

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

May 12, 2020 5:00 p.m.
City Hall Council Chambers

Due to the COVID-19 pandemic this meeting was held via teleconference.

Mayor, Aldermen, City Administrator, City Staff and City Attorney attended via the Zoom meeting app. The meeting was streamed live on the city's YouTube page with a link on the city's FaceBook page. Attendance in person by members of the public was not be permitted.

1. Call to Order

Mayor Pro-Tem Bloemker called the meeting to order at 5:00 p.m. Board members present: John Chevalier, Marv Atkins, Steve Sarver, Melissa Wilson, Jeff Bloemker and Josh Hurlbert.

Staff present: Cynthia Wagner Nickie Lee, Chuck Soules, Dan Toleikis, Jack Hendrix, Matt Denton, Bob Lemley, Allan Jensen, Linda Drummond and City Attorney John Reddoch.

2. Adjourn to Executive Session Pursuant of Section 610.021(3) RSMo.

Alderman Hurlbert moved to adjourn to Executive Session Pursuant of Section 610.021(3). Alderman Chevalier seconded the motion.

Upon roll call:

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

Ayes – 6, Noes – 0, motion carries. Mayor Pro-Tem Bloemker declared the Work Session adjourned to Executive Session at 5:01 p.m.

Mayor ProTem Bloemker called the Work Session reconvened at 5:35 p.m. on YouTube and linked to the city's FaceBook page.

Mayor Boley joined the meeting at 5:45 p.m.

3. Discussion of Utility Late Fees and Shutoffs

Dan Toleikis, Finance Director, explained that Section 705 of the code of Ordinances lays out the utility billing procedures and the schedule of fees tells us how much we can charge in certain situations. He said that staff seeks direction today on; the charge of the 10% late fee on the first business day after the 21st of the month and the disconnection of service on all accounts who owe a balance of more than \$75 on the first day after the first business day after the 26th of the month. Dan went on to explain, on average we assess about \$4,000

in late fees every month with approximately 35 disconnections. On March 24 the Board approved Ordinance 3058-20 giving the Mayor the authority to take emergency action due to the COVID-19 pandemic. Based on that Ordinance we waived late fees that would have been assessed on March 23rd. At that point there were 565 accounts accruing late fees. The total late fees that would have been assessed was about \$4,500. Disconnects on March 30th were not performed. Late fees were again waived on April 22nd and at that time, there were 428 accounts that would have been assessed late fees, total late fee assessment just under \$4,900. We also did not perform disconnections on April 27th. Dan explained those numbers show while the number of accounts that are running a balance have decreased a bit, the balances are increasing. The conversation that we want to have is what are some appropriate steps amid this pandemic to take moving forward because Ordinance 3058-20 has now expired.

Mayor ProTem Bloemker asked for the Boards thoughts on this.

Alderman Chevalier asked since we went from 565 down to 420 accounts with late fee balances, how many of those 420 are rollovers from the previous month?

Dan stated we would have to look at each one of those manually to know.

Alderman Chevalier said he wanted to see if it is the same people that are just abusing the system and not paying.

Dan said it would take some time, but we could look at those accounts and see how many of them have been assessed late fees prior to March. Staff would be pulling up the account for those 400 individually and manually checking each one.

Alderman Chevalier said he feels like we almost have to continue to waive fees at least until the end of May.

Alderman Hurlbert agreed, since we cannot have in-person meetings or have people actually come before the board. He said even though we all have our emails and phone numbers available, we cannot meet personally with folks, so the Board should look at extending the emergency action.

Alderman Bloemker agreed with that and also said he recognized the fact that many of these folks are likely to have had a change in their job status as well. He also suggested we send out a letter informing them that while we won't be assessing a late fees, we do want to make sure that they're aware that the balance is being carried forward and it is our expectation that gets paid in a timely fashion shortly after the end of the emergency pandemic.

Alderman Chevalier said he would be okay with the letter but would like the letter to be as positive as possible and not make it look like a threat. He

suggested something so they know we understand there is something going on and we are waving these charges, but you are still responsible for your balance once this is all over.

Alderman Hurlbert said to add the process to take so they could start a payment plan if needed.

Alderwoman Wilson said she is okay with that and suggested making it more positive but to add this was a courtesy reminder due to the whole situation and maybe add, like Alderman Hurlbert suggested, looking at a repayment plan per established ordinances we have in place now.

Alderman Sarver said the problem is we do not know when the COVID-19 pandemic is going to come to an end.

John Reddoch, City Attorney, suggested for clarity, for staff to extend the waiver through May so staff knows how to go forward. Then if need be it can be revisited in June.

Alderman Bloemker suggested extending it through the end of June to ensure that we do not have to revisit this every single month. He reminded everyone this pandemic is not ending anytime soon. The Kansas City area was named as a hotspot to watch today by the federal government. He said we are going to continue having issues for some time and the ability for folks to come before this body and raise their concerns is going to be limited.

The Board all agreed that it should be extended to June 30.

Dan said that the Resolution is on the regular session agenda and the Board will be voting to waive late fee assessment and not perform disconnection of service for any accounts through June 30.

Cynthia said staff also has the direction to send courtesy letters out to those who have a past due balance. We will try to be as positive and understanding as possible so that this is in recognition of that situation.

4. FY20 6-Month Budget Update

Dan presented the 6-month budget update that included the one amendment that the Board has approved so far this fiscal year. It also includes expenses and revenue through April 30 which does include approximately \$1,500 in expenses that were directly related to COVID-19. We have submitted that for reimbursement through SEMA and we anticipate receiving 75% of that back in reimbursement. COVID-19 revenues and expenditures are being monitored. Dan said he believed Cynthia has, or will provide, an update on the CARES Act. He explained the projections are being developed and we are closely looking at those revenues and expenditures to try to determine how COVID-19 it is

impacting those. For example, the sales tax revenue the distribution that the city received on May 11 was just starting to include some detail on March sales. We are looking at that data, but we have very incomplete information at this time.

General Fund revenues are about 56% of what we budgeted halfway through the year and expenditures are about 42%. The one-time expenses in this fund are the Comprehensive Plan, we spent about 25% to date, City Hall improvements, the contract is on the agenda for this evening's regular session meeting, Amory Road which is complete and Heritage Park improvements which has had no progress to date. We will discuss in Parks what we are looking at. The rest of that expenditure budget is related to operations for several different departments: elected officials, Administration, Police, Finance, the Streets division of Public Works and Parks and Recreation.

Dan went over couple of our major revenue categories as of April 30. Property tax revenue. We budgeted \$867,000 and we have already received \$873,000 which is a little bit more than 100% of our budget. If the \$873,000 we have collected so far represents about 97.5% of what we typically collected a year, we are looking at about \$896,000 collection which is \$28,000 over budget. In the presentation presented for the three-month review, Dan projected \$901,500, so that projection has gone down a little but still looking to be over budget. As a general note the \$867,000 budgeted is actually only 97% collection of property taxes.

Sales Tax Revenue - we have some numbers here for the first and second quarter of our current fiscal year and the last two fiscal years. We budgeted \$1,083,000 we have collected about 51% of that so far. In doing a very similar calculation like the property tax we should expect to receive \$1,132,800 which about \$50,000 over budget, but obviously this is where COVID-19 could make a major impact. We do not have very much data as to the impact of COVID-19 yet but will be reviewing it in the next month or so as those collections come in to see what they look like. We are preparing a revenue discussion for the July 7 work session and more specific data should be available at that time.

Use Tax Revenue - first and second quarter for this fiscal year is about 45% of what we budgeted. If we use the same methodology, we're looking to collect about \$305,100 which is \$38,180 under budget. We received the distributions from the state on May 11. Dan explained that May is usually a smaller distribution month historically, so we had the amount of \$13,000 plugged in and the distribution that we actually received was \$36,000. Dan said they would pull all that detail and try to figure out why that went up so much whether it was people reporting a little bit later or if there an actual increase in sales. It is

possible with COVID-19 we anticipate we might see a little bit of an increase as people are having things delivered to their door.

Capital Projects Fund - the only revenue in this fund is the reimbursement from the Recreation Trails Program Grant. Expenditures in this fund are expending the remaining amounts of what's left from the GO Bonds and those are to be spent on South Commercial sidewalks, which is complete, the Main Street Trail, which is getting really close to bid and the Downtown Streetscape East Phase, which includes engineering and should be bid in the next couple months.

Capital Improvement Sales Tax Fund – year to date, we have received 53% of what we budgeted. Those expenditures break out into two categories, we set some excess sales tax that we've collected to help fund the downtown streetscape east project and then the rest of that expense is a transfer to the Debt Service Fund.

Debt Service Fund - has an anticipated revenue of \$556,000 and an anticipated expense of \$325,000. The \$223,000 that we spent so far represents the debt payments that were due March 1. We will transfer some money from the Capital Improvement Sales Tax Fund into this fund to cover those expenses. The difference between the \$556,000 that we will be taking in this year and the \$325,020 that we will be paying out this year is to fund a reserve in this fund for the following year's first debt payment.

Transportation Sales Tax Fund - we have a budgeted revenue of \$475,080 and have collected 53% to date. Expenses budgeted total \$380,000 and includes \$200,000 for the Downtown Streetscape East project, \$60,000 for engineering fees for the roundabout at the Greyhawke subdivision – the City is responsible for the engineering of the roundabout and the developer is responsible for the construction cost, and \$120,000 is budgeted for operations of the Public Works Department Street Division. This is the fund we use to pay for our salt, the street sweeper annual lease payment and some other smaller operational expenses.

Combined Water and Wastewater Systems Fund - this is a proprietary fund and the goal is for it to pay for itself. In this revenue we have sales and penalties, impact fees, connection costs, stormwater fees and lease revenue. We have collected 45% so far. For expense we budgeted \$6,690,170 which includes a \$3,181,030 one-time expense for the Wastewater Master Plan, which is underway, the Sewer Slipline program, which will start later this year, a Raw Water Pump Station - the engineering for that project, the Main Street water line - which began on May 6, the 144th Street Pump Station project - which is kind of

the first part of the South Sewer Interceptor and the Hawthorne Street sewer project - which is underway as well. There is \$3,509,140 in operational costs for the Public Works Department Utilities Division.

Water and Wastewater Sales Tax Revenue - we budgeted \$3,490,250 and have collected 50% so far. Looking at the same kind of comparison as we do with property tax this puts us at a little bit less than 45%. If we take the same amount that we have collected so far this year, assuming about 45% of what we will collect, we're actually looking at a total collection of about \$3.8 million which would be \$350,000 over what we budgeted. A big piece of that has to do with the rate increase that went into effect back in April.

Sanitation Fund - we budgeted for \$840,000 in revenue, we have received \$406,000 so far which is just under 50% date. Expenses we have budgeted \$835,290 and we have spent \$408,591, which is 49% to date. The reason that expenditures are a little bit higher than revenue is because we paid about \$11,000 in November for the household hazardous waste event that usually is held at the end of the summer or early in the fall. So, we have already incurred that \$11,000 expense and then the revenue kind of catches up as people pay their bills throughout the year.

5. Departmental Budget Overview and Budget Priorities

Cynthia explained the department presentation is a review of where we are at 6 months into the fiscal year. It also incorporates information projecting ahead seen as potential needs. Cynthia said that she and Dan have spent the month of April meeting with department heads on their thoughts as we move into the 2021 budget development. The memo that the Board received outlines some of these needs, some of which are City-wide needs.

Staff has spent a good amount of time in the last few months, but more intensely over the last few weeks, discussing the possibility of implementing a vehicle lease program as Alderman Bloemker has mentioned before. We have been in contact with Enterprise Leasing and have a significant amount of information and feel very good about pursuing leasing of our fleet, outside of police patrol vehicles. We continue to look at ways to finance this, because there will be a significant bite of the apple to begin that process. Staff will bring more information forward as we look through the CIP and have continued budget discussions. One of the things that we are looking at is the potential of development of an equipment reserve fund.

The other kind of trend organizationally is really a need for a GIS system that could assist in the mapping of projects, mapping of our assets and asset management. As part of this presentation we have Chuck's analysis of his first

60 – 120 days here. He has a lot of observations and information that you will see in the budget.

Cynthia explained that we do not have a similar presentation from Matt Denton, Parks Director, at this point in time. We will have a more intense review of Parks and Recreation needs and Matt's observations as we are progressing a little longer through his tenure as director.

Dan explained that the data is as of April 30 for the department reviews.

a. Administration

Administration Department has the majority of our general fund revenue, this is where it gets recorded. The sales tax, property tax, franchise taxes, business licenses and bank interest are all going to the revenue for the administration department. We budget \$3,374,240 and received \$2,034,420 which 60% of the year to date. Dan explained that it is pretty typical to be more than 50% at this point because we already received 100% of what we budgeted for property tax.

The expense budget is \$694,860 and we have spent \$274,372 which represents 40%. The one-time expenses in this department are the Comprehensive Plan and City Hall Improvements and then \$532,360 for operational costs.

Dan outlined the FY21 Budget considerations/discussion items:

- What kind of impact will COVID-19 have on Tax Revenues?
- Phase II of City Hall Improvements - \$100,000
- Economic Development Budget - \$14,600
- In past budgets there has been about \$10,000 for general Economic Development. Nicki Lee, Assistant City Administrator, has put together a detailed plan.
- Community for All Ages Bronze Level - \$1,500
- Interns

b. Finance

The Finance Department budget is \$30,720 in revenues. The major sources are the credit card fees collected and then NSF fees that we charge to customers. We have received 52% of revenue to date.

Expenditures budget is \$317,980. 100% of that is for operations and we have spent \$147,734 which represents 46% to date.

Dan will be continuing to monitor sales tax revenues for the TIF District as well as the Community Improvement District.

c. Police

The Police Department budgeted revenue is up \$52,960, primarily due to grant revenue and school resource officer reimbursement. They have collected 58% revenue to date.

Expenditure budget is \$1,894,230. They have spent \$799,547, which is 42% of their operational costs.

Dan outlined the FY21 Budget considerations/discussion items:

- Continuation of Taser Replacement Program – \$6,000
- Police Department has implemented a taser replacement program as part of its operational budget the last few years. This program replaces three or four of the department's tasers each year. Staff would like to continue with this program and replace four tasers in FY21.
- Implementation of Portable Radio Replacement Program - \$20,000
Staff is looking at implementing something similar for replacement of the officer's tasers.
- Records Management Software - \$85,000
- Patrol Vehicle Replacement – 2 @ \$44,000/each
Patrol vehicles will fall outside of the of the vehicle replacement leasing program.

Dan explained that these items are just discussion points for this presentation, but they are items that are on our radar and we are looking at trying to see if we can include them in the FY21 budget.

Cynthia explained this is a preview to the Board of the things that staff sees as needs for the future that we are trying to identify ways to be able to finance. The Board may or may not see those presented in a budget recommendation.

d. Development

The Development Department budget is \$281,000 in revenue. The major sources of revenue are related to building permits, zoning fees and infrastructure permits. We have collected \$135,174 to date which is 48%. Dan explained that staff will also look at how COVID-19 might be impacting that revenue.

Expenditure we budgeted \$502,790 and have spent \$205,291 which represents about 40% for their operational expenses.

Dan outlined the FY21 Budget considerations/discussion items:

- Utilities Inspector moving to Public Works Department (Streets Division)
The utilities inspector position that is currently budgeted in this department will move to the public works department of streets division.
- New Software for Code Enforcement - \$4,000
Staff is looking at new software for code enforcement. The software that they use right now about 10 or 12 years old and the company that produced it does not exist anymore so if anything should happen to it, we will lose those records.

- **IBTS**
We will continue with our contract with IBTS to perform some inspections both on the residential side and the commercial side.

e. Parks and Recreation

The Parks and Recreation revenues budget is \$219,490 and that includes recreation fees, park rental revenues and campground revenues. To date we have only collected 13.67%. A big piece of that is tied to campground revenues which generally begin in April, but because of COVID-19, the campground has remained closed and this really includes no campground revenues to date. Staff will continue to monitor the COVID-19 impact to our recreation fees and rental revenues.

Expenditures were budgeted at \$757,840, \$175,328 has been spent, which represents 23% to date. Those are broken out to two main categories for one-time expenses which are the Heritage Park parking lot and the Heritage Park basketball court. We are definitely looking at completing the parking lot project because it will connect to the Main Street Trail project and the Downtown Streetscape East project. The Heritage Park basketball court is on hold right now until we see the results of the election in June. There is \$597,840 in operational costs in this department and has some operational costs associated the recreation programs. Due to the postponing and canceling continuing, hopefully the potential loss and revenue would be offset by loss of expenses as well.

Dan outlined the FY21 Budget considerations/discussion items:

- What kind of impact will COVID-19 have on Recreation and Rental Revenues?
- What impact would annexing Smith's Fork have on the Lease/Judgement?
- Staff is looking into what impact and annexation of Smith's Fork might have on the lease agreement with the Army Corps of Engineers.
- Parks and Stormwater Sales Tax – Waiting on the results.
- Parks and Recreation Master Plan - \$100,000
If the Parks and Stormwater Sales Tax were to pass, discussion will need to begin.

f. Public Works

The Public Works Department, Streets Division budgeted \$396,590 and have collected \$224,213 of revenue, this includes Motor Vehicle sales tax, Fuel tax and Road and Bridge tax, which represents 56% to date.

Expenditures budgeted are \$1,156,390 and we have spent \$674,309 which is 58% to date. This includes one-time expenses for Amory Road Replacement, which is complete, and Downtown Streetscape East that is scheduled for later this summer, and \$606,360 is for operations.

Dan outlined the FY21 Budget considerations/discussion items:

- Utilities Inspector is moving from the Development Department
- Transportation Master Plan - \$100,000
- Pavement Condition Index Review for an Asphalt Replacement Program
- North end of Smithville Salt Shed - \$100,000
- Software for Work Orders, Asset Management, GIS (in conjunction with Public Works – Utilities) - \$100,000 (\$200,000 total)
- Additional Snowplow - \$7,000
- New Spreader and Plow for an Existing Truck - \$17,000
- Milling Head - \$15,000

The Public Works Department, Utility Division budgeted \$4,381,400 and have collected \$1,995,588 of revenue, this includes water sales, wastewater sales, penalties, stormwater fees and impact fees which represents 45% to date.

Expenditures budgeted are \$6,690,170 and we have spent \$1,793,197 which is 26% to date. This includes \$3,181,030 for one-time expenses for Wastewater Master Plan, Sewer Slipline Program, Raw Water Pump Station, Main Street Water Line, 144th Street Pump Station and the Hawthorne Sewer Project, and \$3,509,140 is for operations.

Dan outlined the FY21 Budget considerations/discussion items:

- Operational Increases due to Completion of Influent Pump Station
- 188th Street Waterline Project - \$270,000
- Raw Water Pump Station, Valve Box, and Zebra Mussel Control Project that were in the Water Master Plan - \$1,870,000
- Fourth Street and Fourth Terrace Water & Sewer Line Replacement - \$500,000
- Cleaning of Lagoon #1 - \$250,000 (we have 2 lagoons)
- Software for Work Orders, Asset Management, GIS (in conjunction with Public Works – Streets) - \$100,000 (\$200,000 total)
- Turbidity Monitors - \$24,000
- Continue Transfer Pump Rebuild Program - \$13,500

Continue High Service Pump Rebuild Program - \$10,000

○ **Public Works Director Assessment of Operations and Needs**

Chuck Soules, Public Works Director, stated that Cynthia asked him to provide the Board with an update of what he has been doing for the last 120 days and what he thinks we should be doing going forward. Chuck said since beginning his employment for Smithville on January 6, 2020 he went through a few winter events, but then he has now had to deal with how to change how we work in dealing with this pandemic. Chuck observed that Smithville has a lot of infrastructure and some of it has very little usage. The community is spread out to the north and south and there is a lot of open vacant land within the city limits. Some of the developments have not installed the infrastructure that is needed to serve the development or have only minimally constructed streets to access the development. Some have installed shallow sewers to avoid extra excavation, leaving the City with 30-plus lift stations to maintain. Chuck will work with development to ensure that good infrastructure is installed.

Utilities Division Chuck noted that staff is knowledgeable and dedicated. Both Water and Sewer plant operations continue to meet permit requirements. The Utilities Division has 13 staff, five licensed water plant operators and two licensed Wastewater Plant operators. These operations maintain the city's water distribution and sewage collection systems, water production/treatment and storage, wastewater treatment, respond to customer service calls, utility locates and meter installation, reading and repairs. Last year they produced 372 million gallons of water and treated 334 million gallons of wastewater. Last year they had 3400 utility locates.

One of the big things that Chuck observed when he came here was the City has no maps. If he wanted to know where a subdivision or road or utility was, he had to ask Jack Hendrix, Bob Lemley or Allan Jensen. He also noted that even HDR Engineering had to rely on Bob Lemley and Dave Schuerger's knowledge and memory for utility locations. Chuck believes this is a most pressing issue not only for utilities but overall, for the city. When he was with the City of Lawrence, most of the departments used the GIS maps for things like:

- Planning and Zoning information
- Parks and Recreation
- Emergency Services – they had building and structure blueprints for the fire department and police department so when they pull up on scene they could pull up a building and they could see how the building laid out so they knew what they were doing and what areas were being compromised.
- Public Works could use it for water, sewer, streets, stormwater, basin management, traffic management, and snow operations.
- Identify sewer, flow lines, water main size, streets payment condition, snow operations.
- Asset Management
- Work Orders
- Infrastructure Identification
- Plan Development – invaluable for economic development. It would show what parcels are available, what the zoning is for that parcel and what infrastructure is located in that parcel.
- Infrastructure Location
- System Analysis
- Project Identification
- Infrastructure Condition
- Budgeting
- Capital Improvement Planning

GIS system is invaluable so that's something that I would highly recommend that we look really hard at doing he said it won't get done overnight but as we continue to make repairs and development comes in we can continue to update the system and have all the information available to us at our fingertips.

Mayor Boley asked what GIS software Chuck recommends?

Chuck said he was familiar with the ARC GIS system but is not sold on it. He said if there was a better GIS software or management systems out there, he would be

interested in looking at them. He has been talking to representatives from a couple different companies. Chuck stated that we would want something that is very easy to use for out in the field. He said that ARC software is great, but it is very technical. He said that the City may need to investigate a part or full-time position just to manage the GIS system.

Mayor Boley said that Missouri Western has a GIS department and we used them to map the tornado that went through Smithville. He suggested reaching out to them or another University to see if we could recruit a student to help get the base information in the GIS system.

Chuck said we could definitely use an intern, he also suggested that we might use Brian Gleason from the Utility Department who does our utility locates.

Mayor Boley said that if we used 3D Lidar Mapping, we could do the whole city in two days.

Chuck said we could also get information from HDR for our water and sewer.

Street Division has six crew members including the division manager. They maintain approximately 110 centerline miles of streets. The staff is very capable, and they care a lot about the services they provide. The crew size is small and is limited in what they can accomplish during much of the year. Activities such a street sweeping, and mowing take up most of the time and decrease the capacity of the department to take on new projects. There are lot of things the Street Division is responsible for:

- Right-of-Way Maintenance
- Street Sweeping
- Storm Sewer Repair and Installation
- Road and Bridge Repair
- Signs and Signals
- Snow and Ice Removal
- Mowing City Property
- City-Owned Street Light Maintenance
- Sidewalk Program
- Pavement Maintenance

Mayor Boley said that he gets asked why we contract out overlay and street installs? What would the cost of the equipment and how many staff members would we need to do this in-house?

Chuck said that would be a very significant operation and most cities do not do those jobs in-house. The miles of streets Smithville has does not justify the cost of the equipment. Contracting is definitely more economical and efficient. He stated that one thing that we do in Smithville is crack sealing. Chuck said that contractors do not take the time to do it properly. Our crews take the time to do it right and more efficiently.

Mayor Boley stated that we also do not have the storage space for the additional equipment.

Chuck agreed and said we do not have enough storage space for the equipment we have now. He stated if the City were going to purchase \$300,000 to \$500,000 equipment to use a couple of times a year it would need to be stored properly. He also said that the maintenance cost could not be justified. Chuck explained the asphalt Milling Head, that Dan spoke of, will go on the front of the Bobcat, to better repair our streets.

Snow Removal – Chuck explained that he had the opportunity to see how our crew did with snow removal and he thought overall they did a pretty good job. He said snow removal is a little bit of a science, a lot depends on temperature, wind, sun, timing and quite honestly a lot of luck. No storm is the same and we have a lot of opinions on where to plow, when to plow, and what area should be plowed first. Chuck feels that overall, our crews did well this year. His goal is to provide safe travel for as many people possible as soon as it's practical. Some of the things that he has observed is the city is divided into six areas and we have six crewmembers that go out and plow in their areas until they get them completed. Chuck said next season they are going to try to identify the primary and secondary routes and have them get the primary routes cleared quicker. That way if you are on a residential street if you can get to primary route you know you can get out. We also do not have the salt brine equipment used for pretreatment of the roads.

Chuck visited with the Public Works Director in Platte City and he took some salt before an event and put it on his primary routes just to keep the snow and the ice from bonding to the surface. He had a picture of the half of street that was treated and the other side without any treatment and you could see the next day, after the snow, that the side that wasn't pretreated had snow, side that was pre-treated was clear. Chuck said that he is going to try that next season. He said if we put the salt down early and we can keep some of the primary roads clean then we can go into some of the residential routes quicker. Chuck said he wants to see the plows down more. He also noticed last winter we had a lot of slush on some of the roads, he said that when we have slush, we need to get it pushed off to keep it from freezing, saving on the City's salt supply.

Chuck explained that he wants to do cross training with Utilities and Parks and Recreation to assist with snow removal. He said if we're able to get the additional equipment requested in the budget, the extra plow and the extra spreader we would be able to hook up to the either Utilities or Parks and Recreation vehicles and they would be able to assist when we have big events so guys won't have to be out for 16 hours. He said we do not need our guys driving tired and we do not need any accidents. He would like to see us keep that to a 12-hour shift.

Chuck explained that we are going to need additional salt. In the FY21 budget he has asked for about 150% of what we would see on any average year. He also identified the need for a salt storage facility.

Mayor Boley asked if it would be of any value to try contracting out some of our snow removal as a pilot program? Maybe pick a subdivision that has some cul-de-sacs in it. Would there be of any value in contracting instead of buying another plow or another truck to see if we can contract one of those subdivisions out for one season? He also asked for the board's opinion on it.

Chuck stated that he had spoken with a contractor to see about possibly having them on a back-up or stand by. He said he feels we should still buy the additional equipment. He believes it would be very valuable for the City. He said that he would get back in touch with the snow removal contractor about pricing. He also stated that he has used contractors for a backup and to assist when city crews got overwhelmed during big events and could not handle it. He also commented that we would have to come up with how we are going to pay for it.

Mayor Boley said he thought it might be good having a contractor responsible for clearing the streets in one subdivision just to see if it really makes much difference between private versus staff. He said then we would not have to even call they would just be responsible for it.

Alderman Chevalier said that he thought it would definitely be something to look into. He thinks that if we had a contractor that was close to that area, they may be able to get the subdivision plowed quicker and do a better job because they might have more of a stake in it.

Alderwoman Wilson asked what kind of liability would the city have in contracting that out and would be covered in the agreement?

Mayor Boley said it would have to be covered in an agreement like any contract with the City. He said he thinks it is worth trying something different to see if we get different results instead of trying the same thing over and over again.

Chuck said that staff would look into it and get something together to report back to the Board.

Mayor Boley asked if staff was looking at the Park Department's area for additional salt storage?

Chuck stated they were taking a look at the site. He thinks there is potential. He said there is room there to possibly have a building that could take care of public works and park facility storage.

Goal:

Keep good pavements in good condition

Pavement life cycle

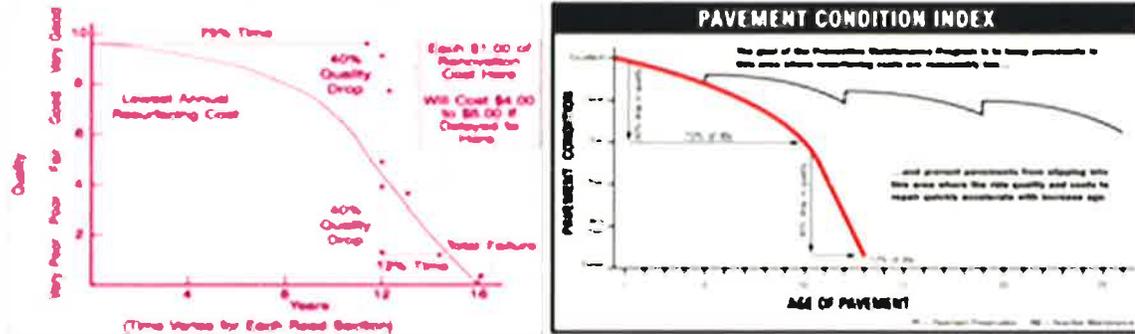


Figure 1 Pavement Life Cycle

Pavement - Chuck explained that when streets are first built, they are in very good condition and then over time the pavement quality drops. The biggest note here is that the renovation cost we spend should be in the first two-thirds of the pavement's life. He said if we wait it is going to cost us four to five times that. The goal is to try to keep pavement in this area on the curve (shown above). In the first three to five years you want to take a look at doing crack sealing. He explained when you do crack sealing that gives the pavement condition a little boost and will last for a few years. Then he said you might want to look at micro-surfacing which will give payment another little bit of a boost. Then you would do a mill and overlay. He explained that what you are trying to do is extend the life cycle of the pavement and by only spending about two to three dollars a foot. He said that crack sealing cheap it is about 50¢ a foot. What you're trying to do is keep your good roads in good condition. What that means is sometimes you don't go out and fix failed roads, you get by with them until you can afford to fix them. If you continue to invest and keep your good roads in good shape, you will not have so many roads in bad shape. He said that with the saving you accumulate you can use it to repair the bad roads. He explained that you need to do regular road maintenance just like you do regular maintenance to your home.

Chuck shared a pavement distress survey form used to evaluate pavement conditions. He works with a couple of our street division staff to make sure that all roads are evaluated consistently. The survey looks at a number of distress items; potholes, debonding, raveling/weather, bleeding, cracking,

alligator cracking, traverse cracking, settlement, etc. They also look at both asphalt and concrete streets. He explained that this is only a visual evaluation.

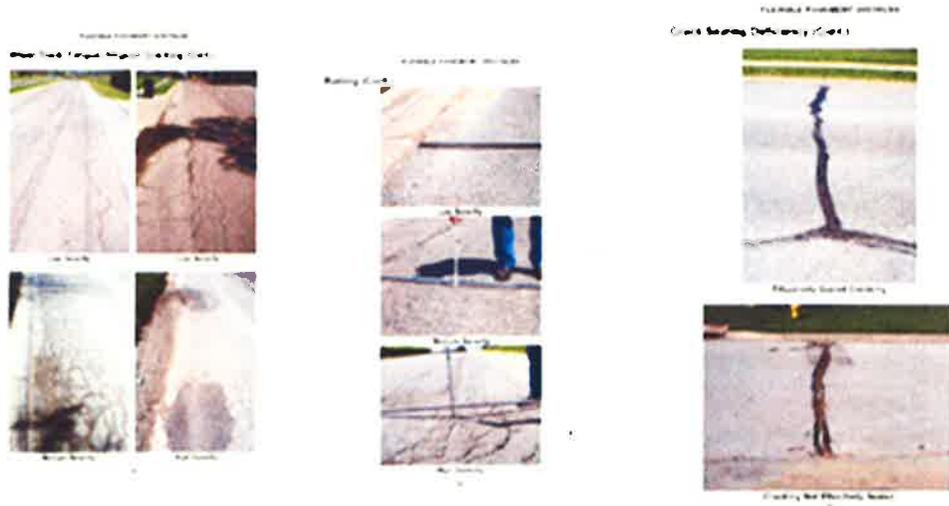


Figure 2 Example of street conditions

Chuck shared examples of the severity of alligator cracking. It shows medium severity, high severity and almost failure. It also shows a crack seal that has an effective joint seal and you have one that is not effective.

Staff went out and evaluated all the streets in town by sections. They then scored them by defects to get the PCI (Pavement Condition Index). The PCI score is between 100 and 0, 100 being new zero being failed. The streets were evaluated in segments not all segments are the same, some segments went from intersection to intersection, some went from the where the street began to where it ended.

Rock Creek Terrace for example has a PCI of 40. The pictures are from the cul-de-sac bowl, showing that the bulb has failed. The section segment went

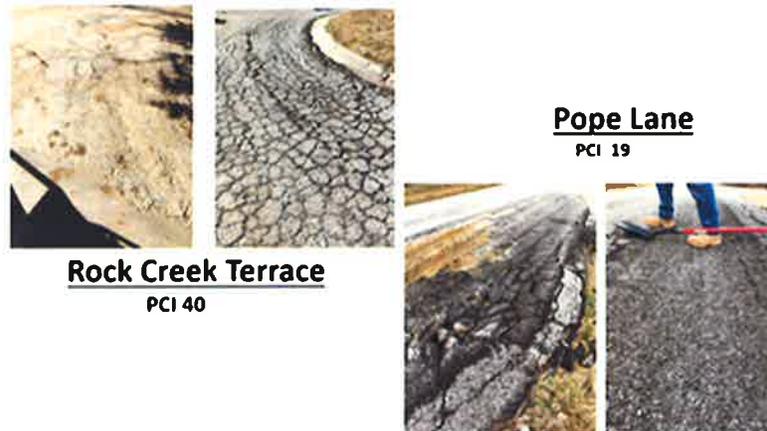


Figure 3 Rock Creek Terrace & Pope Lane

from the intersection where Rock Creek Terrace starts to the end, so overall it takes into account the whole section 40. He said if you look at Pope Lane it has a PCI of 19 and its segment was basically the whole Pope Lane because there is no other intersection.

Street Rehabilitation Program - Chuck explained that staff has evaluated 515 street segments. The average PCI is 73.9.

Core samples of failed areas should be taken. Chuck stated that we are going to start requiring development projects that come into Smithville that will have public street that we will maintain put in treated subgrade. Treated subgrade can be done with either 6 inches of AB3 or nine inches of fly ash. This would be on top of a what do we call BMR90 which is 90% compacted subgrade below the base. He explained that we want to try and get pavement sections a little bit harder, so we do not end up with another Pope Lane.

Chuck would like to discuss what the Board's goal is for city streets pavement conditions. He said he will provide the Board a list of street's PCIs.

Develop recommendations for 2021 Maintenance Program – crack seal, micro-surfacing, mill and overlay and full depth reconstruction.

Chuck identified the main goals going forward, GIS system, comprehensive web page and completion of MARC grant applications.

Chuck outlined priorities for the 2021 Budget:

- Fleet Management should include GPS tracking
- Complete Streets – A community discussion on how we want the community to move forward.
- Safe Routes to Schools
- CIP – review and recommend CIP projects
- Stormwater – MS4 permit – Stormwater Master Plan

- Sewer lining program
- Implement a consistent safety program
- NIMS Training for Public Works staff
- LPA Certification
- Management of construction projects
- Roundabout design contract
- 2021 Pavement Maintenance program
- 144th Street Pump Station construction
- Main Street Water Line
- Smithville Main Street Trail
- Phase II Streetscape
- Encourage Development to locate where existing infrastructure exists.
- Review City / County Shared Road Agreement

Cynthia said that she was appreciative of Chuck's insight and what he brings to the organization and the community as part of our team in providing services to the citizens. She said that Chuck has a lot on his plate and really thought critically about this information and she appreciates the information that he brought forward for the Board. Cynthia said that this information is going to be part of our budget information discussions and the Capital Improvement Plan discussions over the next several months as we develop the 2021 budget.

6. Discussion of Highland Sewer Issues

Chuck reminded the Board that in March we got a report from 105 Highland that sewage was backing up in their backyard and in the home. The resident had called Bob Hamilton Plumbing. They had excavated her sewer just outside her fence and on the other side of the street, trying to figure out what was going on. The sewer line was very shallow and very flat. The plumbers did not want to take the responsibility of replacing the sewer line because they could not get enough of a grade to do it within any code provision. We had an open hole that had raw sewage in it on the end of the cul-de-sac bulb. Staff made a temporary repair and tied the service line to an existing lamp hole. The city sewer line is on Quincy Road and then we have a shallow lamp hole, or clean out, on Highland that services the other two homes. When staff went to repair the line and get it to drain, they found that the service lines from 105, 101 and 102 Highland were tied together to a single sewer line and runs to a lamp hole. Staff discovered there was only a three-inch fall in 100 feet of sewer line. That is only a .3% fall and typically it would be a 2% fall. Staff connected 101, 102 and 105 to a four-inch service line and ran it 120 feet to the lamp hole so there would be no more raw sewage. Chuck explained that this is just a temporary fix and with the .3% fall it will back up again in the future. HDR Engineers did a conceptual design for the Highland sewer improvement last year. The project would include new sewer service lines for 100, 102, 105, and 101 Highland the cost of project is approximately \$300,000 if not more.

Chuck explained that typically when development occurs it would be the responsibility of the property owners to extend sewer service from their property

to the city's sewer main. What we have right now are 101, 105, and 102 all tied together to one service line and that service line is tied to a clean out. When this area was annexed nobody knew that this existed. These lines are all very flat and very shallow except the line from 102. When 102 replaced their line, they should have been made to extend their line over the Quincy line and hook into the City's main sewer line.

Chuck said the City will need to make the decision on who will pay for the project. He feels that the City might consider running the main sewer line over to Highland and put the manhole deep enough so that the line from 105 or 101 or 102 can attach properly and have enough grade that they won't have problems.

Chuck said in thinking about costs and talking with HDR Engineers, they are thinking that it would be roughly about \$200,000 including engineering instead of \$300,000 for the City to put in a sewer line on Highland and put a manhole in the bulb of Highland. He said that this would not necessarily solve the individual private line slope issues but we would tie them in so they would have access to a city main. They will then be able to tie in separately and individually at some point in the future. He stated the other solution would be to put the new line in on Quincy and then try to develop a Neighborhood Improvement District, but the issue with that would be could the residents afford it. He said he understands that it would be difficult for residents to come up with \$30,000 or \$40,000. He also reminded the Board that the residents living in these houses did not cause the issue, it was done many years ago.

Mayor Boley asked if we could use impact fees or would we have to use regular funds?

Chuck explained that impact fees are for new development.

Mayor Boley asked if we had the \$200,000 to get the extension done?

Chuck said that the Main Street Water Line project came in under budget and revenues are up.

Cynthia said it would have to come out of the Water/Wastewater budget.

Mayor Boley asked that staff look into grants for aging infrastructure.

Mayor Boley asked the Board if they had any objections to fixing this issue.

Chuck informed the Board that there is a Resolution on the regular session agenda this evening for the approval of the authorization for the engineering of this project. He said that this is something that we need to be moving forward with.

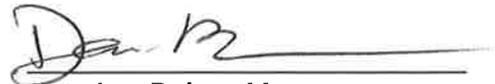
Mayor Boley said that with everyone having the information the discussion will be continued during the regular session.

7. Adjourn

Alderman Bloemker moved to adjourn the Work Session. Alderwoman Wilson seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 7:05 p.m.


Linda Drummond, City Clerk


Damien Boley, Mayor