

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

November 16, 2021, 6:30 p.m.
City Hall Council Chambers

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

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

1. Call to Order

Mayor Boley, present via Zoom, called the meeting to order at 6:30 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Kelly Kobylski, Dan Ulledahl, John Chevalier, Dan Hartman and Marv Atkins.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Matt Denton, Stephen Larson, Chuck Soules, Jack Hendrix and Linda Drummond.

2. Discussion of Neighborhood Grants

Anna Mitchell, Assistant City Administrator, noted that during the FY22 budget discussion the Board directed staff to budget \$25,000 for the Neighborhood Beautification Grant program. Staff work researched different neighborhood grant programs to give the Board options in deciding how they wish to move forward. The purpose of this program is to assist neighborhoods in beautification type projects. These projects are for neighborhood public spaces and not to be used for a small group of individuals or homes.

In the packet is a draft policy which includes details of the proposed program and a list of comparable programs. A couple of those programs are not necessarily beautification programs but are similar programs where the city has given out grants to other organizations. These programs have different types of ranges and different types of match percentages as well as required information forms.

Anna explained that staff requested direction from the Board on the following items for the policy:

- *The range of funds that are eligible to be requested per application (ex. \$50-25,000)*
- *The required match (ex. 25-50%)*
- *Eligible projects*
- *Eligible entities (HOA, non-profits, non-organized neighborhoods)*

Anna asked if they wanted to use the proposed range?

Anna said that draft policy states one grant application per year but that can be changed. She asked Board direction for a grant dollar amount and length of time before able to apply again?

Mayor Boley suggested an organization can receive a maximum of \$25,000.

Alderman Kobylski agreed and suggested if they were awarded smaller amounts like \$5,000 or \$6,000 then they will be eligible the next year. If they are awarded the full amount it should at least be every other year.

Mayor Boley suggested that any organization is eligible for up to \$25,000 every three years. If they receive the full \$25,000, they would not be eligible for the next two years.

Anna also asked for direction on if an organization request a certain amount, but we received multiple applications would we then give a percentage of the amount requested?

Mayor Boley suggested that if the grant program is successful and the projects are something we would like to see completed the \$25,000 could be revisited and possibly budget more the year.

Anna asked if that would keep the eligible maximum amount at \$25,000?

Mayor Boley said it would.

Alderman Chevalier asked if the in-kind and the financial percent that the organization contribute be based on the amount that they receive. The higher grant dollar amount received the higher percentage the organization contributes.

Alderman Atkins suggested to leave it at 50% across the board.

Alderman Kobylski agreed that it should be 50% across the board. She said it would get to complicated to do different tiers.

Mayor Boley asked if the Board thought 50% would be to much of a financial burden to the HOA's?

Alderman Chevalier said it could, depending upon what their budgets look like.

Alderman Sarver said that the HOA board he served on did not have much money so he would suggest 25%. He noted that most HOA's would not be doing the beautification projects without the grant money.

Alderman Atkins suggested that we specify the grant money must be used for only the projects the requested the funds for.

Mayor Boley asked the Board if they were in agreement with the 50% match? He asked if the Board all agreed with not putting a maximum amount that could be requested up to the \$25,000, then once the applications are in grant amounts could be decided depending on the applications received?

The Board agreed with both.

Anna asked the Board about eligibility requirements for HOA and neighborhoods. The draft policy is worded that funds can only be given to an organized neighborhood. Smithville does have several non-organized neighborhoods. She asked if they Board wanted to include non-organized neighborhoods in the policy, if so, it will require some additional paperwork that would different than what an HOA has to do. Anna asked for direction from the Board.

Alderman Hartman said that he did not want to make this a burdensome process but does think that since it is not an organized HOA's there would have to be some kind of consensus but not sure what that would be.

Alderman Sarver asked who would contribute if it were a non-organized neighborhood?

Mayor Boley asked the same question and also who would the City grant the money to? How would we define the neighborhood? He noted that Smithville has a lot of small, subdivided areas especially downtown. Mayor Boley asked what percentage rates HOA's generally have to have for project approvals in the neighborhood?

Alderman Sarver said some had to have 80%.

Alderman Chevalier said some have to have 50% plus one of the people that vote, depending on the project.

Mayor Boley noted that we would have to figure out who would be paying and who would be getting the grant funds. He suggested doing more research and seeing what kind of interest the neighborhoods would have.

Alderman Chevalier asked if the non-organized neighborhoods could start their own neighborhood beautification group and raise the funds for the projects? Maybe not for the first years grants but maybe they could have something in place for next year.

Mayor Boley suggested maybe they could partner with a non-profit group.

- a. *Meets the minimum required match and proposed match is well documented and available to be expensed.*
- b. *Budget is realistic and clearly organized*
- c. *Well-planned project Design, ready for implementation.*
- 2. *Project Impact*
 - a. *Provides long term benefit to the neighborhood*
 - b. *Addresses a recognized problem or need within the neighborhood*
- 3. *Participation*
 - a. *Approval of the project by the HOA or NA Board*
 - b. *Broad-based neighborhood participation in the project*

Disbursement of Funds:

Projects may begin only after application has been selected to receive the funds. Grant funds are not awarded in advance of the project. Funds are released for reimbursement through the submission of receipts of completed work and/or a completed volunteer hour form at the completion of your project.

Application Deadlines:

Application submission timeline starts January 1 of with the deadline of March 31 on an annual basis. Grants are limited to one application per year per organization. Applications can be submitted in person at Smithville City Hall (107 W Main St.) or through email.

The Board directed staff to proceed with the wording in the draft policy.

3. Discussion of COVID Response

Cynthia provided an update on items we continue to implement and follow-up on some direction from the Board from a prior meeting. At the meeting on October 19 the Board approved a policy that change COVID leave time to reinstate covered sick leave for those employees who are vaccinated beginning October 22. This provides a total of 14 days paid leave for employees who have been vaccinated or who have begun the vaccination process by receiving at least one shot or previously been granted a reasonable accommodation.

We do follow CDC guidelines, if an employee is exposed and is vaccinated but not showing symptoms so long as they are masked, they may remain at work. An unvaccinated employee who has been exposed is required to quarantine for 14 days. This time is reduced to 10 days if tested between days five and seven. An unvaccinated employee will have a minimum of 10 days out a maximum of 14 days out. A vaccinated employee, if they become symptomatic would need to quarantine. Per CDC guidelines we require vaccinated employees and unvaccinated employees both to be tested.

Last week, we had an exposure in one of our divisions. It is a division of seven employees. Three of those employees are vaccinated, four are not. One vaccinated employee tested positive is home on leave and is applying for use of

Mayor Boley asked the Board if they would want staff look into making changes to the COVID policy for employees or if they were good with the way it is written?

Alderman Hartman said that he stands with the way the policy is written. His question was for the ones who have tested positive through a PCR test through an authorized test through their doctor. He wondered if that changes anything for them, he said it is his understanding if they have the antibodies, they should be able to be treated the same as those who have been vaccinated.

Cynthia clarified that the CDC guidelines does not outline anything with regard to antibody information so that would make it very hard to be able to deal with.

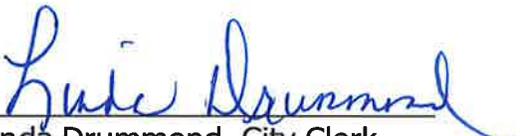
Mayor Boley directed staff to keep the employee COVID policy as is. He asked the Board if they have any objections to the Economic Development Committee or Parks and Recreation Committee meeting in-person and having a hybrid option? He also asked if the Board was opposed to beginning in-person Board of Alderman meetings with the hybrid option in January?

The Board all agreed that the committee could meet in-person with the hybrid option and also in January to begin in-person Board of Alderman meetings with the hybrid option.

4. **Adjourn**

Alderman Hartman moved to adjourn. Alderman Atkins seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:52 p.m.


Linda Drummond, City Clerk


Damien Boley, Mayor