

CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
November 13, 2023  
7:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Project Engineer Steve Bodenhamer, Director of Finance Carolyn Halverson, Police Officer J.D. Landon, and City Clerk Dona Slater

City Attorney Ken Reynolds was present.

Citizens in attendance: Mark Lancaster, Steve Cobb, Scott Stewart, Kathy Stewart, Terry Kathcart, Angie Wilson, and Debbie Ihrig.

**Call to Order.**

Mayor Baird called the meeting to order at 7:04 p.m.

**Roll Call.**

The City Clerk conducted the Roll Call.

Alderman Smith-present; Alderman Hall-present; Alderman Swatosh-present; Alderman Biellier-present; Alderman Lancaster-present; Mayor Baird-present. Alderman Keene-not present.

**Agenda Amendments/Agenda Approval.**

Mr. Steve Bodenhamer, Project Engineer requested agenda item 15 be removed from the agenda.

Motion was made by Alderman Smith and seconded by Alderman Swatosh to approve the Agenda with the removal of item 15.

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

**Consent Agenda.**

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

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

**Discussion/Vote on current Outstanding Invoices, Draft and Check Paid Invoices for October/November 2023.**

Motion was made by Alderman Hall and seconded by Alderman Smith to approve the current outstanding invoices, and draft and check paid invoices for October 2023, and November 2023.

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

**Citizen Input.**

Debbie Ihrig – 511 Osage – said she was here for the last budget meeting and found it interesting. She said there was an article in the Greene County Commonwealth that the City of Ash Grove is moving their municipal court to Springfield because of low funds. She feels this would save Willard money. She asked the Board of Aldermen to consider doing the same thing. She thanked the Board of Aldermen for what they do. She said a State Audit would cost a lot but asks the Board of Aldermen to consider it.

**Discussion/Vote to appoint members to the Planning and Zoning Commission.**

1. Terry Kathcart
2. David Kinsman

Ms. Stewart, Interim City Administrator, said the Planning and Zoning Commission looks at planning and makes recommendations to the Board of Aldermen. She recommends Terry Kathcart and David Kinsman to the Planning and Zoning Commission.

Mr. Kathcart said he has served for ten years and loves the City. If he is re-appointed, he will run the Planning and Zoning Commission professionally, if re-elected as Chairman. He stated the duties of Planning and Zoning are to conduct studies and make recommendations to the Board of Aldermen.

Motion was made by Alderman Hall and seconded by Alderman Smith to re-appoint Terry Kathcart to the Planning and Zoning Commission.

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

Motion was made by Alderman Hall and seconded by Alderman Smith to appoint David Kinsman to the Planning and Zoning Commission.

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

**Discussion/Vote on a Request for Proposal for a City Attorney and Prosecuting Attorney.**

Ms. Stewart stated that City Attorney Ken Reynolds is leaving. She will advertise for an attorney. Alderman Smith asked Mr. Reynolds what area of expertise the City should look for. Mr. Reynolds responded that a municipal law background or civil attorney would be best. He said that his office will continue with the City while they look for an attorney. Ms. Stewart asked if we could separate the attorney and prosecutor. Mr. Reynolds suggested keeping them together. Mr. Reynolds also said to make sure the firm has more than one attorney on staff so there is a backup.

Motion was made by Alderman Hall and seconded by Alderman Smith to put out a Request For Proposal (RFP) for a City Attorney and Prosecuting Attorney.

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

**Discussion/Vote to change the authorized signers on the Court checking account.**

Ms. Halverson, Director of Finance, said the State audited the Court. They said the judge's name must be on the account, but he cannot sign checks. The Court Clerk or Deputy Court Clerk are allowed to sign. The Director of Finance may only sign if one of the others is not available.

Motion was made by Alderman Smith and seconded by Alderman Hall to change the authorized signers on the Court checking account.

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

**Discussion/Vote to change the authorized signers on the General Pooled Fund checking account.**

Ms. Halverson stated that the mayor signer needs to be changed since we now have a new mayor. Mayor Baird asked if he must be a signer and could the City Administrator sign. Ms. Halverson said the auditors advised against having the City Administrator sign checks. Mr. Bodenhamer, Project Engineer, said the role of the City Administrator is to negotiate for goods and services through contracts and therefore should not be able to sign checks to pay for those goods and services.

Motion was made by Alderman Lancaster and seconded by Alderman Biellier to change the authorized signers on the General Pooled Fund checking account.

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

**Discussion/Vote on Employee Medical Insurance proposal.**

Ms. Slater, City Clerk, said the City's insurance brokers, Ollis, Arney and Akers, put out bids for insurance rates. United Healthcare came back with the lowest renewal rates. Ms. Slater recommends going with option three. Ms. Halverson said that if the Aldermen want to use different insurance brokers, she will have to put out a Request for Qualifications to find new brokers.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve option three of United Healthcare's proposal.

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

**Discussion/Vote on an Ordinance to amend Section 110.030 Hours of Meetings of the Willard Municipal Code. (1st & 2nd Read).**

Ms. Stewart, Interim City Administrator, said people are wanting to change the meeting time from 7:00 p.m. to 6:00 p.m. Staff must wait for the meetings to begin and the later start time means an extra hour of waiting. Alderman Hall asked if the meetings could start at 6:30 p.m. instead of 6:00 p.m. Aldermen Swatosh and Biellier said they prefer 6:00 p.m.

The first read was conducted by the City Clerk.

Motion was made by Alderman Swatosh and seconded by Alderman Smith to approve an Ordinance to amend Section 110.030 Hours of Meetings of the Willard Municipal Code so Board of Aldermen meetings will begin at 6:00 p.m. instead of 7:00 p.m.

Motion carried with a vote of 4-0. Voting aye: Aldermen Smith, Swatosh, Lancaster, and Biellier. Alderman Hall-abstained.

The second read was conducted by the City Clerk.

Motion was made by Alderman Biellier and seconded by Alderman Lancaster to approve an Ordinance to amend Section 110.030 Hours of Meetings of the Willard Municipal Code so Board of Aldermen meetings will begin at 6:00 p.m. instead of 7:00 p.m.

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

**Discussion of changes to Section 120.040 Notices of Meetings of the Willard Municipal Code.**

Ms. Stewart said she would like to change the timeframe to have the agenda for the Board of Aldermen meetings. Under the current Code we would have had to have the agenda for the November 13<sup>th</sup> meeting out on November 1<sup>st</sup> and we didn't know what needed to be on the agenda at that time. She asked if the Thursday before the Monday night meeting would be adequate. Mayor Baird said he would like a tentative agenda out on the Monday before the meeting (one week), and the final agenda and packet on Wednesday or Thursday prior to the meeting.

**Discussion/Vote on an Ordinance for a contract agreement with Quadient Leasing USA, Inc. for the Folding/Inserter machine. (1st & 2nd Read)**

Ms. Halverson said she brought up the bid at the last meeting. We now have a contract for the machine.

The first read was conducted by the City Clerk.

Motion was made by Alderman Hall and seconded by Alderman Smith to approve the Ordinance for a contract agreement with Quadient Leasing USA, Inc. for the Folding/Inserter machine.

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

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Ordinance for a contract agreement with Quadient Leasing USA, Inc. for the Folding/Inserter machine.

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

**Discussion/Vote on an Ordinance for a contract agreement with Decker & DeGood, PC for auditing services. (1st & 2nd Read)**

Ms. Halverson said she had put out a second bid for auditing services. She said the contract is for one year and can be renewed for up to five years.

The first read was conducted by the City Clerk.

Motion was made by Alderman Lancaster and seconded by Alderman Hall to approve the Ordinance for a contract agreement with Decker & DeGood, PC for auditing services.

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

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Ordinance for a contract agreement with Decker & DeGood, PC for auditing services.

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

**Discussion/Vote to approve a Work Authorization to Allgeier, Martin, and Associates, Inc. for Design Engineering Services for the connection of the Meadows to the City of Springfield.**

Mr. Bodenhamer, Project Engineer, said this is a work authorization directing Allgeier, Martin, and Associates, Inc. to proceed with the design of the lagoon area connection to the City of Springfield sewer system. Mr. Reynolds, City Attorney, has reviewed the agreement and it is fine.

Motion was made by Alderman Hall and seconded by Alderman Smith to approve the Work Authorization to Allgeier, Martin, and Associates, Inc. for Design Engineering Services for the connection of the Meadows to the City of Springfield.

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

**Sanitary System Projects Status Report**

Mr. Bodenhamer said we have received the official funding from the Environmental Protection Agency that was earmarked for Willard. He has entered into a one hundred eighty (180) day agreement to come into Civil Rights compliance. He stated that the "Buy America Build America" waiver had been held up but it was approved on November 13<sup>th</sup>.

**New Business.**

Alderman Hall said some people are asking for a state audit. This could cost the City from \$50,000 to \$130,000. Alderman Smith stated the cost depends on the size of the city. Alderman Hall feels we have good checks and balances but if a state audit will appease citizens, then he is for it. Mayor Baird said the last state audit for 2010 originated by petition.

Discussion was made about Municipalities sending their courts to Springfield. Our court costs about \$3400 per year. Mr. Reynolds stated some cities were not happy with the change.

**Unfinished Business.**

Mayor Baird said after the Work Study for the budget they still need to go over Sewer and Parks. He suggested another Work Study in two weeks. Ms. Halverson said she would like to have the budget ready for the November 27, 2023, meeting. Mayor Baird said the budget would not be ready by then. It was discussed to hold a Work Study session on Friday, November 17 at 6:00 p.m. for the 2024 budget.

Alderman Hall asked Ms. Stewart if the City Administrator vacancy has been posted. She said no. She is in meetings to look at candidates.

**Close Open Session.**

Motion was made by Alderman Smith and seconded by Alderman Hall to Close the Open Session.

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

The Open Session was closed at 8:38 p.m.

**Open Executive Session.**

Motion was made by Alderman Hall and seconded by Alderman Smith to Open the Executive Session.

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

Mayor Baird called the Executive Session to order at 8:54 p.m.

**Close the Executive Session.**

Motion was made by Alderman Smith and seconded by Alderman Hall to Close the Executive Session.

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

The Executive Session was closed at 9:57 p.m.

**Adjourn Meeting.**

Motion was made by Alderman Smith and seconded by Alderman Hall to Adjourn the meeting.

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

The meeting Adjourned at 9:57 p.m.



Dona Slater, City Clerk



Sam Baird, Mayor