

**CITY OF WILLARD
BOARD OF ALDERMEN SPECIAL MEETING
January 13, 2011
6:00 P.M.**

Board present: Mayor Jamie Schoolcraft, Aldermen Richard Simpson, Aldermen David Hemphill, Aldermen Pat Lloyd, Aldermen Doug Johnson, Aldermen Tim Magee and Aldermen Bryan Vincent.

Also present: City Clerk, Dale Duvall; CFO, Karen Robson; Director of Development, Randy Brown; Emergency Management Director, Stacy Winters; Public Works Director, Justin Reaves; Chief of Police, Tom McClain; Willard Police Reserve Bill Lingenfielser.; and City Attorney, Paul Link.

Guest present- Tom Keltner, Ed Simmons, Doug Jones, Linda Murray, Mark Elms, Levenia Matther and Stephen Mumert.

Laura Scott of the *Willard Cross Country Times* was also present.

Meeting called to order at 6:00 by Mayor Jamie Schoolcraft.

Roll Call

City Clerk, Dale Duvall called the roll. Aldermen Simpson-present, Aldermen Hemphill-present, Aldermen Lloyd---, Mayor Schoolcraft-present, Aldermen Johnson---, Aldermen Magee-present and Aldermen Vincent-present.

Agenda Amendments/Approval of Agenda

Motion made by Aldermen Simpson and seconded by Aldermen Vincent to approve the agenda. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd---, Aldermen Johnson---, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

Approve the Minutes of the Special Meeting on December 28, 2010

Motion made by Aldermen Vincent and seconded by Aldermen Magee to approve the minutes of the meeting on December 28, 2010. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd---, Aldermen Johnson---, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

Citizen Input

Lucille Murray informed the Board that on February 5, 2011 there would be a free pruning workshop held at the Community Center. It will be taught by an employee of the Conservation Center.

Doug Jones spoke to the Board about the condition of Farm Road 103. He asked the Board if the City had thought of turning the road back to Greene County to maintain.

Mr. Jones also asked the Board about the status of the Meadows connecting to the City of Springfield.

Aldermen Lloyd arrived at 6:12 p.m.

Financial Report-CFO Karen Robson

Outstanding Bills- **Motion** made by Aldermen Simpson and seconded by Aldermen Vincent to pay the outstanding bills. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson----, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

December Adjustment Report- **Motion** made by Aldermen Simpson and seconded by Aldermen Vincent. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson----, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

Street Lighting- Karen Robson explained the correction that was made to the Empire Electric street light change request. **Motion** made by Aldermen Simpson and seconded by Aldermen Magee. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson----, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

Audit Report- Karen Robson stated that due to time constraints, she did not have an update on the progress made regarding the audit recommendations. She informed the Board that she would have an update at the next Board meeting.

Utility Billing Update-Karen Robson informed the Board that all was going fine with the utility billing.

Planning and Development- Randy Brown

a. Preliminary Plat for Freedom Bank

1. Citizen Input-None
2. Discussion/Vote- None

Motion made by Aldermen Simpson and seconded by Aldermen Magee. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson----, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

b. Annexation request from Willard Fire Protection District

1. Citizen Input-None
2. Discussion/Vote

Randy Brown explained to the Board that the City is looking into annexing the right of way off of AB and EE. Randy explained the different options to achieve the annexation. Randy told the Board that the Fire Department had requested that their properties located at Spruce and Pine be annexed, the City doing this annexation is the first step in accomplishing that.

Motion made by Aldermen Simpson and seconded by Aldermen Hemphill to proceed with the annexation (option # 3). Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson---, Aldermen Magee-I, Aldermen Vincent-Nay. Four votes aye. One vote nay. Motion carried.

Employee Manual Discussion

The Board discussed and agreed to look over the two latest employee manuals and discuss them at a study session at the regular meeting on February 28, 2011.

Department Heads Job Description Discussion

- a. Stacy Winters
- b. Tom McClain
- c. Karen Robson
- d. Justin Reaves
- e. Linda Murray
- f. Dale Duvall

g. Randy Brown

The department heads each spoke to the Board in regards to their job title and description of the job duties. The Board asked the department heads if there were extra responsibilities not listed on the job description that they handled. All department heads spoke except Kevin McDonald, who was not able to attend the meeting.

Old Business -Dale Duvall asked the Board if they wanted to go back to paper copies of the meeting packets instead of emailing the meeting packets. The Board agreed that paper packets would be best and agreed to come in to City Hall and get their packet.

Aldermen Hemphill asked Justin about the backhoe trade-in. Justin stated that the information would be brought to the next meeting.

Adjourn Meeting-Motion made by Aldermen Lloyd and seconded by Aldermen Hemphill to adjourn the meeting. Aldermen Simpson-Aye; Aldermen Hemphill-Aye; Aldermen Lloyd-Aye; Aldermen Johnson---; Aldermen Magee-Aye; and Aldermen Vincent-Aye. All votes aye. Motion carried.

Dale Duvall, City Clerk

Jamie Schoolcraft, Mayor