

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
February 27, 2017
7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; City Clerk, Jennifer Rowe; Director of Public Works, Dave O'Connor; Director of Development, Randy Brown; Director of Parks, J.C. Loveland; and Assistant Director of Parks, Jason Knight. Student Representative Grace Black was also present.

The City Attorney Ken Reynolds was not present.

Citizens in attendance: Tara Wallis, Grace Black, Mindy Latham and Jim Vaughn.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:00 p.m.

Moment of Silence.

Mayor Hendrickson called for a moment of silence on behalf of former Mayor Wendell Forshee who passed away.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley---, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Roggensees-present, Student Representative Grace Black-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

The City Clerk requested the addition of a Discussion/Vote to move forward with the Frisbee Gold Course. Mayor Hendrickson stated that will now be the new number eight (8) and everything else will move down. Motion was made by Alderman Roggensees and seconded by Alderman Snider to accept the Agenda with changes. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Approve the Minutes of the Regular Meeting on February 13, 2017.

Motion was made by Alderman Baird and seconded by Alderman Stewart to approve the Minutes from the regular meeting February 13, 2017. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Citizen Input.

None.

Ordinance adopting the 2012 International Building Codes. (2nd Read) Discussion/Vote.

The second read was conducted by the City Clerk.

Mayor Hendrickson asked if there were any changes, and Randy Brown, Director of Development stated there were not. Alderman Snider asked why the City was not going with newer Codes. Mr. Brown stated that most cities were not adopting the 2015 codes as the 2018 codes were already being worked on. Many have gone to 2012 and are planning on updating to the 2018 codes once completed. Alderman Snider then asked if these codes affect the EDU or building permit prices. Mr. Brown stated that permits were done based on square footage with a calculation, and these codes will not affect that.

Motion was made by Alderman Snider and seconded by Alderman Whitman to adopt the 2012 International Building Codes. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensesees. Student Representative Grace Black also voted aye.

Discussion/Vote on Parade Route for 4th of July Parade.

Director of Parks, JC Loveland discussed the parade route with the Board. He stated that staff worked closely with the Band Director and they came up with a new route. This new route will start at the REC Center, go around the park and down Jackson to the High School to end. It will be cutting out around a half (1/2) of a mile making the parade a little easier on the students marching. Mr. Loveland stated that once the Board approves the new route, it will be publicized immediately to let the citizens know. Motion was made by Alderman Snider and seconded by Alderman Stewart to approve the new parade route for the 4th of July parade. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensesees. Student Representative Grace Black also voted aye.

Discussion/Vote to accept Bid for Grading of the Lower Baseball Field.

Director of Parks, JC Loveland, discussed the bids for Grading of the Lower Baseball Field. He informed the Board that the City received two (2) bids and staff was recommending that we go with Turfmark. Mr. Loveland reminded the Board that in the previous year, the grading of the upper baseball field had been done by Turfmark and they did an excellent job. Alderman Roggensesees stated that the lower field caused a lot of rain outs last year due to poor drainage, so the City needs to make sure it is done correctly. He supports using Turfmark. Alderman Baird asked how it was publicized with only two (2) bids coming back. Mr. Loveland informed the Board that emails were sent out to the same companies that bid last year, and it was advertised in the paper and through Vendor Registry. Alderman Whitman asked if the routine maintenance would be easily accomplished with the materials the City already has. Mr. Loveland informed him that the routine maintenance on the field this company did last year has worked perfectly. Alderman Baird asked about the scope of work offered and Mr. Loveland informed him that they bid on everything that was asked. The other company uses a different field material though. Alderman Whitman asked about reference for the other company and Mr. Loveland stated that none were provided. Motion was made by Alderman Roggensesees and seconded by Alderman Snider to accept the Bid from TurfMark for Grading of the Lower Baseball Field. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensesees. Student Representative Grace Black also voted aye.

Discussion/Vote on potential Frisbee Disc Golf Course.

The Director of Parks, JC Loveland, informed the Board that the Park Board had been discussing a Frisbee Disc Golf Course to be located at Miller Farm Park. Staff put the project out to bid for the design and construction of the course to see what would be needed for the budget. Mr. Loveland indicated that the Park Board was in favor of bringing in a Frisbee Disc Golf Course and wanted to get sponsorships for each of the holes which would in turn pay for the entire course. This would eliminate needing a Budget Amendment. Discussions with other cities as well as the Frisbee Gold Course builders, it was indicated that the clientele is large and this would be a profitable addition to Willard Parks. Mr. Loveland stated that the lowest bid was an individual from Springfield, MO who owns Disc Monkey, and his bid also came with incentives for the City. The Park Board and Staff are requesting approval to move forward and begin gathering sponsorships to pay for the course. Alderman Snider stated that he had met with that owner a year ago and he was interested in building in Willard at that point. Mr. Loveland also informed the Board that if Disc Monkey is chosen, the company would add Willard into their list for the tour, which would in turn bring more attention to the Willard Course and more revenue. Mayor Hendrickson asked if it could be reserved for parties. Mr. Loveland stated that in the future that would be a possibility as bathrooms would have to be available first. Alderman Baird asked how much of the park land would be used for the course. Mr. Knight stated that the current drawings use up about half (1/2) of the twenty (20) acre parcel. The course is going to be designed to go in the brush area and leave the open field areas for other events in the park. Alderman Snider requested that maps be brought to future discussions dealing with land so the Board could get a visual of what is being proposed. Discussion was then made regarding how the sponsorships would work and what would be an appropriate cost. Mr. Loveland discussed the sponsorship costs the Parks Department currently use and how it works. Alderman Whitman asked how big the signs would be at each hole and if it is something visible

from the roads. Mr. Loveland said they would not be that big. Mr. Bentley stated that the Board could move to approve the budget funds with the acknowledgement that a budget amendment would be brought in July to cover it. Alderman Snider stated that it would be best to move forward with the original plan of sponsorships. Motion was made by Alderman Roggensees and seconded by Alderman Baird to allow the Parks Department to move forward with the Frisbee Disc Golf Course idea and obtain sponsors to cover the cost. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Discussion/Vote to accept Bid for Cleaning Supplies for City Offices.

The City Clerk informed the Board that three (3) bids were received for cleaning supplies, but only one (1) of them bid the entire project. The other two (2) only provided costs for the trash bags. The company that bid everything was Hillyard, who we currently use. The Board asked about the cost difference between what we pay and what they proposed. Staff informed the Board that more information needed to be gathered on costs, however all new dispensers would be provided with the proposal. Motion was made by Alderman Roggensees and seconded by Alderman Baird to table the discussion until more information could be provided at the next meeting. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Discussion/Vote to authorize Mayor to sign donation for MRWA.

Mayor Hendrickson discussed the request for additional funding from the City of six hundred and fifty dollars (\$650.00) to assist with legislative access for MRWA. Mr. O'Connor informed the Board that MRWA was a big help, especially during the smoke testing, providing fans and assistance at no cost to the City. He felt that this would be a sign of good faith from the City to assist in this way. Alderman Snider asked if we were involved in this organization, and Mr. O'Connor stated that the City is a member. Mayor Hendrickson asked how much interaction the City has with them. Mr. O'Connor stated that there are weekly emails, conferences during the year, and they provide support when needed. Mayor Hendrickson stated he was in favor of giving the money. Alderman Baird asked how much the membership was. Mr. Brown stated he believed it was one hundred and fifty dollars (\$150.00) a year. Mr. Bentley stated that the City has been members for a long time. Alderman Snider requested that the wording be changed as it was not technically a donation. Alderman Whitman asked if there were additional fees in the membership and Mr. O'Connor said no. Alderman Roggensees asked if the six hundred and fifty dollars (\$650.00) was in the budget. Mr. Bentley stated that it was available in the professional fees for sewer and water. Motion was made by Alderman Roggensees and seconded by Alderman Snider to approve giving MRWA six hundred and fifty dollars (\$650.00) for a legislative access. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Ordinance to accept the contract with White River Engineering for the Sewer Project. (1st & 2nd Read) Discussion/Vote.

Mr. Bentley informed the Board that this contract would be to start the project on the Sewer that Olsson and Associates had defined the previous year. He stated that after the appointment with the City of Springfield, more information would be brought to the Board. This was the first agreement to get the project going in the main part of the City. This contract would not be including the Meadows sewer work. Mr. O'Connor informed the Board that this was the core agreement for the project. Discussion had been made regarding where to place the new lift stations and where the new lines would run. This contract would allow the engineering to begin. Alderman Roggensees asked about the Regional Lift Station. Mr. O'Connor stated that Regional would now hook to a new force main. There would be two (2) force mains with the new plans, one being a new ten-inch (10") force main to Lift Station "D" and that would dump into the larger force main. "D" would then take over the original ten-inch (10") force main and both would run to Highway 160. Alderman Roggensees stated that this would be separated "D" from Regional which would stop both lift stations from pumping into each other. Mayor Hendrickson asked about the new lift station, and Mr. O'Connor stated it would be on the opposite side of Highway 160 from the original plan. He then stated that this needs to move forward and has no bearing on the Springfield discussions coming up. Mr. Bentley stated that the whole project would not come out of this fiscal year budget, approximately one hundred and eighty thousand dollars (\$180,000) would be this year, and the rest the following. Mr. Brown stated that he has been

in discussion with Chris Up from Conco who has expressed interest in working with the City on this project. Alderman Roggensees asked why both reads were being done in one meeting. Mr. O'Connor stated that the Board expressed urgency to get this project completed and the City was ready to move forward. This contract would get things going. Alderman Baird asked Alderman Roggensees if there was more information he was needing before a second read could be done. Alderman Roggensees requested that the Board table the second read until more information could be discussed regarding the funding for the remainder of the project. He stated that the money discussions and the discussions with Springfield regarding the sewer in the Meadows needed to happen first. Alderman Snider stated that the Board could approve the first read and if anything comes up between now and the next meeting, it could be discussed before the second read. Mr. Bentley stated there was no rush.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Roggensees to accept the contract with White River Engineering for the Sewer Project. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Motion was made by Alderman Snider and seconded by Alderman Roggensees to table the second read of the contract with White River Engineering for the Sewer Project. Motion carried with a vote of 3-2. Voting aye: Aldermen Snider, Stewart and Roggensees. Voting nay: Aldermen Whitman and Baird. Student Representative Grace Black also voted aye.

Discussion/Vote to establish the Willard Equivalent Dwelling Unit (EDU) for Sewer Services.

Mr. Bentley informed the Board that before future goals could be discussed, the City needed to establish an EDU for Sewer Services. He stated that the average home, three (3) bedroom, two (2) bath had 2.7 people. When you evaluate the sewer used, the typical usage for Willard is roughly one hundred and eighty (180) to two hundred and twenty (220) gallons per day. Having this calculation, you can then determine the cost each house should pay when you know the total cost of the sewer. This calculates out to about a fifteen hundred-dollar (\$1500) connection fee for new users. Mr. O'Connor stated that setting an EDU is a planning tool, and is not permanent. The number can raise and lower depending on how things are changing. He stated that setting the EDU can start the planning process as it is a critical component for calculating connection fees. Mr. Bentley stated that the connection fees include what is already in the ground. There is currently nine million dollars (\$9,000,000) worth of sewer in the ground. Adding the additional sewer costs for projects in the works would allow you to determine the exact amount for connection fees for the City. Mr. O'Connor stated that staff is recommending setting the EDU at 200 gallons. DNR has the EDU in the Meadows at 230 and that is too high. Mr. Bentley stated that the city has two (2) systems currently and could potentially have two (2) separate EDU's, one for the meadows and one for the City, but that would make sense to factor two separate costs. Alderman Snider asked how the nine hundred-dollar (\$900) connection fee was determined off the current nine-million-dollar (\$9,000,000) sewer costs. Mr. O'Connor stated he was not sure how they came up with that number. Mr. Bentley also stated that the Commercial costs would be separate, and would be a set flat rate for connection fees. Motion was made by Alderman Roggensees and seconded by Alderman Snider to establish the Willard EDU at 200 gallons. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Discussion/Vote to approve Empire Electric Streetlight Contract for new light.

The City Clerk informed the Board that this was the contract for the new light that was discussed at the previous meeting for the corner of Hunt road and Becky. Motion was made by Alderman Stewart and seconded by Alderman Roggensees to approve the Empire Electric Streetlight Contract for the new light at Becky and Hunt. Motion carried with a vote of 5-0. Voting aye: Alderman Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

New Business.

Alderman Snider informed the Board that he recently had a discussion with the Court Clerk regarding dog violations in the City. He stated that in one recent case, staff spent seven and a half (7 ½) hours trying to catch the dog. He asked about a previous position for a dog catcher. Mr. Bentley stated that in the old organizational chart, that position was delegated to different people each month. Someday the City may require an on-call dog catcher. Alderman Snider asked if the Board should address the issue, especially with

the cost of staff time. Abby Brixey, Deputy Court Clerk, informed the Board that the City can request reimbursement from the owner through the City Attorney. Alderman Baird asked if staff saw this as a big problem. Mr. O'Connor stated it was more of a nuisance than a problem.

Alderman Snider then asked Mr. Brown what the status was of the four-lane coming into Willard. Mr. Brown stated that he was unsure where it was at this point. MoDOT stated they would be sending their recommendation to the State within the next two (2) weeks. Mr. O'Connor stated that MoDot has designed the full corridor and will have it ready. If funds become available, they may be able to bump the next section up and get it completed. The 2018-2022 STIPP will be approved by the Highway Commission in June or July of 2017.

Unfinished Business.

Mr. Loveland stated that the Missouri Parks and Rec Conference would be in Branson the following week. Lucille Murray would be getting an award at the Banquet on Thursday March 9, 2017 in Branson.

Mayor Hendrickson informed the Board that the Downtown Project Work Study would be on Thursday March 2, 2017 at 6:00 p.m. with pizza.

Recess

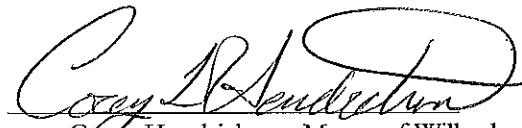
Motion was made by Alderman Roggensees and seconded by Alderman Whitman to Recess Open Session. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees. Student Representative Grace Black also voted aye.

Adjourn.

Motion was made by Alderman Stewart and seconded by Alderman Whitman to adjourn. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

The meeting was adjourned at 11:08 p.m.


Jennifer Rowe, City Clerk


Corey Hendrickson, Mayor of Willard


**CITY OF WILLARD
BOARD OF ALDERMEN
WORK STUDY
March 2, 2017
6:00 p.m.**

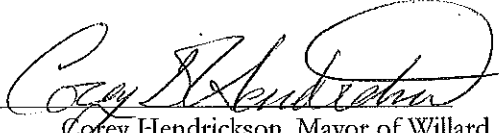
Staff present: Interim City Administrator, Jim Bentley; City Clerk, Jennifer Rowe; and Parks Director, JC Loveland.

Board present: Mayor Hendrickson, Alderman Snider, Alderman Stewart, Alderman Whitman, and Alderman Roggensees.

Citizens in attendance: David Helton, Rick Stenberg, Connie Condict, Chet Cornelison, Terry Whaley, Jen Welton, Kendall Cook, Dan Crutcher, and Julie Kudrna.

City Administrator Jim Bentley gave an overview of the Downtown Project. Discussion was made regarding future development and plans for Downtown Willard.


Jennifer Rowe, City Clerk


Corey Hendrickson, Mayor of Willard