

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
May 13, 2024
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Director of Finance Carolyn Halverson, Police Officer J.D. Landon, Director of Parks and Rec Jason Knight, City Clerk Janice Gargus, Director of HR Dona Slater, City Attorney Holly Dodge, and Planning Assistant Tammy Nephew.

Attendees: Steve Cobb, Mark Young, Leonard Smith, Jennifer Smith, Matt Kelley, Angie Wilson, Debbie Ihrig, Terry Kathcart, Mark Lancaster, Scout Troop 52

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Grayson Chapel of Scout Troop 52 led the Pledge of Allegiance.

Call the meeting to order.

Mayor Sam Baird called the meeting to order at 6:00 p.m.

1. Roll Call

The City Clerk conducted the Roll Call.

Present: Alderman Troy Smith, Alderman Casey Biellier, Alderman David Keene, Alderman Joyce Lancaster, Alderman Scott Swatosh, Alderman Carol Wilson, and Mayor Sam Baird

2. Agenda Amendments/Agenda Approval

Mayor Baird asked to strike item 11B from the agenda as there was no Board of Adjustments application received from Ray Cook. Motion was made by Alderman Troy Smith and seconded by Alderman Joyce Lancaster to approve the agenda as amended. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

3. Consent Agenda

Joyce Lancaster requested to pull the election expense of \$23,531.34 to be verified by Dona Slater with Madison McFarland, as to whether this is the correct amount due since Fair Grove is also holding an election and paying a share of the cost. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the consent agenda as amended. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

4. Current outstanding invoices, and draft and check paid invoices for April/May 2024.

Discussion/Vote

Alderman Biellier asked for clarification of the cost of the Command Panel for Miller Park. Director of Parks and Rec Jason Knight clarified this cost is for the replacement of a broken plastic panel. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the current outstanding invoices, and draft and check paid invoices for April/May 2024. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

5. Citizen Input

None.

6. Adopt new job description for the City Clerk. Discussion/Vote

Interim City Administrator explained that the Human Resources responsibilities and the Planning & Zoning responsibilities will be removed from the City Clerk job description. Motion was made by Alderman Keene

and seconded by Alderman Lancaster to approve the new job description as amended. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

7. Ordinance adopting new amendments to the Willard Municipal Code City Clerk section #115.100. (1st Read) Discussion/Vote

City Attorney, Holly Dodge, stated the job description has been brought into accordance and meets approval. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to approve the ordinance as read. Motion was carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

8. Appoint Janice Gargus as the new City Clerk and administer Oath of Office.

Janice Gargus was duly sworn in by Mayor Baird as new City Clerk of Willard by taking the Oath of Office.

9. Adopt new job description for Human Resources Director. Discussion/Vote

Interim City Administrator, Donna Stewart, stated there is a need for this position as the city continues to grow and that it will be a one-person department. Job description should be amended to include Non-Discrimination Coordinator. Project Manager, Steven Bodenhamer will notify the Environmental Protection Agency (EPA) of the title change. Change description from candidate “must” have to “will” have two years or more of college credit. Alderman Lancaster stated that the financial duties should also be removed. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to adopt the new Human Resources Director job description as amended. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

10. Adopt new organizational chart. Discussion/Vote

The Interim City Administrator, Donna Stewart, explained that the chart was slightly amended. Motion was made by Alderman Biellier and seconded by Alderman Keene to adopt the organizational chart. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

11. Appoint members to the Board of Adjustments. Discussion/Vote

A. John Williams

B. Ray Cook

Motion was made by Alderman Smith and seconded by Alderman Lancaster to appoint John Williams to the Board of Adjustments for a term of four years. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

12. Rocky Point Preliminary Plat. Discussion/Vote

Developer Mark Young presented the preliminary plat for the Rocky Point Subdivision located behind McDonald’s and the Police Department. Motion was made by Alderman Smith and seconded by Alderman Keene to approve the Rocky Point preliminary plat. Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Keene, Lancaster, Wilson, and Swatosh. Abstained: Alderman Biellier due to the lack of information.

13. ATM Square Final Plat. Discussion/Vote

Planning Assistant Tammy Nephew said that all the work was done. Developer, Matt Kelley, provided a warranty bond. Matt Kelley stated that there was an agreement with Randy Brown to pay for concrete culverts in lieu of sidewalks. The Director of Finance is going to look for that payment. Motion was made by Alderman Smith and seconded by Alderman Biellier to table this agenda item until the May 29, 2024, BOA Meeting. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Wilson, and Swatosh.

14. Ordinance authorizing the Mayor to accept a proposal and contract with Canon Financial Services to lease a new printer for the utility clerks. (1st Read) Discussion Vote.

Director of Finance, Carolyn Halverson said it’s more cost effective to lease a new printer than to purchase one. The printer currently in the utility office is worn out. Motion was made by Alderman Smith and

seconded by Alderman Biellier to approve the ordinance authorizing the Mayor to accept a proposal and contract with Canon Financial Services to lease a new printer for the utility clerks. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

15. Water Tower #3 Recoating. Discussion

Mr. Bodenhamer said there are several steps to be undertaken to consider the recoating of water tower #3. We need to determine that a new exterior coating will adhere to the existing coating. We are working on bid documents and a contract to meet statutory requirements and a cost/benefit analysis for the project.

16. Sanitary Sewer Project Status Report

Mr. Bodenhamer said that Lumix is working on problems regarding the variable frequency drive. We have met all Civil Rights compliance requirements. We are submitting our first reimbursement request for the project from the United States Treasury. We have also submitted our first Semi-Annual Progress Report to the EPA. Allgeier Martin is working on a couple of issue regarding the plan and profile for the gravity sewer line.

17. Jackson Street Overlay Project Status Report

CJW, Inc. has completed preliminary engineering design for the Jackson Street Overlay Project. They've completed the last step of the environmental review and design and will submit it to the Missouri Department of Transportation and when approval is granted, the next step will be preparation of a bid package for the work by CJW, Inc.

18. New Business

A. Change May 27, 2024, Board of Aldermen Meeting. Discussion/Vote

Motion was made by Alderman Biellier and seconded by Alderman Smith to change the May 27, 2024, BOA meeting to Wednesday May 29, 2024, at 6:00 p.m. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

19. Recess Open Session

Motion was made by Alderman Biellier and seconded by Alderman Smith to recess the open session. Motion was carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Wilson, and Swatosh.

20. Open Closed Session pursuant to RSMO Section 610.021 #(1) Legal

Motion was made by Alderman Lancaster and seconded by Alderman Smith to open the closed session pursuant to RSMO section 610.021 #(1) Legal. Motion was carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Wilson, and Swatosh.

21. 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. Motion was carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Wilson, and Swatosh.

22. Adjourn Meeting

Motion was made by Alderman Lancaster and seconded by Alderman Keene to adjourn the meeting. Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, Swatosh, and Wilson.

Meeting was adjourned at 8:00 p.m.

THE TENTAVIE AGENDA SHOWS THIS MEETING CLOSED PURSUANT TO RSMO SECTION 610.021 #(1) LEGAL

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Janice Gargus, City Clerk

Sam Baird, Mayor