

CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
July 10, 2023  
7:00 p.m.

Staff present: Director of Finance, Carolyn Halverson; City Planner, Scott Hayes; Chief of Police, Tom McClain; Police Officer, JD Landon; Director of Public Works, Justin Sorgen; Director of Parks and Rec, Jason Knight; Project Engineer, Steve Bodenhamer; and City Clerk, Dona Slater.

Attorney Ken Reynolds was in attendance.

Citizens in attendance: Jen Rowe, Jim Vaughn, Larry Whitman, Debbie Ihrig, Aaron Clinton, and Emily Breeze.

**Call to Order.**

Mayor Snider called the meeting to order at 7:00 p.m.

**Roll Call.**

The City Clerk conducted the Roll Call.

Alderman Smith-present, Alderman Keene-present, Alderman Swatosh-present, Alderman Hendrickson-present, Mayor Snider-present, Alderman Hall-not present at roll call but arrived later. Alderman Baird-not present.

**Agenda Amendments/Approval of Agenda**

Motion was made by Alderman Smith and seconded by Alderman Keene to approve the Agenda.

Motion carried with a vote of 4-0. Voting aye: Aldermen Hendrickson, Smith, Keene, and Swatosh.

**Consent Agenda**

Motion was made by Alderman Keene and seconded by Alderman Smith to approve the Consent Agenda.

Motion carried with a vote of 4-0. Voting aye: Aldermen Hendrickson, Smith, Keene, and Swatosh.

**Current and Outstanding Invoices, and Draft and Check Paid Invoices for June/July 2023 Discussion/Vote**

Motion was made by Alderman Smith and seconded by Alderman Swatosh to approve the Current Outstanding Invoices, and Draft and Check Paid Invoices for June/July 2023.

Motion carried with a vote of 4-0. Voting aye: Aldermen Hendrickson, Smith, Keene, and Swatosh.

**Citizen Input**

Debbie Ihrig, Osage Street, presented a petition requesting extra signage and possible speed bumps on Osage and Saratoga Streets. Fifty-two (52) signatures were obtained. They are requesting twenty (20) mile per hour speed and children at play signs. They are also requesting the intersection of Osage and Saratoga Streets be made a four (4) way stop.

Mayor Snider instructed her to turn the petition in at City Hall and the Board of Aldermen and the Traffic Advisory Committee will look at it.

**Update on identifying a Professional Recruitment Agency**

Mayor Snider asked the City Clerk for an update. Ms. Slater stated she has given all the information she has received to the Mayor. Only one agency has responded with additional questions regarding the position and salary offered.

**Community Funding Project and creating an RFQ Review Team (Discussion/Vote)**

Mr. Bodenhamer presented a memorandum to the Board of Aldermen. He was informed in March 2023 that the City has received a Congressional earmark to upgrade the capacity of the 94 Lift Station and force main to Springfield for up to twenty (20) years. Final guidance was received in May. He stated we are involving Allgeier, Martin and Associates under our general services agreement to move forward with the USEPA. They will apply for a waiver of the Build America Buy America act. The City's rating has increased from "A" to "A+". Interest rates for a COP will be 3.7 – 3.9 per cent. Alderman Smith asked how long these rates will last. Mr. Bodenhamer said the City can decide on the term. It can be ten (10) to twenty-five (25) years but make sure there is no pre-payment penalty.

Alderman Smith asked how long the money will be on the table. Mr. Bodenhamer stated there is no defined deadline, but the City needs to get on it and show progress.

**Community Project Funding**

Motion was made by Alderman Smith and seconded by Alderman Swatosh to move forward with the Community Project Funding utilizing Allgeier, Martin and Associates per the general services agreement with the City of Willard, to apply for a waiver of the Build America Buy America Act, Undertake the NEPA Questionnaire to formulate a work plan, and pursue DBE requirements and draft an RFQ for engineering design services.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Hall, and Swatosh.

#### **RFQ Review Team**

A list of RFQ Team members was included. Alderman Hendrickson asked if anyone other than those listed have been approached. Mr. Bodenhamer said no, and he recommends elected officials or staff, but anyone can be on the team.

Motion was made by Alderman Hendrickson and seconded by Alderman Keene to create a RFQ Review Team consisting of Samuel Snider, Mayor; Steven Bodenhamer, Project Engineer; Justin Sorgen, Director of Public Works; Trevor Hoffman, Public Works Operations Manager; and Greg Williams, Director of Economic Development.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Hall, and Swatosh.

#### **Discussion regarding the development of a Willard Sewage Treatment Facility**

Mr. Bodenhamer handed out a map showing gravity basins. He identified short term and long-term options. It was decided to have a Work Study meeting July 17, 2023, at 6:00 p.m. to discuss this topic.

#### **Ordinance amending the 2023 Budget (1<sup>st</sup> Read) Discussion/Vote**

Ms. Halverson gave an outline of the budget changes. The Jackson Street overlay has been put off until 2024. Pool revenues are up due to good weather and more swim team participants. We no longer pay rent for the mural building but are paying rent in the short term for containers.

The first read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hendrickson to amend the 2023 Budget for the City of Willard.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Hall, and Swatosh.

#### **New Business**

None.

#### **Unfinished Business**

None.

#### **Executive Session**

No Executive Session was held.

#### **Adjourn Meeting**

Motion was made by Alderman Smith and seconded by Alderman Keene to adjourn the meeting.

Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Keene, Smith, Hall, and Hendrickson.

The meeting adjourned at 8:34 p.m.



Dona Slater, City Clerk



Samuel Snider, Mayor