

**CITY OF WILLARD
BOARD OF ALDERMAN
REGULAR MEETING
March 11, 2013**

Board present: Alderman Trapp-present, Alderman Roggensees--present, Alderman Hemphill-present, Mayor Keltner-present, Alderman Vincent-present, Alderman Simmons –present and Alderman Johnson - present.

Staff present: City Clerk; Dale Duvall, Director of Development; Randy Brown, Chief Financial Officer; Karen Robson, Operations and Aquatics Supervisor; Whitney Shoffner, Public Works Director; Justin Reaves, Community Services Director; J.C. Loveland, Police Chief Tom McClain, and Public Works employee; Dustin Long
City Attorney Ken Reynolds was present.

Citizens in attendance: Trevor Gaffrey, Wendall Forshee, Sam Baird, Terry Gaffrey, Brenda Keltner and Craig Baird.

April Crain of the *Cross Country Times* was also present.

Call to Order

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

Roll Call

The City Clerk called the roll call. Alderman Trapp-present, Alderman Roggensees-present, Alderman Hemphill-present, Mayor Keltner-present, Alderman Johnson-present, Alderman Vincent-present and Alderman Simmons-present.

Agenda Amendments/Approval of Agenda

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

Approve the minutes of the regular meeting on February 11, 2013

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

Citizen Input

None

Financial Report

February outstanding invoices – Alderman Hemphill asked for clarification on one of the items labeled “Toshiba hard drive”. **Motion** made by Alderman Simmons and seconded by Alderman Roggensees to approve the presented invoices with the exception of the above item. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

The CFO left the room to get the information and when she returned, she explained that the cost was to destroy the hard drive on the copier that had been returned to Toshiba. **Motion** made by Alderman Hemphill and seconded by Alderman Simmons to approve the Toshiba line items. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

January Financial Summary- This was presented by the Chief Financial Officer. No vote needed. Informational only.

Questions for the Department Heads

Alderman Hemphill asked the Public Works Director about the handheld units that were purchased for meter reading. The Public Works Director stated that the City is going back to using them. Alderman Roggensees asked if all of the meters were being read electronically and was informed that they are not yet.

Commerce Bank/Willard Sports Complex Lease renewal Ordinance (1st and 2nd Reading)

First Reading: 03-11-13

Second Reading: 03-11-13

Council Bill No.: 13-09

Ordinance No.: 130311

AN ORDINANCE

AUTHORIZING the City of Willard to renew the Lease Agreement between Commerce Bank, as trustee, and the City of Willard, Missouri, originally dated April 1, 2001 and renewed thereafter, annually, and as now renewed for one (1) year period as specified in Section 3.3 of said Lease Agreement for the Willard Sports Complex, otherwise known as the Recreation Center.

First read was conducted by the City Clerk

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

Addendum to Sullivan Publications Contract Ordinance (1st and 2nd Reading)

First Reading: 03-11-13

Second Reading: 03-11-13

Council Bill No.: 13-10

Ordinance No.: 130311A

AN ORDINANCE

An ordinance approving the addendum between the City of Willard and Sullivan Publications Inc, for the updating of the Willard Municipal Code book and the payment provisions for the codification.

First read was conducted by the City Clerk

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

A.M. Pyrotechnics Ordinance (1st and 2nd Reading)

First Reading: 03-11-2013

Second Reading: 03-11-2013

Council Bill No.: 13-11

Ordinance No.: 130311B

AN ORDINANCE

ACCEPTING the proposal of A.M. Pyrotechnics to provide a pyrotechnics display 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 Simmons to approve the first reading. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-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 Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

2013 Salary/Wage Compensation Ordinance (1st and 2nd Reading)

First Reading: 03-11-2013

Second Reading: 03-11-2013

Council Bill No.: 13-12

Ordinance No.: 130311C

AN ORDINANCE

FIXING the compensation of all officers and employees of the City of Willard for the 2013 Fiscal Year.

First read was conducted by the City Clerk

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

Copier Lease Ordinance (1st and 2nd Reading)

AN ORDINANCE

AUTHORIZING the Mayor, or his designee, to enter into a municipal lease agreement with American Business Systems for the purpose of leasing copy systems and equipment for three municipal operations.

First read was conducted by the City Clerk

Discussion/Vote- The Mayor stated that there had been some issues with the copier bids and that he had asked the previous City Administrator to correct them. The Mayor was not positive that the corrections had been made and therefore the item was postponed until the next board meeting.

Aquatic Center Fees Ordinance (1st and 2nd Reading)

First Reading: 03-13-13

Second Reading: 03-13-13

Council Bill No.: 13-14

Ordinance No.: 130311F

AN ORDINANCE

An ordinance approving the 2013 Willard Parks and Recreation price update for the Willard Aquatic Center.

First read was conducted by the City Clerk

Discussion/Vote- The Director of Community Services spoke to the Board about the proposed changes in fees at the aquatic center. **Motion** made by Alderman Hemphill and seconded by Alderman Vincent to approve the first read. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-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 Simmons and seconded by Alderman Vincent to approve the second read. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Aqua-Tab Chlorine System Contract

Resolution No. 13-01

**RESOLUTION
Agreement with BlueWaterPools**

The Operations and Aquatics Supervisor and the Director of Community Services discussed the new chlorination system that the Parks Department is hoping to install at the Aquatic Center.

Motion made by Alderman Simmons and seconded by Alderman Johnson to approve the Mayor signing the resolution. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Discussion of Personnel Needs

The Mayor discussed hiring someone to become the assistant to the Chief Financial Officer. This person would learn all of the CFO's duties and the duties would then be divided between the Chief Financial Officer and the Financial Officer. The Mayor asked for approval from the Board to begin this process.

Motion made by Alderman Simmons and seconded by Alderman Hemphill to begin the process of hiring a financial officer. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

New Business

The Mayor stated that he would like to appoint Brooke Kauffman and Beth Jones to the Park Board.

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

Old Business

The Operations and Aquatics Supervisor gave a presentation on the dangers of having metal advertising signs at the Aquatic Center. This idea had been brought to the Park Board per the request of Alderman Vincent and the Park Board was against the idea.

Alderman Vincent thanked the Operation Supervisor for her work on the request.

Alderman Roggensees spoke about the door for the restrooms at the Jackson St. Park. The doors need to have new locks installed so that small children cannot get locked inside. This will be taken care of per the Director of Community Services.

Adjourn meeting

Motion made by Alderman Simmons and seconded by Alderman Vincent to adjourn the meeting. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Closed Session

Motion made by Alderman Simmons and seconded by Alderman Roggensees to go into closed session pursuant to section 610.021 (#1) legal and that the Board will stand adjourned at the vote to end the closed session. Alderman Vincent-Aye, Alderman Johnson-Aye, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill- Aye. All votes aye. Motion carried.

Meeting adjourned at 8:30 p.m.

Dale Duvall, City Clerk

Tom Keltner, Mayor of Willard