CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
August 8, 2011

Board present: Alderman Trapp-present, Alderman Roggensees-present, Alderman Hemphill-present, Mayor Keltner-present, Alderman Vincent-present and Alderman Simmons-present. Alderman Magee was not present.

Also present: City Clerk, Dale Duvall; CFO, Karen Robson; Director of Development, Randy Brown; Parks and Recreation Director, Kevin McDonald; Public Works Director, Justin Reaves; Emergency Management Director, Stacy Winters; Sports Coordinator, Whitney Shoffner; Chief of Police, Tom McClain; and Willard Reserve Officer, Bill Lingenfielser.

Also in Attendance: Darren Whitley, Daryle and Kimberly Tracy, Angie and Kameron Tandy, Larry Tindle, Joseph Guter and family, Chad Gehring and family, Jeff Smith, Stephanie and Mike Denson, Glenn Cozzins, Joel Adams, April Crain, Mildred Peterson, Norvel and Virginia Potter, Jerry Ulray, Rosemary and Les Hahn, David Gardner, Stephen Mumert, Bob and Roxanne Castro, Alice Vaughn, D.K. Vikster, Deryl and Ola Mae Locke, Carl Montgomery, Odell and Jeanette Shell, Mindy Latham, Jeremy Miller, Toby and Jacob Robinson, Cade Gunter, Carson Gehring, Kameron Tandy, Tommy DeAndrea, Bryson Young, Karen Winkle, Jeff Smith, Lee White, Lucille Murray and Sam Baird.

Tom Keltner led the Pledge of Allegiance.

Chief McClain presented the Presidential Fitness Award to the following: Toby and Jacob Robinson, Cade Gunter, Carson Gehring, Kameron Tandy, Tommy DeAndrea and Bryson Young. The award was also presented to Hayden Harrison and Noah Agcolli who were not in attendance.

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 Magee----, Alderman Vincent-present and Alderman Simmons-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Simmons and seconded by Alderman Roggensees to approve the agenda. Alderman Vincent-Aye, Alderman Magee---, 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 July 11, 2011

Motion made by Alderman Hemphill and seconded by Alderman Simmons to approve the minutes of the regular meeting on July 11, 2011 Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Approve the Minutes of the Special Meeting on July 11, 2011

Motion made by Alderman Simmons and seconded by Alderman Roggensees to approve the minutes of the special meeting on July 11, 2011. Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Citizen Input- Jerry Ulray, Karen Winkle, Roxanne Castro, Rosemary Hahn, Deryl Locke, Jeff Smith, Lee White and Odell Shell all spoke to the Board regarding the sewer rates in the Meadows. The Mayor informed the citizens that citizen input was not a Q and A time and that the Board would not be answering questions.

The question asked by all of the above citizens was why the citizens living in the Meadows area pay the same rate as Willard customers for sewer, yet their sewage goes to the lagoons, not Springfield. There also was a request for online bill pay. Odell Shell thanked the Board for their service to the community. Mr. Shell also asked what the monies are used for from the utility bills. Mr. Shell then stated that he believes that all citizens should be able to conceal and carry. The Mayor did tell the citizens that the Missouri Rural Water Association is going to be doing an in-depth rate study in September for the City of Willard. They are an independent company and after the study is completed, it will be made public to the citizens.

Jack Dillingham –Piper-Jaffray

Mr. Dillingham informed the Board that Karen had asked him to come and speak to the Board regarding the possibility of refinancing the Willard pool bond.

Mr. Dillingham went over the detailed report that was given to the Board. The report contained the three bonds that the City has been issued for the Parks.

Financial Report-CFO Karen Robson

a. **June Financial Statements- Motion** made by Alderman Simmons and seconded by Alderman Trapp to approve the June financial statements. Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

b. **July Outstanding Invoices- Motion** made by Alderman Hemphill and seconded by Alderman Simmons to pay the outstanding bills. Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.
c. **July Utility Adjustment Report- Motion** made by Alderman Hemphill and seconded by Alderman Simmons to approve the adjustment report. Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.
d. **Mileage Reimbursement- Motion** made by Alderman Roggensees and seconded by Alderman Hemphill to postpone this item until the Board meeting in September. Alderman Vincent-Aye, Alderman Magee---, Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye and Alderman Hemphill-Aye. All votes aye. Motion carried.

Questions for Department Heads-Alderman Hemphill asked the Public Works Director the time frame on Public Works moving into the new building. The Public Works Director stated that the process of moving in had been started.
Alderman Roggensees asked about doing maintenance on Hunt Rd. After discussion it was determined that he meant Farm Rd 103. The Public Works Director stated that Jackson St. was just crack sealed and that Farm Rd 103 is on the work list.

Regular Board Meetings Ordinance (2nd Reading)

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 110.020 AND SECTION 110.030 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO BOARD OF ALDERMEN REGULAR MEETINGS.

Second read was conducted by the City Clerk.

Citizens Input –None

Discussion- Alderman Hemphill stated that he originally believed that there should be two meetings a month until the City has a City Administrator. He stated that he would be reevaluating knowing what was coming later in the meeting. **Motion** made by Alderman Simmons and seconded by Alderman Roggensees to approve the second read. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Nay and Alderman Magee---. Four votes aye. One vote nay. Motion carried.

City Clerk Ordinance(2nd Reading)

AN ORDINANCE REAPPOINTING THE CITY CLERK FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI.

Second read was conducted by the City Clerk.

Citizens Input –None

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

2011 Budget Amendment Ordinance (1st Reading only)

First read was conducted by the City Clerk.

Citizens Input –None

Discussion- Alderman Vincent asked and received clarification on the water and sewer fund totals. **Motion** made by Alderman Simmons and seconded by Alderman Roggensees to approve the first read. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Memorandum of Understanding between the Springfield/Greene County Health Department and the City of Willard

This MOU is the annual agreement to enable Willard's Public Works and the Police Department to receive hepatitis A and B vaccinations from the Health Department. **Motion** made by Alderman Hemphill and seconded by Alderman Simmons to approve the Mayor to sign the documentation. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Freedom Bank

a. Approval of the construction drawings- The Director of Development informed the Board that Freedom Bank had submitted the construction drawings and they had been reviewed by staff, David Gardner Engineering and Olsson Engineering. The Director of Development asked for the Board's approval of the drawings. **Motion** made by Alderman Simmons and seconded by Alderman Vincent to approve the drawings. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

b, Approval of the escrow account- The City Attorney explained to the Board that Freedom Bank had requested issuance of the building permit prior to the final plat approval. This will allow the Bank to begin work immediately**.** The City Attorney stated that he has one section to add to the agreement before submitting it for final approval to the attorney for Freedom Bank. **Motion** made by Alderman Simmons and seconded by Alderman Vincent to postpone this item until the agreement is completed by the attorneys on both sides. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Parks Discussion

a, 2011 Midyear report
b. Park Sales Tax Extension
c. Extended Pool Schedule Discussion/Vote

a. **2011 midyear report**- The Parks Director spoke to the Board and informed them that this report was created per Alderman Roggensees request. The Board asked and received answers to questions on the budget for the park. The Parks Director told the Board that he would be glad to provide them with any other information that they would like to see.

b. **Park sales tax extension**- The Chief Financial Officer and the Mayor discussed the options of renewing the ½ cent capital improvements tax and implementing a ½ cent stormwater/park sales tax. Both of these would need to be brought to the voters to decide on.

   The Board discussed the two tax options and the CFO spoke of the expense of holding a special election in November. Other election date options are February 2012 or August 2012. At the September Board meeting, the CFO will present the approximate expense of a November ballot issue.

   Alderman Roggensees asked the City Attorney to research the legality of transferring money from the water and sewer fund to the parks department. The City Attorney stated that he will get back to the Board with the answer.

c. **Extended pool schedule discussion/vote-**The Parks Director made a proposal to the Board to extend the season of the aquatic center through September 5th. The Parks Director said that money was lost last year by extending the season, but he believes that with the hot summer and longer operating hours, attendance this year may be greater than last year. **Motion** made by Alderman Hemphill and seconded by Alderman Roggensees to extend the aquatic center season. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Discussion of the Conceal and Carry Ordinance
The Mayor stated that this item was on the agenda per the request of Alderman Magee. The Board discussed citizen input regarding the Conceal and carry ordinance. The Mayor said that his personal recommendation was to leave the ordinance as is. The discussion ended at that point.

Board Re- Appointments-Mayor Tom Keltner

a. **Nick Heatherly-** City Administrator – Mayor Keltner asked for the approval of the appointment of Nick Heatherly as City Administrator, with the previously discussed salary and benefits package. **Motion** made by Alderman Trapp and seconded by Alderman Simmons to approve the appointment. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

b. **Lucille Murray-** Planning and Zoning- **Motion** made by Alderman Vincent and seconded by Alderman Hemphill to approve the re-appointment. Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Old Business- Alderman Vincent asked about the rates that the Meadows residents are paying. The Chief Financial Officer, the Mayor and the Public Works Director explained that the lagoons have required a lot of maintenance and rehabilitation.

Alderman Roggensees asked to have the Board review the state retention schedule for documents and requested to look at having a municipal document retention policy. The City Clerk will email the Board the state retention schedule. The topic will be discussed at the next Board meeting.

Alderman Hemphill asked about mileage reimbursement forms.

Alderman Trapp discussed informing the citizens about the costs of maintenance on the lagoons, and the Mayor and the Public Works Director spoke briefly regarding what the water rate study will entail.

Adjourn - Motion made by Aldermen Simmons and seconded by Aldermen Hemphill to adjourn the open session Alderman Simmons-Aye, Alderman Trapp-Aye, Alderman Roggensees-Aye, Alderman Hemphill-Aye, Alderman Vincent-Aye and Alderman Magee---. All votes aye. Motion carried.

Meeting was adjourned at 9:15 pm

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Tom Keltner, Mayor of Willard

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Dale Duvall, City Clerk