

CITY OF WILLARD
BOARD OF ALDERMEN
STUDY SESSION
APRIL 16TH, 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; City Clerk, Kathy Blakemore; Municipal Court Clerk, Linda Murray; CFO, Karen Robson; Director of Development, Randy Brown; Director of Public Works, Charlie Jones; Director of Parks and Recreations, Kerri Gates; Chief of Police, Tom McClain; Planning & Zoning Executive Secretary, Lucille Murray; Utility Clerk, Pat Zimdars; and Phone Operator, Tami Cobb.

Guest present: Mike Zimmerman PE, Richard Baker, and Nathan Zimmerman.

Amendment to the agenda

Mayor Jamie Schoolcraft stated that he needed to amend the agenda by adding Appointments to Planning and Zoning Commission, and moving item #4 up to #2.

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

Mayor Jamie Schoolcraft led the Pledge of Allegiance.

Mayor Jamie Schoolcraft called the meeting to order.

Sports Coordinator Position

Director of Parks and Recreations, Kerri Gates requested approval to hire Stacey Carlson for the Sports Coordinator Position. **Motion** made by Charles Whitehead with second by Bill Caplinger to hire Stacey Carlson for the Sports Coordinator Position. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried. Kerri stated that if Stacey Carlson did not except the position she wanted to hire Mark Fitzgerald. **Motion** made by Bill Caplinger with second by Gordon O'Quinn to hire Mark Fitzgerald if Stacey does not except the position. Charles Whitehead-yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes. Motion carried.

Appointments to Planning & Zoning

Mayor Jamie Schoolcraft recommended to the Board to reappoint Lucille Murray and Dale Duvall to the Planning and Zoning Commission.

Motion made by Charles Whitehead with second by Bill Caplinger to reappoint Lucille Murray and Dale Duvall to the Planning and Zoning Commission. Charles Whitehead-

yes. Bill Caplinger-yes. Gordon O'Quinn-yes. Louie Amodeo-yes. All votes yes.
Motion carried.

Discuss Meadow Acquisition

City Administrator Fred Gress discussed Meadows Acquisition. Fred introduced Mike Zimmerman and Richard Baker with Archer Engineering. Mr. Zimmerman and Mr. Baker are working on the Water Master Plan, and also the five (5) year Self Supervised Plan. The city has modified the Self Supervised Plan to include pending purchase of the Meadows Water System. Fred presented the Meadows Service Area. The Acquisition of the Meadows will add two wells, combined capacity of two hundred and fifty (250) HP, ones one hundred and fifty, and ones a hundred. It will add a five hundred thousand (500,000) gallon elevated tower that's 22 feet higher than the City of Willard's towers. This will help to provide pressure to the current water system. The Acquisition is 1.5 million dollars. This amount is for the water and sewer system. Sewer system comes with a laundry list of inadequacies. Aldermen Louie Amodeo asked where the water tower in the Meadows is located. Fred stated that it is at the Northeast corner of highway AB and EE. The following is the proposed capital equipment for the Meadows: 1-2 ½ ton or larger dump truck with air brakes, used, \$40,000 to \$60,000; 1-Trailer to Haul Backhoe to Work Site, used, \$8,000 to \$12,000, 24,000 lb gvw; 2-Back-up generators to site at well in Willard and well in the Meadows System, estimated cost is \$40,000 to \$120,000 each; Electronic communications between towers and wells in total system to design and install, \$80,000 to \$120,000; 1-Extended hoe backhoe, \$70,000; and Radio read meters \$170 per unit, \$118,000. Total commitment is \$500,000. The following is the proposed new staffing structure: Four (4) person waterline construction crew; Three (3) person wastewater crew; Two (2) person account service crew; Re-assignment of an employee to create in-house GPS/Mapping Department; Replacement of employee assigned to GPS with three seasonal grounds and ROW maintenance positions. Each would work an estimated 1,050 hours each season; Additional utility clerk to assist with account billing and maintenance, full-time position at 2,080 hours. Fred discussed the need for chlorination to the water system. Fred stated that the discharge permit is worth hundreds of thousands of dollars. The permit can be modified. This permit is for approximately 62,500 gallons per day. Aldermen Gordon O'Quinn asked if any of the Meadows residents have had any concern about having a town meeting. Fred stated that he already has a meeting scheduled with the Meadows Homeowners Association on April 25th, 2007 at 7:30 at Willard Central School. Aldermen Bill Caplinger stated that he would love to have the generators but he thinks that money would be more useful to use for putting new pipe in for the connection between the two systems, more radio read meter, etc. Fred asked Archer Engineering what DNR required. Mr. Zimmerman stated that DNR would like for city's to have 24 hour average day water usage elevated storage or combination of elevated storage and underground storage. Mayor Jamie Schoolcraft asked if the city purchased one generator would that get us by until we located another one. Director of Public Works Charlie Jones stated that it would give us a little bit of pressure but not run the whole system. Fred requested that the city take one more step and get the cost for two generators.

Lease Purchase Agreement

Motion made by Bill Caplinger with second by Charles Whitehead to approve to move forward with the Lease Purchase Agreement.

Motion made by Bill Caplinger with second by Gordon O'Quinn to adjourn meeting. All votes yes. Motion carried.

Meeting adjourned.

Kathy Blakemore, City Clerk