



CITY OF WILLARD
PLANNING AND ZONING REGULAR MEETING
January 06, 2026 at 6:00 PM
Willard City Hall, 224 W. Jackson St., Willard, MO
AGENDA

Update Posted on Month DD, 20YY, at 00:00 p.m.

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 MINUTES**
 - A. 11.18.2025 P & Z Minutes**
- 4. CITIZEN INPUT**
- 5. DISCUSSION**
 - A. Chapter 105.452 & 105.454 RSMO**
 - B. Chapter 119 of the Willard Code**
 - C. Code of Ethics**
- 6. NEW BUSINESS**
- 7. UNFINISHED BUSINESS**
- 8. ADJOURN MEETING**

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.

Courtney Myers, City Clerk

CITY OF WILLARD
PLANNING AND ZONING MINUTES
November 18, 2025

Staff present: Planning and Zoning Director: Mike Ruesch, Planning Assistant: Tammy Swisher, City Attorney: Holly Dodge

PLEDGE OF ALLEGIANCE

Chairwoman Marianne Hill led the The Pledge of Allegiance

CALL THE MEETING TO ORDER

Chairwoman Marianne called the meeting to order at 6:02 P.M.

ROLL CALL

Roll call conducted by the Secretary Valorie Simpson. Present: Valorie Simpson, Josh Breeze, Steve Cobb, Marianne Hill, Jeff LaMontia, Celeen Thedell and Alderman David Keene. Not present: Burnis Coleman, Gary Walker, Sam Baird.

AGENDA AMENDMENTS/AGENDA APPROVAL

Motion made by Valorie Simpson to approve the agenda, seconded by Jeff LaMontia. Voting aye: Valorie Simpson, Josh Breeze, Steve Cobb, Marianne Hill, Jeff LaMontia, Celeen Thedell, David Keene. Motion carried 7-0

1. APPROVAL OF MINUTES 10.21.2025

Motion made by Celeen Thedell to approve the minutes of 10.21.25 seconded by Marianne Hill. Voting aye: Valorie Simpson, Josh Breeze, Steve Cobb, Marianne Hill, Jeff LaMontia, Celeen Thedell, David Keene. Motion carried 7-0

CITIZENS INPUT

None

DISCUSSION**2. LEGAL TRAINING PROCEDURE**

Commented [1]:

City Attorney Holly Dodge spoke about the importance of the planning and zoning board. She spoke of conflict of interest and what a member should do, put in writing that they have a conflict or voice that you have a conflict. She reviewed Chapter 119 of the Willard Code. She gave many examples of conflicts of interest. Tammy Swisher will get copies of Chapter 119 for the board.

She referred to Chapter 105.452 RSMO Prohibited acts by elected and appointed officials and employees and Chapter 105.454 RSMO Additional prohibited acts etc., Ethics Commission and 4th class city regulations.

She also went over how to get something on the agenda or call a special meeting. Bring it to the board or asked the board President.

Ms. Dodge spoke also about emails and texting. Never **REPLY ALL**, because it could be considered a meeting. She went over how emails should be set up. She also discussed changes in Missouri Sunshine Law Chapter 610. RSMO

NEW BUSINESS

Tammy Swisher handed out the 2019 CITY OF WILLARD COMPREHENSIVE to board members.

UNFINISHED BUSINESS

Mike Ruesch will be working on a Code of Ethics for the board.

9. ADJOURN

Motion made by Celeen Thedell and seconded by Valorie Simpson to adjourn @ 7:27 P.M. Voting aye: Valorie Simpson, Josh Breeze, Steve Cobb, Marianne Hill, Jeff LaMontia, Celeen Thedell, David Keene. Motion carried 7-0

Submitted by Valorie Simpson, Secretary

Chairwoman Marianne Hill

Secretary Valorie Simpson

Rebecca Hansen, City Clerk

VIII PUBLIC OFFICERS AND EMPLOYEES, BONDS AND RECORDS Chapter 105.454

105.454. Additional prohibited acts by certain elected and appointed public officials and employees, exceptions. — 1. No elected or appointed official or employee of the state or any political subdivision thereof, serving in an executive or administrative capacity, shall:

- (1) Perform any service for any agency of the state, or for any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, in excess of five hundred dollars per transaction or five thousand dollars per annum, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received;
- (2) Sell, rent or lease any property to any agency of the state, or to any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power and received consideration therefor in excess of five hundred dollars per transaction or five thousand dollars per year, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;
- (3) Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of any agency of the state, or political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to that agency for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;
- (4) Perform any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to

influence a decision of any agency of the state, or of any political subdivision in which he or she is an officer or employee or over which he or she has supervisory power;

(5) Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of any agency of the state, or a decision of any political subdivision in which he or she was an officer or employee or over which he or she had supervisory power, except that this provision shall not be construed to prohibit any person from performing such service and receiving compensation therefor, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the executive department from being employed by any other department, division or agency of the executive branch of state government. For purposes of this subdivision, within ninety days after assuming office, the governor shall by executive order designate those members of his or her staff who have supervisory authority over each department, division or agency of state government for purposes of application of this subdivision. The executive order shall be amended within ninety days of any change in the supervisory assignments of the governor's staff. The governor shall designate not less than three staff members pursuant to this subdivision;

(6) Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or in which he or she personally participated during the period of his or her service or employment.

2. No elected or appointed official or employee of any school district shall perform a service or sell, rent, or lease any property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

(L. 1978 H.B. 1610 § 4, A.L. 1991 S.B. 262, A.L. 1998 H.B. 1120, A.L. 2004 S.B. 968 and S.B. 969, A.L. 2005 H.B. 577 merged with S.B. 307, A.L. 2014 S.B. 719)

---- end of effective 28 Aug 2014 ----

Chapter 119

CONFLICTS OF INTERESTS

Section 119.010. Conflicts of Interest.

Section 119.020. Disclosure Reports.

Section 119.030. Filing of Reports.

Section 119.010. Conflicts of Interest. [Ord. No. 970908-B §1, 9-8-1997; Ord. No. 990812C §1, 8-9-1999; Ord. No. 000911 §1, 9-11-2000; Ord. No. 010813 §1, 8-13-2001; Ord. No. 020812A §1, 8-12-2002; Ord. No. 030811D §1, 8-11-2003; Ord. No. 040809B §1, 8-9-2004; Ord. No. 050809E §1, 8-9-2005; Ord. No. 060814A §1, 8-14-2006; Ord. No. 070813B §1, 8-13-2007; Ord. No. 100913A §1, 9-13-2010; Ord. No. 120813 §1, 8-13-2012; Ord. No. 140714F §1, 7-14-2014; Ord. No. 160711E §1, 7-25-2016; Ord. No. 180625, 7-9-2018; Ord. No. 240812, 8-26-2024]

- A. All elected and appointed officials as well as employees of a political subdivision must comply with Section 105.454, RSMo., on conflicts of interest as well as any other State law governing official conduct.
- B. Any member of the Governing Body of a political subdivision who has a substantial or private interest in any measure, bill, order or ordinance proposed or pending before such Governing Body must disclose that interest to the Secretary or Clerk of such body, and such disclosure shall be recorded in the appropriate journal of the Governing Body. *"Substantial or private interest"* is defined as ownership by the individual, his/her spouse, or his/her dependent children, whether singularly or collectively, directly or indirectly, of:
 - 1. Ten percent (10%) or more of any business entity; or
 - 2. An interest having a value of ten thousand dollars (\$10,000.00) or more; or
 - 3. The receipt of a salary, gratuity, or other compensation or remuneration of five thousand dollars (\$5,000.00) or more per year from any individual, partnership, organization, or association within any calendar year.

Section 119.020. Disclosure Reports. [Ord. No. 970908-B §2, 9-8-1997; Ord. No. 990812C §2, 8-9-1999; Ord. No. 000911 §2, 9-11-2000; Ord. No. 010813 §2, 8-13-2001; Ord. No. 020812A §2, 8-12-2002; Ord. No. 030811D §2, 8-11-2003; Ord. No. 040809B §2, 8-9-2004; Ord. No. 050809E §2, 8-9-2005; Ord. No. 060814A §2, 8-14-2006; Ord. No. 070813B §2, 8-13-2007; Ord. No. 100913A §2, 9-13-2010; Ord. No. 120813 §2, 8-13-2012; Ord. No. 140714F §2, 7-14-2014; Ord. No. 160711E §2, 7-25-2016; Ord. No. 180625, 7-9-2018; Ord. No. 240812, 8-26-2024]

- A. Each elected official, the Chief Administrative Officer, the Chief Purchasing Officer, and full-time general counsel shall disclose the following information by May 1, if any such transactions occurred during the previous calendar year:
 - 1. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to

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Section 119.030

the political subdivision, and other than transfers for no consideration to the political subdivision.

2. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
3. The Chief Administrative Officer and the Chief Purchasing Officer also shall disclose by May 1 for the previous calendar year the following information:
 - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement.
 - b. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.
 - c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 119.030. Filing of Reports. [Ord. No. 970908-B §3, 9-8-1997; Ord. No. 990812C §3, 8-9-1999; Ord. No. 000911 §3, 9-11-2000; Ord. No. 010813 §3, 8-13-2001; Ord. No. 020812A §3, 8-12-2002; Ord. No. 030811D §3, 8-11-2003; Ord. No. 040809B §3, 8-9-2004; Ord. No. 050809E §3, 8-9-2005; Ord. No. 060814A §3, 8-14-2006; Ord. No. 070813B §3, 8-13-2007; Ord. No. 100913A §3, 9-13-2010; Ord. No. 120813 §3, 8-13-2012; Ord. No. 140714F §3, 7-14-2014; Ord. No. 160711E §3, 7-25-2016; Ord. No. 180625, 7-9-2018; Ord. No. 240812, 8-26-2024]

- A. The financial interest statements shall be filed at the following times, but no person is required to file more than one (1) financial statement in any calendar year:
 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1, and the statement shall cover the calendar year ending the immediately preceding December 31; provided, that any member of the Board of Aldermen may supplement the financial interest statement to report additional interest acquired after December 31 of the covered year until the date of filing of the financial interest statement.
 2. Each person appointed to office shall file the statement within thirty (30) days of such appointments or employment.
- B. Financial disclosure reports giving the financial information required in Section 119.020 shall be filed

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with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Item # B.

RESOLUTION NO.

A RESOLUTION ADOPTING A CODE OF ETHICS FOR THE PLANNING COMMISSION FOR THE CITY OF WILLARD MISSOURI

WHEREAS, the Planning Commission is entrusted with duties and responsibilities that affect the public interest and the welfare of the community; and

WHEREAS, it is essential that members conduct themselves in a manner that promotes public trust, transparency, fairness, and integrity; and

WHEREAS, the Commission members are expected to be prepared, informed and avoid misrepresentation, and

WHEREAS, the establishment of a formal Code of Ethics provides clear guidance for ethical conduct and accountability in the performance of official duties;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD MISSOURI

1. Adoption of Code of Ethics.

The Code of Ethics, attached hereto and incorporated by reference, is hereby adopted to govern the conduct of members of the Planning Commission.

2. Purpose and Principles.

The Code of Ethics is established to affirm the commitment of members to the highest standards of ethical conduct in the performance of their public duties. Members shall serve the public interest above all private interests and shall exercise independent, impartial, and honest judgment in all matters before them.

3. Standards of Conduct.

Members shall act with fairness, professionalism, and integrity; shall be prepared and informed; and shall avoid misrepresentation in any form. Conflicts of interest, including personal or financial gain, gifts, or favors, shall be avoided, disclosed when applicable, and shall require recusal from related discussions or decisions.

4. Confidentiality.

Members shall not use non-public or confidential information obtained through their official position for personal benefit and shall respect the confidentiality of information entrusted to them.

5. Transparency and Public Participation.

Members shall conduct meetings openly, promote transparency, and encourage meaningful public participation in accordance with applicable laws and regulations.

6. Attendance and Participation. Members are expected to attend and be prepared to participate in meetings. Failure to attend meetings regularly may result in loss of position on the Commission as determined by the Chair and Mayor

7. Effective Date.

This resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 20, by the [Name of Board / Commission / Body] of the [City / Town / County] of [Name].

ATTEST:

[Clerk / Secretary]

APPROVED:

[Chair / Mayor / Presiding Officer]

CODE OF ETHICS

Service to the Public Interest

Members shall place the health, safety, and welfare of the community above all personal, private, or financial interests and shall perform their duties solely in service to the public good.

Impartiality and Fairness

Members shall exercise independent, objective, and honest judgment, ensuring that all individuals and matters are treated fairly, consistently, and without favoritism or prejudice.

Avoidance of Conflicts of Interest

Members shall avoid conflicts of interest or the appearance thereof. Personal or financial interests, gifts, favors, or benefits that could influence decision-making are prohibited. Any actual or potential conflict shall be fully disclosed, and the member shall recuse themselves from participation as required.

Confidentiality of Information

Members shall safeguard confidential and non-public information acquired through their official duties and shall not use such information for personal gain or the benefit of others.

Transparency and Open Government

Members shall conduct public business openly, in compliance with applicable laws, and shall promote transparency and meaningful public

participation to maintain public trust.

Professionalism and Integrity

Members shall act with honesty, preparation, competence, and respect, avoiding misrepresentation, undue influence, or conduct that undermines the integrity of the public process.

Accountability

Members shall be accountable for their actions and decisions and shall accept responsibility for upholding this Code of Ethics and applicable laws.

Respect and Civility

Members shall conduct themselves with courtesy, dignity, and respect toward colleagues, staff, applicants, and members of the public, fostering a professional and inclusive environment.

Compliance with Law

Members shall comply with all applicable federal, state, and local laws, regulations, ordinances, and policies governing their conduct and responsibilities.

Proper Use of Authority

Members shall not use their official position, title, or authority to secure unwarranted privileges, advantages, or preferential treatment for themselves or others.

Decision-Making Based on the Record

Members shall base decisions solely on the evidence, testimony, and information properly presented as part of the public record.

Avoidance of Undue Influence

Members shall resist improper influence from individuals, organizations, political pressure, or personal relationships that could compromise independent judgment.

Stewardship of Public Resources

Members shall responsibly manage and protect public resources, time, information, and property entrusted to them.

Training and Competence

Members shall seek ongoing education and training relevant to their duties to maintain competence and informed decision-making.

Ethical Leadership

Members shall model ethical behavior, promote adherence to this Code, and encourage a culture of integrity and ethical awareness.

Public Trust and Confidence

Members shall conduct themselves in a manner that strengthens public confidence in the integrity, fairness, and effectiveness of the public body.