

# City of Willow Springs

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## Regular Council Meeting

Thursday, January 18, 2024

City Hall Council Chambers, 5:30 pm

**Present:** Mayor Brooke Fair, Alderman Danny Bradley, Alderman Kim Rich, Alderman Tyler Morris, Alderman Phill Knott, City Attorney Zane Privette, City Administrator Beverly Hicks, City Clerk Heather Tooley, Police Chief Wes Ellison, Assistant Police Chief Alan Lewis.

**Guest:** Kim McCormick, Robert French, Dean Aye, Wendell Bailey, Robert Hollis, Peggy Brown, Dustin Kupitz, Sam Waldron, Frank Vanhorn, Paul McCormick, Joby Hoopes, Shane Collins, Amanda Mendez, Adam Webb, Robin Lewis, Ann Hines.

### ANNOUNCEMENT OF QUORUM

City Clerk Heather Tooley called the roll.

Mayor Brooke Fair opened the meeting of the Board of Aldermen at 5:30 pm with a quorum present.

### AGENDA APPROVAL

**Motion by Alderman Knott, second by Alderman Morris to approve the agenda. Motion carried 4-0.**

### CONSENT AGENDA

**Motion by Alderman Knott, second by Alderman Bradley to approve the Consent Agenda which included Approval of Minutes – (RM 12/18), Approval of Bills for Payment, Receipt of Financial Reports, and YMCA, Department Head's & Board's Reports. Motion carried 4-0.**

### VISITORS

**Bob French – Concerns about Multi-Family Dwellings:** Bob French addressed the Council with concerns of multiple families living in one household. French also expressed concerns of illegal immigrants coming to America and working for less wages, resulting in Americans losing their jobs.

### EMPLOYEE RECOGNITION

Interim Fire Chief Alan Lewis recognized Dustin Kupitz for his completion of the Emergency Medical Technician program and being listed on the National Registry of Emergency Medical Technicians. Kupitz was presented with a certificate and photos were taken.

Lewis also introduced Sam Waldron to the Council as the newest member of the Willow Springs Fire Department, who comes from the State of Tennessee with experience in the fire service.

## **EXISTING BUSINESS**

**104 E Main McClellan Building Discussion and Update:** Dean Aye addressed the Council on behalf of the Willow Springs Community Foundation (WSCF) with an update on the McClellan Building project. Aye stated that while the weather had not been friendly, the building had been blocked up past the second floor. Aye further stated that the plan is for crews to finish blocking up to the top of the building next week, fasten the roof trusses to the wall, and reconnect the floors to the outside wall starting at the top working downward.

Aye added that he has contacted engineer John Oke-Thomas for a review of the building's safety status after the floors have been reconnected. Aye further added that he hopes to have the dangerous building declaration rescinded that was issued in December 2022 based on a letter of recommendation from John Oke-Thomas.

No action was taken by Council.

## **NEW BUSINESS**

**Destruction of Records:** City Clerk Heather Tooley presented a list of City records ready for destruction based on the State Statute Record Retention schedule:

- Accounts Payable – 2018 and older
- Animal Control – 2021 and older
- Animal Registration Records – 2018 and older
- Deposits – 2017 and older
- General Ledger – 2017 and older
- Receipt Management – 2017 and older
- Safety Records – 2018 and older
- Utility Billing – 2017 and older
- Utility Meter Reader Files – 2018 and older
- Work Orders – 2018 and older

Tooley also presented a list of Court records ready for destruction based on State Statute Record Retention and Missouri Court Operating Rule 8:

- Cases dismissed – 2020 and older
- Major Traffic/Serious Ordinance Violations – 2011 and older
- Minor Traffic/Animal Control/Etc. – 2020 and older
- SIS Major Traffic/Serious Ordinance Violations – 2011 and older
- SIS Minor Traffic/Animal Control/Etc. – 2011 and older
- Financial Records – 2018 and older

**Motion by Alderman Knott, second by Alderman Bradley to approve the destruction of City Records and Court Records as presented based on the record retention schedule.  
Motion carried 4-0.**

**American Public Power Association Legislative Rally:** City Administrator Beverly Hicks informed the Council that as vice-chair of the Missouri Electric Commission (MEC), she was automatically awarded a scholarship from the Missouri Public Utility Alliance (MPUA) to attend the American Public Power Association (APPA) legislative rally in Washington DC at the end of February. MPUA informed Hicks that they award scholarships each year for individuals to

attend the rally, but Hicks understood that no one had applied and the MPUA board wanted her to go as a representative of Missouri cities with populations less than 10,000.

Hicks stated that the purpose of this legislative rally is for the United States Congress to be educated of the highly regulated public power infrastructure and the importance of building new transmission lines to meet the increasing demand. Hicks added that representatives from the east and west coasts are not true representatives of issues in the Midwest.

MPUA's scholarship will reimburse Hicks up to \$3,000.00 in expenses for this trip. Hicks has spent approximately \$1,700.00 for her airline tickets and hotel expenses. Hicks explained that this trip will be of no cost to the city other than her time away from the office.

**Motion by Alderman Bradley, second by Alderman Knott for City Administrator Beverly Hicks to attend the American Public Power Association legislative rally in Washington D.C. Motion carried 4-0.**

**2023 Year in Review:** City Administrator Beverly Hicks informed Council that she viewed 2023 and a year of "resolve." Hicks also gave highlights from the past year:

- Sales and use tax receipts were expected to be at \$1,785,000.00 but received a little over \$2 Million instead.
- Infrastructure supplies and material expenses were approximately \$705,000.00, as opposed to \$603,000.00 in 2022.
- Electric user fees were down \$42,000.00 from 2022 and electric purchase expenses from MPUA were down \$43,000.00.
- Interest revenue from reserves and money market accounts increased, making approximately \$39,000.00 in 2023.
- Employee wages increased by approximately \$163,000.00 due to the 8.7% cost of living adjustment.
- Filling staffing shortages in 2023 resulted in an increase of employee benefits of approximately \$40,000.00.
- Bond debt was reduced by \$177,000.00 and no additional debt was acquired.
- The general revenue decreased by approximately \$7,000.00.
- Reserves from the money market account in the amount of \$99,000.00 were used to complete the fire truck purchase after ARPA funds were applied. Reserves in the amount of \$180,000.00 were used to purchase a new bucket truck for the electric department. Money from the general revenue account will be transferred in 2024 to the money market for replenishment and future capital purchases.
- Ownership of the former MoDOT buildings was transferred to the Willow Springs School District for career and technical education purposes.

No action was taken by Council.

**Public and Media Questions:** There were no questions from the public.

Amanda Mendez on behalf of Howell County News requested clarification on whether the interest revenue was due to moving funds to another banking institution with higher interest rates and City Administrator Beverly Hicks confirmed that was the result.

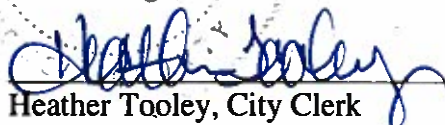
**EXECUTIVE SESSION**

City Administrator Beverly Hicks informed the Council that she did not have any topics for discussion in closed session.

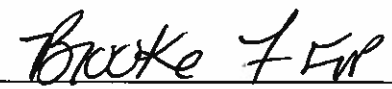
**Motion by Alderman Morris, second by Alderman Knott to adjourn the meeting at 6:04 pm. Motion carried 4-0.**



**ATTEST:**

  
Heather Tooley, City Clerk

**CITY OF WILLOW SPRINGS**

  
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Brooke Fair, Mayor