



## **CITY OF WILLARD**

### **BOARD OF ALDERMAN REGULAR MEETING**

**January 13, 2025 at 6:00 PM**

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

#### **AGENDA**

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**Update Posted on January 9, 2025, at 5:00 P.M.**

**Staff Present:** City Administrator Wesley Young, City Attorney Nate Dally, City Clerk Janice Gargus, CFO Carolyn Halverson, Planning and Zoning Commission Director Mike Ruesch, Public Works Director Trevor Hoffman, Assistant Public Works Director Shane Fox, Police Officer JD Landon

**Citizens Present:** Marilyn Ulrey, Angie Wilson, Jenny Williams, Greg Cook, Dave O'Connor, Terry Kathcart, (Unreadable), Kathleen Powell, Donna "Unreadable", Larry Whitman, Charles Edgar, Ray Burkhart, Patty Burkhart, Laura Triggs, Derek Triggs, Jacob Triggs

**The tentative agenda of this meeting includes:**

#### **6:00 P.M. WORK STUDY SESSION FOR MAYOR AND ALDERMEN**

City Administrator Wesley Young explained that the work study session is important for the community, collaboration, clarity and stability. He reminded the BOA that there are two options to vote on: one being the 10% rate difference between in town and out of town customers and the other being a flat rate for in and out of town customers. He said that both options are anticipated to produce the revenue needed for maintaining the infrastructure. He stated that the goal of the work study session is to engage in a discussion with the BOA and lead to the Public Hearing and approve a rate increase for both water and sewer in the 7:00 p.m. meeting. The floor was opened to discuss and ask Wes questions about the capital improvement plan. Infrastructure improvements for 2025 are estimated at \$300,000 - \$400,000 for sewer system improvements and must be supported by rates and revenues. We must raise enough to run the system and maintain the business. Things do change but we know what fees are coming up. Carl Brown has taken all these anticipated improvements and put them into the analysis. We must generate the revenue by the time we need it. Mayor Smith commented saying this is the third to fourth meeting so he's not sure how much more material we need to hear. Wes said that once the Water Advisory Board is put in place, they will be responsible for bringing messages into the BOA and messages out to the citizens and speak to the community about the needs. Alderman Lancaster said she has had a couple of people reach out to her about their concern for the increase and wanted clarification as to why there was a reduction in 2012, and it's taken this long to increase the rates. Mr. Bodenhamer said around 2010-2011, Springfield raised their rates proportionately for the cost of raising the complete system and that could have been the reason we reduced our rates. Mayor Smith said he applauds all who are sitting here because it

probably wasn't dealt with in the past because it wasn't easy to deal with. He said leadership is making good decisions and he's glad everyone is here. Discussion concluded and Mayor Smith adjourned the work study session at 6:12 p.m.

### **6:30 P.M. PUBLIC HEARING PROPOSED NEW WATER AND SEWER RATES**

Mayor Smith called the Public Hearing to order at 6:30 p.m. and invited citizens to stand up and speak and keep their comments to three minutes.

Dave O'Connor asked if an overview could be given to those at tonight's public hearing that haven't attended in the past.

Wes explained there was a decision by the BOA in April 2024 for a rate analysis. The results of the analysis were unpopular to the BOA and citizens so we're taking another look. He said the situation and the need hasn't changed so the public hearing is to let you know the rates that are now being considered which includes an across-the-board option and the other is a 10% higher rate increase for outside the city.

Dave O'Connor reiterated the difference of the two options.

A woman who did not identify herself asked if watering the garden is taken into consideration. Mike Ruesch stated that it's not calculated in the summer so excessive use of water for gardening, etc. does not impact it.

Larry Whitman reiterated the 10% option.

Jenny Williams said a large amount of water from the Meadows is being pumped into the city so she doesn't understand why the out-of-town customers shouldn't have higher rates. Mayor Smith explained it's one system used by all customers that needs to be addressed.

Kelly Davis said he lives outside the city and asked when you do maintenance, are you going to apply for some grants? He said he would like to see more fire hydrants on his street and grants could help make some adjustments. Mayor Smith replied and said yes grant money will be an option and Wes has a list of capital improvements that need to be addressed, and we are motivated to find money to bring back here.

Monica Slatten lives in the Meadows and asked about the sewer because she said we have a lagoon that is being taken out and since we live closer to Springfield, she is wondering why they would need to pay more.

A person who identified themselves as a "New Resident" asked that with the new subdivisions going in, are we charging them a new charge? Mike said yes, explaining they get charged for capacity and hook up. This citizen is concerned about his charges and Mike suggested he call to get a history of the residence usage.

Discussion concluded and Mayor Smith adjourned the public hearing at 6:42 p.m.

## **7:00 P.M. BOARD OF ALDERMEN REGULAR MEETING**

### **PLEDGE OF ALLEGIANCE**

Mayor Smith led the Pledge of Allegiance.

### **CALL THE MEETING TO ORDER**

Mayor Smith called the meeting to order at 7:00 p.m. and asked the City Clerk to conduct the roll call.

#### **(1.) 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

#### **(2.) AGENDA AMENDMENTS/APPROVAL OF AGENDA**

Wes explained some amendments needed to the agenda including 7, 8, and 10 on the consent agenda are prematurely included as they are not due yet and the December and January invoices are something Carolyn is working on so they won't be in the packet and there are some department head reports that weren't available so they won't be in there but Janice has put those on the desks and the Civic Review item wasn't included in the packet but Janice has put those on the desks. Mayor Smith asked for a motion. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the agenda with the necessary adjustments. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

#### **(3.) 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. Minutes from the Regular Meeting December 9, 2024**
- 2. December Financial Summaries**
- 3. December Financial Statements**
- 4. November/December Outstanding Invoices, Checks and Draft Paid Invoices**
- 5. November Check Register**
- 6. November 2024 Utility Adjustments Report**
- 7. January Financial Summaries**

- 8. January Financial Statements**
- 9. December/January Outstanding Invoices, Checks and Draft Paid Invoices**
- 10. December Check Register**
- 11. Department Head Reports**
- 12. Board Attendance Report**

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

#### **(4.) CURRENT OUTSTANDING INVOICES, DRAFT AND CHECK PAID INVOICES**

Wes explained that there were only a few late invoices that came in and were added by finance. Mayor Smith asked for a motion to approve the current outstanding invoices, draft and check paid invoices. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the Current Outstanding Invoices, Draft and Check Paid Invoices. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

#### **(5.) CITIZEN INPUT**

None

#### **(6.) RESOLUTIONS**

##### **13. A Resolution Authorizing the Mayor to Sign Work Authorization Number AMA-OC-WILL-24-002 to Agreement for Professional Services**

Wes explained that this is a resolution for infrastructure work as needed. Mr. Bodenhamer added that if a need arises no work will be performed without being brought to the BOA for approval. Mayor Smith asked for a motion. Motion was made by Alderman Hill and seconded by Alderman Lancaster to approve A Resolution Authorizing the Mayor to Sign Work Authorization Number AMA-OC-WILL-24-002 to Agreement for Professional Services. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

##### **14. The Board of the City of Willard, Missouri, Duly Adopt a Resolution to Enter into a First Amendment to Site Lease with Option ("First Amendment") on the Property Described in "Exhibit A " with SBA MONARCH TOWERS III, LLC, a Delaware Limited Liability Company**

Wes briefly explained this resolution is the extension of a previous lease and they have agreed to lease it for thirty years. Mayor Smith asked for a motion. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to Duly Adopt a Resolution to Enter into a First Amendment to Site Lease with Option ("First Amendment") on the Property Described in "Exhibit A " with SBA MONARCH TOWERS III, LLC, a Delaware Limited Liability Company. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**15. A Resolution of the Board of Aldermen of the City of Willard, Missouri, to Enter into a 5 Year Agreement with Motorola Solutions Inc to Provide New Dashcams, Body Cameras and Additional Related Services and Equipment at a Total Cost of \$88,700 Over the Agreement Period**

Wes explained that this was an expense budgeted for 2025 and that Chief McClain was able to secure a slight discount. He said this will allow officers to get better information on their dashcams and bodycams. He explained more details and some clarifications were asked for and answers explained. Mayor Smith asked for a motion. Motion was made by Alderman Hill and seconded by Alderman Lancaster to Enter into a 5 Year Agreement with Motorola Solutions Inc to Provide New Dashcams, Body Cameras and Additional Related Services and Equipment at a Total Cost of \$88,700 Over the Agreement Period. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**16. A Resolution Authorizing the Mayor to Enter into a Software Subscription Agreement with Civic Review**

Wes said Mike looked into this to replace iWorqs and gave an explanation to how it works. He iterated that there's a business license module and will save Janice a lot of time. He also said Public Works can use it. Mike said it has added transparency for the citizens, and they can log in and see where their permits and licenses are in the process. Wes said that can also access the score cards. Mike said we will be saving \$4,000 per year. Wes said the customer service will be immediate to which Mike said the customer service will be instantaneous and that there will be up to an 80% saving of time for the city clerk. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to adopt A Resolution Authorizing the Mayor to Enter into a Software Subscription Agreement with Civic Review. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**17. A Resolution Authorizing the Mayor to Enter into a Software Service Agreement with Breakground**

Mike explained that Breakground is an AI program that is going to greatly increase efficiency. All the city codes, all the zoning codes and all the building codes will be put in and we can pull up the code by basically typing in one word. It will cost \$4,000; down from \$8,000 with the discount Wes was able to get. Motion was made by Alderman Biellier and seconded by Alderman Hill to approve A Resolution Authorizing the Mayor to Enter into a Software Service Agreement with Breakground. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**(7.) ORDINANCES**

**18. An Ordinance Extending the Agreement with SW Missouri Engineers, LLC, dba Cochran for Engineering Services**

Second read. Wes said we're allowed two extensions to this agreement, and this is the first extension. Motion was made by Alderman Keene and seconded by Alderman Biellier to accept An Ordinance Extending the Agreement with SW Missouri Engineers, LLC, dba Cochran for Engineering Services. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**19. An Ordinance of the City of Willard, Missouri, 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 and All Other Commissions**

Second read. Wes stated the BOA requested this and Mayor Smith stated that it had been decided before to include all other commissions. Motion was made by Alderman Biellier and seconded by Alderman Keene to accept An Ordinance of the City of Willard, Missouri, 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 and All Other Commissions. Motion carried with a 6-0 vote. Voting aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**20. An Ordinance by the Board of Aldermen of the City of Willard, Missouri, to Amend the Convenience Fee for Alternative Payment**

First read. Wes explained that the convenience fees we are being charged are higher than what we're There are other options to consider, including the consumer paying by cash or check. Carolyn said it was considerably more, but she was able to negotiate and get it down a little more. Mayor Smith asked if we could shop for other providers, but Carolyn said our software won't support any other providers. Software companies don't come cheap and set up fees are expensive as well.

**21. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates**

First read. Motion was made by Alderman Lancaster and seconded by Alderman Keene to adopt the 10% option. Alderman Biellier – no, Alderman Hill – no, Alderman Keene – yes, Alderman Lancaster – yes, Alderman Swatosh – no, Alderman Wilson – no

Second read. As there was no debate after the second read, Motion was made by Alderman Biellier and seconded by Alderman Hill to adopt An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 705, Water Rates, Article II Water Rates at a Flat Rate Increase Across the Board for Customers Inside and Outside the City Limits.

**22. An Ordinance of the City of Willard, Missouri, Amending Title VII Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII Wastewater Charges and Rates**

First read. Motion was made by Alderman Biellier and seconded by Alderman Hill to adopt the flat rate option. Alderman Biellier – yes, Alderman Hill – yes, Alderman Keene – no, Alderman Lancaster – no, Alderman Swatosh – yes, Alderman Wilson – yes

Second read. As there was no debate after the second read, Motion was made by Alderman Biellier and seconded by Alderman Hill to adopt An Ordinance of the City of Willard, Missouri, Amending Title

VII Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII Wastewater Charges and Rates at a Flat Rate Increase Across the Board for Customers Inside and Outside the City Limits.

## **(8.) PROJECT MANAGER REPORT UPDATE**

### **23. Sanitary Sewer Status Update**

Mr. Bodenhamer read the remarks from his handout and explained it in detail.

## **(9.) CITY ADMINISTRATOR REMARKS**

Wes let everyone know there was an email hack of the clerk's email account earlier today and approximately 200 emails were sent out containing a zoom link. Some of them were stopped and some of them were not. If anyone watching received one, Wes encouraged them to not interact with it and he said "IT" Jeremy is investigating it. He also mentioned that Carolyn is working on training for email security. Wes read a letter received by the city that is a certificate of excellence. Wes has begun work on a performance evaluation policy. We are still taking applications for the Water Advisory Board through January 31, 2025. The website is holding up well and the app has been being used for about three weeks and it's doing well. Shout out to Public Works for their work as the snow began moving in. I'm looking for Public Works to develop a better I&I plan. Trevor and JR are working on that. Mayor Smith also echoed Wes's sentiment to Trevor and Shane for doing a great job with keeping the streets cleared during the snowstorm.

## **(10.) NEW BUSINESS**

None

## **(11.) UNFINISHED BUSINESS**

None

## **(12.) RECESS THE OPEN SESSION AND OPEN THE CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 #(3) PERSONNEL**

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 Keene to Recess the Open Session and Open the Closed Session Pursuant to RSMO Section 610.021 #(3) Personnel. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

## **(13.) CALL THE MEETING TO ORDER**

Mayor Smith called the meeting to order and asked the City Clerk to conduct the roll call.

**(14.) ROLL CALL**

The City Clerk Conducted the roll call.

**Present:** Mayor Smith, Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**Staff Present:** Wes Young, Nate Dally, Janice Gargus, Carolyn Halverson, Mike Ruesch

**(15.) 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 and Alderman Lancaster and seconded by Alderman Biellier to Close the Closed Session and Reconvene the Open Session. Motion carried with a 6-0 vote. Voting Aye: Aldermen Biellier, Hill, Keene, Lancaster, Swatosh, Wilson

**(16.) ADJOURN MEETING**

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

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Janice Gargus, City Clerk