



**SMITHVILLE, MISSOURI**  
**Board of Aldermen - Regular Session**

**(REVISED 9/11/2020)**

**7:00 p.m.**

**September 15, 2020**

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AGENDA



City of Smithville, Missouri

Board of Aldermen – Regular Session Agenda

September 15, 2020

**7:00 pm – City Hall Council Chambers \*\*Via Videoconference\*\***

**NOTICE: \*Due to the Health Officer’s orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city’s FaceBook page through FaceBook Live.**

**For Public Comment, please email your request to the City Clerk at [ldrummond@smithvillemo.org](mailto:ldrummond@smithvillemo.org) prior to the meeting to be invited via Zoom.**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Consent Agenda**
  - **Minutes**
    - August 31, 2020 Board of Alderman Special Session Minutes
    - September 1, 2020 Board of Alderman Work Session Minutes
    - September 1, 2020 Board of Alderman Regular Session Minutes
  - **Finance Report**
    - Financial Report for August 2020

**REPORTS FROM OFFICERS AND STANDING COMMITTEES**

- 4. Committee Reports**
- 5. City Administrator’s Report**

**ORDINANCES & RESOLUTIONS**

- 6. Bill No. 2871-20, FY20 Budget Amendment No. 3 – Emergency Ordinance Sponsored by Mayor Boley - 1<sup>st</sup> and 2<sup>nd</sup> Readings**

An Ordinance amending the FY20 Budget to add \$40,000 in budgeted expenditures in the General Fund and \$39,000 budgeted expenditures in the Transportation Sales Tax Fund. 1<sup>st</sup> and 2<sup>nd</sup> reading by title only.

**7. Resolution 824, Adopting Amendments to the FY21 Employee Handbook**

A Resolution to adopt Employee Handbook for the 2020-2021 fiscal year to reflect changes in State and Federal laws regarding employees, as well as to update outdated, incorrect, or unclear language.

**8. Resolution 825, Adopting the FY21 Compensation Plan**

A Resolution to adopt the Employee Compensation Plan with changes based upon the increase in consumer price index (CPI), internal review of positions and industry comparisons from the MARC salary survey.

**9. Resolution 826, Amending the Schedule of Fees**

A Resolution adopting amendments to the comprehensive Schedule of Fees to establish available revenues for the FY21 Operating Budget.

**10. Resolution 827, Award Bid No. 20-11, Engineering for Bridgeport Roundabout**

A Resolution to award Bid No. 20-11 for Engineering Services for the design of the Roundabout at Bridgeport and Old Jefferson Highway and authorize the Mayor to sign an agreement with TranSystems in an amount of \$98,725.80.

**11. Resolution 828, Site Plan – Nodaway Bank**

A Resolution to approve the site plan for Nodaway Bank at the northwest corner of 144th Street and 169 Highway.

**12. Resolution 829, Site Plan – Herzog Foundation**

A Resolution to approve the site plan for the Herzog Foundation at 188<sup>th</sup> Street and 169 Highway.

**13. Resolution 830, Site Plan - Attic Storage**

A Resolution to approve the site plan for Attic Storage at 136<sup>th</sup> Street and 169 Highway.

**14. Resolution 831, Police Radio Purchase**

A Resolution to authorize the purchase of three new portable radios for the Smithville Police Department, for an amount not to exceed \$14,000.

**15. Resolution 832-833, CARES Act Funding**

**A. Resolution 832, Small Business Grants**

A Resolution to authorize the second distribution of the small business grants as recommended by Clay County EDC and reviewed by the Board of Aldermen.

**B. Resolution 833, School District Request**

A Resolution approving reimbursement of funds to the Smithville School District for music program expenditures and elementary school equipment in an amount totaling \$58,129.99 through the CARES Act Fund.

**OTHER MATTERS BEFORE THE BOARD**

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**16. Resolution 834, Authorization No. 92 Engineering Smith's Fork Pump Station**

A Resolution to approve Authorization No. 92 to enable HDR Engineering to design Smith's Fork Pump Station for an amount not to exceed \$158,000.

**17. Public Comment**

Pursuant to the public comment policy, **an email request must be submitted to the City Clerk at [ldrummond@smithvillemo.org](mailto:ldrummond@smithvillemo.org) prior to the meeting.** When recognized, please state your name, address and topic before speaking. Each speaker is limited to three (3) minutes.

**18. New Business From The Floor**

Pursuant to the order of business policy, members of the Board of Aldermen may request a new business item appear on a [future meeting agenda](#).

**19. Adjourn**

**CONSENT AGENDA**



# City of Smithville

**Meeting Date:** September 15, 2020      **Department:** Administration

**Agenda Item:** Consent Agenda

**Summary:**

Voting to approve would approve the Board of Aldermen minutes and financial report.

**Purpose:**

The Board of Aldermen can review and approve by a single motion. Any item can be removed from the consent agenda by a motion. The following items are included for approval:

**Minutes**

- Approve the August 31, 2020 Board of Alderman Special Session Minutes
- Approve the September 1, 2020 Board of Alderman Work Session Minutes
- Approve the September 1, 2020 Board of Alderman Regular Session Minutes

**Finance Report**

- Financial Report for August 2020

**Impact**

Comprehensive Plan:	N/A
Economic Development Plan:	N/A
Parks Master Plan:	N/A
Strategic Plan:	N/A
Capital Improvement Plan:	N/A
Budget:	N/A

**Legislative History:**

N/A

**Suggested Action:**

A motion to approve the consent agenda.

**Attachments:**     Plans             Contract     Staff Report  
 Ordinance     Resolution     Minutes     Other: [Finance Report](#)

Board of Aldermen Minutes – August 31, 2020 Special Session

**SMITHVILLE BOARD OF ALDERMEN  
SPECIAL SESSION**

August 31, 2020 7:00 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, present, called the meeting to order at 7:01 p.m. A quorum of the Board was present. Mayor Boley, was in attendance in the City Hall Council Chambers. Board members present via Zoom meeting: Aldermen Bloemker, Alderman Chevalier, Alderman Sarver, Alderman Atkins, Alderman Ulledahl and Alderwoman Wilson.

Staff present via Zoom: Cynthia Wagner, Nickie Lee, Chief Jason Lockridge, Dan Toleikis and Linda Drummond.

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

**3. Mayor Boley called the public hearing to order 7:02 p.m.**

No Public Comment.

**4. Adjourn Public Hearing for Property Tax Levy**

Mayor Boley declared the public hearing adjourned at 7:03 p.m.

**ORDINANCES & RESOLUTIONS**

**5. Bill No. 2870-20, 2020 Tax Rate - Emergency Ordinance Sponsored by Mayor Boley – 1<sup>st</sup> and 2<sup>nd</sup> Readings**

Alderman Bloemker moved to approve Bill No. 2870-20, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2020. 1<sup>st</sup> reading by title only. Alderman Chevalier seconded the motion.

No discussion.

Upon roll call vote via teleconference:

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2870-20 approved first reading.

## Smithville Board of Aldermen

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Alderman Bloemker moved to approve Bill No. 2870-20, setting the property tax levy on all taxable property within the City of Smithville, Missouri for 2020. 2<sup>nd</sup> reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference:

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2870-20 approved.

### OTHER MATTERS BEFORE THE BOARD

**6. Public Comment**

None

**7. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:06 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor

Board of Aldermen Minutes – September 1, 2020 Work Session

**SMITHVILLE BOARD OF ALDERMAN  
WORK SESSION**

September 1, 2020 6:00 p.m.  
City Hall Council Chambers

**Due to the COVID-19 pandemic this meeting was held via teleconference and streamed live on the City Facebook page.**

**1. Call to Order**

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present: Mayor Boley and Aldermen Bloemker were in attendance in the City Hall Council Chambers; Alderman Sarver, Alderman Atkins, Alderman Ulledahl, Alderman Chevalier and Alderwoman Wilson attended via Zoom Meeting.

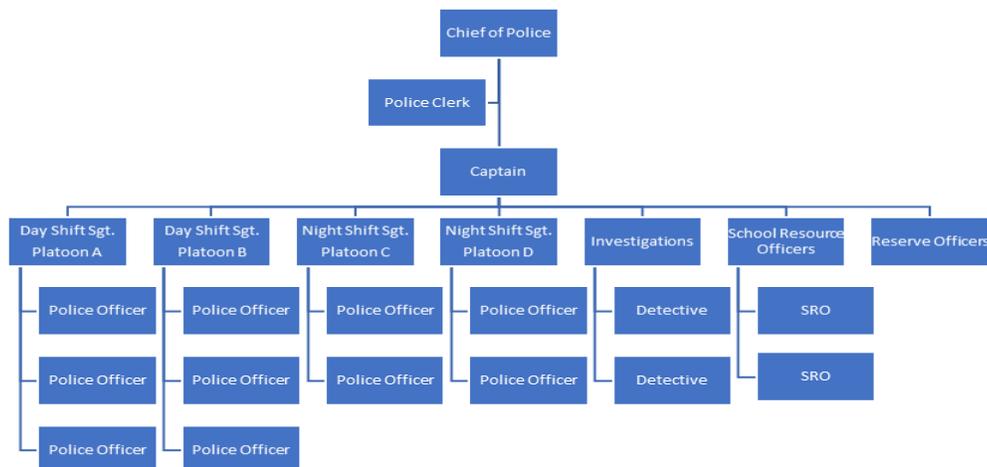
Staff present via Zoom: Cynthia Wagner, Nickie Lee, Chuck Soules, Chief Jason Lockridge, Jack Hendrix and Linda Drummond.

**2. Discussion of Police Department Procedures and Policies**

Cynthia indicated that given the national incidents over the last several months we have discussed having Chief Lockridge introduce some information and provide background on the City’s Police Department and its operations. Chief Lockridge has spent the last several weeks putting together information. She said the information included in the packet is quite voluminous. Chief Lockridge will be giving a brief presentation this evening then staff really would like to have some discussion with Board and be able to answer any questions about the Police Department composition, operation, etc.

Chief Lockridge said he realized that there was a lot of information in the packet and his presentation would hit on some of the high points and then he would answer questions.

**Police Department Organizational Chart**



## Smithville Board of Aldermen

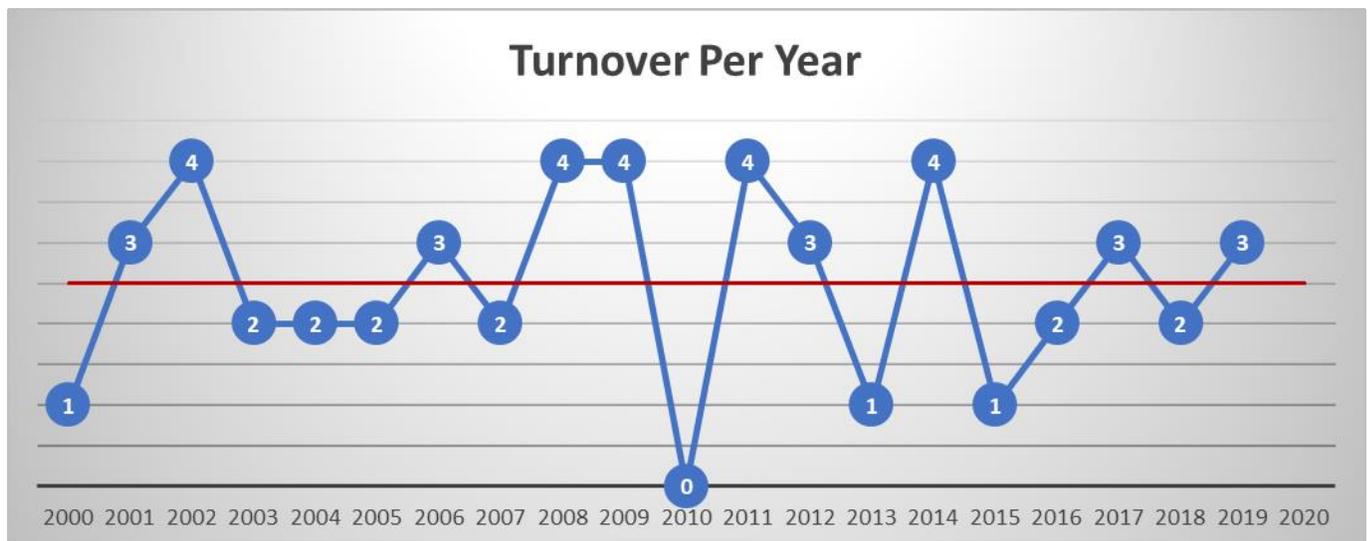
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Chief Lockridge explained this is relatively the same makeup, absent a few positions here there, for about the last 14 to 15 years. The same structure has been in place and as we have grown, and the City has grown, positions have been added. The two most recent positions added are the second SRO and the prosecutor assistant / administrative assistant.

### Department Positions

At this time, there are 21 position in the department.

- Chief of Police
- Captain
- Prosecutor's Assistant/Police Administrative Assistant
- Sergeants- 4
- Officers- 18
  - 14 patrol
  - 2 SROs
  - 2 Detectives



### Staff Turnover

Staff turnover is not unique to Smithville nor is it unique to the Kansas City metro area or Missouri. In talking with other Chiefs of Police this is an issue everywhere. Staff looked back over the last 20 years' worth of data and averaged that out just for full-time officers. Staff did not calculate in reserve officers shown in red line in the middle of the chart that is fairly flat decreasing ever-so-slightly and has stayed pretty consistent over the last 20 years. In checking with some neighboring agencies staff found not many departments are tracking this information regularly and certainly not able to tell you on average how many officers they have turnover in a year. Chief said they did get some information from several departments in Clay and Platte County and they seem to average somewhere between two and four officers per year. One slightly larger agency than ours averages about five to six per year.

- 2000-2009 2.6 avg. per year- 21.6% of 2000 staffing levels
- 2010-2019 2.3 avg. per year- 11.5% of 2019 staffing levels
- 2000-2009 avg. tenure of officer leaving 4.2 years
- 2010-2019 avg. tenure of officer leaving 6.3 years
  
- 01/01/14 to 07/31/20 79 months  
– 18 months fully staffed 22.8%

Chief said they have been able to reduce the percentage of turnover and raise the length of employment for officers. Another thing they looked at was staffing levels compared to allocation levels. They look at the data from January 2014 to the end of July 2020 and saw that there were 18 months they were fully staffed. Those are not 18 months consecutive. In checking with some other agencies that's not an uncommon thing for them to see as well. Most agencies run under what their maximum allocation is due to employees leaving, voluntary or involuntary, retirement, etc.

**Hiring Process**

1. Apply for position through human resources
2. Pass a written/video-based examination
3. Complete a physical agility course
4. PEP Test- (Personality Evaluation Profile)
5. Initial Interview with Captain and Sergeants- standardized questions and scoring
6. Written scores and Interview scores are weighted and combined to rank the list
7. Given Personal History Statement to complete
8. Interview with background investigator
9. Background investigation
10. Interview with Chief of Police
11. Conditional offer of hire- (pending successful completion of steps 12, 13 & 14)
12. Deception detection device or other truth verification test process
13. Drug testing
14. Psychological examination
15. Final Job Offer
16. Successful completion of field training- 4 months
17. Successful completion of probation- 12 months from hire date

Chief Lockridge explained this hiring process has been relatively stable for the last ten plus years. It has evolved over time, but this process has served the department well. Chief noted that in law enforcement circles, our department has a reputation for having a thorough hiring process, particularly the background investigation process. The background investigation process takes anywhere from three and a half to four and a half months to complete.

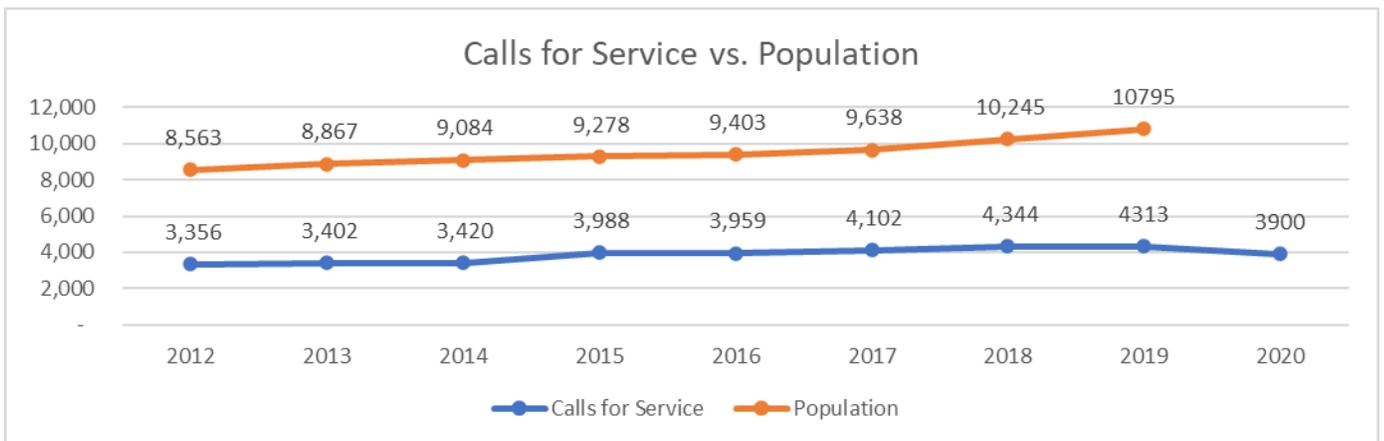
## Smithville Board of Aldermen

Staff is able to speed up and compress this process on the front end. When getting into the personal history and the background investigation, it slows the process down. Previously, an effort was made to speed things up on the front end of the process.

### Calls for Service

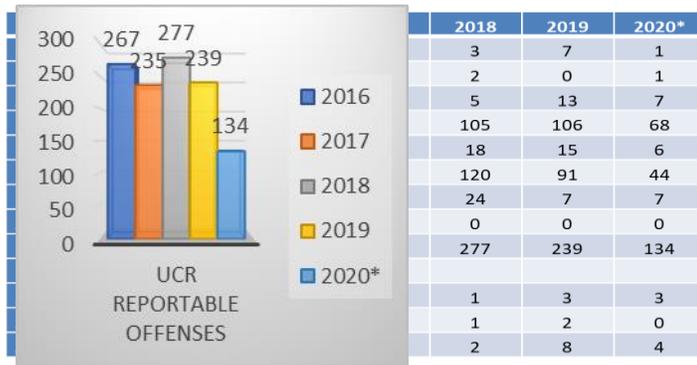


This graph shows the last seven and a half years of calls for service. The 3900 for 2020 is a projected number where staff thinks we will be at the end of the year. This is based on the first seven months of data that showed at end of July we had approximately 2100 to 2200 calls.



This is the same data but just looking at the calls for service and the population. As more people move into town things get busier. With 2020 being a census year the population number will more than likely increase and so will the calls for service.

**UCR Reportable Offenses**



UCR reportable offenses are standardized offenses from the FBI. The charts show the stats that we submit monthly to the federal government to track crime statistics. The FBI's website is where lot of places get their information when they do the safest cities list.

The 134 number for the 2020 year is the actual number through the end of July. If projected out will total around 230 by the end of the year.

The table on the right shows that numbers are down for most offenses. Staff projects that sexual assaults and rapes are going to be below last year's offenses. Assaults and simple assaults are going to trend really close to the 2019 numbers, burglaries and larcenies are trending to be below the 2019 numbers, auto thefts are going to trend above the 2019 numbers. Chief Lockridge explained that in discussions with administrative staff, the detectives and senior officers, with what they have seen with COVID-19 in the spring they are not surprised by this. The sexual assaults reports are way down, he explained that is common in a lot of departments and a lot of that is because we are not getting the crimes reported involving children. A lot of those reports come through the school and through the counselors and with schools being closed we have not had that avenue.

**Data-Driven Policing**

By data driven policing, we mean the current use of a wide variety of digital data sources to inform decision making, improve processes, and increase actionable intelligence within a police service.

Chief Lockridge explained that data driven policing is the modern way of policing, by using data to make better decisions. He said that patrol officers used to fill out a daily log where they wrote down everything, they did for the day then it was filed in a file cabinet and rarely seen. Now we have adapted some infrastructure in our current records management system to allow officers to input that data electronically which allows the data to be easier to access and utilize.

## Smithville Board of Aldermen

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Example of Data

January 1 to July 31, 2020

Call Type	
Animal Bite	16
Animal Call	191
Business Check	4,421
Citizen Assist	244
Extra Patrol Request	58
Funeral Escorts	22
Missing Persons	14
Open Doors	263
Subdivision Check	13,940
Suicidal Party	16

Average response time to calls for service- 3.9 minutes

Average time on scene of call- 31.3 minutes

The department started electronic input data in early 2019 and we went live department wide in the fall of 2019.

This information lets the department see how many business checks for the first seven months of the year or number subdivision checks. They are able to look at statistics that they just could not see when it was on paper. The citizens assist, the funeral escorts and the vehicle lockout are the kind of things that are small community. Our Police Department is able to offer our citizens more community-oriented services that contributes to that small-town feel and makes Smithville unique.

With this information we are able to track the type of call and where they trend and use that in decision making and guiding the department.

### Policies

- LEXIPOL- 10+ years
  - Team of attorneys
  - Comply with law, best practices and case law
  - Daily training of officers

Lexipol is the company the department has used for little over 10 years. Lexipol makes recommendations, they helped write policies that they have a platform with a dashboard to manage all this. Lexipol looks at federal case law, state case law, best practices, local law and in federal guidelines to make sure all our policies meet and fall with them. They also offer a service that we utilized the last 10 plus years for daily training of officers. When the officer starts his or her shift the first thing, they do is log into the Lexipol system to a daily training bulletin. The training bulletin has

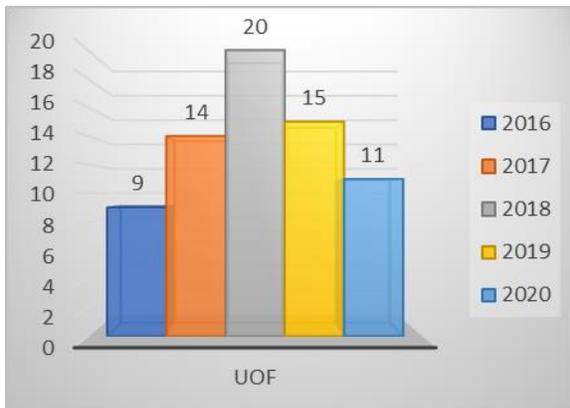
a short scene or scenario that the officer reads through references back to policy and asked a couple simple questions such as: whether it is policy, what is allowed or not allowed, what should the officer do or not do, then it cites the policy and that is documented.

**Use of Force**

- Updated definitions- Feasible, Imminent and Totality of Circumstance
- Duty to Intercede and Report
- De-escalation
- Carotid Control Hold
- Warning before use of deadly force
- Medical considerations
- Supervisor Responsibilities
- Training

Chief Lockridge explained that in the packet was a complete copy of Lexipol’s recommendations for changes to the Use of Force Policy. Typically, Lexipol makes changes to policies four times a year. Chief said that they received notice earlier Lexipol was going to do some updates before that time and received the policy ten days ago and the redline version was in the packet. All of the recommendations listed are from Lexipol and staff is going to recommend implementing.

**Review of Use of Force Data**



<b>Muscling Techniques</b>	<b>22</b>
<b>Defensive Tactics and Holds</b>	<b>6</b>
<b>Taser Display</b>	<b>6</b>
<b>Taser Deployed</b>	<b>2</b>
<b>Less Lethal</b>	<b>1</b>
<b>Firearms Display</b>	<b>30</b>
<b>Firearms Discharge</b>	<b>1</b>

Chief Lockridge explained that Captain Roetman pulled all the data for the last four full years and through July for 2020. Staff broke these down into some basic categories listed in descending order.

**Firearms Displayed**

- Armed Parties 9
- Pursuits 14
- Felony in Progress 7

Chief Lockridge explained that the number of the firearms display jumped out at everybody being the highest number. Staff dissected the incidents and found it really comes down to three main areas in the display of firearms armed parties, pursuits and felony in progress.

Pursuits makes up about half of that, which is not a surprise. Officers are taught in the academy and in continued training that when a pursuit ends, they transition to what is called a felony car stop. This is a slow controlled process usually with firearms out, where specific commands are giving, individuals are taken out one at a time and taken into custody one at a time. This is all done under controlled circumstances.

### **Use of Force Review Board Policy**

- Clarification on when Board convenes regarding firearms discharges
  - Exceptions: training, recreational use and dispatching of injured animals

Chief Lockridge indicated that a copy of the Use of Force Review Board Policy was in the packet. He explained that it has been in place for quite some time. It is not convened on every use-of-force, it is convened when there is serious injury or discharge of a firearm. Some minor changes have been made to the policy that clarify when the boards convene and adding the exceptions.

### **Board discussion**

Alderman Atkins asked if there is anything that we need to be looking at for the future that has not been covered and if Chief Lockridge sees any concerns?

Chief Lockridge stated that he and Captain Roetman had been discussing that and they do not see anything major. He said what he would ask is to continue as we have been by replacing equipment as needed and not have to try to replace everything all at once. He said next year we will probably need to start the discussion of replacement of some of the patrol vehicles.

Chief Lockridge explained that as the City grows the Board will see requests for additional personnel.

He indicated that in the budget for FY21 there is a line item for a new records management system for the Police Department. The current system is 20 years old that has had one major update. He said it is a dated system and has limitations. He said that when the new system was purchased, they would make sure that it has the capabilities to gather data, extract data and use data.

Alderman Atkins said that the information needs to be shared instantly now.

Chief Lockridge said that he had visited with other agencies about the records management systems and they are looking at interoperability and data sharing as well.

Chief Lockridge explained that bad guys do not just live in Smithville they are all across the metro. The two from the most recent incident where Taco Bell was broken into overnight, one was from Olathe and one was from Blue Springs.

Alderman Sarver asked if there was a new plan for replacing patrol vehicles similar to the fleet agreement with Enterprise?

Chief Lockridge said Enterprise does only regular fleet vehicles. In talking with them part of that reason has to do with all of equipment we have to mount in and on the vehicles. The modifications and holes that are drilled make the vehicles hard to resell.

Cynthia explained that during the budget process next year we will spend some time studying the Police Department fleet. Typically, in review of a police fleet, it is hard to make comparisons because different agencies operate in different ways. There are a lot of benchmarks such as: age, mileage, use of the vehicles and cost of maintenance. Because we are a smaller department and we are a long spread out community our vehicles are run more so we have higher mileage on our vehicles. We also have a lot of shared vehicles to take into consideration.

When Nickie presented information a year ago this spring we started looking at vehicle replacement in general. That information gave us a better understanding of our fleet. Enterprise will help us with the white fleet which will be driven by resale value. On the police side we will really look at those traditional ways such as age, mileage, and condition.

Alderman Sarver asked if we would be budgeting for future vehicles?

Cynthia said that we had not purchased a new police vehicle since we purchased two in 2018 and put them on hold in the FY19 budget until we could get an assessment of our fleet. We continued that hold in the FY20 budget because of the condition of the police fleet was good. We also wanted to look into vehicle leasing and now that we have delved into that we may see some needs in the department. She said one of the things we need to look at as well the vehicle replacement and reserve fund that we will be implementing and start putting money aside that will address police vehicles as well.

Alderman Bloemker thanked Chief Lockridge for the thorough information. He said one of the hardest things to do is review the police budget and make sure that we provide for the needs of our citizens from a public safety perspective. The Police Department spending represents greater than 40% of our total budget. He said he remembered the first question he asked Mrs. Wagner when we were interviewing

her was how was she going to help us say no to the Police Department when it is appropriate. He understands that is the hard part. He asked how do we provide the right resources at the right time and ensure that we provide what you need? He appreciates the discussion on use of force and the carotid control hold. He said he knows that when you are fighting for your life that is an important tactic to have. This was recently covered by the Kansas City Star and they highlighted the fact that the Smithville and Kansas City were the only departments in the area that were still teaching that method. He asked Chief Lockridge if he believe that is accurate and if so, if it has not been used in the number of years and what are Chief Lockridge's thoughts on how we proceed with that?

Chief Lockridge said that he had that conversation with his administrative staff and staff instructor. He thinks that article mentioned Kansas City and Smithville only because we were the ones who responded to their calls. He knows some departments just did not return the Kansas City Star calls. He said that when they call and ask for information that he can give them readily he does.

Chief Lockridge explained that they have consulted with Lexipol on the issue also. He said the policy does not mention chokehold and that staff had wrestled with this. It was not until they found the bulletin included in the packet from Lexipol that shed some light on it. Chokeholds are not mentioned because they have never been taught by this department, they have never been condoned by this department, never been trained by this department, so they are not an would be acceptable to use or in a life-and-death situation, it would be acceptable to use. Recently we had a local business who donated a truck to a veteran who stopped an active shooter on the Leavenworth Bridge and his weapon of choice was his vehicle. There are situations where an officer may have to do something like that, but we do not teach, we do not train nor is there a class for something like that. Kansas City has been instrumental in the vascular neck restraint. They developed it, taught it and had the research to support it. Chief still maintains that medically the likelihood of injury is a relatively low, so if an officer gets into a situation where he or she needs to apply that because it is an elevated situation where there is a deadly force encounter he would rather them know how to properly apply it to reduce the likelihood of injury. Chief would rather an officer be trained to use it than to just tell them do whatever you need to do to save your life. That is the reasoning behind those who still leave it in their policy. Chief knows of some departments still leave it in there it is getting pushed up the list like what we are doing here to a deadly force encounter. Chief noted that a couple departments anticipate leaving it where it is on their continuum, but we do not know what Kansas City is going to do. Chief Lockridge said that he works here, and his concern is with what goes on here in Smithville.

Alderman Bloemker said that Chief Lockridge addressed what he wanted him to. It is to be used in a truly a life-and-death situation, and if it is truly used in an appropriate manner and trained appropriately, and used, outside of a discharging a firearm, as the last resort that is available for our officers. They need to be trained

appropriately, and medical personnel called appropriately. He thanked Chief Lockridge for covering it.

Chief Lockridge said heaven forbid one of our officers ever get in that situation. While he wants them to be able to use it to preserve their life, he also wants them to hopefully not cause lasting injury to somebody else. If we can teach officers to properly apply a technique even though it may be classified as use of deadly force, and to properly apply it to not cause lasting injury but to only to gain compliance and control of somebody, Chief Lockridge said to him that is worth spending the time and effort to do in-service training a few times a year and it keep officers fresh on those kind of techniques. Chief Lockridge thanked the Board for giving the Police Department a chance to present this information.

**3. Adjourn**

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

Ayes –6, Noes – 0, motion carried.

Mayor Boley declared the Work Session adjourned at 6:45 p.m.

\_\_\_\_\_  
Linda Drummond, City Clerk

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Damien Boley, Mayor

# Smithville Board of Aldermen

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Board of Aldermen Minutes – September 1, 2020 Regular Session

## SMITHVILLE BOARD OF ALDERMEN REGULAR SESSION

September 1, 2020 7:00 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, present, called the meeting to order at 7:00 p.m. A quorum of the Board was present. Mayor Boley and Aldermen Bloemker were in attendance in the City Hall Council Chambers. Other Board members present via Zoom meeting: Alderman Sarver, Alderman Atkins, Alderman Ulledahl, Alderwoman Wilson and Alderman Chevalier.

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

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

### 3. Consent Agenda

#### • Minutes

- August 18, 2020 Board of Alderman Work Session Minutes
- August 18, 2020 Board of Alderman Regular Session Minutes

No discussion.

Alderman Bloemker moved to approve the consent agenda. Alderman Atkins seconded the motion.

Upon roll call vote via teleconference:

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

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

## REPORTS FROM OFFICERS AND STANDING COMMITTEES

### 4. Committee Reports

None

### 5. City Administrator's Report

As Cynthia had indicated in the information in the packet, work will be added to the Main Street water line basically making repairs to the water main break of a few weeks ago on Eagle Parkway. She stated that according to Chuck Soules, Public Works Director, we should see completion of the Main Street water line project by the end of October. Work is almost complete on Main Street. The contractor has some work to finish on Liberty and some north of the river that might take some time to create the final tie-ins.

Staff is still awaiting authorization and notice to proceed from the Department of Parks and Recreation for the Main Street Trail. As soon as we have that notice to proceed, we will be able to move forward on that project.

Staff continues to work through easement acquisition for the East Streetscape project and we hope to be able to bid the project in October. The contractor selected for the project will then be able to order the lighting and other items that require lead time. Staff anticipates spring construction for this project.

Award of the bid for engineering for the Bridgeport Roundabout had been anticipated for this evening's agenda. A committee comprised of Mayor Boley, Alderwoman Wilson, Dan Toilekis, Chuck Soules, and Jack Hendrix reviewed the submissions for the project and selected a firm for negotiations. The options in initial discussions outlined in the contract was significantly higher than budgeted. Chuck has been negotiating with the firm and staff plans to bring a contract and budget amendment forward at the September 15 meeting. Staff anticipates approximately \$30,000 more than what was budgeted to be able to address changes to the project.

Cynthia indicated information is in the packet about the Clay County Portal for CARES Reporting. In the portal you can see what the City has submitted and what other entities in the county have funded with CARES.

Cynthia gave an update on a couple of the projects that the Board allocated CARES funds to complete:

- The Live Streaming at Heritage Park should be live within the next couple of weeks.
- The Northland Assistance Center has provided grants to three individuals / families in an assistance amount of \$3,400, this has funded two instances of providing rent assistance and one with regard to utilities.

We have continued Comprehensive Planning Task Force meetings throughout this week. The remaining meeting are:

Wednesday, September 2: Business and Economic Development Task Force  
Thursday, September 3: Recreation and Connectivity Task Force

All the meetings will be via Zoom beginning at 4:00 p.m. and run to between 5:30 and 6:00 p.m. More than 70 invitations were sent out for each of the meetings based on people who participated in the past meetings as well as others who commented on Facebook, Nextdoor or the project portal page. We have not had the level of involvement that we had hoped to see. There has been very good discussion and we will continue to promote participation for the next two meetings.

### ORDINANCES & RESOLUTIONS

**6. Bill No. 2867-20, Repeal Section 385-030 Helmet Law**

Alderman Bloemker moved to approve Bill No. 2867-20, to repeal Section 385.030 Operation Of Motor Vehicle Without Proper License Prohibited — Motorcycle – Special License and enacting in its place a new Section 385.030 Operation Of Motor Vehicle Without Proper License Prohibited — Motorcycle — Special License. 2<sup>nd</sup> reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Ulledahl – Aye, Alderman Chevalier – No, Alderman Bloemker– Aye.  
Alderman Sarver – Aye, Alderwoman Wilson – Aye, Alderman Atkins – Aye,

Ayes – 5, Noes – 1, motion carries. Mayor Boley declared Bill No. 2867-20 approved.

**7. Bill No. 2868-20, Rezoning Harbor Lake Replat Lot 2**

Alderman Bloemker moved to approve Bill No. 2868-20, for rezoning 24.5 acres of land identified as the Harbor Lakes Replat, Lot 2, which is the remaining undeveloped portion of the Harbor Lakes subdivision, to be rezoned from the R-1B single family district to A-1 in order to allow standard farming uses. 2<sup>nd</sup> reading by title only. Alderman Sarver seconded the motion.

No discussion.

Upon roll call vote via teleconference:

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2868-20 approved.

**8. Bill No. 2869-20, Condemnation of Certain Lands**

Alderman Bloemker moved to approve Bill No. 2869-20, authorizing condemnation of certain lands for the purpose of constructing and maintaining a sewer line. 2<sup>nd</sup> reading by title only. Alderwoman Wilson seconded the motion.

Upon roll call vote via teleconference:

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2869-20 approved.

**9. Resolution 821, Enterprise Fleet Management Agreement**

Alderman Bloemker moved to approve Resolution 821, authorizing the Mayor to enter into an agreement with Enterprise Fleet Management to manage a portion of the City’s fleet. Alderman Chevalier seconded the motion.

No discussion.

Ayes –6, Noes – 0, motion carries. Mayor Boley declared Resolution 821 approved.

**10. Resolution 822, Blueprint for Safer Roadways Grant**

Alderman Bloemker moved to approve Resolution 822, authorizing the Mayor to sign an agreement with Missouri Highways and Transportation Commission authorizing funding to purchase speed data gathering equipment. Alderman Chevalier seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 822 approved.

**11. Resolution 823, CARES Act Funding**

Alderman Bloemker moved to approve Resolution 823, approving eligible expenditures incurred between July 1, 2020 and July 31, 2020 totaling \$117,797.82 in the CARES Act Stimulus Fund. Alderman Sarver seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 823 approved.

**OTHER MATTERS BEFORE THE BOARD**

**12. Public Comment**

None

**13. Discussion of School District CARES Funding Request**

Cynthia indicated that the staff report outlines that staff had received requests from the School District with regard to the City's CARES funds. Staff also provided information to the Board at the last meeting regarding the request for funding made by the school district with regard to our CARES funds totaling a little more than \$120,000. The direction given by the Board that evening was to focus on support for elementary age students and classroom supplies. The district has submitted a number of receipts for items including table guards, mobile barriers, isolation tents for the nurse's office and desk barriers and lap desks. Also included is the cost of bell covers for band instruments. The total amount is approximately \$60,000 and staff is looking for direction from the Board. The School District has also indicated that they have some more expenses at the middle and high school level. Staff wishes to determine the Board's direction on similar type of requests. Cynthia noted that staff is in the process of providing reimbursement to NRAD and to the Fire Protection District for fogger for cleaning of their facilities and larger equipment. Staff looks for directions from the Board this evening with regard to the funding amount submitted by the School District.

Alderman Chevalier asked Dr. Michelle Kratofil, Assistant Superintendent for the School District, what the total of the similar expenses they have look like for the middle and high school?

Dr. Kratofil explained the amounts would be similar to the elementary school. They provided the same protective devices for the classrooms across the board K-12. Every classroom got a certain number of plexiglas dividers and portable screens for the teachers. She explained the only thing that would not have been included at the secondary level would be the portable desks because they do not use flexible seating at the middle and high school like at the elementary. The total amount probably would be between \$30,000 and \$40,000 for the equivalent items at the secondary level.

Alderman Chevalier said he thinks if we are going to support this for elementary schools we should probably also help out with the middle school and high school.

Alderwoman Wilson asked Dr. Kratofil if there were any expenses in the last budget year that were not as high as expected that could be used for some of this expense?

Dr. Kratofil said the expenses that they did not incur because of not being in session for the last quarter would be a reduced fuel expense for transportation, no spring activities, so they did not have to pay officials and gatekeepers and some utility savings because they were not using as much water. That total was probably around \$20,000 to \$25,000 in savings. She also explained that because of the revenue deficit at the state level they also had \$400,000 withheld for the year.

Alderman Bloemker stated that he remained concerned that as we see kids go back to school and as we see cold and flu season hit, we do not have a good grasp on what expenditures the City may have. He said that with the elementary school kids

going every single day and therefore would not have the reduced classroom size is why he wanted to push to make sure that this level t was taken care of. He believes what we should do is monitor to see what things look like and possibly consider this something to reimburse down the line. His fear is that this is going to hit us this fall and we have clearly seen an uptick in the area. He is also fearful of what the overtime costs could be for officers and our own staff being away and knowing that the City may need those funds to take care of some internal expenditures as well. His recommendation is that we go ahead and send the School District's request as it was outlined tonight and take the future request as it comes when we have a better handle on what our expenses are going to be.

Alderman Sarver said that he would support funding the school's three requests.

Mayor Boley clarified that the request for the elementary schools total \$55,841.64.

Cynthia said that was correct and they also included in their request the cost of bell covers for band instruments \$2,288.35.

Mayor Boley asked what the CARES fund balance looked like?

Cynthia said she believed it was around \$300,000 or slightly over.

Nickie Lee, Assistant City Administrator, said what we have actually spent and what we have already committed brings the total to \$520,000, so \$444,000 remains.

Mayor Boley asked if the Board would entertain giving the School District a total of \$100,000 for this funding round and then hold back and see where we are in a month or two?

Alderman Chevalier said that he supported it.

Mayor Boley said that is \$40,000 more than the request for the elementary schools but not the full \$200,000 for their total request.

Alderwoman Wilson said that she would only support the funding for the elementary schools.

Alderman Bloemker said that would be his recommendation as well. He said that once we see what the fall entails the School District could bring forward another request with actual details the Board could review at that time.

Mayor Boley asked for clarification from the Board for staff to bring forward the School Board's request for the \$55,841.64 and \$2,288.35 forward for the next meeting and revisit their additional requests the first Board meeting in October?

## Smithville Board of Aldermen

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Alderman Bloemker said that would give the City time to see what our expenditure are going to look like.

Cynthia said that staff will bring a Resolution forward on September 15 for Board approval. She also asked for clarification that the Board would want the School District to provide similar types of receipts for the middle and high school so staff can present them to the Board for review in October?

The Board all agreed.

### **14. Appointments – Board of Adjustment**

Mayor Boley nominated **Dayton Bissett**.

By roll call vote.

- Alderman Sarver - Aye
- Alderwoman Wilson - Aye
- Alderman Atkins – Aye
- Alderman Ulledahl - Aye
- Alderman Chevalier – Aye
- Alderman Bloemker - Aye

Ayes – 6, Noes – 0, motion carries. The Mayor declared Dayton Bissett Board of Adjustment representative, term to expire October 2021.

Mayor Boley nominated **Leah Shipley**.

By roll call vote.

- Alderman Atkins – Aye
- Alderman Sarver - Aye
- Alderwoman Wilson – Aye
- Alderman Bloemker – Aye
- Alderman Chevalier – Aye
- Alderman Ulledahl - Aye

Ayes – 6, Noes – 0, motion carries. The Mayor declared Leah Shipley Board of Adjustment representative, term to expire October 2022.

Mayor Boley nominated **Dirk Talley**.

By roll call vote.

- Alderman Chevalier - Aye
- Alderman Ulledahl – Aye
- Alderman Bloemker – Aye
- Alderwoman Wilson – Aye
- Alderman Atkins - Aye
- Alderman Sarver - Aye

Ayes – 6, Noes – 0, motion carries. The Mayor declared Dirk Talley Board of Adjustment representative, term to expire October 2023.

Mayor Boley nominated **Eric Craig**.

By roll call vote.                      Alderman Bloemker – Aye  
   Alderman Ulledahl - Aye  
   Alderman Chevalier – Aye  
   Alderwoman Wilson – Aye  
   Alderman Sarver - Aye  
   Alderman Atkins - Aye

Ayes – 6, Noes – 0, motion carries. The Mayor declared Eric Craig Board of Adjustment representative, term to expire October 2024.

Mayor Boley nominated **Josh Hurlbert**.

By roll call vote.                      Alderwoman Wilson - Aye  
   Alderman Sarver – Aye  
   Alderman Atkins – Aye  
   Alderman Bloemker – Aye  
   Alderman Ulledahl - Aye  
   Alderman Chevalier - Aye

Ayes – 6, Noes – 0, motion carries. The Mayor declared Josh Hurlbert Board of Adjustment representative, term to expire October 2025.

**15. New Business from the Floor**

None

**16. Adjourn**

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

Ayes – 6, Noes – 0, motion carries via teleconference. Mayor Boley declared the regular session adjourned at 7:32 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor

Financial Report - August 2020

**FY20 BUDGET - FINANCIAL UPDATE** 8/31/20

REVENUES, BY FUND	FY19 Actual	FY20 Budget	FY20 YTD	FY20 Projection	
GENERAL FUND	5,563,826.38	4,545,530.00	3,861,947.49	4,530,060.00	84.96%
CAPITAL PROJECTS FUND	4,182,447.81	238,120.00	-	228,120.00	0.00%
CAPITAL IMPROVEMENT SALES TAX FUND	451,246.42	475,080.00	442,978.27	509,760.00	93.24%
DEBT SERVICE FUND	127,417.32	556,280.00	223,755.00	556,280.00	40.22%
TRANSPORTATION SALES TAX FUND	496,431.90	475,080.00	445,215.65	509,760.00	93.71%
COMBINED WATER & WASTEWATER SYSTEMS FUND	4,064,279.60	4,381,400.00	3,613,758.38	4,436,550.00	82.48%
SANITATION FUND	780,003.87	840,360.00	689,242.57	826,780.00	82.02%
	<b>15,665,653.30</b>	<b>11,511,850.00</b>	<b>9,276,897.36</b>	<b>11,597,310.00</b>	80.59%

EXPENDITURES, BY FUND	FY19 Actual	FY20 Budget	FY20 YTD	FY20 Projection	
GENERAL FUND	4,789,412.43	5,424,590.00	4,036,556.71	5,189,550.00	74.41%
CAPITAL PROJECTS FUND	4,230,808.48	1,882,370.00	472,284.61	1,882,370.00	25.09%
CAPITAL IMPROVEMENT SALES TAX FUND	127,417.32	798,910.00	223,755.00	798,910.00	28.01%
DEBT SERVICE FUND	127,417.32	325,020.00	325,017.50	325,020.00	100.00%
TRANSPORTATION SALES TAX FUND	557,722.17	380,000.00	150,780.71	379,880.00	39.68%
COMBINED WATER & WASTEWATER SYSTEMS FUND	2,575,747.48	6,690,170.00	4,622,030.70	6,917,000.00	69.09%
SANITATION FUND	786,350.04	835,290.00	674,965.48	825,890.00	80.81%
	<b>13,194,875.24</b>	<b>16,336,350.00</b>	<b>10,505,390.71</b>	<b>16,318,620.00</b>	64.31%

[Full Financial Report](#)

CITY ADMINISTRATOR'S REPORT



**City Administrator's Report**

September 10, 2020

**Main Street Trail Notice to Proceed**

This week, the City received the Notice to Proceed on the Main Street Trail project from the Department of Natural Resources. Amino Brothers has been contacted and plans to begin mobilizing and setting up traffic control on Tuesday, September 15.

The City has also received approval to increase the grant amount by \$23,038.10 for amenities. The original grant was \$242,500, bringing the new grant amount is \$265,538.10.

**CARES Act Funding Project Updates**

*Restroom Fixtures Project*

Lexington Plumbing completed work on the ball field restroom at Smith's Fork Park on Tuesday, September 8. This restroom required extensive piping replacement as the pipes and fixtures were severely deteriorated. To prevent this in the future, a back-water valve was installed to protect the new fixtures. Contractors are now working on installation at the spillway restroom.

Water fountain upgrades are not complete and will be delayed as equipment which is on order has not yet arrived.

In house painting of the restrooms is underway at Heritage Park. Once that is complete, staff will move on to the Smith's Fork ball field restroom.

*Live Streaming at Heritage Park*

KCMO Tech is in the final stages of the project. The live stream is currently up on our Smithville Parks and Recreation YouTube page:

<https://www.youtube.com/channel/UCXql0vjqByIuxXrxzZ1Mzgg>

The contractor is awaiting one more part to finalize the project.

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KCMO Tech did clarify that the cameras are not streaming 4K. The strength of the AT&T internet and the location of equipment in the concrete restroom make it difficult to stream 4K. The quality is still good and will serve the purpose for which it was provided.

### *City Hall Audio-Visual Improvements*

Initiation of the project to upgrade sound and install cameras in the meeting room was originally anticipated to begin next week. To date, the contractor has not received equipment and it appears this project will be delayed. Delays were anticipated relating to receipt of equipment. I was waiting to hear back from the vendors for a shipping ETA to make the call, but so far we have not received the camera and mic components. I will let you know as soon as possible if we need to reschedule, though I would prepare for that; it looks like we may need to.

### *Housing and Assistance Grants*

On August 18, the Board approved creation of the CARES Utility and Housing Assistance Grant for Smithville residents. The program is administered through the Northland Assistance Center and allows for reimbursement of housing and utility costs for residents impacted by COVID-19. The Northland Assistance Center was authorized to grant up to \$25,000 total, including the cost of a 5% administrative fee. On a monthly basis the Center will provide a report to the City of usage of the program. Please continue to promote the program to residents who may qualify. Information can be found at <https://www.smithvillemo.org/newsview.aspx?nid=6124> or by calling (816) 421-2243.

Program Utilization August 19 – September 10, 2020:

Service	Entries	Units	Total Value	Clients	HHold	Adults	Children	Seniors	Individuals
Housing - Rent	3	3	\$ 3,613.00	3	3	3	3	0	6
Utility - Electric	2	2	\$ 750.13	2	2	2	3	0	5
Utility - Gas	1	1	\$ 77.42	1	1	1	0	0	1
Utility - TV/Internet (Cable/DSL)	1	1	\$ 334.70	1	1	1	0	0	1
Utility - Water	1	1	\$ 125.17	1	1	1	0	0	1
<b>Unduplicated Totals</b>	<b>8</b>	<b>8</b>	<b>\$ 4,900.42</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>

*Report Generated by The Northland Assistance Center  
9/10/2020*

**Parks and Recreation Updates**

Attached are the policies shared with parents and coaches participating in all leagues to ensure safety is our number one priority.

*Volleyball*

This week marks second week of volleyball practices. Games start next Wednesday, September 16 at Smithville High School. The first game is all Smithville teams playing each other. The remainder of the games are Smithville Parks and Recreation vs. Platte County Parks and Recreation. Game locations will be split between the High School and Platte County Civic Center. Participants and spectators are required to follow all district policies related to wearing masks and physical distancing.

*Soccer League*

We are in week 4 of soccer practices. Aside from the first week with a handful of kids sitting out due to illness, there have been no issues related to COVID19. This Saturday is the first game day for all divisions. This league will run through the end of October.

*Soccer Clinic*

The first day of the soccer clinic is also this Saturday. The clinic runs on Saturday mornings for 6 weeks. The maximum registration for the clinic is 40, with 35 registered participants.

*T-Ball*

Friday is our third practice for all T-ball league teams. Next Friday, September 18, is the first T-Ball game. Staff will be promoting the live streaming cameras for that game. T-ball games will be every Friday night until October 9 (October 16 and 23 are rainout dates).

*Splash Pad*

Staff has been working with the contractor to help coordinate electricity and water installation. Concrete work was anticipated this week, but may be pushed back due to weather.



**White Iron Ridge Development Issues**

The City has been working with the White Iron Ridge development for several months to resolve water supply issues for fire flow and domestic service. As this is one of the largest commercial endeavors completed in town for several years, the information below is provided for your information.

*A brief timeline of discussions/communications between developer/developer representatives and City:*

May 2019:	site plan layout approved
September/October 2019:	water/sewer plans submitted and approved. (At this time the proposal for fire flow was a storage tank and pump system.)
December 2019:	foundation only permit issued
April 2020:	received plans for building permit
April 13, 2020:	developer requested to change the waterline design based upon the price of the approved plan
April 23,2020:	building permit was issued with the specific note that "No Final Occupancy until the fire sprinkler system has been approved and installed"

To date, staff has reviewed several options for water service for the development. There are basically two current issues remaining. First, the Fire Code requires 1,500gpm (gallons per minute) to be available at the site in the case of a fire. This requires a larger waterline than a typical service line. The bigger the line the more water has to be used to maintain safe chlorine levels for drinking water. In this case a 10" line is needed. With the length of the line (1,500ft+/-), there is a large amount of water that would need to be used or flushed from the system to maintain potable water. The second issue is whether this line should be a public or private line. Staff has communicated that this is a private line serving a single user and if water is to be flushed the development would be responsible for the cost (estimated at 6,000 gallons / month).

Attached is detailed correspondence from City staff to the development team.



August 25, 2020

Kaitlyn Windsor  
Project Engineer  
Homoly Construction  
924 Oak St.  
Kansas City, MO 64106  
Via Email

RE: White Iron Ridge

Kaitlyn:

I understand there has been a significant amount of correspondence between your office, the Fire District and in some cases, the City related to the fire service/suppression system and water lines for the project. I want to go through what has occurred since the beginning of this process and try to clearly understand where we are at this point. The original site plan layout and building façade were approved by the Board in May of 2019. Following that approval, you began the full engineering for not only the building plans, but also the proposed water service for the building. The water and sewer plans submitted in September by Aylett Survey and Engineering in September of 2019 were reviewed and comments to those plans were sent to them on October 8, 2019. (See [Attachment A](#))

At that time, the proposal for fire flow was for a storage tank and pump system because the original proposal would not provide fire flow. After not hearing from Wil Souders for approximately six weeks, I sent a request for an update on the plan progress on November 27, 2019 (Attachment A). Wil replied on December 3rd that the owner was talking about adding additional facilities and he had identified an easement issue on some plats. (Attachment A). At the same time frame, your office requested approval for a foundation only permit to begin on December 2, and that was issued. Concurrently, we sent a permit invoice to your office for the Foundation construction only. (Attachment B) I provided Wil with the plat and easement clarification on December 11, 2019. (Attachment C) Keep in mind, at this time, you had not submitted any plans associated with the materials or type of construction of the building, just a footprint for the foundation portion.

Once that construction began, we awaited full building plans, which includes most of the fire protection data in order to evaluate the overall project. In April, we notified Bob on site that the foundation permit was complete and that the full permit needed to be completed before work could continue. At that time, a full set of plans with all engineering for the City was submitted, and you were specifically informed that the Fire District needs these plans as well because they handle the Fire Code requirements and issue their own separate permit. On April 13, 2020, we received an email from Wil Souders that indicated your office was seeking to change the waterline design based upon the prices of the approved plan of the storage tank and pump. He proposed a new layout and requested the city run a fire flow system check. (Attachment D). On April 23rd, we sent an updated permit invoice, with plan approval of those items that were in the submittal and included a specific limitation that the fire sprinkler system

## **Smithville Board of Aldermen**

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must submitted, approved and installed prior to Occupancy. (Attachment E) Your office was again reminded that the Fire District has a separate plan review, and now that the building design has been completed, you should also get that permit.

On May 1, 2020 I forwarded to you and Chief Dave Cline the results of our engineers' evaluation of the proposed water line alignments using data from meter tests performed by the Fire District and your office. (Attachment F) You requested clarification on the line size approval from Dave Cline on May 4th. (Attachment F). At some time after this work, a different engineering firm was engaged to address the water supply.

The next correspondence on this matter was the Fire Districts Plan Review comments dated May 29, 2020 that addressed both the building requirements, but also site plan requirements as a result of the building type under construction. (Attachment G) Since that time, there have been discussions on water line sizes, layouts and various other issues. This letter is to reiterate the City's position on the building. As stated in the issued permit, you must address the fire sprinkler system prior to occupancy. I also understand there are site access issues for the Fire District that also are required. As you know, the City authorized partial permits on this project, and agreed to allow construction to commence and continue without having full plans on site. When we issued the first portion, we notified your company representatives in person at our office, as well as in phone conversations that our approval is subject to the actual plans meeting our approval, and the fire district approval. We did this to accommodate the stated timeline you were trying to meet.

We are now at a point where the accommodations to the project schedule we provided, with the conditions stated above, are causing everyone difficulties and this should end as soon as possible. We would ask that you return to the original water supply proposed – a 4" supply line from the south property line to a storage tank, and a pumping system that will meet the 1,500 gpm fire flow requirements of the code, connected to the short extension of the 8" waterline on Shannon Ave. to the south. This needs to occur post haste, as the current partial structure has no fire protection at all without at least the 4" supply line. I do not believe that the building construction types can be changed to make the access requirements change either, but at this point, the Fire District's permit calls for these corrections and they should be made as well.

As stated in the original permit from the City, we will issue no occupancy for this project without the fire system in place, and the Fire District approval of the construction is also mandatory before we can issue a certificate of occupancy. This, in effect, means that all other district requirements will be required for the City to release occupancy.

Going forward, if you seek to change any aspect of the project design, please provide the City and the District with stamped plans from a Missouri licensed engineer prior to making any changes, and await approval from both entities prior to commencing any work changes.

Sincerely,

Jack Hendrix  
Development Director

**FY20 BUDGET AMENDMENT**



# City of Smithville

**Meeting Date:** September 15, 2020

**Department:** Finance, Parks & Recreation, Police

**Agenda Item:** Bill No. 2871-20, FY20 Budget Amendment #3

**Summary:**

This action will amend the FY20 Budget to add \$40,000 in budgeted expenditures in the General Fund and \$39,000 in budgeted expenditures in the Transportation Sales Tax Fund.

**Purpose:**

At the August 18, 2020 Work Session, the Staff Recommended FY21 Budget was presented for Board review. Board discussion of the recommended budget included implementation of a police radio replacement program as well as initiation of a Parks and Recreation Master Plan.

Following discussion regarding expenditures and the fact that sales and use tax revenues in FY2020 exceed projections, the Board directed that a police radio replacement program be implemented in FY20 and that initiation of a Parks and Recreation Master Plan begin earlier than planned.

Amending the FY20 Budget to include \$40,000 in expenditures will allow for three radios to be replaced (out of a total of 24) in the Police Department (\$15,000) and allow for initiation of the Parks and Recreation Master Plan (\$25,000).

Concurrent with budget review, review of Requests for Qualifications for engineering services for a roundabout at Bridgeport and Old Jefferson Highway was underway. The FY20 Transportation Sales Tax includes \$60,000 for this project. Following review and negotiations with the recommended engineering firm, the project scope and costs exceeds budget by \$39,000. Staff recommends amendment of the Transportation Sales Tax Fund in this amount to provide for this project.

This Ordinance has been sponsored as an emergency ordinance by Mayor Boley.

**Impact:**

Comprehensive Plan:	Significant
Economic Development Plan:	Significant
Parks Master Plan:	Significant
Strategic Plan:	Significant
Capital Improvement Plan:	Significant
Budget:	Amends the FY20 Expenditure Budget

## Smithville Board of Aldermen

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**Legislative History:**

N/A

**Suggested Action:**

Motion to approve Bill No. 2871-20 for First and Second Reading by Title Only.

**Attachments:**     Plans             Contract     Staff Report

Ordinance     Resolution     Minutes     Other:

**BILL NO. 2871-20**

**ORDINANCE NO. XXXX-20**

**AN ORDINANCE AMENDING THE FY20 OPERATING BUDGET TO ADD \$79,000 TO THE EXPENDITURE BUDGET.**

**WHEREAS**, pursuant to Ordinance 3046-19, passed on October 15, 2019, the City approved the fiscal year ending October 31, 2020 Budget: and

**WHEREAS**, included in the approved fiscal year 2020 Budget is \$60,000 for professional services for engineering the Greyhawke Roundabout for the Public Works Department: and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are professional services for a Parks and Recreation Master Plan for the Parks and Recreation Department: and

**WHEREAS**, not included in the approved fiscal year 2020 Budget are equipment purchases for radios for the Police Department: and

**WHEREAS**, the Board desires and staff recommends \$39,000, in additional expenditures for professional services for engineering the Greyhawke Roundabout, \$25,000 in additional expenditures for professional services for a Parks and Recreation Master Plan, and \$15,000 in additional expenditures for equipment purchases for radios; and

**WHEREAS**, the Transportation Sales Tax and General funds have excess cash on hand balances sufficient to provide funding for these additional expenditures.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:**

**THAT** the fiscal year ending October 31, 2020 Budget is hereby amended to add \$39,000 in expenditures in the Transportation Sales Tax Fund and \$40,000 in expenditures in the General Fund.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

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Damien Boley, Mayor

**Smithville Board of Aldermen**

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ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

First Reading: 09/15/2020

Second Reading: 09/15/2020

**FY21 EMPLOYEE HANDBOOK**



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** All

**Agenda Item:** Resolution 824, Adopting Amendments to the Employee Handbook for FY21

**Summary:**

City staff has reviewed the Employee Handbook and have made the corrections and clarifications which it believes will be beneficial for the management of staff.

**Purpose:**

Updating the Employee Handbook for the 2020-2021 fiscal year to reflect changes in State and Federal laws regarding employees, as well as to update outdated, incorrect, or unclear language. The following sections have been added or amended:

- Revised Article 3-1 Equal Employment Opportunity;
- Revised Article 6-11 Temporary Assignment to Higher Level Positions;
- Revised Article 6-13 Call-Back and On-Call Time;
- Added Article 8-5 Telecommuting Work Schedule;
- Revised Article 11-5 Shared Leave Policy;
- Revised Article 12-12 Paid Administrative Leave;
- Revised Article 18-2 Discrimination and Sexual Harassment;
- Added Article 20-6 Employer-Issued Laptop Policy; and
- Added Article 20-8 Telecommuting Policy.

Revisions were discussed at the July 21 Work Session.

**Impact:**

Comprehensive Plan:	No Impact
Economic Development Plan:	No Impact
Parks Master Plan:	No Impact
Strategic Plan:	Strategic Goal 5: Development of policies that govern activities of the City.
Capital Improvement Plan:	No Impact
Budget:	No Impact

**Legislative History:**

Board of Aldermen reviewed at July 21 Work Session.

## Smithville Board of Aldermen

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**Suggested Action:**

A Motion to approve Resolution 824.

**Attachments:**    Plans             Contract         Staff Report Ordinance     Resolution     Minutes         Other:    [Employee Handbook](#)

**RESOLUTION 824**

**A RESOLUTION ADOPTING AMENDMENTS TO THE PERSONNEL POLICIES HANDBOOK.**

**WHEREAS**, the City of Smithville has adopted and set forth principles and procedures to be followed by the City in the administration of the City's personnel program. These principles and procedures were adopted to establish an efficient, equitable and functional system of personnel administration to govern the appointment, promotion, transfer, layoff, dismissal, discipline, and other related conditions of employment;

**WHEREAS**, City staff has suggested modifications to various policies and has recommended to the Board of Aldermen that these amendments be adopted with regard to its employees;

**WHEREAS**, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following sections of the existing Personnel Policies Handbook:

- Revised Article 3-1 Equal Employment Opportunity;
- Revised Article 6-11 Temporary Assignment to Higher Level Positions;
- Revised Article 6-13 Call-Back and On-Call Time;
- Added Article 8-5 Telecommuting Work Schedule;
- Revised Article 11-5 Shared Leave Policy;
- Revised Article 12-12 Paid Administrative Leave;
- Revised Article 18-2 Discrimination and Sexual Harassment;
- Added Article 20-6 Employer-Issued Laptop Policy; and
- Added Article 20-8 Telecommuting Policy.

**WHEREAS**, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing policies and procedures as the principles and procedures which should be followed by the City in the administration of the City's personnel program;

**WHEREAS**, the Board of Aldermen of the City of Smithville states that each existing policy and procedure not specifically amended are hereby readopted in conjunction with the amendments set forth as the principles and procedures which should be followed by the City in the administration of the City's personnel program; and

**WHEREAS**, the Board of Aldermen of the City of Smithville wish to restate that the policies and procedures as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:**

## **Smithville Board of Aldermen**

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**THAT** the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2020 by the City in the administration of the City's personnel program.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

FY21 COMPENSATION PLAN



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** All

**Agenda Item:** Resolution 825, Amend the Employee Compensation Plan for FY21

**Summary:**

City staff has reviewed the Employee Compensation Plan and has proposed changes based upon the increase in consumer price index (CPI), internal review of positions and industry comparisons from the MARC salary survey.

**Purpose:**

Updating the Employee Compensation Plan for the 2020-2021 fiscal year. The following items have been added or amended:

- 1) *Across the Board Range Adjustments* are not recommended. In past years, pay ranges have been increased to capture CPI growth. The 2020 budget included a 1.3% adjustment across all positions to capture CPI growth. The most recent CPI data indicates a 0.4% increase which does not justify an across the board range adjustment.
- 2) *Targeted Range Adjustments* were applied to several groups of positions to better group similar positions with each other. Department Director pay ranges now align with each other in two pay bands, along with several other mid-level position alignments.
- 3) *Merit Increase* of 3% effective May 1, 2021. (FY21 budget impact in salaries and benefits of \$42,270 to the General Fund and \$12,900 to the Combined Water and Wastewater Fund.) For employees who are at the top of their pay range, the merit increase will also be available, but as a one-time pay adjustment and will not be added to their base pay. There are eleven employees currently at the top of their range: four paid through the General Fund and seven paid through the Combined Water and Wastewater Fund.
- 4) *Restructuring of an existing Development Department position* creating a Permit Technician to better facilitate customer service in the area of permitting. (FY21 budget of \$4,860 to the General Fund.)
- 5) *Revisions to several job descriptions* to better reflect current practices and priorities.

Police Department job descriptions were reviewed as part of a comprehensive review of the Police Department.

The proposed Employee Compensation Plan was discussed at the July 21 Work Session.

## Smithville Board of Aldermen

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<b>Impact:</b>	
Comprehensive Plan:	No Impact
Economic Development Plan:	No Impact
Parks Master Plan:	No Impact
Strategic Plan:	Strategic Goal 5: Development of policies that govern activities of the City.
Capital Improvement Plan:	No Impact
Budget:	Impacts the FY21 Budget
<b>Legislative History:</b> Board of Aldermen reviewed at July 21 Work Session.	
<b>Suggested Action:</b> A Motion to approve Resolution 825.	
<b>Attachments:</b> <input type="checkbox"/> Plans <input type="checkbox"/> Contract <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Minutes <input checked="" type="checkbox"/> Other: <a href="#">Employee Compensation Plan</a>	

**RESOLUTION 825**

**A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE  
COMPENSATION PLAN.**

**WHEREAS**, the City of Smithville has adopted and set forth the description of duties and compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

**WHEREAS**, City staff, in open and public discussions with the Board of Alderpersons, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- Merit Increase of a 3% average for qualifying employees;
- Targeted range adjustments for several positions;
- Restructuring of a Development Department position; and
- Revisions to several job descriptions.

**WHEREAS**, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

**WHEREAS**, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE  
CITY OF SMITHVILLE, MISSOURI:**

**THAT** the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2020 by the City in the administration of the City's personnel program.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**AMENDING THE SCHEDULE OF FEES**



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** All

**Agenda Item:** Resolution 826, Amend the Schedule of Fees for FY21

**Summary:**

The establish available revenues for the FY21 Operating Budget.

**Purpose:**

At the July 21 Work Session, staff proposed the following two changes to the Schedule of Fees effective November 1, 2020, with no further discussion from the Board:

1. This time last year, coinciding with the Police Department’s in-vehicle and body-worn camera upgrades, the quality and quantity of video drastically increased. Video sometimes needed to be burned on multiple DVDs and were taking up to an hour to burn because of the high quality. The Schedule of Fees was amended to remove the option to obtain a copy of a video on a DVD, and in its place both Cloud Links and USBs were made available as options for obtaining a video. A year later, USBs have seldom been requested and there have been no issues with providing Cloud Links. Additionally, Cloud Links provide a simple, contactless solution as COVID-19 concerns remain high.

Staff recommends the removal of the USB option for obtaining a copy of video, leaving the Cloud Link as the only option.

Change	Department	Category	Description	Current Fee	Proposed Fee
REMOVAL	Police	None	Copy of Video - USB	\$20	-

2. With the transfer of Municipal Court to Clay County effective January 1, 2019, staff erred on the side of caution and kept Municipal Court fines listed in the Schedule of Fees. With the transfer now 18 months in, staff feels we can remove all Municipal Court Fines listed in the Schedule of Fees.

At the August 4, 2020 Work Session, rental of the Senior Center was discussed. Ideas were shared by the Board regarding rental fee amounts, availability, and a comparison to the rental of the Courtyard was made. Per that discussion, staff proposes the following changes to the Schedule of Fees effective November 1, 2020:

3. Per the agreement between the City and the Smithville Senior Citizen Center, the Senior Center is available for the City to rent to third parties beginning at 4pm each

weekday and all day on the weekends. Staff recommends removing the four-hour block rental fee and the additional hour rental fee for the Senior Center. In its place, and to be consistent with Courtyard rental fees, staff recommends the inclusion of a Weekday Evening (4pm – 11pm) rental fee of \$100 plus a \$200 damage deposit, and a Weekend Full Day (9am – 11pm) rental fee of \$250 plus a \$200 damage deposit.

Change	Department	Category	Description	Current Fee	Proposed Fee
REMOVAL	Parks & Rec	Senior Center	4-Hour Block	\$50 + \$200 deposit	-
REMOVAL	Parks & Rec	Senior Center	Additional Hour	\$15	-
Change	Department	Category	Description	Current Fee	Proposed Fee
ADDITION	Parks & Rec	Senior Center	Weekday Evening (4pm-11pm)	-	\$100 + \$200 deposit
ADDITION	Parks & Rec	Senior Center	Weekend Full Day (9am-11pm)	-	\$250 + \$200 deposit

Lastly, staff received the annual increase for Residential Trash and Recycling Removal per the City’s Contract with WCA. The contract runs through March 31, 2022. Staff proposes the following changes to the Schedule of Fees effective November 1, 2020:

- Beginning with January 2021 trash and recycling removal, WCA will charge the City \$19.51 per service address per month (up from \$18.92 per service address per month in 2020). Historically, the City charges a 2% administrative charge on top of the WCA fee, which would make the 2021 rate \$19.90 per month (up from \$19.30 per month). Staff recommends the change be reflected in the Schedule of Fees

Change	Department	Category	Description	Current Fee	Proposed Fee
CHANGE	Sanitation	Trash & Recycling	Residential Trash & Recycling	\$19.30 through Dec 2020	\$19.90 beginning Jan 2021

**Impact:**

Comprehensive Plan:	No Impact
Economic Development Plan:	No Impact
Parks Master Plan:	No Impact
Strategic Plan:	Strategic Goal 5: Development of policies that govern activities of the City.
Capital Improvement Plan:	No Impact
Budget:	No Impact

## Smithville Board of Aldermen

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**Legislative History:**

Board of Aldermen reviewed at July 7 Work Session, August 4 Work Session, and have a contract with WCA.

**Suggested Action:**

A Motion to approve Resolution 826

**Attachments:**

Plans

Contract

Staff Report

Ordinance

Resolution

Minutes

Other:

[Schedule of Fees](#)

**RESOLUTION 826**

**A RESOLUTION ADOPTING AMENDMENTS TO THE SCHEDULE OF FEES.**

**WHEREAS**, the City of Smithville has adopted and set forth a comprehensive schedule of fees to be followed by the City; and

**WHEREAS**, City staff, in open and public discussions with the Board of Alderpersons, has made recommendations to the Board regarding the modifications for the following items of the existing Schedule of Fees:

- Removal of Copy of Police Video - USB fee (Police)
- Removal of all Municipal Court Fines (Municipal Court)
- Removal of Senior Center 4-Hour Block Rental fee (Parks & Rec)
- Removal of Senior Center Additional Hour Rental fee (Parks & Rec)
- Addition of Senior Center Weekday Evening Rental fee (Parks & Rec)
- Addition of Senior Center Weekend Full Day Rental fee (Parks & Rec)
- Change of Residential Trash & Recycling fee (Sanitation) [Effective 1/1/2021]

**WHEREAS**, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing schedule of fees which should be followed by the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:**

**THAT** the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2020 by the City.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**BID AWARD – ENGINEERING FOR BRIDGEPORT ROUNDABOUT**



# City of Smithville

**Meeting Date:** Sept. 15, 2020

**Department:** Public Works

**Agenda Item:**

Resolution 827, Award Bid #20-11, Engineering Services for the design of the Roundabout at Bridgeport and Old Jefferson Highway and Authorizing the Mayor to sign an agreement with TranSystems in an amount of \$98,725.80.

**Summary:**

In 2017 the City entered into a development agreement with GreyHawke LLC for the design, by the City, and construction, by the development, of a roundabout at the intersection of Bridgeport, Falcon Drive and Old Jefferson Highway. The project will include the construction of a roundabout, pedestrian facilities, stormwater drainage, watermain relocation, lighting, and if necessary sanitary sewer modifications. Sealed Proposals for Qualifications for engineering services for the design of a roundabout were received on Wednesday, July 15, 2020.

Twelve qualification statements were submitted from engineering firms. A selection committee was established including: Planning and Development Director Jack Hendrix, Finance Director Dan Toleikis, Public Works Director Chuck Soules, Mayor Boley and Alderwoman Wilson. The selection committee reviewed the submittals and evaluated them on experience, similar projects, project engineer and team, schedule, knowledge of site issues, previous work for the City, and public involvement. Three firms were selected for interviews. The selection committee is recommending that an agreement with TranSystems be approved for the design of the roundabout.

TranSystems has submitted a scope of services to provide a complete set of engineering plans for the project as outlined below:

Roundabout Engineering	\$74,648.00
Water Line Relocation	\$ 5,102.00
Force Main Relocation	\$ 5,102.00
Storm Sewer Design	\$ 6,502.00
Survey	\$ 7,150.00
Misc. Expenses	\$ 221.80
TOTAL	\$98,725.80

The 2020 CIP included \$60,000 for the roundabout design in the Transportation Sales Tax Fund. Amendment of the FY2020 Transportation Sales Tax Fund in an amount of \$39,000 is included in an earlier action on this agenda.

**Purpose:**

To Award RFQ #20-11, Engineering Services for the design of the Roundabout at Bridgeport and Old Jefferson Highway and authorize the Mayor to sign an agreement with TranSystems in an amount of \$98,725.80.

**Impact:**

Comprehensive Plan:	Transportation Management
Economic Development Plan:	N/A
Parks Master Plan:	N/A
Strategic Plan:	N/A
Capital Improvement Plan:	Included in 2020 CIP
Budget:	Included in the 2020 Transportation Sales Tax Fund Budget as amended

**Legislative History:**

N/A

**Suggested Action:**

Motion to approve Resolution 827

**Attachments:**    Plans         Contract     Staff Report

Ordinance     Resolution     Minutes     Other:    [TranSystems Submittal,](#)  
[Development Agreement,](#)  
[Request for Qualifications](#)

**RESOLUTION 827**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN ENGINEERING AGREEMENT WITH TRANSYSTEMS FOR ENGINEERING DESIGN SERVICES FOR THE BRIDGEPORT ROUNDABOUT IN AN AMOUNT OF \$98,725.80**

**WHEREAS**, in 2017, the City entered into a development agreement with GreyHawke LLC for the design by the City and construction by the development of a roundabout at the intersection of Bridgeport, Falcon Drive and Old Jefferson Highway; and,

**WHEREAS**, Sealed Proposals for Qualifications for engineering services were received on July 15, 2020; and,

**WHEREAS**, a selection committee reviewed the proposals and recommends a contract with the firm of TranSystems to complete the design of the roundabout; and

**WHEREAS**, funding for this project is included in the 2020 Capital Improvement Program.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE MAYOR IS AUTHORIZED TO EXECUTE AN ENGINEERING AGREEMENT WITH TRANSYSTEMS FOR ENGINEERING DESIGN SERVICES FOR THE BRIDGEPORT ROUNDABOUT IN AN AMOUNT NOT TO EXCEED \$98,725.80**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15th day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**SITE PLAN – NODAWAY BANK**



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** Development

**Agenda Item:** Resolution 828, Site Plan – Nodaway Valley Bank

**Summary:**

Approving this Resolution would authorize the site plan for the new “temporary” bank at 144<sup>th</sup> and 169 Highway.

**Purpose:**

The application for Site Plan Review was submitted in July to the Development Department. The applicant submitted conceptual plans for site plan review that would allow for construction of a modular building on land owned by Ron Major for use as a temporary bank by Nodaway Valley Bank. The building would meet all construction standards of a stick framed building. The applicant’s original submittal did not include additional paving from the existing pavement at the Major Mall site to its leased area. After discussions with the applicant, the Fire District, Development and Public Works departments, the attached site plan documents were submitted for review to the Planning Commission which included this additional paving.

In addition to these submittals, the applicant provided the relevant information analysis to the Public Works and City Engineers to assure that the stormwater detention meets the city’s standards. The applicant intends to use the existing commercial entrance to the Major Mall as its’ own access with no additional entrances to the public road system, no additional traffic analysis is required beyond that previously approved by MODOT.

The building design and appearance meets the development standards in the site plan ordinance, and it includes building lighting that is directed to the ground to avoid glare to adjacent residential properties to the south. In addition, the applicant submitted its landscape plan to add buffering trees along the south property line in the building buffering zone to protect the residential properties to the south and as required along 169 Highway. Staff recommended approval of the submission as compliant with the minimum standards in the site plan ordinance. The matter was submitted to the Planning Commission for its’ review of the proposal at its’ September 8, 2020 meeting. After review, the Commission voted unanimously to approve the site plan as submitted.

## Smithville Board of Aldermen

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**Impact:**

Comprehensive Plan:	Complies
Economic Development Plan:	n/a
Parks Master Plan:	n/a
Strategic Plan:	Complies
Capital Improvement Plan:	n/a
Budget:	n/a

**Legislative History:**

The Major Mall development was constructed in the early 2000's and includes this area as future development.

**Suggested Action:**

A motion to approve Resolution 828 for Site Plan approval of Nodaway Valley Bank at 144<sup>th</sup> and 169 Highway in accordance with the Planning Commission recommendation.

**Attachments:**    [Plans](#)    Contract    Staff Report  
 Ordinance    Resolution    Minutes    Other:

**RESOLUTION 828**

**A RESOLUTION APPROVING THE SITE PLAN FOR NODAWAY VALLEY BANK AT 144<sup>TH</sup> AND 169 HWY IN ACCORDANCE WITH THE PLANNING COMMISSION RECOMMENDATION**

**WHEREAS**, the applicant submitted drawings and plans for a temporary bank building to be located on the southeast corner of the Major Mall site at 144<sup>th</sup> and 169, and;

**WHEREAS**, the plan met the standards for the building materials, design and layout standards, and;

**WHEREAS**, the Planning Commission reviewed the plans and at its September 8, 2020 meeting recommended approval of the site plan, and;

**WHEREAS**, the applicant has submitted construction plans for review and seeks Board approval of the site plan to begin construction.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE SITE PLAN FOR NODAWAY VALLEY BANK AT 144<sup>TH</sup> AND 169 HIGHWAY AS RECOMMENDED BY THE PLANNING COMMISSION IS APPROVED.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**Partial Site Plan**

EXISTING ZONING: S-3  
 PROPOSED ZONING: COMMERCIAL 1.5/MS  
 PROJECT: TEMPORARY BANK FACILITY

OWNER: NODAWAY VALLEY BANK - 3  
 DESIGNER: JAMES W. BARKER, INC.  
 ADDRESS: 14411 S. HIGHWAY 169, SMITHVILLE, MO 64089

NOTE: SHOWN AND QUANTITIES ARE CITY OF SMITHVILLE STANDARDS ONLY.

SMITHVILLE UNIT UNDER CONSTRUCTION

**Proposed West Elevation**

**Proposed North Elevation**

EXAMPLE TEMPORARY BANK FACILITY - FENTON, MO

**Proposed East Elevation**

**Proposed South Elevation**

Temporary Site and Modular Container Facility for:

**Nodaway Valley Bank**

Northwest Corner of NW 144th Street & Highway 169  
 Smithville - Major Mall Out Parcel  
 Smithville, Missouri 64089

DATE: 04/20/2024  
 DRAWN BY: JWB  
 CHECKED BY: JWB

action pect design group

14411 S. HIGHWAY 169, SMITHVILLE, MO 64089

Full Nodaway Bank Site Plan

**SITE PLAN – HERZOG FOUNDATION**



# City of Smithville

**Meeting Date:** September 15, 2020

**Department:** Development

**Agenda Item:** Resolution 829, Site Plan – Herzog Foundation

**Summary:**

Approving this Resolution would authorize the site plan for the new Herzog Foundation Headquarters building at 188<sup>th</sup> and 169 Highway.

**Purpose:**

The application for Site Plan Review was submitted in July to the Development Department. The applicant submitted conceptual plans for site plan review that would allow for construction of a two-story building of approximately a 17,000 ft<sup>2</sup> building for use as the headquarters for the Stanley Herzog Foundation. The lot was recently purchased from the Catholic Church and was rezoned and subdivided by the City in April of this year to accommodate this building.

The applicant’s submittal included much of the infrastructure improvements required with the development agreement approved by the Board in April. In the time between the original submittal in March concerning this subdivision and now, additional timeline information has changed. In the original discussions, the public infrastructure work along 188<sup>th</sup> Street was to coincide with both the MODOT improvements to the 188<sup>th</sup> and 169 Highway intersection, as well as the construction of its building and this site plan approval. It is now known that the MODOT schedule has slipped back at least 18 months, with an anticipated construction now in March of 2022.

After discussions with the applicant, the Fire District, Development and Public Works departments, the attached site plan documents were submitted for review by the Planning Commission, but further coordination for the infrastructure improvement timing needs to be completed by staff and then provided to the Board of Aldermen. This process can be separate from the site plan approval as long as the amendments to the schedule work for both the city and the applicant.

The applicant has submitted both a traffic analysis on this vacant property, as well as a stormwater analysis. The traffic analysis was necessary given the size and scope of the project, and the anticipated MODOT improvements to the 169 intersection. It was incumbent that this development does not cause traffic impacts on the proposed intersection improvements by MODOT, and that ingress and egress would work on the relatively unimproved 188<sup>th</sup> Street. The city’s engineers have reviewed and

## Smithville Board of Aldermen

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commented on the proposed road access associated with the traffic impact analysis as well as the proposed stormwater detention structures necessary to meet the city's detention requirements. The most significant issue related to the public infrastructure is the documentation that the storm drain under 188<sup>th</sup> Street appears to be too small to meet the APWA road design requirements. To the extent that the applicant is required to connect that drain into a road drain box and add paving to the road surface in addition to the curbs, gutters and sidewalks, this issue must be addressed by the city prior to construction. This is one of the issues under discussion and will be brought to the Board separately with the timing changes.

The building design and appearance meets the development standards in the site plan ordinance, and it includes building lighting, landscape lighting and parking lot lighting that meets the site plan requirements. In addition, the applicant submitted its landscape plan which greatly surpasses the landscape and buffering requirements in the site plan standards. Staff recommended approval of the submission as compliant with the minimum standards in the site plan ordinance. The matter was submitted to the Planning Commission for its' review of the proposal at its' September 8, 2020 meeting. After review, the Commission voted unanimously to approve the site plan as submitted.

### Impact:

Comprehensive Plan:	Complies
Economic Development Plan:	n/a
Parks Master Plan:	n/a
Strategic Plan:	Complies
Capital Improvement Plan:	Unknown deficiencies identified
Budget:	Unknown

### Legislative History:

The land was rezoned and subdivided in April of 2020 to accommodate this project.

### Suggested Action:

A motion to approve Resolution 829 for Site Plan approval of the Herzog Foundation at 188<sup>th</sup> and 169 Highway in accordance with the Planning Commission recommendation.

**Attachments:**  [Plans](#)       Contract       Staff Report  
 Ordinance       Resolution       Minutes       Other:

**RESOLUTION 829**

**A RESOLUTION APPROVING THE SITE PLAN FOR THE HERZOG FOUNDATION AT 188<sup>TH</sup> AND 169 HIGHWAY IN ACCORDANCE WITH THE PLANNING COMMISSION RECOMMENDATION**

**WHEREAS**, the applicant submitted drawings and plans for a 17,000 ft<sup>2</sup>, two-story headquarters building and various site and public infrastructure improvements, and;

**WHEREAS**, the plan for all matters excluding the public infrastructure met the standards for the building materials, design and layout standards, and;

**WHEREAS**, the Planning Commission reviewed the plans and at its September 8, 2020 meeting recommended approval of the site plan, and;

**WHEREAS**, the applicant has agreed to coordinate with the city and MODOT to adjust the public infrastructure improvements construction timing that will allow the construction to occur at the most economical way for all parties.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE SITE PLAN FOR THE HERZOG FOUNDATION AT 188<sup>TH</sup> AND 169 HIGHWAY AS RECOMMENDED BY THE PLANNING COMMISSION IS APPROVED.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

## Stanley Herzog Foundation

ISSUED FOR:  
Planning Commission

<p><b>Client</b> Stanley Herzog Foundation 200 S. Main Street Smithville, MO 65750 Contact: [Redacted]</p>	<p><b>Architect</b> GastingerWalker &amp; 1000 College Road, Suite 100 Columbia, MO 65203 Contact: [Redacted]</p>	<p><b>Structural Engineer</b> P&amp;S Engineering 1717 Western Street, Mayfield Columbia, MO 65205 Contact: [Redacted]</p>	<p><b>MEP Engineer</b> SE Group, Inc. 100 College Road, Suite 100 Columbia, MO 65203 Contact: [Redacted]</p>
<p><b>Site Engineer</b> 1000 College Road, Suite 100 Columbia, MO 65203 Contact: [Redacted]</p>	<p><b>Electrical Engineer</b> 1000 College Road, Suite 100 Columbia, MO 65203 Contact: [Redacted]</p>	<p><b>PROJECT DATA</b></p> <p>10.00 Cover Sheet</p> <p>10.01 Overall Site Plan</p> <p>10.02 Foundation/Grading Plan</p> <p>10.03 Site Elevation/Topo</p> <p>10.04 Public Improvement/Part 1</p> <p>10.05 Public Improvement/Part 2</p> <p>10.06 Public Improvement/Part 3</p> <p>10.07 Parking Plan</p> <p>10.08 Building Footprints</p> <p>10.09 Building Elevation</p> <p>10.10 Specialty Site Lighting Photometric Plan</p>	

**Main Entry**



**Courtyard & Trails**



**Aerial looking SE**



**Aerial looking NW**



**Project Summary**

10.00 0% New Construction

Construction Type: 00 - Public Improvement

Project starting date: [Redacted]

Office: [Redacted]

20 Forfeiture

Prepared by: [Redacted]

10/1/2020

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STANLEY HERZOG FOUNDATION  
1000 COLLEGE ROAD, SUITE 100  
COLUMBIA, MO 65203  
CONTACT: [Redacted]

STANLEY HERZOG FOUNDATION  
1000 COLLEGE ROAD, SUITE 100  
COLUMBIA, MO 65203  
CONTACT: [Redacted]

ISSUED FOR:  
Planning Commission - Proj. 1 - 10/1/2020

00.00

[Full Herzog Foundation Site Plan](#)

**SITE PLAN – ATTIC STORAGE**



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** Development

**Agenda Item:** Resolution 830, Site Plan – Attic Storage

**Summary:**

Approving this Resolution would authorize the site plan for the new buildings and development.

**Purpose:**

The application for Site Plan Review was submitted in July to the Development Department. After discussions with the applicant, the Fire District, Development and Public Works departments, the attached site plan documents were submitted for review to the Planning Commission. Staff notified the applicant that for construction, a new waterline would likely be necessary in order to meet the fire flow requirements for the project, and that that public infrastructure would be its obligation to design and install, subject to review and permitting from the relevant City Departments. The applicant submitted a stormwater detention analysis, along with proposed structures to meet the City standards. This includes substantially increasing the size of the existing pond on site to handle the additional water, and to allow it to drain from the site at the current rates.

The building design and appearance meets the development standards in the site plan ordinance, and it includes building lighting that is directed to the ground to avoid glare to adjacent residential properties to the south. In addition, the applicant submitted its landscape plan to add buffering trees along the south property line in the building buffering zone, as well as the clustering trees and shrubs at the property corner near the 136<sup>th</sup> and 169 intersection. Staff recommended approval of the submission as compliant with the minimum standards in the site plan ordinance. The matter was submitted to the Planning Commission for its’ review of the proposal at its’ September 8, 2020 meeting.

After review, the Commission voted unanimously to approve the site plan with the condition that the applicant add additional landscape buffering in two areas. Specifically, the applicant should extend the current treatment of the building buffer zone further to the east until it reaches the east line of the property. In addition, the applicant should install tall grass plantings (Pampas Grass or fountain grass) along the top of the detention basin dam from the south property to the 2-story building area. After notification and discussion of the condition, the applicant has agreed to amend the site plan landscaping to reflect these changes, but intends to specifically use Chinese Silver Grass, which regularly grows up to 10-12 feet in height. The purpose of

## Smithville Board of Aldermen

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the tall grass option is to avoid planting trees into the dam structure which would be structurally compromised with the root system of trees. It was agreed the grasses would not structurally compromise the dam but would still provide a visual buffer from northbound 169 Highway traffic entering the City.

**Impact:**

Comprehensive Plan:	Complies
Economic Development Plan:	n/a
Parks Master Plan:	n/a
Strategic Plan:	Complies
Capital Improvement Plan:	n/a
Budget:	n/a

**Legislative History:**

The conceptual development of the property was approved in 2019.

**Suggested Action:**

A motion to approve Resolution 830 for Site Plan approval of Attic Storage of Smithville at 136<sup>th</sup> Street and 169 Highway in accordance with the Planning Commission recommendation.

**Attachments:**  [Plans](#)       Contract       Staff Report  
 Ordinance       Resolution       Minutes       Other:

**RESOLUTION 830**

**A RESOLUTION APPROVING THE SITE PLAN FOR ATTIC STORAGE OF SMITHVILLE AT 136<sup>TH</sup> AND 169 HIGHWAY IN ACCORDANCE WITH THE PLANNING COMMISSION RECOMMENDATION**

**WHEREAS**, the applicant submitted drawings and plans for a two-story mini storage building, along with several single-story storage buildings in one cohesive development, and;

**WHEREAS**, the plan met the standards for the building materials, design and layout standards, and;

**WHEREAS**, the Planning Commission reviewed the plans and at its September 8, 2020 meeting recommended approval of the site plan with adjustments to the landscaping plan, and;

**WHEREAS**, the applicant has agreed to modify the landscaping plan to account for additional landscaping in the south and east portion of the project site adjacent to the detention basin pond to further screen the storage buildings from the traffic of 169 and the residence to the south.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE SITE PLAN FOR ATTIC STORAGE AT 136<sup>TH</sup> AND 169 HIGHWAY AS AMENDED BY THE PLANNING COMMISSION IS APPROVED.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk



[Full Attic Storage Site Plan](#)

**POLICE RADIO PURCHASE**



# City of Smithville

**Meeting Date:** 09/15/2020      **Department:** Police Department

**Agenda Item:** Resolution 831, Purchase of Police Radios

**Summary:**  
This resolution would authorize the purchase of three new portable radios for the Smithville Police Department, in an amount not to exceed \$14,000.

**Purpose:**  
Every Smithville Police Officer is issued a portable police radio. This piece of equipment is a vital tool to stay in constant contact with the dispatch center and other officers. The current radios were purchased in 2012, when the Platte County Sheriff’s Department switched to an 800 MHz trunked system. The average life expectancy for these radios is ten years.  
  
Currently the Mid-America Regional Counsel (MARC) has a cooperative bid for police radios. In accordance with City Code Section 105.080.C, staff is authorized to utilize cooperative purchasing agreements, like the MARC bid.  
  
After a review of the budget, staff has outlined a plan to replace three radios per year for the next 8 years.  
  
It is staff’s recommendation to approve the purchase of this equipment utilizing the MARC cooperative purchasing bid, for a price not to exceed \$14,000.

**Impact:**

Comprehensive Plan:	N/A
Economic Development Plan:	N/A
Parks Master Plan:	N/A
Strategic Plan:	N/A
Capital Improvement Plan:	N/A
Budget:	Budget Amended for 2020 Budget Year

**Legislative History:** N/A

**Suggested Action:**  
A motion to approve Resolution 831 to purchase three portable police radios, for an amount not to exceed \$14,000.

**Attachments:**    Plans       [Contract](#)       Staff Report  
 Ordinance     Resolution     Minutes       Other:    Bid, Programming Bid

**RESOLUTION 831**

**A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF PORTABLE POLICE RADIOS, IN AN AMOUNT NOT TO EXCEED \$14,000**

**WHEREAS**, the Police Department uses portable police radios on a regular basis for communications, and;

**WHEREAS**, the purchase of new police radios was approved in the Amended 2019-2020 Fiscal Year Budget, and;

**WHEREAS**, the City Code Section 105.080.C authorizes staff to utilize cooperative purchase agreements, and;

**WHEREAS**, Staff has made a recommendation to purchase the planned for equipment from Motorola Solutions, Inc., through the cooperative purchasing agreement with the Mid-America Regional Counsel.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT** staff is hereby authorized and directed to purchase said equipment from Motorola Solutions, Inc., for an amount not to exceed \$14,000.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk



QUOTE-1327836  
3-APX6000 PD

Billing Address:  
SMITHVILLE, CITY OF  
107 W MAIN ST  
SMITHVILLE, MO 64089  
US

Quote Date:08/26/2020  
Expiration Date:11/24/2020  
Quote Created By:  
Paul Stickler  
Sales Manager  
pauls@mw-radio.com  
8167528146

End Customer:  
SMITHVILLE, CITY OF  
Tony Roetman  
troetman@smithvillemo.org  
816-532-0500

Contract: 34733 - MARC/KCRPC  
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	3	\$6,931.00	\$4,245.00	\$12,735.00
1a	QA07577AA	ALT: BATT IMPRES 2 LIION TIA4950 IP68 3100T STD	3			
1b	H842AU	ADD: SINGLE UNIT PACKING	3			
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	3			
1d	H38BT	ADD: SMARTZONE OPERATION	3			
1e	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	3			
1f	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	3			
1g	Q887AU	ADD: 5Y ESSENTIAL SERVICE	3			
2	LSV00Q01074A	DEVICE MISCELLANEOUS SERVICES	1	\$14.29	\$14.29	\$14.29
1h	Q498AY	ENH: ASTRO 25 OTAR W/ MULTIKEY	3			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1327836  
3-APX6000 PD

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
3	PMMN4083AL	MICROPHONE,IMPRES RSM DELTA-T	3	\$125.00	\$75.00	\$225.00
4	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	3	\$165.00	\$99.00	\$297.00

Grand Total \$13,271.29(USD)

Notes:

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



812 S. 10th St.  
 St. Joseph, MO 64501  
 Phone: (816) 279-2065

**QUOTATION  
 202000306**

Page 1

**Bill To:**  
 CITY OF SMITHVILLE POLICE DEPT  
 107 WEST MAIN  
 SMITHVILLE, MO 64089-0655

**Ship To:**  
 CITY OF SMITHVILLE POLICE DEPT  
 107 WEST MAIN  
 SMITHVILLE, MO 64089-0655

**Contact:** Roetman, Tony  
**Contact #:**  
**Email:** troetman@smithvillemo.org

**Contact:** Jason Lockridge  
**Contact #:** 816-507-6362  
**Email:**

*This includes programming 3-APX6000 radios including developing the radio programming templet.*

Date: 09/02/2020		Customer #: R1277		Customer Rep: PAS	
Qty	Item	Description	Unit Price	Extended	
1	MO-Programming Trunking	Programming MR Radios This includes Programming the first APX6000 radio with templet development	85.00	85.00	
2	MO-Programming Trunking	Programming MR Radios This includes programming 2 additional APX6000 radios	45.00	90.00	

Terms: DUR 1.5% Finance after 30 Days  
 This quotation is valid for 30 days. Prices are subject to change without notice.  
 The information in this quotation is PROPRIETARY AND CONFIDENTIAL between Midwest Mobile Radio Service Inc. and the customer referenced above.

Subtotal : \$175.00  
 Tax : \$0.00  
 Total Quote : \$175.00

**CARES ACT FUNDING**  
Small Business Grants



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** Administration

**Agenda Item:** Resolution 832, Awarding CARES Small Business Grants

**Summary:**

This Resolution would authorize the second distribution of the small business grants as recommended by Clay County EDC and reviewed by the Board of Aldermen.

**Purpose:**

A grant program for small businesses to reimburse the costs of business interruption caused by required closures relating to COVID-19 is an authorized expenditure in the CARES Act. On June 23, the Board of Aldermen approved an MOU with the Clay County EDC (CCEDC) to administer the program and accept applications between June 24 and July 10, 2020 to issue up to \$100,000 in total grant funds to Smithville small businesses. Another round of applications were approved by the Board to be accepted between August 19 and September 4. Small businesses applied for a grant up to \$5,000 each to reimburse business expenses related to COVID-19. The program details are attached.

CCEDC received 9 applications, and staff recommends funding 6 for a total of \$30,000. Staff recommend discussing utilization of the remaining \$70,000 in October.

Below is a list of recommended awards at \$5,000 each. Attached are the applications from each approved business. CCEDC reviewed the applicant's financial information and made recommendations based on their financial review and a demonstrated business interruption by COVID-19.

**Businesses Recommended for Funding**

- Ambes Hair Studio
- Chops BBQ
- For Pet's Sake
- Kevin Kobylski, LLC
- Kozak's Laketown Grill
- Not Too Shabby Boutique

CCEDC received three additional applications from businesses who did not qualify. One was a business not directly impacted by COVID-19 and two whose addresses were outside City limits. Staff and CCEDC are in concurrence that these are not recommended for funding at this time.

<b>Impact:</b>	
Comprehensive Plan:	N/A
Economic Development Plan:	Complies
Parks Master Plan:	N/A
Strategic Plan:	N/A
Capital Improvement Plan:	N/A
Budget:	Complies
<b>Legislative History:</b>	
Resolutions 792 and 804, Approval of MOU with CCEDC and Round 1 Grants.	
<b>Suggested Action:</b>	
Motion to approve Resolution 832.	
<b>Attachments:</b>	
<input type="checkbox"/> Plans <input type="checkbox"/> Contract <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Minutes <input checked="" type="checkbox"/> Other: Applications, Program Overview	

**RESOLUTION 832**

**RESOLUTION AUTHORIZING THE CITY TO AWARD CARES SMALL BUSINESS GRANTS ROUND 2.**

**WHEREAS**, the City of Smithville, Missouri (the "City") is a fourth-class city and political subdivision duly organized and validly existing under the Constitution and laws of the State of Missouri; and

**WHEREAS**, Congress passed, and the President signed, the Coronavirus Aid Relief and Economic Security (CARES) Act on March 27, 2020; and

**WHEREAS**, on May 1, 2020 the Clay County Commission approved Resolution 2020-139, providing CARES funding to the City of Smithville for eligible expenses incurred between March 1, 2020 and December 30, 2020 to address the COVID-19 pandemic; and

**WHEREAS**, certain types of grants are indicated in the guidance as potentially eligible, including expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures; and

**WHEREAS**, the City entered into a Memorandum of Agreement with Clay County EDC to administer the program; and

**WHEREAS**, applications for the second round of grants were accepted and reviewed by the Clay County EDC from August 19 through September 4, 2020, resulting in the following recommendations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE MISSOURI, AS FOLLOWS:**

**THAT** the following small businesses will receive a \$5,000 grant funded through the CARES fund for a total of \$30,000:

Ambes Hair Studio  
Chops BBQ  
For Pet's Sake  
Kevin Kobylski, LLC  
Kozak's Laketown Grill  
Not Too Shabby Boutique

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk



## CARES Smithville Small Business Grant Program – ROUND 2 Information Sheet

Congress passed, and the President signed, the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. On May 1, 2020, the Clay County Commission approved Resolution 2020-139, providing CARES funding to the City of Smithville for eligible expenses incurred between March 1, 2020 and December 30, 2020 to address the COVID-19 pandemic.

The Board of Aldermen established the CARES Small Business Grant Program on June 23, 2020 to be administered by the Clay County EDC. This program issued \$105,000 in total grant funds to small businesses in Smithville. **On August 4, the Board authorized a second round of grants for up to \$100,000.** Small businesses can apply for a \$5,000 grant to reimburse business expenses related to COVID-19 from **August 19 through September 4, 2020.**

### **Eligible businesses include:**

- Businesses physically located in Smithville.
- Businesses must have had a valid 2019 Business License.
- Public-facing businesses directly impacted by the “Stay at Home” order such as retail, food service, arts and entertainment, hospitality, fitness, medical, and personal services.
- Businesses or individual whose primary revenue is generated from rental properties.

### **Businesses do not qualify if they are a:**

- Previous recipient of a CARES Smithville Small Business Grant.
- National franchise.
- Non-profit organization.
- Business with current liens by the City or fees owed to the City of Smithville.

### **Priority will be given to:**

- Businesses that have 20 or fewer full-time equivalent employees, and;
- Businesses that have \$2.5 million or less in annual revenue.
- Businesses that have not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds). Please disclose if you have received any COVID-19 related relief funding.

### **Eligible Use of Funds:**

1. Grants can be used for expenses incurred from March 1, 2020 through August 31, 2020. Expenses can include but are not limited to payroll (provided federal funds have not already been received for this purpose), rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies.

2. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized.

**Ineligible Use of Funds:**

1. Grant funds may not be used for repayment of any federal or state loan programs related to COVID-19 relief funding.
2. Grant funds may not be used for any purposes outside of the Federal guidelines as set forth in <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

**Additional Information:**

- Grant applicants must provide documentation for eligible COVID-19 expenses.
- Grant fund applications and information is considered public information under the Missouri Sunshine Laws.
- Grant fund expenditures may be audited at a future date. Improper usage will require reimbursements to the City within 10 days of demand by the City for return of funds.
- In reviewing and considering the grant applications, it is the policy of the City of Smithville and the Clay County EDC to ensure equal opportunity without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

**CARES Small Business Grant Applications accepted from August 19 – September 4, 2020. If the funds are not expended, the deadline may be extended.**

# **CARES Smithville Small Business Grant Program Application Form**

## **Requirements – These records must be presented with this application**

- Two forms of ID (each signer) – one with picture other with name only

### **Sole Proprietorship - General Partnership**

- Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of personal bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

### **Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)**

- Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of business bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

Legal Name of Company: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City : \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Length of time you have been in business in Smithville: \_\_\_\_\_

Name of Grant Applicant: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this grant help you get through the COVID-19 crisis:

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I/We certify that the above information, including any attachments or exhibits provided herewith are valid and correct to the best of my/our knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com) SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118



**CARES Small Business Grant Program  
Checklist and Recommendation**

Name of Company: Ambes Hair Studio

Physical Address: 303 3<sup>rd</sup> Street Terrace

City : Smithville

State: MO

Zip: 64089

Type of Business: Hair studio

**Program Eligibility:**

- Business is physically located in Smithville.
- Business had a valid 2019 Business License.
- Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the 'Stay at Home' order.
  
- Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
- Non-profit organization.
- Business or individual whose primary revenue is generated from rental properties.

**Program Priority Considerations:**

- Business has 20 or fewer full-time equivalent employees, and;
- Business has \$2.5 million or less in annual revenue.
- Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
- If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

**Proposed Use of Grant Funds:**

- Eligible
- Not Eligible

**Business Financial Review Score:      COVID-19 Impact Score:**

95

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**Grant Funding Recommendation:**

- Recommended
  - Not Recommended
  - Recommended Conditionally
- 

Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

### CARES Smithville Small Business Grant Program Application Form

Requirements - These records must be presented with this application

- Two forms of ID (each signer) - one with picture other with name only

**Sole Proprietorship - General Partnership**

- Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet
- Six months of personal bank statements (March, April, May of 2019 & 2020)
- Copy of 2019 City Business License

**Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)**

- Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet
- Six months of business bank statements (March, April, May of 2019 & 2020)
- Copy of 2019 City Business License

Legal Name of Company: Amber Hair Studio  
Physical Address: 303 3rd St City: Smithville State: MO  
Zip: 64089  
Length of time you have been in business in Smithville: 5 years  
Name of Grant Applicant: Amber Fautsch  
Business Phone Number: 816-801-9214 Cell Phone Number: 816-801-9214  
Email address: Amberfautsch@gmail.com  
Type of Business: Hair Studio

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

I need to get a new salon chair, color brushes and other hair tools. I also need more capes. I also do to washing and sanitizing all equipment. Washer + Dryer do to going out from washing hair the hair stuff.

How will this grant help you get through the COVID-19 crisis:  
I will be able to get the cleaning products,  
and replace broken items as to sanitized.

I/We certify that the above information, including any attachments or exhibits provided  
herewith are valid and correct to the best of my/our knowledge.

Signature: [Handwritten Signature] Date: 9-1-20

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com) SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 - 7001 N. Locust, Gladstone, MO 64118



**CARES Small Business Grant Program  
Checklist and Recommendation**

Name of Company: Chops

Physical Address: 109 E. Main Street    City : Smithville    State: MO    Zip: 64089

Type of Business: Full-service restaurant

**Program Eligibility:**

- Business is physically located in Smithville.
- Business had a valid 2019 Business License.
- Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the 'Stay at Home' order.
  
- Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
- Non-profit organization.
- Business or individual whose primary revenue is generated from rental properties.

**Program Priority Considerations:**

- Business has 20 or fewer full-time equivalent employees, and;
- Business has \$2.5 million or less in annual revenue.
- Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
- If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

**Proposed Use of Grant Funds:**

- Eligible
- Not Eligible

**Business Financial Review Score:**    **COVID-19 Impact Score:**

100

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**Grant Funding Recommendation:**

- Recommended
- Not Recommended
- Recommended Conditionally

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Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

## CARES Smithville Small Business Grant Program Application Form

*Applications accepted from June 24 – July 10, 2020.*

**Requirements – These records must be presented with this application**

- Two forms of ID (each signer) – one with picture other with name only
- Two years of business tax returns (Schedules and 1099s, Income Statement & Balance Sheet for LLC's, C-Corps, and S-Corps)
- Two years of personal tax returns (Schedules and 1099s, Income Statement & Balance Sheet for Sole Proprietors)
- Three months March - May 2019 & 2020 bank statements Business or personal (personal for Sole Proprietors only)
- Copy of 2019 Smithville Business License

Legal Name of Company: Chop's BBQ + Catering LLC  
Physical Address: 109 E Main St City: Smithville State: MO  
Zip: 64089  
Length of time you have been in business in Smithville: 4 years  
Name of Grant Applicant: Dan Uledahl  
Business Phone Number: 816-846-4337 Cell Phone Number: 816-305-4717  
Email address: chopsbbqandcatering@gmail.com  
Type of Business: restaurant

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

We will use the money to help offset the cost of PPE we are using along with other operating costs due to being limited to 50% capacity.

How will this grant help you get through the COVID-19 crisis:

Having this grant will help us continue to operate while being at 50% capacity.

I/We certify that the above information, including any attachments or exhibits provided herewith are valid and correct to the best of my/our knowledge.

Signature: [Signature] Date: 8-31-20

Signature: Sarah Uledahl Date: 8-31-20

Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com) SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118



CARES Small Business Grant Program Checklist and Recommendation

Name of Company: For Pete’s Sake

Physical Address: 14450 N Highway N 169 Suite K City : Smithville State: MO Zip: 64089

Type of Business: Pet food, supplies and grooming

Program Eligibility:

- Business is physically located in Smithville.
Business had a valid 2019 Business License.
Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the ‘Stay at Home’ order.
Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
Non-profit organization.
Business or individual whose primary revenue is generated from rental properties.

Program Priority Considerations:

- Business has 20 or fewer full-time equivalent employees, and;
Business has \$2.5 million or less in annual revenue.
Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

Proposed Use of Grant Funds:

- Eligible
Not Eligible

Business Financial Review Score: COVID-19 Impact Score:

100

Grant Funding Recommendation:

- Recommended
Not Recommended
Recommended Conditionally

Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

## CARES Smithville Small Business Grant Program Application Form

*Applications accepted from June 24 – July 10, 2020.*

**Requirements – These records must be presented with this application**

- Two forms of ID (each signer) – one with picture other with name only
- Two years of business tax returns (Schedules and 1099s, Income Statement & Balance Sheet *for LLC's, C-Corps, and S-Corps*)
- Two years of personal tax returns (Schedules and 1099s, Income Statement & Balance Sheet *for Sole Proprietors*)
- Three months March - May 2019 & 2020 bank statements Business or personal (*personal for Sole Proprietors only*)
- Copy of 2019 Smithville Business License

Legal Name of Company: For Pet's Sake  
Physical Address: 14456 N 169 Hwy Suite K City: Smithville State: MO  
Zip: 64089  
Length of time you have been in business in Smithville: 14 yrs. in Oct  
Name of Grant Applicant: Cheri Thomas  
Business Phone Number: 816-532-2277 Cell Phone Number: 816-500-9515  
Email address: cheri4pets@sake@sbcglobal.net  
Type of Business: Retail pet food, supplies & grooming

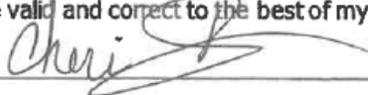
**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

Money would be used for past due bills from Covid-19 crisis.

**How will this grant help you get through the COVID-19 crisis:**

It will take the burden off being behind in debt.

I/We certify that the above information, including any attachments or exhibits provided herewith are valid and correct to the best of my/our knowledge.

Signature:  Date: 8/11/20

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com) SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118



CARES Small Business Grant Program Checklist and Recommendation

Name of Company: Kevin Kobylski, LLC
Physical Address: 14149 Earth Works Drive City : Smithville State: MO Zip: 64089
Type of Business: Insurance

Program Eligibility:

- Business is physically located in Smithville.
Business had a valid 2019 Business License.
Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the 'Stay at Home' order.
Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
Non-profit organization.
Business or individual whose primary revenue is generated from rental properties.

Program Priority Considerations:

- Business has 20 or fewer full-time equivalent employees, and;
Business has \$2.5 million or less in annual revenue.
Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

Proposed Use of Grant Funds:

- Eligible
Not Eligible

Business Financial Review Score: COVID-19 Impact Score:

100

Grant Funding Recommendation:

- Recommended
Not Recommended
Recommended Conditionally

Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

## CARES Smithville Small Business Grant Program Application Form

### Requirements – These records must be presented with this application

- Two forms of ID (each signer) – one with picture other with name only

### Sole Proprietorship - General Partnership

- Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of personal bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

### Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)

- Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of business bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

Legal Name of Company: Kevin Kobylski, LLC

Physical Address: 14149 Earthworks Dr City: Smithville State: MO  
Zip: 64089

Length of time you have been in business in Smithville: \_\_\_\_\_

Name of Grant Applicant: Kevin Kobylski

Business Phone Number: 816-532-6088 Cell Phone Number: 816-590-9516

Email address: Kevin@allianceinsurancebrokerage.com

Type of Business: Insurance Brokerage

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

These funds will be used to purchase plexiglass partition, face masks and cleaning/sanitizer to ensure my clients will be safe during medicare open enrollment.

How will this grant help you get through the COVID-19 crisis:

This grant will help relieve some of the stress in dealing  
with clients.

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I/We certify that the above information, including any attachments or exhibits provided  
herewith are valid and correct to the best of my/our knowledge.

Signature: Korh Date: 9/4/2020

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to **juliel@clayedc.com** SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118



**CARES Small Business Grant Program  
Checklist and Recommendation**

Name of Company: Koazk's Laketown Grill LLC

Physical Address: 1018 S US Highway 169

City : Smithville

State: MO

Zip: 64089

Type of Business: Full service restaraunt

**Program Eligibility:**

- Business is physically located in Smithville.
- Business had a valid 2019 Business License.
- Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the 'Stay at Home' order.
  
- Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
- Non-profit organization.
- Business or individual whose primary revenue is generated from rental properties.

**Program Priority Considerations:**

- Business has 20 or fewer full-time equivalent employees, and;
- Business has \$2.5 million or less in annual revenue.
- Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
- If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

**Proposed Use of Grant Funds:**

- Eligible
- Not Eligible

**Business Financial Review Score:      COVID-19 Impact Score:**

100

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**Grant Funding Recommendation:**

- Recommended
- Not Recommended
- Recommended Conditionally

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Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

# CARES Smithville Small Business Grant Program Application Form

*Applications accepted from June 24 – July 10, 2020.*

**Requirements – These records must be presented with this application**

- Two forms of ID (each signer) – one with picture other with name only
- Two years of business tax returns (Schedules and 1099s, Income Statement & Balance Sheet *for LLC's, C-Corps, and S-Corps*)
- Two years of personal tax returns (Schedules and 1099s, Income Statement & Balance Sheet *for Sole Proprietors*)
- Three months March - May 2019 & 2020 bank statements Business or personal (*personal for Sole Proprietors only*)
- Copy of 2019 Smithville Business License

Legal Name of Company: **Kozak's Laketown Grill LLC**  
 Physical Address: **1018 S US Highway 169** City: **Smithville** State: **MO** Zip: **64089**  
 Length of time you have been in business in Smithville: **7 years**  
 Name of Grant Applicant: **Brian Hove**  
 Business Phone Number: **816-873-3444** Cell Phone Number: **913-428-6752**  
 Email address: **b.hove@hotmail.com**  
 Type of Business: **Full service restaurant**

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

**Additional wages for labor for extra sanitation of tables, menus, supplies, and bar tops. Lost revenue for private dining events, catering/charter business, and loss of 4 bar seats in bar. Increased cost and usage of disposable gloves and disposable masks for employees and guests.**

How will this grant help you get through the COVID-19 crisis:  
**This will provide the funds needed to cover operating costs during this time of reduced business.**

I/We certify that the above information, including any attachments or exhibits provided herewith are valid and correct to the best of my/our knowledge.

Signature: B Hove Date: 8/11/20

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to **juliel@clayedc.com** SUBJECT: Smithville Grant Application  
 Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118



**CARES Small Business Grant Program  
Checklist and Recommendation**

Name of Company: Not Too Shabby Boutique

Physical Address: 119 N. Bridge Street City : Smithville State: MO Zip: 64089

Type of Business: Clothing & Home Décor Boutique

**Program Eligibility:**

- Business is physically located in Smithville.
- Business had a valid 2019 Business License.
- Business is public-facing (retail, food service, arts and entertainment, hospitality, fitness, and personal services) and was directly impacted by the 'Stay at Home' order.
  
- Business does not currently have any liens or fees owed to the City of Smithville.

Business is not a:

- National franchise.
- Non-profit organization.
- Business or individual whose primary revenue is generated from rental properties.

**Program Priority Considerations:**

- Business has 20 or fewer full-time equivalent employees, and;
- Business has \$2.5 million or less in annual revenue.
- Business has not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds).
- If the business is a restaurant/food drink establishment, did they have a drive-thru window or offer curbside or delivery services before March 2020?

**Proposed Use of Grant Funds:**

- Eligible
- Not Eligible

**Business Financial Review Score:      COVID-19 Impact Score:**

100

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**Grant Funding Recommendation:**

- Recommended
- Not Recommended
- Recommended Conditionally

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Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

# CARES Smithville Small Business Grant Program Application Form

## Requirements – These records must be presented with this application

- Two forms of ID (each signer) – one with picture other with name only

### Sole Proprietorship - General Partnership

- Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of personal bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

### Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)

- Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information
- Schedules and 1099s, Income Statement & Balance Sheet (2018/2019 or 2017)
- Three months of business bank statements (March, April, May of **2019 & 2020**)
- Copy of **2019** City Business License

Legal Name of Company: Not Too Shabby Boutique

Physical Address: 119 N. Bridge St City : Smithville State: MO  
Zip: 64809

Length of time you have been in business in Smithville: 3.5 years

Name of Grant Applicant: Alicia R Neth

Business Phone Number: 816-419-2951 Cell Phone Number: 816-419-2951

Email address: Alicia279@gmail.com

Type of Business: Clothing and Home Decor Boutique

**Explanation of how funds will be used:** Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

COVID-19 has caused us to completely re-think our business model including ordering different types of inventory to stock our shelves and keep customers coming. During the time we were forced to close our doors, we had to work longer hours and drive to different locations to meet customers to keep things moving.

## Smithville Board of Aldermen

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How will this grant help you get through the COVID-19 crisis:

This grant would help us to recoup costs for additional inventory we had to make available to sell  
during our closure and to continue to provide those items. As a boutique we do not sell  
"necessity" type items and this grant will help us to purchase "needs" to sell in addition to "wants."

I/We certify that the above information, including any attachments or exhibits provided herewith are valid and correct to the best of my/our knowledge.

Signature: Alicia Neth Date: 08/26/2020

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email all information to [juliel@clayedc.com](mailto:juliel@clayedc.com) SUBJECT: Smithville Grant Application  
Clay County Economic Development - 816-468-4989 -7001 N. Locust, Gladstone, MO 64118

School District Request



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** Administration

**Agenda Item:** Resolution 833, School District CARES Funding

**Summary:**

This action would approve reimbursement of funds to Smithville School District totaling \$58,129.99 for music programs and elementary building equipment through the CARES Act Fund.

**Purpose:**

The Smithville School District has submitted receipts for purchase of protective equipment for use in the elementary schools totaling \$55,841.64. Receipts for items are attached, and include table guards, sneeze guards, mobile barriers, isolation tents for nurses’ offices, clear masks, desk barriers, and lap desks. Also included in the information attached is an invoice for the cost of bell covers for band instruments (\$2,288.35). An invoice for a total of \$58,129.99 for all items noted above is also attached.

At the September 1 Board meeting, the Board directed that these expenditures be reimbursed through the CARES Act Fund and that review of middle and high school expenditures occur at a future Board review of CARES funding.

**Impact**

Comprehensive Plan:	None
Economic Development Plan:	None
Parks Master Plan:	None
Strategic Plan:	None
Capital Improvement Plan:	None
Budget:	CARES Funds available

**Legislative History:**

Board review and direction at the September 1, 2020 Board meeting.

**Suggested Action:**

Motion to approve Resolution 833 approving reimbursement to the Smithville School District in the amount of \$58,129.99.

**Attachments:**  Plans  Contract  Staff Report  
 Ordinance  Resolution  Minutes  Other: School district invoice and [receipts](#)

**RESOLUTION 833**

**A RESOLUTION APPROVING REIMBURSEMENT OF FUNDS TO THE SMITHVILLE SCHOOL DISTRICT FOR MUSIC PROGRAMS AND ELEMENTARY BUILDING IMPROVEMENTS IN THE AMOUNT OF \$58,129.99 THROUGH THE CARES ACT FUND.**

**WHEREAS**, the City of Smithville was disbursed approximately \$945,400 through Clay County for eligible cost reimbursement of expenses related to addressing the COVID19 pandemic; and

**WHEREAS**, eligible expenses include costs incurred by school districts in mitigating the spread of COVID19; and

**WHEREAS**, the Smithville School District has submitted documentation of expenditures for building equipment and improvements in elementary schools and for music programs which would mitigate the spread of COVID19

**NOW, THEREFORE, BE IT RESOLVED** that expenditures totaling \$58,129.99 by the Smithville School District be reimbursed through the CARES Act Stimulus Fund.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



**AUTHORIZATION NO. 92, ENGINEERING SMITH'S FORK PUMP STATION**



# City of Smithville

**Meeting Date:** September 15, 2020 | **Department:** Public Works

**Agenda Item:** Resolution 834, Engineering Authorization No. 92

**Summary:**

Voting to approve Authorization No. 92 enables the city's engineers to design the Smith's Fork Pump Station (a.k.a. Campground Lift Station)

**Purpose:**

During FY21 Budget and CIP discussion on August 18, the Board discussed completing the construction of the Campground Lift Station in conjunction with the Raw Water Pump Station project. The discussion concluded that by bidding and constructing these projects at the same time could provide savings due to economies of scale, mobilization and other construction related items.

Staff has worked with HDR for an engineering services agreement, Authorization 92, to provide the design of the Campground Lift Station in an amount of \$158,000.

The raw water pump station was to bid in December of 2020. The campground lift station has a contract design time of 160 days which would put this project ready for bid in February. HDR will work towards completing the design sooner so both projects could potentially bid in January. The Corps review time will be critical to meet this schedule. We will plan on meeting with them early on in the design process to keep them informed and facilitate their review.

This expenditure for engineering is recommended to be funded by the Combined Water and Wastewater Systems fund.

**Impact:**

Comprehensive Plan:	n/a
Economic Development Plan:	n/a
Parks Master Plan:	n/a
Strategic Plan:	n/a
Capital Improvement Plan:	Project is included in the CIP
Budget:	Combined Water and Wastewater Systems Fund.

**Legislative History:**

None

**Suggested Action:**

A motion to approve Resolution 834 for Engineering services.

- Attachments:**    Plans         [Contract](#)     Staff Report  
 Ordinance     Resolution     Minutes     Other:

**RESOLUTION 834**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AUTHORIZATION 92 WITH HDR, INC. FOR ENGINEERING SERVICES FOR SMITH'S FORK PUMP STATION**

**WHEREAS**, the Smith's Fork Pump Station (a.k.a. Campground Lift Station) is located in the campground to the west of the Smithville Lake Dam on property owned by the United States Army Corps of Engineers (COE); and,

**WHEREAS**, the pump station receives domestic wastewater flow from other residential pump stations and serves the campground and park facilities west of the dam; and,

**WHEREAS**, in recent years the pump station has flooded, damaging electrical equipment at the pump station; and,

**WHEREAS**, a new pump station will be designed and constructed ensuring capacity for future flow, raising the elevation of the pump station to prevent the new pump station from flooding and locating the new pump station outside the 100 year flood plain; and,

**WHEREAS**, funds for this project will come from the Combined Water and Wastewater Systems Fund.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE MAYOR IS AUTHORIZED TO EXECUTE ENGINEERING AUTHORIZATION NO. 92 WITH HDR, INC. IN AN AMOUNT NOT TO EXCEED \$158,000.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 15<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Damien Boley, Mayor

ATTEST:

\_\_\_\_\_  
Linda Drummond, City Clerk

**AUTHORIZATION No. 92  
TO  
AGREEMENT BETWEEN  
CITY OF SMITHVILLE, MISSOURI  
AND  
HDR ENGINEERING, INC.  
FOR  
PROFESSIONAL ENGINEERING SERVICES  
  
SMITH'S FORK PUMP STATION**

In accordance with Section 1.A. of the December 18, 2003 Agreement, ENGINEER is hereby authorized to provide engineering services for the design, bidding and construction of the Smith's Fork Pump Station Replacement.

**Background**

The Smith's Fork Pump Station is located in the camp ground to the west of the Smithville Lake Dam on property owned by the United States Army Corps of Engineers (COE). The pump station receives domestic wastewater flow from other residential pump stations and serves the camp ground and park facilities west of the dam. In recent years the pump station has flooded, damaging electrical equipment at the pump station.

This Authorization is for the following engineering work:

- Preparation of engineering design and construction documents for the replacement of the existing Smith's Fork Pump Station.
- Review the capacity and design the new pump station for possible future flow.
- Raise the elevation of the pump station approximately six (6) feet to reduce the potential for flood waters overtopping the new pump station. Pump station will be located outside of the 100 year flood plain.
- Prepare a new easement for the new pump station site on COE property (3 parcels).

**SCOPE**

1. Engineer will perform data collection to obtain the necessary information to prepare drawings and specifications. The work will include the following:
    - a. Kick off meeting with the City to review the scope and obtain existing information about the pump station from the City.
    - b. Topographic and boundary survey
    - c. Preparation of one easement encompassing three (3) COE owned parcels.
    - d. Three (3) meetings with the COE to review design.
    - e. Geotechnical investigation to obtain soil borings, rock and water elevations to assist with design and construction of the elevated pump station, valve vault and generator.
    - f. Utility coordination for the increased electrical capacity of the pump station.
-

2. ENGINEER will prepare design drawings and specifications for the bidding and construction of the new elevated Smith Forks Pump Station near the existing pump station site. The work will include
  - a. Preliminary design to finalize design flows, size pumps, and determine pump station layout.
  - b. Preparation of a design memorandum to be submitted to the Missouri Department of Natural Resources (MDNR).
  - c. Preparation of approximately fourteen (14) drawings.
  - d. Preparation of technical specifications.
  - e. Attend two (2) design review meetings with the City.
  - f. Preparation of four (4) permits as follows:
    - i. MDNR Construction Permit
    - ii. Flood Proof Certification
    - iii. Flood Plain Development Permit (assumes a No Rise certification is not required as the pump station will be located outside the 100 year flood plain. Revisions to the FEMA Flood Plain mapping (CLOMR/LOMR) are not included in the current scope.
    - iv. MDNR Land Disturbance Permit.
3. ENGINEER will assist with Bidding the project as follows;
  - a. This project will be combined with Authorization 89 - Raw Water Pump Station. As such the preparation of the advertisement, submittal of plans and specifications to Drexel Technologies for distribution to potential bidders, Bid evaluation, and preparation of contract documents are included in Authorization 89.
  - b. Answer questions from potential bidders and suppliers.
  - c. Prepare two (2) addendums if needed
4. Engineer will assist the OWNER with Construction Administration of the project as follows:
  - a. Attend preconstruction and monthly progress meetings, eleven meetings total
  - b. Review pay applications submitted by the Contractor
  - c. Perform special progress inspections of the work. Engineer is not providing a full time resident project representative.
  - d. Review shop drawings to be sure they conform to the contract documents
  - e. Review and evaluate change orders and Field Orders.
  - f. Perform substantial completion inspection
  - g. Perform final completion inspection
  - h. Prepare record drawings
  - i. Review Operation and Maintenance manuals submitted by the Contractor.
5. Engineer will perform internal project management and administration, quality control and technical review of the construction documents, and develop a project specific safety plan, as required for the development of the project.

Smithville Agreement  
Authorization No. 92

**FEE**

The CITY shall compensate ENGINEER for the Design, Bidding, and Construction Administration assistance of the SMITHS FORK PUMP STATION in the amount of \$158,000.00.

**SCHEDULE**

Task(s) one and two shall be completed within 160 calendar days from notice-to-proceed.

This AUTHORIZATION shall be binding on the parties hereto only after it has been duly executed and approved by the CITY and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in duplicate on the respective dates indicated below.

CITY: SMITHVILLE, MISSOURI

By: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

Title \_\_\_\_\_

Date \_\_\_\_\_

ENGINEER: HDR Engineering, Inc. (formally  
E.T. ARCHER CORPORATION)

By:  \_\_\_\_\_  
Joseph Drimmel (Sep 9, 2020 16:30 CDT)

\_\_\_\_\_  
Joseph Drimmel, P.E.

Type or Print Name

Title Senior Vice President \_\_\_\_\_

Date Sep 9, 2020 \_\_\_\_\_

# Smithville Board of Aldermen



## Smithville Authorization No 92 for Smith Fork PS Scope and Fee

	Brettell, Aaron J	Newport, Kenton L	Hess, Brent	Royd, Thomas K III	Buecher, Kathleen M	Wiseman, David L	Hopson, Anthony J	Craft, Robert Anthony	Horder, Ronald B Water Resource Engr	Sherman, William A Sr. CADD Tech	Vaile, Johnny R Sr. Land Surveyor	Ly, Pheng Sr. Land Surveyor	Meyer, Timothy C Survey Crew	Jasper, James F Survey Tech	Horkins, Jeremy Admin	Mynatt, Andrea B Admin	Cloyter, Stephanie Admin Assistant	HDR Expenses	Subcontractors	Total
Project Role	Sr. PM	Design Mgr.	Design ET	Elect. Engr	Sr. Elect. Engr	Sr. Struct. Engr	Struct. Engr	Struct. ET	Water Resource Engr	Sr. CADD Tech	Sr. Land Surveyor	Survey Crew	Survey Crew	Survey Tech	Admin	Admin	Admin Assistant			
Billing Rate	\$225.00	\$285.00	\$110.00	\$135.00	\$250.00	\$250.00	\$160.00	\$110.00	\$160.00	\$130.00	\$160.00	\$120.00	\$80.00	\$120.00	\$95.00	\$95.00	\$80.00			
<b>TASKS</b>																				
<b>A. Task 1 - Data Collection</b>																				
1 Site Visit Kickoff Meeting							4											\$100		\$1,390
2 Topographic Survey and Base Map	2	4	3	4							5	12	24					\$130		\$4,685
3 Title Report/Control Surveys/Locate Boundaries		1								8	4							\$250		\$5,385
4 Resource Description (1 month)											11			11				\$600		\$13,695
5 Corps Meetings (2)		4	6															\$140		\$2,210
6 Geotechnical Investigation/Evaluation		1		4		2	2											\$6,000		\$17,015
7 Utility Coordination		1									1									\$1,315
Subtotal Hours	6	14	12	8	0	2	6	0	0	8	21	12	24	14	0	0	0			
Subtotal Dollars	1350	2790	1320	1080	0	500	960	0	0	1040	3360	1440	1920	1680	0	0	0	1200	6000	\$34,900
<b>Total Task 1</b>																				\$34,900
<b>B. Task 2 - Design</b>																				
1 Preliminary Design		8	16	8			4	8	4	8										\$7,600
2 Prepare Design Memorandum	4	4	16	4			2	2	2	8							8	\$60		\$6,760
3 Prepare Drawings (14 sheets)		16	24	24			8	16	16	160								\$100		\$32,940
4 Prepare Specifications		16	24	24			8	16	4									\$2	\$65	\$11,305
5 Design Meetings (2)		8	4	4			4											\$10		\$1,260
6 MUDS Construction Permit		1	4																	\$615
7 Floodplain Development Permit		1	4							16										\$110
8 MUDS Land Disturbance Permit		1	4							4										\$300
Subtotal Hours	4	55	96	64	0	0	26	42	30	176	0	0	0	0	0	0	40			\$71,200
Subtotal Dollars	900	15725	10560	8640	0	0	4160	4620	4800	22880	0	0	0	0	0	0	3200	715	0	\$71,200
<b>Total Task 2</b>																				\$71,200
<b>C. Task 3 - Bid Phase</b>																				
1 Advertisement (Included in Raw Water PS Authorization)																				\$0
2 Answer Questions		4	6	2			1	2												\$2,090
3 Evaluate Bids/Make Recommendations (Included in Raw Water PS Authorization)																				\$0
4 Prepare Addendum (2)		2	8	2			1	2	2	8							8	\$90		\$4,010
5 Prepare Contract Documents and Review Inquiries (Included in Raw Water PS Authorization)																				\$0
6 Notice of Award and Notice To Proceed (Included in Raw Water PS Authorization)																				\$0
Subtotal Hours	0	6	14	4	0	0	2	4	2	8	0	0	0	0	0	0	8			\$0
Subtotal Dollars	0	1,770	3,540	540	0	0	320	440	320	1,040	0	0	0	0	0	0	640	90	0	\$6,100
<b>Total Task 3</b>																				\$6,100



## Smithville Authorization No 92 for Smith Fork PS Scope and Fee

	Brettell, Aaron J	Newport, Kenton L	Hess, Brent	Royd, Thomas K III	Buecher, Kathleen M	Wiseman, David L	Hopson, Anthony J	Craft, Robert Anthony	Horder, Ronald B Water Resource Engr	Sherman, William A Sr. CADD Tech	Vaile, Johnny R Sr. Land Surveyor	Ly, Pheng Sr. Land Surveyor	Meyer, Timothy C Survey Crew	Jasper, James F Survey Tech	Horkins, Jeremy Admin	Mynatt, Andrea B Admin	Cloyter, Stephanie Admin Assistant	HDR Expenses	Subcontractors	Total
Project Role	Sr. PM	Design Mgr.	Design ET	Elect. Engr	Sr. Elect. Engr	Sr. Struct. Engr	Struct. Engr	Struct. ET	Water Resource Engr	Sr. CADD Tech	Sr. Land Surveyor	Survey Crew	Survey Crew	Survey Tech	Admin	Admin	Admin Assistant			
Billing Rate	\$225.00	\$285.00	\$110.00	\$135.00	\$250.00	\$250.00	\$160.00	\$110.00	\$160.00	\$130.00	\$160.00	\$120.00	\$80.00	\$120.00	\$95.00	\$95.00	\$80.00			
<b>TASKS</b>																				
<b>D. Task 4 - Construction Phase</b>																				
1 Pre Construction Meeting/Monthly Progress Meetings (1 total)	6	33	33															\$660		\$12,075
2 Pay more Applications - Project Overview	4	8																		\$1,660
3 Special Purpose Inspections		8	16	16					16											\$7,240
4 Sheet Drawing Review		8	16	16					12											\$6,800
5 RFI's, Change Requests, Field Orders		8	16	4			2	8	2											\$5,380
6 Substantial Completion Inspections		4	4	4			4													\$60
7 Final Completion Inspections		4	4	4																\$60
8 Record Drawings		2	4	2						16										\$145
9 O&M Manual Review		2	8	2																\$1,540
Subtotal Hours	6	73	109	48	0	0	6	36	2	16	0	0	0	0	0	0	0			
Subtotal Dollars	1350	14,235	11,990	6,480	0	0	960	3,960	320	2,080	0	0	0	0	0	0	0	920	0	\$42,300
<b>Total Task 4</b>																				\$42,300
<b>E. Task 5 - Project Management</b>																				
1 Project Setup and Administration	18	12														12	12			\$8,670
2 QA/QC	6	2	2		4	4												\$40		\$4,000
3 Safety Plan	1	1	2																	\$830
Subtotal Hours	25	15	4	0	4	4	0	0	0	0	0	0	0	0	12	14	0			
Subtotal Dollars	\$625	\$295	\$40	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,440	\$1,330	\$0	\$0	\$40	\$0	\$13,500
<b>Total Task 5</b>																				\$13,500
<b>Total Hours</b>	41	143	235	124	4	6	40	82	34	208	21	12	24	14	12	14	48			1,082
<b>Total Billing Amount</b>	\$9,225	\$31,785	\$25,850	\$16,740	\$1,000	\$1,500	\$6,400	\$9,020	\$5,440	\$27,040	\$3,360	\$1,440	\$1,920	\$1,480	\$1,140	\$1,330	\$3,840	\$3,290	\$6,000	\$158,000