

**CITY OF WILLARD
BOARD OF ALDERMAN
REGULAR MEETING
September 9, 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; Dustin Long, Stacy Winters, Carolyn Halverson, Finance Clerk; Chief of Police, Tom McClain and Reserve Officer, Bill Lingenfielser.

City Attorney Ken Reynolds was present.

Citizens in attendance: Jim Vaughn, Lucille Murray, Sam Baird, Mindy Latham, and Meredith Reaves. Chris Herndon and Matt Carls of Midwest Meters were 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 7:00 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. Alderman Johnson-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the agenda with the addition of new and old business. These items were omitted due to a clerical error. 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

Matt Carls, VP of Sales and Chris Herndon, Sales Representative for Southwest Missouri presented what they had determined that the City will need to do to fix the current problem with the water meter reading units and software. The representative said that if they can have 45 more days, that they will be able to give a much more accurate estimate of what is needed. This will be done at no cost to the City. The representatives also stated that if the City will commit to a 5-8 year contract with ITRON that a discount would be given for the mobile collectors. It is anticipated that it will take two days to read the meters as opposed to the four days that it currently is taking the City. The representatives also stated that digital or analog is really just a personal preference issue. The Board agreed to give Midwest Meters another 45 days to further evaluate the problems.

Approve the minutes of the work study session on July 22 2013

Motion made by Alderman Vincent and seconded by Alderman Roggensees to approve the minutes with the clarification by the City Clerk of the addition of "RG3" to meter company information.. Alderman Vincent-Aye, Alderman Johnson-Abstained, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, and Alderman Hemphill-Aye. Five votes aye. One abstention due to absence. Motion carried.

Approve the minutes of the regular meeting on August 12, 2013

Motion made by Alderman Vincent and seconded by Alderman Hemphill 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.

Approve the minutes of the special meeting on August 14, 2013

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

Approve the minutes of the special meeting on August 26, 2013

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

Approve the minutes of the work study session on August 26, 2013

Motion made by Alderman Johnson and seconded by Alderman Trapp to approve the minutes. Alderman Vincent-Aye, Alderman Johnson-Abstained, Alderman McDonald-Abstained, Alderman Trapp-Abstained, Alderman Roggensees-Aye and Alderman Hemphill--Aye Five votes aye. One vote abstained due to absence. Motion carried.

Citizen Input

None

Financial Report

July 2013 Financial Statements-The Board asked questions about the statements and the finance officer stated that she would need to get back to them with the answers. No motion was made.

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

August 2013 Outstanding Invoices- **Motion** made by Alderman Roggensees and seconded by Alderman Hemphill 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-Pool is closed and drained. Blue Water Pools came out and showed how to winterize the mechanical portion. New exercise classes with new instructors will be starting soon.

Planning and Development Dept.- Working on Freedom Bank floodplain issues with Dale and David G. Ace Hardware has selected a contractor, the Mill St. sidewalk projects is being advertised, the first round on the solar grants was missed due to a lack of information.

Alderman Hemphill asked where the money for the two sidewalk projects is coming from. The CFO stated that the Miller project was partial grant and partial streets fund. The Mill St project is coming from the streets fund.

Police Dept-The Chamber of Commerce and the Willard Children's Charitable Foundation had donated enough money for 20 PAL scholarships. The new tasers are in.

Public Works-Alderman Hemphill asked for the leak report and was told by Justin Reaves that when Midwest Meters get done with their work that the report will be more accurate and easier to complete. Justin stated that he believes that Midwest Meters will work with the City very well to correct the existing problems. Alderman Hemphill asked why the public works department had graveled the alley behind East

Center, if it is not owned by the City. Justin stated that he was instructed to do so by the City Administrator. The Board questioned why this was done by the City instead of the property owner.

City Clerk- Has been working on the flood plain issue at Freedom Bank with Randy and David. Is going to attend the MML Conference mid September. Hosted the city clerk's meeting in August. Filed the tax levy, tax liens for weeds and property tax info to Greene County.

Bill No. 13-43

Ordinance No.: 130909

Amendment to Ordinance #940225 Willard Police Department Manual (1st and 2nd Reading)

An ordinance adopting amendments to Ordinance #940225 Willard Police Department Policies and Procedures

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Roggensees and seconded by Alderman Trapp 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 Vincent 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.

Ordinance No.:

Purchasing Policy Ordinance (1st and 2nd Reading)

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: The Board had some questions on the verbiage on #3.2 and #3.3 of the definitions. There was also some language that needed to be changed on page 7 regarding the city council. No motion was made. This will be brought back with changes at the October Board meeting.

Bill No. 13-45

Ordinance No.: 130909B

Amendment to Ordinance # 111011 Economic Development Task Force (1st and 2nd Reading)

Amending Ordinance #111011; Economic Development Task Force for the City of Willard

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-Nay Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. Five votes aye. One vote nay. 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.

Amendment to Section 600.040 Sales of Liquor Prohibited Near Schools and Churches and Section 600.070(G) Drinking in Public Places Prohibited (1st Reading)

AMENDING Title VI, Business and Occupation, Chapter 600, Alcoholic Beverages, Section 600.040 Sales of Liquor Prohibited near Schools and Churches and 600.070 Miscellaneous Offenses of the Willard Municipal Code

Citizen Input-None

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-Nay, Alderman Trapp-Nay, Alderman Roggensees-Nay and Alderman Hemphill-Aye. Three votes aye. Three votes nay. Mayor Forshee-Nay. Motion dies.

Bill No. 13-47

Ordinance No.: 130909D

Ethics Policy Ordinance (1st and 2nd Reading)

An Ordinance adopting an Ethics Policy Manual for the City of Willard Employees

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 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 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.

Bill No. 13-48

Ordinance No.: 130909E

Ordinance accepting the Sprint Cellular Tower Lease Contract (1st and 2nd Reading)

An ordinance to authorize the City Clerk and the Mayor of the City to execute an agreement with Sprint to allow Sprint to lease a portion of the City of Willard water tower for communication equipment.

First read was conducted by the City Clerk

Discussion/Vote: Motion made by Alderman Johnson and seconded by Alderman Trapp 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 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.

Discussion/Vote on Parks programs discounts for Emergency Responders and Military Personnel

The Director of Community Services explained to the Board of Aldermen that the Park Board had discussed and recommended the idea of giving a parks programs discount for emergency responders and current military personnel and their immediate families. The discount will be 10% and will only be given

if asked for and with proper identification. **Motion** made by Alderman Vincent and seconded by Alderman Roggensees to approve the discount. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

New Business

Alderman McDonald asked if monies for raises had been factored into the upcoming draft of the budget. The CFO informed him that she had allotted 3% for raises.

The City Clerk asked the Board what date they wanted to have the October meeting, since October 14th is a holiday and City Hall will be closed. The Board decided on October 4, 2013 at the normal 7 p.m. time. Alderman Hemphill discussed the feasibility of using rain barrels to do the watering of the plants on City properties. He asked the Board to think about it and discuss it at a later date.

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 Trapp 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 9:50 p.m.

Closed Session

Motion made by Alderman Johnson and seconded by Alderman Hemphill to go into closed session pursuant to Section 610.021(#1) Legal, (2) Legal and (#3) (13) Personnel. Alderman Vincent-Aye, Alderman Johnson--Aye, Alderman McDonald-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried. 10:05 p.m.

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

Meeting Adjourned at 11:35 p.m.

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard