

**City of Willard
Board of Aldermen
Regular Meeting
August 12, 2024
6:00 p.m.**

Staff Present: City Administrator Wes Young, City Attorney Nate Dally, City Clerk Janice Gargus, City Project Manager Steve Bodenhamer, Planning & Zoning Director Mike Reusch, Police Officer JD Landon, Public Works Trevor Hoffman, Public Works Shane Fox.

Attendees: Debbie Ihrig, Sam Baird

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance

Call the Meeting to Order

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

Roll Call

The City Clerk conducted the Roll Call.

Present: Alderman Biellier, Alderman Keene, Alderman Swatosh, Mayor Troy Smith

Agenda Amendments/ Approval of Agenda

Motion was made by Alderman Keene and seconded by Alderman Lancaster to approve the agenda with the addition of the late invoices added to the end of Item 3b before the meeting. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Consent Agenda

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

Minutes from the Regular Meeting July 22, 2024

Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the minutes from the Regular Meeting on July 22, 2024. Motion carried with a 4-0 vote. Voting aye: Aldermen Billier, Keene, Lancaster, Swatosh.

Current Outstanding Invoices, Draft and Check Paid Invoices for July/August 2024.

Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the Current Outstanding Invoices, Draft and Check Paid Invoices for July/August 2024. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Citizen Input

None

Approve Appointments to the Board of Adjustments

Motion was made by Alderman Keene and seconded by Alderman Lancaster to approve the appointments of Debbie Ihrig and Kolby Brooks to the Board of Adjustments. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Approve Appointment to the Park Advisory Board

Nate Dally explained that this item will need to be tabled until the next meeting on August 26, 2024, due to Alderman Keene needing to abstain due to the conflict of interest since Vanessa Keene is his wife. Additionally, Nate stated that to approve the appointment, all aldermen must be present to vote, and Aldermen Hill and Wilson are not present tonight. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to table the approval of appointment of Vanessa Keene to the park advisory board until the next meeting on August 26, 2024. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Recommendation to Transition Our Online Website to Apptegy to Improve Branding and Messaging

Wes Young explained that there are many reasons why this would be a good benefit to the city including it's the cheapest solution; it has an app that can be used on smart phones; the current website doesn't look the best and this one will look good; Apptegy is a small company; it will give our website a more cohesive look; the information can be shared on Facebook, Twitter, and Instagram; Mr. Young will read and approve the messages for posting; it's a single information source; 38% of citizens in Willard will get the information; it can be used as a live feed to post immediate information to our citizens, both good and bad; we can get new information posted and accessible to our citizens; the cost is a little high; however, it's the cheaper of all of the programs that were looked at; it's easy to connect; their customer service is readily available to assist with any problems that might arise; the payment system will remain separate, but the app will take you to the payment system. Mr. Young also stated that we will probably need to so a budget amendment at the end of the year to cover the cost. It will also provide a calendar of meetings, etc. It will take Apptegy 6-8 weeks to get it up and running and they said it should be fully functional in ten weeks. Mayor Smith also added that not only is it fashionable and functional, but public works projects can also be kept updated as to progress for citizens to check on. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the recommendation to transition our online website to Apptegy to improve branding and messaging. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Annual State Statutory Code Updates and Supplementation Process (2nd Read)

Wes Young reiterated the explanation from the last meeting that this is the State update that is mandatory to be done and it just needs to be approved by vote. Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the State Statutory Code Updates and Supplementation Process. Motion carried with a 4-0 vote. Voting aye: Alderman Biellier, Keene, Swatosh, Wilson.

Ordinance Code of Ethics to Establish a Procedure to Disclose Potential Conflicts of Interest and Substantial Interests for Certain Officials (1st Read)

Mayor Smith explained that this is an annual state statutory ordinance and it either needs to be updated each year or can remain the same, but it must be filed with the state by September. This ordinance was not voted on tonight.

Ordinance Providing for the General Levy and Imposition of Annual Tax for General Municipal Purposes for the Year 2024 and for Imposition of Annual Tax for Parks (1st Read)

Wes Young explained this is an annual ordinance and it needs to be presented by a Public Hearing which will be advertised to take place at our next meeting on August 26, 2024. He also pointed out that the tax percentages in Section 2 are not filled in on the ordinance because we are still waiting on that information from Greene County. It was supposed to be provided by email to the City Clerk by the end of the day today, but it was not received. This ordinance was not voted on tonight.

Ordinance to Amend Section 115.060 of the Code of Ordinances to Establish How Compensation will be set for all Elected Officials, Appointed Officers, and Employees (1st Read)

Wes Young stated this will be determined as the budget allows. This ordinance was not voted on tonight.

Ordinance Recommending Consideration of Updating Section 130.040 of the City Code to Enhance our Purchasing and Contracting Procedures (2nd Read)

Wes Young briefly re-explained the guidelines for this ordinance. He stated that it will not allow money to be spent that is not there and that the budget is still the final authority on spending. He also stated that bids will still be required. Motion was made by Alderman Keene and seconded by Casey Biellier to approve the Ordinance Recommending Consideration of Updating Section 130.040 of the City Code to Enhance our Purchasing and Contracting Procedures. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Ordinance Authorizing the Mayor to Enter into a Contract with B&B Concrete to Complete the Sidewalks of the ATM Square (2nd Read)

Motion was made by Alderman Biellier and seconded by Alderman Keene to approve the Ordinance Authorizing the Mayor to Enter into a Contract with B&B Concrete to Complete the Sidewalks of the ATM Square. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Resolution Supporting the Installation of an Underpass at the Junction of Highway AB & Highway 160

Mike Ruesch explained the need for the underpass stating that AB & 160 is not a safe crossing for the elementary school. He said that there will be grant funding for engineering available through OTO. He also included that this underpass is following the 2018 comprehensive plan for the city. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve the Resolution Supporting the Installation of an Underpass at the Junction of Highway AB & Highway 160. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Sanitary Sewer Project Status

Mr. Bodenhamer explained the update as stated on his internal memorandum including the Community Funding Partnership for the 94 Lift Station and Force Main and that the design work continues. He also gave an update on the Meadows connection to the city of Springfield.

City Administrator Remarks

Wes Young explained that the Tyler expense from the last meeting was for ongoing recurring monthly fees. He also discussed his plan for performance evaluations. Currently raises are based on a step increase but Mr. Young is going to change them to performance-based evaluations. There will be two evaluations per year. The first will be mid-year and will let the employees know how they are doing and allow for a chance to make improvements. The second will be done at the end of the year. There will

be a five-step score system although Mr. Young pointed out that most people are standard. He said it takes a lot of hard work and exceeding expectations to score above standard. Mr. Young is working on establishing a raise maximum and the measurements for scoring. Mr. Young also stated that the bids for Jackson Street are due by the end of the week and he will keep us updated.

New Business

None

Unfinished Business

Mike Ruesch explained that the ordinances for the M-1 Zone, School Signage, and the R-1 Zone are being referred back to the Planning & Zoning Commission due to some notices and Public Hearing confusion.

Recess Open Session

Mayor Smith asked for a motion to recess the open session. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to recess the open session. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Open Closed Session Pursuant to RSMO Section 610.21 #(1) Legal/RSMO Section 610.21 #(3) Personnel

Mayor Smith asked for a motion to open the closed session. Motion was made by Alderman Biellier and seconded by Alderman Lancaster to open the closed session. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Roll Call

The City Clerk conducted the Roll Call of the closed session.

Present: Alderman Biellier, Alderman Keene, Alderman Swatosh, Mayor Troy Smith

Details of the closed session meeting are in the closed session meeting minutes.

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 at 7:25 p.m. Motion was made by Alderman Lancaster and seconded by Alderman Biellier to close the closed session and reconvene the open session at 7:25 p.m. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Adjourn Meeting

Mayor Smith asked for a motion to adjourn the meeting at 7:27 p.m. Motion was made by Alderman Keene and seconded by Alderman Biellier to adjourn the meeting at 7:27 p.m. Motion carried with a 4-0 vote. Voting aye: Aldermen Biellier, Keene, Lancaster, Swatosh.

Janice Gargus
City Clerk