



City Administrator's Report

November 10, 2022

Temporary Hydrant Meters – policy change recommended

The City currently rents out temporary portable hydrant meters for use by contractors to obtain water in order to complete construction and other projects. The City rents these meters free of charge and currently only charges the contractor for the water usage at the wholesale water rate and a \$1,500 deposit which is returned to the contractor once the meter is returned to the City and inspected to determine good working order. Recently, the cost for temporary portable hydrant meters has increased, with the latest costs quoted by Public Works to be approximately \$2,660. The current deposit amount of \$1,500 is outlined in the Schedule of Fees. This deposit amount of \$1,500 is not enough to cover the full cost of replacement of a new meter.

Staff has reviewed this situation and various options to address this need. The option of contractor-supplied meters was reviewed but there are concerns about calibration issues related to non-City meters and improper use that outweigh the pros of such an option. Staff also discussed the construction of a bulk water station as an alternative. At this time, a bulk water station would be estimated to cost about \$11,000. A bulk water station does provide some benefits over a temporary hydrant meter: namely contractors have the flexibility to purchase water quickly from the station and do not have to deal with a checkout process for a temporary meter. In contrast, the City would need to locate land for a bulk water station. Also, some contractors benefit from having direct access to the hydrant, so they do not have to go back and forth to a filling station to fill up their tanks. At this time, staff does not recommend building a bulk water station, but will evaluate this option in planning for the expansion of the water treatment plant.

To counteract rising inflation and the ongoing risk of contractors not returning meters, staff recommends increasing the deposit amount from \$1,500 to \$2,750, which would cover full replacement of a meter. Increasing the deposit also ensures "skin in the game" for the contractor, as \$1,500 does not incentivize return of the meter. In addition, staff recommends charging a service fee (\$150 for example) which would cover personnel costs related to checking the meter in and out to the contractor, locking and unlocking the meter to the hydrant for the contractor, and doing any calibrating, backflow testing, or inspecting to ensure the meter was not damaged and is

working appropriately. Staff has also examined adding a smaller deposit amount for any damage which would occur to a fire hydrant (\$500).

Staff anticipated bringing forward a formal policy in the City's Policy Manual which outlines a "check-out" process (for example, limiting meter use to 3 weeks) to ensure meters are returned at a specified date. The policy would also state meters are to remain locked to hydrants. Additionally, recommended changes to the Schedule of Fees are recommended. Staff will evaluate these fee amounts to ensure conformity with the Hancock Amendment.

At this time, staff anticipates bringing these items to the Board for approval in December, unless the Board expresses concern with proceeding.

Snow Maintenance Training

Staff participated in a Snow Maintenance Training on Tuesday, November 7. The Street Division, two Utilities Division staff, and three representatives from R&S Lawn and Sprinkler were present at the training. Attendees watched a Midwest Public Risk (MPR) training video and learned about best management practices from American Public Works Association (APWA) for pre-wetting salt and pre-treatment to maximize snow removal. They learned about the environmental impact of salt on our stormwater system.

Stormwater Enforcement Code

One of the requirements of the City's Stormwater Management Plan is to establish an ordinance prohibiting non-stormwater discharges in the storm sewer system. The City will establish appropriate procedures and actions to enforce the ordinance. Public Works staff will be providing recommendations for code revisions to specify stormwater enforcement in the Code of Ordinances. Currently, the stormwater ordinances are targeted for construction. Per the requirements of our management plan, we will need to enforce stormwater violations for individuals. The code will be an educational tool, with the authority to fine the individual if the behavior continues to occur. To be in compliance with the Stormwater Permit from MO DNR, we will need to revise our ordinances to reflect non-stormwater discharges as a violation. Staff plans to bring revisions forward at the December 6 Board of Aldermen Meeting.

Stormwater Master Plan

The Public Works Department is working on developing a Stormwater Master Plan. Please join us at one of our Stormwater Master Plan Open Houses to discuss flooding issues in Smithville. GBA will be hosting the open house, and Public Works staff will be present to answer any questions. The goal for these open houses is to hear public feedback and learn about stormwater issues in our City. These meetings will be held in the Senior Center at 113 W. Main Street Smithville, MO 64089. The same information will be covered at both meetings, and if you are unable to attend a meeting in-person there is an [online feedback](#) form on the City Website.

Stormwater Master Plan Open House Opportunities:

- Option 1: Monday, November 28, 2022, 5:00 pm - 7:00 pm
- Option 2: Tuesday, December 6, 2022, 5:30 pm - 7:00 pm

MARC Grant Update

As discussed at the November 1 Board of Aldermen Meeting, staff attended the Surface Transportation Program (STP) Committee Meeting. Based on the recommendations, the Bridge Street Roundabout project will receive \$896,000 of grant funding. The Board of Directors will make the final approval of the grant allocations.

Below is a summary of the current allocation of funds as recommended for MARC Board approval:

Project Title	Total project cost	MARC grant	City Cost (including both design and city match)
Second Creek Sidewalks	\$970,000	\$600,000	\$470,000
Bridge St Roundabout	\$1,730,000	\$896,000	\$834,000
Riverwalk Park	\$1,900,000	\$900,000	\$1,000,000

Staffing Update

Lance Andell submitted his resignation effective November 8, 2022. The Public Works Maintenance Worker I has been advertised for an opening. The Finance Analyst Position has been advertised and first review of applications will begin November 18.