

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
December 11, 2023
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Project Engineer Steve Bodenhamer, Director of Finance Carolyn Halverson, Police Officer J.D. Landon, Director of Parks and Rec Jason Knight, and City Clerk Dona Slater

Attorney Jake Spindler was present.

Citizens in attendance: Debbie Ihrig, Angie Wilson, Megan Applegate, Steve Cobb, Mark Lancaster, and Jim Vaughn.

Call to Order.

Mayor Baird called the meeting to order at 6:00 p.m.

Roll Call.

The City Clerk conducted the Roll Call.

Alderman Smith-present; Alderman Hall-present; Alderman Swatosh-present; Alderman Biellier-present; Alderman Lancaster-present; Alderman Keene-present; Mayor Baird-present.

Agenda Amendments/Agenda Approval.

Ms. Donna Stewart requested striking agenda item #18 Discussion/Vote for Liability/Property Insurance-Work Comp bid as the information has not been received. She also requested adding new agenda item #18 Ordinance to approve a contract with Aramark for uniforms for the Public Works department.

Motion was made by Alderman Smith and seconded by Alderman Keene to approve the modified Agenda with the removal of the original item #18 and the addition of new item #18.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Hall, Keene, and Swatosh.

Consent Agenda.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Consent Agenda.

Motion carried with a vote of 6-0. Voting aye: Aldermen Biellier, Smith, Hall, Lancaster, Keene, and Swatosh.

Discussion/Vote on current Outstanding Invoices, Draft and Check Paid Invoices for November/December 2023.

Motion was made by Alderman Hall and seconded by Alderman Smith to approve the current outstanding invoices, and draft and check paid invoices for November 2023, and December 2023.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Hall, Keene, and Swatosh.

Citizen Input.

Angie Wilson – 107 Ridgeview – She stated she requested that Sunshine Request fees be waived at the last meeting, but the Board voted to not waive the fees. She said the Board missed the point. She feels they fail to appreciate citizen concerns about former mayor and alderman Corey Hendrickson’s guilty plea to fraud charges. She asked if City revenues are growing the same as expenses. There is no Economic Development department in the 2024 budget. There was no vote to defund this department.

SWMO Water Membership presentation by Roddy Rogers.

Ms. Stewart introduced Mr. Roddy Rogers. He said there is concern over the Ozark aquifer and the ability to sustain water needs over the next several years. He stated the purpose of SWMO Water is to ensure an adequate and sustainable water supply for Southwest Missouri. They are looking at Stockton Lake to make up the deficit in water supply. He said this has been and will continue to be a decades long project. They are asking all local municipalities to participate. He said the annual cost is about \$6,000 (six thousand dollars) to be a member. Alderman Smith asked what the implications are if municipalities don't participate. Mr. Rogers stated they won't get the water and would have to buy it from SWMO Water. Mayor Baird asked if the municipalities will still need to treat the water. Mr. Rogers said yes, and that they will find a way. He said dues depend on the number of connections. Alderman Smith said this topic needs further discussion with the Public Works Director Justin Sorgen and the Army Corps of Engineers.

Public Hearing on Sewer Rate increase.

No citizen wished to speak.

Sewer Rate increase. Discussion/Vote.

Ms. Stewart said the City must plan ahead. She said generally revenues have been less than expenses in 2022 and 2023. Springfield increased wastewater rates by eight percent (8%) in July of 2023 and they will go up another eight percent (8%) next July. The City has not increased sewer rates in two (2) years. She is asking for approval to bring an Ordinance to the next meeting raising sewer rates by ten percent (10%) beginning in January of 2024. This will allow the City to shorten the gap between revenues and expenses. Alderman Hall asked what the plan is going forward after the ten percent (10%) increase in January. Ms. Stewart said there will be a study done and the City may institute incremental increases. She said the average bill will go up around ten dollars (\$10.00) per month for water and sewer. Alderman Biellier said the cost from Springfield must be passed on to citizens because Willard can't keep eating the amount charged by Springfield.

Motion was made by Alderman Smith and seconded by Alderman Biellier to authorized City staff to present an Ordinance to the Board of Aldermen for a ten percent (10%) increase to sewer rates.
Motion carried with a vote of 6-0. Voting aye: Aldermen Hall, Swatosh, Biellier, Lancaster, Keene, and Smith.

Public Hearing on Water Rate increase.

Angie Wilson – 107 Ridgeview – stated you can't have a Public Hearing if the public doesn't know what the rates will be, and the Agenda needs to reflect this.

Megan Applegate – 721 Colby – asked that this item be delayed for thirty (30) days to give the public time to come and hear the rate increase. She said this shows transparency. She asks the Board to leave it open for a while.

Water Rate increase. Discussion/Vote.

Ms. Stewart said the reasons for a water rate increase are the same as for a sewer rate increase. Revenues are less than expenses and revenue must be increased. Water towers need maintenance and are on the verge of being inadequate for central Willard. Alderman Hall said we could increase sewer rates the first of January and then increase water rates in April. Ms. Stewart said she will present a rate study to the Board in March.

Motion was made by Alderman Smith and seconded by Alderman Swatosh to authorize City staff to present an Ordinance to the Board of Aldermen for a ten percent (10%) water rate increase.

Motion carried with a vote of 4-2. Voting aye: Aldermen Smith, Keene, Hall, and Swatosh. Voting nay: Aldermen Biellier and Lancaster.

Ordinance accepting the 2024 Park Fees for the City of Willard. (2nd Read) Discussion/Vote.

Mr. Knight said he tightened the rental structure for Park Fees in 2024. No additional changes have been made since the last Board of Aldermen meeting.

The second read was conducted by the City Clerk.

Motion was made by Alderman Biellier and seconded by Alderman Smith to approve the Ordinance accepting the 2024 Park Fees for the City of Willard.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Keene, Hall, and Swatosh. Alderman Lancaster abstained.

Approval of Liberty Utility Streetlight change for 608 JFK Drive.

Ms. Stewart said this is general maintenance of streetlights.

Motion was made by Alderman Hall and seconded by Alderman Biellier to approve the Liberty Utility streetlight change for 608 JFK Drive.

Motion carried with a vote of 6-0. Voting aye: Aldermen Smith, Biellier, Keene, Hall, Swatosh, and Lancaster.

Ordinance accepting the 2023 Final Amended Budget for the City of Willard. (1st & 2nd Read) Discussion/Vote.

Ms. Halverson said that after making adjustments to the 2023 budget the total fund balances changed. Some things were shifted to next year. She explained the changes to the Aldermen.

The first read was conducted by the City Clerk.

Motion was made by Alderman Biellier and seconded by Alderman Smith to approve the Ordinance accepting the 2023 Final Amended Budget for the City of Willard.

Motion carried with a vote of 5-1. Voting aye: Aldermen Smith, Biellier, Swatosh, Hall, and Keene. Voting nay: Alderman Lancaster.

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Ordinance accepting the 2023 Final Amended Budget for the City of Willard.

Motion carried with a vote of 5-1. Voting aye: Aldermen Swatosh, Hall, Smith, Biellier, and Keene. Voting nay: Alderman Lancaster.

Ordinance accepting the proposed 2024 Budget for the City of Willard. (1st Read) Discussion/Vote.

Ms. Halverson explained adjustments and changes made to the proposed 2024 budget. Alderman Biellier asked why we are funding uniforms for the Public Works department but increasing water and sewer rates. Ms. Halverson said uniforms give a more professional appearance to customers and adds safety for employees and customers. All Aldermen feel having security badges for Public Works employees is a good idea.

The first read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Ordinance accepting the proposed 2024 Budget for the City of Willard.

Motion carried with a vote of 4-0. Voting aye: Aldermen Smith, Biellier, Keene, and Hall. Aldermen Lancaster and Swatosh abstained.

Printer/Copy machine bid proposal. Discussion/Vote.

Ms. Halverson said the contract the City has for printers is up this year. She went through the State contract, so no bids were sent out. She is asking for three (3) new printers to replace three (3) old printers. She would like to buy out the City Hall printer for one dollar (\$1.00) and move it to the Finance Department. Alderman Smith asked if there is a statutory requirement to bring this to the Board of Aldermen. Ms. Halverson said if there is a contract then yes.

Motion was made by Alderman Lancaster and seconded by Alderman Hall to approve the bid proposal for Printer/Copy machines.

Motion carried with a vote of 6-0. Voting aye: Aldermen Swatosh, Keene, Hall, Smith, Lancaster, and Biellier.

Ordinance accepting the bid from Lakeland Office Systems (Canon) for Printer/Copy machines. (1st & 2nd Read) Discussion/Vote.

Ms. Halverson said the contract with Lakeland expires this year.

The first read was conducted by the City Clerk.

Motion was made by Alderman Keene and seconded by Alderman Biellier to approve the Ordinance accepting the bid from Lakeland Office Systems (Canon) for Printer/Copy machines.

Motion carried with a vote of 6-0. Voting aye: Aldermen Keene, Swatosh, Hall, Smith, Lancaster, and Biellier.

The second read was conducted by the City Clerk

Motion was made by Alderman Smith and seconded by Alderman Lancaster to approve the Ordinance accepting the bid from Lakeland Office Systems (Canon) for Printer/Copy machines.

Motion carried with a vote of 6-0. Voting aye: Aldermen Lancaster, Biellier, Hall, Smith, Swatosh, and Keene.

Discussion/Vote on Public Works uniform bids

Ms. Stewart said she has received bids for uniforms for the Public Works employees. She recommends accepting the bid from Aramark. Alderman Hall said Aramark doesn't deliver on time and he prefers Cintas. Alderman Swatosh said he uses Unifirst and he likes them. Alderman Lancaster said Aramark has been sold and is now Vestis. Ms. Stewart said the uniforms will have the City's logo patch on them but no names. Ms. Halverson said there was a work comp claim due to an employee wearing loose clothing and having uniforms could remedy this. Ms. Stewart said there will be training for the employees on how to act while in uniform and professionalism.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the recommended bid from Aramark to provide uniforms for the Public Works employees.

Motion carried with a vote of 3-2. Voting aye: Aldermen Smith, Keene, and Hall. Voting nay: Aldermen Biellier and Swatosh. Alderman Lancaster abstained.

Ordinance accepting an agreement between Aramark Uniform Services to provide uniforms for Willard Public Works employees

Discussion was held about accepting the agreement with Aramark Uniform Services.

The first read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Ordinance accepting an agreement between Aramark Uniform Services and the City of Willard to provide uniforms for Willard Public Works employees.

Motion carried with a vote of 4-1. Voting aye: Aldermen Smith, Biellier, Keene, and Hall. Voting nay: Alderman Swatosh. Alderman Lancaster abstained.

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Biellier to approve the Ordinance accepting an agreement between Aramark Uniform Services and the City of Willard to provide uniforms for Willard Public Works employees.

Motion carried with a vote of 4-1. Voting aye: Aldermen Smith, Biellier, Keene, and Hall. Voting nay: Alderman Swatosh. Alderman Lancaster abstained.

Present Request For Qualifications (RFQ) responses for a City Attorney

Ms. Stewart said she had sent four (4) Requests for Qualifications (RFQ) for a City Attorney and received two (2) responses. She suggested holding interviews with the attorneys and then deciding at the December 28, 2023, Board of Aldermen meeting who to offer a contract to. She will contact those who responded and set up interview dates.

Jackson Street Project Update

Mr. Bodenhamer said there was conflicting information between the Missouri Department of Transportation (MODOT) and Ozarks Transportation Organization (OTO). This has been resolved. There will be a work authorization ordinance at the next Board of Aldermen meeting.

Sanitary System Projects Status Report

Mr. Bodenhamer said Allgeier, Martin and Associates, Inc. has started design work and will begin survey work in the field. The City has received a waiver for components under the Build America Buy America Act (BABA). We need to look at our personnel policies and grievance policies for civil rights and make changes. We will be working over the next few weeks to come into compliance.

New Business.

Ms. Stewart shared a statement from the Attorney General's office in response to Sunshine Law complaints against the City. Attorney Jake Spindler read the letter from the Attorney General's office ruling there were no issues, and the matter is closed. It suggests the City undergo additional Sunshine Law training. The consensus of the Board of Aldermen is to have training after the April 2024 General Election is complete. Ms. Stewart said we have old vehicles that we would like to put on GovDeals.com to sell if the Board agrees. The consensus of the Board of Aldermen is to approve selling old vehicles on GovDeals.com. Mr. Bodenhamer said for openness the Board should declare the vehicles as surplus. The City may need to begin looking for someone else to handle the City's information technology. Alderman Swatosh said he knows someone to talk to about IT services. Mayor Baird said we may need to put out a Request for Proposal (RFP) and go to an IT firm.

Unfinished Business.

The next Board of Aldermen meeting has been scheduled for Thursday, December 28, 2023. It was discussed moving the meeting to Tuesday or Wednesday. The consensus of the Board of Aldermen was to move the meeting to Wednesday, December 27, 2023, at 6:00 p.m. Audio Acoustics is doing an estimate for live streaming the Board of Aldermen meetings. Our existing cameras should be able to handle this.

Close Open Session.

Motion was made by Alderman Smith and seconded by Alderman Biellier to Close the Open Session. Motion carried with a vote of 6-0. Voting aye: Aldermen Lancaster, Biellier, Swatosh, Smith, Keene, and Hall.

The Open Session closed at 9:41 p.m.

Open Executive Session.

Motion was made by Alderman Smith and seconded by Alderman Hall to Open the Executive Session. Motion carried with a vote of 5-0. Voting aye: Aldermen Swatosh, Biellier, Smith, Keene, and Lancaster. Alderman Hall abstained.

Mayor Baird called the Executive Session to order at 9:42 p.m.

Close the Executive Session.

Motion was made by Alderman Hall and seconded by Alderman Smith to Close the Executive Session. Motion carried with a vote of 6-0. Voting aye: Aldermen Hall, Smith, Lancaster, Swatosh, Keene, and Biellier.

The Executive Session closed at 10:04 p.m.

Adjourn Meeting.

Motion was made by Alderman Smith and seconded by Alderman Keene to Adjourn the meeting. Motion carried with a vote of 6-0. Voting aye: Aldermen Swatosh, Smith, Hall, Biellier, Keene, and Lancaster.

The meeting Adjourned at 10:04 p.m.



Dona Slater, City Clerk



Sam Baird, Mayor