



## **CITY OF WILLARD**

### **BOARD OF ALDERS REGULAR MEETING**

**December 22, 2025 at 6:00 PM**

**Willard City Hall, 224 W. Jackson St., Willard, MO**

### **MINUTES**

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**Staff Present:** City Administrator Wesley Young, City Attorney Anna Yendes, City Clerk Rebecca Hansen, Director of Parks Jason Knight, Director of Planning Mike Ruesch, Financial Assistant Genia Mount, Public Works Director Trevor Hoffman, Project Manager Steve Bodenhamer, Police Officer JD Landon

**Citizens Present:** Vanessa Keene, Leticia Magana, Samari Carr, Ignacio Magana

### **PLEDGE OF ALLEGIANCE**

Mayor Smith led the Pledge of Allegiance.

### **CALL THE MEETING TO ORDER**

Mayor Smith called the meeting to order at 6:00 pm and asked the City Clerk to conduct the roll call.

### **ROLL CALL**

City Clerk Rebecca Hansen conducted the roll call.

**Present:** Mayor Troy Smith, Casey Biellier, Jeremy Hill, David Keene, Joyce Lancaster, Rachel Mathison

**Absent:** Carol Wilson

Rebecca Hansen confirmed that a quorum was present.

### **AGENDA AMENDMENTS/APPROVAL OF AGENDA**

City Administrator Wes Young brought up a change of language in Agenda Item 6D, the Resolution to enter into a contract with Rebecca Hansen. Language was also added to Agenda Item 8A, the Budget Ordinance.

Mayor Smith asked for a motion to approve the agenda, with amendments. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 6-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, Mathison

### **CONSENT AGENDA:**

“A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to “approve the Consent Agenda as published or modified.”

#### **A. Minutes from December 8, 2025**

**B. Minutes from December 15, 2025**

**C. November Financial Summaries**

**November Financial Statements**

**November/December Outstanding Invoices, Checks, and Draft Paid Invoices**

**November Check Register**

**November Utilities Adjustment Report**

Mayor Smith asked for a motion to approve the consent agenda. Motion was made by Alder Biellier and seconded by Alder Lancaster. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**CITIZEN INPUT**

There was no citizen input.

**PROJECT MANAGER REPORT**

**A. Sanitary Sewer Update (7 Min)**

Project Manager Steve Bodenhamer updated the Board that a Pre-Construction Meeting for the 94 Lift Station and Force Main is upcoming. An Abatement Order and Consent was received from DNR, regarding a sewer overflow in 2023. The fee will be waived. Some language in the citation was in error, so that is being remedied.

Finance for Meadows Project is going forward—a resolution regarding that is on tonight's agenda.

**RESOLUTIONS**

**A. A RESOLUTION TO DECLARE THE OFFICIAL INTENT OF THE CITY OF WILLARD, MISSOURI TO FINANCE THE COSTS OF CURRENT WASTEWATER PROJECTS SERVING THE CITY, INCLUDING THE MEADOWS PROJECT (5 MIN)**

Project Manager Steve Bodenhamer reminded the Board that this will allow for the financing discussed earlier. The IRS has this requirement.

Todd Goffe addressed the Board about the financing for the Meadows Project to repay the short-term financing from O'Bannon bank.

Mayor Smith asked for a motion to approve the resolution. Motion was made by Alder Keene and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**B. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO SIGN THE NOTICE OF AWARD TO JD WALLACE CONTRACTING, LLC FOR THE MEADOWS REGIONALIZATION TRUNK SEWER PROJECT (5 MIN)**

Project Manager Steve Bodenhamer explained that this company was the lowest and best bid. Boring will not be included in this bid.

Mayor Smith asked for a motion to approve the resolution. Motion was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**C. A RESOLUTION OF THE BOARD OF ALDERS OF THE CITY OF WILLARD, MISSOURI TO APPOINT THE INCOMING CITY CLERK (2 MIN)**

Wes explained that Courtney Myers will be joining the City as the new City Clerk.

Mayor Smith asked for a motion to approve the resolution. Motion was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

**D. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH REBECCA HANSEN FOR PROFESSIONAL SERVICES (3 MIN)**

Wes explained that we will pay for the current city clerk a maximum of 1000 hours or one year to train the new clerk.

Mayor Smith asked for a motion to approve the resolution. Motion was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison

**SWEARING IN OF NEW CITY CLERK**

**A. Oath of Office for Courtney Myers**

**ORDINANCES**

**A. AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WILLARD, MISSOURI FOR THE YEAR 2026. (FIRST AND SECOND READ) (10 MIN)**

City Administrator Wes Young presented the 2026 Annual Budget Ordinance and asked if there were any questions about it. He reminded the Board that future amendments to the budget would be possible.

Mayor Smith asked for a motion to approve the First Read of the ordinance. Motion to approve a First Read was made by Alder Lancaster and seconded by Alder Biellier. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Motion to continue to a Second Read was made by Alder Biellier and seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Mayor Smith asked the clerk to read the ordinance for a second time. Motion to approve the Second Read was made by Alder Biellier and seconded by Alder Lancaster. Motion carried/ordinance approved with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**B. AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, AMENDING TITLE VII UTILITIES, CHAPTER 705, WATER RATES, ARTICLE II WATER RATES (FIRST AND SECOND READ) (3 MIN)**

City Administrator Wes Young laid out the specific water rates that will be adopted.

Mayor Smith asked for a motion to approve the First Read of the ordinance. Motion to approve a First Read was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Motion to continue to a Second Read was made by Alder Biellier and seconded by Alder Lancaster. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Mayor Smith asked the clerk to read the ordinance for a second time. Motion to approve the Second Read was made by Alder Biellier and seconded by Alder Keene. Motion carried/ordinance approved with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**C. AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, AMENDING TITLE VII UTILITIES, CHAPTER 710, SEWER USE AND SEWER RATES, ARTICLE VII WASTEWATER CHARGES AND RATES (FIRST AND SECOND READ) (3 MIN)**

City Administrator Wes Young laid out the specific sewer rates that will be adopted.

Mayor Smith asked for a motion to approve the First Read of the ordinance. Motion to approve a First Read was made by Alder Biellier and seconded by Alder Keene. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Motion to continue to a Second Read was made by Alder Lancaster and seconded by Alder Biellier. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

Mayor Smith asked the clerk to read the ordinance for a second time. Motion to approve the Second Read was made by Alder Hill and seconded by Alder Keene. Motion carried/ordinance approved with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene, Lancaster, and Mathison.

**CITY ADMINISTRATOR REMARKS**

Wes: notice on rate changes will go out with the water bill mailed tomorrow and next month's bill as well, to let residents know that these will be in effect as of the fiscal year 2026.

**NEW BUSINESS**

The Mayor commended the Board for taking on the increase of the rates

**UNFINISHED BUSINESS**

none

**RECESS OPEN SESSION**

Alder Biellier motioned to recess Open Session and enter Closed Session. Motion was seconded by Alder Hill. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene Lancaster, and Mathison.

Open Session was recessed at 6:34 p.m.

**OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 (3) PERSONNEL 6:37pm**

**CALL THE MEETING TO ORDER**

**ROLL CALL**

**CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION**

**ADJOURN MEETING**

Motion was made to adjourn the meeting by Alder Keene and seconded by Alder Biellier. Motion carried with a 5-0 vote. Voting Aye: Alders Biellier, Hill, Keene Lancaster, and Mathison.

If you have special needs which require accommodation, please notify personnel at the City Hall. Representatives of the news media may obtain copies of this notice by contacting the City Clerk at 417-742-5302.

Rebecca Hansen, City Clerk