

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 7, 2013**

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

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

City Attorney Ken Reynolds was present.

Citizens in attendance: Lucille Murray, Sam Baird, Meredith Reaves, Stacia Buffington, Marchelle Roe, Robert Nobige, and Bradley Mowell,
Chris Herndon of Midwest Meters was also present.
Christy Iler 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 7:05 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. Alderman Johnson-present.

Agenda Amendments/Approval of Agenda

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

Presentation by Midwest Meters Representatives

Chris Herndon updated the Board on the status of the work that Midwest Meters has been doing for the city. Mr. Herndon expressed that he believed that part of the problem was that the person that was being trained on the meters was a part time person. He stated that it would be beneficial to the city to cross train on the meters and also that there needs to be more training of staff on the Summit software.
The Board agreed to give Midwest Meters another 45 days to further evaluate the problems and solutions.

Approve the minutes of the regular meeting on September 9, 2013

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

Approve the minutes of the special meeting on September 16, 2013

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

Citizen Input

None

Financial Report

August 2013 Financial Statements- Motion made by Alderman Roggensees and seconded by Alderman Vincent to approve the statements. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Nay. Five votes aye. One vote nay. Motion carried.

August 2013 Budget Summaries-Informational Only. No vote taken.

September 2013 Outstanding Invoices- Motion made by Alderman Hemphill and seconded by Alderman Roggensees to approve the invoices. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Questions for the Department Heads

Parks Dept-There was no questions.

Planning and Development Dept- The owners of the True Value Hardware store are requesting that the city assist in the cost of the two required fire hydrants by furnishing the labor to install the hydrants.

Police Dept-There was no questions.

Public Works-There was no questions.

City Clerk-There was no questions.

Bill No. 13-49

Ordinance No.: 131007

Ordinance accepting the contract with Laclede Gas Company (1st and 2nd Reading)

AN ORDINANCE APPROVING THE ASSIGNMENT OF THE CONTRACT BETWEEN THE CITY OF WILLARD AND MISSOURI GAS ENERGYCOMPANY, ASSIGNING THE CONTRACT RIGHTS OF MISSOURI GAS ENERGY TO LACLEDE GAS COMPANY.

First read was conducted by the City Clerk

Discussion/Vote: The City Clerk explained that Missouri Gas Company had sold out to Laclede Gas Company and that this was to accept the contract agreement.

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

2014 Budget Ordinance (1st Reading)

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MO

First read was conducted by the City Clerk

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

Discussion/Vote on the approval of the Group Health Insurance Policy for 2014

The CFO asked for the Board to approve the renewal with Coventry Health for employee insurance for the year 2014. There will be a mandatory employee meeting on November 9th to explain the health insurance benefits for 2014. The increase in cost for the city will be 8%. **Motion** made by Alderman Hemphill and seconded by Alderman Trapp. Alderman Vincent-Aye Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Six votes aye. Motion carried.

Bill No. 13-50**Ordinance No.: 131007A****An Ordinance accepting amendments to Section 600.040 Sales of Liquor Prohibited Near Schools and Churches, Section 210.515 Drinking Intoxicating Liquor In Any Street or Public Place and Section 600.070(G) Drinking in Public Places Prohibited (1st Reading and 2nd Reading)**

Approving a municipal code amendment to Section 210.515 of the municipal code of the City of Willard pertaining to drinking intoxicating liquor in any street or public place; Section 600.040 pertaining to sales of liquor prohibited near schools and churches, and Section 600.070 pertaining to miscellaneous offenses.

Citizens Input-Bradley Mowell addressed the Board regarding the alcohol amendments proposal.

First read was conducted by the City Clerk

Discussion/Vote: The Board discussed the differences in the three options that were being presented. Option # 1 was presented for a motion first. **Motion** made by Alderman Johnson and seconded by Alderman Vincent to approve the first reading. Alderman Vincent-Aye Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Six votes aye. Motion carried.

Second read was conducted by the City Clerk

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

Bill No. 13-51**Ordinance No.: 131007B****An Ordinance accepting the Members Only Contract for Freedom Fest 2014 (1st and 2nd Reading)**

An Ordinance accepting the proposal of Members Only, LLC to provide entertainment for the City of Willard, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.

First read was conducted by the City Clerk

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

Bill No. 13-52**Ordinance No.: 131007C****Ordinance accepting the Resignation Agreement of the Chief Financial Officer (1st and 2nd Reading)**

AN ORDINANCE APPROVING THE RESIGNATION AND CONSULTING AGREEMENT BETWEEN THE CITY OF WILLARD AND KAREN S. ROBSON.

First read was conducted by the City Clerk

Discussion/Vote: Alderman Roggensees asked Karen Robson for a structured training plan to be implemented with Carolyn Halverson. Karen informed the Board that she would do so and have a copy to them within a week. **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-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 Vincent and seconded by Alderman Johnson to approve the second reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Mill St. Sidewalk Project Bids

The Director of Development discussed the bids with the Board and asked for their approval of the bid from Kenney Hall Construction. **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the Kenney Hall bid. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Community Building Ice Machine Bids

The Director of Community Services discussed the bids with the Board and asked for their approval of the bid from Best Refrigeration. **Motion** made by Alderman McDonald and seconded by Alderman Roggensees to approve the bid from Best Refrigeration. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion/Vote on the Meadows Area Sewer Capacity Proposal

The Director of Development asked the Board for approval to proceed with bids for engineering services that would estimate preliminary cost estimates, construction plans, permitting and bid letting to construct a re-circulating sand filter treatment system for the meadows area. Randy Brown told the Board that the school was interested in hooking up to Willard at the Meadows and that the City had been approached by two developers as well. It is an anticipated cost of \$500,000. The Board stated that the City was not in the financial position to pursue this. The Public Works Director stated that although the lagoons were created as a temporary solution, they are still in compliance with DNR. There was discussion of annexation of the Meadows area and the Board stated that they did not know if the citizens in that area wanted to be annexed into Willard.

Alderman Vincent asked that Olsson Engineering, who had done initial studies at the Meadows be contacted to find out what they would recommend the City do to remedy the problems with the lagoons.

No vote/ motion was made.

Discussion/Vote on the Source Water Protection Plan and the Solar Panel Installation at Willard

Well # 1. The Director of Development discussed the need for the Source Water Protection Plan recertification. This certification will also help the City in obtaining the solar panel grant. The Director of Development asked the Board to sign a Letter of Intent. No vote is needed. The Board will sign the letter.

New Business

The City Clerk told the Board of a request from a citizen working on his Eagle Scout status for monetary donations for his project.

Municipalities cannot donate money and so the City Clerk will write a letter explaining that to the citizen.

The Mayor stated that he asked for and had received a proposal for \$5000.00 from Bob Helm, a CPA in Springfield, to do the revised audit that had been discussed previously in closed session.

Mayor Forshee and Carolyn Halverson, finance officer, stated that Carolyn was looking to verify balances on reconciliations and look at the operatives and reserves liabilities.

Alderman Vincent asked for our current auditors, Davis, Lynn and Moots, to be contacted to get answers and or availability and pricing information and to bring it back to the Board as soon as possible.

After discussion among the Board they asked that references for Bob Helm and quotes from Bob Helm and Davis, Lynn and Moots be brought to the Board for a special meeting before work study on October 28th.

The City Attorney and City Clerk stated that they would confirm that bidding was not needed for this and bring the information back to the Board.

Mayor Forshee told the Board that he had sent a letter to the owner of the East Center asking for \$340. to reimburse the city for the gravel that Public Works had put down in the alley at the East Center.

Alderman Trapp discussed the Freedom Bank detention issue that was in the Director of Development's report. There was discussion of the liability to the City for the exposed lines of the City's that were dug up.

The City Attorney stated that the City would not be held liable if an accident occurred there due to the exposed lines. The Board asked Randy Brown to meet with the engineers and the owners of the bank to determine when this project will be finished.

Old Business

Alderman Hemphill asked if costs for upgrading the audio equipment in the Chambers had been done. The City Clerk informed the Board that she had called two places to see if they had done the original work. Neither had, so she will now call and get a couple of companies out to do estimates on the upgrade.

Adjourn meeting

Motion made by Alderman Roggensees and seconded by Alderman Hemphill to adjourn the meeting. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried. Alderman McDonald announced that the Board would be going into closed session pursuant to RSMo Section 610.021 (#1) Legal, (2) Real Estate and (#3) (13) Personnel.

Open meeting adjourned at 10:07 p.m.
Alderman Johnson left at this time.

Closed Session

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

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

Meeting Adjourned at 11:00 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard