

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
November 4, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Alderman McDonald, Alderman Vincent-present, and Mayor Forshee-present.

Staff present: City Clerk, Dale Duvall; Director of Development, Randy Brown; Chief Financial Officer, Karen Robson; Community Services Director, J.C. Loveland; Finance Officer, Carolyn Halverson; Chief of Police, Tom McClain; Court Clerk, Linda Murray and Reserve Officer, Bill Lingenfielser.

City Attorney Ken Reynolds was present.

Citizens in attendance: Lucille Murray, Sam Baird, Mindy Latham, Bradley Mowell, Paul Hood, David Larimore, Bill Tropepe, Jared Rasmussen of Olsson Engineering, Kim Roberts, Peggy Ichord, Frank Ichord, Cathy Havens, Randy Scritchfield, and Frank Scritchfield.
James Hanson of the Cross Country Times was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Roll Call

The City Clerk called the roll call. Alderman Trapp-present, Alderman Hemphill-present, Alderman Vincent-present. Alderman McDonald-present, Alderman Roggensees-present and Mayor Forshee-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the agenda. Alderman Vincent-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Appointment of Jerome Rader to the Tree Board

Motion made by Alderman Vincent with a second by Alderman Trapp to approve the appointment. Alderman Vincent-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Swearing in of new Police Officer, Aaron Roberts

Chief McClain performed the swearing in/oath of office of new officer, Aaron Roberts

Vote for the acceptance of the resignation of Alderman Johnson from Ward 1

The Mayor announced Alderman Johnson had turned in his letter of resignation and asked for a motion to accept his resignation. Motion made by Alderman Hemphill with a second by Alderman Vincent to accept the resignation. Alderman Vincent-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Appointment of new Alderman for Ward I through April 2014 election

The Mayor asked for a motion accepting his recommendation for the appointment of Paul Hood as the alderman for Ward I to replace Doug Johnson's place.

Alderman Hemphill stated that he believed that there was so much going on within the city that could not be discussed in open session that he did not feel that it would be fair to put a new person in that situation, without the background knowledge. Alderman Hemphill also brought up the possibility of Tim Magee. Alderman Trapp asked what the rush was to fill the spot.

Paul Hood spoke to the Board about why he wants to serve on the Board. Motion made by Alderman Vincent with a second by Alderman McDonald to appoint Paul Hood as Alderman for Ward I through the April 2014 election. Alderman Vincent-Aye, Alderman McDonald-Aye, Alderman Trapp-Abstained, Alderman Roggensees-Aye, and Alderman Hemphill-Nay. Three votes aye. One abstention. One vote nay .Motion carried.

Paul Hood took his place on the podium at this time.

Approve the minutes of the regular meeting on October 7, 2013

Motion made by Alderman Hemphill and seconded by Alderman Vincent to approve the minutes. Alderman Vincent-Aye, , Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. Alderman Hood-Abstained. Five votes aye. One abstention. Motion carried.

Approve the minutes of the special closed meeting on October 7, 2013

Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the minutes. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Abstained, Alderman Roggensees-Abstained and Alderman Hemphill-Aye. Three votes aye. Three Abstentions due to absence. Motion carried.

Approve the minutes of the work study session on October 28, 2013

Motion made by Alderman Hemphill and seconded by Alderman Trapp to approve the minutes. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Abstained, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-- Four votes aye. Two abstentions. Motion carried.

Citizen Input

None

Financial Report

September 2013 Financial Statements- **Motion** made by Alderman McDonald and seconded by Alderman Roggensees to approve the statements. Alderman Vincent-Aye, Alderman Hood--Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Six votes aye. One abstention. .Motion carried.

September 2013 Budget Summaries—Informational Only. No vote taken.

October 2013 Outstanding Invoices- **Motion** made by Alderman Vincent and seconded by Alderman McDonald to approve the invoices. Alderman Vincent-Aye, Alderman Hood--Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Questions for the Department Heads

The department heads gave their reports-no questions from the Board.

Public Hearing to consider citizen comments on the proposed 2014 City of Willard Budget

The City Attorney opened the public hearing at 8:20 pm. There was no citizen input and the public hearing was closed.

Bill No. 13-53

Ordinance No.: 131104

2014 Budget Ordinance (2nd Reading)

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MO for the year 2014

First read was conducted by the City Clerk at the meeting on October 7, 2013

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One Abstention. Motion carried.

Bill No. 13-54

Ordinance No. 131104A

Ordinance accepting the Willard Purchasing Policy Ordinance (1st and 2nd Reading)

An Ordinance adopting amendments to the Purchasing Policy of the City of Willard Internal Control Policy Manual

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Bill No. 13-55

Ordinance No.: 131104B

2014 Election Ordinance (1st and 2nd Reading)

AN ORDINANCE CALLING FOR THE REGULAR ELECTION IN THE CITY OF WILLARD, MISSOURI, FOR THE PURPOSE OF HAVING THE QUALIFIED VOTERS OF SAID CITY ELECT FOUR (4) ALDERMEN, DESIGNATING A TIME OF HOLDING SAID ELECTION, PRESCRIBING THE INFORMATION FROM THE BALLOT TO BE USED, AND AUTHORIZING THE CITY CLERK TO GIVE SUCH INFORMATION AND NOTICE OF SAID ELECTION TO THE COUNTY CLERK OF GREENE COUNTY.

First read was conducted by the City Clerk

Discussion/Vote: The City Clerk explained that Ward I will have two positions opening due to the reappointment of Alderman Trapp in August. Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman McDonald to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Bill No. 13-56

Ordinance No.: 131104C

2013 Auditor Engagement Letter Ordinance (1st and 2nd Reading)

An ordinance authorizing the Mayor, on behalf of the City of Willard, to execute an agreement between the City of Willard and Davis, Lynn and Moots, PC. to provide professional municipal auditing services.

Citizen Input-There was no citizen input

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One abstention. Motion carried.

Public Hearing to consider citizen comments on the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1520 Floodplain Management.

The City Attorney opened the public hearing at 8:40 pm. Jared Rasmussen of Olsson Engineering explained the proposed changes to the Board and how it will assist in the development at that site. Randy Brown also addressed the Board about the proposed changes. The City Clerk explained to the Board that the only proposed changes were those suggested by Great River Engineering, not those that were provided to the City by ATM Square LLC. The public hearing was closed at 8:40 p.m.

Bill No. 13-57

Ordinance No.: 131104D

Discussion/Vote on Planning and Zoning Commission's Recommendations to the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1520 Floodplain Management Ordinance. (1st and 2 Reading)

AN ORDINANCE APPROVING AMENDMENTS TO THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO LAND DEVELOPMENT REGULATIONS, CHAPTER 400; Article XVII MISCELLANEOUS REGULATIONS; SECTION 400.1520D FLOODPLAIN MANAGEMENT

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Public Hearing to consider citizen comments on the proposed rezoning request from R-3 to C-1 for Cathy and John Havens

The City Attorney opened the public hearing at 8:40 pm.

Randy Scritchfield spoke of his concerns regarding the parking and traffic in the area. He believes that people will park wherever they can, even on private property. Mr. Scritchfield also asked what will happen when if/when the chapel is no longer a business there. What will be put in next?

Frank Scritchfield spoke of his concerns. He believes that safety for children due to the increased traffic will be a problem. He wants to know what the P.D. will do about that issue.

Brad Mowell stated that he had spoken with the applicant, Ms. Havens and also with the Myers who had expressed concern for rezoning previously. Mr. Mowell believes that the proposed rezoning and business is a good idea, but can see potential problems due to parking.

Cathy Haves addressed the Board and explained that she has received permission from several nearby business owners to use their parking lots.

The public hearing closed at 9:05 p.m.

Discussion/Vote on Planning and Zoning Commission's Recommendations on the proposed rezoning ordinance request from R-3 to C-1 for Cathy and John Havens (1st and 2nd Reading)

An ordinance amending the Willard Land Use Regulations, Section 400.380A, City of Willard Zoning Map, by rezoning 105 South Street in the City of Willard, MO.

First read was conducted by the City Clerk

Discussion/Vote: Alderman Roggensees stated that he thought that placing “no parking signs” on the residential properties nearby the chapel may help with any issues over parking on personal property.

Motion made by Alderman Vincent and seconded by Alderman Trapp to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: **Motion** made by Alderman Vincent and seconded by Alderman Hood to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Public Hearing to consider citizen comments on the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1170 Sketch Plan.

The City Attorney opened the public hearing at 9:20 pm. There was no citizen input and the public hearing was closed.

Discussion/Vote on Planning and Zoning Commission's Recommendations to the proposed changes to the City of Willard Municipal Code Book, Title IV. Land Use, Chapter 400: Section 400.1170 Sketch Plan Ordinance. (1st and 2nd Reading)

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO TITLE IV. LAND USE CHAPTER 400: LAND DEVELOPMENT REGULATIONS, ARTICLE XIV. PLANS, PLATS AND OTHER REQUIRED INFORMATION SECTION 400.1170 SKETCH PLAN OF THE MUNICIPAL CODE OF THE CITY OF WILLARD, MO

First read was conducted by the City Clerk

Discussion/Vote: The City Clerk and Director of Development explained that these changes were just to lower the numbers of sketch drawings that need to be submitted to the City. This will save money for the developer in mapping costs. . **Motion** made by Alderman Roggensees and seconded by Alderman Trapp to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: **Motion** made by Alderman Vincent and seconded by Alderman Roggensees to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Ordinance accepting the Cardinal Hills replat of lots #37-40 (1st and 2nd Reading)

An ordinance authorizing the acceptance of the consolidation of lots 37, 38, 39 and 40 of the Cardinal Hills Subdivision in Willard, MO; and authorizing the City Clerk to sign the re-plat upon compliance with the terms of this ordinance.

First read was conducted by the City Clerk

Discussion/Vote: **Motion** made by Alderman Trapp and seconded by Alderman Roggensees to approve the first reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Second read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Hood to approve the second reading. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

New Business

Alderman Trapp asked for the Board to start receiving monthly water reconciliation water reports. Carolyn Halverson, finance officer spoke of integrated software that she would like for the City to purchase to assist in keeping everything more organized.

Old Business

There was no old business

Adjourn meeting

Open meeting adjourned at 9:40 p.m.

Closed Session

Motion made by Alderman Roggensees and seconded by Alderman McDonald to close the open session pursuant to Section 610.021(#1) Legal, and (#3) (13) Personnel. Alderman Vincent-Aye, Alderman Hood--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Motion made by Alderman Vincent and seconded by Alderman McDonald to close the closed session, open the open session and close the open session. Alderman Vincent-Aye, Alderman Hood-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Meeting Adjourned at 12:00 a.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard