lancaster, Swatosh, and Wilson.

Rebecca Hansen, City Clerk