

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
APRIL 12, 2010

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

Also present: City Clerk, Dale Duvall; Deputy City Clerk, Kate Gould; CFO, Karen Robson; Director of Development, Randy Brown; Public Works Director, Justin Reaves; Parks and Recreation Director, Kevin McDonald; Chief of Police, Tom McClain; Front Desk Receptionist, Tami Cobb; and Willard Police Officer, Casey Broadway.

Also in attendance: Gene Thomas, Lucille Murray, Valorie Simpson, Roscoe Killingsworth, Mindy Latham, Darrell Biellier, Bill Caplinger, Dave Helton, Dave Hemphill, Michelle Hemphill, Tim Magee, Paul Hood, Joe Cosby, Barbara Cosby, Sam Baird, Cindy Trapp, Brad Mowell, Dennis Howland, Darrell Proctor, Danette Proctor, Tom Keltner and Brenda Keltner.

Sarah Overstreet with the *Willard Cross Country Times* was also in attendance.

Mayor Jamie Schoolcraft led the Pledge of Allegiance.

Swear/Affirm Newly Elected Officials

City Clerk, Dale Duvall swore in re- elected Aldermen Richard Simpson from Ward III, for a one (1) year term.

City Clerk, Dale Duvall swore in re-elected Aldermen Bryan Vincent from Ward II, for a two (2) year term.

City Clerk, Dale Duvall swore in newly elected Aldermen David Hemphill from Ward III, for a two (2) year term.

City Clerk, Dale Duvall swore in newly elected Aldermen Tim Magee from Ward I, for a two (2) year term.

Call to Order

Mayor Jamie Schoolcraft called the meeting to order.

Roll Call

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

Agenda Amendments/Approval of Agenda

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

Approve the Minutes of the Special Meeting on March 25, 2010

Motion made by Aldermen Simpson and seconded by Aldermen Vincent to approve the minutes of the Special Meeting on March 25, 2010. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson-I, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion carried.

Approve the Minutes of the Meeting on March 22, 2010

Motion made by Aldermen Vincent and seconded by Aldermen Lloyd to approve the minutes of the Regular Meeting on March 22, 2010. Aldermen Simpson-I, Aldermen Hemphill-Abstained, Aldermen Lloyd-I, Aldermen Johnson-I, Aldermen Magee-Abstained, Aldermen Vincent-I. Four (4) votes aye and two (2) abstentions. Motion carried.

Citizen Input

Lucille Murray informed the Board that to remain qualified as a "Tree City USA" that the City must hold an Arbor Day event each year. Missouri's official Arbor Event Day was April 2, 2010 but that date did not work for the schools. The new date is April 23, 2010 at 3:00 at Willard East Elementary. Lucille asked that the Mayor come out and present the Proclamation and invited everybody else to attend as well.

Brad Mowell spoke to the Board and stated that he had some constructive suggestions. Mr. Mowell complemented the creator of the city newsletter. Mr. Mowell stated that neither the newsletter nor the city website gave the date for the municipal election held on April 7, 2010. Mr. Mowell also said that he phoned a couple of Aldermen and left messages to find out the date of the municipal election. Mr. Mowell asked that in the future, that the Willard newsletters, the City website, and the *Cross Country Times* post the date of municipal elections.

Elect Acting President

Motion made by Doug Johnson to re-elect Aldermen Lloyd as Acting President. Motion failed for lack of a second.

Motion made by Aldermen Vincent and seconded by Aldermen Hemphill to elect Aldermen Simpson as Acting President. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson-Nay, Aldermen Magee-I, Aldermen Vincent-I. Five(5) votes aye and one (1) vote nay. Motion carried.

Elect Board Representative for Planning and Zoning Commission

Motion made by Aldermen Vincent and seconded by Aldermen Simpson to re-elect Aldermen Lloyd as the Planning and Zoning Commission Representative for the Board. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-Abstained, Aldermen Johnson-I, Aldermen Magee-I, Aldermen Vincent-I. Five (5) votes aye and one (1) abstention. Motion carried.

Financial Report-CFO Karen Robson

Aldermen Simpson asked for clarification on a few of the credit card bills. Karen explained bill codes to the Board. Karen also asked for approval to pay the outstanding bills.

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

Karen Robson stated to the Board that she had also included a supplemental handout in the packets. The supplement was at the request of Aldermen Lloyd and showed the expenses and income for the city for the last three years. Karen told the Board that she would be providing this information occasionally, but not every month.

Karen Robson asked for approval to allow the Mayor to sign the MOWARN agreement. It is an agreement between the Missouri Rural Water Association and the city. It is a cooperative sharing agreement that allows for equipment and personnel to be borrowed from the city and for the city to borrow from other cities in time of disaster.

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

Police Department Report-Chief Tom McClain

Police Chief Tom McClain spoke about the DARE graduation to be held on April 20, 2010 at 6:00 p.m. at the Willard Intermediate School. The Chief stated that his department is still waiting for information from the state on the funding for the new mobile data units. The Chief is still working on the hazardous moving grant.

Emergency Management Report-Stacy Winters

Stacy Winters was not present, so no Emergency Management report was given.

Public Works Report-Justin Reaves

The public works report was given by Director Justin Reaves

Development Report-Randy Brown

The development report was given by Director Randy Brown

Parks and Recreation Report-Kevin McDonald

The Parks and Recreation Report was given by Director Kevin McDonald

Community Relations Report –Kate Gould

The Community Service Report was given by Kate Gould

Records Inventory Project

Kate told the Board that city staff has been working diligently on the records inventory project. Kate explained that the Secretary of State has a retention schedule that is being followed but that historical value and legal ramifications were also considered when sorting files that could possibly be destroyed. Kate let the Board know that the supplement in their packet is regarding the records that are getting ready to be securely shred and disposed of and staff was informing the board so that the action would be recorded in the minutes as required by the Secretary of State.

The following record series are to be destroyed in accordance with the Missouri Secretary of State Records Retention Schedule:

<u>File Type</u>	<u>Years</u>	<u>MO Secretary of State Records Code</u>
Accounts Payable Files	1998-2002 and 2004-2006	GS 007
Bank Statements	1998-2006	GS 010
Check Stubs	2001, 2002, and 2004-2006	GS 010
Citizen Surveys	2006	GS 012.1
Concession Stand Ledgers	2005	GS 006
Copies of 1099's	1991, 1994, and 1996	GS 034
Copies of W2's	1996 and 1997	GS 033
Copies of W4's	1988, 1989 and 1994	GS 035
Customer Move Out Cards	1993-2000	GS 006
Deposit Logs/Books	1998 and 2001-2006	GS 006
Employment Applications (not hired)	2004	GS 062
Grant Applications (not received)	1997 and 1999	GS 040
Income Tax withholdings	1993	GS 068
Insurance Policies	1996, 1998, 1999, 2001, and 2005	GS 056
Interview Records	2004	GS 062
Manual Meter Reading Pages	1991-1999	GS 006
Monthly Input Ledgers	1994	GS 006
Park Employee Time Cards	2002	GS 068
Quarterly Reports	1991, 1994, 1996, and 1997	GS 068
Real Estate Tax Printouts	1996-2001	GS 006
Receipt Books	2005	GS 011
Salary Sheets	1992	GS 068

Sales Tax Reports	1991	GS 007
Unemployment Contract Records	1992	GS 068
Utility Billing Ledgers	1997-2006	GS 006
Utility Billing Stubs	1998-2007	GS 006
CFO Yearly Work Files	1998-2006	GS 006

T-Mobile Cell Tower Ordinance
BILL NO. 10-06

ORDINANCE NO. 100412

AN ORDINANCE AMENDING ORDINANCE NO. 100322 BILL NO.10-04, ACCEPTING THE SITE LEASE WITH T-MOBILE CENTRAL LLC AND SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT AGREEMENT WITH T-MOBILE CENTRAL LLC AND COMMERCE BANK, N.A.

Doug Harpool stated that the legal department at T-Mobile had a couple of small changes, nothing structural, to the original ordinance. The original ordinance was approved by T-Mobile's business department and signed by the Board last month.

First reading was conducted by City Clerk, Dale Duvall.

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

Second reading was conducted by City Clerk, Dale Duvall.

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

Order of Business Ordinance
BILL NO. 10-07

ORDINANCE NO. 100412A

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO SECTION 110.090 OF THE MUNICIPAL CODE OF THE CITY OF WILLARD PERTAINING TO ORDER OF BUSINESS.

First reading was conducted by City Clerk, Dale Duvall.

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

Second reading was conducted by City Clerk, Dale Duvall.

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

Regular Meeting Schedule Ordinance
BILL NO. 10-08

ORDINANCE NO. 100412B

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.

First reading was conducted by City Clerk, Dale Duvall.

Motion made by Aldermen Lloyd and seconded by Aldermen Johnson to approve the first reading. Aldermen Simpson-Nay, Aldermen Hemphill-Nay, Aldermen Lloyd-I, Aldermen Johnson-I, Aldermen Magee-Nay, Aldermen Vincent-Nay. Two(2) votes aye and four(4) votes Nay. Motion failed.

Old Business

Aldermen Vincent expressed that he would ask that the Mayor show the same respect to President Elect, Richard Simpson, that he had shown to Pat Lloyd over the last year.

Aldermen Simpson asked for the Board to give him permission to discuss with Springfield/Greene County about connecting the Meadows sewer to the Springfield sewer system.

Motion made by Aldermen Simpson and seconded by Aldermen Hemphill to approve Aldermen Simpson to discuss the sewer at Meadows with the City of Springfield. Aldermen Simpson-I, Aldermen Hemphill-I, Aldermen Lloyd-I, Aldermen Johnson-I, Aldermen Magee-I, Aldermen Vincent-I. All votes aye. Motion approved.

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

Meeting adjourned.

Dale Duvall, City Clerk

Jamie Schoolcraft, Mayor of Willard