

CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
July 24, 2023  
7:00 p.m.

Staff present: Director of Finance, Carolyn Halverson; Police Officer, JD Landon; Director of Parks and Rec, Jason Knight; Project Engineer, Steve Bodenhamer; and City Clerk, Dona Slater.

Attorney Ken Reynolds was in attendance.

Citizens in attendance: Jen Rowe, Jim Vaughn, Larry Whitman, and Kathy Stewart.

**Call to Order.**

Mayor Snider called the meeting to order at 7:00 p.m.

**Roll Call.**

The City Clerk conducted the Roll Call.

Alderman Smith-present, Alderman Keene-present, Alderman Swatosh-present, Alderman Hendrickson-present, Alderman Baird-present, and Mayor Snider-present. Alderman Hall-not present at roll call but arrived at 7:25 p.m.

**Agenda Amendments/Approval of Agenda**

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

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Baird, and Swatosh.

**Consent Agenda**

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

Motion carried with a vote of 4-0. Voting aye: Aldermen Hendrickson, Smith, Keene, and Swatosh. Alderman Baird-abstained.

**Current and Outstanding Invoices, and Draft and Check Paid Invoices for June/July 2023 Discussion/Vote**

Motion was made by Alderman Smith and seconded by Alderman Hendrickson to approve the Current Outstanding Invoices, and Draft and Check Paid Invoices for June/July 2023.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Baird, and Swatosh.

**Citizen Input**

None.

**Memorandum of Understanding between Ozark Greenways, Inc. and the Willard Parks and Recreation Department**

Mr. Knight stated there is no official agreement in place between Ozark Greenways, Inc., and the Parks department regarding the upkeep of the Frisco Trail. This memo puts it in writing. Alderman Hendrickson asked if this is only for mowing. Mr. Knight said it is for mowing and weed eating only. Alderman Baird asked if the City is obligated to take care of the trees. Mr. Knight said no.

Motion was made by Alderman Baird and seconded by Alderman Hendrickson to approve the Memorandum of Understanding between Ozark Greenways, Inc., and the Willard Parks and Recreation Department.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Swatosh, Keene, Smith, and Baird.

**Parks Department Tree Bids**

Mr. Knight presented the specifications and scope of work advertised for bids. The Tree Board wants to spend the allocation of funds in the budget at the Rec Center and parks. Alderman Smith asked if we have a grant to pay ninety (90) percent of the cost. Mr. Knight said they have applied for a grant that will cover seventy-five (75) percent of the cost, leaving the City owing less than one hundred fifty (\$150) dollars. Alderman Baird asked if the Tree Board is involved. Mr. Knight said they will look at the work and a certified arborist will be on site. Alderman Hendrickson asked if we are keeping the wood chips. Mr. Knight said we are unless the tree is diseased. Mr. Knight stated that based on the bids received he recommends accepting the bid from Asplundh as it came in with the lowest cost.

Motion was made by Alderman Baird and seconded by Alderman Hendrickson to accept the bid from Asplundh to perform removal of selected trees per the specifications and scope of the Invitation for Bid #03-2023PKS.

Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Hendrickson, Keene, Smith, and Baird.

**Status Report Update on Sewer Infrastructure**

Mr. Bodenhamer distributed an internal memorandum to the Board members detailing current projects. We are moving forward with the Community Funding Partnership (94 Lift Station and Force Main), and the Meadows Sewer Connection. We will begin reaching out to legal and engineering firms for initial conversations regarding a wastewater treatment plant.

**Ordinance amending the 2023 Budget (2nd Read) Discussion/Vote**

Ms. Halverson stated there were no further amendments to the budget since the Board of Aldermen meeting held July 10, 2023.

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Keene to amend the 2023 Budget for the City of Willard.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hendrickson, Smith, Keene, Baird, and Swatosh.

**New Business**

None.

**Unfinished Business**

Alderman Baird asked where we are on the search for a City Administrator. Mayor Snider responded we are still where we were two weeks ago. Alderman Baird asked if there is a timeline on hiring a new City Administrator. Mayor Snider said he has been focusing on hiring a new City Planner. Alderman Baird said it is the opinion of the Board that we need to move forward with hiring a City Administrator. Aldermen Keene and Smith agreed. Mayor Snider said we must decide what firm we want to use. Alderman Baird asked for copies of correspondence with firms. The Board will evaluate and decide which direction to go at the next meeting.

**Close Open Session**

Motion was made by Alderman Smith and seconded by Alderman Hendrickson to close the Open Session.

Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Hendrickson, Keene, Baird, and Smith.

Open Session closed at 7:25 p.m.

**Open Executive Session**

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

Motion carried with a vote of 6-0. Voting aye: Aldermen Baird, Hall, Smith, Swatosh, Hendrickson, and Keene.

The Executive Session Opened at 7:45 p.m.

**Close Executive Session**

Motion was made by Alderman Hendrickson and seconded by Alderman Keene to Close the Executive Session.

Motion carried with a vote of 6-0. Voting aye: Aldermen Keene, Hendrickson, Swatosh, Smith, Hall, and Baird.


The Executive Session Closed at 8:20 p.m.

**Adjourn Meeting**

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

Motion carried with a vote of 6-0. Voting aye: Aldermen Swatosh, Keene, Smith, Hall, Baird, and Hendrickson.

The meeting adjourned at 8:21 p.m.

  
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Dona Slater, City Clerk

  
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Samuel Snider, Mayor