

CITY OF WILLARD
BOARD OF ALDERMAN
WORK STUDY SESSION
October 28, 2013
7:00 p.m.

The Board of Aldermen of Willard met for a study session in the Municipal Courtroom at Willard City Hall.

Board present: Alderman Roggensees, Alderman Hemphill, Mayor Forshee, Alderman Trapp, and Alderman Vincent. Alderman McDonald and Alderman Johnson were absent.

Staff present: City Administrator, David Gardner; City Clerk, Dale Duvall; and Director of Community Services, J.C. Loveland.

Citizens present: None

The Mayor called the meeting to order at 7:15 p.m.

Discussion of the widening of Hwy 160

There was no discussion. This item was tabled.

Discussion of jobs/ duties that will be vacated December 3, 2013 on the resignation of the CFO

Human Resources

Risk Management/Insurance

Emergency Management Director

Purchasing

The Board discussed the above duties and asked the City Clerk to get more information as to what each job entails and how much time approximately a week is needed for each job.

The Board also asked for a list of all jobs that are empty or filled and the salary of each.

Alderman Vincent spoke of the need for cross-training and Alderman Trapp stated that there needs to be fewer generalities in dealing with job duties and better communication.

Alderman Trapp spoke of the lack of coverage in the utility department at City Hall at certain times or on certain days. The Mayor assured the Board that the other employees and the City Administrator were available to help up front whenever needed.

The Mayor spoke of the shut off policy and wants the Board to look at possibly making changes to make it more lenient. The Mayor stated that he will waive the fee if he sees so fit, due to the individual citizen's circumstance.

Discussion of the proposed agenda for the November 4, 2013 meeting.

The meeting will be held on the 4th, due to the 11th being a holiday. The City Clerk passed out a draft of the agenda. There were no additions made.

New Business The Mayor spoke to the Board about a company called "Interim Solutions" that had approached the City. The Vice-President, Steve Rasmussen, had met with David Gardner about their services.

The company offers interim executives and directors to companies that need to have a position filled for a short amount of time.

The Board discussed this option and stated that they believe that the City Administrator position will be filled quickly and that several very good resumes have been received.

Alderman Vincent stated that he believes that the City can make do until a new Administrator is hired.

The Mayor read a resignation letter that he had received from Alderman Johnson.
The Mayor stated that he would like for the Board to appoint Paul Hood to the Board.
Alderman Hemphill stated that he had spoken with Tim Magee e and he was also willing to step in until the April 2014 election.

Old Business There was no old business.

Adjourn Open Meeting and vote to go into Closed Session (#1 Legal, #3 Personnel and #13 Personnel)

Motion made by Alderman Vincent with a second by Alderman Hemphill to go into closed session pursuant to Section 610.021 (# 1 Legal, #3 Personnel and #13 Personnel). Alderman McDonald---; Alderman Trapp-Aye; Alderman Hemphill-Aye, Alderman Roggensees--Aye, and Alderman Vincent-Aye. Alderman Johnson---.All votes aye. Motion carried.

Meeting adjourned at 8:05 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor