

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

September 26, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Jamie Buckley

Samuel Snider

Sam Baird – Mayor Pro-Tem

Larry Whitman

David Roggensees

Donna Stewart

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
September 26, 2016
7:00 P.M.**

Posted September 21, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** September 26, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

- 1. Roll Call.**
- 2. Agenda Amendments/Approval of Agenda.**
- 3. Approval of the Minutes from the regular meeting September 12, 2016.**
- 4. Citizen Input. (5 minutes each)**
- 5. City Administrator Report.**
- 6. Discussion/Vote to select an Engineering Firm for designing the “New Lift Station and Force Main” project.**
- 7. Discussion/Vote on request by the City Administrator for approval of the position description for the position of Planning Assistant/Deputy Court Clerk.**
- 8. New Business.**
- 9. Unfinished Business.**
- 10. Adjourn Meeting.**

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Jennifer Rowe
City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
September 12, 2016
7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; City Clerk, Jennifer Rowe; Community Services Director, J.C. Loveland; Public Works Director, David O'Connor; Chief Financial Officer, Carolyn Halverson; and Police Chief, Thomas McClain.

City Attorney Ken Reynolds was present.

Citizens in attendance: J.D. Landon, Lucille Murray, Mindy Latham, Kendall Cook and Burnis Coleman.

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-present, Alderman Roggensees-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

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

Approve the Minutes of the Regular Meeting August 29, 2016.

Motion was made by Alderman Roggensees and seconded by Alderman Stewart to approve the Minutes from the regular meeting August 29, 2016. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggensees.

Citizen Input.

None.

City Administrator Report.

The Interim City Administrator Jim Bentley gave 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 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 Roggensees and seconded by Alderman Whitman 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.

Discussion/Vote on possible partnership ideas for the Soccer Complex.

The Community Services Director J.C. Loveland discussed possible partnership ideas for the Soccer Complex. His desire is to create some camping spaces for those that utilize the trail going through Willard, and to partner with the Greenways Trail. He indicated that there is space along the back side of the complex that would be perfect to set up some designated camping areas to host those using the trail or even Boy Scout and Girl Scout groups. Alderman Snider asked what types of people would be staying in the campsite and discussed the issue with kids being near possibly dangerous individuals. Alderman Roggenses discussed the potential economic benefit as those who stay in the area will utilize our restaurants, stores, and other establishments bringing some income into the City. He also discussed creating an access point from the south side of the soccer complex allowing for more vision and parking along Highway 160. He said we should keep all of the trees and just clear out the brush and create a road. Alderman Baird asked Kendall Cook if there were any other partnerships with the Greenways Trail that the City could look at regarding impact problems, potential issues and the need for additional law enforcement. Mr. Cook stated that those are available for the City to review, and that the trail gets many requests for camping and lodging. The Mayor stated that a coworker of his uses the trails and the economic benefit would definitely be a positive. Motion was made by Alderman Roggenses and seconded by Alderman Snider to proceed with the idea and allow Mr. Loveland to begin research and communication with potential partnerships under the guidance of Mr. Bentley. Motion carried with a vote of 4-1. Voting aye: Aldermen Stewart, Whitman, Baird and Roggenses. Voting nay: Alderman Snider.

Ordinance amending Chapter 605 Section 605.025 Prerequisites for Issuance of License. (1st and 2nd Read) Discussion/Vote.

The City Attorney Ken Reynolds informed the Board that at their request, he had revised the Ordinance to allow more authority against harassment and issues with the solicitors coming into the City. The City currently has no authority to revoke or deny licenses based on any harassment or any reason. This ties the Cities hands if solicitors are causing problems. The City Clerk stated that within one (1) week of obtaining the licenses, the company Smart Home Pros had already had police called on them. Alderman Roggenses stated that he had a company come to his home informing him that they could see his internet information and they would like to place a sign in his yard even without him purchasing their product. Alderman Baird asked if the new language outlining the rules and risks for revoking the license will be included with the application packets. The City Clerk informed the Board that it will be given to all potential solicitors. Motion was made by Alderman Roggenses and seconded by Alderman Stewart to amend Chapter 605 Section 605.025 Prerequisites for Issuance of License. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

The second read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Stewart to amend Chapter 605 Section 605.025 Prerequisites for Issuance of License. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

Discussion/Vote on appointing Alderman Snider to the ECDF (Economic Development Task Force) in place of Alderman Buckley.

The Mayor informed the Board that Alderman Buckley had requested being removed from the ECDF due to his work schedule and inability to attend the meetings. Alderman Snider has shown interest and was open to taking his place. Motion was made by Alderman Roggenses and seconded by Alderman Stewart to appoint Alderman Snider to the ECDF in place of Alderman Buckley. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

Discussion/Vote to change the title and the location of the current position of "Utility Services Supervisor/Deputy Court Clerk" to "Planning Assistant/Deputy Court Clerk" and assign to the Planning Department.

The Interim City Administrator Jim Bentley discussed with the Board the option of removing the position for Utility Services Supervisor/Deputy Court Clerk, and creating a new position within the Planning Department to assist with the workload. He feels the Supervisor position was unnecessary to begin with as there were only two (2) clerks under supervision. The position and resources would be utilized more efficiently by giving

the Planning Department more assistance for the workload. The Court Clerk will still utilize this new position for Court days and assistance. Alderman Baird stated that the Chief Financial Officer had stated in her report that the Supervisor position had already been filled by a new Utility/Accounts Receivable Clerk. Mr. Bentley said that the new clerk was not to replace the Supervisor, but to fill the extra seat that had already been budgeted for this year. The 2016 Budget had funding for three (3) utility clerks. This higher salary position would just be moved over to Planning. Alderman Roggeneses requested job descriptions for every position within Finance, as well as the Director of Development and the new Planning Assistant position so he can address what Finance will be losing compared to what the Planning Department will be gaining. Mr. Bentley stated that a Supervisor should ideally be over four (4) or five (5) individuals, not just two (2). The Supervision duties will be reassigned to the Chief Financial Officer which will give her five (5) directly in her supervision. Alderman Roggeneses also addressed the Fifty-thousand dollars (\$50,000) that the ECDF had requested to be allocated to the Planning Departments budget for the next three (3) years for Economic Development. He asked if this new position would be hired for Economic Development, or if they would still need to use that money for a possible third (3rd) position within that department. Mr. Bentley stated that people and positions are not what bring Economic Development. Fixing the roads, and having adequate water and sewer are two major factors that bring it in. He also informed the Board that they hired him to assign tasks and improve City Hall. The Board has had access to the job descriptions for each position but the new positions will have new job descriptions typed up and all will be provided to the Board. He would like to revise all job descriptions though as many of them are open ended not outlining exact job duties. Alderman Baird asked who would be hiring for the new position and Mr. Bentley told him that he and the Director of Development would be in charge of filling it. Motion was made by Alderman Snider and seconded by Alderman Baird to move forward with the new position being moved to the Planning Department. Motion carried with a vote of 4-1. Voting aye: Aldermen Snider, Stewart, Whitman and Baird. Voting nay: Alderman Roggeneses.

New Business.

None.

Unfinished Business.

Alderman Snider wanted to readdress the partnership at the Soccer Complex and explain why he voted no. He said his main reason is the types of people that could potentially be using the campsites while children are present in the area. He asked if they would be creating a separation within the camping areas to allow for the Boy Scouts and Girl Scouts to be separate from those camping from the trail. Mr. Loveland pointed out that all rules and regulations will be followed and he will do it right. The vote was to allow him to allocate time and resources to research so he can come up with a plan for the campsite. It was also pointed out that down the road, if the Lagoons are closed, that area will allow for a large area for camping and playgrounds that Boy Scouts and Girl Scouts could better utilize.

Adjourn.

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

The meeting was adjourned at 9:34 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

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AGENDA ITEM # 5

City Administrator Report.

Sponsored by the Interim City Administrator

ADMINISTRATOR'S REPORT

Meeting Date: September 26, 2016

STAFF

1 Two weeks ago, my report to you indicated that there was "some modicum of additional settling yet to be done." I was referring to the City Hall staff and to the absence of an administrator. There is currently a full complement of staff in the Finance Department and these reports will no longer need to discuss "squabbling."

2. Chief McClain indicates that interviewing for a replacement Patrol Officer is completed and I may be able to announce our newest Officer at this meeting.

3 Department Heads are currently charged with their own internal analyses of staffing sufficiencies. It is obvious to me, already, that there is significant duplication, significant waste of staff hours, and significant deterioration of equipment due to the structural arrangements of some of the current City staffing patterns.

I have directed that they each look to every corner of their responsibility, to determine whether there are staff talents and time unused, or incorrectly used, or whether functions are not done timely for lack of sufficient talent, and how they might propose to change.

Specifically, to the Public Works Department I have charged the Director to show me how the functions of water, sewer, and streets can be separated - functionally if not yet also physically.

4 With the staffing adjustments made to support the Planning Department, and assuming a larger use of contracted labor for building inspections/code enforcement, that Department should be well organized for at least two years.

5 The City's pay scale for its employees is another matter. I would hope to alert the Board at this point to expect their Administrator to come before them - if possible before the next budget is adopted - with several significant proposals to elevate the City's pay scale.

PUBLIC FACILITIES & SECURITY

1. The building we currently rent from the Greenway Trails organization is a challenge. While it currently serves to store some supplies and equipment/vehicles out of the weather, and it houses a vehicle lift for maintenance options, it is not efficiently organized, nor is it arranged and utilized for much work production. It is getting a considerable amount of my focus this month.
2. I had charged the Director of Parks/Recreation department with the task of drawing up a proposed building (or extension of the current one) in which equipment maintenance is performed and in which some of it is expected to be stored. This was triggered by finding considerable equipment "parked" outside due to the lack of sufficient and proper space. I expect a report back by the end of September and will broach this subject with the Board during October. But I continue to learn of our rather expensive equipment being left outside due to no housing space.

STREETS, DRAINS, OPEN SPACE

1. In my report of September 12, I indicated that I "was particularly 'bothered' by an intersection of a city street with a private road which to me was "a serious accident about to happen." I have studied this site a bit further and to this point I can still see no real logic to continuing the city's liabilities related to that section of street. I will study it further; in the next few months I may ask that this matter be on an agenda to consider abandoning that City intersection.
2. I find our effort to perform street maintenance to be less than acceptable; but I also find why it is so. The Board should expect to hear a considerable amount about this focus over the next two months or so. There is much to do here.

SEWER

1. Requests for Qualifications were advertised and submissions were timely received for the "New Force Main and Lift station." Internal reviews of these submissions have been concluded and a recommendation for proceeding will be before the Board at this meeting.
2. A significant first meeting for me (although staff have already built a relationship) will be Friday, September 23rd with the City of Springfield. At this particular meeting, I want to commence the closure of the City's lagoon sewer disposal site.

OTHER

1 Internal preparations for next year's budget presentation to the Board have begun. But as I prepare to lead this internal process, I would invite the elected officials of the City to consider paying its Alderman for the service they provide to the citizens. Such a decision would be timely inserted into the budget process.

Respectfully submitted;



Jim Bentley

Interim City Administrator

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 6

Discussion/Vote to select an Engineering Firm for designing the “New Lift Station and Force Main” project.

Sponsored by the Interim City Administrator

Agenda Item Staff Report and Back-up

Title of Item: To select the recommended Engineering firm in response to our RFQ's for designing the "New Lift Station and Force Main" project.

Initiated by: City Administrator

1. Description and Objective of item: Qualifications were requested in order to select the engineering firm with which the City would contract to design the "Lift Station and Force Main" project being proposed.

2. Previous Board Action: Yes, to authorize the advertisement of the Request for Qualifications.

3. Options: Accept staff recommendation as to the selection, or direct staff to return with an alternate recommendation.

4. Financial impact; Source of funds: No contract is committed, therefore the amounts are not known.

5. Staff analysis / recommendations: Planning Department and Public Works Department scored the several submissions. Administrator reviewed all submissions but did not provide a score for each. Staff recommendation is to select White River Engineering for this particular project. Administrator concurs and requests the Board to **"Approve White River Engineering as the engineering firm for this project and to authorize the City Administrator to negotiate and enter into a contract"** for this service.

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AGENDA ITEM # 7

Discussion/Vote on request by the City Administrator for approval of the position description for the position of Planning Assistant/Deputy Court Clerk.

Sponsored by the Interim City Administrator

Agenda Item Staff Report and Back-up

Title of Item: **Request of City Administrator for approval of the position description for the position of Planning Assistant / Deputy Court Clerk.**

Initiated by: City Administrator

1. Description and Objective of item: See attached Position Description. The City Administrator is charged with the allocation of staff resources to accomplish the work of the City. The Planning Department was insufficiently staffed,; a request was made and approved to delete a position from the Finance and divert the personnel costs to the Planning Department. With this done, it is now timely to adopt the new Position Description.

2. Previous Board Action: Yes. At the board of Aldermen Meeting of September 12, 2016, approval was granted to re-direct the staff resources from Finance to Planning, and a position with this title be drawn into the organizational chart under the Planning Director.. However, the appropriate Position Description was not presented at the same time.

3. Options:

4. Financial impact; Source of funds: The change will make no net change in the cost of personnel. This is a redistribution of budgeted costs between Departments.

5. Staff analysis / recommendations: City Administrator requests this Position Description be adopted.

POSITION DESCRIPTION

TITLE **Planning Assistant/Deputy Court Clerk**

CLASSIFICATION: Technical - Clerical

SALARY RANGE: \$ 17.87 - \$ 19.60/hr - (*Salaried*)

SUPERVISED BY: **Director Planning and Development**

Functions & Responsibilities

1. To provide support to the Department Director in all areas of Departmental functions, with a primary focus on the building permit process.
2. To maintain, and retrieve as requested, all files within the Department, including but not limited to correspondence, maps, plats, permits, and reports.
3. To operate and maintain the building permit software.
4. To operate GIS software and create additional maps as requested.
5. To relate with citizens and developers as to the application process for building permits, to schedule inspections,
6. To update and maintain the Department's website as needed or requested.
7. To create power-point presentations as requested.
8. To participate in grant-writing as may be needed by the Department.
9. To perform specific research for the Department as required.
10. To attend specified training programs for the Department at the request of the Director.
11. To serve as support staff, if directed, to the Economic Development Task Force, the Planning and Zoning Advisory Committee, and other Committees which may be involved with the Department.
11. NOTE: For at least the fiscal year 2017, to provide a back-up service as Deputy Court Clerk for up to 8 hours per week. It is anticipated that these hours would be scheduled for court days (Tuesdays) and that this function would cease by the end of fiscal 2017.