

## SMITHVILLE BOARD OF ALDERMAN

### WORK SESSION

August 2, 2022, 5:00 p.m.  
City Hall Council Chambers and Via Videoconference

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

Mayor Boley, present, called the meeting to order at 4:59 p.m. A quorum of the Board was present: Kelly Kobylski, John Chevalier, Ronald Russell, Marv Atkins, Dan Ulledahl and Dan Hartman. John Chevalier was absent.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Stephan Larson, Chuck Soules, Matt Denton, Jack Hendrix, Linda Drummond, Gina Pate and John Reddoch, City Attorney.

#### 2. **Main Street District Update**

Alyssa Sanders, Executive Director for the Smithville Main Street District since October 2021, explained that her position was made possible by the generosity of the City and funds from the CARES Act.

##### ***Board Members***

###### *Executive Board*

*Alicia Neth - President*

*Sarah Ulledahl - Vice President*

*Leeah Shipley - Secretary*

*Melissa Wilson - Treasurer*

###### *Board Members*

*Cara Braithwaite - Promotions Committee Chair*

*Adam Royd - Economic Vitality Committee Chair*

###### *Ex-Officio Board Members*

*Anna Mitchell - City of Smithville*

*Erika Winston - Smithville Area Chamber of Commerce*

Alyssa noted that they are working towards a more full and consistent board structure.

##### ***Mission Statement***

*The Smithville Main Street District is a community-driven nonprofit organization that utilizes the Four-Point Main Street Approach to preserve, promote, revitalize and enrich the historic, cultural, and economic landscapes of downtown Smithville, Missouri.*

##### ***Vision Statement***

*The Smithville Main Street District envisions a thriving, historic, and diverse downtown that is the pulse of the community.*

Alyssa noted that they were founded in 2019 by a local group of business owners for the community empowerment with the Community Empowerment Grant.

##### **COMMUNITY EMPOWERMENT GRANT**

*The Community Empowerment Grant program was designed to help communities form a Main Street program and begin building a successful downtown with new investment, businesses, residents and events celebrating all that makes a downtown the heart of the community. This*

*grant program provided two years of hands-on training with "over the shoulder" guidance and encouragement to help build a strong foundation and get the organization to a running start for long-lasting economic viability for downtown.*

Alyssa noted that they have just this year graduated to affiliate status.

### ***Affiliate Community***

*Affiliate level services from Missouri Main Street Connection help a community build a volunteer driven economic development organization that has an appropriate organizational structure and sustainable funding to conduct a comprehensive downtown commercial district revitalization program.*

Alyssa explained that the Missouri Main Street operates on a four-point approach. With the help of the City and Missouri Main Street, they look forward to continuing efforts using that four-point approach along with the committee structure from Missouri Main Street. She noted that they have been able to accomplish so much in the last couple of years specifically working towards transformation. The transformation strategies were created by the Missouri Main Street during town hall and community meetings. Those strategies are designed to help us make our downtown more family friendly and to attract more tourist to our downtown which will eventually help the community as a whole.

Alyssa noted that last year with the \$40,000 the Main Street District was able to hire her for the position of executive director, expand their promotional materials and pay for continuing education, travel and lodging that is required by the Missouri Main Street Connection contract. With the \$20,000 installment for this year, they are planning on savings some for salary if they are not able to be self-funded. They are also working to obtain an office space and storage space for their business materials and promotional items.

### ***Four-Point Approach***

*Organization, Design, Promotion and Economic Vitality*

#### ***Organization***

*The Organization Committee builds a governing framework that includes a diverse representation of citizens. The Organization Committee also trains and develops leaders for the community's revitalization effort.*

#### ***Current Projects***

- *Finalizing a committee chair*
- *Financial Compliance*
- *External Communication*
- *Publicity*
- *Website*
- *Online Presence*
- *Google Services*

Alyssa noted that they are working with an accountant in order to be complaint with 501C-3 requirements. They are producing a newsletter each month, one for the local merchants, one for community and also a board newsletter. They worked to receive a grant from GeekPop. That grant will help them create a website that is informative and user friendly. Alyssa explained that with them being a non-profit organization they can get free Google services and \$10,000 in Google Ad grant money.

#### *Upcoming Initiatives*

- *Google Ad Grant Training*
- *Volunteer Recruitment and Training*
- *Printed Materials*
- *Fundraising*

#### **Design**

*The Design committee's goal is to enhance the visual attractiveness of the downtown. This includes technical assistance and encouragement to building owners toward the restoration and rehabilitation of historic structures, improved streetscape features, street and alley cleanup, colorful banners and landscaping.*

#### *Current Projects*

- *Finalizing a committee chair*
- *Building Inventory*
- *Grant Opportunities*
- *Sidewalk Use and Design guidelines*

Alyssa noted that they along with the City were recently approved for an ARPA Grant to create a brand design guide for wayfinding for our downtown district and hopefully eventually encompass the entire town and be uniform throughout.

#### *Upcoming Initiatives*

- *Photo Inventory*
- *Assisting in public improvement efforts*
- *Design Education and Awareness*
- *Design Assistance*
- *Historic Preservation*
- *Incentives and Funding Opportunities*

#### **Promotion**

*The goal of the Promotions Committee is to project a positive, unified image that identifies downtown as a public gathering place. Revitalization programs market the district and the community through a series of targeted activities that include development of the downtown image; a variety of communication methods using press releases, newsletters and other media messages; special events and festivals that highlight the local culture, art, music, dance and traditions that give each community its unique identity.*

#### *Current Projects*

- *Committee Chair - Cara Braithwaite*
- *Ongoing Events*
- *Publicity*
- *Promotional Materials*
- *New Events*

Alyssa noted that they are partnering with Parks and Recreation and the Chamber for more community events. They are also working with the Courier-Tribune on a scavenger hunt for the next edition of the Lake Pilot that would specifically include downtown.

#### *Upcoming Initiatives*

- *Asses and Plan*
- *Image Development*
- *New Events*

- *Working with local merchants*
- *Christmas Programming*
- *Tourist information and activities*
- *Metrics to measure success*

### ***ECONOMIC VITALITY***

*The committee analyzes current market forces to develop long-term solutions; develops a business recruitment program while strengthening the competitiveness of existing merchants and service businesses. One goal of recruitment is to fill vacant spaces while diversifying the economic base. The committee works toward creatively converting unused space for new uses, and works closely with the Design Committee to seek appropriate solutions for historic commercial buildings that will ensure their continued occupancy, maintenance and preservation.*

#### *Current Projects*

- *Committee Chair - Adam Royds*
- *Downtown Assessment*
- *Business Retention*

#### *Upcoming Initiatives*

- *Assist in Business Expansion*
- *Business Recruitment*
- *Real Estate Development*

*Our goal for Smithville is to work together to create a vibrant community, with a strong backbone of a historic downtown so we can preserve the culture and heritage of Smithville, Missouri. As the metro expands its reach further north, we believe that we can work together to maintain our sense of place while welcoming visitors and new residents alike.*

Alyssa thanked the Board for their support.

Alderman Hartman thanked the Main Street District for all they do because they are a part of our economic development.

Melissa Wilson, treasurer for the Main Street District, noted that she has learned a lot. When they tried to put this year's budget together, they realized this is been a tough year. She explained that they needed more support from the City. Some of their wants and needs are a printer and a computer. Melissa said that they really need to have City funding for continued training. She said she did not realize how much required training an executive director has to go to keep our status with Missouri Main Street. She said they are asking for an additional \$10,000 in on top of the \$20,000. They would like to have advertising and promotional assistance.

Melissa noted that as a citizen of Smithville she was very disappointed when they distributed the Small-Town Showcase by Missouri Humanities and asked citizens of our community to vote. Smithville had the largest population of all of the towns that participated and Smithville had one the lowest number of votes for our town. Melissa said that they have a lot more to do to promote Smithville Main Street District and wants the City to help them do that. She said they need a lot more exposure, education and support from our citizens and continued financial partnership with the City. Melissa explained that they are hoping to start getting citizens in our community to become financial partners and sponsors.

Alderman Ulledahl said that he has been saying the same thing since 2016. We have a great opportunity right in front of us to support this city, downtown and to support everything that happens in Smithville. Alderman Ulledahl agreed that we do need more involvement however we can get it.

Melissa explained that she and Alyssa are also working on the process of applying for federal grants.

Mayor Boley explained that the way the MOU with Main Street District was designed, the funds are there, we would need to revisit the terms of how the funds are dispersed annually.

Cynthia noted that we could put an additional \$10,000 in the FY2023 budget and then reduce the amount the following year.

Mayor Boley suggested reducing the amount for the last year of the MOU.

Alderman Hartman asked if they had cost estimates for a laptop and printer?

Melissa said that they need not. She added that another want they have is a storefront.

Cynthia noted that the training requirements for Missouri Main Street are pretty significant and was not anticipated when we developed the MOU.

Alyssa added that some programs build additional training funds into the budget so board members can attend the trainings. She explained that the trainings occur once a quarter, then there are two Missouri Main Street conferences, the National Main Street conference and a director's retreat.

Mayor Boley asked if other cities had CIDs to help fund the Main Street District?

Alyssa said a lot of cities do.

Alicia Neth noted that Alyssa has done a phenomenal job with a position that they knew nothing about. She explained also that Main Street District is not trying to take over anything they are here to help, promote and preserve our downtown.

Sarah Ulledahl noted that one thing we hear is to keep our small-town feel. She explained that some of the members went to Jefferson City to meet with elected officials and promote Main Street. They spoke with Josh Hurlbert and he said when you are looking for a small town feel you do not have that without a Main Street, or a Courtyard where people can gather. Sarah said that having the activities and events we have downtown is what helps us keeps that small town feel.

Sarah explained that with not getting many votes for the Small-Town Showcase by Missouri Humanities they missed out on them putting together a commercial, a podcast and an article in the Humanities magazine. She noted that Missouri Main Street has a lot to offer us, but we have to have community support.

### **3. Discussion of Downtown Design Guidelines**

Jack Hendrix, Development Director, noted that in the packet is the staff report and a redlined draft for the potential changes to the current Downtown Design Guidelines for the streets in the downtown area. Jack explained that this started with the construction of the streetscape which started the investment in downtown and focuses on where the building sits on the property. Jack noted that these guidelines were created in 2019 for how to use the sidewalk area for sidewalk cafes and sidewalk sales and how a street-based sign advertising for a business could be used in that location.

Jack explained that staff met with the Main Street District in June and went through the guidelines discussed and made the changes drafted in the redline version of the new guidelines.

Alderman Russell noted that in the draft there is a three-foot section on the sidewalk for ADA and a three-foot section for pedestrian access. He asked where the signage could be placed?

Jack explained that the sign cannot block the sidewalk next to the building and cannot block a car door opening. Business owners can only lease a space for a sign in the merchant area. In the draft they propose to allow that path to move. Business owners would have to obtain a permit and have a layout of how they are going to use that space. Jack explained that as a city we are obligated to maintain the ADA pathway. A business owner is able to choose the merchant area as long as they provide their site plan for the area, and they designate three-foot wide ADA area.

Alderman Hartman noted that in other cities a lot of businesses extend to the curb. He asked Jack if there was a balance in this program that we could maintain and still allow a business to have some outdoor seating?

Jack explained right now we do not have a permit that would authorize a business to put out decorations or put out a bench or even a method that would allow it. We have a system that allows a business to conduct the sidewalk sale in that merchant area as long as they maintain the ADA area and the car door opening path by the curb. Jack noted that the second biggest thing that came out of their meeting with the Main Street District was to have more flexibility to be able to do those things. The recommendation is to require businesses to have a permit for a bench or for decoration they want to put out. The cost for the permit would be, first year \$10 with a site plan of the area and where the ADA path is and as long as nothing changes, they will not have to pay the permit fee every year they just have to provide the City their insurance.

Jack noted that we have had requests to use the City's banner poles for special events. Staff have drafted guidelines for this. The banners can only be changed out by City staff to lessen damage to the poles and limit liability. To have control over the design to ensure the banners will have the appropriate size pockets to be able to slide over posts. Staff suggests allowing only 20 banners and in a basic location and provide the locations the banners are to be installed.

Jack also noted that the current sign design is large, rather heavy, and it is not considered very creative. The business owners requested the ability to use different

signs. Staff has drafted changes that would allow different sign types to be presented to the city for including in the inventory of signs available for lease.

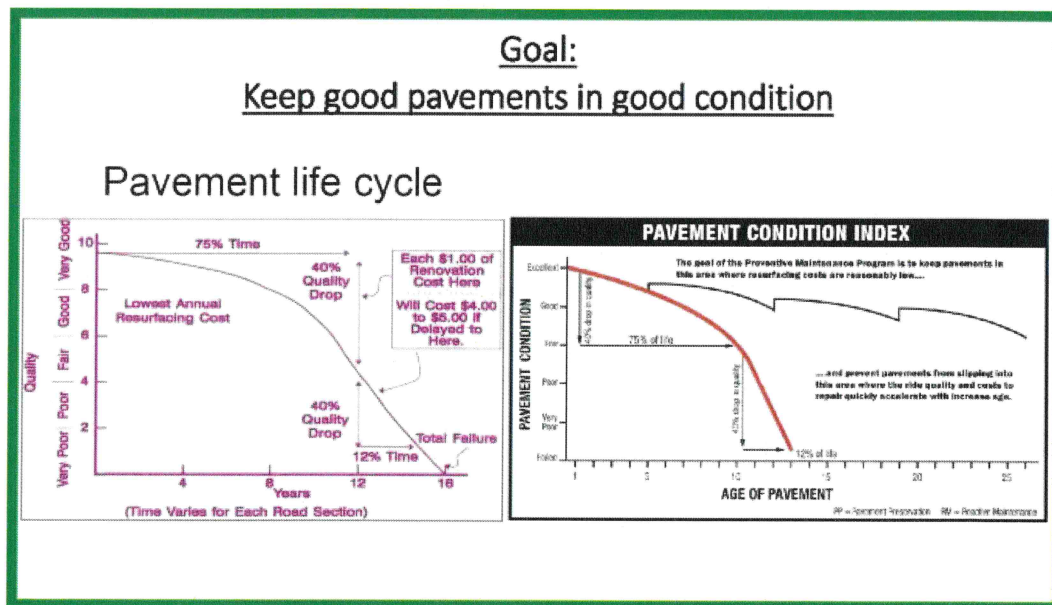
Alderman Russell asked if Jack's staff was in charge of compliance for this and if he has enough staff for it?

Jack noted that code enforcement handles this.

Jack said that staff will put together the new guidelines and bring this forward for Board approval.

#### 4. Discussion of Overlay Program

Chuck Soules, Public Works Director, noted that two years ago he started providing a report to the Board about pavement condition index (PCI) and staff began to inventory City streets. Chuck explained that PCI is a rating, or score given to the segment of pavement that provides comparable condition from segment to segment. Basically, grading street condition is rated from 0 to 100. Zero is lowest and one hundred the highest score. Streets typically have a design life of 20 years but that does not mean they do not need to be maintained. We have to do crack sealing, pothole repair and micro surfacing to keep roads in a serviceable condition.

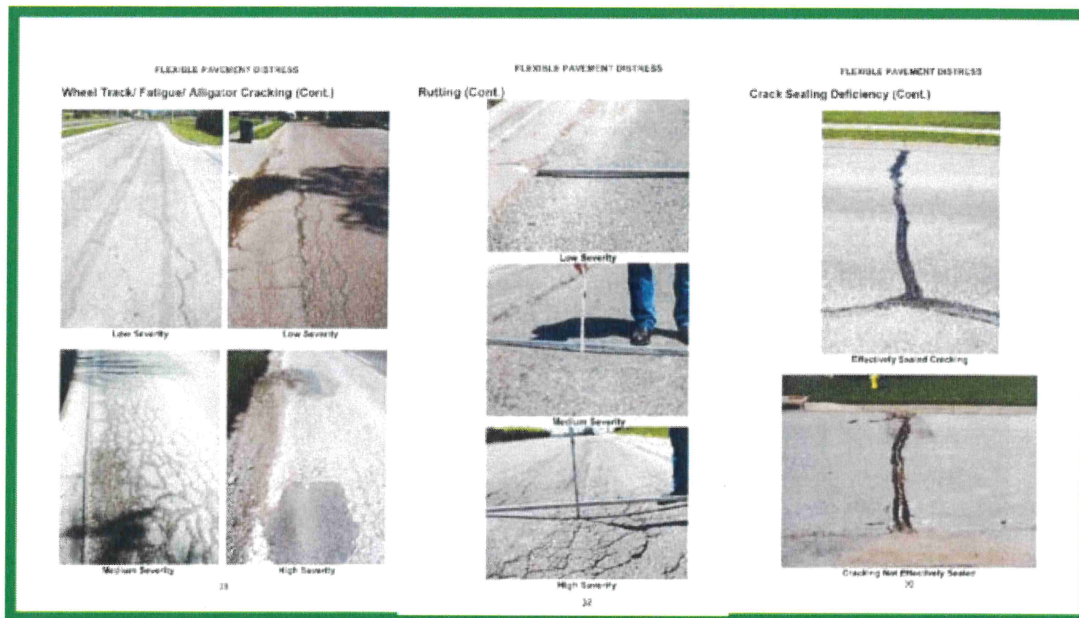


The goal is to extend the life of the pavement. Doing these repairs on the pavement can save money in the long term. A dollar spent today and save four to five dollars in maintenance. Chuck explained that PCI is only one factor used when determining street maintenance needs. They look at traffic volume, speed, safety, road classification, affordability and location.



FLEXIBLE PAVEMENT DISTRESS SURVEY FORM - CONDITION KEY									
Route ID _____		Seasoning From _____ To _____		*Segment Length Factor: (2260 ft / _____) = 1 x No. of occurrences					
Street Name _____		From _____ To _____							
Date: _____		Notes: _____							
DISTRESS	DISTRESS WEIGHTED VALUE	SEVERITY LEVEL OF DISTRESS			EXTENT LEVEL OF DISTRESS - (% of occurrences with a size in or % of pavement segment surface area or length affected)			Structural Deduct (X)	
		LOW	MEDIUM	HIGH	OCCASIONAL	FREQUENT	EXTENSIVE		
SURFACE DEFECTS	POTHOLES	10	Depth < 1" and Area < 1 sq. ft.	< 1" > 1 sq. ft. or > 1" < 1 sq. ft.	Depth > 1" & Area > 1 sq. ft.	< 5 / mile	5-10 / mile	> 10 / mile	X
	DEBONDING	5	Depth < 1" and Area < 1 sq. ft.	< 1" > 1 sq. ft. or > 1" < 1 sq. ft.	Depth > 1" & Area > 1 sq. ft.	< 5 / mile	5-10 / mile	> 10 / mile	---
	RAVELING/WEATHERING	10	Some loss of fine aggregate	Loss of fines & some coarse	Very rough & pitted	< 20%	20-50%	> 50%	---
	BLEEDING	5	Not Considered	Agg. & excess bitumen visible	Shiny black surface	< 10%	10-30%	> 30%	---
	PATCHING/UTILITY CUTS	5	Area < 1 sq. ft.	Area 1 sq. ft. - 1 sq. ft.	Area > 1 sq. ft. & < 30 sq. ft.	< 10 / mile	10-20 / mile	> 20 / mile	---
CRACK SEALING DEFICIENCY	5	Not Considered			< 50% not effectively sealed	> 50% not effectively sealed	No Cracks Sealed	---	
SURFACE DEFORMATION	RUTTING	10	Depth < 1/8" & < 30"	Depth 3/8"-3/4"	Depth > 3/4"	< 20%	20-50%	> 50%	X
	CORRUGATIONS/SHOVING	5	Noticeable effect on ride	Bumpy ride, some discomfort	Very bumpy ride, speed reduction	< 10%	10-30%	> 30%	---
	SETTLEMENTS/DEPRESSIONS	5	Noticeable effect on ride	Some discomfort & correction	Poor ride & correction needed	< 2 / mile	2-4 / mile	> 4 / mile	---
CRACKING	WHEEL TRACK/FATIGUE/ALLIGATOR CRACKING	15	Single/multiple cracks < 1/4" no raveling of fracturing blocks	Single/multiple cracks 1/4"-1", slight raveling of fracturing blocks	Multiple cracks > 1", raveling of alligator blocks, small potholes	< 20% of wheel track length within segment	20-50% of wheel track length within segment	> 50% of wheel track length within segment	X
	EDGE CRACKING	5	Width < 1/4" no raveling	Width 1/4"-1", raveled over 1/2 length of crack	Width > 1", raveled over 1/2 length of crack	< 20%	20-50%	> 50%	X
	TRANSVERSE CRACKING	10	Width < 1/4" no raveling	Width 1/4"-1", raveled over 1/2 length of crack	Width > 1", raveled over 1/2 length of crack	Avg. Crack Spacing (CS) > 100'	100' > CS > 50'	CS < 50'	---
	LONGITUDINAL CRACKING	5	Width < 1/4" no raveling	Width 1/4"-1", raveled over 1/2 length of crack	Width > 1", raveled over 1/2 length of crack	Crack Length (CL) < 50' per 100' of segment surveyed	50' < CL < 150' per 100'	CL > 150' per 100'	---
	BLOCK CRACKING	5	> 8"x8" & < 10' x 10' blocks formed	3'x3' to 8'x8' blocks formed	> 3'x3' blocks formed	< 20%	20-50%	> 50%	---
REMARKS	<div style="display: flex; justify-content: space-between;"> <span>** CURB &amp; Gutter: GOOD - Curb not damaged</span> <span>FAIR - Minimal damage</span> <span>POOR - Multiple damaged</span> </div> <div style="display: flex; justify-content: space-between;"> <span>** CURB &amp; Gutter: Not Applicable</span> <span>GOOD - Curb not damaged</span> <span>FAIR - Minimal damage</span> <span>POOR - Multiple damaged</span> </div>								

Chuck explained that this is the form that staff fills out for every segment of pavement. Staff visually observes the pavement areas and evaluates based on several conditions including potholes, debonding, raveling, bleeding, utility cuts, crack sealing, rutting, shoving, settlements, alligator cracking, edge cracking, transverse cracking, longitudinal cracking and block cracking. They look all of those and look at the extent and the frequency.



Chuck noted that in this picture are some typical examples of some of the values that staff looks at and evaluate based on their distress, low, medium or high and the extent they have occasional, frequent or extensive. There are 16 different distresses that they look at for asphalt and another 12 types of distresses looked at for concrete.



Segment ID	Street Name	Segment Description	PCI 2020	PCI 2021	PCI 2022
1	Rock Creek Addition	Segment 1	72.9	72.8	72.8
2	Rock Creek Addition	Segment 2	72.9	72.8	72.8
3	Rock Creek Addition	Segment 3	72.9	72.8	72.8
4	Rock Creek Addition	Segment 4	72.9	72.8	72.8
5	Rock Creek Addition	Segment 5	72.9	72.8	72.8
6	Rock Creek Addition	Segment 6	72.9	72.8	72.8
7	Rock Creek Addition	Segment 7	72.9	72.8	72.8
8	Rock Creek Addition	Segment 8	72.9	72.8	72.8
9	Rock Creek Addition	Segment 9	72.9	72.8	72.8
10	Rock Creek Addition	Segment 10	72.9	72.8	72.8
11	Rock Creek Addition	Segment 11	72.9	72.8	72.8
12	Rock Creek Addition	Segment 12	72.9	72.8	72.8
13	Rock Creek Addition	Segment 13	72.9	72.8	72.8
14	Rock Creek Addition	Segment 14	72.9	72.8	72.8
15	Rock Creek Addition	Segment 15	72.9	72.8	72.8
16	Rock Creek Addition	Segment 16	72.9	72.8	72.8
17	Rock Creek Addition	Segment 17	72.9	72.8	72.8
18	Rock Creek Addition	Segment 18	72.9	72.8	72.8
19	Rock Creek Addition	Segment 19	72.9	72.8	72.8
20	Rock Creek Addition	Segment 20	72.9	72.8	72.8
21	Rock Creek Addition	Segment 21	72.9	72.8	72.8
22	Rock Creek Addition	Segment 22	72.9	72.8	72.8
23	Rock Creek Addition	Segment 23	72.9	72.8	72.8
24	Rock Creek Addition	Segment 24	72.9	72.8	72.8
25	Rock Creek Addition	Segment 25	72.9	72.8	72.8
26	Rock Creek Addition	Segment 26	72.9	72.8	72.8
27	Rock Creek Addition	Segment 27	72.9	72.8	72.8
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31	Rock Creek Addition	Segment 31	72.9	72.8	72.8
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52	Rock Creek Addition	Segment 52	72.9	72.8	72.8
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66	Rock Creek Addition	Segment 66	72.9	72.8	72.8
67	Rock Creek Addition	Segment 67	72.9	72.8	72.8
68	Rock Creek Addition	Segment 68	72.9	72.8	72.8
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92	Rock Creek Addition	Segment 92	72.9	72.8	72.8
93	Rock Creek Addition	Segment 93	72.9	72.8	72.8
94	Rock Creek Addition	Segment 94	72.9	72.8	72.8
95	Rock Creek Addition	Segment 95	72.9	72.8	72.8
96	Rock Creek Addition	Segment 96	72.9	72.8	72.8
97	Rock Creek Addition	Segment 97	72.9	72.8	72.8
98	Rock Creek Addition	Segment 98	72.9	72.8	72.8
99	Rock Creek Addition	Segment 99	72.9	72.8	72.8
100	Rock Creek Addition	Segment 100	72.9	72.8	72.8

Chuck explained this spreadsheet is one page of about thirty. It shows the street from A to Z, from intersection to intersection. In 2020 staff completed the first City's PCI. Staff evaluated 517 different segments of pavement and the average PCI at that time was 72.9. Staff has just completed the process for 2022. They evaluated same segments of streets and our rating is 72.8. Chuck noted that in the packet he provided the spreadsheet that shows all the PCIs for 2021 and 2022.

In the last couple years staff has made significant progress in street improvement, street design including subgrade and based treatment, excavations and street and material specifications requiring better asphalt and concrete materials. We also have inspectors that inspect these City projects to make sure that the specifications are adhered to.

Chuck noted in the staff memo he outlined that between 2020 and 2022 the City spent to \$1.1 million on road improvements and road infrastructure.

From 2020 – 2022 the City spent approximately:

- \$850,000 in mill and overlay including Rock Creek and Coulter Additions, Tillman Road and Hospital Drive.
- \$252,000 other mill and overlay including Streetscape, Liberty Road, and Highland Circle

This totals \$1,102,000 for 3.2 center line miles of streets, an average of \$350,000 per center line mile. Of note, the Rock Creek addition needed significant base repair. The goal is to make sure roads are built correctly and maintained so we do not have to make these costly repairs. In comparison Tillman Road cost \$238,000 per center line mile.

Chuck emphasized the importance of regular and correct maintenance to keep those costs down.

Based on previous years mill and overlay program and PCI, staff is recommending the Board look at investing about \$400,000 in the mill and overlay program. Chuck explained that the goal is to achieve a 75 PCI rating on all City streets.

### STREET REHABILITATION PROGRAM 2023

- Micro – Surface: Spellman / old Jefferson / Eagle Parkway approx. 6 miles ave PCI 65
- Mill and Overlay – MARC Funds
  - Winner - Woods to end – replaced sewer main
  - Woods – Winner to Commercial PCI 34



SPELLMAN



WINNER

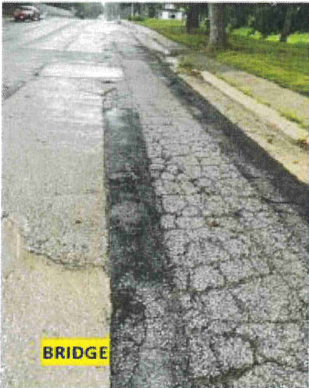


WOODS

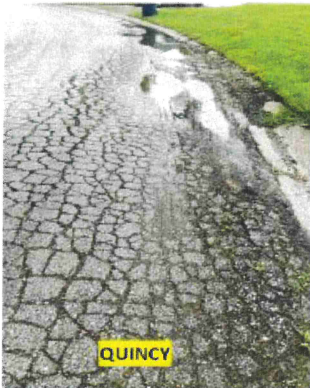
Chuck explained that the 2023 proposed budget includes \$300,000 for the mill and overlay program. In it staff is recommending that Spellman Drive, Old Jefferson Highway and Eagle Parkway, approximately six miles long and the PCI average is 65 receive a micro-surfacing treatment. He noted that if we repair the road now it would be more cost effective and extend the life of that road.

Chuck noted that we will be receiving funding from MARC (Mid America Regional Council). MARC received an additional \$8 million in ARPA funding which will be divided to member cities. Smithville's share is estimated to be \$60,000 which will be used for mill and overlay for Winner Avenue and Woods Street that have a PCI of 34.

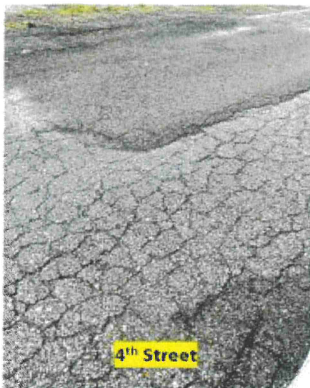
- Additional Street Improvements :
  - Bridge Street
  - Quincy
  - 4<sup>th</sup> St and 4<sup>th</sup> Terrace



BRIDGE



QUINCY



4<sup>th</sup> Street

Chuck noted the additional street improvement include the third phase of Streetscape, from Church Street to First Street, Fourth Terrace and Fourth Street and Quincy Boulevard from Hawthorne to Maple.

In 2023 the total amount that will be spent on street maintenance and improvements is approximately \$810,000.

Cynthia noted that at the governing body retreat we discussed priorities of the board and development of the 2023 budget. Staff will be providing the City Administrator's recommended FY2023 budget to the Board on August 16. That budget will incorporate the information presented here and any Board feedback received. Cynthia explained that is why staff wanted to make sure the Board had this information for them to have an understanding of the pavement management analysis and condition analysis. She explained that the Board directed staff to look at additional funds in the budget and that is where the \$400,000 number is coming from. As Chuck noted we also do spend funds from other funds are doing utility projects to make improvements are redo those roads that we have an impact on.

Cynthia noted that the Board priorities from the retreat related to staffing, mill and overlay and the sidewalk program are all included the City Administrator's recommended FY2023 budget.

Alderman Atkins asked how often the PCI study is done?

Chuck explained that it is done every two years because of the amount of time that it takes to complete.

Alderman Atkins asked if the 75 PCI goal takes into consideration of wear and tear over the next two years.

Chuck said that roads are always deteriorating but with the additional funds being proposed for the next few years the PCI will start gaining.

Mayor Boley noted that six miles of Spelman is 12 lane miles.

Chuck noted we can repair Spelman with \$300,000 now instead of \$1.5 million down the road.

Alderman Hartman thanked Chuck for doing this especially since we have never had it done before. He also noted that now we are holding developers and future developers accountable for building a good road base.

Chuck explained that Gina Pate, Management Analyst, has been working with the GIS system. It is not complete yet, but the goal is by fall to have the PCI loaded and ready for the public to look at.

Alderman Ulledahl asked if Tillman cost \$238,000 per center line mile, so double for the total.

Chuck said that the \$238,000 was the total for Tillman.



Alderman Ulledahl asked what the average cost per mile is?

Chuck said that \$238,000 is average the cost per mile for mill and overlay.

Gina presented a preliminary look at the City's GIS program.

Alderman Russell asked if the underground infrastructure is included when we do Winner Avenue and Woods Street.

Chuck explained that we try to do the underground infrastructure first before we do the road.

Alderman Russell asked what classifies a segment.

Chuck explained that it is typically intersection to intersection but on longer road they will pick up different landmarks. He also said that the segments are not all the same.

Alderman Russell asked how a curve fits into the segment.

Chuck gave the example of Quincy which was broken up into several sections and has several different ratings on it. He explained that if we are fixing a section of a street and the section next to it will need repaired in the next year we would probably go ahead and do it at the same time while the contractor is there and to try to keep the cost down.

## **5. Follow Up Discussion of Sidewalk Program**

Gina Pate, Management Analyst, noted that this was just a follow-up discussion from June 21 work session. Staff received comments on promoting the current Sidewalk Improvement Program. The program has been advertised in a "Did You Know" post and in the August Newsletter.

Gina noted that she is training the Engineering Technicians on the new City GIS platform to start recording the conditions of sidewalks around the City. The sidewalk condition map will be color coded and will allow the Board of Aldermen, staff, and the public to see the greatest need for improvements throughout the City each year.

The Board asked for follow-up on a cut-off date for the program enrollment. Staff is going to identify the area based on that condition map. Staff would then send out letters and try to contact all the property owners. If the property owner does not wish to be in the program and their property is identified with a hazardous sidewalk. Staff would ask them to fix it themselves and give them about 30 days to complete the work. If they do not make the necessary improvements, Codes Enforcement will issue them an abatement letter in the amount of the repair for their sidewalk improvements. The cost for the sidewalk repairs varies by property. The past material costs have been approximately \$200 but vary on the total amount of sidewalks being repaired. Staff expects a similar pricing for the contractor price per property. The goal of the program is to address all repair needs in an entire area, so there should not be any missing improvements. If a need for the program arises in a previously repaired area, staff will review on a case-by-case basis.

Gina noted that staff was is looking for feedback from the Board.

Alderman Russell noted that the average cost for the resident is approximately \$200 and asked if that amount would change with the new proposal.

Gina said that staff is assuming it will be close to the same cost and in some instances could be a little cheaper since we would be doing a larger area. She noted that it also depends on if they are replacing the entire sidewalk in front of the house or a single panel.

Alderman Ulledahl asked if staff had look into options such as mud jacking or foam jacking. He noted that the sidewalks on the east side of Liberty Street are all laying at an angle but are still in good condition.

Chuck noted that staff could look into it, but in his experience, he has not had very luck with mud jacking. He said it usually only lasts a few years. He said he would not recommend foam jacking at all. In Lawrence, KDOT repaired a job with foam and it only lasted about three weeks. Chuck noted that staff can look into different options such as grinding to get rid of a bump. Chuck explained that staff is looking for hazards such as tripping hazards, short gaps and sidewalk settling.

Alderman Ulledahl explained that the section he is talking about on Liberty Street is about four houses long and lifted on one side.

Mayor Boley said it may be more cost effective for instances like that to tear the sidewalks out and replace them.

Chuck explained that staff is looking first for the hazards. He said if the sidewalk is at a 45-degree angle then yes it would need to be replaced but if it is only a 10-degree angle probably not. The sidewalks in the worst shapes will be looked at first. He noted that once we get the GIS map updated, we will be able to see all the red areas which are the worst and that is the areas we will concentrate on first.

## **6. Follow Up Discussion – Mayor and Aldermen Term and Term Limits**

Cynthia provided an update from the last meeting on lengthening the Aldermen and Mayoral terms to four years. The Board also directed staff to work with legal staff in exploring the possibility of term limits. Following research by the city's legal counsel it has been determined that state statute does not give cities of the fourth class the ability to take term limits to the voters for approval.

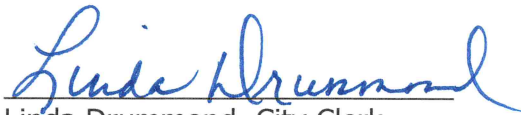
Cynthia noted that based on direction from the July 19 work session staff prepared materials to consider extending the term of both Mayor and Alderman to four years. An Ordinance with language which would place two questions on the November ballot has been included on the agenda for this evening's regular session.

Mayor Boley clarified that it will not extend the current term, it would begin with the April 2023 election if voters approve it.

## **7. Adjourn**

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

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:08 p.m.

  
Linda Drummond, City Clerk

  
Damien Boley, Mayor