

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
July 8, 2024
6:00 P.M.**

Staff present: City Administrator Wes Young, City Attorney Nate Dally, Planning & Zoning Director Mike Reusch, City Clerk Janice Gargus, Police Chief Thomas McClain, Police Officer JD Landon, Assistant Public Works Director Shane Fox, Public Works Operation Manager Trevor Hoffman

Attendees: Angie Wilson, Megan Applegate, Debbie Ihrig, Rick Wilson

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Call the meeting to order.

Mayor Troy Smith called the meeting to order at 6:00 p.m.

1.Roll Call

The City Clerk conducted the Roll Call.

Present: Mayor Troy Smith, Alderman Casey Biellier, Alderman David Keene, Alderman Scott Swatosh, Alderman Carol Wilson

2.Agenda Amendments/Agenda Approval

Wes Young indicated we should strike Item #6 from the agenda as this is only done during the second meeting of the month. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the agenda with the amendment of striking Item #6 due to that item belongs on the second meeting of the month. Motion carried with a 4-0 vote. Voting aye: Alderman Biellier, Alderman Keene, Alderman Swatosh, and Alderman Wilson.

3.Oath of Office New Police Officer – Colton Prike

Police Chief, Thomas McClain, performed the Oath of Office for new police officer, Colton Prike.

4.Proclamation – Willard Tigers Day – July 19, 2024

Mayor Smith presented the Willard Tigers Baseball Team with the proclamation and congratulated them. Several members of the team were present to accept the proclamation.

5.Consent Agenda

Motion was made by Alderman Biellier and seconded by Alderman Wilson to approve the Consent Agenda. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, and Wilson.

~~6.Current Outstanding Invoices, Draft and Check Paid Invoices for May/June 2024. Discussion/Vote~~

This item was struck from the agenda.

7.Citizen Input

Megan Applegate spoke and voiced a few concerns with the first being that the tentative agenda was not posted online in a timely fashion. She also stated that posting online is easy and other cities use software that makes it easy. Ms. Applegate also stated she feels there is an inconsistency with the way the Board of Aldermen handles appointments of members. She also urged the Board of Aldermen to reconsider Item

#14 referencing consideration of eliminating the Mayor's stipend and shifting the money to a youth program in the Parks Department. She feels the Mayor should be compensated or it could create issues with how the Mayor views issues and might not act upon certain items for the right reasons. Ms. Applegate did convey congratulations to Mayor Smith upon winning the election and said she thinks he will be good for the city. She also stated she feels the Board of Aldermen are inconsistent and that today's board member appointment is an example of that. Wes Young explained that the person responsible for the task of posting the tentative agenda online is on vacation and it was an oversight on our part getting it posted without that person here to do it. However, it did get posted. Mr. Young also stated that the concerns of eliminating the Mayor's stipend will be discussed further when we reach that item on the agenda.

8. Mayor Appoint Jeremy Hill to the Board of Aldermen

Motion was made by Alderman Biellier and seconded by Alderman Keene for Mayor Smith to appoint Jeremy Hill to the Board of Aldermen. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Swatosh, and Wilson.

9. Oath of Office Alderman Jeremy Hill

The City Clerk performed the Oath of Office for Alderman Jeremy Hill.

10. Board of Aldermen Appoint Mayor Pro-Tem

Alderman Biellier suggested the board appoint Alderman David Keene as Mayor Pro-Tem and the board agreed. Motion was made by Alderman Biellier and seconded by Alderman Wilson to appoint Alderman David Keene as the Mayor Pro-Tem. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

11. Appointments to the Planning & Zoning Board

a. Marianne Hill

b. Sam Baird

Each term is for four years. There are currently nine serving on the board. Motion was made by Alderman Biellier and seconded by Alderman Wilson to appoint Marianne Hill and Sam Baird to the Planning & Zoning Board, each to serve a four-year term. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

12. Ordinance Adopting the Tyler Technologies App as a Payment Option for Utility Bills

Wes Young stated that an ordinance is not needed because it is already included, but an agreement is needed. We need approval by the board to move forward. Motion was made by Alderman Biellier and seconded by Alderman Wilson to approve use of the Tyler Technologies App for a payment option for Utility Bills. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

13. Annual State Statutory Code Updates and Supplementation Process

Nate Dally explained that this does not need to be voted on tonight because it is only the first read and we can move it to the next meeting for second read and vote.

14. Consider Proposal to Eliminate the Mayor's Stipend and Create an Annual Parks Department Line Item to Support Youth Program Participation and Access

Mayor Smith stated that the Board of Aldermen and P&Z Board all serve for free and he does not want to be paid either. He would like to see the money used for kids who can't afford things in the Parks Department and he has spoken with Parks Director, Jason Knight, about this. Wes Young explained the Mayor stipend is approved by the Board of Aldermen and he opened it up for discussion. There were several thoughts expressed by the board including looking at it from both sides. The Mayor can use it for things they need to serve as Mayor, and for functions the city doesn't pay for. Once it's changed then it's a definite change

because a new ordinance has been written. Alderman Wilson hopes Troy will be Mayor for a long time, not just one term and if he doesn't want the stipend then it won't be an issue. In the future, when a new Mayor is elected, we can re-adopt the stipend with change of leadership, and the amount paid could be increased. Mayor Smith stated he will not advocate for it. City attorney, Nate Dally stated a sunset clause can be part of the ordinance. He said it can be reviewed at the future date, if needed. Wes Young stated the stipend is paid monthly and the Mayor can use it for whatever he wants. The city reimburses the Mayor for travel to meetings, etc. and the stipend is pay for time spent in the community, etc. speaking with and listening to citizens' concerns. Mayor Smith addressed his concerns that the issue will come back to the surface and look bad to the citizens, and we should keep it or kill it. Wes Young said there does not have to be a decision made today and an ordinance can be drafted to leverage the discussion at the next meeting, if need be. Motion was made by Alderman Swatosh and seconded by Alderman Wilson to approve the proposal to eliminate the Mayor's stipend and create an annual parks department line item to support youth program participation and access. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

15. Public Works Well #1: Public Works would like the Board to consider 2 quotes to replace the aging and undersized transformer.

Wes Young explained this well has been in place since 1972 and the transformer is showing signs of degradation. One quote was received for \$9,465 and we have asked for more quotes. Wes Young stated he has donated an ac unit to help with keeping the transformer cool. This well is located at the curve on Jackson Street. Per Trevor Hoffman, the third company didn't respond with a quote. Board members asked Trevor several questions about past experiences working with either of these companies. Mr. Hoffman stated he likes both companies and they provide the same turnaround time, and he doesn't think there is a benefit to choosing one over the other. The board carefully compared the items on each quote and after much consideration, decided that peace of mind is worth the additional \$400. Motion was made by Alderman Keene and seconded by Alderman Hill to hire Lumix to replace the aging and undersized transformer of Public Works Well #1. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

16. Public Works Building: Public Works would like the Board to consider 2 quotes for wiring and data cable installation in the newly constructed side of the public works building.

The board had questions about one quote being itemized and the other being a lump sum bid. Wes Young explained that Lumix bundled everything together. After several questions to Trevor Hoffman about some concerns and explanations needed, Alderman Biellier suggested we stay with Lumix since we are using them to replace the transformer for Well #1 and the board agreed. Motion was made by Alderman Biellier and seconded by Alderman Wilson to use Lumix for wiring and data cable installation in the newly constructed side of the public works building. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

17.414 East Jackson Legal Description Contract for Wilson Surveying

Planning & Zoning Director, Mike Reusch, explained that the adjustment to the entrance to the school left the city with a piece of property. The city owns half of the property and Top Hat owns half of the parcel. Top Hat wanted to put a building in, but because of the easement, there wouldn't be room for a storage building. The city would retain it or sell it to Top Hat and that's what the contract is proposed for. Motion was made by Alderman Biellier and seconded by Alderman Keene to enter into a contract with Wilson Surveying to establish the boundaries of 414 East Jackson. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

18. Legal Description Contract for Easements and Roadway for AB Highway Starting at EE South to Highway 266/Farm Road 91

Planning & Zoning Director, Mike Reusch, said the plan is for Wilson Survey to split this into three parcels and make the legal descriptions easier to find. It will take a little more leg work to get us the legal descriptions we're looking for and will require three separate contracts. Mayor Smith asked Mr. Reusch how this will benefit the city in the future and Mr. Reusch stated by sewer capacities and by extending the city limits. Motion was made by Alderman Biellier and seconded by Alderman Wilson to enter into three separate contracts for legal descriptions of easements and roadways for AB Highway starting at EE South to Highway 266/Farm Road 91. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

19. Ordinance to Amend Chapter 500 – Building Code and Building Regulations of the Willard Code, by Adopting the International Code Council 2018 Codes as Supplemented or Amended and the 2017 NEC Code as Supplemented or Amended. (2nd Read) Discussion

Planning & Zoning Director, Mike Reusch, briefly reiterated the discussion from the previous meeting and the first read and explained how this will benefit the City of Willard. Motion was made by Alderman Biellier and seconded by Alderman Keene to adopt an ordinance to amend Chapter 500 building code and building regulations of the Willard code by adopting the international code council 2018 codes as supplemented or amended and the 2017 NEC code as supplemented or amended. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

20. Ordinance to Add a New Section Titled Commercial Construction, to the Willard Code of Ordinances Establishing an Ordinance for Regulations and Establishing Facility and Capacity Fees, in the City of Willard, Missouri. (2nd Read)

Planning & Zoning Director, Mike Reusch, briefly reiterated the discussion from the previous meeting and explained how this will benefit the City of Willard. He again went over the specifics of the numbers and how it would work. Motion was made by Alderman Keene and seconded by Alderman Hill to adopt an ordinance to add a new section titled commercial construction to the Willard code of ordinances establishing an ordinance for regulations and establishing facility and capacity fees in the City of Willard, Missouri. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

21. Ordinance to Add a New Section Titled Commercial Construction, to the Willard Code of Ordinances Establishing an Ordinance for Regulation and Establishing Connection Fees, in the City of Willard. (2nd Read)

Planning & Zoning Director, Mike Reusch, again briefly reiterated the discussion from the previous meeting and explained how this will benefit the City of Willard. He again went over the specifics of the numbers and how it would work. Motion was made by Alderman Biellier and seconded by Alderman Wilson to adopt an ordinance to add a new section titled commercial construction to the Willard code of ordinances establishing an ordinance for regulation and establishing connection fees in the City of Willard, Missouri. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

22. Ordinance to Add a New Section Titled Commercial Construction to the Willard Code of Ordinances Establishing an Ordinance for Regulation and Establishing Fees for Commercial Construction, in the City of Willard, Missouri. (2nd Read)

Planning & Zoning Director, Mike Reusch, briefly reiterated the discussion from the previous meeting and explained how this will benefit the City of Willard and make it easier for commercial construction to come into town. He again went over the specifics of the numbers and how it would work. Motion was made by Alderman Biellier and seconded by Alderman Hill to adopt an ordinance to add a new section titled commercial construction to the Willard code of ordinances establishing an ordinance for regulation and establishing fees for commercial construction in the City of Willard, Missouri. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

23.Ordinance to Amend Section 500.110 Fee Schedule of the Willard Code of Ordinances in the City of Willard, Missouri. (2nd Read) Discussion

Planning & Zoning Director, Mike Reusch, again explained in detail the discussion from the previous meeting and explained how this will benefit the City of Willard. He again went over the specifics of the numbers and how it would work. The board was given three options to choose from. After much discussion and comparison of Options A, B, and C, the board agreed to go with Option C. Motion was made by Alderman Biellier and seconded by Alderman Keene to adopt an ordinance to amend section 500.110 fee schedule of the Willard code of ordinances in the City of Willard, Missouri – Option C. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson.

24.City Administrator Remarks

Wes Young explained several items to the board including that the agenda items will no longer include the wording “Discussion/Vote.” He also mentioned that the Parks Department Aquatics Program is doing great financially, and that department has several upcoming events. He stated that he is working on capital improvement and will be meeting with department heads to discuss their needs for 2025 and will also be moving forward to include capital improvements for 2026. Mr. Young stated that revenue is looking good for general, parks, etc., and everything appears to be on track. He stated there is a draft being prepared to paint the outside of the building and that we need to be proud of our building and take care of it and keep it looking presentable. He purchased microphones for the lobby and his wife is designing some decals. He also stated there was an oversight on getting the tentative agenda on the website and he’s currently looking for updated software to enhance the website and making it easier to upload the agenda and the packet. Mr. Young stated the Jackson Street Overlay is nearing bids and we can get that project wrapped up. He noted one clarification from the June 10th meeting concerning the W2 expense, explaining that the audit expense was not being amended or changed; the special audit already had an amount set aside in the budget. The reason the CFO highlighted it as a changed line item was simply due to the addition of the W2 expense. Mayor Smith asked Mr. Young to explain more about the new software for the website. Mr. Young said he would like the addition of a PIO position to get the information out, so people know what we’re doing and to keep updates with projects. He said we can now start branding ourselves on the different social media venues and invest time and effort in a platform to move the city forward.

25.New Business

None

26.Unfinished Business

Alderman Swatosh asked about the status of the subdivision connecting to Hunt, the East side of the road north to where the sidewalk starts. He said school will be starting again soon and kids must wait for the school bus in the mud. Wes Young explained there is a budget for completing this and it will be done soon.

27.Adjourn Meeting

Mayor Smith asked for a motion to adjourn the meeting. Motion was made by Alderman Biellier and seconded by Alderman Wilson to adjourn the meeting. Motion carried with a 5-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Swatosh, and Wilson. The meeting was adjourned at 8:00 p.m.

Janice Gargus
City Clerk