

**CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING**

**March 13, 2017**

**7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; Director of Public Works, Dave O'Connor; Director of Finance, Carolyn Halverson; Director of Development, Randy Brown; Planning Assistant, Abigail Brixey; Chief of Police, Tom McClain; Police Officer, J.D. Landon; Director of Parks, J.C. Loveland; and Assistant Director of Parks, Jason Knight.

The City Attorney Ken Reynolds was present.

Citizens in attendance: Brooke Myers, Mindy Latham, Madison Ruley and Aaron Hargrave.

**Pledge of Allegiance.**

The Pledge of Allegiance was led by Mayor Hendrickson.

**Call to Order.**

Mayor Hendrickson called the meeting to order at 7:05 p.m.

**Roll Call.**

The Planning Assistant conducted the roll call. Alderman Buckley-present, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Roggensees-present and Mayor Hendrickson-present.

**Agenda Amendments/Agenda Approval.**

Interim City Administrator Jim Bentley requested that Agenda item twelve (12), the Ordinance accepting the agreement with CLJM, LLC be removed from the agenda as Staff and the Board did not have the updated version. Motion was made by Alderman Baird and seconded by Alderman Roggensees to accept the Agenda with changes. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggensees.

**Approve the Minutes of the Regular Meeting on February 27, 2017 and the Work Study on March 2, 2017.**

Motion was made by Alderman Whitman and seconded by Alderman Stewart to approve the Minutes from the regular meeting February 27, 2017. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggensees.

Motion was made by Alderman Stewart and seconded by Alderman Whitman to approve the Minutes from the Work Study on March 2, 2017. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggensees.

**Citizen Input.**

None.

**City Administrator Report.**

The Interim City Administrator Jim Bentley presented his report to the Board.

**Financial Reports.**

- a) Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Financial Statements. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggensees.

- b) Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.
- c) Motion was made by Alderman Roggeneses and seconded by Alderman Whitman to accept the Adjustments Report. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Department Head Reports.**

The Department Heads gave their reports to the Board.

Motion was made by Alderman Baird and seconded by Alderman Roggeneses to move item ten (10) to number six (6) as staff from Four Corners Development was present for the discussion. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Ordinance accepting the Developer's Agreement for Fox River Estates. (1st Read) Discussion/Vote.**

The first read was conducted by the Planning Assistant.

Director of Development Randy Brown informed the Board that the Four Corners Development was requesting a Developer's Agreement to move forward with the public improvements. This agreement will indicate that the homes will not be built without the water, sewer, storm and street improvements. Discussion was made regarding the potential congestion issues and the liability. Motion was made by Alderman Baird and seconded by Alderman Snider to accept the Developer's Agreement for Four Corners Development. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Discussion/Vote to approve a new Empire Electric Streetlight.**

Alderman Snider informed the Board that he spoke with Bristol Manor and encouraged them to request a new streetlight. Alderman Baird asked if 513 was the entrance to Bristol Manor and Mayor Hendrickson indicated it was. Motion was made by Alderman Snider and seconded by Alderman Baird to approve the new Empire Electric Streetlight. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Ordinance accepting the contract with White River Engineering for the Sewer Project. (2nd Read) Discussion/Vote.**

The second read was conducted by the Planning Assistant.

Interim City Administrator Jim Bentley informed the Board that White River Engineering was ready to move on the project. Mr. O'Connor stated that there were no changes to the project ever since the first read. Mr. Bentley stated that the Springfield contract should not delay this project.

Motion was made by Alderman Roggeneses and seconded by Alderman Snider to accept the contract agreement with White River Engineering for the Sewer Project. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Ordinance adopting the General Code updates for 2017. (1st and 2nd Read) Discussion/Vote.**

The City Attorney Ken Reynolds informed the Board that this was for the Code updates the City uses for their Municipal Code. The first read was conducted by the Planning Assistant.

Motion was made by Alderman Roggeneses and seconded by Alderman Buckley to adopt the General Code updates for 2017. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

The second read was conducted by the Planning Assistant.

Motion was made by Alderman Roggeneses and seconded by Alderman Buckley to adopt the General Code updates for 2017. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Discussion/Vote to accept the bid for Cleaning Supplies.**

The Parks Director JC Loveland informed the Board that staff had brought back the breakdown of the cost difference between this bid and what the City currently pays. Alderman Roggeneses asked if the cost was the same or less. Mr. Loveland stated that it was less. Alderman Baird asked what the donation was going to be from the company. Mr. Loveland stated that the City offices will get all new dispensers free of charge. Motion was made by Alderman Baird and seconded by Alderman Roggeneses to accept the bid for a one (1) year contract with Hillyard for the Cleaning Supplies. Motion carried with a vote of 5-1. Voting aye: Aldermen Buckley, Stewart, Whitman Baird and Roggeneses. Voting nay: Alderman Snider.

**Discussion/Vote to accept the Engineer for the Miller Road Widening Project.**

Public Works Director Dave O'Connor discussed the project and informed the Board that staff had gone out for RFQ's (Request for Qualifications) for the upcoming project. Staff recommended choosing Great River Engineering for the project. Mr. Bentley informed the Board that nine (9) firms had submitted their qualifications which were then scored independently between Mr. Brown and Mr. O'Connor. Motion was made by Alderman Roggeneses and seconded by Alderman Stewart to accept Great River Engineering as Engineer for the Miller Road Widening Project. Motion carried with a vote of 5-0. Voting aye: Aldermen Buckley, Stewart, Whitman Baird and Roggeneses. Alderman Snider Abstained.

**New Business.**

Mr. Brown informed the Board that Naomi's Café would be opening either Tuesday or Wednesday. Ms. Brixey stated that they would just need to turn in their Sales Tax license and certificate of No Tax Due for the Business License to be issued. Mr. Brown also discussed the new Saloon going in where No Name Saloon was previously. Alderman Baird asked how far along the business was in opening and Mr. Brown informed him that they were working on the grease trap inspections.

Alderman Roggeneses informed the Board that his pear tree blew down with the recent storms and discussed the Recycle Center. He requested paid staff for an expanded recycle center. He would like Public Works and the Parks Department to collaborate. He also requested staff to obtain a quote for the cost of a sidewalk for Hunt Road from True Value to the Park.

**Unfinished Business.**

Mr. Bentley informed the Board that he had received a compliment regarding the downtown project and revitalization. He requested another meeting to move forward. Mayor Hendrickson stated that there would be a future meeting but it was not currently scheduled.

**Recess Open Session.**

Motion was made by Alderman Snider and seconded by Alderman Stewart to recess the open session at 9:30 p.m. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Open Executive Session.**

Motion was made by Alderman Baird and seconded by Alderman Roggeneses to recess the open the Executive Session at 9:30 p.m. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

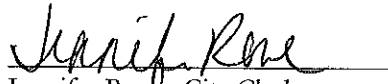
**Close Executive Session.**

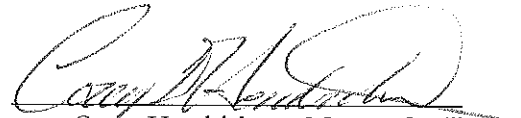
Motion was made by Alderman Snider and seconded by Alderman Stewart to close the Executive Session. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**Adjourn.**

Motion was made by Alderman Stewart and seconded by Alderman Snider to adjourn. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Snider, Stewart, Whitman, Baird and Roggeneses.

**The meeting was adjourned at 10:26 p.m.**

  
Jennifer Rowe, City Clerk

  
Corey Hendrickson, Mayor of Willard