

CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
March 13, 2023
7:00 p.m.

Staff present: Interim City Administrator, Steve Bodenhamer; Director of Finance, Carolyn Halverson; Director of Parks and Recreation, Jason Knight.

City Attorney Ken Reynolds was present.

Citizens in attendance: Bradley Mowell, Kelly Bennet, Steve Coble, Terry Kathcart, Aaron Clinton, Kara Savage, Michael Savage, Matt Darst, Jennifer Rowe, and Cody Rowe.

Call to Order.

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

Roll Call.

The Interim City Clerk conducted the Roll Call. Alderman Hendrickson-present, Alderman Whitman-present, Alderman Hall-present, Alderman Simmons-present, Alderman Baird-not present.

Agenda Amendments/Agenda Approval.

Motion was made to amend the Agenda to remove the 2nd Read for the 2023 Amended Budget. Motion was made by Alderman Hendrickson and seconded by Alderman Whitman to approve the Amended Agenda. Motion carried with a vote of 4-0. Voting aye: Alderman Hendrickson, Alderman Simmons, Alderman Whitman and Alderman Hall.

Consent Agenda.

Motion was made by Alderman Whitman and seconded by Alderman Hall to approve the Consent Agenda. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

Discussion/Vote on current Outstanding Invoices, Draft and Check Paid Invoices for February/March 2023.

Motion was made by Alderman Simmons and seconded by Alderman Hendrickson to approve the current Outstanding Invoices, Draft and Check Paid Invoices for February/March 2023. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

Administrator's Report.

The Interim City Administrator presented his report.

Citizen Input.

Mr. Kelly Bennet asked about the travel routes of the school buses and asked why they did not go on Jackson Street to Highway 160 to reduce damage to the City streets (New Melville Road). Mayor Snider said the routing of the school buses was determined by the School District not the City.

Mr. Michael Savage stated he lived close to the building at 107 E. Jackson Street that is in the process of being leased to a new tenant. He asked who the new tenants were and when would they contact him. Interim City Administrator said the name of the company was not public information at this point and that Mr. Savage could contact him at his office if he had further questions.

Ordinance amending the 2023 Budget (1st Read) Discussion and Vote.

Interim City Administrator, Steve Bodenhamer stated there was a need to amend the budget because additional personnel is needed to reduce stress on staff due to the current workload, the delivery of leased vehicles that were to be delivered due to a back log of a lease agreement, and the savings the City could have by leasing equipment instead of renting or purchasing equipment. Alderman Hendrickson asked if there was a need for the size of equipment listed and did we have a trailer large enough to haul the equipment. Mr. Bodenhamer said it would mainly be used in town, but he thought we had a trailer that would be big enough to haul the equipment. Alderman Hendrickson asked where the office for the Public Works Clerk would be located, and Mr. Bodenhamer stated it would be at the Public Works building. Alderman Hendrickson asked if the Public Works Clerk and Part Time Clerk positions could be combined. The Director of Finance, Carolyn Halverson stated due to the job load both positions were needed. Ms. Halverson stated there was a need for document scanning and the staff was in the process of scanning all documents so there would be an electronic copy stored. There was a shortage of space to store documents at City Hall and the storage area was not placed in an ideal location due to access to the records. Alderman Hendrickson asked if the State had a program to help store the records. Mr. Bodenhamer said he believed they did, but we have not looked into it. Ms. Halverson stated the software the City currently uses has scanning capabilities.

The first read was conducted by the Interim City Clerk.

Motion was made by Alderman Simmons and seconded by Alderman Whitman to accept the Amended 2023 Budget. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

Approval of contract award to Smith and Edwards Construction, LLC for improvement to the chlorination system of the municipal water system. Discussion and Vote

Interim City Administrator, Steve Bodenhamer stated the amount of \$200,000 was budgeted to complete the project, but Smith and Edwards Construction had bid it less than other companies. Mr. Bodenhamer said he checked to verify the company was an up-standing reputable company. Alderman Hendrickson asked if the company would take back the chlorine. Mr. Bodenhamer said the chlorine gas could be returned to the vendor. Alderman Whitman asked about the timeframe of the project. Mr. Bodenhamer stated it should be a 6-month completion. Alderman Simmons said he was concerned about obtaining the materials. Mr. Bodenhamer said there

shouldn't be a problem and that Allgeier, Martin and Associates had gone over the specifications.

Motion was made by Alderman Simmons and seconded by Alderman Hendrickson to approve the contract award to Smith and Edwards Construction, LLC for the improvement to the chlorination system of the municipal water system. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

Approval of application Abilities First, for matching funding of upgrades to current outdoor play spaces to be inclusive. Discussion and Vote.

Director of Parks and Recreation, Jason Knight stated the playground equipment for individuals with disabilities is an inclusive playground. The City is asking for \$100,000, in ARPA matching funds, to upgrade the equipment in Jackson Street Park. The application changed the radius for population from 5 miles to 10 miles, which changes the 11,000 to 95,000 population. Alderman Simmons asked if it was a matching grant and Mr. Knight said there was no match required. Alderman Hendrickson asked if the City would be required to provide more handicap parking. Interim City Administrator, Steve Bodenhamer stated he didn't believe so because it is for children not drivers. Mr. Knight stated he didn't think it would require additional handicap parking spaces but was not positive concerning the parking.

Motion was made by Alderman Hall and seconded by Alderman Simmons to approve the application for Abilities First, for matching funding of upgrades to current outdoor play spaces to be inclusive. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

New Business.

None.

Unfinished Business

Interim City Administrator, Steve Bodenhamer stated that he and City Attorney, Ken Reynolds were working on a procedure regarding payment of bills in the absence of a quorum of the Board of Aldermen at regular meetings.


Interim City Administrator, Steve Bodenhamer asked City Attorney, Ken Reynolds about the Hamilton and Dad issue and Mr. Reynolds state they would start depositions next week.

Adjourn Meeting

Motion was made by Alderman Simmons and seconded by Alderman Hall. Motion carried with a vote of 4-0. Voting aye: Alderman Simmons, Alderman Hendrickson, Alderman Whitman, and Alderman Hall.

The meeting was Adjourned at 8:25p.m.


Carolyn Halverson, Interim City Clerk


Samuel Snider, Mayor