

# SMITHVILLE BOARD OF ALDERMAN

## WORK SESSION

October 20, 2020 5:30 p.m.  
City Hall Council Chambers

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

**The meeting was streamed live on the city's FaceBook page.**

### 1. Call to Order

Mayor Boley, called the meeting to order at 5:30 p.m.

A quorum of the Board was present. Mayor Boley, Alderman Chevalier and Aldermen Bloemker were in attendance in the City Hall Council Chambers. Other Board members present via Zoom meeting: Alderman Sarver and Alderman Ulledahl. Alderman Atkins joined late. Alderwoman Wilson was absent.

Cynthia Wagner was in attendance in the City Hall Council Chamber. Staff present via Zoom: Nickie Lee, Chuck Soules, Chief Jason Lockridge, Jack Hendrix, Matt Denton, Stephen Larson and Linda Drummond.

### 2. Discussion of City Hall Reconfiguration Schematics

Cynthia provided a walk-through of the plans for the renovation of City Hall.



SMITHVILLE CITY HALL

Figure 1 City Hall Reconfiguration

It was originally anticipated that the project bid documents would be released tomorrow but A3G is working on other items and plans to have the final documents to staff later this week. Bids are now anticipated to be posted on Monday, October 26. We should be able to maintain the schedule for Board award of a bid at the November 17 meeting.

This renovation would make reconfigurations to the lobby area, which will reduce the size of the lobby, create a vestibule to come in through a smaller lobby, reconfigure the front customer service window area slightly and will create conference space. The administrative work-space area will also be reconfigured to move the copier and mail area into what is now part of the kitchen area to create a separate work area. Minor renovations are planned to the remainder of the kitchen area. Improvements will be made to the men's restroom, stub out a future restroom for the police side and make improvements to the women's restroom. On the administrative side and hallway, the renovations will basically be paint and flooring.

Once a bid is awarded construction will proceed over the winter months. Staff will work with eh contractor to move employee workspace as necessary to accommodate construction.

### **3. Discussion of CARES Funding Allocation**

Cynthia explained that in the packet there was a memo outlining the CARES funding expenditures to date. Staff is looking for direction from the Board with regard to the remaining funds. The City received just under \$946,000 in CARES funds and we have approximately \$465,000 in unallocated funds.

#### **Use of Allocated Funds**

##### *Reimbursement of City Expenditures*

*To date, \$51,500 has been spent to reimburse the general fund for city expenditures related to mitigation of the spread of COVID-19 - purchase of PPE, cleaning supplies and equipment to facilitate remote work, Laptops, screens, and printers. Employees have had to use these items especially recently being quarantined due to exposure of COVID-19.*

*An additional \$40,000 in expenditures is anticipated to purchase supplies through the end of 2021 and reimburse the City for Families First Coronavirus Relief Act Leave time expenditures.*

##### *Small Business Grants*

*The Board has approved two rounds of funding for a small business grant program to assist small businesses with the costs of business interruption caused by required closures. To date, the Board has awarded 28 grants. Including administrative fees, \$141,500 has been spent for this category.*

#### *Touchless Fixtures*

*The Board awarded a bid for purchase and installation of touchless restroom and kitchen fixtures for all city facilities, including parks restrooms. The contractor continues to await delivery of some fixtures but is completing work as fixtures are available. CARES funding for this item totals \$107,657.*

#### *Technology in Heritage Park for Livestreaming*

*Installation of Wi-Fi and equipment to enable streaming of video from ballfields at Heritage Park has been completed, totaling \$30,332.*

#### *Upgrades to City Hall Meeting Room to Improve Audio/Visual Quality for Remote Access*

*Following delays due to equipment arrival, work on this project began October 12 and is anticipated to be complete by the end of the week or early the week of October 19. CARES fund expenditures for this project total \$42,986.*

#### *Rental/Utility Assistance Grants*

*In August, the Board approved an agreement with the Northland Assistance Center to administer a program providing funds to those in need of housing and utility assistance. \$25,000 was provided to NAC later that month. To date, \$11,560 has been allocated, providing assistance to 12 Smithville households.*

#### *Reimbursement of School District Expenses*

*In September, the Board authorized expenditure of \$58,130 in funds to reimburse the School District for costs of purchasing supplies and equipment relating to mitigation of the spread of COVID in elementary schools.*

Also included in the packet is information from each of the other Clay County communities outlining their expenditures and plans. Our expenditures are consistent with what others have done. We have not had discussion on reimbursement for public safety salaries or allocations to Chambers or downtown partnerships to cover income losses for festivals.

In the category of other potential expenditures we have had discussion on, we have reimbursement to the school district for their request of additional equipment and supplies to mitigate the spread of COVID at the middle and high school levels that totals approximately \$21,000. The school district has indicated that there has been additional expenditure also and any amount provided to them they would be appreciative of.

There has also been discussion of providing Wi-Fi at the Courtyard to allow people to work outside. Improvements to HVAC to City facilities estimated at approximately \$20,000. Revenue replacement has been discussed and at this time we estimate a loss of approximately \$80,000 due to COVID, but at this time it is not included as an allowed expenditure in any legislation, so it does not look to be reimbursable.

The newest information staff has received is reimbursement of public safety salaries. A number of the communities in Clay County are exploring this to offset some of the expenditures related to COVID. The language is very broad and allows reimbursement of public safety salaries beginning in March and through 2020. Staff has had discussions with the City attorney in regard to this and have been advised this appears to be an appropriate expenditure based on the interpretation of the Department of Treasury's Frequently Asked Questions. Cynthia stated that included in the packet is the information from the auditors for the City of Liberty and their read is consistent that this would be an appropriate expenditure.

Cynthia indicated that we are closing in on the end of the expenditure window for CARES funds and we need to be thinking about focusing on those remaining expenditures and what we want to return to Clay County. She said if you take the expenditures that we have made to date for purchase of supplies and response and anticipated expenditures along with costs that we have directly born based on employees taking the Families First Leave time, small business grants, and those items Cynthia talked about earlier we have approximately \$509,000 in expenditures. This leaves just under \$450,000 unallocated. Staff is looking for direction from the Board as how they would like to direct the expenditures of the remaining funds and how much they would like to turn back to Clay County.

Alderman Bloemker stated that his employer just returned six billion dollars in CARES Act funding with a very clear comment that just to spend the money would not be the wise use of tax dollars. He said that as a fiscal conservative he believes that is an example we should follow. He also firmly believes that our darkest months are ahead of us as we enter the fall months. The unknown between COVID-19 verses flu and the likelihood of the City truly getting hit with our officers and other staff being out sick is higher. He said we are going to see some increased expenses as well as the unknown of what we truly need. Alderman Bloemker said that we are learning more as we go through this process. He stated that he does not think it make sense to do the HVAC at this time but believes that maybe at some point down the road it does come to that point. He indicated that we need to keep the funds available. He is not sure about reimbursing ourselves for expenses for staff except for anything outside of extraordinary. He believes it would not be bad to have that data ready to go if we get to that point. Right now, we are consistent with our peer communities and that is somewhat important, but what is more important is doing what is right with the taxpayer money. He believes at this point it is not spending any more of it and just keeping it ready for when we need it.

Mayor Boley asked Alderman Bloemker if he was suggesting we sit on it or does he want to return it to Clay County?

Alderman Bloemker indicated his preference is to sit on it and not return it at this point.

Alderman Chevalier asked what the deadline was to have to make that determination to turn it back over to Clay County?

Cynthia said that our agreement with Clay County anticipates expenditure by the end of October, but as discussed before, CARES funding is through the end of the year and most communities are waiting until the end of the year for returning the funds.

Alderman Chevalier said he could see waiting at least another month or two.

Alderman Sarver said he believes the doing the HVAC upgrade would be a good idea. He said that not knowing the future it would be good to have the upgraded HVAC with the UV system to help clean the air in case of more pandemics.

Cynthia said that staff's only concern with that would be getting that bid process completed and the work underway prior to the end of the year when we would have to turn the funds back over to Clay County.

Alderman Bloemker said he did not feel the need for upgrading the HVAC just yet. He does not believe there is any data that shows the benefit from it. He also stated that since we just recently replaced the HVAC system in City Hall, we would be taking out a fairly new one and putting in additional scrubbers that he is not sure are necessary.

Cynthia said that November 2 we will not have a Work Session scheduled and asked if the Board would like to discuss funding again at the Work Session on November 17?

The Board agreed to have the discussion of CARES funding at the November 17 Work Session.


**4. Adjournment to Executive Session Pursuant to Section 610.021(3) RSMo.**

Alderman Bloemker moved to adjourn to Executive Session pursuant to Section 310.021(2) RSMo. Alderman Chevalier seconded the motion.

Upon roll call vote via teleconference:

Alderman Ulledahl – Aye, Alderman Chevalier – Aye, Alderwoman Wilson – Absent, Alderman Sarver – Aye, Alderman Bloemker – Aye, Alderman Atkins – Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned to Executive Session at 5:56 p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor