

# **SMITHVILLE BOARD OF ALDERMAN**

## **WORK SESSION**

August 4, 2020 6:00 p.m.  
City Hall Council Chambers

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

**Mayor Boley, Aldermen Bloemker, Alderman Chevalier, City Administrator and Chief Lockridge were in attendance in the City Hall Council Chambers, Alderman Ulledahl, Alderman Sarver, Alderman Atkins and other City Staff attended via the Zoom meeting app. The meeting was streamed live on the city's FaceBook page.**

### **1. Call to Order**

Mayor Boley called the Work Session meeting to order at 6:01 p.m. Board members present via Zoom: John Chevalier, Marv Atkins, Steve Sarver, Jeff Bloemker and Dan Ulledahl. Melissa Wilson was absent.

Staff present via Zoom: Cynthia Wagner, Nickie Lee, Chuck Soules, Dan Toleikis, Jack Hendrix, Matt Denton, Jason Lockridge and Linda Drummond.

### **2. Discussion of CARES Act Funding**

Cynthia stated that updated information on the CARES Act expenditures was provided in the packet. She explained that tonight staff is looking for direction from the Board on how to move forward and to utilize additional funds. She gave an overview of the CARES funding to date. The City received \$945,000 in CARES funding. Since June, there have been a number of items recommended for purchase or to put out for bid. A spreadsheet is included in the packet that outlines the expenditures for the items that are on the Regular Session agenda this evening. Items for expenditure to date, including the items on the Regular Session agenda, total approximately \$320,000. Tonight, staff will bring forward reimbursement to the City for mitigation supplies such as the purchase of PPE, cleaning supplies, equipment to facilitate remote work for staff and reimbursement of expenditures for legal review. March through June totals were \$28,000. At the last board meeting the Board awarded grants for small businesses. The grants were in the amount of \$5,000 each and we awarded 21 grants. With the administrative fee for the grant process and the amount for the grants we expended a total of just over \$110,000. Cynthia said that staff was looking for direction from the Board this evening if they would like to consider financing another round small business grants.

Mayor Boley said that he had visited with a few business owners that were not able to participate in the first round of grants that could use the assistance.

Alderman Bloemker asked how many businesses we might expect to apply?

Mayor Boley said there could be up to a dozen.

Alderman Bloemker stated that he believed this would be the most effective use of the funds and was welcomed by the businesses and helped them out in a very difficult period. He said he was very supportive of this.

Mayor Boley suggested another \$100,000 total amount for the grants.

The Board directed staff to bring forward a contract for another round of small business grants.

Alderman Bloemker asked if the \$5,000 amount was what other surrounding cities were doing?

Nickie Lee, Assistant City Administrator, said that the \$5,000 was pretty much what other cities were doing for the small business grants.

Cynthia said that North Kansas City and Kearney have both done one round of grants for businesses and Gladstone was still reviewing theirs. She said that staff will work with Clay County EDC for reviewing that process again and include their five percent administrative fee.

The first of the next three expenditures was approved at the July 21 meeting for the touchless fixtures for the City restrooms, kitchen facility and touchless water fountains. The total of that expenditure was \$107,000 CARES funding. The working contractor on that project indicates the project should be completed by September 1 if the materials are received in a timely manner.

The remaining two expenditure are on the regular session agenda tonight for technology. The first is for wi-fi at Heritage Park to allow for the live streaming of ball games and that contract totals little over \$30,000. If this is approved tonight it is anticipated to be complete by September 29.

The second is to improve audio/visual quality and remote access for the Council Chambers at City Hall. If approved tonight the funding for this item totals almost \$43,000. In the bid the vendor added an instant or live polling module feature, at this point in time staff does not recommend purchase of that module. Cynthia said this could be added at a later time possibly through an app. If this is approved tonight, pending equipment delivery and timing, the anticipated completion date is September 10.

Other areas that staff has identified as potential for expenditure would be revenue replacement. The current CARES Act does not outline replacement for lost revenues, however there are ongoing discussions of another round of funding or an amendment to the CARES Act that could potentially include revenue replacement. Staff recommends that some portion of the funding be set aside to address loss of

revenue, particularly from our campground revenues, municipal court, interest and building permits which could possibly be difficult to identify with COVID although we have seen a reduction in the number of permits. Should revenue replacement become eligible the amount staff suggests would be somewhere between \$50,000 to \$80,000.

The Board asked for information concerning residential assistant grants at the last meeting with regard to providing some type of utility or rental assistance for residents. The cities of North Kansas City and Kansas City have both announced grant funds to residents to provide rental and utility assistance. In reviewing the CARES Act, staff and legal counsel is confident that is an authorized expenditure. Staff has reached out to the Northland Assistance Center to inquire about a contract similar to the small business grants contract with Clay County EDC for administration. The Northland Assistance Center has indicated they can administer a program for Smithville. Cynthia said that if this is something the Board would like to proceed with staff can reach out to the Northland Assistance Center and negotiate a contract and identify a funding level that would include caps for individuals and it would probably include a five percent administrative fee similar to Clay County EDC agreement. Staff is asking for direction from the Board. Cynthia explained that in North Kansas City the funds are available for rental assistance, for utilities which includes gas, water and electric. Calloway County is providing assistance for all of these also but are also providing assistance with internet service. Staff agreed that providing internet services might also be helpful especially with remote school access. Staff is suggesting that the City provide the funds and the Northland Assistance Center would administer those funds and report back to the City, that way the City is not involved in the review process.

Mayor Boley suggested a total amount of \$10,000 for the rental and utility and internet assistance grants.

Alderman Bloemker said he would like to see more funds go toward internet services. He said it is a service that many of our youth may need and it would be something that would directly benefit the community.

Alderman Sarver agreed with Alderman Bloemker and said that virtually may be the way the youth will be going to school.

Alderman Bloemker also said that he liked the idea of the assistance going through the Northland Assistance Center so they can screen the candidates and see if they are truly in need.

Cynthia asked if the Board wanted to make the eligible assistance go back to March or only going forward?

Alderman Bloemker asked what the other communities have done?

Cynthia said most are retroactive to March.

Nickie said that the candidates do have to show past due bills for assistance.

Alderman Bloemker suggested an amount of \$25,000.

Mayor Boley said the \$25,000 will include the administrative fee.

Cynthia said that staff will work with Northland Assistance Center and should be able to bring an agreement to the Board at the August 18 meeting.

Mayor Boley recapped the CARES funding amount for this meeting. \$105,000 for the second round of small business grants, \$80,000 for City reimbursement and \$25,000 for rental/utility/internet grants.

The next item for CARES funding is HVAC improvement to city facilities and some type of air filtration. Cynthia explained that this is not an area where staff has a lot of expertise. Staff did reach out to MetroAir and their information is included in the packet. Keith Bokelman with MetroAir is joining the meeting to help answer questions.

Keith Bokelman with MetroAir explained that they partnered with Mechanical Sales Midwest. Tyler Stroud from Mechanical Sales Midwest is joining the meeting also. Keith explained that his role as a mechanical contractor, is he works with the labor and the installation and also with the bidding process. Midwest Mechanical handles the technologies that best fit the application the City has. Keith said that he and Tyler are here to provide clarity to what they have proposed for City Hall, the Senior Center and the City's public restrooms. He said that this is a well-established technology, but it is being reapplied a lot more broadly now due to COVID-19. He explained that it is a variety of UV light applications that sanitize the air. They install these applications into the duct work, they also have other applications that they can put in open spaces that they proposed for the Senior Center that cycles the air that goes in and out of the return air duct.

Alderman Atkins asked if we had any substantial proof that this technology is needed at this time?

Tyler Stroud stated that when this the pandemic began the information has evolved and the CDC and different groups now say that the virus is being spread through the air and even finding situations where it is transmitted through the HVAC systems in buildings. He explained that they have been working hard with individuals and groups to determine the best possible approach. This process has been around for

a long time and has a track record of effectiveness against various strains of known coronaviruses. They have provided a number of solutions on best fit for the city's facilities.

Alderman Atkins stated that he runs a 250,000 square foot warehouse and they have one small UV Scrubber that they use in their coolers and freezers. He said that it does work in that area. He said that he just hasn't seen anywhere that the CDC or anyone else has that yes this is an issue with airborne circulation. Alderman Atkins said yes it does kill the viruses but is not sure it is something we need right now.

Mayor Boley said that this is a fraction of what the original HVAC bid was. He asked Chuck Soules, Public Works Director, if we already use UV at our sewer plant for treatment?

Chuck said that we have UV disinfection at the wastewater plant.

Mayor Boley asked how long we have been using the UV disinfection?

Chuck said he was not sure for the City of Smithville, but knows that they use it in Emporia, Wellington and in Lawrence, so this treatment has been around for a while.

Alderman Bloemker's recommendation for this is to keep it "shovel ready" to have funding available if expenditure of allowance is necessary. He suggested we assess this as we assess other projects and decide where the funds would be best spent. He said that these are tax dollars that we are protecting, and we need to use them where best makes sense. He said this is a great project to keep on the list and review down the road.

Mayor Boley said we will see where the funds are at the August 18 meeting.

Cynthia said that another CARES fund idea that some of the other cities or counties are doing is purchasing face masks for distribution program. Grandview, Lee Summit and Overland Park have all done this program. This would be to distribute face masks to those people who may not have them.

Cynthia said that she did reach out to NRAD and the Fire Protection District to determine to see if they had any needs. She has not yet spoken with Jason James at NRAD but has spoken with the Fire Chief Dave Klein and they feel like they are still good from an expenditure standpoint with the except they have identified the need for a fogger for cleaning similar to what the City has looked at through Parks and Recreation. This would cost somewhere between the \$4,000 to \$5,000 range and staff recommends that we assist the Fire Protection District with that purchase. She said that she will again reach out to NRAD to see if there are any similar types

of needs, they might have and staff could bring those forward to the Board. She explained that the School District has reached out to the City for assistance as well.

Alderman Atkins said he had been looking for portable scrubbers for a while now and the price is closer to \$6,000 or \$7,000 plus the \$100 for the gallon of chemicals you have to have. He said that these machines are in high demand.

Mayor Boley asked if we went through a government purchasing program for Parks and Recreation or if it was open market?

Matt Denton, Parks and Recreation Director said that he did some research online looking for portable fogger and found one on Oil Works and Company and we were able to get it in 10-15 days. We were able to get two of them, one for parks and one for the campground. The cost was around \$1,500.

Cynthia said she would request Board authorization up to her expenditure level of \$7,500 which should take care of the cost of the portable fogger.

Alderman Bloemker said that was a great way to go and if staff would need to come back to the Board for more funds it could be done at the next meeting.

Cynthia asked if the Board had any interest in the face mask program?

Mayor Boley said he like the idea of doing it but would also like to look at some of the other more advanced PPE such as hand sanitizer and disinfecting wipes as well in case we have need in the community.

Alderman Bloemker asked what the real need is? The school said that people were supplying plenty of face masks. If we go and buy hand sanitizer and disinfecting wipes that are in demand, we are then pulling those items out of the market and keeping it in stockpile to distribute. He said he is hesitant to take away for the normal supply chain.

Mayor Boley asked Chief Lockridge if he has seen people in need of face masks?

Chief Lockridge said he had not.

Mayor Boley suggested postponed this item unless someone comes forward in the next month with the need. He asked if City Hall had plenty of masks?

Cynthia said that we had plenty of masks and other PPE supplies. She explained that Chief Lockridge had taken on the role of managing that inventory and ensuring that we have everything that we need.

Mayor Boley asked where we were at dollar amount so far?

Cynthia said about an additional \$200,000 of the remaining \$625,000.

Mayor Boley asked if the Council Chambers since it has been renovated will work for a meeting room or was there still a need for a separate conference room or a need for an interview room for the Police Department?

Cynthia said staff has begun to use the Council Chambers room for meetings and she believes it will work effectively. There is still a need for renovation at some point but perhaps from a community perspective it might not be the highest of priority of expenditures. The estimated cost to do conference room up front in City Hall would be about \$95,000 to \$100,000. Staff's biggest concern is not to start piecemealing projects for the renovation.

Cynthia said at the joint Board of Alderman/School District meeting last night there was some discussion concerning the possibility of available funding for the School District. Michelle Kratofil, Assistant Superintendent for the school indicated they could use equipment to assist with fine arts, particularly the music programs, such as shields for musical instruments. Some additional funding, they could use is to help with the cost of transporting of school lunches throughout the district. Cynthia asked if the Board would want to consider reimbursing the school for that cost? She explained that she meets with Dr. Schuetz, Superintendent once a month and her meeting is tomorrow and they could discuss the school's needs in more detail. Cynthia said that PPE or any equipment the school may need staff could potentially bring forward to the Board for review. She recommended that any funding the Board approves for the school, they should provide the City the invoices for reimbursement rather than giving them a lump sum amount.

Mayor Boley said he likes the idea of the meals program. He also said we run a similar Meals on Wheels program through the City and asked if we have enough volunteers for delivery or could we possible leverage this and the school help deliver some of the Meals on Wheels lunches? He also suggested talking to other education institutions in town and see if they have needs as well.

Alderman Bloemker said that he would feel more comfortable using the funds for things that are tied directly to CARES Act funded activities. He said he feels more comfortable funding PPE items such as the classroom dividers. He understands the importance of the students having meals but knows there is a lot of discussion on what is the most economic way to provide them, is it a school bus delivering them or a van. He believes the Board should stay out of that discussion and focus more on what the funding is supposed to be used for.

Alderman Atkins asked if staff could obtain a list from the school of what they are needing and see what items actually fit with the CARES Act funding?

Cynthia said that is what she is anticipating finding out with her discussion with Dr. Schuetz tomorrow. She said in the conversation she had with the school today she did ask for a list of items and a dollar figure that staff will be able to bring forward to the Board on August 18.

Mayor Boley said he would also like to look at the possible use of campground over the winter for people that would have to be quarantined because of COVID-19 and what that cost might be to keep it semi-staffed.

Mayor Boley opened the discussion up to the Board for any other CARES funding suggestions.

As a business owner, Alderman Ulledahl indicated he has noticed that gloves are starting to become hard to find or the price is doubled or tripled. He explained that he did a project for the school building a couple of plexiglass screens that fit on some of the tables so the kids can look at each other not sneeze across the table. He said it would be interesting to find a way to make them much cheaper and be able to have more available, not necessarily just the school district but for businesses also that have face-to-face contact with people.

Alderman Bloemker asked Alderman Ulledahl the cost of the project?

Alderman Ulledahl said that we around \$50 to \$60 a piece and it took approximately two hours to construct.

Alderman Bloemker said that he has purchased them for work and the cost is around \$100 to \$175.

Nickie suggested maybe postponing some of these items to see if the HEALS Act passes. There could be some surprises in the legislation. She explained that the HEALS Act is the updated Bill that congress is looking at passing that might change the definition of how funds can be spent.

### **3. Discussion of Senior Center**

Dan Toleikis, Finance Director, provided a staff report in the packet that is a walkthrough of the contract for the senior center. It explains how the agreement is laid out, the cost to renovate the building, it lays out the use that is allowed by the tenant. The agreement specifically states that the City pays for. Dan explained that the City also pays for items that we are not obligated to pay for. Those are telephone, internet and television. The contract specifically states that the Smithville Senior Citizen Center a not-for-profit is responsible for those costs. The agreement lays out that the City is to provide janitorial services the Senior Center weekly and we actually provide it three times a week.

The agreement also states the use that is allowed by the City. Dan explained that we do use it for meetings. For instance, we have used it for Board of Alderman and Planning Commission meeting recently for public participation for the Zoom meetings and the police use it for a lot of training sessions.

The agreement also allows the City to rent the facility out to third parties. Dan provided in the packet information on the history of those rentals and what is in the budget for the FY20. The City receives approximately \$2,100 in revenue from rentals and pays about \$9,100 in operating expenses, that leaves a \$7,000 difference is paid out of the general fund. The general revenues of come from property tax, sales tax and use tax.

Dan said that since we are getting ready for the FY21 budget he would like the Board feedback on what their goal is for the Senior Center. Is it for the City to not have to spend tax sales tax dollars to support it? Do they want the Senior Center to be self-supporting? If they do should we look at increasing the rental fee so that we can generate more revenue? He asked how aggressive do they want to be on promoting the Senior Center as an available rental space?

In the agreement it allows, by direction of the Board, for the consumption and possession of alcohol in that building but we never have. Does the Board want to open it up for that for an additional rental fee? Does the Board not want to provide for more than what we required? If the Senior Center is being supported with some general fund revenues based on property taxes, sales taxes and use tax, would they like to see it used by the Parks and Recreation Department for recreational type programming. Then would they want to put a value on those types of things that we would consider in that a break-even estimation. Dan said staff is looking for direction from the Board for the FY21 budget.

Mayor Boley said that we are renting Courtyard Park for an event for \$200 and the Senior Center, an indoor facility with restroom and HVAC should be rented for at least what the Courtyard is. He also said if the agreement states that they pay for the telephone, internet and television then they should be paying for them.

Alderman Ulledahl said that he saw verbiage in the agreement that it is never rented on a Saturday and a Sunday and said it should be made more available. He said that it needs to be rewritten to allow more rentals, he is just not sure that the rental price should be \$200. He explained that his event space is much smaller, and it rents for \$50 a day so suggested maybe \$100, he said it needs to be more acceptable for people to hold their events there.

Mayor Boley said they needed to look at the base rates and also the additional hourly fee. He asked Alderman Ulledahl if he could rent his space three times in one day?

Alderman Ulledahl said that said that no more than two events a day worked better due to events running over, set-up and clean-up. He said the Senior Center needs to have the times the seniors have it marked off and the rest of the time it needs to be available. He said there is not much space available to rent to hold events and it would be a great opportunity for the City to at least break even on this facility if it was available.

Mayor Boley asked if the Senior Center was managed with the Parks and Recreation facilities or was it managed separately?

Dan said it is currently managed by City Hall staff.

Cynthia said that Matt has been having internal discussion with his Recreation and Marketing manager, Brittanie Propes and she has reached out to the senior community and is looking at some additional class opportunities for them in the Senior Center. Cynthia said that in listening to the discussion from the Board this is something that can be transitioned away from City Hall management and have the rental managed by Park's staff and they could assist with the cleaning of the facility to help make it more available for multiple rentals in a weekend. They could also increase their programming using the Senior Center facility.

Mayor Boley said that Alderman Chevalier had brought up the possibility making it a Parks and Recreation managed community type center instead of just a Senior Center. He said if the City is going to manage the rentals, pay the utilities and for cleaning we need to see when the senior truly needs it and that they are getting programming out of it. He said in talking with the Clay County Senior Service they are not extremely happy with the way things have gone with the Senior Center. They would like to see more programming and have it used for more educational purposes and not just for then seniors to just hang out.

Matt explained that Brittanie applied for a grant through the Clay County Senior Service for \$7,500 to help cover the cost for instructors and equipment for fitness classes.

Alderman Bloemker said one thing he would like to see the hours it is actually available and look at if the seniors really need it for the time that they have or would it be possible to make it available to the community earlier in the afternoon. We could then have more programming for our youth who are needing after school activities.

Mayor Boley said that with Clay County 4-H program growing, thanks to great work by or Clay County Extension, Smithville has gone from three children to more than 30 children. They were meeting here in the Council Chambers before it was renovated and now will be needing a space to meet. Girl Scouts and Boy Scout always struggle for a meeting place because places they have met in the past have changed policies, such as the library now charges a fee for their room. He suggested for groups like these we can work with them on a special rate.

Alderman Ulledahl said that he donates his meeting space to all city and community groups for free to make sure that there is a place for them to meet.

Mayor Boley said the Board could consider that or offering a type of scholarship to help reduce the fees.

Dan asked the Board for direction of the allowance of alcohol.

Mayor Boley asked what we charge on the square for an alcohol permit?

Alderman Ulledahl suggested an alcohol permit fee and an additional security deposit. Mayor Boley asked Matt if he had any concerns?

Matt said that he went over most of the concerns with Dan and Cynthia on trying to figure out the best way of making sure it is clean. Hopefully when people do put their deposit down they do a good job of cleaning and leaving it back they way they found it that way it would not be a difficult job for staff to come in and get it back to normal so it can be rented again.

Mayor Boley suggested holding the deposits to a higher standard of cleanliness. He also said we might need to have a conversation with the senior about the location of their coffee mugs, so they do not get damaged.

Dan said he appreciated the direction from the Board.

Dan said that for the Board to consider the long-term for the Senior Center. The current term of the Senior Center lease expires in August of 2023 and anytime prior to August 2022 the Senior Center a not-for-profit can express interest in extending that agreement for an additional five-year period. The agreement does not lay out any way that the City would potentially say no to it, so if they request it, they get an additional five-year term. The agreement also does not have a cap on how many times they can request that extension. Staff is looking for direction from the Board on whether they want to allow this agreement to continue or do they want to approach the seniors about renegotiating some of the terms of the contract? Or does the Board want staff to approach the seniors about potentially getting out of the contract in its entirety and possible donating the land and building to them?

Alderman Atkins said that the way things are going right now and how society is changing maybe we could say renewable every two years and keep all of our options open and not let them or anyone else just automatically take over.

Mayor Boley said he would like to see how it goes the next six months once Parks and Recreation takes over the management of the facility then have a discussion on a long-term direction at the Board retreat in the spring.

#### **4. Adjourn**

Alderman Atkins moved to adjourn the Work Session. Alderman Chevalier seconded the motion.

Ayes – 5, Noes – 0, motion carried.

Mayor Boley declared the Work Session adjourned at 7:02 p.m.

  
Linda Drummond, City Clerk

  
Damien Boley, Mayor