CITY OF WILLARD
BOARD OF ALDERMEN
WORK STUDY/MEETING
February 22, 2016
7:00 p.m.

Staff present: City Administrator, J. Everett Mitchell; City Clerk, Jennifer Rowe; Chief Financial Officer, Carolyn Halverson; Chief of Police, Tom McClain; and Director of Development, Randy Brown.

Citizens in attendance: Rick Stenberg, Duane Parker, Alice Mitchell and Representatives from Guy Logging and West Logging.

Pledge of Allegiance.
The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.
Mayor Hendrickson called the meeting to order at 7:03 p.m.

Roll Call.
The City Clerk conducted the roll call. Alderman Buckley-present, Alderman Whitman-present, Alderman Snider-present, Alderman Barr-present, Alderman Baird-present, Alderman Hood-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.
The City Administrator requested a change to the Agenda to add as number thirteen (13) a Discussion/Vote on selection of engineering firm RFQ for the Comprehensive Plan update. He also requested adding as number fourteen (14) a Discussion/Vote for the Mayor to execute the request for an Easement Agreement with Empire Electric. Motion was made by Alderman Baird and seconded by Alderman Barr to accept the agenda with the changes. The motion carried with a vote of 6-0. Voting aye: Aldermen Whitman, Buckley, Snider, Barr, Baird and Hood.

Approve the Minutes of the Regular Meeting on February 8, 2016.
The City Administrator noted a change needed to be made at the top of the second page. The Minutes indicate Budget year 2016, and that should be Budget year 2015. Motion was made by Alderman Whitman and seconded by Alderman Baird to approve the minutes with the change. The motion carried with a vote of 6-0. Voting aye: Aldermen Hood, Whitman, Buckley, Snider, Barr and Baird.

Citizen Input.
None.

Discussion/Vote on bid approval for Police Department Generator.
The Chief of Police discussed the need to allocate funds from his budget to allow for the install of the generator. His request was to use funds previously allocated for the front lobby security upgrade, as the generator was a great need at this time. The Chief received two (2) separate bid proposals for the install and indicated that the bid by AJ Power was the best. Alderman Buckley requested that a different size fuel tank be requested. Motion was made by Alderman Buckley and seconded by Alderman Barr to approve the bid by AJ Power and allow the Chief to move forward with the installation. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Discussion/Vote on bid approval for Police Department Logging.
The Chief of Police outlined the Lagoon area and what his plans were with the land. He discussed the bids that were received regarding the logging of fifty-five (55) walnut trees on the property. Duane Parker an

experienced forester who sits on the City Tree Board, also spoke regarding these trees and indicated that many of them had ice damage and were mature trees. The Board discussed the need to plant new trees within the City and Mr. Parker said that had already been done. The City Administrator noted that the money would be split up between the Police who would receive fourteen thousand ($14,000) and the rest would go to Public Works. Motion was made by Alderman Baird and seconded by Alderman Snider to approve the Logging bid by Guy's Logging. The motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Baird, Hood, Barr, Whitman and Snider.

Ordinance adopting the 2016 General Code. (2nd Read). Discussion/Vote.
The City Clerk conducted the 2nd Read.
Motion was made by Alderman Barr and seconded by Alderman Hood to adopt the 2016 General Code. The motion carried with a vote of 6-0. Voting aye: Aldermen Baird, Hood, Barr, Whitman, Snider and Buckley.

Resolution adopting LAGERS benefits increase to level seven (7).
The Chief Financial Officer informed the Board that the City had completed the requirements made by the State regarding notification of LAGERS benefits change information. This Resolution is the final step in adopting the new benefit level. Motion was made by Alderman Barr and seconded by Alderman Baird to adopt the LAGERS benefits increase to level seven (7). Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Ordinance amending Section 710.470 Sewer Rates. (1st Read) Discussion/Vote.
The City Administrator informed the Board that with the increase in the surcharges the City needed to amend the Ordinance to reflect the change in fees. Motion was made by Alderman Barr and seconded by Alderman Hood to amend Section 710.470 Sewer Rates. Motion carried with a vote of 4-2. Voting aye: Aldermen Whitman, Barr, Snider and Hood. Voting nay: Aldermen Buckley and Baird.

Ordinance amending Section 605.060 Terms of License. (1st Read) Discussion/Vote.
The City Administrator informed the Board that the City has had issues with a handful of businesses not wanting to follow the guidelines regarding renewal of their business license. He proposed an increase in the fee if licenses were not renewed by January 31st of each year, allowing a thirty (30) day grace period after the due date before the fees would be raised. Motion was made by Alderman Hood and seconded by Alderman Barr to amend Section 605.060 Terms of License. Motion carried with a vote of 4-2. Voting aye: Aldermen Whitman, Barr, Baird and Hood. Voting nay: Aldermen Buckley and Snider.

Ordinance amending Section 715.030 Identity Theft Prevention Program. (1st Read) Discussion/Vote.
The City Administrator informed the Board that amending this section was just a formality as the changes were passed in 2015. This would just make the City ordinances current with what is being charged. Motion was made by Alderman Hood and seconded by Alderman Buckley to amend Section 715.030 Identity Theft Prevention Program. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Discussion/Vote on selection of architectural firm RFQ for City Hall Security.
The Chief Financial Officer informed the Board that the City had three (3) separate RFQ's that were received regarding the City Hall Security update. The City Administrator, Chief Financial Officer, City Clerk, Director of Development and Mayor all participated in scoring each of the RFQ's to determine which one (1) should be chosen. GHN was deemed the most qualified by the voting process. Motion was made by Alderman Baird and seconded by Alderman Buckley to proceed with the City Hall Security project with GHN. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Discussion/Vote on selection of engineering firm RFQ for Comprehensive Plan update.
The Director of Development informed the Board that the City only received one (1) RFQ for the Comprehensive Plan Update. Two (2) other firms had indicated their desire to work with the City on future projects but said they were unqualified to do the Comprehensive plan. Motion was made by Alderman Baird

and seconded by Alderman Whitman to select Great River Engineering and proceed with the Comprehensive Plan update. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Discussion/Vote for the Mayor to execute the request for an Easement Agreement with Empire Electric.

The Director of Development informed the Board that Empire Electric and requested an Easement on Hunt Road to allow for the implementation of new electrical poles. He stated that this is something that would continue to encourage a good working relationship with Empire. Motion was made by Alderman Hood and seconded by Alderman Buckley to approve the Easement Agreement with Empire Electric. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

New Business:

The City Administrator notified the Board that the contract for the City trash service was due to be renewed May 1st. Alderman Buckley had requested information earlier in the day about the contract. The Board indicated a request to end the contract with Republic and go out for bids for new trash services. Motion was made by Alderman Barr and seconded by Alderman Baird to cancel the contract with Republic and go out for bids. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Alderman Snider brought up the fact that the Aldermen do not have business cards to hand out to people. He asked if the Board would approve business cards for the Aldermen as there have been many times he needed to give his contact information to citizens and had to just write it down. Motion was made by Alderman Barr and seconded by Alderman Buckley to approve the purchase of business cards for the Aldermen. Motion carried with a vote of 6-0. Voting aye: Aldermen Buckley, Whitman, Snider, Barr, Baird and Hood.

Alderman Snider also wanted to point out the article regarding Downtown Café and the positive impact that would have on the City of Willard. He also requested that the City of Willard participate in the Convoy of Hope project on May 7, 2016. He indicated that Greene County, City of Springfield and Springfield Schools were contributing by passing out fliers and information. Alderman Snider is meeting with the Director for Convoy of Hope on Thursday February 25th, 2016 and wanted to know if the City would support it. The Board agreed to include information with the utility bills to get it out to our citizens. This will be done either in March or April of 2016 as February billing had already taken place.

Alderman Baird requested that the City not add additional items to the Agenda last minute, as it makes it very hard for the Board to make an informed decision when they do not have adequate time to review.

Unfinished Business.

The Director of Development updated the Board on the Annexation process. He also let them know the results of the OTO Meeting the week prior. The expansion of Highway 160 to a four (4) lane was not looking promising again this year.

Adjourn.

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

The meeting was adjourned at 9:03 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard