

**SMITHVILLE BOARD OF ALDERMEN  
REGULAR SESSION**

March 24, 2020 7:00 p.m.  
City Hall Council Chambers

**Due to the COVID-19 pandemic this meeting was held via teleconference. Mayor Boley and City staff, Assistant City Administrator and City Clerk were at City Hall for the meeting.**

**Aldermen and City Administrator attended via the Zoom meeting app. The meeting was streamed live on the city's FaceBook page through FaceBook Live. Attendance in person by members of the public was not be permitted.**

**1. Call to Order**

Mayor Boley, present, called the meeting to order at 7:00 p.m. A quorum of the Board was present via Zoom video meeting: Steve Sarver, Marv Atkins, John Chevalier, Melissa Wilson, Jeff Bloemker and Josh Hurlbert. Staff present via teleconference: Cynthia Wagner, Chuck Soules, Chief Jason Lockridge, Jack Hendrix, Dan Toleikis and Matt Denton. Staff present: Nickie Lee and Linda Drummond.

**2. Pledge of Allegiance lead by Mayor Boley**

**3. Consent Agenda**

- **Minutes**
  - March 3, 2020 Board of Alderman Work Session Minutes
  - March 3, 2020 Board of Alderman Regular Session Minutes
- **Finance Report**
  - Finance Report for February 2020

No discussion.

Alderman Bloemker moved to approve the consent agenda. Alderwoman Wilson seconded the motion.

Ayes – 6, Noes – 0, motion carries. The Mayor declared the consent agenda approved.

**REPORTS FROM OFFICERS AND STANDING COMMITTEES**

**4. Committee Reports**

Alderman Sarver reported on the March 10 Planning and Zoning Commission meeting. They held a public hearing to amend the conceptual plan zoning district for the Eagle Ridge subdivision, that would adjust the lot sizes. The commission then discussed and approved amending the conceptual plan zoning district for the Eagle Ridge subdivision that is on the agenda tonight.

He also reported that five residential building permits have been issued to date.

**5. City Administrator's Report**

Cynthia provided an update on City response to COVID-19. City Hall lobby was initially closed to visitors on Monday, March 16. Effective close of business Friday, March 20, we have significantly reduced staff presence in City Hall. Employees who are working at City Hall are practicing social distancing and cleaning work and public spaces at the close of each day.

While City Hall is closed to the public, our services continue.

- City Hall's main number is monitored, and calls are routed to the appropriate departments for response.
- Bill payment can be completed through on-line payment, ACH and utilizing the drop box, which is monitored frequently.
- Water shutoffs have been suspended in order to ensure all citizens have access to water for cleaning purposes.
- Accounts payable and payroll are continuing either through processing from limited staffing at City Hall or through work from home capabilities.

Parks and trails remain open. Social distancing recommendations of the Clay County Public Health Center (CCPHC) and Centers for Disease Control (CDC) are recommended.

- Restrooms are closed until further notice in order to reduce potential for spread of the virus.
- All leagues, clinics and rentals are cancelled through April 26 consistent with the Shelter at Home orders.
- Opening of Smith's Fork Campground is delayed, to be reviewed in conjunction with CCPHC directives regarding sheltering at home.
- Playground use is not recommended.
- Staff is working rotating shifts to clean parks and continue spring field prep and mowing.

Development staff is working with contractors in order to continue progress on both residential and commercial projects.

- Permits will be issued to projects – however, all plans must be submitted electronically for review and comment.
- Payment for permits may be dropped off at the drop box or credit card payments may be made over the phone.
- Inspections are being scheduled through on-line application and staff are making appointments for those inspections and will be observing appropriate social distancing during inspections.

Utility staff continue to work their usual schedules, water plant is alternating shifts to limit exposure and are practicing social distancing.

Utility locates are being responded to as needed. Wastewater staff is checking facilities daily and addressing any issues.

Streets has one employee report daily to check phones and address any issues.

In the coming days, we will be working to create a schedule for right-of-way mowing and maintenance work which can be completed in a manner that complies with social distancing requirements.

The contractor for Amory Road has notified us that they will be on site starting at 8 a.m. Wednesday morning for the final mill and overlay for that project. Amory will be closed during construction. This information has been posted to social media.

We should receive the contract for the east Main Street water line replacement project this week. Notice to proceed date should be within the next several weeks, we will ensure the contractors are practicing social distancing.

We received five bids on the City Hall renovation project last Friday. The low bid is currently being evaluated as it is an unknown firm to A3G. We will evaluate the bid, check references and develop a plan for proceeding to provide a recommendation to the board in the near future.

#### Police

- Any non-emergency walk-in reports will be taken over the phone.
- Officers are instructed to work their shift from their patrol vehicle and limit public activity and interaction to what only is necessary to provide safety for the citizens of Smithville.
- Officers will not enter homes for medical calls unless to perform life-saving measures. If deemed necessary Officers shall put on PPE (gloves and masks) prior to entering the residence. Officers responding to calls have been advised that they can conduct an assessment from the front door of a residence regarding high risk potential.
- The police side of City Hall is being disinfected by staff twice daily.
- Officers have been directed to limit their time in the police station and to limit congregation for meals, etc.
- Chief, captain, assistant, SROs and detectives are working remotely to limit exposure to one another in hopes of preventing debilitating reduction in staff should an employee become exposed. Should a station response be required, teams have been identified to limit the number of staff in the building.
- At this time, we have sufficient PPE and cleaning products for department personnel.
- Chief has been in contact with SAFD and NRAD. The three chiefs are communicating regularly.
- Officer Henry is serving as department PIO.
- All secondary employment has been suspended until further notice.

Cynthia explained Detective Neland has a background in nursing and emergency management and has been providing invaluable assistance in educating our staff and developing our response protocols.

City Hall continues to be cleaned on a daily basis by our cleaning company. Mayor Boley, Cynthia, Nickie, and Chief Lockridge continue to be involved in conference calls and coordinating discussions and monitor communications from Clay County Health Center, MCMA, MML, chief's association and other entities.

Cynthia noted two non-COVID-related items:

- An email was sent today outlining construction standards that Chuck has identified to improve our public infrastructure. If you have any questions or concerns about the information, please let Cynthia or Chuck know by the end of this week. We will then publish the proposed changes for 30 days. If there are any questions or appeals, we would bring them to the Board. This information is an excellent start for addressing our infrastructure condition going forward.
- We continue to work with our legal counsel regarding solutions to the sewer service line concern on Highland Drive noted at the last board meeting. We will continue to share information as we have it. Given the events of the last week, progress on this has been slowed, but we are working to step that up again.

Cynthia expressed her personal thanks to staff and the Board for their professionalism in initial response, communication, flexibility and commitment to the health and safety of the residents of Smithville. Times like this are a test of the teams capacity – Cynthia stated she is proud of the staff team assembled to serve the citizens of Smithville.

## **ORDINANCES & RESOLUTIONS**

### **6. Bill No. 2855-20, Conceptual Plan Zoning District Amendment – Eagle Ridge Emergency Ordinance Sponsored by Mayor Boley - 1st & 2nd Reading**

Alderman Bloemker moved to approve Bill No. 2855-20, to amend the approved conceptual plan for the Eagle Ridge subdivision at 617 South Commercial, a plan to raise the density from 108 to 130 dwelling units. 1<sup>st</sup> reading by title only. Alderman Sarver seconded the motion.

Alderman Bloemker stated that he attended the meeting, and believes this will be beneficial affordable housing for teachers, firefighters, etc.

Upon roll call vote via teleconference:

Alderman Hurlbert – Aye, Alderman Chevalier – Aye, Alderman Bloemker – Aye, Alderwoman Wilson – Aye, Alderman Sarver – Aye, Alderman Atkins – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2855-20 approved first reading.

Alderman Bloemker moved to approve Bill No. 2855-20, to amend the approved conceptual plan for the Eagle Ridge subdivision at 617 South Commercial, a plan to raise the density from 108 to 130 dwelling units. 2<sup>nd</sup> reading by title only. Alderman Hurlbert seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Hurlbert – Aye, Alderman Chevalier – Aye, Alderman Bloemker – Aye,

Alderwoman Wilson – Aye, Alderman Sarver – Aye, Alderman Atkins – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2855-20 approved

**7. Bill No. 2856-20, Declaration of Emergency – Emergency Ordinance sponsored by Mayor Boley – 1<sup>st</sup> and 2<sup>nd</sup> Readings**

Alderman Bloemker moved to approve Bill No. 2856-20, providing for policies and procedures during health and safety emergencies within the City of Smithville and granting certain authority to the Mayor and the City Administrator. 1<sup>st</sup> reading by title only. Alderwoman Wilson seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderwoman Wilson – Aye, Alderman Sarver – Aye, Alderman Atkins – Aye, Alderman Hurlbert – Aye, Alderman Chevalier – Aye, Alderman Bloemker – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2856-20 approved first reading.

Alderman Bloemker moved to approve Bill No. 2856-20, providing for policies and procedures during health and safety emergencies within the City of Smithville and granting certain authority to the Mayor and the City Administrator. 2<sup>nd</sup> reading by title only. Alderman Hurlbert seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Atkins – Aye, Alderman Sarver – Aye, Alderwoman Wilson – Aye, Alderman Bloemker – Aye, Alderman Chevalier – Aye, Alderman Hurlbert – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2856-20 approved.

**8. Bill No. 2857-20, Enacting in New Sections 205-155 and 205.201 – Emergency Ordinance Sponsored by Mayor Boley – 1<sup>st</sup> & 2<sup>nd</sup> Readings**

Alderman Bloemker moved to approve Bill No. 2857-20, enacting in new sections 205.155 and 205.201 to enforce orders of the board of health and emergency proclamations and to promote the enforcement of ordinances. 1<sup>st</sup> reading by title only. Alderwoman Wilson seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderwoman Wilson – Aye, Alderman Sarver – Aye, Alderman Atkins – Aye, Alderman Hurlbert – Aye, Alderman Chevalier – Aye, Alderman Bloemker – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2857-20 approved first reading.

Alderman Bloemker moved to approve Bill No. 2857-20, enacting in new sections

205.155 and 205.201 to enforce orders of the board of health and emergency proclamations and to promote the enforcement of ordinances. 2<sup>nd</sup> reading by title only. Alderman Hurlbert seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Atkins – Aye, Alderman Sarver – Aye, Alderwoman Wilson – Aye,  
Alderman Bloemker – Aye, Alderman Chevalier – Aye, Alderman Hurlbert – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2857-20 approved.

**9. Resolution 776, Authorization of Payments**

Alderman Bloemker moved to approve Resolution 776, to authorize and direct the Mayor to approve the payments to Ace Pipe Cleaning in an estimated amount of \$9,200.00 for cleaning debris out of the wet well of the influent pump station and to Sunbelt Rentals in an amount of \$6,645.90 for bypass pumping. Alderwoman Wilson seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries via teleconference. Mayor Boley declared Resolution 776 approved.

**10. Resolution 777, Authorization of Payments**

Alderman Bloemker moved to approve Resolution 777, to amend the preliminary plat of Eagle Ridge subdivision to adjust the lot size and shape of two lots (16, 17) as a result of construction and density changes. Alderman Hurlbert seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 777 approved.

**OTHER MATTERS BEFORE THE BOARD**

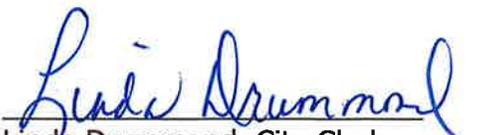
**11. New Business from the Floor**

Mayor Boley thanked the Board, staff and the police and first responders for their efforts in dealing with COVID-19 and doing their parts to keep people safe.

**12. Adjourn**

Alderman Hurlbert moved to adjourn. Alderwoman Wilson seconded the motion.

Ayes – 6, Noes – 0, motion carries via teleconference. Mayor Boley declared the regular session adjourned at 7:24 p.m.

  
Linda Drummond, City Clerk

  
Damien Boley, Mayor