



**City of Smithville, Missouri**  
**Board of Aldermen – Regular Session Agenda**  
**June 15, 2021**

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

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**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. **Proclamation – Elder Abuse Awareness**
4. **Consent Agenda**
  - **Minutes**
    - May 27, 2021, Board of Alderman Retreat Minutes
    - June 1, 2021, Board of Alderman Work Session Minutes
    - June 1, 2021, Board of Alderman Regular Session Minutes
  - **Finance Report**
    - Financial Report for April 2021

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**REPORTS FROM OFFICERS AND STANDING COMMITTEES**

5. **Committee Reports**
6. **City Administrator's Report**

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**ORDINANCES & RESOLUTIONS**

7. **Bill No. 2908-21, FY21 Budget Amendment No. 6 – 1<sup>st</sup> Reading**

An Ordinance amending the FY21 operating budget to add \$190,000 to the expenditure budget and \$240,000 to the revenue budget. 1<sup>st</sup> reading by title only.
8. **Resolution 926, Bid Award No. 21-15, Raw Water Station Project**

A Resolution awarding Bid No. 21-15, Raw Water Pump Station, Valve Vault, Zebra Mussel Control and Smith's Fork Pump Station to Irvinbuilt Constructors Inc., in an amount not to exceed \$2,994,545.

**9. Resolution 927, Special Event Permit- Chamber Backyard BBQ**

A Resolution issuing a Special Event Permit to allow alcohol at the Smithville Chamber of Commerce for the Backyard BBQ Bash, a BBQ competition, to be held at Courtyard Park on September 25, 2021.

**10. Resolution 928, Temporary Liquor License – Chops BBQ & Catering**

A Resolution issuing a Temporary Liquor License to Chops BBQ and Catering for the Backyard BBQ Bash on September 25, 2021 at Courtyard Park.

**11. Resolution 929, Agreement with Grace Community Church**

A Resolution authorizing and directing the Mayor to execute an agreement with Grace Community Church for use of Smith's Fork Park September 16, 17, and 18, 2021 for the purpose of hosting Nehemiah Festival.

**12. Resolution 930, Fireworks Event Display Approval**

A Resolution approving a Fireworks Display at White Iron Ridge Event Center at 815 East 92 Highway on July 11, 2021.

**13. Resolution 931, Special Event Permit – Whiskey Walk**

A Resolution issuing a Special Event Permit to the Smithville Main Street District for the Whiskey Walk on July 17, 2021 at Courtyard Park.

**14. Resolution 932, Temporary Liquor Licenses – Main Street District**

A Resolution approving a Temporary Liquor Licenses to Main Street District, for all vendors participating in the Whiskey Walk on July 17, 2021 at Courtyard Park.

**15. Resolution 933, Special Request of Smithville American Legion Post 58**

A Resolution agreeing to sponsor the free band concerts that will take place at the Courtyard each Wednesday in June starting at 7:30 PM. City sponsorship of this event would allow waiver of event rental fees and deposits.

**16. Resolution 934, Mitchell's Greenhouse and Nursery Final Plat**

A Resolution approving the final plat for Mitchell's Greenhouse and Nursey dividing Lot 1 of its' subdivision at 13500 North 169 Highway to create two additional lots with interior access.

**17. Resolution 935, Medical Marijuana Cultivation and Manufacturing Site Plan**

A Resolution approving the site plan for the Medical Marijuana Cultivation and Manufacturing facility in the First Park Industrial Park.

**18. Resolution 936, KCI RV Storage Site Plan**

A Resolution approving the amended site plan for the KCI RV storage facility at 14600 North 169 Highway.

**OTHER MATTERS BEFORE THE BOARD**

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**19. 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.**

**20. 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.

**21. Adjourn**

**[Planning Calendar](#)**





## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Administration

**AGENDA ITEM:** Consent Agenda

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### RECOMMENDED ACTION:

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**
  - May 27, 2021 Board of Alderman Retreat Minutes
  - June 1, 2021 Board of Alderman Work Session Minutes
  - June 1, 2021 Board of Alderman Regular Session Minutes
- **Finance Report**
  - Financial Report for April 2021

### SUMMARY:

Voting to approve would approve the Board of Alderman minutes and finance report.

### PREVIOUS ACTION:

N/A

### POLICY ISSUE:

N/A

### FINANCIAL CONSIDERATIONS:

N/A

### ATTACHMENTS:

- |   |   |
|---|---|
| <input type="checkbox"/> Ordinance                        | <input type="checkbox"/> Contract           |
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Plans              |
| <input type="checkbox"/> Staff Report                     | <input checked="" type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: finance report |   |

**SMITHVILLE BOARD OF ALDERMEN  
RETREAT WORK SESSION  
May 27, 2021**

A Retreat Work Session of the Smithville Board of Aldermen was held on May 27, 2021 at Paradise Pointe Golf Course in the Meeting Room.

Present: Mayor Damien Boley; Board members: John Chevalier Jr., Kelly Kobylski, Dan Hartman, Steve Sarver, Marvin Atkins and Dan Ulledahl.

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

**Call to Order**

Mayor Boley called to order the Retreat Work Session at 8:52 a.m.

**Strategic Planning Retreat**

Patty Gentrup, Program Manager for the University of Kansas Public Management Center, was the facilitator for the retreat.

The Board reviewed the existing vision and goals, progress in meeting those goals and identified priorities for the coming twelve to fifteen months.

**Adjourn**

The Mayor declared the retreat work session adjourned at 3:15 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor



# **SMITHVILLE BOARD OF ALDERMAN**

## **WORK SESSION**

June 1, 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, Marv Atkins, Kelly Kobylski, Dan Ulledahl, John Chevalier and Dan Hartman.

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

### **2. Discussion of American Recovery Act Plan and CARES Funds Use**

Cynthia explained that she wanted to speak to the Board this evening about two items, staff will be seeking direction on both items. One item is the distribution and utilization of the remaining CARES funds and the second item is utilization of American Recovery Plan Act.

#### **CARES Funds**

Last year the City received just over \$945,000 of CARES money from Clay County. The memo in the packet outlines those expenses that were directly related to COVID.

- Reimbursement of general fund expenditures related to mitigation of the spread of COVID19 (purchase of PPE, cleaning supplies, equipment to facilitate remote work, etc.).
- Funding for two rounds of small business grants to assist small businesses with the costs of business interruption caused by required closures administered through the Clay County Economic Development Commission.
- Purchase and installation of touchless restroom and kitchen fixtures for all city facilities, including parks restrooms.
- Installation of equipment at Heritage Park to facilitate live streaming of video from ballfields.
- Upgrades to the Board of Aldermen Meeting Room at City Hall to improve audio and video quality for remote access.
- Funding for rental/utility assistance grants for Smithville residents, administered through the Northland Assistance Center.
- Allocations to the Smithville School District for the purchase of equipment and supplies relating to mitigation of the spread of COVID in schools.

- Allocations to the Northland Regional Ambulance District and Smithville Area Fire Protection District to purchase foggers to clean equipment and facilities.
- An allocation to Water District #9 to assist with purchase of PPE.

In addition, at the end of last year the US Treasury Department outlined the ability to be able to utilize or refund monies to cities for expenditures related to Public Safety salaries through the course of the pandemic. Staff has identified about \$280,000 in police salaries.

Staff created a separate fund for the \$945,000 CARES funds to keep those monies segregated from the general fund. Whenever we made expenditures to other entities, they were paid from the CARES funds account. Cynthia noted that the Board has taken action on reimbursements we have done to pay for items such as the purchase of the touchless faucets and those type of expenses incurred. As the memo outlines, there is about \$251,000 for the police salary allocation that remains in the CARES funds.

Currently, staff requests Board direction to move the remaining monies from the CARES Fund to the General Fund, increasing the fund balance by approximately \$251,000.

If Board concurred and directed staff to move the remaining funds to the General Fund, leaving additional fund balance reserves are available for general city projects/expenditure.

Staff is looking for direction from the Board regarding the windfall in the general fund created by the transfer of CARES funds. If we do have additional funds within the general fund staff would make three primary recommendations that are really related. All of these are items staff seeks general direction from the governing body this evening and would bring actions forward at a future meeting to make budget amendments.

In review of the FY2021 Budget and planning for development of the FY2022 Budget, staff would recommend use of the \$250,000 as follows.

- *Allocate \$75,000 to complete phases two and three of the electrical upgrade project at Smith's Fork at the completion of the 2021 camping season.*  
Phase one of this project was completed at the end of the 2020 camping season and provided the opportunity to increase revenues at the campground. The budget has anticipated phasing over three years, but by doing two phases at once, some savings can be realized and the project could be completed a year earlier, creating more opportunity for revenue generation.
- *Allocate \$75,000 to initiate a police facility needs assessment study to include schematic design this summer.*  
A space needs assessment has been identified in the CIP as an unfunded need at this point. Completing a study to include schematic design would provide cost estimates assist in future planning for a potential new police station.

Cynthia noted that we would like to do the assessment this year to help understand what needs would be there and what cost might be associated if we were to look at building a new police station. Staff is hopeful that \$75,000 would be at the high end for the cost of the study.

Alderman Chevalier asked if the study would include location possibilities for the police station or would it be for just a police station in general?

Cynthia explained that we could look at locations. One of the items we have had as ongoing discussion about possible locations is the land owned by the City at 169 Highway and Second Creek Road.

Mayor Boley noted that the primary goal of the study is to get rendering and size needed to be able to go out for a ballot issue and bond approval.

Cynthia explained that it will help with the cost estimates for what the City needs are based on staffing and growth for what the department might look like in the future.

- *Allocate \$75,000 to the Main Street program.*  
Staff recommends working with the Main Street program to develop a plan for staffing and ongoing operations of the Main Street program. It is anticipated that seed money could jump start that process and an agreement could be developed for a phase out of city funding over the course of seven to ten years.

Cynthia noted the Mayor has had discussion with staff for the potential of a part-time position for the Main Street program that could perhaps be front-loaded through City funds, with an agreement established with the Main Street program. The City could then consider reducing their portion for funding the position over the coming years

As Cynthia noted this recommendation would be to allocate those funds or at least to start the study of how we would need to allocate for additional work over the coming months.

At this point in time staff would request some direction from the governing body with regard to the \$251,000 that remains in the CARES fund; should it remain in the CARES fund to be used for COVID related items or should it be transferred to the general fund to cover this police items that we can use for anything. She asked if this recommended allocation make sense to the Board.

Mayor Boley stated it made sense to him.

Alderman Kobylski said she agreed with all the recommendations.

Alderman Chevalier said the only thing he would caution against is what things look like as far as the future forecast for COVID-19 later this year or are we counting on if there might be another massive outbreak. He does like what is being presented.

Mayor Boley said we are keeping back some funds for COVID related items.

Cynthia noted that this allocation in the general fund does allow for \$25,000 to remain that could be used for COVID related items for the future.

Mayor Boley said that he is good with this and wanted to make sure this is heard here and agreement with the Main Street group will be a solid MOU and will have clear goals. They will have to hit certain numbers and in and provide the City with a budget to make sure that they are making their grant requirements along with funding the Executive Director position that is part of the Main Street program. We cannot just depend on volunteers all the time we need to make sure we have a staff position to keep that program moving in the right direction.

Cynthia noted that with this direction from the Board staff will bring forward a budget amendment to move those funds from the CARES fund to the general fund and address those expenditures in those funds as well.

### **American Recovery Plan Act**

Cynthia explained that the American Recovery Plan Act (ARPA) was adopted March 22 by Congress. We anticipate from prior communications staff is still trying to confirm exact numbers, but we anticipate just shy of two million dollars allocated to the City of Smithville. It was initially indicated that the first round of funding would be allocated out to the states and then roll out from there within 90 days after passage of the law. We are anticipating a time frame to see those funds sometime this summer, but probably closer to the end of the summer. All the funds must be obligated, but do not have to be spent, by December 31 of 2024. The funds must then be spent by December 31, 2026.

A few weeks ago, the Department of Treasury issued a circular that outlined that interpreted the four areas that the Act outlines four general areas of expenditure:

- to respond to the public health emergency created by COVID19 or its negative economic impacts;
- to provide premium pay to eligible workers;
- to provide governmental services; and
- to assist in meeting critical needs for investments and improvements to existing infrastructure in water, sewer and broadband

The first three item areas are responding to the health emergency or its negative economic impacts, providing premium pay to eligible workers and providing government services that have restrictions or ties related to revenue loss.

Cynthia noted that we did not experience revenue loss through the pandemic, but we might have had minor losses in municipal court or some rentals but not to the degree that some communities have experienced.

In review of the information staff and legal staff believes the category with the fewest restrictions and broadest allowable use for the City is that final category to assist in meeting critical needs for investments and improvements to existing infrastructure in water, sewer and broadband. Cynthia noted that one of the things that is really clear is that transportation is not included as an infrastructure item.

The ACT is clear in indicating that ARPA funds may be used for projects that are already included in a municipality's budget.

Cynthia explained that based on review of the information and conversation with legal staff, staff is recommending that the entirety of our funding, close to two million dollars be allocated to water and sewer infrastructure projects that are already in the works.

At this time, a bid opening is scheduled for next Tuesday for our Raw Water Pump Station project. This project is near Smith's Fork Campground and includes not only the pump station but also the copper ion project to address the zebra mussel issue and campground lift station. The total of these projects is estimated to be about 2.3 million dollars.

Staff recommends that the entirety of the American Recovery Plan Act funds be utilized for that project. In the budget we had accounted for the 2.3 million dollars by utilizing impact fees and then also water and sewer revenues. Using the American Recovery Plan Act funds would alleviate some of the strain on the combined water and wastewater systems fund and allow us to save some of the impact fees for projects for growth in the future.

Staff is looking for direction this evening from the Board if in concurrence with that recommendation or if there are other questions or concerns that they might have. Cynthia explained that there has been ongoing discussion about how to

fund projects and infrastructure has always been highlighted due to the significant needs we have in the system.

Cynthia noted if the Board was in concurrence with staff recommendations, staff will bring forward the funding for this project and hopefully have additional information as to timing.

Mayor Boley said that as slow as some projects go, it is great to have everything ready for this project so it can be ready to go due to the fact that there will not be a lot of time to get the money spent.

Cynthia noted that we do not have the money in hand, and we do not necessarily know exactly when we will have it, but we will not be making payment on the project for some time. The timing for this should be perfect.

Mayor Boley asked what the copper ion is costing the City?

Chuck Soules, Public Works Director, said that he did not remember the breakdown, but the cost is significant to the City.

The Board all agreed to move forward with the recommendation the entirety of our funding, for the Raw Water Pump Station project near Smith's Fork Campground and includes not only the pump station but also the copper ion project to address the zebra mussel issue and campground lift station.

### **3. Adjourn**

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

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

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Linda Drummond, City Clerk

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Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN  
REGULAR SESSION**

June 1, 2021, 7:00 p.m.  
City Hall Council Chambers

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

**Mayor, Aldermen, and staff attended via Zoom meeting. The meeting was streamed live on the city's FaceBook page. Attendance in person by members of the public was not permitted.**

**1. Call to Order**

Mayor Boley present via Zoom, called the meeting to order at 7:00 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, Dan Hartman, Dan Ulledahl, Kelly Kobylski and John Chevalier.

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

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

**3. Consent Agenda**

- **Minutes**

- May 18, 2021, Board of Alderman Work Session Minutes
- May 18, 2021, Board of Alderman Regular Session Minutes

No discussion.

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

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared the consent agenda approved.

**REPORTS FROM OFFICERS AND STANDING COMMITTEES**

**4. Committee Reports**

Anna Mitchell, Assistant City Administrator, reported on the May 25 Economic Development Committee meeting. Anna noted some highlights from the meeting. They held their elections for Chair and Vice-Chair of the committee. She explained that this happens on an annual basis. Alicia Neth was re-elected to continue serving as Chair and Bruce Kramer was elected as Vice-Chair. Bruce is a new member of the Economic Development Committee, and they are excited to have him.

Other items included reports from the School District, the Chamber of Commerce and the Economic Development Chairman's report.

The committee welcomed David Slater from Clay County Economic Development Council. He spoke to the committee about several different that projects they are working on, primarily he talked about one that would be impacting Smithville the most. There is a project happening at the intersection of I-435 and 169 Highways and they are asking for ideas for any type of companies were anything that should go in that intersection. Anna noted to feel free to reach out to David Slater if anyone has any ideas or suggestions for businesses.

The Economic Development Committee welcome a new member, Steve Langley approved by the Board at the last Board meeting. They are excited to have him on board.

## **5. City Administrator's Report**

Cynthia reported on some additional information that Chuck alluded to during the work session. Tomorrow, the intersection of Main Street and Commercial Street will be closed to allow the contractor, Insituform Technologies working on the sanitary sewer rehabilitation project to work their way through that corner installing the cured in place pipe for the sewer system improvements.

Cynthia noted that July 8 is the State of the Cities, this event is sponsored by Clay County Economic Development Committee. Mayor Boley will be presenting the state of Smithville. She asked that any Board member interested in attending this event let Linda Drummond know and she will coordinate the City's RSVP.

Cynthia is scheduling orientation tours or meetings for the Board. The tours and/or meeting would be with various departments and Department Directors to help Board members understand City operation. She asked that if any of the Board have an interest in participating in those tours, please let her know.

Last week at the retreat Cynthia indicated that we were anticipating an additional resignation in the Police Department. Staff did receive word from Officer Kyle Craven, who has been an SRO, has taken a position at another department closer to home. This resignation takes the Police Department to three vacancies. Staff continues to review ways to enhance our recruitment and maintain coverage for the community. We have two cadets in the Police Academy that the City is sponsoring, and we have one new officer in field training. Staff will continue to work on these issues and addressing those needs.

Cynthia noted that we are closing in on the substantial completion of the City Hall renovation project. Every day there are more items completed. The contractor is working on finishing the ladies restroom, installing the door locks and handles, electrical and touching up paint. Next week, the office furniture should be delivered and installed. Staff will be moving into the offices the latter part of next week.

Cynthia explained that she would love to be able to do our second meeting in June in person here at City Hall but does not see the renovation being completed enough for staff to be moved out of the Council Chambers.



We are anticipating the July 20 Board of Alderman meeting to be the first meeting in person. She noted that we are excited to welcome the Board back and for the construction to be complete.

Cynthia thanked the Board for their participation in the retreat. She noted that there was very good discussion and engagement from everyone. She appreciated the opportunity to work together in thinking about the future of the community.

Mayor Boley said he believed the first in person meeting would probably be the July 13 Planning and Zoning Commission meeting. He also reminded the Board that there will be no Board of Alderman meeting July 6.

## **ORDINANCES & RESOLUTIONS**

### **6. Bill No. 2905-21, Initial Zoning for Certain Lots in Lakeside Crossing – 2<sup>nd</sup> Reading**

Alderman Sarver moved to approve Bill No. 2905-21, setting the initial zoning of Lots 4, 12, 34 and 36 in Lakeside Crossing. 2<sup>nd</sup> reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Kobylski – Aye, Alderman Chevalier – Aye, Alderman Atkins – Aye, Alderman Sarver – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2905-21 approved.

### **7. Bill No. 2906-21, 2906-21, Dwelling and Lot Size – 2<sup>nd</sup> Reading**

Alderman Hartman moved to approve Bill No. 2906-21, repealing Sections 400.090 thru 400.150 Of the Smithville Municipal Code And re-enacting new Sections 400.090 to 400.150. 2<sup>nd</sup> reading by title only. Alderman Kobylski seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Ulledahl – Aye, Alderman Kobylski – Aye, Alderman Hartman – Aye, Alderman Sarver – Aye, Alderman Atkins– Aye, Alderman Chevalier – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2906-21 approved.

### **8. Bill No. 2907-21, Budget Amendment No. 5 – Emergency Ordinance Sponsored by Mayor Boley – 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Alderman Sarver moved to approve Bill No. 2907-21, Ordinance amending the FY21 Budget to add \$21,000 for expenditures in the General Fund. 1<sup>st</sup> reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Atkins – Aye, Alderman Hartman – Aye, Alderman Chevalier – Aye,  
Alderman Kobylski – Aye, Alderman Sarver – Aye, Alderman Ulledahl – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2907-21 approved first reading.

Alderman Sarver moved to approve Bill No. 2907-21, Ordinance amending the FY21 Budget to add \$21,000 for expenditures in the General Fund. 2<sup>nd</sup> reading by title only. Alderman Hartman seconded the motion.

No discussion.

Upon roll call vote via teleconference:

Alderman Chevalier– Aye, Alderman Sarver – Aye, Alderman Ulledahl – Aye,  
Alderman Atkins – Aye, Alderman Kobylski – Aye, Alderman Hartman – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2907-21 approved.

**9. Resolution 919, Award Bid No. 21-10, Fourth of July City/County Fireworks Display**

Alderman Ulledahl moved to approve Resolution 919, awarding Bid No. 21-10, Fourth of July City/County Fireworks Display to Aerial FX, Inc. for the amount not to exceed \$12,000. Alderman Kobylski seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 919 approved.

**10. Resolution 920, Award Bid No. 21-11, Classification and Compensation Study**

Alderman Sarver moved to approve Resolution 920, awarding Bid No. 21-11, approving the contract for a Classification and Compensation Study to McGrath Human Resources in an amount not to exceed \$35,000. Alderman Hartman seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 920 approved.

**11. Resolution 921, Award Bid No. 21-12, Healthcare Broker**

Alderman Sarver moved to approve Resolution 921, awarding Bid No. 21-12, Healthcare Broker to Mike Keith Insurance, Inc. Alderman Kobylski seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 921 approved.

**12. Resolution 922, Regional Climate Action Plan**

Alderman Hartman moved to approve Resolution 922, endorsing the Regional Climate Action Plan. Alderman Kobylski seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 922 approved.

**13. Resolution 923, Amendments No. 3 and No. 4, City Hall Renovation Project**

Alderman Ulledahl moved to approve Resolution 923, endorsing the Regional Climate Action Plan. Alderman Hartman seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 923 approved.

**14. Resolution 924, Liquor License – Kenneth Perdue**

Alderman Chevalier moved to approve Resolution 924, issuing a Liquor License to Kenneth Perdue for operation of Local 60 Farm Market Located at 115 US 169 Highway. Alderman Ulledahl seconded the motion.

Alderman Kobylski asked Mr. Perdue why a Farm Market needs a liquor license?

Mr. Perdue said that he will be selling local Missouri spirits and beers.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 924 approved.

**15. Resolution 925, Authorizing Payment to Missouri Sheriff's Association**

Alderman Ulledahl moved to approve Resolution 925, acknowledging payment to Missouri Sheriff's Association for the funds to sponsor the Police Academy Recruits not to exceed \$10,000. Alderman Atkins seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 925 approved.

**OTHER MATTERS BEFORE THE BOARD**

**16. Public Comment**

None

**17. New Business from the Floor**

None

**18. Adjourn**

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

Ayes – 6, Noes – 0, motion carries via teleconference. Mayor Boley declared the regular session adjourned at 7:22 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor

# FY21 BUDGET - FINANCIAL UPDATE

4/30/21

REVENUES, BY FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
GENERAL FUND	4,763,608.86	4,634,040.00	2,944,972.38	4,918,540.00	63.55%
CAPITAL PROJECTS FUND	-	273,000.00	214,478.15	272,250.00	78.56%
CAPITAL IMPROVEMENT SALES TAX FUND	579,720.69	530,750.00	282,403.38	615,250.00	53.21%
DEBT SERVICE FUND	556,280.00	342,190.00	342,190.00	342,190.00	100.00%
TRANSPORTATION SALES TAX FUND	582,358.98	530,750.00	278,216.35	604,335.00	52.42%
COMBINED WATER/WASTEWATER SYSTEMS FUND	4,466,228.64	4,808,890.00	2,371,541.87	5,164,591.00	49.32%
SANITATION FUND	831,293.48	890,550.00	431,137.84	877,615.00	48.41%
SPECIAL ALLOCATION FUND	8,260.08	520,000.00	181,984.66	520,000.00	35.00%
PARK & STORMWATER SALES TAX FUND	-	442,290.00	237,962.09	475,924.00	53.80%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	-	165,000.00	73,275.00	165,000.00	44.41%
CARES FUND	945,399.87	-	-	945,400.00	
	<b>11,787,750.73</b>	<b>13,137,460.00</b>	<b>7,358,161.72</b>	<b>13,955,695.00</b>	56.01%

EXPENDITURES, BY FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
GENERAL FUND	4,934,030.90	5,701,540.00	2,325,488.44	5,420,793.81	40.79%
CAPITAL PROJECTS FUND	699,506.47	1,737,440.00	1,066,040.48	1,882,370.00	61.36%
CAPITAL IMPROVEMENT SALES TAX FUND	556,280.00	752,250.00	351,697.00	798,910.00	46.75%
DEBT SERVICE FUND	325,017.50	329,860.00	231,262.50	325,020.00	70.11%
TRANSPORTATION SALES TAX FUND	175,690.18	1,055,820.00	189,788.16	1,034,225.00	17.98%
COMBINED WATER/WASTEWATER SYSTEMS FUND	3,360,050.12	7,525,260.00	1,709,891.54	7,228,101.00	22.72%
SANITATION FUND	813,356.26	885,710.00	434,289.79	868,409.00	49.03%
SPECIAL ALLOCATION FUND	-	520,000.00	-	517,000.00	0.00%
PARK & STORMWATER SALES TAX FUND	-	225,000.00	-	-	0.00%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	-	125,000.00	18,345.51	-	14.68%
CARES FUND	357,892.29	550,000.00	336,601.50	577,136.50	61.20%
	<b>11,221,823.72</b>	<b>19,407,880.00</b>	<b>6,326,803.42</b>	<b>18,074,828.81</b>	32.60%

# FY21 GENERAL FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
PROPERTY TAXES	895,583.11	886,950.00	918,340.85	925,841.00	103.54%
SALES AND USE TAXES	1,772,266.24	1,696,150.00	935,341.60	1,911,313.00	55.14%
FRANCHISE TAXES	710,418.37	681,430.00	320,511.74	668,090.00	47.04%
OTHER TAXES	310,538.02	322,040.00	187,244.09	302,732.00	58.14%
LICENSES, FEES, AND PERMITS	362,052.14	325,080.00	227,958.18	442,027.00	70.12%
INTERGOVERNMENTAL REVENUES	25,868.33	49,280.00	21,165.58	41,237.00	42.95%
CHARGES FOR SERVICES	222,151.56	244,810.00	112,484.58	229,835.00	45.95%
FINES AND FORFEITS	144,336.13	168,980.00	64,323.50	110,390.00	38.07%
INTEREST	116,770.48	45,000.00	29,893.87	45,000.00	66.43%
DONATIONS	-	4,750.00	-	4,750.00	0.00%
OTHER REVENUE	29,104.48	400.00	28,155.80	28,155.00	7038.95%
DEBT ISSUED	-	-	-	-	
TRANSFERS IN	174,520.00	209,170.00	99,552.59	209,170.00	47.59%
	<b>4,763,608.86</b>	<b>4,634,040.00</b>	<b>2,944,972.38</b>	<b>4,918,540.00</b>	63.55%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
ADMINISTRATION	733,241.95	995,070.00	413,708.63	947,711.00	41.58%
STREET	1,025,631.76	1,224,010.00	384,750.05	1,212,140.81	31.43%
POLICE	1,823,161.21	2,024,440.00	887,495.16	1,863,175.00	43.84%
DEVELOPMENT	442,794.55	424,650.00	195,512.93	401,930.00	46.04%
FINANCE	302,904.09	315,860.00	148,203.31	279,844.00	46.92%
COURT	-	-	-	-	
PARKS & REC	547,965.75	646,880.00	271,496.49	643,927.00	41.97%
SENIOR CENTER	16,295.32	21,620.00	7,803.43	23,056.00	36.09%
ELECTED OFFICIALS	32,723.20	40,010.00	14,729.12	40,010.00	36.81%
ANIMAL SHELTER	9,313.07	9,000.00	1,789.32	9,000.00	19.88%
EMERGENCY	-	-	-	-	
	<b>4,934,030.90</b>	<b>5,701,540.00</b>	<b>2,325,488.44</b>	<b>5,420,793.81</b>	40.79%

# ADMINISTRATION

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	335,771.57	332,760.00	152,965.24	305,930.00	45.97%
PART-TIME WAGES	36,145.64	28,500.00	19,091.11	38,182.00	66.99%
OVERTIME WAGES	-	-	17.70	35.00	1770.00%
FICA EXPENSE	26,558.32	27,640.00	12,656.61	25,313.00	45.79%
EMPLOYEE BENEFITS	25,910.48	51,110.00	15,186.98	28,038.00	29.71%
WORKER'S COMPENSATION	(2,659.81)	640.00	-	640.00	0.00%
RETIREMENT EXPENSE	30,555.12	33,240.00	13,659.83	27,320.00	41.09%
UNEMPLOYMENT BENEFITS	-	-	-	-	
<b>Personnel</b>	<b>452,281.32</b>	<b>473,890.00</b>	<b>213,577.47</b>	<b>425,458.00</b>	<b>45.07%</b>
REPAIRS & MAINTENANCE - BLDG	2,697.99	3,280.00	1,069.52	3,280.00	32.61%
REPAIRS & MAINTENANCE - EQUIP	5,885.23	6,620.00	4,068.58	6,620.00	61.46%
REPAIRS & MAINTENANCE - VHCLES	52.34	-	-	-	
REPAIRS & MAINTENANCE - SFTWRE	14,841.43	12,710.00	3,752.18	12,710.00	29.52%
ELECTRICITY	2,546.11	1,210.00	785.62	1,210.00	64.93%
TELEPHONE/INTERNET	2,377.69	2,300.00	2,473.96	2,300.00	107.56%
MOBILE COMMUNICATIONS	1,742.82	2,000.00	967.98	2,000.00	48.40%
CAPITAL EXPENDITURES - EQUIP	-	-	11,645.00	-	1164500.00%
capital expenditures - hrdware	-	-	-	-	
TOOLS & SUPPLIES	1,628.58	270.00	746.82	270.00	276.60%
FUEL	1,085.58	-	-	-	
city events	-	-	-	-	
<b>Operation and Maintenance</b>	<b>32,857.77</b>	<b>28,390.00</b>	<b>25,509.66</b>	<b>28,390.00</b>	<b>89.85%</b>
PROFESSIONAL SERVICES	118,549.77	42,990.00	40,499.84	42,990.00	94.21%
<b>Contractual Services</b>	<b>118,549.77</b>	<b>42,990.00</b>	<b>40,499.84</b>	<b>42,990.00</b>	<b>94.21%</b>
INSURANCE EXPENSE	5,692.09	5,750.00	100.00	5,750.00	1.74%
<b>Insurance</b>	<b>5,692.09</b>	<b>5,750.00</b>	<b>100.00</b>	<b>5,750.00</b>	<b>1.74%</b>
TRAINING & TRAVEL EXPENSE	6,167.92	8,540.00	3,282.94	8,540.00	38.44%
OFFICE SUPPLIES	5,280.72	4,800.00	3,871.80	4,800.00	80.66%
POSTAGE	2,250.00	3,000.00	750.00	3,000.00	25.00%
ADVERTISING	-	500.00	352.60	500.00	70.52%
MEMBERSHIPS & SUBSCRIPTIONS	7,132.13	7,210.00	6,741.42	7,210.00	93.50%
<b>Office and Administrative</b>	<b>20,830.77</b>	<b>24,050.00</b>	<b>14,998.76</b>	<b>24,050.00</b>	<b>62.36%</b>
CAPITAL IMPROVEMENT PROJECTS	100,915.00	420,000.00	117,950.00	420,000.00	28.08%
<b>Capital Improvement Projects</b>	<b>100,915.00</b>	<b>420,000.00</b>	<b>117,950.00</b>	<b>420,000.00</b>	<b>28.08%</b>
MISCELLANEOUS EXPENSE	2,115.23	-	1,072.90	1,073.00	107290.00%
<b>Other Expenses</b>	<b>2,115.23</b>	<b>-</b>	<b>1,072.90</b>	<b>1,073.00</b>	<b>107290.00%</b>
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL FUND</b>	<b>733,241.95</b>	<b>995,070.00</b>	<b>413,708.63</b>	<b>947,711.00</b>	<b>41.58%</b>

## PUBLIC WORKS (STREET)

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	332,126.97	403,320.00	203,250.22	406,500.00	50.39%
PART-TIME WAGES	20,552.00	20,400.00	10,046.40	20,093.00	49.25%
OVERTIME WAGES	8,608.58	8,000.00	2,791.80	5,584.00	34.90%
FICA EXPENSE	25,818.79	31,470.00	15,018.48	30,037.00	47.72%
EMPLOYEE BENEFITS	36,385.09	55,080.00	25,235.76	46,589.00	45.82%
WORKER'S COMPENSATION	20,339.58	28,900.00	-	28,900.00	0.00%
RETIREMENT EXPENSE	26,352.12	37,850.00	18,217.40	36,435.00	48.13%
UNIFORM EXPENSE	2,886.21	4,200.00	1,254.84	3,000.00	29.88%
<b>Personnel</b>	<b>473,069.34</b>	<b>589,220.00</b>	<b>275,814.90</b>	<b>577,138.00</b>	<b>46.81%</b>
REPAIRS & MAINTENANCE - BLDG	1,689.33	980.00	478.03	1,000.00	48.78%
REPAIRS & MAINTENANCE - EQUIP	448.29	440.00	1,050.42	1,050.00	238.73%
REPAIRS & MAINTENANCE - VEHICL	1,826.91	1,500.00	748.45	1,500.00	49.90%
REPAIRS & MAINTENANCE - SFWRE	746.21	108,600.00	215.20	108,600.00	0.20%
ELECTRICITY	90,501.55	92,780.00	41,820.77	92,780.00	45.08%
PROPANE	3,763.63	6,250.00	3,200.00	6,250.00	51.20%
TELEPHONE/INTERNET	6,605.59	6,450.00	2,853.41	6,450.00	44.24%
MOBILE COMMUNICATIONS	2,730.50	4,420.00	1,803.21	4,420.00	40.80%
CAPITAL EXPENDITURES - EQUIP	-	-	-	-	
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	
TOOLS & SUPPLIES	-	100.00	334.24	334.00	334.24%
FUEL	-	-	-	-	
<b>Operation and Maintenance</b>	<b>108,312.01</b>	<b>221,520.00</b>	<b>52,503.73</b>	<b>222,384.00</b>	<b>23.70%</b>
PROFESSIONAL SERVICES	2,564.24	351,930.00	13,758.73	351,930.00	3.91%
DEDUCTIBLES	1,000.00	-	-	-	
<b>Contractual Services</b>	<b>3,564.24</b>	<b>351,930.00</b>	<b>13,758.73</b>	<b>351,930.00</b>	<b>3.91%</b>
INSURANCE EXPENSE	15,839.92	16,180.00	-	16,180.00	0.00%
<b>Insurance</b>	<b>15,839.92</b>	<b>16,180.00</b>	<b>-</b>	<b>16,180.00</b>	<b>0.00%</b>
TRAINING & TRAVEL EXPENSE	774.37	3,000.00	637.00	3,000.00	21.23%
OFFICE SUPPLIES	2,494.39	1,500.00	1,154.44	1,500.00	76.96%
MEMBERSHIPS & SUBSCRIPTIONS	338.99	660.00	881.25	8.81	133.52%
<b>Office and Administrative</b>	<b>3,607.75</b>	<b>5,160.00</b>	<b>2,672.69</b>	<b>4,508.81</b>	<b>51.80%</b>
CAPITAL IMPROVEMENT PROJECTS	421,238.50	-	-	-	
<b>Capital Improvement Projects</b>	<b>421,238.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	
MISCELLANEOUS	-	-	-	-	
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
TRANSFERS OUT	-	40,000.00	40,000.00	40,000.00	100.00%
<b>Transfers Out</b>	<b>-</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>100.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>1,025,631.76</b>	<b>1,224,010.00</b>	<b>384,750.05</b>	<b>1,212,140.81</b>	<b>31.43%</b>



## POLICE

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	1,010,456.09	1,070,310.00	483,383.37	966,767.00	45.16%
PART-TIME WAGES	15,832.29	17,090.00	7,626.58	15,253.00	44.63%
OVERTIME WAGES	53,578.38	42,000.00	25,301.08	50,602.00	60.24%
FICA EXPENSE	76,800.78	83,190.00	36,685.81	73,372.00	44.10%
EMPLOYEE BENEFITS	156,204.23	192,510.00	74,664.54	137,842.00	38.78%
WORKER'S COMPENSATION	43,521.03	46,280.00	-	46,280.00	0.00%
RETIREMENT EXPENSE	114,221.53	101,230.00	45,882.54	91,765.00	45.33%
UNIFORM EXPENSE	10,467.00	16,370.00	6,333.50	16,370.00	38.69%
<b>Personnel</b>	<b>1,481,081.33</b>	<b>1,568,980.00</b>	<b>679,877.42</b>	<b>1,398,251.00</b>	<b>43.33%</b>
REPAIRS & MAINT - BLDG	5,961.93	7,670.00	5,891.03	7,670.00	76.81%
REPAIRS & MAINTENANCE - EQUIP	30,427.81	14,320.00	2,156.54	14,320.00	15.06%
REPAIRS & MAINT - VEHICLES	16,763.67	18,970.00	18,416.33	18,970.00	97.08%
REPAIRS & MAINT - SOFTWARE	26,739.90	30,820.00	6,852.40	30,820.00	22.23%
ELECTRICITY	3,627.51	6,120.00	1,988.19	6,120.00	32.49%
TELEPHONE/INTERNET	8,440.14	8,380.00	3,931.45	8,380.00	46.91%
MOBILE COMMUNICATIONS	7,716.90	9,030.00	4,512.23	9,030.00	49.97%
CAPITAL EXPENDITURES - EQUIP	47,482.52	19,500.00	28,914.28	28,914.00	148.28%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	
CAPITAL EXPENDITURES - SFTWARE	-	100,000.00	45,789.68	100,000.00	45.79%
TOOLS & SUPPLIES	12,142.75	16,970.00	5,560.33	16,970.00	32.77%
FUEL	24,891.59	32,500.00	12,862.73	32,500.00	39.58%
ANIMAL CONTROL	258.93	500.00	-	500.00	0.00%
animal shelter	-	-	-	-	
<b>Operation and Maintenance</b>	<b>184,453.65</b>	<b>264,780.00</b>	<b>136,875.19</b>	<b>274,194.00</b>	<b>51.69%</b>
PROFESSIONAL SERVICES	28,628.57	36,460.00	17,185.81	36,460.00	47.14%
DISPATCHING	53,280.31	68,430.00	44,327.87	68,430.00	64.78%
CONFINEMENT	3,042.00	6,000.00	195.00	6,000.00	3.25%
INSURANCE DEDUCTIBLES	3,300.00	1,000.00	-	1,000.00	0.00%
<b>Contractual Services</b>	<b>88,250.88</b>	<b>111,890.00</b>	<b>61,708.68</b>	<b>111,890.00</b>	<b>55.15%</b>
INSURANCE EXPENSE	51,333.63	54,710.00	-	54,710.00	0.00%
<b>Insurance</b>	<b>51,333.63</b>	<b>54,710.00</b>	<b>-</b>	<b>54,710.00</b>	<b>0.00%</b>
TRAINING & TRAVEL EXPENSE	10,770.84	12,500.00	4,902.22	12,500.00	39.22%
OFFICE SUPPLIES EXPENSE	2,302.77	2,000.00	937.93	2,000.00	46.90%
POSTAGE	864.14	1,000.00	355.55	1,050.00	35.56%
ADVERTISING	-	250.00	-	250.00	0.00%
MEMBERSHIPS & SUBSCRIPTIONS	4,103.97	8,330.00	2,838.17	8,330.00	34.07%
<b>Office and Administrative</b>	<b>18,041.72</b>	<b>24,080.00</b>	<b>9,033.87</b>	<b>24,130.00</b>	<b>37.52%</b>
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	
<b>Capital Improvement Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
MISCELLANEOUS EXPENSE	-	-	-	-	
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL FUND</b>	<b>1,823,161.21</b>	<b>2,024,440.00</b>	<b>887,495.16</b>	<b>1,863,175.00</b>	<b>43.84%</b>

## DEVELOPMENT

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	258,647.42	268,000.00	127,353.40	254,707.00	47.52%
OVERTIME WAGES	1,156.15	500.00	461.27	923.00	92.25%
FICA EXPENSE	18,584.36	20,550.00	9,207.49	18,415.00	44.81%
EMPLOYEE BENEFITS	31,585.92	30,260.00	13,233.24	24,431.00	43.73%
WORKER'S COMPENSATION	11,335.91	9,240.00	-	9,240.00	0.00%
RETIREMENT EXPENSE	22,828.28	24,710.00	11,411.86	22,824.00	46.18%
UNIFORM EXPENSE	981.37	1,800.00	544.33	1,800.00	30.24%
<b>Personnel</b>	<b>345,119.41</b>	<b>355,060.00</b>	<b>162,211.59</b>	<b>332,340.00</b>	<b>45.69%</b>
REPAIRS & MAINTENANCE - BLDG	1,773.57	1,310.00	709.52	1,310.00	54.16%
REPAIRS & MAINTENANCE - EQUIP	847.28	790.00	657.54	790.00	83.23%
REPAIRS & MAINT - VEHICLES	348.61	1,390.00	134.32	1,390.00	9.66%
REPAIRS & MAINT - SFTWRE/MAPS	17,677.28	10,580.00	821.50	10,580.00	7.76%
ELECTRICITY	1,154.29	1,210.00	260.74	1,210.00	21.55%
TELEPHONE/INTERNET	2,688.29	2,030.00	1,172.84	2,030.00	57.78%
MOBILE COMMUNICATIONS	2,902.14	3,520.00	1,305.87	3,520.00	37.10%
CAPITAL EXPENDITURES - EQUIP	953.05	-	1,161.19	-	116119.00%
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	
CAPITAL EXPENDITURES - HRDWARE	-	-	-	-	
TOOLS & SUPPLIES	896.50	1,020.00	381.03	1,020.00	37.36%
FUEL	4,053.11	5,000.00	1,280.82	5,000.00	25.62%
<b>Operation and Maintenance</b>	<b>33,294.12</b>	<b>26,850.00</b>	<b>7,885.37</b>	<b>26,850.00</b>	<b>29.37%</b>
PROFESSIONAL SERVICES	49,215.19	25,060.00	21,721.76	25,060.00	86.68%
<b>Contractual Services</b>	<b>49,215.19</b>	<b>25,060.00</b>	<b>21,721.76</b>	<b>25,060.00</b>	<b>86.68%</b>
INSURANCE EXPENSE	6,403.47	6,950.00	-	6,950.00	0.00%
<b>Insurance</b>	<b>6,403.47</b>	<b>6,950.00</b>	<b>-</b>	<b>6,950.00</b>	<b>0.00%</b>
TRAINING & TRAVEL EXPENSE	1,513.06	2,870.00	606.01	2,870.00	21.12%
OFFICE SUPPLIES EXPENSE	607.35	500.00	497.88	500.00	99.58%
POSTAGE	1,308.05	1,000.00	614.50	1,000.00	61.45%
ADVERTISING	5,135.90	5,000.00	1,627.82	5,000.00	32.56%
MEMBERSHIPS & SUBSCRIPTIONS	83.00	1,360.00	348.00	1,360.00	25.59%
<b>Office and Administrative</b>	<b>8,647.36</b>	<b>10,730.00</b>	<b>3,694.21</b>	<b>10,730.00</b>	<b>34.43%</b>
<b>Capital Improvement Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
MISCELLANEOUS EXPENSE	115.00	-	-	-	
<b>Other Expenses</b>	<b>115.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL FUND</b>	<b>442,794.55</b>	<b>424,650.00</b>	<b>195,512.93</b>	<b>401,930.00</b>	<b>46.04%</b>

## FINANCE

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	170,901.51	171,100.00	76,985.24	153,970.00	44.99%
PART-TIME WAGES	5,000.00	-	212.50	213.00	21250.00%
OVERTIME WAGES	579.17	500.00	840.52	1,552.00	168.10%
FICA EXPENSE	12,720.12	13,130.00	5,829.97	10,763.00	44.40%
EMPLOYEE BENEFITS	19,266.56	22,150.00	7,348.45	13,566.00	33.18%
WORKER'S COMPENSATION	298.55	300.00	-	300.00	0.00%
RETIREMENT EXPENSE	14,889.97	15,790.00	2,187.38	4,375.00	13.85%
<b>Personnel</b>	<b>223,655.88</b>	<b>222,970.00</b>	<b>93,404.06</b>	<b>184,739.00</b>	<b>41.89%</b>
REPAIRS & MAINTENANCE - BLDG	808.32	950.00	588.27	950.00	61.92%
REPAIRS & MAINTENANCE - EQUIP	981.41	620.00	341.64	620.00	55.10%
REPAIRS & MAINTENANCE - SFTWRE	12,654.15	13,870.00	1,862.40	13,870.00	13.43%
ELECTRICITY	494.90	880.00	147.36	880.00	16.75%
TELEPHONE/INTERNET	1,493.03	1,480.00	687.50	1,480.00	46.45%
MOBILE COMMUNICATIONS	769.27	520.00	243.93	520.00	46.91%
CAPITAL EXPENDITURES - EQUIP	-	-	2,000.00	2,000.00	200000.00%
TOOLS & SUPPLIES	1,018.79	1,160.00	284.68	1,160.00	24.54%
<b>Operation and Maintenance</b>	<b>18,219.87</b>	<b>19,480.00</b>	<b>6,155.78</b>	<b>21,480.00</b>	<b>31.60%</b>
PROFESSIONAL SERVICES	21,748.96	33,740.00	28,109.26	33,740.00	83.31%
<b>Contractual Services</b>	<b>21,748.96</b>	<b>33,740.00</b>	<b>28,109.26</b>	<b>33,740.00</b>	<b>83.31%</b>
INSURANCE EXPENSE	2,490.70	3,130.00	-	3,130.00	0.00%
<b>Insurance</b>	<b>2,490.70</b>	<b>3,130.00</b>	<b>-</b>	<b>3,130.00</b>	<b>0.00%</b>
TRAINING & TRAVEL EXPENSE	348.00	1,200.00	-	1,200.00	0.00%
OFFICE SUPPLIES	402.77	500.00	162.80	500.00	32.56%
ADVERTISING	108.60	60.00	200.16	200.00	333.60%
BANK CHARGES	35,630.31	34,510.00	19,826.25	34,510.00	57.45%
MEMBERSHIPS & SUBSCRIPTIONS	299.00	270.00	345.00	345.00	127.78%
<b>Office and Administrative</b>	<b>36,788.68</b>	<b>36,540.00</b>	<b>20,534.21</b>	<b>36,755.00</b>	<b>56.20%</b>
<b>Capital Improvement Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL FUND</b>	<b>302,904.09</b>	<b>315,860.00</b>	<b>148,203.31</b>	<b>279,844.00</b>	<b>46.92%</b>

PARKS & RECREATION					4/30/2021
GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	238,484.26	253,140.00	125,445.89	250,892.00	49.56%
PART-TIME WAGES	4,950.00	22,170.00	1,774.70	22,170.00	8.00%
PART-TIME RECREATION WAGES	6,824.41	9,580.00	2,355.00	4,710.00	24.58%
OVERTIME WAGES	3,269.32	2,000.00	741.00	1,482.00	37.05%
FICA EXPENSE	18,868.35	21,950.00	9,680.83	19,362.00	44.10%
EMPLOYEE BENEFITS	23,459.88	31,780.00	14,975.88	27,648.00	47.12%
WORKER'S COMPENSATION	11,039.98	10,770.00	-	10,770.00	0.00%
RETIREMENT EXPENSE	18,382.65	23,480.00	11,609.14	23,218.00	49.44%
UNIFORM EXPENSE	2,121.62	3,250.00	580.91	3,250.00	17.87%
Personnel	327,400.47	378,120.00	167,163.35	363,502.00	44.21%
REPAIRS & MAINTENANCE - BLDG	126.09	1,000.00	-	1,000.00	0.00%
REPAIRS & MAINTENANCE - EQUIP	7,300.13	8,500.00	6,638.81	8,500.00	78.10%
REPAIRS & MAINTENACE - VEHICLE	1,356.15	750.00	235.57	750.00	31.41%
REPAIRS & MAINT - INFRASTRUCTR	20,076.71	18,000.00	9,061.21	18,000.00	50.34%
REPAIRS & MAINT - PARKS	10,766.05	-	3,777.15	3,777.00	377715.00%
REPAIRS & MAINT - SOFTWARE	1,848.70	8,810.00	1,458.15	8,810.00	16.55%
REPAIRS & MAINT - SMITH'S FORK	14,776.27	45,000.00	42,028.20	45,000.00	93.40%
ELECTRICITY	24,591.73	19,080.00	7,559.65	19,080.00	39.62%
PROPANE	3,825.26	5,630.00	3,825.00	5,630.00	67.94%
TELEPHONE/INTERNET	7,426.08	7,660.00	2,261.61	7,660.00	29.52%
MOBILE COMMUNICATIONS	3,369.05	3,080.00	1,499.34	3,080.00	48.68%
CAPITAL EXPENDITURES - EQUIP	741.17	-	-	-	
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	
CAPITAL EXPENDITURES - HRDWARE	-	-	-	-	
CAPITAL EXPENDITURES - BLDG	-	-	-	-	
TOOLS & SUPPLIES	6,823.88	5,000.00	1,287.77	5,000.00	25.76%
FUEL	5,349.33	7,500.00	3,116.64	7,500.00	41.56%
recreation	-	-	-	-	
YOUTH REC LEAGUE UNIFORMS	4,375.55	10,900.00	2,660.94	10,900.00	24.41%
YOUTH REC LEAGUE UMPIRES	6,731.50	9,140.00	1,945.00	9,140.00	21.28%
ADULT REC LEAGUE UNIFORMS	-	-	-	-	
ADULT REC LEAGUE OFFICIALS	255.00	1,000.00	-	1,000.00	0.00%
REC LEAGUE BACKGROUND CHECKS	200.21	720.00	-	720.00	0.00%
REC LEAGUE SUPPLIES/AWARDS	7,337.86	25,320.00	1,789.55	25,320.00	7.07%
REC LEAGUE ADVERTISING	552.53	1,000.00	200.78	1,000.00	20.08%
Operation and Maintenance	127,829.25	178,090.00	89,345.37	181,867.00	50.17%
MAYOR'S BIKE RACE	5,109.27	-	7,887.53	7,888.00	788753.00%
PROFESSIONAL SERVICES	3,036.99	2,990.00	3,431.58	2,990.00	114.77%
LEASE EXPENSE	35,103.13	36,860.00	-	36,860.00	0.00%
CAMP HOST SERVICES	19,300.00	17,500.00	2,100.00	17,500.00	12.00%
FIREWORKS DISPLAY	12,000.00	12,000.00	-	12,000.00	0.00%
Contractual Services	74,549.39	69,350.00	13,419.11	77,238.00	19.35%
MOVIE NIGHTS	422.08	2,400.00	-	2,400.00	0.00%
Insurance	422.08	2,400.00	-	2,400.00	0.00%
INSURANCE EXPENSE	13,389.17	12,960.00	-	12,960.00	0.00%
TRAINING & TRAVEL EXPENSE	3,210.00	4,320.00	735.00	4,320.00	17.01%
OFFICE SUPPLIES	275.98	500.00	-	500.00	0.00%
POSTAGE	-	-	-	-	
ADVERTISING	734.41	500.00	228.66	500.00	45.73%
MEMBERSHIPS	155.00	640.00	605.00	640.00	94.53%
Office and Administrative	17,764.56	18,920.00	1,568.66	18,920.00	8.29%
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
MISCELLANEOUS EXPENSE	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	547,965.75	646,880.00	271,496.49	643,927.00	41.97%

## SENIOR CENTER

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
<b>Personnel</b>	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	2,592.48	3,070.00	1,454.99	3,070.00	47.39%
ELECTRICITY	1,146.09	1,500.00	342.24	1,500.00	22.82%
NATURAL GAS	797.32	900.00	486.21	900.00	54.02%
TELEPHONE/INTERNET	2,844.56	-	1,435.53	1,436.00	143553.00%
TOOLS & SUPPLIES	91.16	500.00	-	500.00	0.00%
<b>Operation and Maintenance</b>	<b>7,471.61</b>	<b>5,970.00</b>	<b>3,718.97</b>	<b>7,406.00</b>	<b>62.29%</b>
PROFESSIONAL SERVICES	6,025.50	12,870.00	4,084.46	12,870.00	31.74%
<b>Contractual Services</b>	<b>6,025.50</b>	<b>12,870.00</b>	<b>4,084.46</b>	<b>12,870.00</b>	<b>31.74%</b>
INSURANCE	2,798.21	2,780.00	-	2,780.00	0.00%
<b>Insurance</b>	<b>2,798.21</b>	<b>2,780.00</b>	<b>-</b>	<b>2,780.00</b>	<b>0.00%</b>
<b>Office and Administrative</b>	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	-	-	-	-	
<b>Capital Improvement Projects</b>	-	-	-	-	
<b>Other Expenses</b>	-	-	-	-	
<b>Debt - Principal</b>	-	-	-	-	
<b>Debt - Interest</b>	-	-	-	-	
<b>Transfers Out</b>	-	-	-	-	
<b>TOTAL GENERAL FUND</b>	<b>16,295.32</b>	<b>21,620.00</b>	<b>7,803.43</b>	<b>23,056.00</b>	<b>36.09%</b>

## ELECTED OFFICIALS

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
PART-TIME WAGES	14,550.00	14,850.00	7,500.00	14,850.00	50.51%
FICA EXPENSE	1,113.43	1,140.00	573.94	1,140.00	50.35%
WORKER'S COMPENSATION	25.50	30.00	-	30.00	0.00%
<b>Personnel</b>	<b>15,688.93</b>	<b>16,020.00</b>	<b>8,073.94</b>	<b>16,020.00</b>	<b>50.40%</b>
WORKER'S COMPENSATION	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	1,887.48	1,080.00	644.98	1,080.00	59.72%
REPAIRS & MAINT - SOFTWARE	941.50	1,130.00	376.60	1,130.00	33.33%
ELECTRICITY	1,154.29	990.00	279.29	990.00	28.21%
TELEPHONE/INTERNET	1,979.10	960.00	904.20	960.00	94.19%
MOBILE COMMUNICATIONS	1,469.89	490.00	-	490.00	0.00%
TOOLS & SUPPLIES	227.84	220.00	25.00	220.00	11.36%
<b>Operation and Maintenance</b>	<b>7,660.10</b>	<b>4,870.00</b>	<b>2,230.07</b>	<b>4,870.00</b>	<b>45.79%</b>
COMMUNITY RELATIONS ALLOWANCE	-	-	-	-	
<b>Contractual Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
PROFESSIONAL SERVICES	1,864.54	6,700.00	130.26	6,700.00	1.94%
<b>Insurance</b>	<b>1,864.54</b>	<b>6,700.00</b>	<b>130.26</b>	<b>6,700.00</b>	<b>1.94%</b>
INSURANCE	1,767.71	2,080.00	-	2,080.00	0.00%
TRAINING & TRAVEL EXPENSE	970.88	2,630.00	20.00	2,630.00	0.76%
OFFICE SUPPLIES	510.72	1,000.00	380.41	1,000.00	38.04%
ADVERTISING	3,000.32	4,000.00	3,894.44	4,000.00	97.36%
MEMBERSHIPS & SUBSCRIPTIONS	1,260.00	2,710.00	-	2,710.00	0.00%
<b>Office and Administrative</b>	<b>7,509.63</b>	<b>12,420.00</b>	<b>4,294.85</b>	<b>12,420.00</b>	<b>34.58%</b>
<b>Capital Improvement Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL FUND</b>	<b>32,723.20</b>	<b>40,010.00</b>	<b>14,729.12</b>	<b>40,010.00</b>	<b>36.81%</b>

## ANIMAL SHELTER

4/30/2021

GENERAL FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
REPAIRS & MAINT - BLDG	13.94	500.00	499.99	500.00	100.00%
TOOLS & SUPPLIES	2,378.50	1,500.00	302.25	1,500.00	20.15%
Operation and Maintenance	2,392.44	2,000.00	802.24	2,000.00	40.11%
PROFESSIONAL SERVICES	6,420.63	6,000.00	987.08	6,000.00	16.45%
Contractual Services	6,420.63	6,000.00	987.08	6,000.00	16.45%
Insurance	-	-	-	-	
ADVERTISING	-	-	-	-	
Office and Administrative	-	-	-	-	
TRAINING & TRAVEL	500.00	1,000.00	-	1,000.00	0.00%
Capital Improvement Projects	500.00	1,000.00	-	1,000.00	0.00%
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL GENERAL FUND	9,313.07	9,000.00	1,789.32	9,000.00	19.88%

# FY21 SPECIAL ALLOCATION FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
PROPERTY TAXES	-	20,000.00	14,311.50	20,000.00	71.56%
SALES AND USE TAXES	8,260.08	500,000.00	167,673.16	500,000.00	33.53%
	8,260.08	520,000.00	181,984.66	520,000.00	35.00%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
ADMINISTRATION	-	520,000.00	-	517,000.00	0.00%
	-	520,000.00	-	517,000.00	0.00%



## SPECIAL ALLOCATION FUND

4/30/21

SPECIAL ALLOCATION FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
TIF PAYMENTS TO DEVELOPER	-	512,000.00	-	512,000.00	0.00%
TIF PAYMENTS TO OTHER ENTITIES	-	5,000.00	-	5,000.00	0.00%
Contractual Services	-	517,000.00	-	517,000.00	0.00%
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS TO OTHER FUNDS	-	3,000.00	-	-	0.00%
Transfers Out	-	3,000.00	-	-	0.00%
TOTAL SPECIAL ALLOCATION FUND	-	520,000.00	-	517,000.00	0.00%

# FY21 CAPITAL PROJECTS FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
INTERGOVERNMENTAL REVENUES	-	266,000.00	208,228.15	272,250.00	
DEBT ISSUED	-	-	-	-	
TRANSFERS IN	-	-	-	-	#DIV/0!
PARK IMPROVEMENT REVENUE	-	7,000.00	6,250.00	-	
	-	266,000.00	214,478.15	272,250.00	80.63%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
STREET	699,506.47	1,737,440.00	1,066,040.48	1,882,370.00	61.36%
	699,506.47	1,737,440.00	1,066,040.48	1,882,370.00	61.36%

## CAPITAL PROJECTS FUND

4/30/21

CAPITAL PROJECTS FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
PROFESSIONAL SERVICES	102,833.74	-	32,721.42	130,620.00	3272142.00%
Contractual Services	102,833.74	-	32,721.42	130,620.00	3272142.00%
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	596,672.73	1,737,440.00	1,033,319.06	1,751,750.00	59.47%
PARK IMPROVEMENT EXPENSE	-	-	-	-	
Capital Improvement Projects	596,672.73	1,737,440.00	1,033,319.06	1,751,750.00	59.47%
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS OUT	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL CAPITAL PROJECTS FUND	699,506.47	1,737,440.00	1,066,040.48	1,882,370.00	61.36%

# FY21 TRANSPORTATION SALES TAX FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
SALES AND USE TAXES	582,358.98	530,750.00	278,216.35	604,335.00	52.42%
PROCEEDS FROM DEBT ISSUED	-	-	-	-	
TRANSFERS IN	-	-	-	-	
	<b>582,358.98</b>	<b>530,750.00</b>	<b>278,216.35</b>	<b>604,335.00</b>	52.42%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
STREET	175,690.18	1,055,820.00	189,788.16	1,034,225.00	17.98%
	<b>175,690.18</b>	<b>1,055,820.00</b>	<b>189,788.16</b>	<b>1,034,225.00</b>	17.98%

## TRANSPORTATION SALES TAX FUND

4/30/21

TRANSP. SALES TAX FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
<b>Personnel</b>	-	-	-	-	
REPAIRS & MAINTENANCE - BLDG	-	1,000.00	-	1,000.00	0.00%
REPAIRS & MAINTENANCE - EQUIP	13,937.23	10,000.00	10,405.45	10,405.00	104.05%
REPAIRS & MAINTENANCE - STREET	89,860.21	660,000.00	52,614.76	655,000.00	7.97%
CAPITAL EXPENDITURES - EQUIP	10,500.00	45,960.00	-	28,960.00	0.00%
SUPPLIES - STREET SIGNS	-	-	-	-	
FUEL	10,756.27	10,000.00	6,130.08	10,000.00	61.30%
<b>Operation and Maintenance</b>	<b>125,053.71</b>	<b>726,960.00</b>	<b>69,150.29</b>	<b>705,365.00</b>	<b>9.51%</b>
PROFESSIONAL SERVICES	-	268,000.00	79,698.50	268,000.00	29.74%
<b>Contractual Services</b>	<b>-</b>	<b>268,000.00</b>	<b>79,698.50</b>	<b>268,000.00</b>	<b>29.74%</b>
INSURANCE EXPENSE	-	-	-	-	
<b>Insurance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
TOOLS & SUPPLIES	5,401.19	22,580.00	2,663.37	22,580.00	11.80%
<b>Office and Administrative</b>	<b>5,401.19</b>	<b>22,580.00</b>	<b>2,663.37</b>	<b>22,580.00</b>	<b>11.80%</b>
<b>Capital Improvement Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
LEASE EXPENSE	37,566.25	32,010.00	32,010.00	32,010.00	100.00%
<b>Debt - Principal</b>	<b>37,566.25</b>	<b>32,010.00</b>	<b>32,010.00</b>	<b>32,010.00</b>	<b>100.00%</b>
INTEREST EXPENSE	7,669.03	6,270.00	6,266.00	6,270.00	99.94%
<b>Debt - Interest</b>	<b>7,669.03</b>	<b>6,270.00</b>	<b>6,266.00</b>	<b>6,270.00</b>	<b>99.94%</b>
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL TRANSP. SALES TAX FUND</b>	<b>175,690.18</b>	<b>1,055,820.00</b>	<b>189,788.16</b>	<b>1,034,225.00</b>	<b>17.98%</b>

# FY21 CAPITAL IMPROVEMENT SALES TAX FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
SALES AND USE TAXES	579,720.69	530,750.00	282,403.38	615,250.00	53.21%
TRANSFERS IN	-	-	-	-	
	579,720.69	530,750.00	282,403.38	615,250.00	53.21%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
STREET	556,280.00	752,250.00	351,697.00	798,910.00	46.75%
	556,280.00	752,250.00	351,697.00	798,910.00	46.75%

## CAPITAL IMPROVEMENT SALES TAX FUND

4/30/21

CAP. IMP. SALES TAX FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
CAPITAL IMPROVEMENT PROJECTS	-	410,060.00	9,507.00	242,630.00	2.32%
Capital Improvement Projects	-	410,060.00	9,507.00	242,630.00	2.32%
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
TRANSFERS OUT	556,280.00	342,190.00	342,190.00	556,280.00	100.00%
Transfers Out	556,280.00	342,190.00	342,190.00	556,280.00	100.00%
TOTAL CAP. IMP. SALES TAX FUND	556,280.00	752,250.00	351,697.00	798,910.00	46.75%

# FY21 DEBT SERVICE FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
PROPERTY TAXES	-	-	-	-	
TRANSFERS IN	556,280.00	342,190.00	342,190.00	342,190.00	100.00%
	556,280.00	342,190.00	342,190.00	342,190.00	100.00%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
STREET	325,017.50	329,860.00	231,262.50	325,020.00	70.11%
	325,017.50	329,860.00	231,262.50	325,020.00	70.11%



# DEBT SERVICE FUND

4/30/21

DEBT SERVICE FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
Operation and Maintenance	-	-	-	-	
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
LEASE PAYMENTS	120,000.00	130,000.00	130,000.00	120,000.00	100.00%
Debt - Principal	120,000.00	130,000.00	130,000.00	120,000.00	100.00%
INTEREST	205,017.50	199,860.00	101,262.50	205,020.00	50.67%
Debt - Interest	205,017.50	199,860.00	101,262.50	205,020.00	50.67%
Transfers Out	-	-	-	-	
TOTAL DEBT SERVICE FUND	325,017.50	329,860.00	231,262.50	325,020.00	70.11%

# FY21 WATER & WASTEWATER SYSTEMS FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
LICENSES, FEES, AND PERMITS	-	-	-	-	
CHARGES FOR SERVICES	4,107,090.29	4,385,180.00	2,098,571.17	4,641,339.00	47.86%
IMPACT FEES	304,540.00	379,010.00	223,859.00	450,467.00	59.06%
OTHER REVENUE	(41.66)	-	15,899.15	15,899.00	
DEBT ISSUED	54,640.01	44,700.00	33,212.55	56,886.00	74.30%
TRANSFERS IN	-	-	-	-	
	<b>4,466,228.64</b>	<b>4,808,890.00</b>	<b>2,371,541.87</b>	<b>5,164,591.00</b>	49.32%
EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
UTILITIES	3,360,050.12	7,525,260.00	1,709,891.54	7,228,101.00	22.72%
	<b>3,360,050.12</b>	<b>7,525,260.00</b>	<b>1,709,891.54</b>	<b>7,228,101.00</b>	22.72%

PUBLIC WORKS (UTILITIES)					4/30/21
CWWS FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
SALARIES & WAGES	736,653.87	740,470.00	375,582.98	751,166.00	50.72%
OVERTIME WAGES	17,236.26	18,000.00	4,895.57	18,000.00	27.20%
FICA EXPENSE	55,906.64	58,030.00	28,057.42	56,115.00	48.35%
EMPLOYEE BENEFITS	71,261.54	86,680.00	37,104.60	68,501.00	42.81%
WORKER'S COMPENSATION	28,622.29	32,490.00	-	32,490.00	0.00%
RETIREMENT EXPENSE	65,601.54	69,780.00	35,004.01	64,623.00	50.16%
UNIFORM EXPENSE	5,920.52	8,400.00	5,730.46	8,400.00	68.22%
Personnel	981,202.66	1,013,850.00	486,375.04	999,295.00	47.97%
REPAIRS & MAINTENANCE - EQUIP	3,143.42	4,490.00	1,570.07	4,490.00	34.97%
REPAIRS & MAINTENCE- VEHICLES	5,413.95	7,500.00	899.50	7,500.00	11.99%
REPAIRS & MAINT - WATER LINES	53,237.30	44,740.00	20,929.79	44,740.00	46.78%
REPAIRS & MAINT - SEWER LINES	70,869.95	85,000.00	20,190.94	85,000.00	23.75%
REPAIRS & MAINT - WATER PLANT	30,130.79	67,500.00	32,154.48	67,500.00	47.64%
REPAIRS & MAINT - WW PLANT	20,149.45	55,000.00	21,491.07	55,000.00	39.07%
REPAIRS & MAINT - SOFTWARE	11,766.64	17,870.00	5,881.63	17,870.00	32.91%
REPAIRS & MAINT - WATER TOWERS	70,634.81	112,150.00	42,477.76	112,150.00	37.88%
ELECTRICITY	238,703.49	292,910.00	110,020.04	292,910.00	37.56%
PROPANE	5,240.38	12,500.00	3,081.25	12,500.00	24.65%
TELEPHONE/INTERNET	15,537.72	12,680.00	7,049.56	12,680.00	55.60%
MOBILE COMMUNICATIONS	7,002.43	9,880.00	4,397.84	9,880.00	44.51%
CAPITAL EXPENDITURES - EQUIP	-	-	-	-	
CAPITAL EXPENDITURES - VEHICLE	-	-	-	-	
CAPITAL EXPENDITURES - SOFTWARE	-	100,000.00	-	100,000.00	0.00%
CAPITAL EXPENDITURES - HRDWRE	-	-	-	-	
CAPTIAL EXPENDITURES - TOWERS	-	-	-	-	
CAPITAL EXPENDITURES - BLDG	(0.44)	-	-	-	
CAPITAL EXPENDITURES - WATER P	-	-	-	-	
CAPITAL EXPENDITURES - WW PLAN	-	-	-	-	
CAPITAL EXPENDITURES - LINES	-	-	-	-	
TOOLS & SUPPLIES	19,014.26	25,000.00	8,638.11	25,000.00	34.55%
SUPPLIES - CONNECTIONS	50,539.30	75,000.00	30,311.45	75,000.00	40.42%
SUPPLIES - LAB	23,499.19	20,000.00	11,908.28	20,000.00	59.54%
SUPPLIES - CHEMICALS	135,805.16	120,000.00	38,659.86	120,000.00	32.22%
SUPPLIES - WW CHEMICALS	13,133.78	13,500.00	6,366.85	13,500.00	47.16%
FUEL	8,417.29	17,500.00	6,557.07	17,500.00	37.47%
Operation and Maintenance	782,238.87	1,093,220.00	372,585.55	1,093,220.00	34.08%
PROFESSIONAL SERVICES	254,384.92	377,740.00	266,478.30	377,740.00	70.55%
LEASE EXPENSE	28,187.51	344,380.00	61,552.74	344,380.00	17.87%
WASTEWATER TREATMENT SERVICE	98,726.67	129,240.00	58,211.60	129,240.00	45.04%
Contractual Services	381,299.10	851,360.00	386,242.64	851,360.00	45.37%
INSURANCE EXPENSE	61,135.37	61,220.00	-	61,220.00	0.00%
Insurance	61,135.37	61,220.00	-	61,220.00	0.00%
TRAINING & TRAVEL EXPENSE	2,139.60	3,000.00	2,373.66	3,000.00	79.12%
OFFICE SUPPLIES	3,567.35	4,500.00	1,695.72	4,500.00	37.68%
POSTAGE	1,601.92	1,500.00	692.60	1,500.00	46.17%
ADVERTISING	-	-	146.11	146.00	14611.00%
BANK CHARGES	5,565.00	2,000.00	(524.34)	2,000.00	-26.22%
MEMBERSHIPS & SUBSCRIPTIONS	45.00	380.00	-	380.00	0.00%
Office and Administrative	12,918.87	11,380.00	4,383.75	11,526.00	38.52%
CAPITAL IMPROVEMENT PROJECTS	(10,347.63)	2,986,000.00	30,511.00	2,716,000.00	1.02%
WATER IMPACT PROJECTS	(0.22)	1,000,000.00	124,210.94	1,000,000.00	12.42%
WASTEWATER IMPACT PROJECTS	(1.76)	-	-	-	
Capital Improvement Projects	(10,349.61)	3,986,000.00	154,721.94	3,716,000.00	3.88%
AMORTIZATION EXPENSE	-	-	-	-	
DEPRECIATION EXPENSE	661,097.00	-	-	-	
MISCELLANEOUS EXPENSE	13,320.00	-	-	-	
Other Expenses	674,417.00	-	-	-	
Debt - Principal	-	-	-	-	
INTEREST EXPENSE	302,667.86	299,050.00	206,030.03	299,050.00	68.89%
Debt - Interest	302,667.86	299,050.00	206,030.03	299,050.00	68.89%
TRANSFERS OUT	174,520.00	209,180.00	99,552.59	196,430.00	47.59%
Transfers Out	174,520.00	209,180.00	99,552.59	196,430.00	47.59%
TOTAL CWWS FUND	3,360,050.12	7,525,260.00	1,709,891.54	7,228,101.00	22.72%

# FY21 SANITATION FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
CHARGES FOR SERVICES	831,293.48	890,550.00	431,137.84	877,615.00	48.41%
TRANSFERS IN	-	-	-	-	
	<b>831,293.48</b>	<b>890,550.00</b>	<b>431,137.84</b>	<b>877,615.00</b>	48.41%

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
ADMIN	813,356.26	885,710.00	434,289.79	868,409.00	49.03%
	<b>813,356.26</b>	<b>885,710.00</b>	<b>434,289.79</b>	<b>868,409.00</b>	49.03%

# SANITATION FUND

4/30/21

SANITATION FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
Personnel	-	-	-	-	
SOLID WASTE SERVICES	802,389.83	873,580.00	423,323.36	857,443.00	48.46%
recycling services	-	-	-	-	
HOUSEHOLD HAZARDOUS WASTE	10,966.43	12,130.00	10,966.43	10,966.00	90.41%
yard waste	-	-	-	-	
advertising	-	-	-	-	
Operation and Maintenance	813,356.26	885,710.00	434,289.79	868,409.00	49.03%
Contractual Services	-	-	-	-	
Insurance	-	-	-	-	
Office and Administrative	-	-	-	-	
Capital Improvement Projects	-	-	-	-	
Other Expenses	-	-	-	-	
Debt - Principal	-	-	-	-	
Debt - Interest	-	-	-	-	
yard waste	-	-	-	-	
Transfers Out	-	-	-	-	
TOTAL SANITATION FUND	813,356.26	885,710.00	434,289.79	868,409.00	49.03%

# FY21 PARK AND STORMWATER SALES TAX FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
PARK & STRMWTR SALES TAX	-	442,290.00	237,962.09	475,924.00	53.80%
	-	442,290.00	237,962.09	475,924.00	53.80%
EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
PARKS & RECREATION	-	125,000.00	-	-	
UTILITIES	-	100,000.00	-	-	0.00%
	-	225,000.00	-	-	0.00%

# FY21 VEHICLE AND EQUIPMENT REPLACE FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
SALE OF PERSONAL PROPERTY	-	125,000.00	33,275.00	125,000.00	26.62%
TRANSFERS IN	-	40,000.00	40,000.00	125,000.00	100.00%
	-	165,000.00	73,275.00	250,000.00	

EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
ADMINISTRATION	-	125,000.00	18,345.51	-	14.68%
	-	125,000.00	18,345.51	-	14.68%

# FY21 CARES ACT STIMULUS FUND

4/30/21

REVENUES, BY SOURCE	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
INTERGOVERNMENTAL REVENUES	945,399.87	-	-	-	#DIV/0!
INTEREST INCOME	751.00				
	<b>946,150.87</b>	-	-	-	#DIV/0!
EXPENDITURES, BY DEPARTMENT	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	
ADMINISTRATION	357,892.29	550,000.00	336,601.50	587,507.58	61.20%
	<b>357,892.29</b>	<b>550,000.00</b>	<b>336,601.50</b>	<b>587,507.58</b>	61.20%



**CARES ACT STIMULUS FUND**
**4/30/21**

CARES ACT STIMULUS FUND	FY20 Actual	FY21 Budget	FY21 YTD	FY21 Projection	Percent Spent
PART-TIME WAGES	8,164.36	500.00	471.89	500.00	94.38%
FICA EXPENSES	619.90	-	-	-	
REPAIRS & MAINTENANCE - BLDG	1,050.00	-	-	-	
REPAIRS & MAINTENANCE - SOFTWA	1,397.50	-	-	-	
CAPITAL EXPENDITURES - EQUIP	60,958.26	4,000.00	1,168.97	4,000.00	29.22%
<b>Operation and Maintenance</b>	<b>72,190.02</b>	<b>4,500.00</b>	<b>1,640.86</b>	<b>4,500.00</b>	<b>36.46%</b>
TOOLS & SUPPLIES	16,453.16	60,000.00	52,364.84	60,000.00	87.27%
PROFESSIONAL SERVICES	40,200.43	478,500.00	251,351.69	478,500.00	52.53%
<b>Contractual Services</b>	<b>56,653.59</b>	<b>538,500.00</b>	<b>303,716.53</b>	<b>538,500.00</b>	<b>56.40%</b>
<b>Insurance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
LOCAL GRANTS	135,000.00	-	-	-	
OFFICE SUPPLIES	6,858.51	7,000.00	4,107.61	7,000.00	58.68%
<b>Office and Administrative</b>	<b>141,858.51</b>	<b>7,000.00</b>	<b>4,107.61</b>	<b>7,000.00</b>	<b>58.68%</b>
SUBSCRIPTIONS	119.92	-	-	-	
CAPITAL PROJECTS	87,070.25	-	27,136.50	27,136.50	2713650%
<b>Capital Improvement Projects</b>	<b>87,190.17</b>	<b>-</b>	<b>27,136.50</b>	<b>27,136.50</b>	<b>2713650%</b>
<b>Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Debt - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL CARES ACT STIMULUS FUND</b>	<b>357,892.29</b>	<b>550,000.00</b>	<b>336,601.50</b>	<b>577,136.50</b>	<b>61.20%</b>



## City Administrator's Report

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June 10, 2021

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### **City Hall Renovation**

Staff, the architect and contractor representatives did a punch list walk through of the renovation project on Thursday morning. There are several items to be completed, but all are minimal and can be accomplished around staff re-loading into offices. The dumpster will be removed on Thursday. Staff will work to move into offices and workspaces beginning on Thursday and Friday. *The front lobby will be functional again effective Monday morning, June 14!* Information on reopening will be shared to social media.

Some furniture remains to be delivered and the front doors are on back order, with delivery anticipated in approximately three weeks. We anticipate final walk through and project completion and architect authorization of the final pay application in early July.

### **Potential Emergency Purchase – Wastewater Plant**

The motive pump, which distributes wastewater through the settling basin, is not functioning properly. Over the next couple weeks, staff will drain the basin to see if there is just a clog in the system and evaluate whether we can repair the pump or if a new pump will be needed. If we can make repairs, the cost could be as little as \$1,500. If the pump needs to be replaced the cost would be approximately \$35,000. We will keep you informed of status and any need to do an emergency purchase, which would then come to the Board for acknowledgment following purchase.

### **Cured in Place Pipe Project**

The Insituform/cured in place pipe project is completed. Sanitary sewer mains on Main Street, Liberty Street and off the areas of Maple and Quincy were lined to prevent roots from causing sewer mains problems and to reduce infiltration.

### **Transportation Master Plan**

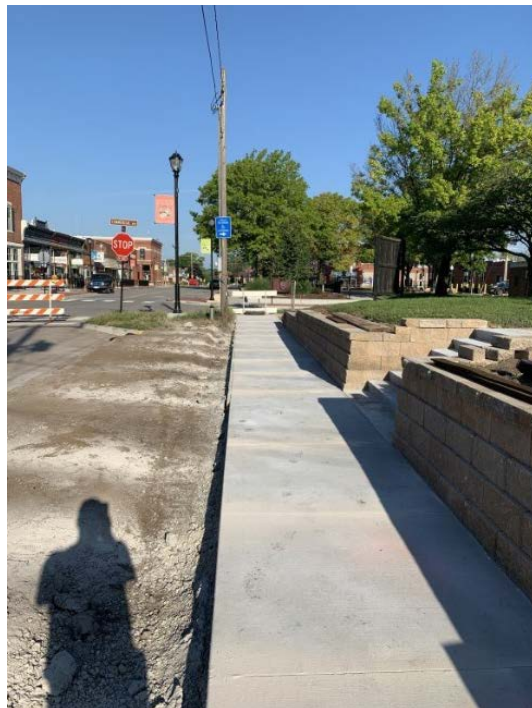
Work on the Transportation Master Plan continues. A "pop-up" informational booth will be at Price Chopper on Saturday, June 23 from 1 p.m. to 3 p.m. Residents can see the

work in progress, provide feedback and let the staff and consultants know what they would like their transportation system to look like in the next 20 years.

A website is being developed with all the information and should be up by early July.

### **Streetscape project**

With the let-up in the rain, the contractor has made progress on sidewalk installation and other work between Commercial and Smith Streets.



**State of the Cities**

A reminder that the Clay County Economic Development State of the Cities luncheon is July 8. Please contact Linda if you wish to attend.

**Fourth of July**

Mayor Boley has indicated his intent to close City Hall in observance of the July 4 Holiday on Friday, July 2 in addition to Monday, July 5. Additionally, the Tuesday, July 6 Board meeting will be cancelled.



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Administration/Finance

**AGENDA ITEM:** Approve Bill No. 2908-21, FY21 Budget Amendment No. 6

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### **RECOMMENDED ACTION:**

A motion to approve Bill No. 2906-21, FY21 Budget Amendment No. 6.

### **SUMMARY:**

The City of Smithville received \$945,400 in CARES funding in 2020. Staff recommend transferring the remaining CARES funds available (about \$240,000 in FY21) from the CARES Fund to the General Fund to reimburse the General Fund for Police Department salaries. Staff are also proposing a budget amendment to provide an additional \$150,000 in expenditure authority in the General Fund. In addition, the CARES Fund has expenditure authority of \$550,000 in FY21. A transfer of \$240,000 from the CARES Fund to the General Fund will result in total expenditures of \$588,259 in FY21. Therefore, a budget amendment to provide an additional \$40,000 in expenditure authority is required.

The budget amendment would allow for the completion of a police facility needs assessment study in FY21, which has an estimated cost of \$75,000. The police facility needs assessment study would provide staff with cost estimates to assist in future planning for a potential new police station. The study would include schematic design of a facility which would be used to develop the cost estimates.

In addition, the budget amendment would allow for the development of a plan for the staffing and the funding of ongoing operations of the Main Street program, which also has an estimated cost of \$75,000. It is anticipated that seed money could jump start that process and an agreement could be development for a phase out of city funding over the course of seven to ten years.

Finally, this budget amendment will provide the General Fund with the remaining \$75,000 which can allow for the completion of phase II and phase III of the Smith's Fork campground electrical upgrades, which has an estimated cost of \$75,000. The plan would be to complete the upgrades at the end of the 2021 camping season, and therefore, the cost is planned for the FY22 CIP and not included in the expenditure authority for FY21. Combining both phases will result in project savings and will allow for completion of all upgrades 1 year earlier than if the phases were completed on a separate basis.

### **PREVIOUS ACTION:**

**POLICY ISSUE:**

**FINANCIAL CONSIDERATIONS:**

Amend the FY21 Budget

**ATTACHMENTS:**

☒ Ordinance

☐ Resolution

☐ Staff Report

☐ Other:

☐ Contract

☐ Plans

☐ Minutes

**BILL NO. 2908-21**

**ORDINANCE NO. XXXX-21**

**AN ORDINANCE AMENDING THE FY21 OPERATING BUDGET TO ADD \$190,000 TO THE EXPENDITURE BUDGET AND \$240,000 TO THE REVENUE BUDGET**

**WHEREAS**, pursuant to Ordinance 3074-20, passed on October 20, 2020, the City approved the fiscal year ending October 31, 2021 Budget; and

**WHEREAS**, not included in the approved fiscal year 2021 Budget are expenditures to complete various projects initiated in FY20 but not yet complete; and

**WHEREAS**, the Board of Alderman has directed staff to utilize remaining CAREs Funds and complete additional CIP projects in the FY21 Budget; and

**WHEREAS**, amendments to the General Fund and CAREs Fund are required at this time.

**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, 2021 Budget is hereby amended to add:

- \$150,000 in expenditures in the General Fund
- \$240,000 in revenues to the General Fund
- \$40,000 in expenditures to the CAREs 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 June 2021.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

First Reading: 6/15/2021

Second Reading: 7/20/2021





## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Public Works

**AGENDA ITEM:** Approve Resolution 926, awarding bid 21-15, Raw Water Pump Station, Valve Vault, Zebra Mussel Control and Smith's Fork Pump Station to Irvinbuilt Constructors Inc., in the amount of \$2,994,545.

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**RECOMMENDED ACTION:**

A motion to approve Resolution 926.

**SUMMARY:**

Bids were received on June 8, 2021 for the construction of a new 1800 GPM Raw Water Pump Station, Raw Water Valve Vault, 24-inch and 16-inch raw water transmission main, 100 GPM Wastewater Pump Station, 8-inch gravity sewer, 6-inch sanitary sewer force main, and Copper Ion Generator for control of Zebra Mussels.

Four bids were received with the most responsive and bid submitted by Irvinbuilt Constructors Inc. in the amount of \$2,994,545. The contract time is 365 days.

Attached is the Engineers Recommendation for bid award.

**PREVIOUS ACTION:** This project was included in the 2021 budget. At the June 1, 2021 work session, staff recommended that the entirety of funds received from the American Rescue Plan Act (ARPA) be used for this project. The Board concurred.

**POLICY ISSUE:**

Maintaining infrastructure

**FINANCIAL CONSIDERATIONS:** The 2021 budget included \$2,320,000 for this project. Staff is recommending use of the approximately \$2 million ARPA Funds and \$1 million in water impact fees to finance this project.

**ATTACHMENTS:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance                          | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution              | <input type="checkbox"/> Plans    |
| <input checked="" type="checkbox"/> Engineer Recommendation | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Bid Tab          |                                   |



## **RESOLUTION 926**

### **A RESOLUTION AWARDING BID NO. 21-15 RAW WATER PUMP STATION, VALVE VAULT, ZEBRA MUSSEL CONTROL AND SMITH'S FORK PUMP STATION TO IRVINBUILT CONSTRUCTORS, INC IN THE AMOUNT OF \$2,994,545.00 AND AUTHORIZING THE MAYOR TO SIGN A CONSTRUCTION CONTRACT**

**WHEREAS**, plans were developed for improvements to the City's Raw Water Pump Station, Valve Vault and Zebra Mussel control and the Smith's Forks Pump Station; and

**WHEREAS**, bids were received on June 8, 2021; and

**WHEREAS**, this project continues the City's commitment to improving and maintaining the City's infrastructure; and

**WHEREAS**, after a bid process, as outlined in the City Purchasing Policy, and reference checks, staff is recommending the bid received from Irvinbuilt Constructors, Inc is the most responsive and best bid received and the most advantageous to the City in the amount of \$2,994,545.

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

**THAT** Bid No. 21-15 is hereby awarded to Irvinbuilt Constructors, Inc in an amount not to exceed \$2,994,545 and the Mayor is authorized to execute the construction contract.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 15<sup>th</sup> day of June, 2021.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



**June 9, 2021**

Mr. Charles Soules, P.E.  
Public Works Director  
City of Smithville  
107 W Main Street  
Smithville, MO 64089

**Re: RFP #21-15, Authorization 89, Raw Water Pump Station, Valve Vault, Zebra Mussel Control and Authorization 92 Smith Fork's Pump Station**

Dear Mr. Soules,

On June 8, 2021, the City received and opened four bid packages for the above referenced projects. HDR reviewed the bid packages and prepared the attached Tabulation of Bids. HDR has confirmed that the low bidder for the above referenced projects was Irvinbilt Constructors, Inc., with a Total Bid of \$2,983,795.00. This amount is different than the amount listed in the total on the Bid Form which is \$10,750.00 higher due to a calculation error.

The Instructions to Bidders, Paragraph 14.02 C, states; "Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum." HDR discussed the error with Mr. Joe Garrison President of Irvinbilt, his e-mail response is attached. Mr. Garrison will accept the corrected total and will perform the work for the corrected amount but would like the City to consider his request to add this amount back into the Bid. HDR has informed Mr. Garrison per the Instructions to Bidder we have to recommend award of the project based on the corrected total. A change order to add the \$10,750.00 back to the contract could be considered only after the project is awarded.

In total three of the four bids were not calculated properly. This generally happens because equipment and material suppliers are changing their prices to be the low bidder almost up to the time the bids must be turned in. Contractors are then modifying their prices in their offices and relaying the new information to their person who is setting outside the City's office building and will write the information on the Bid Form and then turn it in at the appropriate time just before bids are opened.

All the construction cost estimates were within 8% of HDR's engineering estimate of \$3,254,300.00. The construction cost estimate does reflect price increases that have occurred in recent weeks due to material shortages and high demand, which have resulted in 10 to 15% price increases nationwide.

HDR has worked with Mr. Garrison and Irvinbilt on several projects, which included wastewater treatment plant improvements including two new buildings for the City of Clinton, Missouri and wastewater treatment plant improvements for the City of Waverly, Missouri. These projects were successfully completed to the Owners satisfaction. In the case of Clinton, Missouri, a piece of

equipment failed on a heater for one of the new buildings and Irvinbilt worked with their subcontractor to quickly repair the heater just days after the warranty expired at no cost to the City. We have found Irvinbilt to be the lowest responsive, responsible, qualified bidder to perform this work.

HDR recommends awarding RFP #21-15 Raw Water Pump Station Valve Vault and Zebra Mussel Control including Smith's Fork Pump Station to Irvinbilt Constructors Inc., in the amount, as calculated on the Bid Form, of \$2,983.795.00.

Please let me know if you have any comments questions or need additional information. I can be contacted at 816 347 1123 or by e-mail at [Kenton.Newport@HDRINC.com](mailto:Kenton.Newport@HDRINC.com).

Sincerely,  
HDR Engineering Inc.

A handwritten signature in cursive script, appearing to read "Kent Newport".

Kent Newport, P.E.  
*Project Manager*

Cc: Bob Lemley

Attachments

## Newport, Kenton

---

**From:** jgarrison@irvinbilt.com  
**Sent:** Wednesday, June 9, 2021 8:55 AM  
**To:** Newport, Kenton  
**Subject:** RE: Bid Calculation Error on Smithville.

CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kent,

When I looked back at my bid form in house I put together, I entered the price from RW Vaught and my spreadsheet went ahead and added our markups to that line item and I should have manually overridden that to the correct amount, but I didn't catch it.

I would like to be able to correct that and add the \$10,750 to another line item. But if that is not possible (and I understand it is probably not) we will take the job for the corrected total of \$2,983,795.

Thanks  
Joe

**From:** Newport, Kenton <Kenton.Newport@hdrinc.com>  
**Sent:** Tuesday, June 8, 2021 6:21 PM  
**To:** jgarrison@irvinbilt.com  
**Subject:** FW: Bid Calculation Error on Smithville.

Joe,  
Attached is the bid form. In checking the calculations the total price appears to have been added incorrectly. Our calculations indicate the bid total is off \$10,750.00 from the total written in words at the bottom. The total of the "Total Bid Price" Column sums to \$2,983,795.00 instead of \$2,994,545.00  
Will you accept the \$2,983,795.00?  
Please let me know how to proceed. Thanks!

**Kent Newport**, P.E., CDT  
D 816.347.1123 M 816.210.6261

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

**From:** KNEWPORT <[donotreply@abacuspcr.com](mailto:donotreply@abacuspcr.com)>  
**Sent:** Tuesday, June 8, 2021 4:14 PM  
**To:** Newport, Kenton <[Kenton.Newport@hdrinc.com](mailto:Kenton.Newport@hdrinc.com)>  
**Subject:** Scanned document



TABULATION OF BIDS  
CITY OF SMITHVILLE, MO  
RAW WATER PUMP STATION - VALVE VAULT AND ZEBRA MUSSEL CONTROL  
RFP # 21-15  
HDR Project No. 10208674  
BID OPENING: 6/8/2021 @ 2:00 p.m.

				HDR Engineer Estimate		Irvinbilt Constructors, Inc.		Crossland Heavy Constructors, Inc		Radmacher Brothers Excavating Co. Inc		MegaKC Corporation	
Item No.	Description	Estimated Quantity	Unit			Unit Price \$	Total Price \$	Unit Price \$	Total Price \$	Unit Price \$	Total Price \$	Unit Price \$	Total Price \$
<b>Base Bid</b>													
1	Mobilization (5%)	1	LS	\$125,000.00	\$125,000.00	\$ 45,500.00	\$ 45,500.00	\$ 125,000.00	\$ 125,000.00	\$ 113,214.00	\$ 113,214.00	\$ 150,000.00	\$ 150,000.00
2	24 IN PVC C900 Pressure Pipe	412	LF	\$300.00	\$123,600.00	\$ 235.00	\$ 96,820.00	\$ 325.00	\$ 133,900.00	\$ 614.00	\$ 252,968.00	\$ 340.00	\$ 140,080.00
3	16 IN Ductile Iron Pipe	265	LF	\$270.00	\$71,550.00	\$ 315.00	\$ 83,475.00	\$ 560.00	\$ 148,400.00	\$ 1,043.00	\$ 276,395.00	\$ 745.00	\$ 197,425.00
4	Series 20 Raw Water Pump Station	1	LS	\$1,596,000.00	\$1,596,000.00	\$ 1,655,000.00	\$ 1,655,000.00	\$ 1,631,000.00	\$ 1,631,000.00	\$ 1,533,666.00	\$ 1,533,666.00	\$ 1,680,000.00	\$ 1,680,000.00
5	Series 30 Raw Water Valve Vault	1	LS	\$266,000.00	\$266,000.00	\$ 230,000.00	\$ 230,000.00	\$ 203,000.00	\$ 203,000.00	\$ 249,120.00	\$ 249,120.00	\$ 285,000.00	\$ 285,000.00
6	Series 40 Water Intake Copper Ion Generator	1	LS	\$185,000.00	\$185,000.00	\$ 170,000.00	\$ 170,000.00	\$ 114,000.00	\$ 114,000.00	\$ 202,190.00	\$ 202,190.00	\$ 80,000.00	\$ 80,000.00
7	Series 50 Wastewater Pump Station	1	LS	\$649,700.00	\$649,700.00	\$ 481,000.00	\$ 481,000.00	\$ 550,000.00	\$ 550,000.00	\$ 613,878.00	\$ 613,878.00	\$ 700,000.00	\$ 700,000.00
8	Raw Water Temporary Pipe and By-pass Pumps	30	DAY	\$1,900.00	\$57,000.00	\$ 1,425.00	\$ 42,750.00	\$ 1,100.00	\$ 33,000.00	\$ 1,673.00	\$ 50,190.00	\$ 2,000.00	\$ 60,000.00
9	R.W. Vaught SCADA	Allowance		\$49,250.00	\$49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00	\$ 49,250.00
10	Allowance	Allowance		\$120,000.00	\$120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
11	Contingency Backfill of Open Trench Prior to a Rain Event	1	EA	\$11,200.00	\$11,200.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,525.00	\$ 9,525.00	\$ 29,175.00	\$ 29,175.00
<b>Base Bid Total:</b>					<b>\$3,254,300.00</b>		<b>\$ 2,983,795.00</b>		<b>\$ 3,117,550.00</b>		<b>\$ 3,470,396.00</b>		<b>\$ 3,490,930.00</b>
<b>Submitted by Contractor:</b>													
						As Shown on the Bid Form				As Shown on the Bid Form		As Shown on the Bid Form	
						\$2,994,545.00				\$3,490,396.00		\$3,461,755.00	



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 927, Special Event Permit - Chamber of Commerce, Backyard BBQ Bash.

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**RECOMMENDED ACTION:**

A motion to approve Resolution 927 to issue a Special Event Permit to the Smithville Chamber of Commerce for Smithville BBQ Bash on September 25, 2021.

**SUMMARY:**

Approval of this item will issue a Special Event Permit to the Smithville Chamber of Commerce for Smithville BBQ Bash to be held at Courtyard Park on September 25, 2021.

The requested permit will allow participants to have alcohol (open container) at the event. The event will utilize Chops BBQ as an alcohol vendor. The event coordinators have requested that the event run from 6 a.m. to 9 p.m. on Saturday, September 25, 2021. The coordinator has also requested closure of Main Street, Bridge Street, Meadow Street and Commercial Street. Street closure will begin at 6:00 a.m. for set-up.

Per City Ordinance 600.070 (G & H) the Board of Aldermen may grant a Special Event Permit to allow drinking in public. Alcohol will be contained within a "Beer Garden" area at the courtyard.

**PREVIOUS ACTION:**

Special Event Permits were approved for this event in September 2019 and September 2020.

**POLICY ISSUE:**

NA

**FINANCIAL CONSIDERATIONS:**

NA

**ATTACHMENTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ordinance             | <input type="checkbox"/> Contract         |
| <input checked="" type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report          | <input type="checkbox"/> Minutes          |
| <input checked="" type="checkbox"/> Other: Map |   |

## **RESOLUTION 927**

### **A RESOLUTION APPROVING A SPECIAL EVENT PERMIT AND A TEMPORARY LIQUOR LICENSE FOR SMITHVILLE CHAMBER OF COMMERCE FOR "BACKYARD BBQ BASH" IN THE DOWNTOWN COURTYARD ON SATURDAY, SEPTEMBER 25, 2021**

**WHEREAS**, the Smithville Chamber of Commerce has submitted an application with all required fees and documentation; and,

**WHEREAS**, licensed businesses will supply the beverages for a fee to the participants and guests in a contained area in the courtyard using their State and City licenses to sell alcohol; and,

**WHEREAS**, the applicant has submitted a map of the area and will monitor the area that will allow open consumption of alcohol in accordance with city code; and,

**WHEREAS**, Smithville police officers will assist in providing security at the event.

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

**THAT A SPECIAL EVENT PERMIT AND TEMPORARY LIQUOR LICENSE BE ISSUED TO THE SMITHVILLE CHAMBER OF COMMERCE FOR THE BACKYARD BBQ BASH TO BE HELD SEPTEMBER 25, 2021 IN ACCORDANCE WITH THE PLAN APPROVED BY THE CHIEF OF POLICE.**

**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 June 2021.

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Damien Boley, Mayor

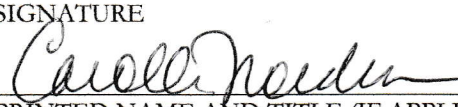
ATTEST:

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Linda Drummond, City Clerk




# Public Facility Use Permit Application


REQUIRED INFORMATION	TODAY'S DATE <b>04/19/2021</b>		APPLICANT NAME <b>Smithville Area Chamber of Commerce</b>	
	CATEGORY <input type="radio"/> I <input type="radio"/> II <input checked="" type="radio"/> III <input type="radio"/> IV <input type="radio"/> V		CONTACT NAME <b>Carol Noecker</b>	
	ADDRESS <b>105 W Main St</b>			
	CITY <b>Smithville</b>		STATE	ZIP <b>64089</b>
	PHONE <b>(816) 532-0946</b>		ALTERNATE PHONE <b>(816) 863-4540</b>	
FACILITY INFORMATION	E-MAIL ADDRESS <b>director@smithvillemo.org</b>			
	PERMIT TYPE <input type="radio"/> INDOOR <input checked="" type="radio"/> OUTDOOR <input type="radio"/> PARADE <input type="radio"/> SPECIAL EVENT <input type="radio"/> SPORTS FIELD <input type="radio"/> BLOCK PARTY			
	FACILITY <b>Downtown courtyard</b>		EVENT DATE <b>09/25/2021</b>	
	EXPECTED ATTENDANCE <b>500</b>	START TIME <b>06:00</b>	END TIME <b>21:00</b>	
	OTHER REQUIREMENTS <input type="checkbox"/> ADVERTISING <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> CONCESSIONS <input checked="" type="checkbox"/> INSURANCE <input checked="" type="checkbox"/> STREET CLOSINGS <input checked="" type="checkbox"/> SECURITY <input checked="" type="checkbox"/> VENDORS			
SIGNATURE	I, the undersigned, both individually and on behalf of the above named applicant, certify that we have received and read the rules, regulations and requirements outlined in the Public Facilities Use Policy. I do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I understand that falsification of any information related to this application will result in immediate termination of our event.			
	SIGNATURE 		DATE <b>4/19/2021</b>	
	PRINTED NAME AND TITLE (IF APPLICABLE) <b>Carol Noecker, Executive Director</b>			
OFFICE USE ONLY	PERMIT #		DEPOSIT	
	APPROVAL		RENTAL FEE	
	RELEASE		OTHER FEES	
	REFUND		TOTAL	




**Public Facility Use Permit Application  
Attachment A – Category Application**

<b>CONTACT</b>	CATEGORY CONTACT		
	<b>Carol Noecker</b>		
<b>CONTACT</b>	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
	<b>(816) 532-0946</b>	<b>(816) 863-4540</b>	
<b>CATEGORY</b>	<input type="radio"/> Category I    B – City co-sponsor		
	Attach fully executed Joint Use Agreement		
	<input type="radio"/> Category II    Other governmental entities		
	Attach a Letter of Authorization on letterhead from the governmental entity responsible for the event.		
<b>CATEGORY</b>	<input checked="" type="radio"/> Category III    Smithville-incorporated non-profit entities		
	Attach a copy of State of Missouri certification of good standing, a copy of tax-exempt IRS 501(c)(3) letter, and a Letter of Authorization on letterhead from the organization responsible for the event.		
<b>CATEGORY</b>	<input type="radio"/> Category IV    Smithville-incorporated for-profit entities, residents		
	If a business, attach a Letter of Authorization on letterhead from the entity responsible for the event. If a resident, provide photo identification to provide proof of resident status.		
<b>SIGNATURE</b>	SIGNATURE		DATE
			<b>04/19/2021</b>
<b>SIGNATURE</b>	PRINTED NAME AND TITLE (IF APPLICABLE)		
	<b>Carol Noecker, Executive Director</b>		

**Public Facility Use Permit Application  
Attachment C – Special Event Application**


<b>CHAIR</b>	SPECIAL EVENT CHAIR RESPONSIBLE FOR CONDUCT OF EVENT			
	<b>Carol Noecker</b>			
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE	
	<b>8165320946</b>	<b>8168634540</b>		
<b>SPECIAL EVENT INFORMATION</b>	NAME OF EVENT			
	<b>Backyard BBQ Bash</b>			
	DATE OF EVENT			
	<b>9/25/21</b>			
	START TIME		END TIME	
<b>0600</b>		<b>2100</b>		
	# OF SPECTATORS	# OF PARTICIPANTS	# OF ANIMALS	# OF VEHICLES
	<b>300</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>SITE PLAN</b>	EVENT ORGANIZATION (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)			
	<p>Amateur BBQ Constes with maximum 30 teams Junkville vendor area with 70 vendors - organized by Smithville Main Street District Smithville Kiwanis kids play area with inflatables and games Food trucks Cornhole tournament Band on stage for entertainment</p>			
<b>SIGNATURE</b>	SIGNATURE			DATE
				<b>04/19/2021</b>
	PRINTED NAME AND TITLE (IF APPLICABLE)			
	<b>Carol Noecker. Executive Director</b>			

**Public Facility Use Permit Application  
Attachment E – Concession Stand Application**

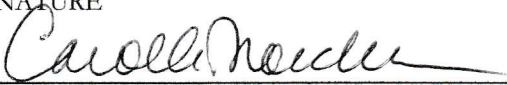
<b>CONTACT</b>	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE <b>Chop's BBQ</b>		PHONE <b>816-866-4337</b>	
	NAME OF ON-SITE CONTACT <b>Sarah Ulledahl</b>		PHONE	
	ADDRESS <b>109 E Main St</b>			
	CITY <b>Smithville</b>	STATE <b>MO</b>	ZIP <b>64089</b>	
<b>INFORMATION</b>	CONCESSION STAND <b>BBQ truck</b>			
	EVENT DATE(S)      -OR- <b>9/25/21</b>		DAY(S) OF THE WEEK SUNDAY   MONDAY   TUESDAY   WEDNESDAY   THURSDAY   FRIDAY <b>SATURDAY</b>	
	EXPECTED ATTENDANCE <b>500</b>	START TIME <b>10am</b>	END TIME <b>7pm</b>	
	SIGNATURE 		DATE <b>4-19-21</b>	
<b>SIGNATURE</b>	PRINTED NAME AND TITLE (IF APPLICABLE)			



**Public Facility Use Permit Application  
Attachment F – Insurance**

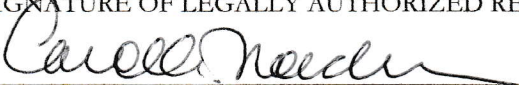
<b>CONTACT</b>	NAME OF SPONSORING ORGANIZATION <b>Cowell James Forge Insurance Group</b>		PHONE <b>816-471-4245</b>
	ADDRESS <b>10525 N Ambassador Dr, #301</b>		
	CITY <b>Kansas City</b>	STATE <b>MO</b>	ZIP <b>64115</b>
<b>SIGNATURE</b>	<p>THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as "the Sponsor Organization") IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as "the Event"), THE SPONSOR ORGANIZATION:</p> <p>1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees ("Releasees" are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event;</p> <p>2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration.</p> <p>THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.</p>		
	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE 		DATE <b>4-21-21</b>
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE <b>Scott Pearson</b>		TITLE <b>Chamber President</b>

Public Facility Use Permit Application  
Attachment G – Alcohol Application

CONTACT	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE <b>Chop's BBQ</b>		PHONE <b>816-866-4337</b>
	NAME OF ON-SITE CONTACT <b>Sarah Ulledahl</b>		PHONE
	ADDRESS <b>109 E Main St</b>		
	CITY <b>Smithville</b>	STATE <b>MO</b>	ZIP <b>64089</b>
EVENT INFORMATION	EXPECTED ATTENDANCE <b>500</b>		NUMBER OF SERVERS
	AREA WHERE ALCOHOL WILL BE SERVED (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP) <b>Courtyard Park.</b>		
SIGNATURE	SIGNATURE 		DATE <b>4/19/21</b>
	PRINTED NAME <b>Carol Noecker</b>		TITLE <b>Executive Director</b>



**Public Facility Use Permit Application**  
**Attachment H – Security Application**

<b>CONTACT</b>	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE <b>Smithville Area Chamber of Commerce</b>		PHONE <b>816-532-0946</b>
	NAME OF ON-SITE CONTACT <b>Carol Noecker</b>		PHONE <b>816-863-4540</b>
	ADDRESS <b>105 W Main St</b>		
	CITY <b>Smithville</b>	STATE <b>MO</b>	ZIP <b>64089</b>
	EXPECTED ATTENDANCE <b>500</b>		NUMER OF SECURITY PERSONNEL <b>1</b>
	DESCRIPTION OF SECURITY PERSONNEL ATTIRE Would like an off-duty uniformed officer to patrol the BBQ area to ensure the alcohol stays within the designated area.		
<b>SIGNATURE</b>	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE 		DATE <b>4/19/21</b>
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE <b>Carol Noecker</b>		TITLE <b>Executive Director</b>


**Public Facility Use Permit Application  
Attachment I – Street Closing Application**

<b>CONTACT</b>	PERSON/TRAFFIC CONTROL COMPANY RESPONSIBLE FOR STREET CLOSINGS		
	<b>Johnny Viebrock/Smithville Area Chamber of Commerce</b>		
	PHONE <b>816-532-0946</b>	ALTERNATE PHONE <b>816-863-4540</b>	ALTERNATE PHONE

<b>STREET INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)</b>	DESCRIBE STREET CLOSINGS IN DETAIL AND DRAW OR ATTACH A MAP		
	<i>Closure of Main St between Commercial &amp; Smith only needed if more than 26 teams registered.</i>		
	STREET TO BE CLOSED BETWEEN <b>Main St</b>	CROSS STREET 1 <b>Mill St</b>	AND CROSS STREET 2 <b>Smith</b>
	REASON FOR CLOSING <b>BBQ team booths</b>		
	# OF TRAFFIC LANES CLOSED <b>2</b>	# OF SIDEWALKS CLOSED <b>0</b>	# OF STREET BLOCKS CLOSED <b>2</b>
	DATE/TIME STREET CLOSED <b>9/25/21 6:00 am</b>	DATE/TIME STREET REOPENED <b>9/25/21 9:00pm</b>	
	STREET TO BE CLOSED BETWEEN <b>Bridge &amp; Commercial</b>	CROSS STREET 1 <b>Church to Meadow</b>	
	REASON FOR CLOSING <b>Junkville vendors, Kiwanis kids area &amp; BBQ team booths</b>		
	# OF TRAFFIC LANES CLOSED <b>2</b>	# OF SIDEWALKS CLOSED <b>0</b>	# OF STREET BLOCKS CLOSED <b>2</b>
	DATE/TIME STREET CLOSED <b>9/25/21 6:00 am</b>	DATE/TIME STREET REOPENED <b>9/25/21 9:00pm</b>	

<b>SIGNATURE</b>	SIGNATURE 	DATE <b>4/19/21</b>
	PRINTED NAME AND TITLE (IF APPLICABLE) <b>Carol Noecker, Executive Director</b>	



# 2021 BBQ Bash

## Event Layout

Church St.



First Christian

Parking

Parking

Church St.

Parking

Old Hospital

Eric Craig Real Estate

Thorny Creek

Not Too Shabby

The Warehouse

Callahan's Automotive

Humphrey's

Alley

Stage

Judges

Restrooms

Courtyard

Cornhole Tournament

B1 B2 B3 B4 B5 B6 B7

Children First Montessori

B26 B25 B24 B23 B22 B21 B20 B19 B18

B17 B16 B15 B14

B29 B30

Apollo House

N Smith St.

Kiwanis Kids Area

Main St.

Senior Center

City Hall

Chamber Office

Dumpster

BSU/ Cornerstone Coffee

Parking

Parking

Bridge St.

Junkville Vendor Booths

Chop's Nellie's Jean's Flowers

B1 B2 B3 B4 B5 B6 B7

B8 B9 B10 B11 B12 B13 B14

Street Closures

B1 - B30

20 x 10 Ft BBQ Booths

(Will divide for 10 x 10)

Meadow

Little Platte

Smith St.





## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Administration, Police

**AGENDA ITEM:** Resolution 928, Temporary Liquor License - Chops BBQ & Catering

---

**RECOMMENDED ACTION:**

A motion to approve Resolution 928, issuing a Temporary Liquor License to Chop's BBQ & Catering for Smithville Chamber of Commerce BBQ Bash on September 25, 2021 at Courtyard Park

**SUMMARY:**

Approval of this item would issue a Temporary Liquor License to Chop's BBQ & Catering for Smithville Chamber of Commerce BBQ Bash on September 25, 2021 at Courtyard Park.

Chief Lockridge has completed a background check, with no findings to prevent issuing a liquor license.

Requested Licenses: Temporary Permit

This license will be effective September 25, 2021 (pending all State license requirements).

**PREVIOUS ACTION:**

**POLICY ISSUE:**

n/a

**FINANCIAL CONSIDERATIONS:**

n/a

**ATTACHMENTS:**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                         | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution             | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                      | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Approval Letter |                                   |

## **RESOLUTION 928**

### **A RESOLUTION ISSUING A TEMPORARY LIQUOR LICENSE TO CHOP'S BBQ & CATERING FOR OPERATION OF THE BBQ BASH**

**WHEREAS**, Chop's BBQ & Catering has completed the required application, and;

**WHEREAS**, Chief Lockridge has completed a background check, and;

**WHEREAS**, the background check did not reveal anything to prevent approval of a City liquor license.

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

**THAT A TEMPORARY LIQUOR LICENSE WILL BE ISSUED TO CHOP'S  
BBQ & CATERING AT COURTYARD PARK UNDER THE SPECIAL EVENT  
PERMIT APPROVED FOR THE BBQ BASH TO BE HELD SEPTEMBER 25,  
2021.**

**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 June 2021.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 929, Nehemiah Festival

**RECOMMENDED ACTION:**

Motion to approve Resolution 929, authorizing use of Smith's Fork Park to host a music festival.

**SUMMARY:**

David Lin has requested the exclusive use of Smith's Fork Park for the annual Nehemiah Festival hosted by Grace Community Church. The event has been held for the past fifteen years at Smith's Fork, with a similar exclusive agreement. Last year's attendance was estimated at 3,000.

Mr. Lin has requested rental of the entire campground. Past agreements have outlined a rate based on per year average occupancy rate. This payment calculation is included in the recommended agreement. The average occupancy rate in 2020 was 34%. The estimated revenue to the City would be \$2,963.10 (34% of 83 campsites X \$35 per day for 3 days). Fifty percent payable prior to September 15, 2021 and the remainder due on or before September 27, 2021.

In addition to the base amount, Nehemiah Festival will also pay two dollars for each primitive campsite used and \$50 per shelter per day.

**PREVIOUS ACTION:**

The Board has approved agreements with Grace Community Church for the Nehemiah Festival every year since 2013.

**POLICY ISSUE:**

[Click or tap here to enter text.](#)

**FINANCIAL CONSIDERATIONS:**

[Click or tap here to enter text.](#)

**ATTACHMENTS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Ordinance             | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans               |
| <input type="checkbox"/> Staff Report          | <input type="checkbox"/> Minutes             |
| <input type="checkbox"/> Other:                |  |

**RESOLUTION 929**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH GRACE COMMUNITY CHURCH FOR USE OF SMITH'S FORK PARK TO HOST A MUSIC FESTIVAL**

**WHEREAS**, Grace Community Church has approached the City requesting use of Smith's Fork Park on September 16, 17 and 18, 2021 to host a music festival; and

**WHEREAS**, the Smithville Board of Aldermen have approved the exclusive use of Smith's Fork Park to Grace Community Church for the music festival; and

**WHEREAS**, the City and the Church have negotiated a contract; and

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

**THAT THE MAYOR IS HEREBY AUTHORIZED AND DIRECTED TO EXECUTE AN AGREEMENT WITH GRACE COMMUNITY CHURCH FOR THE PURPOSE OF HOSTING THE NEHEMIAH FESTIVAL AT SMITH'S FORK PARK ON SEPTEMBER 16, 17 AND 18, 2021.**

**PASSED AND ADOPTED** by the Mayor and Board of Aldermen this 15<sup>th</sup> day of June 2021.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond  
City Clerk

## City of Smithville

Attention:

Board of Alderman  
City Manager  
Park & Recreation Department  
Smith's Fork Park Camp Host

107 W. Main Street  
Smithville, MO 64089

Subject: Facility Use Application for Smith's Fork Park - Nehemiah Festival XV (2021)

To all concerned:

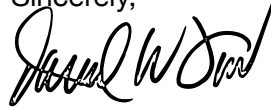
Please accept the following Facility Use Application, related addendums and required attachments to request use of Smith's Fork Park for the period of September 17-20, 2020 for the specific purpose of producing the 15th annual Nehemiah Festival sponsored and hosted by Grace Community Church of Smithville, MO.

Additionally, this letter will serve as official authorization for the event (as required in Attachment A - Category Application for a Category III Organization.

We have enjoyed a longstanding and mutually beneficial relationship with the City of Smithville in providing this open and free admission event to the Smithville community and regional population. Over the past three years, we have been grateful for the assistance afforded to Grace Community Church through Special Event Assistance program. It has extremely vital in allowing us to increase our advertising and marketing efforts to increase awareness and attendance, bringing many to our community that might not otherwise visit.

Thank you for your time and consideration.

Sincerely,



David W. Lin  
Event Coordinator  
Worship Leader - Grace Community Church

# **Table of Contents**

- I. Public Facility Use Application
  - A. Addendum: (Clarification of Facility Access for Setup and Tear Down)
- II. Attachment A - Category Application
  - A. MO Secretary of State - Certification of Good Standing
  - B. IRS letter of Tax Exempt Status
- III. Attachment F - Insurance
- IV. Attachment H - Security Application
  - A. Security Plan
- V. COVID-19 Acknowledge and Release from Liability Waivers
- VI. Site Map

## Addendum to Facility Use Application

### Clarification of facilities access for set up and tear down

Nehemiah Fest was established in 2007 and has requested use of the Smith's Fork Campground each year. In the early years of the event, prior to the current procedure of the facility use application, a contractual agreement with the City was drafted that spelled out the terms of the agreement to include when control of the campground was granted to Grace Community Church to set up for the event and other matters.

This addendum is attached to clearly address the items that is absent from the application and it is requested that the agreement be the same as in year's past.

Control of the campground will be granted to Grace Community Church at 8:00AM on Thursday, September 16, 2021 to allow ample time for site set up for the festival.

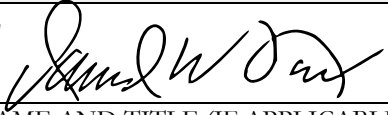
Control of the campground will be granted back to the camp hosts as soon as possible on the afternoon of Sunday, September 19, 2021. The majority of campsites should be vacant by 2:00 PM. However, those volunteers that are camping and assisting with the clean up may still be on site for a short time, but are generally "all clear" from the sites between 4:30 PM and 6:30 PM.

As in the past, Grace Community will work with the camp hosts to inform them which sites should be vacant on the morning of Thursday, September 16, 2021 to allow for set up to occur and for known early festival camper arrivals.

Nehemiah Fest campers that come prior to Thursday September 16, 2021 or staying the night of September 19, 2021 (or later) are instructed to make arrangements and pay appropriate fees to the Smith's Fork camp hosts.

Handling camping reservations for the specified period of September 16-19, 2021 will be the responsibility of Nehemiah Festival and staff, as will communication with event campers. The Smith's Fork Camp Host should direct any campers interested in reserving during the specified period should be directed to [www.nehemiahfest.com](http://www.nehemiahfest.com).

## Public Facility Use Permit Application

REQUIRED INFORMATION	TODAY'S DATE			APPLICANT NAME		
	CATEGORY I          II          III          IV          V			CONTACT NAME		
	ADDRESS					
	CITY			STATE		ZIP
	PHONE			ALTERNATE PHONE		
	E-MAIL ADDRESS					
FACILITY INFORMATION	PERMIT TYPE INDOOR          OUTDOOR          PARADE          SPECIAL EVENT          SPORTS FIELD          BLOCK PARTY					
	FACILITY			EVENT DATE		
	EXPECTED ATTENDANCE		START TIME		END TIME	
	OTHER REQUIREMENTS		ADVERTISING		ALCOHOL	
	INSURANCE		STREET CLOSINGS		CONCESSIONS	
SIGNATURE	<p>I, the undersigned, both individually and on behalf of the above named applicant, certify that we have received and read the rules, regulations and requirements outlined in the Public Facilities Use Policy. I do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I understand that falsification of any information related to this application will result in immediate termination of our event.</p>					
	SIGNATURE 			DATE		
	PRINTED NAME AND TITLE (IF APPLICABLE)					
OFFICE USE ONLY	PERMIT #			DEPOSIT		
	APPROVAL			RENTAL FEE		
	RELEASE			OTHER FEES		
	REFUND			TOTAL		



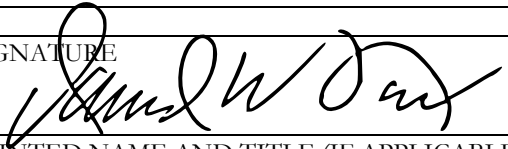
**Public Facility Use Permit Application  
Attachment A – Category Application**

<b>CONTACT</b>	CATEGORY CONTACT		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE

<b>CATEGORY</b>	Category I	B – City co-sponsor  Attach fully executed Joint Use Agreement
	Category II	Other governmental entities  Attach a Letter of Authorization on letterhead from the governmental entity responsible for the event.
	Category III	Smithville-incorporated non-profit entities  Attach a copy of State of Missouri certification of good standing, a copy of tax-exempt IRS 501(c)(3) letter, and a Letter of Authorization on letterhead from the organization responsible for the event.
	Category IV	Smithville-incorporated for-profit entities, residents  If a business, attach a Letter of Authorization on letterhead from the entity responsible for the event. If a resident, provide photo identification to provide proof of resident status.

<b>SIGNATURE</b>	SIGNATURE 	DATE
	PRINTED NAME AND TITLE (IF APPLICABLE)	

# Search

Type

☒ Company

☐ Registered Agent

Name Search Type

☒ Contains word


☐ Starts with

☐ Exact match

Entity Name


Charter Number

Registration Date From



mm/dd/yyyy


Registration Date To




mm/dd/yyyy

☐ Active

Clear

 Search [s]


Name	Type	Represents	Status	Registered On	 Open
N00063944 - GRACE COMMUNITY CHURCH OF SMITHVILLE	Nonprofit Corporation – Domestic	---	Good Standing	04/21/2000 00:00	



About Us  
Privacy Policy  
Contacts  
Branch Offices

Contact Us  
600 West Main Street  
Jefferson City, MO 65101  
Main Office: (573) 751-4153

Hey there! My name is River & I am an A.I. chatbot, let's talk.



2

# State of Missouri

## LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Religious)

Issued to:

Missouri Tax I.D.: 17578752

GRACE COMMUNITY CHURCH OF SMITHVILLE  
1520 DD HWY  
SMITHVILLE MO 64089

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your organization's exempt status. The organization above must adhere to the exempt status requirements.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities.
- Sales intended to raise funds, not related to the exempt function of your organization, may be exempt only if such sales are occasional or isolated sales.
- If your organization engages in a competitive commercial business that serves the general public, even if the profits are used for your exempt charitable, religious and educational functions, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Division, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email [salestaxexemptions@dor.mo.gov](mailto:salestaxexemptions@dor.mo.gov), or call 573-751-2836.


**Public Facility Use Permit Application  
Attachment F – Insurance**

<b>CONTACT</b>	NAME OF SPONSORING ORGANIZATION		PHONE
	ADDRESS		
	CITY	STATE	ZIP

<b>SIGNATURE</b>	<p>THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as “the Sponsor Organization”) IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as “the Event”), THE SPONSOR ORGANIZATION:</p> <p>1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees (“Releasees” are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event;</p> <p>2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration.</p> <p>THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.</p>	
	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE	DATE
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE	TITLE

**Public Facility Use Permit Application**  
**Attachment H – Security Application**

<b>CONTACT</b>	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE		PHONE
	NAME OF ON-SITE CONTACT		PHONE
	ADDRESS		
	CITY	STATE	ZIP
	EXPECTED ATTENDANCE		NUMER OF SECURITY PERSONNEL
	DESCRIPTION OF SECURITY PERSONNEL ATTIRE		
<b>SIGNATURE</b>	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE 		DATE
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE		TITLE

# Event Emergency and Safety Operations Plan

## PURPOSE:

Grace Community Church is committed to providing a safe and secure environment for staff, volunteers, guests, and attendees for church sponsored special events and community outreaches it conducts. As such, this Event Emergency and Safety Operations plan is constructed to provide protocols and procedures for handling a variety of emergencies and situations that may arise during these events.

In a dynamic and ever changing world it is impossible to predict or forecast every possible emergency and safety scenario. This plan has been established to address “reasonably foreseeable” situations that may arise.

## Emergency and Security Team (EST) selection:

Each event is unique and the requirements to ensure a safe and secure event environment is contingent on a number of variables to include, but not limited to:

1. Location of event
2. Attendance of event
3. Length of event
4. Open or closed access to the vent
5. Weather
6. Planned activities
7. Perceived external threats

In planning safety and security concerns for each event, it is imperative that a detailed assessment of the event complexion is conducted in an effort to identify the number of personnel, personnel skill set, and any special equipment that is needed.

It is also understood that “ALL” event staff and volunteers should serve as a member of the EST, in that this provides additional “eyes and ears” in the field to immediately identify and address safety concerns and report emergencies to designated personnel for resolution. SAFETY is a priority for all those involved in the event operations.

## **EST Structure:**

Designated EST personnel will have divided into two primary functions:

1. Site Safety and Security (EST-SSS)
2. Emergency Response (EST-ER)

The primary Event Coordinator, in most instances, will serve as the EST Leader and will be supported by team leaders overseeing the respective functions of the EST-SSS and EST-ER components. Depending on the event dynamics the Event Coordinate may opt to designate an EST Leader.

The number of personnel in each EST component will be contingent on the results of the pre-event assessment conducted. EST Team members should be clearly marked as security and safety personnel. The EST Leader will be responsible for establishing a EST member schedule to ensure adequate coverage for response during the event.

## **EST Component Responsibilities:**

### ***Site Safety and Security (EST-SSS)***

The primary function of the EST-SSS is to conduct pre-event site survey safety inspections to identify potential safety hazards and work to mitigate their risk. Additionally, the EST-SSS will be responsible for general security issues of site to include managing the people flow and vehicle traffic in and around the event area. The EST-SSS will also be vigilant in immediately identifying and correcting unsafe conditions that develop during the operation of the event. The EST-SSS will be responsible for monitoring weather conditions, addressing fire hazards, and other access to secure areas and other dangerous environments that may cause injury to attendees.

## ***Emergency Response (EST-ER)***

The EST-ER component will be primarily responsible for immediate response to the site of any and all emergencies identified by the EST-SSS. This will include medical emergencies, fires, disorderly subjects or dangerous environments.

The EST-ER component size will be contingent on the pre-event assessments, however in most instances will be a unit consisting of 2-4 persons. Depending on the dynamics of the event, the EST Leader may elect to designate more than one EST-ER unit.

Whenever possible, the personnel EST-ER should be individuals that have received first responder training, have current or prior law enforcement, Fire, EMS, or security experience.

## **Communications:**

Reliable communications between components is necessary to ensure the safe operation of any event. For most events, a combination of phone, text and radio communications will be utilized. To facilitate reliable communications the EST-SSS will designate a Communications Coordinator, who will compile a phone contact list for each EST member.

In large events the EST Leader may establish a central dispatch to coordinate communications and handle contacts with external Emergency Services personnel.

Radio interoperability is important. To allow for flexible, scalable and affordable communications the EST will utilize FRC “family radios” and employ the use of “push to talk” smart phone apps, such as “Zello”.



## Emergency Contact Numbers:

### 911

#### Smithville Police:

Daytime phone - (816) 532-0500.

For non-medical emergencies after 5 p.m., call the Platte County Sheriff at (816) 858-3521

**Clay County Sheriff's Department:** (816) 407-3750 **Clay County Parks (Rangers):** (816) 407-3400

#### Fire Department:

Smithville Area Fire Protection District: Daytime phone - (816) 532-4902

#### Ambulance:

Northland Regional Ambulance District: Daytime phone - (816) 858-4450

#### Key Festival Personnel Roster:

Title/Role	Name	Mobile Phone
<b>Event Coordinator/EST Leader</b>	David Lin	(816) 645-1982
<b>Operations Mgr/EST-SSS Leader</b>	Dennis Lollar	(816) 509-3746
<b>Security Chief/EST-ER Leader</b>	Josh Temple	(816) 351-0610
<b>Artist Relations</b>	Anne Derksen	(816) 210-6205
<b>Volunteer Coordinator</b>	Ali Hamman	(816) 699-4352

# **INCIDENT PROCEDURES & PROTOCOL**

## **Medical Emergencies**

1. Tend to victim
2. Contact onsite First Aid responders
3. Administer First Aid as applicable
4. Activate EMS if necessary
5. If emergency is a result of an injury sustained at the site collect personal information from victim when practical.
6. Identify and document cause of injury

## **Weather Contingencies (For outdoor events)**

1. Monitor weather via radio, computer and/or smart phone
2. Communicate with National Weather Service for severe weather alert information
3. If necessary, activate emergency stage shut down procedures
4. Broadcast emergency weather situation to campers and attendees. (Nehemiah Fest)
5. In the event of flooding or extremely severe weather determine if evacuation is necessary.
6. Activate site evacuation procedures
7. Restroom buildings are designated as the primary rally point and temporary storm shelter. (Nehemiah Fest)
8. Transport vehicles and shuttle buses will move campers and attendees to Grace Community Church until weather has subsided. (Nehemiah Fest)

9. Public Restroom facilities will be used for temporary storm shelters and for staging for evacuation. (Nehemiah Fest)

## **Fire and other Hazardous Environments**

1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event of an actual fire, activate the EST-ER, evacuate people from the area, and contact the fire department and other required emergency services.
5. Begin to clear access to the site of the emergency to allow for easy access for emergency equipment and personnel.
6. Identify potential victims, witness and document the scene.

## **Disorderly subjects**

1. In the event of a disturbance or disorderly subject crew member(s) shall notify EST-ER immediately to respond.
2. Efforts will be made to de-escalate the situation and remove the disturbance from the public view. The strategy of “use your head, not your hands” should be the primary tactic.
3. If the subject(s) is violent in nature, appears to be under the influence of drugs or alcohol, or has committed a violation of law law enforcement personnel shall be immediately contacted to respond and handle the situation.

# Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing, encourage the use of masks to any one over the age of 2 years old, and limited occupancy of certain gatherings at indoor facilities and outdoor events.

Smithville Christian Family Day & Nehemiah Festival are outdoor events held in “free to the public” access areas. Parties involved in the coordination and planning of this event will be implementing procedures and preventative measure to limit the spread of the virus; however said individuals, organizations and entities cannot guarantee that you or those in your family will not be exposed to or potentially contract COVID-19.

## **Waiver of Liability:**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I (or those under my guardianship) may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that there is a risk of becoming exposed to or infected by COVID-19 if attending these types of events.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation at Smithville Christian Family Day and/or Nehemiah Festival. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless Grace Community Church, BNY Productions, the City of Smithville, MO, and the U.S. Army Corps of Engineers (Nehemiah Fest), others involved and unnamed; its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the aforementioned organizations and entities., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation at Smithville Christian Family Day or Nehemiah Festival.

By signing this document, I agree that if I am exposed or infected by COVID-19 during my participation in this activity, then I may be found by a court of law to have waived

my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I acknowledge that COVID-19 may be transmitted by singing and sharing of microphones and understand that festival music events often require the sharing of such of equipment. While organizers are implementing efforts to sanitize this equipment between uses I understand that there is no guarantee that I will not be at risk of exposure to the COVID-19 virus and fully accept this risk. (\*Artists may bring their own vocal microphone(s) if they so desire).

I agree that to the best of my ability that I and those in attendance under my guardianship will follow all safety guidelines laid out by event coordinators and will attempt to practice safe social distancing and clean hygiene at all times during their participation at Smithville Christian Family Day & Nehemiah Festival.

---

Artist Name

---

Signature

---

Printed Name

---

Phone Number

---

Email

---

Date

# Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing, encourage the use of masks, and limited occupancy of certain gatherings at indoor facilities and outdoor events.

Smithville Christian Family Day & Nehemiah Festival are outdoor events held in “free to the public” access areas. Parties involved in the coordination and planning of this event will be implementing procedures and preventative measure to limit the spread of the virus; however said individuals, organizations and entities cannot guarantee that you or those in your family will not be exposed to or potentially contract COVID-19.

## Waiver of Liability:

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I (or those under my guardianship) may be exposed to or infected by COVID-19 by participation; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that there is a risk of becoming exposed to or infected by COVID-19 if attending these types of events.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation at Smithville Christian Family Day and/or Nehemiah Festival. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless Grace Community Church, the City of Smithville, MO, and the U.S. Army Corps of Engineers (Nehemiah Fest); its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the aforementioned organizations and entities., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation at Smithville Christian Family Day or Nehemiah Festival.

By signing this document, I agree that if I am exposed or infected by COVID-19 during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I agree that to the best of my ability that I and those in attendance under my guardianship will follow all safety guidelines laid out by event coordinators and will attempt to practice safe social distancing and clean hygiene at all times during their participation at Smithville Christian Family Day & Nehemiah Festival.

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Signature

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Printed Name

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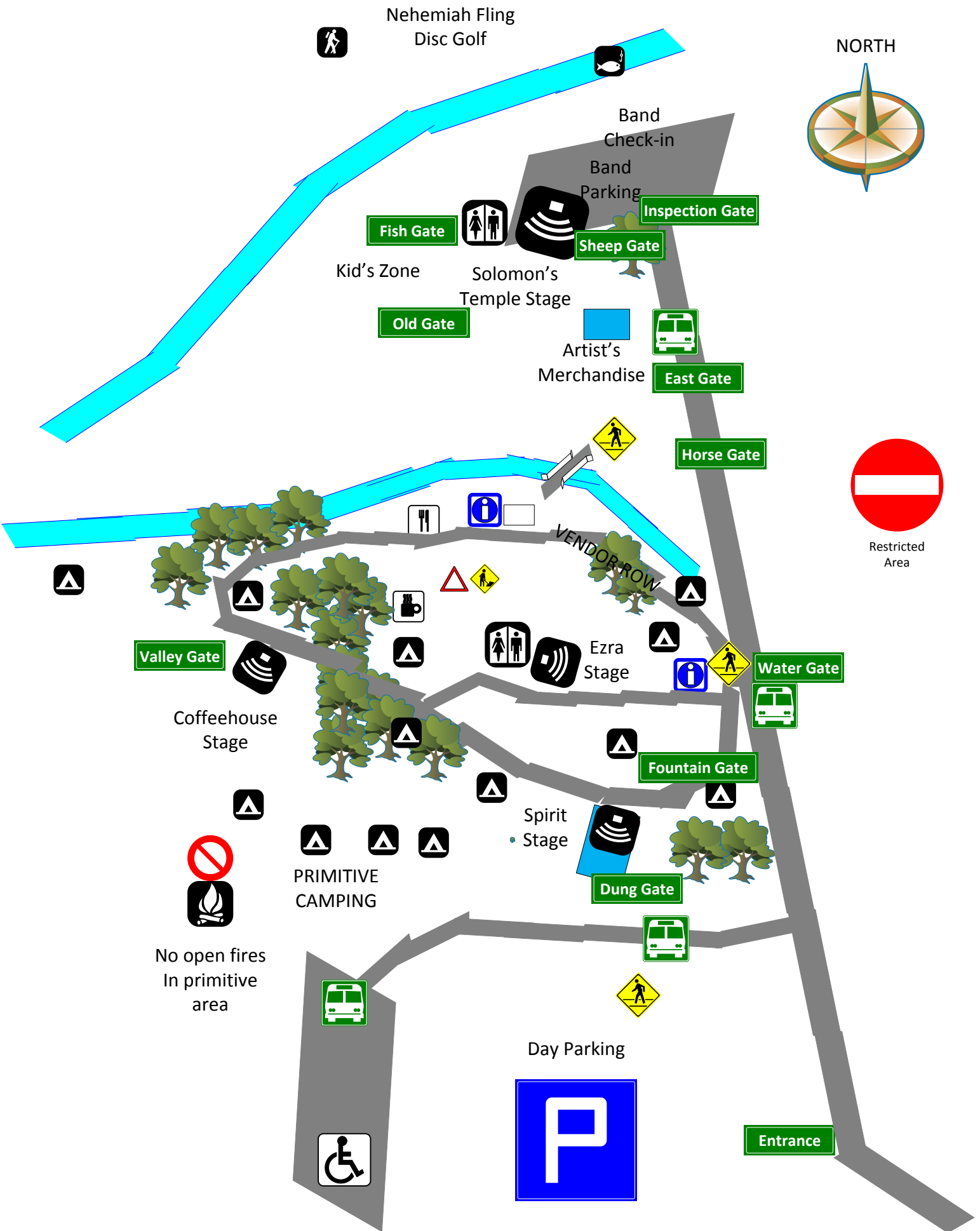
Phone Number

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Email

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Date





**City of Smithville,**

**Missouri**

**AGREEMENT**

THIS AGREEMENT entered into this 15th day of June, 2021, between the **CITY OF SMITHVILLE, MISSOURI** (City) and **GRACE COMMUNITY CHURCH** of Smithville, a non-profit corporation (Church) as follows:

**WHEREAS**, Church desires to use City's Smith's Fork park to sponsor a Christian Music and Camping Festival called the Nehemiah Festival from September 16-18, 2021; and

**WHEREAS**, the use of said park facility as envisioned will sell out the use of the park area for any other purpose;

**NOW THEREFORE** it is agreed as follows:

1. City agrees that Church may have exclusive use of Smith's Fork Park area as hereinafter designated on Exhibit A on September 16, 17, and 18, 2021. Non-exclusive use for setting up is granted on September 15, 2021.
2. Church shall pay City for such exclusive use as follows:
  - A. Two Thousand Nine Hundred Sixty-Three Dollars and Ten Cents \$2,963.10 (34% of 83 campsites X \$35 per day for 3 days) Fifty percent (50%) payable prior to September 15, 2021 and the remainder due on or before September 27, 2021.
  - B. Two Dollars (\$2.00) for each primitive campsite used outside of the campground.
  - C. Fifty Dollars (\$50.00) per shelter per day (2 shelters for 3 days for a total of \$300.00).
  - D. Fees for B and C will be collected at end of Festival but not later than October 1, 2021.
3. Camp hosts have the option to stay in the campground without obligations to the Festival.
4. Supplying and cleaning restrooms will be the responsibility of the Church.

City to provide key for locked paper containers. City staff will conduct inspection on Monday, September 20, 2021 and notify Church of deficiencies. Church will be responsible for charges associated with additional clean up to get restroom facilities in operation.

5. Church will supply labor and containers sufficient to maintain the cleanliness of the Festival area.
6. Church will supply security sufficient for actual crowd attending Festival.
7. Church will be allowed to use the driving range for Festival parking. Staff and Volunteers can use the ball field and soccer parking lots for overnight parking.
8. Church will be allowed to use the practice football fields and spillways parking lot for activities and concerts.
9. No primitive camping will be allowed on any of the two ball fields, football field or soccer fields.
10. No parking at the primitive campsites that are not in the campground. All campers must park in the designated parking areas and walk to the campsite.
11. Church will be responsible for the opening and closing of the campground gate starting Thursday, September 16, at 8:00 a.m., ending Sunday evening, September 19, at 5:00 p.m.
12. Church shall provide proof of a Two Million Dollar (\$2,000,000) liability insurance policy covering their use of the park with the City and U.S. Corp of Engineers listed as additional parties insured. Church hereby indemnifies City for any liability or damages incurred as a result of their use of the park.
13. In the event of default in this Agreement by either party, it is agreed that either party shall be entitled to equitable relief to require performance by the other party as well as for any damages incurred by the breach, including reasonable attorney fees.
14. This Agreement shall be governed by the laws of Missouri.
15. This Agreement shall not be effective until approved by an ordinance duly enacted by the Board of Aldermen of Smithville, Missouri.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date first above written.

**THE CITY OF SMITHVILLE, MISSOURI**

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

**ATTEST:**

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

**GRACE COMMUNITY CHURCH**

By \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Development

**AGENDA ITEM:** Resolution 930, Fireworks Display Approval 815 East 92 Highway – White Iron Ridge

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**RECOMMENDED ACTION:**

A Motion to approve Resolution 930, approving a fireworks display at 815 East 92 Highway on July 11, 2021.

**SUMMARY:**

The White Iron Ridge Event Center at 815 East 92 Highway seeks approval to discharge fireworks in the evening of July 11, 2021 as a part of a wedding celebration. The City Code, Section 205.2210.B.5. states, in relevant part: "Fireworks may only be discharged in accordance with the following: . . . 5. In an approved fireworks display." Without specific instructions in the Code only the Board of Alderman may approve such a request.

The request is for approval to discharge "Class C" fireworks, (now known as 1.4G Consumer Fireworks) that will consist of Classic Artillery & Koto Ring Shells at the sendoff of the bride and groom for approximately ten minutes. The anticipated time of the display is between 9:30 p.m. and 9:45 p.m. The type of fireworks is standard consumer level fireworks, so no certified shooter is required. The Smithville Area Fire Protection District has indicated that they have no regulatory authority over this class of fireworks.

**PREVIOUS ACTION:**

This is the third request for a fireworks display. The Board approved Resolution 861 on December 1, 2020 for a wedding at White Iron Ridge and directed that future requests be reviewed for adoption by the Board of Aldermen on a case-by-case basis.

The Board approved Resolution 902 on March 23, 2021 for a wedding at White Iron Ridge and directed staff review the approval process and bring a policy forward for Board review, comment and action. Staff is currently in the process of developing information for Board review.

The last Resolution approved by the Board for the fireworks display for a wedding at White Iron Ridge was Resolution 914, approved on April 20, 2021.

**POLICY ISSUE:**

Current code does not describe any specifics other than Board approval.

**FINANCIAL CONSIDERATIONS:**

N/A

**ATTACHMENTS:**

- ☐ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☐ Other:

- ☐ Contract
- ☐ Plans
- ☐ Minutes

## **RESOLUTION 930**

### **A RESOLUTION APPROVING A FIREWORKS DISPLAY AT 815 EAST 92 HIGHWAY (WHITE IRON RIDGE) ON JULY 11, 2021**

**WHEREAS**, City Code Section 205.2210 restricts the discharge of fireworks to certain days and/or under certain conditions, and

**WHEREAS**, one such condition that allows fireworks to be discharged is in Section 205.2210.B.5. which states, "In an approved fireworks display.", and

**WHEREAS**, Without further description in the code, only the Board of Aldermen may grant such approval, and

**WHEREAS**, the applicant seeks to discharge "Class C" Fireworks that will consist of Classic Artillery and Koto Ring Shells for approximately ten minutes on July 11, 2021 as a sendoff to the bride and groom between 9:30 p.m. and 9:45 p.m.

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

**THAT WHITE IRON RIDGE EVENT CENTER IS HEREBY APPROVED TO  
DISCHARGE FIREWORKS ON JULY 11, 2021 FOR APPROXIMATELY 10  
MINUTES AND TO BE COMPLETED BETWEEN 9:30PM AND 9:45PM.**

**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 June 2021.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 931, Special Event Permit – Smithville Main Street District – Whiskey Walk

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**RECOMMENDED ACTION:**

A motion to approve Resolution 931 issuing a Special Event Permit to the Smithville Main Street District for the Whiskey Walk.

**SUMMARY:**

Approval of this item will issue a Special Event Permit to the Smithville Main Street District for the Whiskey Walk to be held downtown on July 17, 2021.

The requested permit will allow the participants to have alcohol (open container) at the event. The event coordinators have requested that the event run from 1:00 p.m. to 7:00pm. on Saturday (July 17). The committee has also requested closure of Main Street and Bridge Street from 1:00 p.m. to 7:00 p.m.

Per City Ordinance 600.070 (G &H) the Board of Aldermen may grant a Special Event Permit to allow drinking in public. Alcohol will be contained within the closed off area of downtown.

The event coordinators will be requesting and obtaining State Licensing. All businesses/committees selling alcohol are required to have City and State Alcohol Licenses.

**PREVIOUS ACTION:**

**POLICY ISSUE:**

[Click or tap here to enter text.](#)

**FINANCIAL CONSIDERATIONS:**

[Click or tap here to enter text.](#)

**ATTACHMENTS:**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                           | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution               | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                        | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Event Application |                                   |

## **RESOLUTION 931**

### **A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE MAIN STREET DISTRICT WHISKEY WALK IN THE DOWNTOWN COURTYARD ON SATURDAY JULY 17, 2021**

**WHEREAS**, the Smithville Main Street District has submitted an application with all required fees and documentation; and,

**WHEREAS**, licensed businesses will supply the food and beverages for a fee to the participants at the Courtyard Park using their state and city licenses to sell alcohol; and,

**WHEREAS**, the applicant has submitted a map of the area and will monitor the area that will allow open consumption of alcohol in accordance with city code; and,

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

**THAT A SPECIAL EVENT PERMIT BE ISSUED TO THE SMITHVILLE MAIN  
STREET DISTRICT WHISKEY WALK IN THE DOWNTOWN COURTYARD  
ON SATURDAY JULY 17, 2021 IN ACCORDANCE WITH THE PLAN  
APPROVED BY THE CHIEF OF POLICE.**

**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 June 2021.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



## Public Facility Use Permit Application

REQUIRED INFORMATION	TODAY'S DATE <b>05/27/2021</b>		APPLICANT NAME <b>Smithville Main St. District</b>	
	CATEGORY <input type="radio"/> I <input type="radio"/> II <input checked="" type="radio"/> III <input type="radio"/> IV <input type="radio"/> V		CONTACT NAME <b>Sarah Ulledahl</b>	
	ADDRESS <b>107 E. Main Street</b>			
	CITY <b>Smithville</b>		STATE	ZIP <b>64089</b>
	PHONE		ALTERNATE PHONE	
E-MAIL ADDRESS <b>smithvillemainstreetdistrict@gmail.com</b>				
FACILITY INFORMATION	PERMIT TYPE <input type="radio"/> INDOOR <input type="radio"/> OUTDOOR <input type="radio"/> PARADE <input checked="" type="radio"/> SPECIAL EVENT <input type="radio"/> SPORTS FIELD <input type="radio"/> BLOCK PARTY			
	FACILITY <b>Courtyard</b>		EVENT DATE <b>07/17/2021</b>	
	EXPECTED ATTENDANCE <b>500</b>	START TIME <b>01:00</b>	END TIME <b>07:00</b>	
	OTHER REQUIREMENTS <input type="checkbox"/> ADVERTISING <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> CONCESSIONS <input checked="" type="checkbox"/> INSURANCE <input checked="" type="checkbox"/> STREET CLOSINGS <input type="checkbox"/> SECURITY <input type="checkbox"/> VENDORS			
	I, the undersigned, both individually and on behalf of the above named applicant, certify that we have received and read the rules, regulations and requirements outlined in the Public Facilities Use Policy. I do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I understand that falsification of any information related to this application will result in immediate termination of our event.			
SIGNATURE	SIGNATURE <i>Sarah Ulledahl</i>		DATE <i>6-4-21</i>	
	PRINTED NAME AND TITLE (IF APPLICABLE) <b>Vice-President Main Street district</b>			
OFFICE USE ONLY	PERMIT #		DEPOSIT	
	APPROVAL		RENTAL FEE	
	RELEASE		OTHER FEES	
	REFUND		TOTAL	

**Public Facility Use Permit Application  
Attachment A – Category Application**

<b>CONTACT</b>	CATEGORY CONTACT <b>Sarah Ulledahl</b>		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
<b>CATEGORY</b>	<input type="radio"/> Category I    B – City co-sponsor  Attach fully executed Joint Use Agreement		
	<input type="radio"/> Category II    Other governmental entities  Attach a Letter of Authorization on letterhead from the governmental entity responsible for the event.		
	<input checked="" type="radio"/> Category III    Smithville-incorporated non-profit entities  Attach a copy of State of Missouri certification of good standing, a copy of tax-exempt IRS 501(c)(3) letter, and a Letter of Authorization on letterhead from the organization responsible for the event.		
	<input type="radio"/> Category IV    Smithville-incorporated for-profit entities, residents  If a business, attach a Letter of Authorization on letterhead from the entity responsible for the event. If a resident, provide photo identification to provide proof of resident status.		
<b>SIGNATURE</b>	SIGNATURE		DATE
	PRINTED NAME AND TITLE (IF APPLICABLE)		




Public Facility Use Permit Application  
Attachment C – Special Event Application

CHAIR	SPECIAL EVENT CHAIR RESPONSIBLE FOR CONDUCT OF EVENT			
	Sarah Ulledahl			
	PHONE	ALTERNATE PHONE		ALTERNATE PHONE
	816-877-3570			
SPECIAL EVENT INFORMATION	NAME OF EVENT			
	Whiskey Walk			
	DATE OF EVENT			
	7/17/21			
	START TIME		END TIME	
1:00		7:00		
	# OF SPECTATORS	# OF PARTICIPANTS	# OF ANIMALS	# OF VEHICLES
		500		
SITE PLAN	EVENT ORGANIZATION (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)			
	<p><del>main</del> Main Street group will sell tickets for a whiskey walk. <del>It</del> It will run very similar to the wine walk, but the distilleries will be set up in the street and not in the shops.</p>			
SIGNATURE	SIGNATURE			DATE
	Sarah Ulledahl			6-4-21
	PRINTED NAME AND TITLE (IF APPLICABLE)			
	Sarah Ulledahl Main Street			

**Public Facility Use Permit Application  
Attachment I – Street Closing Application**

<b>CONTACT</b>	PERSON/TRAFFIC CONTROL COMPANY RESPONSIBLE FOR STREET CLOSINGS		
	<b>Sarah Ulledahl</b>		
	PHONE <b>816-877-3570</b>	ALTERNATE PHONE	ALTERNATE PHONE

<b>STREET INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)</b>	DESCRIBE STREET CLOSINGS IN DETAIL AND DRAW OR ATTACH A MAP		
	STREET TO BE CLOSED BETWEEN <b>Main</b>	CROSS STREET 1 <b>Commerical</b>	AND CROSS STREET 2
	REASON FOR CLOSING <b>event</b>		
	# OF TRAFFIC LANES CLOSED <b>4</b>	# OF SIDEWALKS CLOSED <b>0</b>	# OF STREET BLOCKS CLOSED <b>1</b>
	DATE/TIME STREET CLOSED <b>7/17/21 1:00 pm</b>	DATE/TIME STREET REOPENED <b>7/17/21 8:00</b>	
	STREET TO BE CLOSED BETWEEN <b>Main</b>	CROSS STREET 1 <b>North Bridge</b>	
	REASON FOR CLOSING <b>Event</b>		
	# OF TRAFFIC LANES CLOSED <b>4</b>	# OF SIDEWALKS CLOSED <b>0</b>	# OF STREET BLOCKS CLOSED <b>1</b>
	DATE/TIME STREET CLOSED <b>7/17/21 1:00 pm</b>	DATE/TIME STREET REOPENED <b>7/17/21 8:00</b>	
	<b>SIGNATURE</b>	SIGNATURE 	DATE <b>6-4-21</b>
PRINTED NAME AND TITLE (IF APPLICABLE) <b>Smithville Main St. distract Vice-President</b>			



# Main Street District Whiskey walk

July 17, 2021



Alcohol Sales & Vendors will  
be set up in the street and courtyard.

**Public Facility Use Permit Application  
Attachment F – Insurance**

<b>CONTACT</b>	NAME OF SPONSORING ORGANIZATION <i>Smithville Main St. District</i>	PHONE <i>816-877-3570</i>
	ADDRESS <i>107 E. Main St.</i>	
	CITY <i>Smithville</i>	STATE <i>mo</i>

THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as "the Sponsor Organization") IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as "the Event"), THE SPONSOR ORGANIZATION:

1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees ("Releasees" are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event;
2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration.

THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE <i>Sarah Ulledahl</i>	DATE <i>6-4-21</i>
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE <i>Sarah Ulledahl</i>	TITLE <i>Vice-President</i> <i>Smithville Main St.</i>



Public Facility Use Permit Application  
Attachment G - Alcohol Application

CONTACT	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE		PHONE
	Smithville Main St District		816.866.4337
	NAME OF ON-SITE CONTACT		PHONE
	Sarah Ulledahl		816.877.3570
CONTACT	ADDRESS		
	107 E. Main St		
	CITY	STATE	ZIP
EVENT INFORMATION	Smithville	MO	64089
	EXPECTED ATTENDANCE		NUMBER OF SERVERS
	500		7
EVENT INFORMATION	AREA WHERE ALCOHOL WILL BE SERVED (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)		
	Alcohol will be served in between the road closed barricades and courtyard. Each server will be getting their own Alcohol license.		
SIGNATURE	SIGNATURE		DATE
	Sarah Ulledahl		6-4-21
SIGNATURE	PRINTED NAME		TITLE
	Sarah Ulledahl		Smithville Main St

## Attachment K – Festival Vendor Application

If an event will have vendors present, the vendors must be listed below.

[illegible]



Public Facility Use Permit Application  
Attachment H - Security Application

CONTACT	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE Smithville PD		PHONE
	NAME OF ON-SITE CONTACT Sarah Ulledahl		PHONE 816-877-3570
	ADDRESS 109 E. Main St		
	CITY Smithville	STATE MO	ZIP 64089
	EXPECTED ATTENDANCE 500		NUMBER OF SECURITY PERSONNEL 2
	DESCRIPTION OF SECURITY PERSONNEL ATTIRE Smithville PD		
SIGNATURE	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE Sarah Ulledahl		DATE 6-4-21
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE Sarah Ulledahl		TITLE Smithville Main Street



## EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

#### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Smithville Courtyard Park  
Smithville Main Street District  
118 N Commercial Ave  
Smithville, MO 64089

- A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/03/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	<b>CONTACT</b> NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL: info@theeventhelper.com ADDRESS: info@theeventhelper.com	<b>FAX</b> (A/C, No):
<b>INSURED</b> Smithville Main Street District Nonprofi Alicia Neth 107 E Main St SMITHVILLE MO 64089	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	<b>NAIC #</b> 35378

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	3DS5472-M2925104	07/17/2021 12:01 AM	07/18/2021 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Deductible \$ 1,000
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.  
Attendance: 350, Event Type: Wine Tasting.

**CERTIFICATE HOLDER****CANCELLATION**

Smithville Courtyard Park  
Smithville Main Street District  
118 N Commercial Ave  
Smithville MO 64089

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Administration, Police

**AGENDA ITEM:** Resolution 932, Temporary Liquor License - Whiskey Walk

---

**RECOMMENDED ACTION:**

A motion to approve Resolution 932, issuing a Temporary Liquor License Smithville Main Street District for a Whiskey Walk on July 17, 2021 at Courtyard Park.

**SUMMARY:**

Approval of this item would issue a Temporary Liquor License to Smithville Main Street District to hold a Whiskey Walk on July 17, 2021 at Courtyard Park.

Chief Lockridge has completed a background check on these vendors. There were no findings to prevent issuing a liquor license.

Requested Licenses: Temporary Permit

This license will be effective July 17, 2021 (pending all State license requirements).

**PREVIOUS ACTION:**

**POLICY ISSUE:**

n/a

**FINANCIAL CONSIDERATIONS:**

n/a

**ATTACHMENTS:**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                         | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution             | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                      | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Approval Letter |                                   |

## **RESOLUTION 932**

### **A RESOLUTION ISSUING A TEMPORARY LIQUOR LICENSE TO SMITHVILLE MAIN STREET DISTRICT FOR OPERATION OF THE WHISKEY WALK**

**WHEREAS**, Smithville Main Street District has completed the required application, and;

**WHEREAS**, Chief Lockridge has completed a background check, and;

**WHEREAS**, the background check did not reveal anything to prevent approval of a City liquor license.

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

**THAT A TEMPORARY LIQUOR LICENSES WILL BE ISSUED SMITHVILLE  
MAINSTREET DISTRICT FOR THE SMITHVILLE WHISKEY WALK ON JULY  
17, 2021 AT COURTYARD PARK.**

**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 June 2021.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk



June 9, 2021

Cynthia Wagner:

I have received the temporary liquor application submitted by Sarah B. Ulledahl (Smithville Main Street Distirct). I have reviewed Ms. Ulledhal's background as well as public records and found nothing that would disqualify her from being issued a liquor permit.

I would recommend that Ms. Ulledahl be issued a temporary liquor permit pursuant her request. If you have any questions or concerns, feel free to contact me.

Respectfully,

Chief Jason Lockridge



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 933, Special Request of Smithville American Legion Post 58

---

### RECOMMENDED ACTION:

A motion approving Resolution 933, if appropriate.

### SUMMARY:

The public facility use policy allows the City to sponsor events if a written agreement is executed that describes the obligations between the parties, and if executed, removes the obligation for the group to reserve the facility or pay fees.

Smithville American Legion Post 58 is asking the Board to sponsor Free Band Concerts that will take place at the Courtyard each Wednesday in June at 7:30 PM. Sponsoring the event would waive the Courtyard Event fee of \$400 (\$100 weekly) + \$200 Damage Deposit.

### PREVIOUS ACTION:

### POLICY ISSUE:

Click or tap here to enter text.

### FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

### ATTACHMENTS:

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                                   | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution                       | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                                | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Special Event Application |                                   |

## **RESOLUTION 933**

### **A RESOLUTION APPROVING A SPECIAL REQUEST FOR THE SMITHVILLE AMERICAN LEGION POST 58**

**WHEREAS**, the Smithville American Legion Post 58 has submitted an Event Application and has requested the City sponsor their event; and,

**WHEREAS**, the free band concerts will place at the Courtyard each Wednesday in June starting at 7:30 PM; and,

**WHEREAS**, sponsoring the event would allow waiver the Courtyard Event Fee of \$400 (\$100 weekly) + \$200 Damage Deposit.

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

**THAT** the City of Smithville agrees to sponsor the free band concerts that will take place at the Courtyard each Wednesday in June starting at 7:30 PM. City sponsorship of this event would allow waiver of event rental fees and deposits.

**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 June 2021.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk



*SMITHVILLE AMERICAN LEGION*



*Jim Nelson Post 58*  
*"No Veteran Left Behind"*

Dewayne Knott, Band Commander  
Smithville American Legion  
Jim Nelson Post 58  
PO Box 158, Smithville, MO 64089

June 4, 2021

Smithville City Council

Dear Council,

The Smithville American Legion is requesting a waiver of fee for use of the stage downtown for the purpose of presenting free band concerts to the public.

The Smithville American Legion Band has been performing on the square since 2013 on Wednesdays to coincide with the Farmers Market. We perform the 1<sup>st</sup> 4 Wednesdays of June.

The American Legion is registered as a 501 (c) 19 charitable organization. The Smithville Post 58 Federal Identification Number is: 43-6093561. Group #0925.

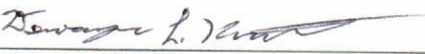
Please contact me at 816-868-5343 if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dewayne L. Knott'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.


Dewayne Knott, Band Commander  
Smithville American Legion  
Jim Nelson Post 58  
816-532 8115

## Public Facility Use Permit Application


REQUIRED INFORMATION	TODAY'S DATE <b>4 JUN 2021</b>		APPLICANT NAME <b>Smithville American Legion</b>	
	CATEGORY <input type="radio"/> I <input type="radio"/> II <input checked="" type="radio"/> III <input type="radio"/> IV <input type="radio"/> V		CONTACT NAME <b>Dewayne Knott</b>	
	ADDRESS <b>15019 Green Briar Drive</b>			
	CITY <b>Smithville</b>		STATE	ZIP <b>64089</b>
	PHONE <b>8685343</b>		ALTERNATE PHONE	
FACILITY INFORMATION	E-MAIL ADDRESS <b>louisa3@earthlink.net</b>			
	PERMIT TYPE <input type="radio"/> INDOOR <input checked="" type="radio"/> OUTDOOR <input type="radio"/> PARADE <input type="radio"/> SPECIAL EVENT <input type="radio"/> SPORTS FIELD <input type="radio"/> BLOCK PARTY			
	FACILITY <b>Stage on the square</b>		EVENT DATE <b>June 9, 16, 23</b>	
	EXPECTED ATTENDANCE <b>30</b>	START TIME <b>7:30 pm</b>	END TIME <b>8:30 pm</b>	
	OTHER REQUIREMENTS <input type="checkbox"/> ADVERTISING <input type="checkbox"/> ALCOHOL <input type="checkbox"/> CONCESSIONS <input type="checkbox"/> INSURANCE <input type="checkbox"/> STREET CLOSINGS <input type="checkbox"/> SECURITY <input type="checkbox"/> VENDORS			
SIGNATURE	I, the undersigned, both individually and on behalf of the above named applicant, certify that we have received and read the rules, regulations and requirements outlined in the Public Facilities Use Policy. I do hereby agree that we will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the premises. I understand that falsification of any information related to this application will result in immediate termination of our event.			
	SIGNATURE 		DATE <b>4 JUN 2021</b>	
	PRINTED NAME AND TITLE (IF APPLICABLE) <b>Dewayne Knott, Band Commander</b>			
OFFICE USE ONLY	PERMIT #		DEPOSIT	
	APPROVAL		RENTAL FEE	
	RELEASE		OTHER FEES	
	REFUND		TOTAL	



Public Facility Use Permit Application  
Attachment A – Category Application

CONTACT	CATEGORY CONTACT		
	Dewayne Knott		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
	8685343		
CATEGORY	<input type="radio"/> Category I B – City co-sponsor		
	Attach fully executed Joint Use Agreement		
	<input type="radio"/> Category II Other governmental entities		
	Attach a Letter of Authorization on letterhead from the governmental entity responsible for the event.		
	<input checked="" type="radio"/> Category III Smithville-incorporated non-profit entities		
	Attach a copy of State of Missouri certification of good standing, a copy of tax-exempt IRS 501(c)(3) letter, and a Letter of Authorization on letterhead from the organization responsible for the event.		
	<input type="radio"/> Category IV Smithville-incorporated for-profit entities, residents		
	If a business, attach a Letter of Authorization on letterhead from the entity responsible for the event. If a resident, provide photo identification to provide proof of resident status.		
SIGNATURE	SIGNATURE		DATE
			4 JUN 2021
	PRINTED NAME AND TITLE (IF APPLICABLE)		
	Dewayne Knott, Band Commander		

**Public Facility Use Permit Application  
Attachment F – Insurance**

<b>CONTACT</b>	NAME OF SPONSORING ORGANIZATION		PHONE	
	Smithville Ameican Legion		816- 532- 8115	
	ADDRESS			
	P. O. Box 158			
<b>SIGNATURE</b>	CITY	STATE	ZIP	
	Smithville	MO	64089	
<p>THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as "the Sponsor Organization") IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as "the Event"), THE SPONSOR ORGANIZATION:</p> <p>1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees ("Releasees" are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event;</p> <p>2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration.</p> <p>THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.</p>				
<b>SIGNATURE</b>	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE		DATE	
			04 JUN 2021	
<b>SIGNATURE</b>	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE		TITLE	
	Dewayne Knott		Legion Board Member	



## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Development

**AGENDA ITEM:** Resolution 934, Mitchell's Greenhouse and Nursery Final Plat

---

**RECOMMENDED ACTION:**

A motion to approve Resolution 934 approving a new final plat for Mitchell's Greenhouse & Nursery 2nd Plat

**SUMMARY:**

Applicant seeks to further divide Lot 1 of its subdivision at 13500 North 169 Highway to create two additional lots with interior access via approved Conceptual Plan.

**BACKGROUND:**

This subdivision was originally approved with a conceptual plan to allow the Full Features Nursery to have one lot, with the other lot to include the Medical Marijuana Dispensary. The applicant also submitted a Site Plan Review for "Smithville Attic Storage" to be placed on Lot 1. There will be different ownership of the existing dispensary and the Attic Storage facility, so creating new lots is required. All access to the development will be off 136th Street and then onto 169 Highway.

**PREVIOUS ACTION:**

A conceptual plan and plat were previously approved by Resolution 655 in December 2018.

**POLICY ISSUE:**

Comprehensive Planning

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ordinance   | <input type="checkbox"/> Contract         |
| <input checked="" type="checkbox"/> Resolution                                   | <input checked="" type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report                                 | <input type="checkbox"/> Minutes          |
| <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> |   |

## **RESOLUTION 934**

### **A RESOLUTION APPROVING A FINAL PLAT FOR MITCHELL'S GREENHOUSE & NURSERY 2<sup>ND</sup> PLAT**

**WHEREAS**, Applicant submitted a request to further subdivide the Mitchell's Greenhouse & Nursery subdivision, Lot 1 into three lots, and;

**WHEREAS**, Notice was provided to adjoining landowners and published in the CT newspaper not less than 15 days prior to the June 8, 2021 Planning Commission public hearing, and;

**WHEREAS**, the Commission conducted a Public Hearing on the matter, and;

**WHEREAS**, following the Public Hearing the Commission recommended Approval of the Final Plat.

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

**THAT THE MITCHELL'S GREENHOUSE & NURSERY 2<sup>ND</sup> PLAT BE AND  
HEREBY IS APPROVED FOR RECORDING.**

**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 June, 2021.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk



June 2, 2021

Initial zoning of Clay County Parcel Id # 09-204-00-01-011.01

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Application for a Plat Approval – Mitchell's Greenhouse & Nursery 2<sup>nd</sup> Plat – 3 lots

Code Sections:

425.285.A.4

Single Phase Final Plat Approval

Property Information:

Address: 13500 N 169

Owner: Mitchell's Greenhouse & Nursery Inc.

Current Zoning: B-3 Conceptual Plan

Public Notice Dates:

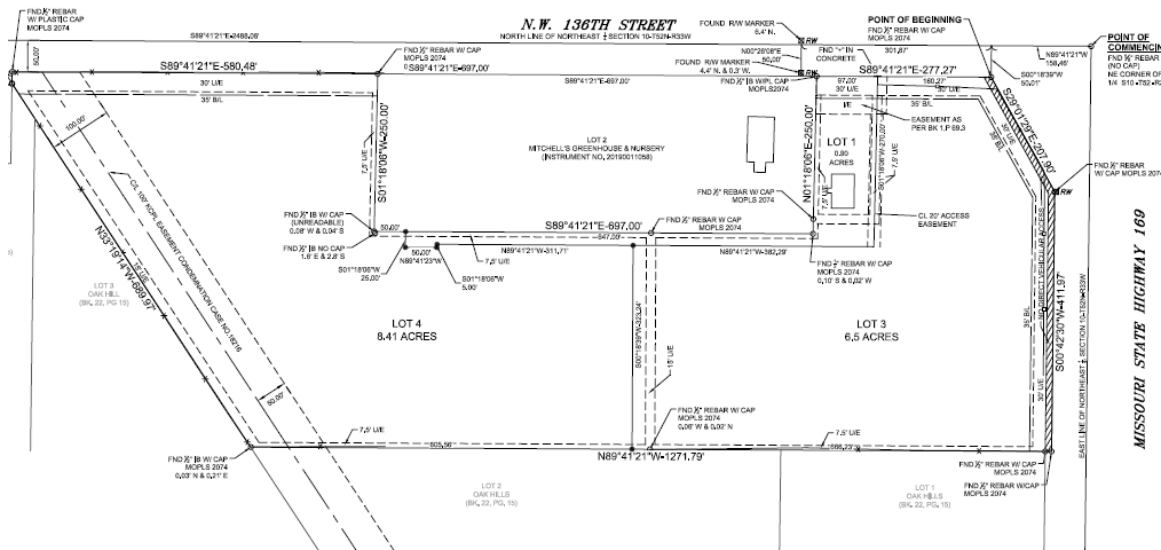
1st Publication in Newspaper: May 20, 2021

Letters to Property Owners w/in 185': May 21, 2021

**GENERAL DESCRIPTION:**

The property is currently Lot 1 of Mitchell's Greenhouse and Nursery subdivision. This subdivision was created with a conceptual plan to authorize lots inside the property to not meet the street frontage requirements of the zoning and subdivision codes. The conceptual plan was created specifically for the purpose of authorizing multiple buildings using a private drive in primarily commercial or mixed-use developments. The purpose of the current subdivision is to divide the original lot 1 building, now Besame Medical Marijuana Dispensary from the remaining land, and to further divide that land into two separate lots. The development will create a new lot 1 that is substantially reduced, but still maintain public access through shared use areas, as well as two new lots to handle both the new Attic Storage of Smithville, and to allow future development of the third lot.





## GUIDELINES FOR REVIEW – SINGLE PHASE SUBDIVISION FINAL PLATS See 425.285.A.4

The Planning Commission shall consider the following criteria in making a recommendation on the plat:

- The plat conforms to these regulations and the applicable provisions of the Zoning Ordinance and other land use regulations. ***Yes, the layout complies with zoning and subdivision requirements.***
- The plat represents an overall development pattern that is consistent with the goals and policies of the Comprehensive Plan. ***The Development pattern is similar to the existing zoning on the property.***
- The development shall be laid out in such a way as to result in:
  - Good natural surface drainage to a storm sewer or a natural watercourse. ***The property is generally graded for development with a single, pre-approved detention basin. All proposed buildings on Lot 3 have been approved for use of the existing detention basin. Any development on Lot 4 would require an additional stormwater report.***
  - A minimum amount of grading on both cut or fill and preservation of good trees and other desirable natural growth. ***Again, grading of the development is complete in accordance with a previously approved site plan.***
  - A good grade relationship with the abutting streets, preferably somewhat above the street. ***Each lot will have access through the development in accordance with an approved Conceptual Plan.***
  - Adequate lot width for the type or size of dwellings contemplated, including adequate side yards for light, air, access and privacy. ***NA.***
  - Adequate lot depth for outdoor living space. ***N/A.***
  - Generally regular lot shapes, avoiding acute angles. ***Yes.***



(7) Adequate building lots that avoid excessive grading, footings or foundation walls. **Yes.**

d. The plat contains lot and land subdivision layout that is consistent with good land planning and site engineering design principles. **Yes.**

e. The location, spacing and design of proposed streets, curb cuts and intersections are consistent with good traffic engineering design principles.

***There are no new roadways as the existing lots are on existing blacktop.***

f. The plat is served or will be served at the time of development with all necessary public utilities and facilities, including, but not limited to, water, sewer, gas, electric and telephone service, schools, parks, recreation and open space and libraries. ***Yes, the development will be for septic sewers on all lots, and all utilities are available at the street frontage.***

g. The plat shall comply with the stormwater regulations of the City and all applicable storm drainage and floodplain regulations to ensure the public health and safety of future residents of the subdivision and upstream and downstream properties and residents. The Commission shall expressly find that the amount of off-site stormwater runoff after development will be no greater than the amount of off-site stormwater runoff before development. ***The proposed development meets this standard.***

h. Each lot in the plat of a residential development has adequate and safe access to/from a local street. ***N/A***

i. The plat is located in an area of the City that is appropriate for current development activity; it will not contribute to sprawl nor to the need for inefficient extensions and expansions of public facilities, utilities and services. ***Yes.***

j. If located in an area proposed for annexation to the City, the area has been annexed prior to, or will be annexed simultaneously with plat approval. ***Annexed.***

k. The applicant agrees to dedicate land, right-of-way and easements, as may be determined to be needed, to effectuate the purposes of these regulations and the standards and requirements incorporated herein. ***Yes, the plat includes the required dedications.***

l. All applicable submission requirements have been satisfied in a timely manner. ***Yes.***

m. The applicant agrees to provide additional improvements, which may include any necessary upgrades to adjacent or nearby existing roads and other facilities to current standards and shall include dedication of adequate rights-of-way to meet the needs of the City's transportation plans. **Existing development.**

STAFF RECOMMENDATION:

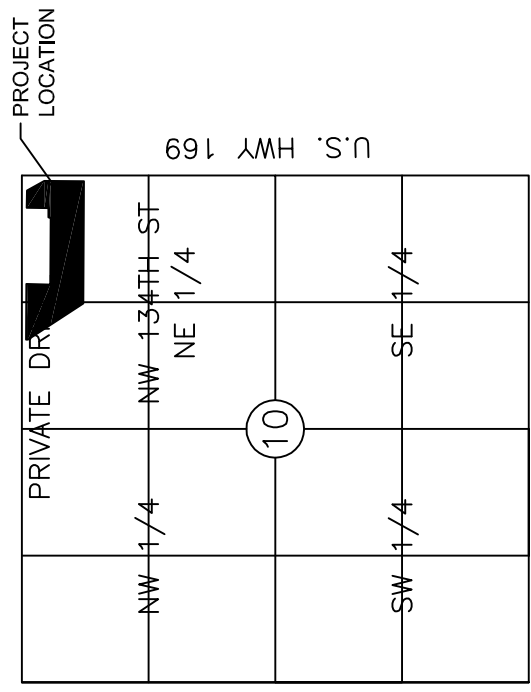
Staff recommends APPROVAL of the proposed Final Plat based upon adherence to the conditions contained in this report.

Respectfully Submitted,

---

Director of Development

**MITCHELL'S GREENHOUSE & NURSERY - 2ND PLAT**  
**A REPLAT OF LOT 1, MITCHELL'S GREENHOUSE & NURSERY**  
**A SUBDIVISION OF LAND IN SECTION 10, TOWNSHIP 52, RANGE 33**  
**IN THE CITY OF SMITHVILLE, CLAY COUNTY, MISSOURI**



## VICINITY MAP

SECTION 10, TOWNSHIP 52, RANGE 33  
SMITHVILLE, CLAY COUNTY, MISSOURI  
(NOT TO SCALE)

**DEDICATION:**

THE UNDERSIGNED OWNER(S) OF THE PROPERTY DESCRIBED HEREIN HAS/HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THIS PLAT AND THE PROPERTY SHALL HEREAFTER BE KNOWN AS:

MITCHELL'S GREENHOUSE &amp; NURSERY - 2nd PLAT

**EASEMENTS:**

AN EASEMENT OR LICENSE IS HEREBY GRANTED TO THE CITY OF SMITHVILLE, MISSOURI, TO LOCATE, CONSTRUCT AND MAINTAIN, OR TO AUTHORIZE THE LOCATION, CONSTRUCTION AND MAINTENANCE OF POLES, WIRES, ANCHORS, CONDUITS, AND/OR STRUCTURES FOR WATER, GAS, SANITARY SEWER, STORM SEWER, ELECTRICITY, TELEPHONE, CABLE TELEVISION, OR ANY OTHER NECESSARY PUBLIC UTILITY, AND/OR ANY OTHER STRUCTURE, ON THE LANDS OF THE CITY OF SMITHVILLE, MISSOURI, DESCRIBED IN THE ATTACHED INSTRUMENTS, (Y/N), OR ANY ALL OF THEM, OVER, OR UNDER THOSE AREAS OUTLINED OR DESIGNATED UPON THIS PLAT AS UTILITY EASEMENTS, (Y/N), OR WITHIN ANY STREET OR THOROUGHFARE DEDICATED TO PUBLIC USE ON THIS PLAT.

**STREETS:**

ROADS AND STREETS SHOWN ON THIS PLAT AND NOT HERETOFORE DEDICATED TO PUBLIC USE AS THOROUGHFARES ARE HEREBY SO DEDICATED.

MASTER DRAINAGE PLAN:

INDIVIDUAL LOT OWNERS SHALL NOT CHANGE OR OBSTRUCT THE FLOW PATH ON LOTS, AS SHOWN ON THE MASTER DRAINAGE PLAN, UNLESS SPECIFIC APPLICATION IS MADE AND APPROVED BY THE CITY ENGINEER.

**BUILDING LINES:**

BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THE ACCOMPANYING PLAT AND NO BUILDING OR PORTION THEREOF SHALL BE CONSTRUCTED BETWEEN THIS LINE AND THE STREET RIGHT OF WAY LINE.

IN TESTIMONY WHEREOF, THE UNDERSIGNED OWNERS HAVE HEREUNTO SET THEIR HANDS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

**MANAGING MEMBER, MITCHELL'S GREENHOUSE & NURSERY**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_)

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021, BEFORE ME PERSONALLY APPEARED THE ABOVE PERSONS. TO ME KNOWN TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME AS THEIR FREE ACT AND DEED.

IN WITNESS WHEREOF, I HAVE HERELINTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL AT MY OFFICE IN SAID COUNTY AND STATE THE DATE AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

APPROVALS:

THIS IS TO CERTIFY THAT THE WITHIN PLAT OF MITCHELL'S GREENHOUSE & NURSERY - 2ND PLAT, WAS SUBMITTED TO AND DULY APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SMITHVILLE, CLAY COUNTY, MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021, BY ORDINANCE NO. \_\_\_\_\_.

**DAMIEN BOLEY - MAYOR**

**ATTEST:**

LINDA DRUMMOND- CITY CLERK	DATE
----------------------------	------

### SURVEYOR'S GENERAL NOTES

PLAT BASED UPON MITCHELL'S GREENHOUSE & NURSERY, AS RECORDED AS INSTRUMENT NO.: 2019011058.

NOTE: BEARINGS SHOWN ARE BASED ON THE MISSOURI COORDINATE SYSTEM OF 1983, WEST ZONE (NSRS 2011).

THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS OF AN URBAN CLASS SURVEY AS DEFINED BY THE MISSOURI STANDARDS FOR PROPERTY BOUNDARY SURVEYS (20 CSR 2030-16.040)

INTERIOR LOT CORNERS WILL BE MONUMENTED WITH A 1/2" REBAR & PLASTIC CAP (LC-62).

KIRK R. BALDWIN, MO PLS 2001015227  
ANDERSON ENGINEERING, INC. LC-62

## SURVEYOR'S CERTIFICATION

HEREBY CERTIFY THAT THE REPEAT OF MITCHELL'S GREENHOUSE & NURSERY, 2ND FLOOR, IS BASED ON AN ACTUAL SURVEY BY ME AND WAS SUBMITTED AS SUCH TO THE PERSON WHO SUBMITTED THE CURRENT STATEMENT FOR THE REPEAT OF THE SURVEY. I AM A PROFESSIONAL LAND SURVEYOR, A MEMBER OF THE PROFESSION OF LAND SURVEYORS AND THE DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY, I FURTHER CERTIFY THAT I HAVE COMPLIED WITH ALL STATUTES, ORDINANCES AND REGULATIONS GOVERNING THE PRACTICE OF SURVEYING AND PLATTING OF SUBDIVISIONS TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

DATE \_\_\_\_\_

DRAWING NO. KC1006REPLAT.DWG  
SHEET NUMBER 1  
OF 1

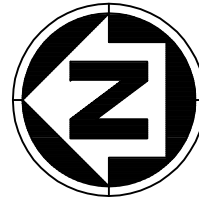
**FINAL PLAT OF:**

MITCHELLS GREENHOUSE NURSERY  
2ND PLAT  
REPLAT OF MITCHELLS GREENHOUSE  
LOT 1  
SMITHVILLE, CLAY COUNTY, MISSOURI

60' 0 60' 120'

SCALE IN U.S. FEET

SCALE: 1" = 60'



○ = FOUND SURVEY MONUMENT AS NOTED.  
● = SET 5/8" IRON BAR WITH 1" PLASTIC CAP STAMPED A/E INC LC 62  
U/E = UTILITY EASEMENT  
1/E = INGRESS/EGRESS EASEMENT  
RI = BUILDING SETBACK LINE

### PLAT DESCRIPTION

ALL OF LOT 1, MITCHELL'S GREENHOUSE & NURSERY, RECORDED AS INSTRUMENT NO. 2019011058, BEING A PART OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 52 NORTH, RANGE 33 WEST, IN SMITHVILLE, CLAY COUNTY, MISSOURI AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER, THENCE NORTH 89°41'21" WEST, ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 580.48 FEET, THENCE SOUTH 89°41'21" WEST, A DISTANCE OF 50.01 FEET TO THE POINT OF BEGINNING, SAID POINT BEING AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF N.W. 33TH STREET AND THE WEST RIGHT OF WAY LINE OF MISSOURI STATE HIGHWAY NO. 169, THENCE SOUTH 29°01'29" EAST, ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 207.90 FEET, THENCE SOUTH 00°42'30" WEST, ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 411.97 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, THENCE NORTH 89°41'21" WEST, ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 1271.49 FEET, THENCE NORTH 00°52'32" EAST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 680.97 FEET, THENCE NORTH 00°52'32" EAST, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 18.72 FEET TO THE NORTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE SOUTH RIGHT OF WAY LINE OF N.W. 33RD STREET, A DISTANCE OF 18.72 FEET TO THE NORTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE SOUTH RIGHT OF WAY LINE OF N.W. 33RD STREET, THENCE SOUTH 89°41'21" WEST, ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 580.48 FEET TO THE NORTHWEST CORNER OF LOT 2 OF SAID MITCHELL'S GREENHOUSE & NURSERY, THENCE SOUTH 01°18'06" WEST, ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 250.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2, THENCE SOUTH 89°41'21" WEST, ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 697.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2, THENCE SOUTH 89°41'21" EAST, ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 250.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 2, THENCE SOUTH 89°41'21" EAST, ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 271.27 FEET TO THE POINT OF BEGINNING. CONTAINING 15.82 ACRES.

[illegible]

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## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Development

**AGENDA ITEM:** Resolution 935, Medical Marijuana Facility Site Plan

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**RECOMMENDED ACTION:**

A motion to approve Resolution 935, approving the Medical Marijuana Facility Site Plan.

**SUMMARY:**

Applicant submitted plans to construct an 82,000 square foot medical marijuana cultivation and manufacturing facility in the First Park Industrial Park.

**BACKGROUND:**

This is one of the facilities that obtained a permit from the state of Missouri following the approval of Medical Marijuana laws in 2018.

**PREVIOUS ACTION:**

None

**POLICY ISSUE:**

Economic Development

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ordinance   | <input type="checkbox"/> Contract         |
| <input checked="" type="checkbox"/> Resolution                                   | <input checked="" type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report                                 | <input type="checkbox"/> Minutes          |
| <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> |   |

## **RESOLUTION 935**

### **A RESOLUTION APPROVING THE SITE PLAN FOR A MEDICAL MARIJUANA FACILITY ON LOT 17 OF THE FIRST PARK INDUSTRIAL SUBDIVISION**

**WHEREAS**, the applicant submitted plans for a new, 82,000 square foot facility for medical marijuana cultivation and manufacturing in the industrial park, and;

**WHEREAS**, Staff reviewed the plans for compliance and provided a staff report for the Planning Commission to review the site plan, and;

**WHEREAS**, the Planning Commission recommended the Site Plan be approved.

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

**THAT THE SITE PLAN FOR A NEW MEDICAL MARIJUANA FACILITY ON LOT 17 OF THE 2<sup>ND</sup> PLAT OF THE FIRST PARK SUBDIVISION IS HEREBY 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 June 2021.

---

Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



## STAFF REPORT

**Date:** May 28, 2021  
**Prepared By:** Jack Hendrix  
**Subject:** Site Plan Review – CPC of Missouri Medical Marijuana Facility

The applicant has submitted a proposal to construct an 82,775 ft<sup>2</sup> building for cultivation and manufacture of medical marijuana. The proposed location is on land in the industrial park under construction off Park Dr. This structure has been in design for some time, and city staff and engineers have been working with those designers to address the stormwater runoff, water, and sanitary sewer requirements for the building. Those items are required to be approved but are not part of the site plan review process.

During this review, staff identified some requirements that are substantially different than what was required in the CDL school review a few months ago. We have notified the CDL applicant that some standards they were required to meet applied only to B-3 properties and NOT I-1. Those different requirements are identified here.

First, the proposed building is substantially larger than any other building we have reviewed (25% larger than Price Chopper's building) and certain design looks called for in the code do not seem to work well with the size of the structure. To stay within the intent of the requirements of the site plan ordinance, staff recommends a few slight variances from the standards. These variances will also be identified herein.

First, the building is exceedingly long, so much that the north and south elevations must be split into three separate drawings. The east and west elevations are contained in one drawing each. The first variance staff recommends adjusting is the roof pitch. Our standards require that the roof be either 3/12 or higher pitched or can be flat roofed. Given the sheer size of the building, a flat roof is not feasible with the proposed

construction method of a steel structured building. That leaves the standard, sloped roof. The proposed building as depicted would need to be over 11' taller at the peak to meet the 3/12 pitch requirements. As stated above, the sheer size of the building makes that height unnecessarily expensive to construct when wind loads are considered.

The second variance proposal would be the type and amount of buffering around the number of HVAC units required as a part of the facility. Our standards require exterior ground-mounted equipment shall be screened from view with a solid wall. That section is sufficiently ambiguous that staff recommends that this buffering be present along the side of the units that is visible from the street, and not the full length of the building as well.

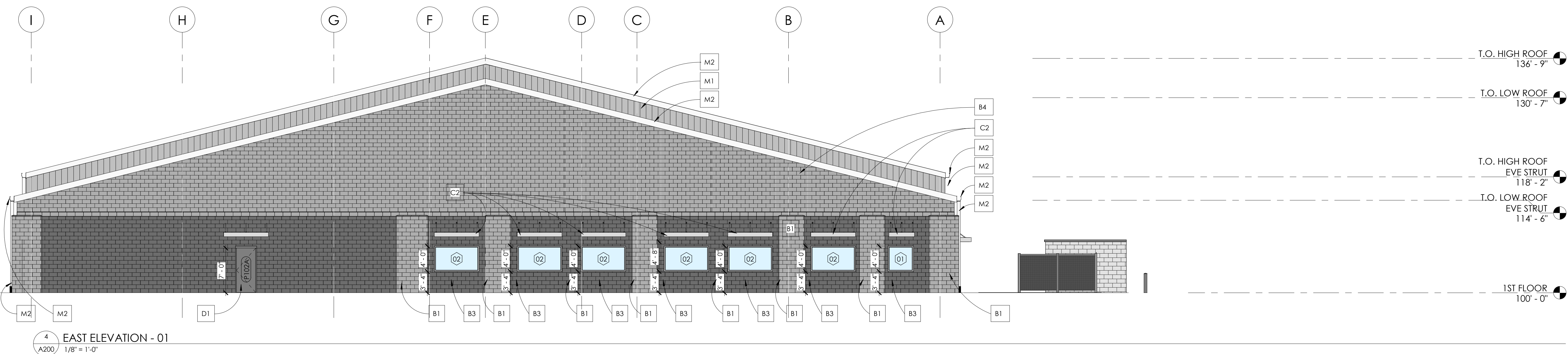
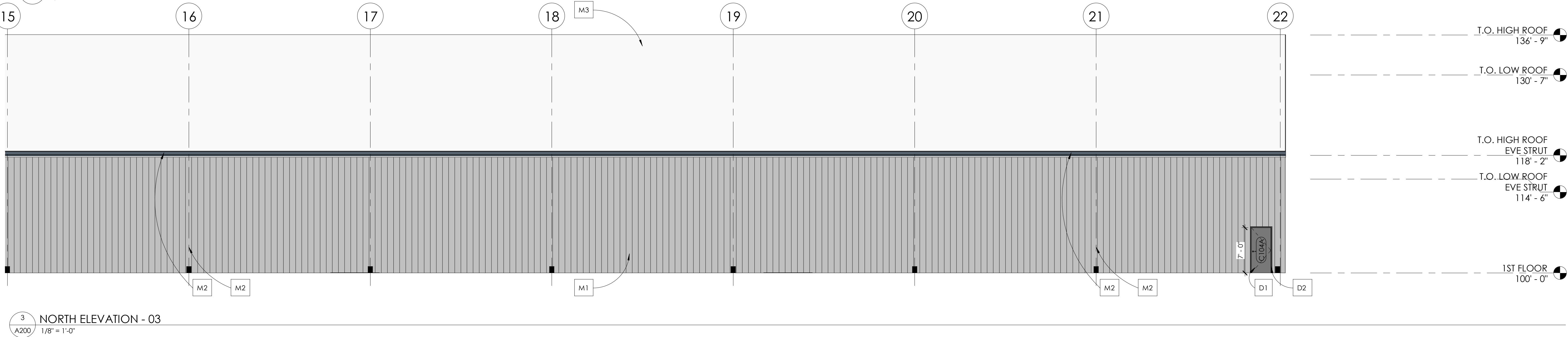
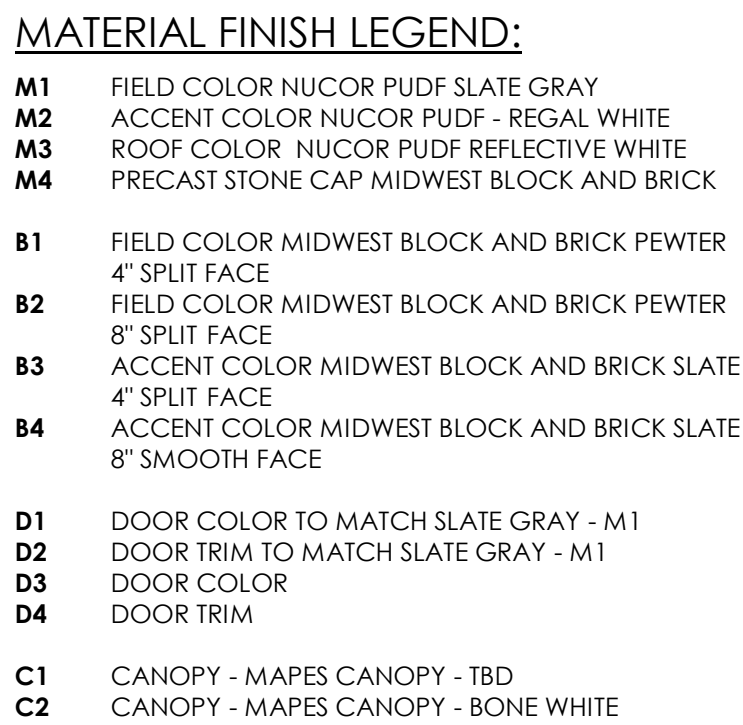
The remainder of the submittal complies with the color requirements, material requirements, and in particular the landscaping requirements. Because there are stringent security fencing requirements from the State of Missouri, it will be difficult, if not impossible to lessen the impact of the security. The final matter relates to the different standards from B-3 and I-1 mentioned above. In particular, the type of metal sidings that can be approved are different. In both districts, certain materials are prohibited.

In the B-3 district, the prohibition is of "Metal, except when used only in an incidental role such as trim, architectural features, standing seam metal roofing or other architectural metal siding or roofing as specifically approved"

In the I-1 district, the prohibition is "Metal panel siding with a thickness of less than twenty-four (24) gauge and with a corrugation of less than one and one-fourth (1 1/4) inch depth"

This effectively means the ribbed metal panels that are discouraged in the B-3 district are approved in the I-1 district if they meet the gauge and depth requirements as stated. The applicant has submitted plans to meet the I-1 district standards. As a result, staff recommends the Commission approve the design as shown.





NOT FOR  
CONSTRUCTION

GEOFFREY LEWIS CROWLEY  
NUMBER A - 2007035149  
I hereby specify, pursuant to RSMo 327.411,  
this drawing sheet is authenticated by my seal

CPC OF MO SMITHVILLE CULTIVATION

14816 U.S. HIGHWAY 169  
SMITHVILLE, MO 64089

[illegible]

THIS SHEET IS PART OF A COMPLETE SET. REFER  
TO GENERAL NOTES FOR COMPLETE LIST OF  
DOCUMENTS. SHEET SIZE 30 X 42

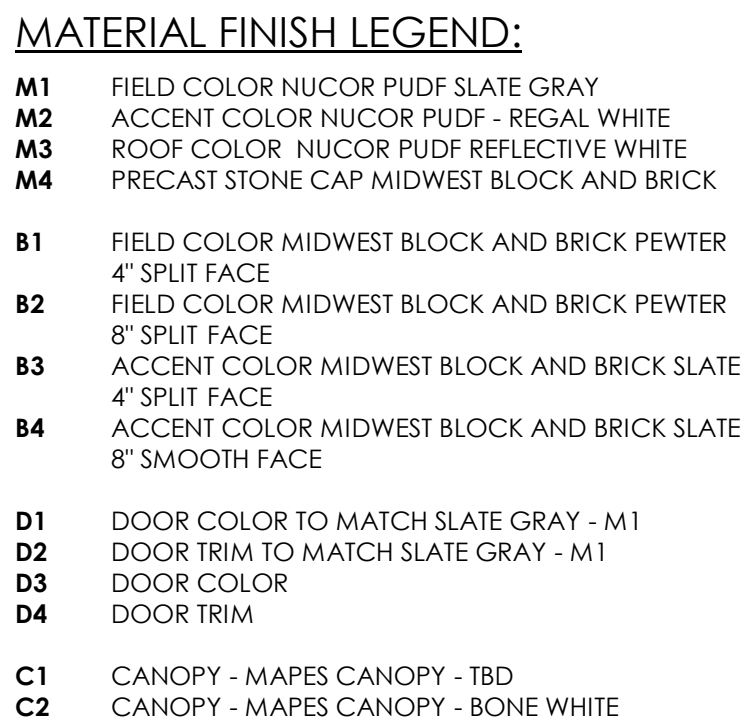
VERVE PROJECT NO.:	21016
ISSUE DATE:	05/24/2021

**SHEET NAME:**  
EXTERIOR ELEVATIONS

SHEET NO.  
**A200**

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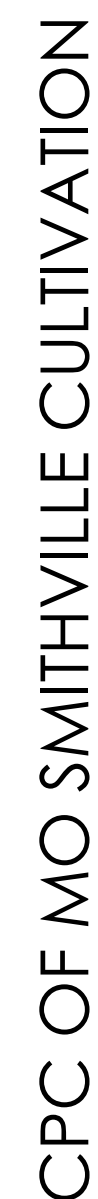




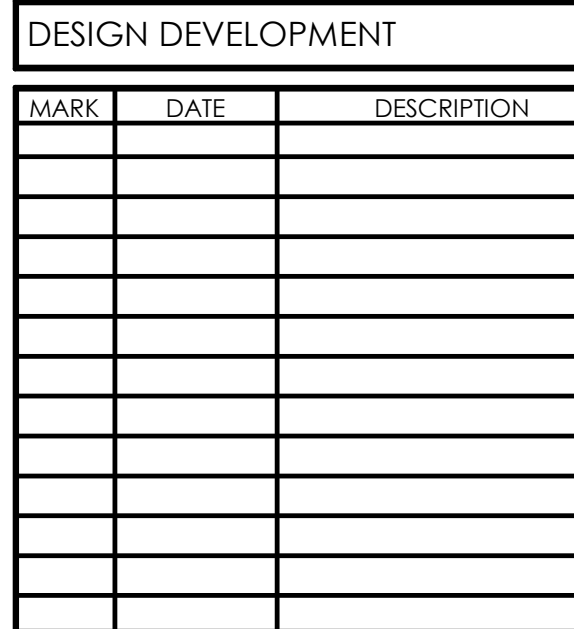
1558 S. BROADWAY  
ST. LOUIS, MISSOURI 63104  
314-822-4007  
www.VERVEDS.com

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GEOFFREY LEWIS CROWLEY  
NUMBER A - 2007035149  
I hereby specify, pursuant to RSMo 327.411,  
this drawing sheet is authenticated by my seal



14816 U.S. HIGHWAY 169  
SMITHVILLE, MO 64089



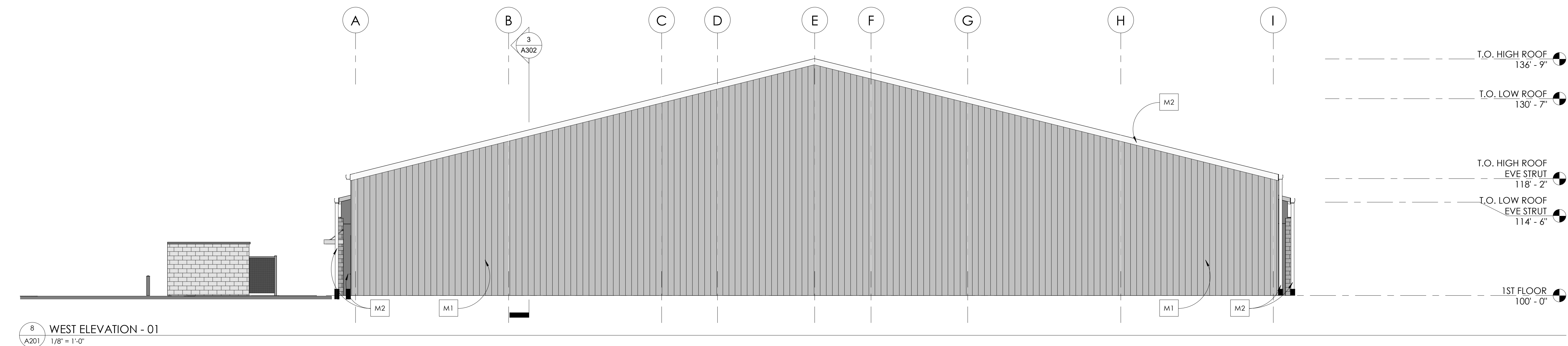
THIS SHEET IS PART OF A COMPLETE SET. REFER  
TO GENERAL NOTES FOR COMPLETE LIST OF  
DOCUMENTS. SHEET SIZE 30 X 42

VERVE PROJECT NO.:	21016
ISSUE DATE:	05/31/2003

**SHEET NAME:**  
EXTERIOR ELEVATIONS

SHEET NO.  
**A201**

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## Board of Alderman Request for Action

**MEETING DATE:** 6/15/2021

**DEPARTMENT:** Development

**AGENDA ITEM:** Resolution 936, KCI RV Site Plan Amendment

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**RECOMMENDED ACTION:**

A motion to approve Resolution 936, amending the approved site plan for the KCI RV storage facility at 14600 North 169 Highway.

**SUMMARY:**

The amendments will improve the landscape buffering on the south end of the development by moving trees two hundred feet closer towards 169 to allow for a 25 space RV Park to be installed, as well as remove one of the 38,000 square feet storage buildings on the north half of the project to allow for an additional 23 spaces for the RV Park and build a 3,000 square foot building for restrooms, showers, laundry facilities and an office for the entire site.

**BACKGROUND:**

The applicant has been adjusting plans on the project site to account for changes to the market and wants to provide more services for the RV market than just storage. The proposal would allow removing one of the large storage buildings from the project and in its' place construct a 3,000 square foot office and services building for the site. In addition, the project would increase landscape buffering along the east side of the facilities with taller, fast-growing trees to shelter an RV Park from sight of the highway, and to provide further buffer from the storage buildings.

**PREVIOUS ACTION:**

The original site plan was approved in 2019 and two of the six buildings in development are constructed and open, with the third under construction now.

**POLICY ISSUE:**

Comprehensive Plan and Economic Development

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ordinance   | <input type="checkbox"/> Contract         |
| <input checked="" type="checkbox"/> Resolution                                   | <input checked="" type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report                                 | <input type="checkbox"/> Minutes          |
| <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a> |   |

## **RESOLUTION 936**

### **A RESOLUTION APPROVING SITE PLAN CHANGES TO THE KCI RV STORAGE FACILITY AT 14600 NORTH 169 HIGHWAY.**

**WHEREAS**, the applicant submitted plans to amend the previously approved site plan for the RV Storage facility, and;

**WHEREAS**, the Planning Commission reviewed the proposed changes at its June 8, 2021 commission hearing, and;

**WHEREAS**, the Commission voted to recommend approval of the proposed changes to the Site Plan.

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

**THAT THE SITE PLAN AMENDMENTS FOR THE KCI RV STORAGE FACILITY AT 14600 NORTH 169 HIGHWAY ARE HEREBY 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 June, 2021.

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Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk

**Date:** May 28, 2021  
**Prepared By:** Jack Hendrix  
**Subject:** Site Plan Review – KCI RV Site Plan Amendment

The applicant has submitted a proposed change to the previously approved site plan for KCI RV Storage. This proposal would eliminate one building from the previously approved site plan, but add some different buffering on the east side of the property as seen from 169. The proposal is to install 25 RV Camping Pads just east of the current building 3 on the south half of the project area. The Pad area would be buffered from view of 169 with Green Giant Evergreen Arborvitae trees planted on 10' centers (growth anticipated of 8'-12' diameter when fully grown). This would eliminate any site obscuring fencing along the east side. The green giant is said to be one of the fastest growing landscaping trees available, so full buffer would be present in just a few years.

The proposal also includes 23 additional pad sites available for future construction on the north side of the entrance drive to the north end of the development. In addition to the removal of one RV storage building on the north half, a proposed 3,000 square foot office building with showers, restrooms and laundry facilities for customer use, as well as 24 hour office staff for services. The building must match the other buildings in design and coloration of the previously approved site plan.

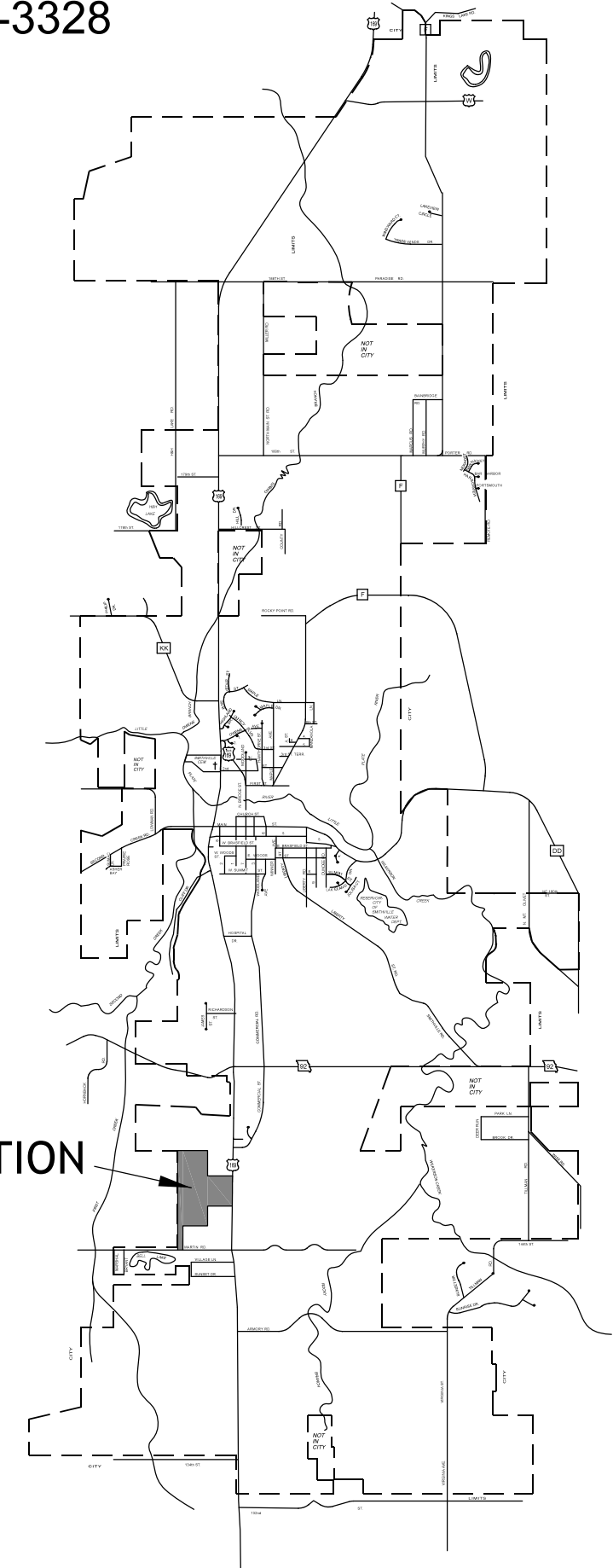
The final proposal is not subject to site plan review but is presented for location and identification purposes. That is an outdoor storage area that will be west of the current westernmost building. As with all outdoor storage areas, it must have storage screening that is "a solid or semisolid fence or wall or trees or shrubs at least six (6) feet but not more than eight (8) feet high (maximum height excluded for trees and shrubs) and having a density of not less than eighty percent (80%) per square foot."

All aspects of the proposal comply with the site plan standards. Nothing in this proposal would change the current obligation of the applicant to construct and extend Commercial Dr. to the west property line prior to issuance of a building permit for the 4<sup>th</sup> storage building on the project site.

Staff recommends approval of the site plan as stated above.



**ENGINEER:**  
Douglas J Schulte, P.E.  
Schulte Engineering & Consulting, LLC  
21 Gates Dr  
Platte City , MO 64079  
(816) 260-3328



LOCATION +

**SITE DEVELOPMENT NOTES:**

- 1) BUILDING 1 COMPLETED AND OPERATIONAL IN 2020
- 2) BUILDING 2 COMPLETED AND OPERATIONAL APRIL 2021
- 3) BUILDING 3 CONSTRUCTION BEGINS SPRING 2021
- 4) GRAVEL STORAGE LOT WILL BE UTILIZED FOR RV AND CAMPER STORAGE OFFERED AT REDUCED RATES.
- 5) RV PADS WILL BE MADE AVAILABLE TO CUSTOMERS OF KCI RV STORAGE.
- 6) FUTURE OFFICE WITH SEPERATE ENTRANCE FOR CUSTOMER RESTROOM, LAUNDRY, AND SHOWERS. OFFICE STAFF WILL BE AVAILABLE FOR 24-HR SERVICES.
- 7) FUTURE BUILDING 4
- 8) FUTURE BUILDING 5
- 9) PROPOSED FUTURE RV PADS
- 10) LANDSCAPE TREES, SEE LANDSCAPING NOTES

NAME:	GREEN GIANT
GROWING ZONES:	5-8
BOTANICAL NAME:	THUJA STANDISHII X PLICATA 'GREEN GIANT'
MATURE HEIGHT:	40 - 50 FEET
MATURE SPREAD:	8 - 12 FEET
SUN EXPOSURE:	FULL SUN, PARTIAL SHADE
SOIL TYPE:	WIDELY ADAPTABLE
GROWTH RATE:	FAST, 3'-5' PER YEAR
FOLIAGE:	EVERGREEN



21 Gates Dr.  
Platte City, MO 64079  
www.schulteengineering.com  
admin@schulteengineering.com  
PHONE: (816) 260-3328

SHEET 1 OF 1

Rev Date: 5-18-21