

CITY OF WILLARD
BOARD OF ALDERMEN
SEPTEMBER 10TH, 2007
7:00 P.M.

Board present: Mayor Jamie Schoolcraft; Aldermen Charles Whitehead; Aldermen Bill Caplinger; Aldermen Gordon O'Quinn; and Aldermen Louie Amodeo.

Also in attendance: City Administrator, Fred Gress; Municipal Court Clerk/Deputy City Clerk, Linda Murray; CFO, Karen Robson; Director of Development, Randy Brown; Director of Public Works, Charlie Jones; Parks & Recreations Director, Kerri Gates; Code Enforcement Officer, Steve Vaughn; Chief of Police, Tom McClain; Planning and Zoning Executive Secretary, Lucille Murray; City Phone Operator, Tami Cobb; and City Attorney, Doug Harpool.

Guest present: Ruth Hunter with Cross Country Times, Larry Graham, Evans Ross, Kim Haase, and Joshua & Jeremiah Puckett, Bill & Nicki Stokes.

Mayor led the Pledge of Allegiance.

City Attorney Doug Harpool OPENED THE PUBLIC HEARING TO CONSIDER THE FOLLOWING AMENDMENTS TO THE LAND DEVELOPMENT REGULATIONS:

1. LIQUOR LICENSES IN THE CITY.
2. ESTABLISH CODES ENFORCEMENT OFFICER POSTION.
3. ESTABLISH FEES FOR BUILDING PERMITS.
4. ADOPT ICC CODES.

City Attorney Doug Harpool asked if anyone wished to speak in favor or opposition. No one spoke. City Attorney Doug Harpool closed the Public Hearing.

Special Recognition (Awards, Certificates and Honors)

Chief of Police, Tom McClain presented Jeremiah Puckett with a Character Attribute Award for "Respect".

Mayor called the meeting to order.

Roll Call

Linda Murray Deputy City Clerk called the roll call. Charles Whitehead-present, Bill Caplinger-present, Mayor Schoolcraft-present, Gordon O'Quinn-present, and Louie Amodeo-present.

Agenda Amendments/Approval of agenda

Mayor Schoolcraft stated that two (2) items needed to be added to the agenda. City Administrator Fred Gress stated that the first item was a request for additional Public

Works employee, and the second is request to do some work across from Downtown Bar-B-Que to allow the city to park personnel vehicles on their parking lot during the day. Mayor stated that these items would be addressed under the Public Works report.

Motion made by Gordon O'Quinn with second by Bill Caplinger to approve the agenda with the two amendments listed above. All votes yes. Motion carried.

Minutes 08/27/07

Motion made by Gordon O'Quinn with second by Louie Amodeo to approve the minutes of the Regular Meeting on August 27th, 2007. All votes yes. Motion carried.

Citizen Input

None

Financial Report

Motion made by Gordon O'Quinn with second by Louie Amodeo to approve to pay the outstanding bills. All votes yes. Motion carried.

Karen requested permission to sell old Toshiba Laptop for \$100 to a city employee.

Motion made by Louie Amodeo with second by Bill Caplinger to sell old Toshiba Laptop for \$100 to a city employee. All votes yes. Motion carried.

Karen requested approval to take bids on an old mower. **Motion** made by Bill Caplinger with second by Gordon O'Quinn to approve advertising for bids for old mower. All votes yes. Motion carried.

On Call Policy-Charlie Jones Director of Public Works recommends Option #2-Each employee in turn will take the on call responsibility from Monday morning at 8:00 a.m. to the next Monday morning at 8:00 a.m. at which time it will transfer to the next employee on the roster. Each employee on call will carry the city cell phone assigned to on call duty. Employees on call will receive \$2.00 per hour from Friday evening at 4:30 p.m. to Monday morning at 8:00 a.m. Employees will be expected to respond on weekends to a call-out within one hour. The on call roster will be maintained by the Public Works Director on a monthly basis.

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve Option #2 for the On Call Policy. All votes yes. Motion carried.

Police Department Report

Chief of Police Tom McClain stated that the Sun Security Bank Robbery case was solved quickly with the help of Tiger One Stop. Total incidents for the month of August were down 25%. Chief stated that the felony incidents were 11 instead of 24. Bradley L. Fortner was federally indicted for the bank robbery that occurred on 07/25/07.

Board discussed SRO officers driving Willard Police cars. City Attorney Doug Harpool will contact the school to discuss what insurance is on the resource officers. This issue will be discussed at the September 24th, 2007 meeting.

Director of Development

Randy Brown Director of Development discussed punch list for Stone Ridge Subdivision. Randy stated that Planning & Zoning Commission requested that he contact the land owner on the north side of Stone Ridge Subdivision to see if they were satisfied with the

cleanup around the lift station. The neighbors are fine with the cleanup. The North Brooke Apartment Club House plans have been submitted. Staff is working with the developer of Longview Subdivision on the Pro-Rata cost reimbursement for water and sewer hook-up. The draft for the Wellhead Protection Plan will be completed soon and will be submitted to the board for review.

Public Works Report

Charlie Jones Director of Public Works stated that the 10' waterline on Willey Street has been completed. The next project will be on Beam Street with an 8' line.

City Administrator Fred Gress requested approval to hire a Public Works Maintenance/Skilled Carpenter to the staff. Fred stated by having a skilled carpenter on board the city will be able to complete projects without having to conform with the Prevailing Wage Law.

Motion made by Charles Whitehead with second by Bill Caplinger to approve hiring a Maintenance/Skilled Carpenter to the staff in the amount of \$10 to \$13 per hour. All votes yes. Motion carried.

City Administrator Fred Gress stated that behind Public Works building there is not much room for parking. Charlie Jones Director of Public Works spoke to Gail Helton, owner of Downtown Bar-B-Que and Gail is in agreement that the city employees can park their vehicles on the very northwest part of his parking lot across from Downtown Bar-B-Que, with one request. The request from Gail was to remove the old railroad loading dock that is on the parking lot. Aldermen O'Quinn asked about a contract with Gail. City Attorney stated that a contract would be the safer way to go.

Motion made by Louie Amodeo with second by Gordon O'Quinn to allow Public Works to take down the old loading dock, at Gails request, and enter into an agreement with Gail to allow the Public Works employees to park their personnel vehicles on the northwest part of the parking lot across from Downtown Bar-B-Que. All votes yes. Motion carried.

Motion made by Charles Whitehead with second by Bill Caplinger to hire a Maintenance/Skilled Carpenter to the staff. All votes yes. Motion carried.

Community Services Report

Kerri Gates Director of Parks and Recreations stated that the youth volleyball program starts on Friday along with the blood drive. Saturday morning youth soccer starts and a special event called, "Pepsi Punt, Pass, and Kick". It's a free event for ages eight to fifteen. Tot Time has just started for ages three to five year olds. This is for two hours every Tuesday and Thursday. Hip, Hop dance started last week and there were twelve participates. The other events which are underway include Halloween Hoops, Adult Flag Football, our youth basketball and cheerleading. Next month is the Safe Halloween Event. Kerri discussed frisbee disk football.

Back-hoe Contract

City Administrator Fred Gress discussed the Back-hoe Contract relating to the hours used. It will cost the city eighteen dollars an hour for every hour used over the five hundred hour contract. Mayor stated that it would be better to extend the contract to a two year for one thousand hours. Fred stated that there was still discussion whether the contract was five hundred hours per year, or five hundred hours.

Proposed Amendments to the Land Development Regulations

Mayor stated that the first proposed amendment was Liquor Licenses in the city, and Planning and Zoning Commission recommended to the Board of Aldermen to leave regulations for liquor licenses as is. Board agreed that regulations should be left as is. City Administrator Fred Gress stated that Greene County would like to share our Codes Enforcement Officer due to drop of building permits being issued at this time. This proposal will be presented at a later date. Aldermen O'Quinn asked why we were doing both reading of the ordinance tonight. City Administrator Fred Gress stated that the cities Codes Enforcement Officer would be ready to start after both reading occurred.

BILL NO. 07-26

ORDINANCE NO. 070910

AN ORDINANCE ESTABLISHING THE OFFICE OF CODES ENFORCEMENT OFFICER, PROVIDING FOR DUTIES AND RESPONSIBILITIES OF THE OFFICE AND PROVIDING FOR THE REPEAL OF INCONSISTENT ORDINANCES.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Bill Caplinger to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

BILL NO. 07-27

ORDINANCE NO. 070910A

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR BUILDING FEES FOR THE CONSTRUCTION, ALTERATION, ENLARGEMENT, REPAIR, DEMOLITION, CONVERSION, REMOVAL, REMODELING, USE OR MAINTENANCE OF ALL BUILDINGS AND STRUCTURES WITHIN THE CITY OF WILLARD AND PROVIDING FOR THE REPEAL OF ANY INCONSISTENT ORDINANCES.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Louie Amodeo to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

BILL NO. 07-28

ORDINANCE NO. 070910B

AN ORDINANCE ESTABLISHING MINIMUM GUIDELINES GOVERNING THE DESIGN, CONSTRUCTION, ALTERATION, ENLARGEMENT, REPAIR, DEMOLITION, REMOVAL, MAINTENANCE AND USE OF ALL ONE-AND TWO-FAMILY RESIDENTIAL BUILDINGS AND ACCESSORY STRUCTURES IN THE CITY OF WILLARD, MISSOURI, TO PROVIDE FOR THE ISSUANCE OF PERMITS, COLLECTION OF FEES, CONDUCTION OF INSPECTIONS AND ENFORCEMENT OF THE REGULATIONS KNOW AS THE 2006 INTERNATIONAL RESDIENTIAL CODE.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Louie Amodeo with second by Gordon O'Quinn to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Developers required to post an irrevocable bond. (1st reading was 08/13/07)

BILL NO. 07-22

ORDINANCE NO. 070813

AN ORDINANCE ADOPTING AMENDMENTS TO THE LAND DEVELOPMENT REGULATIONS AND DESIGN STANDARDS FOR THE CITY OF WILLARD, MISSOURI; REPEALING OR AMENDING INCONSISTENT ORDINANCES AND PROVIDING FOR PENALTIES FOR VIOLATION HEREOF.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Louie Amodeo to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Minor Subdivision-corner of Mill & Main St.

BILL NO. 07-29

ORDINANCE NO. 070910C

AN ORDINANCE TO ACCEPT THE MINOR SUBDIVISION PLAT FOR TADA HOME LLC. AS AN ADDITION TO THE CITY OF WILLARD, GREENE COUNTY MISSOURI.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Louie Amodeo to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Louie Amodeo with second by Bill Caplinger to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Replat of Park Estates-Lots #2, #3, & #6

BILL NO. 07-30

ORDINANCE NO. 070910D

AN ORDINANCE AUTHORIZING A RE-PLAT OF A SUBDIVISION OF CERTAIN PARCELS OF LAND LOCATED IN PARK ESTATES I, LOTS 2, 3, AND 6, WILLARD, GREENE COUNTY, MISSOURI, AND AUTHORIZING THE RECORDING THEREOF.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Louie Amodeo to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Bill Caplinger to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Stone Ridge Subdivision Appeal

City Administrator Fred Gress stated that Planning and Zoning Commission denied the Stone Ridge Final Plat at the August 28th, 2007 meeting. It was denied due to items on punch list not being addressed. Fred stated that the developer has made improvements on the items listed on the punch list. Randy Brown Director of Development stated that the property owner to the North was satisfied with the cleanup around the lift station. Also Randy stated that all lien waivers have been turned in. City Administrator Fred Gress stated that this Subdivision is in substantial compliance.

BILL NO. 07-31

ORDINANCE NO. 070910E

AN ORDINANCE TO ACCEPT THE FINAL PLAT OF STONE RIDGE AS AN ADDITION TO THE CITY OF WILLARD, GREENE COUNTY MISSOURI.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Louie Amodeo to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.
Second reading by Linda Murray, Deputy City Clerk.

Motion made by Louie Amodeo with second by Bill Caplinger to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

BILL NO. 07-32 **ORDINANCE NO. 070910F**
AN ORDINANCE APPROVING THE FOLLOWING DESCRIBED PROPERTY OWNED BY PARK ESTATES LLC. (STONE RIDGE SUBDIVISION) TO BE BROUGHT INTO SPECIAL SEWER DISTRICT OF THE CITY OF WILLARD.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Bill Caplinger with second by Gordon O'Quinn to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Louie Amodeo to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Internal Control Procedures Policy

BILL NO. 07-33 **ORDINANCE NO. 070910G**
AN ORDINANCE AUTHORIZING AND ADOPTING AN INTERNAL CONTROL PROCEDURES POLICY REGARDING ALL EMPLOYEES OF THE CITY OF WILLARD, MISSOURI.

First reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Louie Amodeo to approve the first reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Second reading by Linda Murray, Deputy City Clerk.

Motion made by Gordon O'Quinn with second by Bill Caplinger to approve the second reading. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Old Business

City Administrator Fred Gress stated that Willard was a recipient of an OTO Enhancement Grant and a Grant that was wrote under the school name. Aldermen Amodeo asked where we were at with the codification of ordinances. City Administrator stated that this was a four month project and we have already used two months, and he would call Sullivan tomorrow to see where we were at with this project.

Mayor stated that the board would be going into closed session to discuss a legal issue as required under Chapter 610.021 #1.

Motion made by Bill Caplinger with second by Louie Amodeo to close the open session. All votes yes. Motion carried.

Meeting adjourned.

Kathy Blakemore, City Clerk