



CITY OF WILLARD

BOARD OF ALDERS REGULAR MEETING

October 12, 2026 at 6:00 PM

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

TENTATIVE AGENDA

Update Posted on October 9th, 2026, at 01:00 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. 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.”

3A. BOARD OF ALDERS REGULAR MEETING 9/28/26 MINUTES

3B. BOARD OF ALDERS ATTENDANCE REPORT

3C. SEPT/OCT CURRENT OUTSTANDING INVOICES, CHECKS AND DRAFT PAID INVOICES

4. CITIZEN INPUT

5. DISCUSSION

5A. CONSIDERATION AND APPROVAL OF APPOINTMENT OF SARA HURT AS CITY CLERK

5B. OATH OF OFFICE FOR CITY CLERK - OATH ADMINISTERED BY OUTGOING CITY CLERK COURTNEY MYERS

6. PROJECT MANAGER REPORT

6A. SANITARY SEWER UPDATE- STEVE BODENHAMER (7MINS)

7. PUBLIC HEARING FOR

7A. SUBDIVISION 510 S MILLER ROAD

8. ORDINANCES

8A. ORDINANCE OF THE CITY OF WILLARD, MISSOURI APPROVING A SUBDIVISION FOR THE PROPERTY LOCATED AT 510 SOUTH MILLER ROAD IN WILLARD, MISSOURI (FIRST AND SECOND READ)

9. CITY ADMINISTRATOR REMARKS

10. NEW BUSINESS

11. UNFINISHED BUSINESS

11A. RECYCLING CENTER DISCUSSION CONTINUED

- 12. RECESS OPEN SESSION**
- 13. OPEN CLOSED SESSION PURSUANT TO RSMO SECTION 610.021 (1) LEGAL (3) PERSONNEL (13) PERSONNEL**
- 14. CALL THE MEETING TO ORDER**
- 15. ROLL CALL**
- 16. CLOSE THE CLOSED SESSION AND RECONVENE THE OPEN SESSION**
- 17. 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

BOARD OF ALDERS REGULAR MEETING

September 28, 2026, at 6:00 PM

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

MINUTES

Staff Present: City Attorney Holly Dodge, City Administrator Matthew Henry, Mike Ruesch Director of Planning and Development, Sara Hurt, Project Manager Steve Bodenhamer, Police Chief Tom McClain, Police Officer JD Landon, Municipal Court Clerk Terry Forshee, Ray Lynch Public Works, Matthew Huddle Public Works, and Kevin Public Works.

Citizens Present: Wes Young, Scott Long

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 Sara Hurt to conduct roll call.

1. ROLL CALL

Clerk Sara Hurt conducted the roll call.

Present: Mayor Troy Smith, Jeremy Hill, David Keene, Joyce Lancaster, and Rachel Mathison

Absent: Casey Biellier and Carol Wilson

Sara Hurt confirmed that a quorum was present.

2. AGENDA AMENDMENTS/APPROVAL OF AGENDA

The agenda was amended by Board approval to correct the posted date of the agenda from August 23, 2026, to September 28, 2026.

The agenda was amended as well to change item 7B from a resolution to an ordinance with 1st and 2nd read.

Mayor Smith asked for a motion to approve the agenda, Motion was made by Alder Joyce Lancaster and seconded by Alder Hill, Motion carried with a 4-0 vote. Voting Aye: Alders Hill, Keene, Lancaster, and Mathison.

3. 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. BOARD OF ALDERS REGULAR MEETING 09/14/2026 MINUTES

B. PREVIOUS MONTH PLUS CURRENT MONTH'S OUTSTANDING INVOICES, CHECKS AND DRAFT PAID INVOICES, CHECK REGISTERS, UTILITIES AND ADJUSTMENT REPORT.

C. PREVIOUS MONTH'S FINANCIAL STATEMENTS AND SUMMARIES

Mayor Smith asked for a motion to approve the consent agenda, Motion was made by Alder Hill and seconded by Alder Keene, Motion carried with a 4-0 vote. Voting Aye: Alders Hill, Keene, Lancaster, and Mathison.

3. CITIZEN INPUT

Wes Young spoke on the decision to use satellite imagery for water leak discovery, urging residents to do their own research and not just what they are seeing on social media. He thanked the board for their efforts and current endeavors.

5. PROJECT MANAGER REPORT

A. SANITARY SEWER UPDATE - STEVE BODENHAMER (7 MINS)

Project Manager Steve Bodenhamer updated on the Meadows and 94-lift station progress. .

6. QUARTERLY DEPARTMENT HEAD UPDATES

6A. Quarterly Report

Court Third quarter update provided.

Parks Third quarter update provided.

Planning & Zoning Third quarter update provided.

Police Third quarter update provided.

Public Works Third quarter update provided.

Water Third quarter update provided.

Sewer Third quarter update provided.

Streets Third quarter update provided.

7. DISCUSSION

A. BOARD OF ALDERS DIRECTION AND EXPECTATIONS OF WATER BOARD REAPPOINTMENT OF SCOTT LONG (IN-TOWN 4 YEAR TERM)

Mayor Smith opened discussion of the Water Advisory Board, stated WAB was created to be an advisory board and give a voice to the community members who live in the water district but don't get a vote due to being outside of city limits. When issues arise the Board of Alders and Water Advisory Board would be able to come together and have a collaborative meeting, such as the upcoming water rate study.

The Board also considered the reappointment of Scott Long to an in-town four-year term on the Water Advisory Board. Alder Lancaster made a motion to reappoint Scott Long to the Water Board for an in-town four-year term. Alder Hill seconded the motion. Motion carried with a 4-0 vote. Voting Aye: Alders Hill, Keene, Lancaster, and Mathison. Voting Nay: none

8. ORDINANCES

A. MISSOURI BLUE SHIELD GRANT PROGRAM AWARD

Mayor Smith asked for a motion to approve the First Read of the ordinance. Motion to approve the First Read was made by Alder Mathison and seconded by Alder Keene. Motion carried with a 4-0 vote.

Voting Aye: Alders Mathison, Hill, Keene, Lancaster. Voting Nay: None

Mayor Smith asked the Clerk to read the ordinance for a second time. Motion to approve the ordinance was made by Alder Hill and seconded by Alder Keene to approve the second reading of the ordinance. Motion carried with a 4-0 vote. Voting Aye: Alders Mathison, Hill, Keene, and Lancaster. Voting Nay: None

9. CITY ADMINISTRATOR REMARKS

City administrator Matthew Henry discussed the HR/Employee policy manual, an updated version is needed and work has started, plans to get a draft in front of department heads. Has been spending time getting to know city staff and understanding jobs, challenges, and daily flow.

10. NEW BUSINESS

Department heads have city issued phones or personal phones being reimbursed for use of personal phone.

Getting a current inventory of city equipment.

Application from Mr. Fiker would like to be appointed to the planning commission.

Completing rebranding for the City. Signage options are being prepared for upcoming board meeting.

11. UNFINISHED BUSINESS

Mike Ruesch would like to have Board input on a Mission & Values statement, and goals for the City

Mayor Smith would like the website to be looked at and changes made for ease of access.

17. ADJOURN MEETING

Motion was made to adjourn the meeting by Alder Lancaster and seconded by Alder Keene. Motion carried with a 4-0 vote. Voting Aye: Alders Mathison, Hill, Keene, Lancaster. Voting Nay: None

Meeting was adjourned at 7:20 p.m.

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Courtney Myers, City Clerk

2026 BOARD ATTENDANCE REPORT

ATTENDED: Y	ABSENT: N								
NAME:	1/12/2026	1/29/2026	2/9/2026	2/23/2026	3/4/2026	3/9/2026	3/23/2026	4/13/2026	4/27/2026
MAYOR TROY SMITH	Y	N	Y	Y	Y	Y	Y	Y	Y
CASEY BIELLIER	Y	Y	Y	Y	Y	Y	Y	Y	Y (MPT)
JEREMY HILL	Y	Y	N	Y	Y	N	Y	Y	Y
DAVID KEENE (MPT)	Y	Y	Y	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	Y	Y	N	Y	Y	Y	Y	Y
RACHEL MATHISON	N	Y	Y	Y	Y	Y	Y	Y	Y
CAROL WILSON	Y	Y	Y	Y	N	Y	N	Y	N

NAME:	5/11/2026	5/25/2026	5/26/2026	6/8/2026	6/22/2026	7/6/2026	7/13/2026	7/27/2026	8/10/2026
MAYOR TROY SMITH	Y	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
CASEY BIELLIER (MPT)	Y	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
JEREMY HILL	Y	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
DAVID KEENE	N	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
JOYCE LANCASTER	Y	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
RACHEL MATHISON	Y	HOLIDAY	CANCELLED	Y	Y	Y	Y	Y	Y
CAROL WILSON	Y	HOLIDAY	CANCELLED	Y	Y	Y	N	Y	N
NAME:	8/24/2026	8/27/2026	9/14/2026	9/28/2026	10/12/2026	10/26/2026	11/9/2026	11/23/2026	12/14/2026
MAYOR TROY SMITH	Y	Y	Y	Y					
CASEY BIELLIER (MPT)	Y	Y	Y	N					
JEREMY HILL	Y	N	Y	Y					
DAVID KEENE	Y	Y	Y	Y					
JOYCE LANCASTER	Y	Y	Y	Y					
RACHEL MATHISON	Y	N	N	Y					
CAROL WILSON	Y	Y	Y	N					



BOARD OF ALDERS MEETING

TO: THE BOARD OF ALDERS

FROM: CITY OF WILLARD

**SUBJECT: OATH OF OFFICE FOR CITY CLERK - OATH
ADMINISTERED BY OUTGOING CITY CLERK COURTNEY MYERS**



OATH OF OFFICE

I, SARA HURT, DO HEREBY SWEAR/AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF MISSOURI, THE PROVISIONS OF ALL LAWS OF THE STATE AFFECTING CITIES OF THIS CLASS, AND THE ORDINANCES OF THE CITY, AND FAITHFULLY DEMEAN MYSELF WHILE IN OFFICE. I WILL EXECUTE THE DUTIES OF CITY CLERK TO THE BEST OF MY ABILITY, SO HELP ME GOD.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this, the 12th day of October 2026.

City Clerk, Sara Hurt

City Clerk, Courtney Myers



BOARD OF ALDERS MEETING

TO: THE BOARD OF ALDERS

FROM: CITY OF WILLARD

SUBJECT: **SANITARY SEWER UPDATE- STEVE BODENHAMER**
(7MINS)

CITY OF WILLARD
INTERNAL MEMORANDUM

DATE: October 12, 2026

TO: Mayor Smith and BOA

FROM: S. D. Bodenhamer

RE: Sanitary Sewer Project Status

COMMUNITY FUNDING PARTNERSHIP (94 Lift Station and Force Main)

Status of components:

- **Construction**

- Young's General Contracting is 90% complete on excavation clean-up along Old Willard Road.
- Young's General Contracting has pre-fused several long lengths of HDPE pipe along US Hwy 160.
- JD Wallace has begun installation of the manhole connection with the City of Springfield this week. The discharge of the existing 10-inch force main is temporary connected to the new manhole.
- Electrical and mechanical modifications at 94 Lift Station continue. Flow meter vault is installed.

- **Change Order**

- We have issued Changer Order No. 1 for Youngs' General Contracting's agreement due to the following:
 1. Extending the completion date of the agreement from October 12, 2026, to January 15, 2027, based on 17 days in January of subnormal temperatures delaying pipe fusing and 6 days of rain events in February and March. Also, the delay in Springfield's installation of the replacement manhole of at least 30 days

2. Upgrading the flow meter sump pumps to explosion proof at a cost of \$5,517.96.

- **Finance**

- We have received release of Partial Payment Request # 10 from the EPA in the amount of \$262,721.83.
- We have submitted Partial Payment Request # 11 to the EPA in the amount of \$296,280.76

MEADOWS CONNECTION TO CITY OF SPRINGFIELD

Status of components:

- Construction
 - JD Wallace has completed hydroseeding of the excavated areas of the gravity sewer line. We expect to close their contract near the end of October.
 - The connection of the Meadows Regionalization Trunk Sewer to the Springfield Airport Lift Station remains live.



BOARD OF ALDERS MEETING

TO: THE BOARD OF ALDERS

FROM: CITY OF WILLARD

**SUBJECT: ORDINANCE OF THE CITY OF WILLARD, MISSOURI
APPROVING A SUBDIVISION FOR THE PROPERTY LOCATED AT 510 SOUTH
MILLER ROAD IN WILLARD, MISSOURI (FIRST AND SECOND READ)**



BOARD OF ALDERS MEETING

TO: THE BOARD OF ALDERS

FROM: CITY OF WILLARD

SUBJECT: RECYCLING CENTER DISCUSSION CONTINUED



