

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

June 13, 2016

7:00 p.m.

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Community Services Director, J.C. Loveland; Acting Public Works Director, Stacy Winters; Chief Financial Officer, Carolyn Halverson; Chief of Police, Tom McClain; Director of Development, Randy Brown; and Utility Clerk, Abigail Wilson.

City Attorney Ken Reynolds was present.

Citizens in attendance: J.D. Landon, Jim Vaughn, Glenn Cozzens, Caylin Manary, Alex Rowe, Alice Mitchell, Rebekah Brymer, Abe Brymer, Adam Brymer, Sandra Cruz, Wendy Welch, Jenny Marlay, Ryan Cavanaugh, and Crystal Marlay.

**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.

**Roll Call.**

The City Clerk conducted the roll call. Alderman Buckley---, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird---, Alderman Roggenses-present and Mayor Hendrickson-present.

**Agenda Amendments/Agenda Approval.**

The City Administrator recommended a change to the Agenda to add the swearing in of the new police officer Scott Rowe as a ceremonial matter. Motion was made by Alderman Roggenses and seconded by Alderman Snider to accept the agenda with changes. The motion carried with a vote of 4-0. Voting aye: Aldermen Snider, Stewart, Whitman and Roggenses.

**Approve the Minutes of the Regular Meeting May 23, 2016.**

Motion was made by Alderman Stewart and seconded by Alderman Roggenses to approve the minutes. The motion carried with a vote of 4-0. Voting aye: Aldermen Snider, Stewart, Roggenses and Whitman.

**Ceremonial Matters.**

- a. Motion was made to reappoint Blaine Kennard to the Park Board. The motion carried with a vote of 4-0. Voting aye: Aldermen Snider, Stewart, Whitman and Roggenses.
- b. The Chief of Police presented the Presidential Fitness Awards to the graduates of the Pal Boxing program.
- c. The Chief of Police swore in Officer Scott Rowe as the newest Officer for the Willard Police Department.

**Citizen Input.**

None.

Alderman Baird arrived at 7:25 p.m.

**Financial Reports.**

- a) Motion was made by Alderman Snider and seconded by Alderman Whitman to accept the Financial Statements. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
- b) Motion was made by Alderman Baird and seconded by Alderman Snider to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.
- c) Motion was made by Alderman Stewart and seconded by Alderman Roggensees to accept the Adjustments Report. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Department Head Reports.**

The Department Heads presented their reports to the Board.

**Public Hearing for Annexation WD1512AA.**

The City Attorney opened the public hearing regarding the Annexation of WD1512AA at 7:59 p.m. No citizens wished to speak so the public hearing was closed at 8:00 p.m.

**Ordinance accepting the Annexation of WD1512AA. (1<sup>st</sup> and 2<sup>nd</sup> read) Discussion/Vote.**

Motion was made by Alderman Baird and seconded by Alderman Roggensees to accept the Annexation of WD1512AA. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

The second read was conducted by the City Clerk.

Motion was made by Alderman Roggensees and seconded by Alderman Snider to accept the Annexation of WD1512AA. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Public Hearing for Annexation WD1512AB.**

The City Attorney opened the public hearing regarding the Annexation of WD1512AB at 8:02 p.m. No citizens wished to speak so the public hearing was closed at 8:03 p.m.

**Ordinance accepting the Annexation of WD1512AB. (1<sup>st</sup> and 2<sup>nd</sup> read) Discussion/Vote.**

Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the Annexation of WD1512AB. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

The second read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Roggensees to accept the Annexation of WD1512AB. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance accepting the rezoning request for Robertson Estates. (2<sup>nd</sup> read) Discussion/Vote.**

The Director of Development Randy Brown outlined Robertson Estates and what rezoning was desired. Alderman Baird asked if the Planning and Zoning Commission unanimously approved the request. Mr. Brown said they had. Motion was made by Alderman Stewart and seconded by Alderman Whitman to accept the rezoning request for Robertson Estates. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote authorizing the Mayor to sign the Memorandum of Understanding for Grand Prairie LLC.**

The Director of Development Randy Brown outlined the Memorandum to the Board. He informed them that the City had caused damage to Mr. Crighton's property to gain access to the Meadows West Lift Station. This Memorandum was necessary in order to complete the work at Meadows West and satisfy all parties involved. Alderman Roggensees asked the City Attorney if he was ok with it. The City Attorney stated that a lot of work had taken place regarding this Memorandum, and he was ok with this final outcome. Alderman Whitman inquired about the costs associated with this Memorandum. Mr. Brown described the costs

associated. Motion was made by Alderman Baird and seconded by Alderman Roggensees to authorize the Mayor to sign the Memorandum of Understanding for Grand Prairie LLC. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote on received bids for the Meadows West Lift Station.**

The Director of Development informed the Board that Staff had interviewed the companies who had placed bids to determine who would be the best fit. He stated that the cost estimate is more than what was budgeted, but staff had been able to pull money from other areas and more than cover what was needed. Alderman Baird asked if there was a completion date. Mr. Brown stated that it should be done near the end of September or October if all goes as planned. Alderman Baird also asked what happens if they do not finish on time. The City Attorney informed the Board about a damage clause that can be put in place to help offset the cost of the current generator rental being used at Meadows West if the work is not completed as scheduled. Mr. Brown requested that the Board approve the bid placed by Whisler Construction. Motion was made by Alderman Roggensees and seconded by Alderman Baird to accept the bid from Whisler Construction for the Meadows West Lift Station. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance amending Section 710.460: Basis for computing residential bills. (1st and 2nd read)**

**Discussion/Vote.**

The City Administrator informed the Board that this was just to bring the City Code current to match what was being told to the customers. The Board asked how the residential bills are computed currently. Utility Clerk Abigail Wilson described the process to the Board and informed them that using the National Average was the best solution for both the City and the customers. Motion was made by Alderman Roggensees and seconded by Alderman Whitman to amend Section 710.460: Basis for computing residential bills. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

The second read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Snider to amend Section 710.460: Basis for computing residential bills. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote on received bids for the Main Street and Jackson Street Sidewalk Project.**

The Director of Development Randy Brown informed the Board that this project would replace the sidewalks in this area of town, making them look better as well as bringing them to ADA standards. They would be placing steps into some of the businesses and also working on preserving parking in the area. Mr. Brown told the Board that Staff had taken every step to send this project out to companies, as well as having it listed on MoDOT's website and posted for engineers. However, the City still only received one (1) bid for the project from Hunter Chase. The City had budgeted forty thousand dollars (\$40,000), and the project would only cost around seventeen thousand dollars (\$17,000). Motion was made by Alderman Roggensees and seconded by Alderman Snider to accept the bid by Hunter Chase for the Main Street and Jackson Street Sidewalk Project. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote on received bids for the Parks Department Parking Lot.**

The Community Services Director J.C. Loveland informed the Board that the City had advertised and did their best to reach out to the companies in the area for this project. The City in turn received four (4) bids. Mr. Loveland stated that they had budgeted \$15,000 from Streets to accomplish this project. It was later discovered that the scope of the project would require prevailing wage to be paid, which would increase the cost. He also stated that the longer the City waits on doing this project, the higher the cost is going to be as the parking lot is just going to get worse. Staff recommended that the Board accept the bid made by Ball Paving as it is a local company and is known for this type of work. Motion was made by Alderman Snider and seconded by Alderman Baird to accept the bid by Ball Paving for the Parks Department Parking Lot project. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Discussion/Vote on received bids for the Front Lobby Security Update.**

The Director of Development informed the Board that the bids for the Front Lobby Security Update were opened on May 27<sup>th</sup>. The City had received three (3) bids for this project and had again interviewed the companies to see who seemed like the best fit. GHN, the Engineer for this project, had also sat in on the bid opening and interviews. Staff requests that the Board approve the bid made by Hamby Construction. Motion was made by Alderman Snider and seconded by Alderman Whitman to accept the bid by Hamby Construction for the Front Lobby Security Update. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Ordinance accepting the bid for the Front Lobby Security Upgrades. (1<sup>st</sup> and 2<sup>nd</sup> read)**

**Discussion/Vote.**

The Director of Development Randy Brown informed the Board that staff had received a contract from Hamby Construction to be signed in the event that their bid was accepted. Mr. Brown requested that the Board approve the contract so the work could begin soon. Motion was made by Alderman Baird and seconded by Alderman Whitman to accept the bid by Hamby Construction for the Front Lobby Security Upgrades. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

The second read was conducted by the City Clerk.

Motion was made by Alderman Roggensees and seconded by Alderman Baird to accept the bid by Hamby Construction for the Front Lobby Security Upgrades. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**New Business.**

The City Clerk informed the Board that Alderman Buckley was requesting to use Skype during the meetings that he could not physically attend. The City Administrator informed the Board that while the State allows for it, it does not seem to be a common practice based on information that the Clerk has received from other cities. The Board decided to table this discussion and wait for more information to be obtained by staff. Alderman Snider also inquired about starting a Facebook Page for the City to allow for information for the citizens. Alderman Roggensees stated that he was involved with one for the State and they had a lot of problems. It became more hassle than it was worth. The City Attorney stated that another City he is involved with had many problems with the citizens bad mouthing the city on their page. The Community Services Director discussed the Parks Facebook Page and stated that it is a good source of information for citizens, but using a program such as mail chimp may be a better option.

**Unfinished Business.**

Alderman Baird inquired about the sound system and if anything had been done with it. The City Clerk informed the Board that repairs were made after the May 23, 2016 meeting and all seemed to be in working order now.

**Recess.**

Motion was made by Alderman Baird and seconded by Alderman Whitman at 9:30 p.m. to recess before the Executive Session. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Close Open Session.**

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

**Open Executive Session.**

Motion was made by Alderman Roggensees and seconded by Alderman Baird to open the Executive Session of the meeting at 9:47 p.m. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Close Executive Session.**

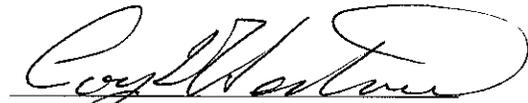
Motion was made by Alderman Roggensees and seconded by Alderman Whitman to close the executive session of the meeting at 10:07 p.m. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

**Adjourn.**

Motion was made by Alderman Roggensees 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 10:08 p.m.**

  
Jennifer Rowe, City Clerk

  
Corey Hendrickson, Mayor of Willard