



**City of Smithville, Missouri**  
**Board of Aldermen – Regular Session Agenda**  
**7:00 p.m. Tuesday, June 6, 2023**  
**City Hall Council Chambers and Via Videoconference**

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.

Public Comment can be made in person or via Zoom, if by Zoom please email your request to the City Clerk at [ldrummond@smithvillemo.org](mailto:ldrummond@smithvillemo.org) prior to the meeting to be sent the meeting Zoom link.

Join Zoom Meeting  
<https://us02web.zoom.us/j/89206875388>

Meeting ID: 892 0687 5388  
Passcode: **295801**

1. Call to Order
2. Pledge of Allegiance
3. Proclamations
  - World Elder Abuse Awareness Day June 15
4. Consent Agenda
  - Minutes
    - May 16, 2023 Board of Aldermen Work Session Minutes
    - May 16, 2023 Board of Aldermen Regular Session Minutes
    - May 17, 2023 Board of Aldermen Retreat Minutes
  - **Resolution 1228, Temporary Liquor License – Main Street District**  
A Resolution issuing a Temporary Liquor License to Smithville Main Street District for the whiskey vendors for Whiskey Walk to be held Saturday, July 15, 2023.
  - **Resolution 1229, Annual Maintenance of Police Department Body and Car Video Cameras**  
A Resolution authorizing payment to Motorola Solutions (WatchGuard Video) for the extended warranty for in-car and body worn video systems and software maintenance, in an amount not to exceed \$11,205.25.
  - **Resolution 1230, City Surplus Property**  
A Resolution declaring certain city items as surplus.

**REPORTS FROM OFFICERS AND STANDING COMMITTEES**

5. Committee Reports
  - Economic Development Committee
6. City Administrator's Report

**ORDINANCES & RESOLUTIONS**

7. **Bill No. 2995-23, FY2023 Budget Amendment No. 5**  
An Ordinance amending the FY2023 Budget to add \$1,127,902 to the expenditure budget. 1<sup>st</sup> reading by title only.

**8. Resolution 1231, Awarding Bid No. 23-09, Sidewalk Replacement Program**

A Resolution awarding Bid No. 23-09, to Legacy Underground Construction, Inc. to complete improvements on Liberty Road as part of the Sidewalk Replacement Program an amount not to exceed \$35,339.

**OTHER MATTERS BEFORE THE BOARD**

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**9. Public Comment**

**Pursuant to the public comment policy, a request must be submitted to the City Clerk prior to the meeting. When recognized, please state your name, address and topic before speaking. Each speaker is limited to three (3) minutes.**

**10. Appointment**

The Mayor will nominate appointments to the Economic Development Committee and the Board will vote:

- John Wallace
- Sonja Crites

**11. 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.

**12. Adjournment to Executive Session Pursuant to Section 610.021(1)RSMo.**





## Proclamation

### June 15<sup>th</sup> Elder Abuse Awareness Day

WHEREAS: Older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities; and

WHEREAS: In 2006, the International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

WHEREAS: 2023 marks the 17<sup>th</sup> Annual World Elder Abuse Awareness Day. Its recognition will promote a better understanding of abuse and neglect of older adults; and

WHEREAS: The National Center on Elder Abuse (NCEA) and the City of Smithville recognize the importance of taking action to raise awareness, prevent and address elder abuse; and

WHEREAS: As our population lives longer, we are presented with an opportunity to think about our collective needs and future as a nation; and

WHEREAS: Ageism and social isolation are major causes of elder abuse in the United States; and

WHEREAS: Recognizing that it is up to all of us, to ensure that proper social structures exist so people can retain community and societal connections, reducing the likelihood of abuse; and

WHEREAS: Preventing abuse of older adults through maintaining and improving social supports like senior centers, human services and transportation will allow everyone to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

WHEREAS: Where there is justice there can be no abuse; therefore, NCEA urges all people to restore justice by honoring older adults.

THEREFORE; I, Damien Boley, Mayor of the City of Smithville do hereby proclaim June 15, 2023 as World Elder Abuse Awareness Day in Smithville, and encourage all of our communities to recognize and celebrate older adults and their ongoing contributions to the success and vitality of our country.

Dated this 6<sup>th</sup> day of June 2023

By \_\_\_\_\_  
Damien Boley, Mayor  
City of Smithville



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:**

Administration/Parks/Police/Utilities

**AGENDA ITEM:** Consent Agenda

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### **REQUESTED BOARD 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 16, 2023 Board of Aldermen Work Session Minutes
  - May 16, 2023 Board of Aldermen Regular Session Minutes
  - May 17, 2023 Board of Aldermen Retreat Minutes
- **Resolution 1228, Temporary Liquor License – Main Street District**

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- **Resolution 1230, City Surplus Property**

A Resolution declaring certain city items as surplus.

### **SUMMARY:**

Voting to approve would approve the Board of Aldermen minutes and Resolutions.

### **PREVIOUS ACTION:**

N/A

### **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 checked="" type="checkbox"/> Minutes |
| <input type="checkbox"/> Other:                |   |

# SMITHVILLE BOARD OF ALDERMEN

## WORK SESSION

May 16, 2023, 5:30 p.m.  
City Hall Council Chambers and Via Videoconference

### 1. Call to Order

Mayor Boley, present, called the meeting to order at 5:31 p.m. A quorum of the Board was present: Leeah Shipley, Melissa Wilson, Ronald Russell, Dan Ulledahl and Dan Hartman. Marv Atkins arrived at 5:33 p.m.

Staff present: Cynthia Wagner, Gina Pate, Chief Jason Lockridge, Chuck Soules, Matt Denton, Stephen Larson, Jack Hendrix and Linda Drummond.

### 2. Discussion of 6-Month FY2023 Budget Review

Stephen Larson, Finance Director, presented an overview of the first six month of fiscal year 2023.

#### FY2023 Budget Comments

- The FY2023 budget figures include the following budget amendments approved by the Board of Aldermen:
  - Budget Amendment #1:** \$51,500 added to the CWWS Fund for the outright purchase of a new Utilities Department Skid Steer (delivered in May 2023).
  - Budget Amendment #2:** \$165,000 added to the Transportation Sales Tax Fund for mill and overlay costs related to 4<sup>th</sup> Street & 4<sup>th</sup> Terrace improvements.
  - Budget Amendment #3:** \$50,000 added to the General Fund and \$50,000 added to the Transportation Sales Tax Fund for expenses related to the 2023 Street Maintenance Program.
  - Budget Amendment #4:** \$105,000 added to the General Fund, \$75,000 added to the Transportation Sales Tax Fund, and \$60,000 added to the Park & Stormwater Sales Tax Fund for expenses related to the waterline, road, and stormwater improvements on Quincy Boulevard.

#### General Fund Review

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Revenues	\$5,466,340	\$5,986,868	\$3,637,856	66.6%

2<sup>nd</sup> Quarter FY2023 General Fund revenue projections are bolstered by the performance of property tax, sales tax, and interest earnings from available cash on hand.

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
Expenditures	\$6,460,310	\$6,439,052	\$2,831,898	43.8%

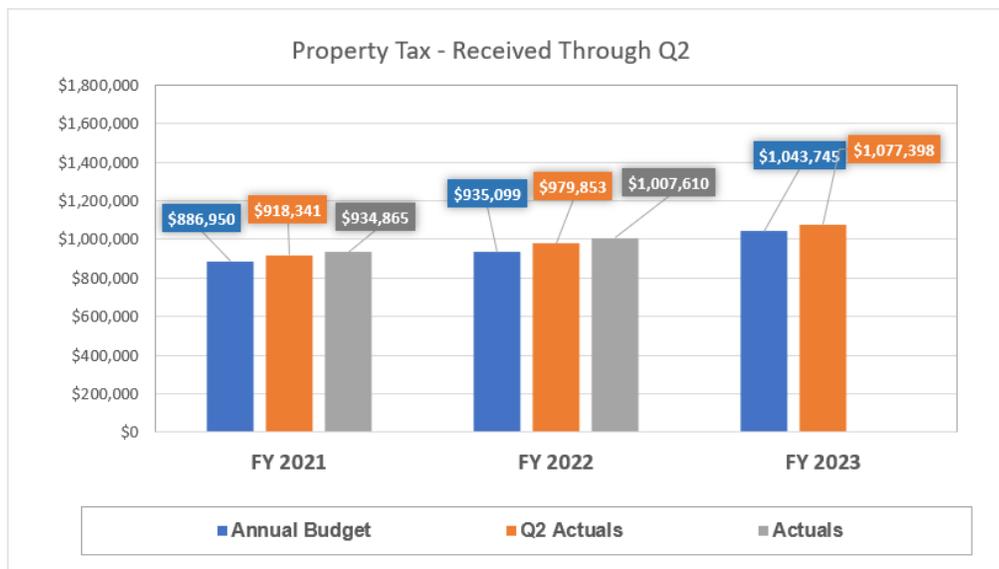
Capital Projects With GF Funding	Phase	Resolution	Contractor/Engineer	Status
2023 Street Maintenance Program	Construction	1212	Pavement Management	Bid Awarded
Quincy Boulevard – Sidewalk Replacement	Construction	1221	Amino Brothers Co.	Bid Awarded
2023 Sidewalk Replacement Program	Construction	Upcoming	Bid Not Awarded Yet	Not Started
Litton Visitor Center Renovation	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Property Tax Revenue

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Property Tax Revenues	\$1,043,745	\$1,103,250	\$1,077,398	103.2%

- The City received a large Property Tax disbursement from Clay County in January 2023.
- The City, on average in the past 3 years, receives 98% of annual property tax revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- For the last five years, the City has seen an average annual increase in property tax revenues of about 5.7%.

### Property Tax Revenue – 3 Year Trend History

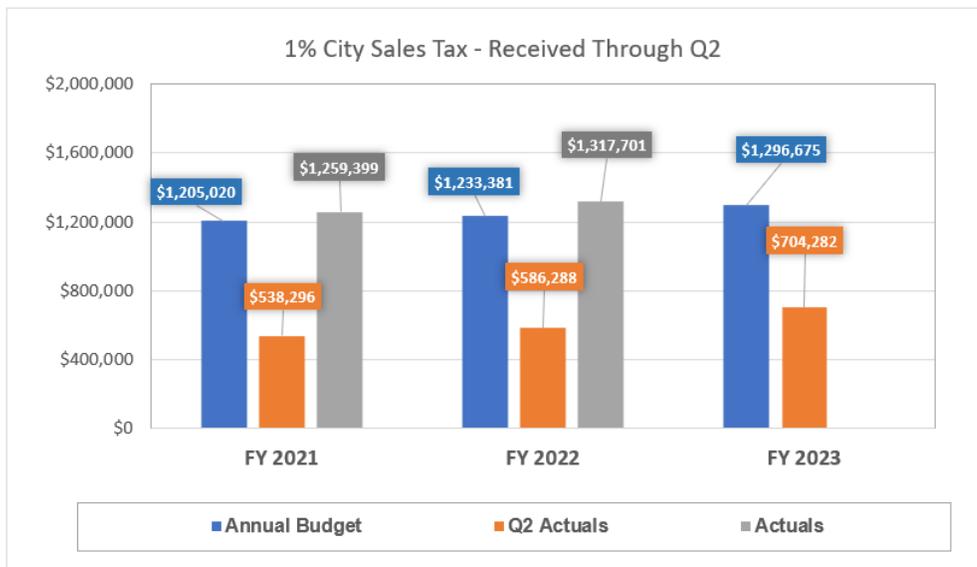


## 1% City Sales Tax Revenue

General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Sales Tax Revenues	\$1,296,675	\$1,358,350	\$704,282	54.3%

- The City, on average in the past 3 years, receives 44% of sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- This data reflects the monthly transfer of TIF EATs from the General Fund to the Special Allocation Fund (Marketplace TIF).

## 1% City sales Tax Revenue – 3 Year Trend History

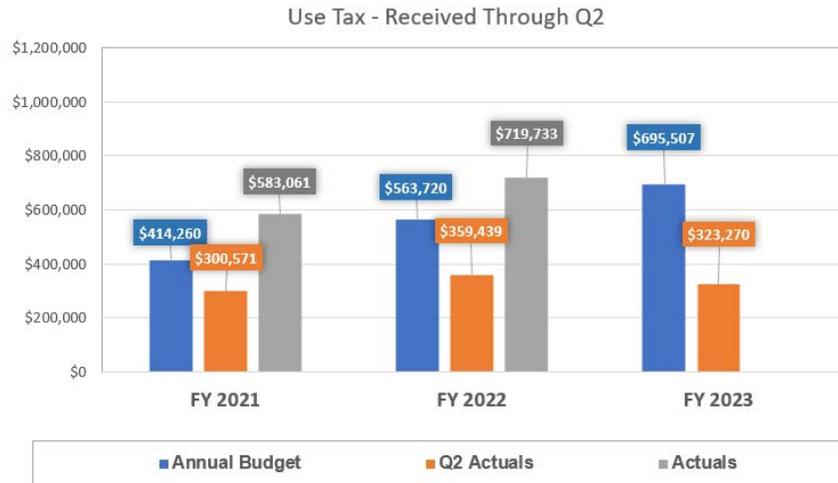


## Use Tax Revenue

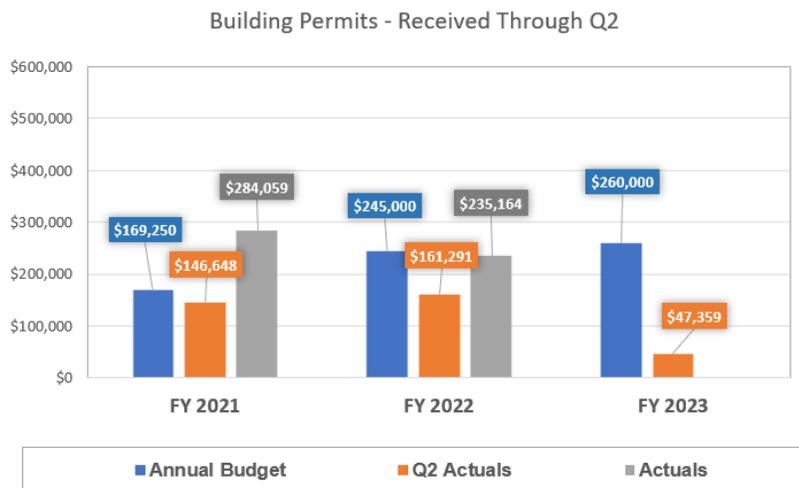
General Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Use Tax Revenues	\$695,507	\$668,450	\$323,270	46.5%

- The City, on average in the past 3 years, receives 49% of use tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.
- Use Tax receipts have *dropped off in the February, March, and April 2023 Distributions.*

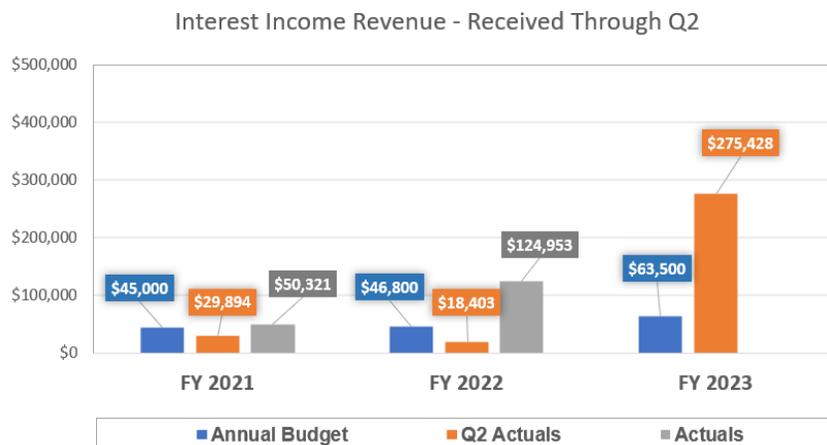
## Use Tax Revenue – 3 Year Trend History



## General Fund Revenues – Areas of Impact



Building Permit revenue is *down in Q2* compared to previous years



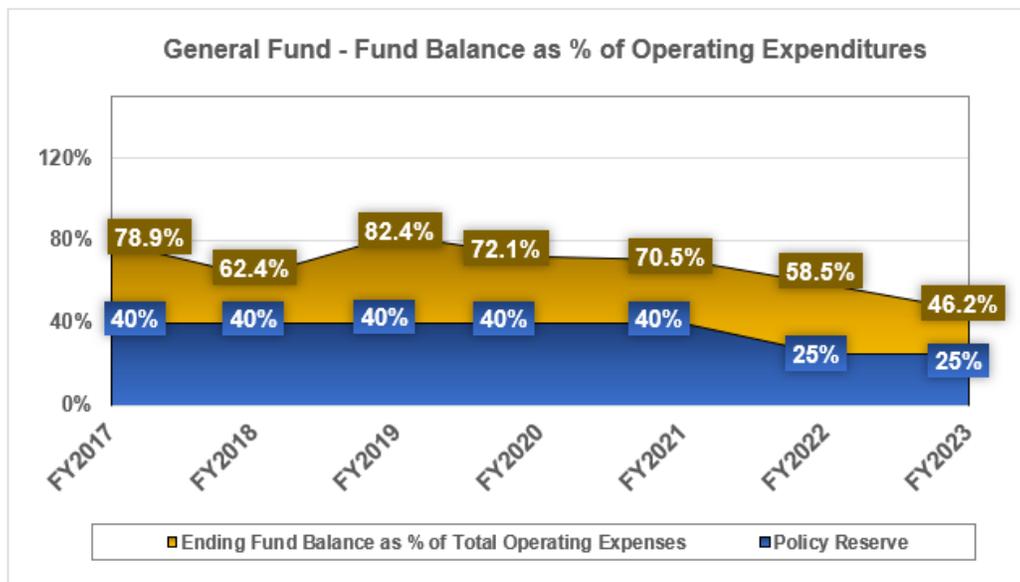
Interest Earnings revenue is *up significantly in Q2* compared to previous years.

## General Fund - Bottom Line

	Actual FY2022	Budgeted FY2023	Projected FY2023
Beginning Fund Balance	\$ 3,736,229	\$ 3,456,205	\$ 3,425,221
Total Revenues	\$ 5,542,691	\$ 5,466,340	\$ 5,986,868
Total Expenses	\$ 5,853,699	\$ 6,310,310	\$ 6,439,976
Net Change in Fund Balance	\$ (311,008)	\$ (843,970)	\$ (453,108)
Ending Fund Balance	\$ 3,425,221	\$ 2,612,235	\$ 2,972,113

\*Original FY2023 Budget of \$6,310,310 (with no Budget Amendments) is shown

## General Fund – Fund Balance Analysis



The FY2023 percentage of operating expenditures (shown in the graph above) is the projected ending amount

## Capital Improvement Sales Tax Fund

Capital Improvement Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
All Revenues	\$1,160,435	\$1,211,750	\$375,431	32.4%

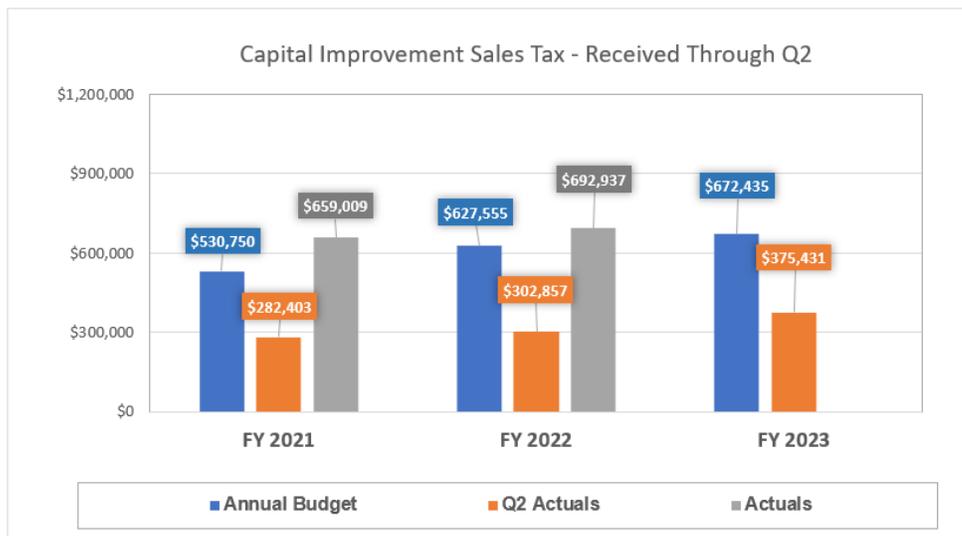
- The City, on average in the past 3 years, receives 43.5% of capital improvement sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

- The budget includes a \$488,000 MoDOT reimbursement for Streetscape Phase III Construction, which would be received as project progress occurs.

Capital Improvement Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
All Expenditures	\$1,355,370	\$1,355,370	\$433,839	32.0%

Capital Projects with CIST Funding	Phase	Resolution	Contractor/Engineer	Status
Downtown Streetscape Phase III	Engineering	1026	HDR Engineering	In Progress
Quincy Boulevard - Road Reconstruction	Construction	1221	Amino Brothers Co.	Bid Awarded
Downtown Streetscape Phase III	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Capital Improvement Sales Tax Revenue – 3 Year Trend History



### Transportation Sales Tax Fund

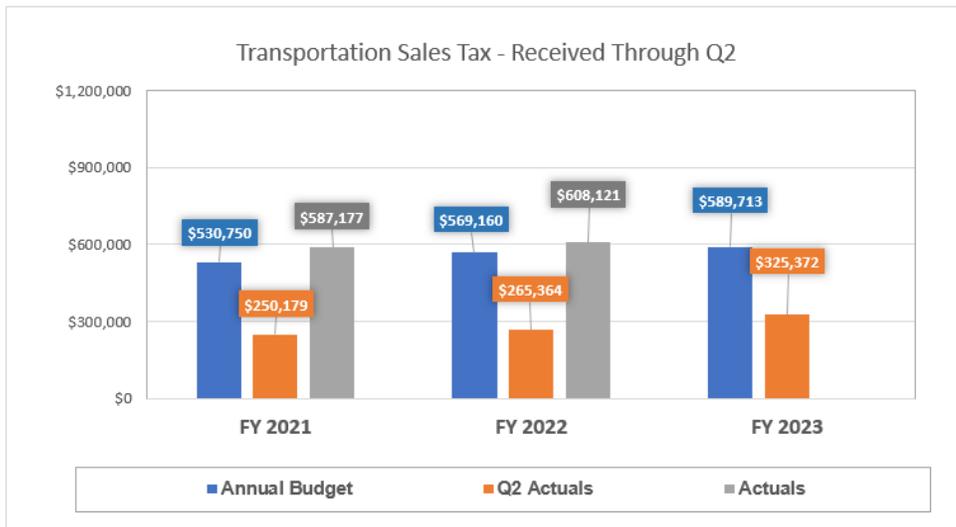
Transportation Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
Revenues	\$589,713	\$639,910	\$326,632	55.4%

- The City, on average in the past 3 years, receives 43.3% of transportation sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

Transportation Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
<b>Expenditures</b>	\$992,246	\$973,518	\$131,390	13.2%

Capital Projects With TST Funding	Phase	Resolution	Contractor/Engineer	Status
4th Street and 4th Terrace – Road Reconstruction	Construction	1199	Menke Excavating	Bid Awarded
2023 Street Maintenance Program	Construction	1212	Pavement Management	Bid Awarded
Quincy Boulevard - Road Reconstruction	Construction	1221	Amino Brothers Co.	Bid Awarded

### Transportation Sales Tax Revenue - 3 Year Trend History



### Combined Water & Wastewater Fund

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Received
<b>Revenues</b>	\$9,340,817	\$9,412,697	\$1,351,095	14.5%

- Budgeted revenues include COP proceeds of \$3,900,000 for 144<sup>th</sup> Street Lift Station and West Bypass of the 144<sup>th</sup> Street Lift Station.

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% of Budget Expended
<b>Expenditures</b>	\$13,070,115	\$11,963,624	\$1,379,507	10.6%

- Budgeted expenditures include COP proceeds of \$3,900,000 for 144<sup>th</sup> Street Lift Station and West Bypass of the 144<sup>th</sup> Street Lift Station.

### 2023 Capital & Maintenance Program – CWWS Fund

CWWS Capital Project	Phase	Resolution	Contractor/Engineer	Status
Winner and Woods Waterline Replacement	Construction	1158	Blue Moon Hauling	Completed
Aerobic Digester	Construction	1084	David E. Ross	Completed
4th Street & 4th Terrace - Waterline Replacement	Engineering	1054	Veenstra & Kimm	Completed
Quincy Boulevard - Waterline Replacement	Engineering	1043	Snyder & Associates	Completed
2023 Slipline Sewer Program	Maintenance	1193	SAK Construction, LLC	Completed
West Bypass of 144 <sup>th</sup> Street Lift Station	Engineering	987	HDR Engineering	In Progress
Little Platte River Crossing - Waterline Replacement	Engineering	1138	HDR Engineering	In Progress
Owens Branch Interceptor	Engineering	1176	HDR Engineering	In Progress
Water Plant Improvements	Engineering	1208	HDR Engineering	In Progress
4th Street & 4th Terrace - Waterline Replacement	Construction	1199	Menke Excavating	Bid Awarded
Quincy Boulevard - Waterline Replacement	Construction	1221	Amino Brothers Co.	Bid Awarded
West Bypass of 144 <sup>th</sup> Street Lift Station	Construction	Upcoming	Bid Not Awarded Yet	Not Started
144th Street Lift Station	Construction	Upcoming	Bid Not Awarded Yet	Not Started
Water Plant Improvements	Construction	Upcoming	Bid Not Awarded Yet	Not Started

### Water & Wastewater Sales Revenue

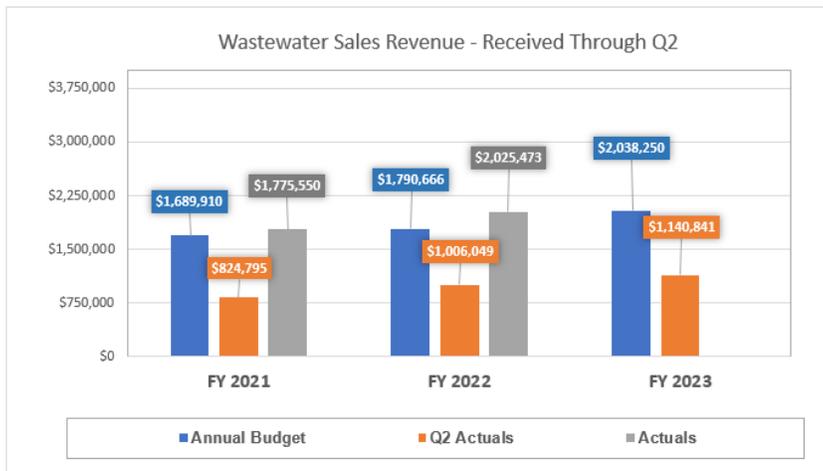
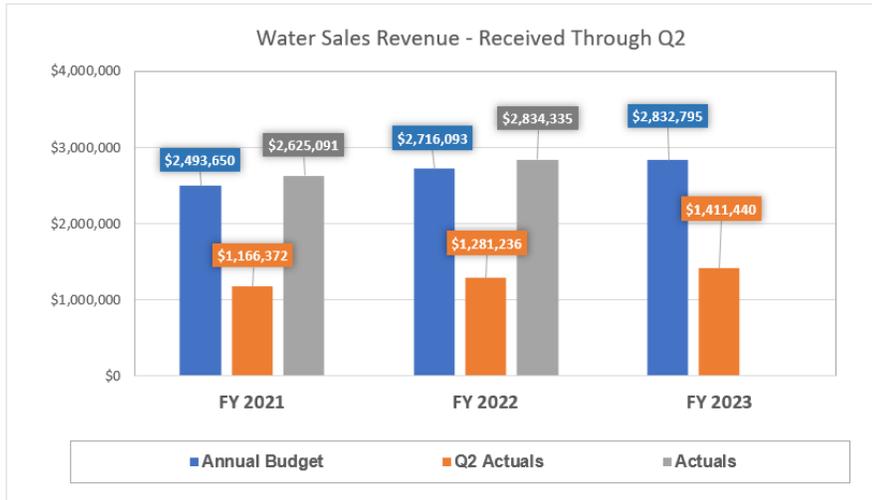
CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Water Sales	\$2,832,795	\$2,995,141	\$1,411,440	49.8%

- The City, on average in the past 3 years, receives 44.7% of water sales annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

CWWS Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Wastewater Sales	\$2,038,250	\$2,196,468	\$1,140,841	56.0%

- The City, on average in the past 3 years, receives 47.4% of wastewater sales annual revenue by 2<sup>nd</sup> quarter of the fiscal year.

### Water & Wastewater Sales Revenue - 3 Year History of Q2



## CWWS Fund – Bottom Line

	Actual FY2022	Budgeted FY2023	Projected FY2023
Beginning Fund Balance	\$ 5,602,501	\$ 7,123,744	\$ 6,851,727
Total Revenues	\$ 6,221,873	\$ 9,340,817	\$ 9,412,697
Total Expenses	\$ 4,972,647	\$ 13,070,115	\$ 11,963,624
Net Change in Fund Balance	\$ 1,249,226	\$ (3,729,298)	\$ (2,550,927)
Ending Fund Balance	\$ 6,851,727	\$ 3,394,446	\$ 4,300,800

## Sanitation Fund

Sanitation Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Revenues	\$915,860	\$851,972	\$425,989	46.5%

- The City, on average in the past 3 years, receives **49%** of solid waste annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

Sanitation Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
Expenditures	\$900,600	\$849,366	\$429,977	47.7%

- The City also pays to participate in the Household Hazardous Waste collection program (paid for in Q1 every year) administered by MARC which is funded by the Sanitation Fund.

## Park & Stormwater Sales Tax Fund

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
Revenues	\$672,435	\$723,750	\$374,867	55.7%

- The City, on average in the past year 2 years, receives 43.6% of park and stormwater sales tax annual revenue by the 2<sup>nd</sup> quarter of the fiscal year.

Park & Stormwater Sales Tax	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$557,750	\$549,330	\$61,869	11.1%

PST Funded Capital Project	Phase	Resolution	Contractor/Engineer	Status
Stormwater Discovery & Master Plan	Design	1106	George Butler Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Engineering	1043	Snyder & Associates	Completed
4th Street & 4th Terrace – Stormwater Improvements	Construction	1199	Menke Excavating	Bid Awarded
Quincy Boulevard – Stormwater Improvements	Construction	1221	Amino Brothers Co.	Bid Awarded

#### VERF (Vehicle & Equipment Replacement Fund)

VERF	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
<b>Revenues</b>	\$422,100	\$420,400	\$154,089	36.5%

- The VERF received the budgeted \$70,000 transfer for annual operational support in Q1 of 2023.
- YTD in-house vehicle auction and equity flip revenues equal \$84,089.

VERF	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$381,750	\$366,277	\$161,319	42.3%

- Through April 30, 2023, the City is leasing 25 vehicles with Enterprise Fleet Management.

#### ARPA (American Rescue Plan Act) Fund

American Rescue Plan Act Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Received of Budget
<b>Revenues</b>	-	-	-	-

- Finance staff will record an *interest earnings journal entry* at the end of FY2023 for the ARPA Fund.

American Rescue Plan Act Fund	FY2023 Budgeted	FY2023 Projections	FY2023 YTD	% Expended of Budget
<b>Expenditures</b>	\$953,270	\$880,215	\$403,642	42.3%

- ❑ As of April 30, 2023, the City had \$469,264 remaining on the Raw Water Pump Station construction contract with Irvinbilt Construction. Project has been completed. Final invoices are expected to be paid in July/August 2023

## 6 Month Budget Review – Conclusion

### Revenues

- *Property Tax:* Property tax will exceed the adopted line-item budget in FY2023.
- *Sales Tax:* Excellent growth through Q2, which is likely somewhat driven by consumer inflation in routine goods and services, but also growth in the local economy.
- *Use Tax:* Projecting to bring in less than the FY2023 budgeted amount. Staff assuming changes in retail consumer purchasing patterns due to inflationary pressure.
- *Building Permits:* Permits are beginning to pick up, but the revenue budget will likely not be met for FY2023.
- *Interest Earnings:* Higher earnings rate (interest rate set to float with Treasury Bill rate) has allowed for revenues to exceed budget through Q2. Projecting well over the budgeted amount for FY2023.

### Expenditures

- *General Fund Operational Expenditures:* In finishing Q2 2023, city departments are currently fully staffed, which will result in lower vacancy savings in FY2023.
- *Capital Budgets:* Capital budget spending is significant in all funds this year. Multiple budget amendments have been needed to adjust budgets to accommodate spending.

Alderman Russell asked about the 3% marijuana sales tax.

Mayor Boley explained that it will not begin being captured until October 1, 2023.

Cynthia explained that state law does not allow staff to report a breakdown of an individual business sales tax collected, only a total sum of all sales tax. Staff has the ability to see the breakdown by business but is not allowed to pass that information on to the Board. Cynthia noted that the Missouri Municipal League (MML) estimate of \$150,000 is probably pretty close, it may be a bit high.

Alderman Russell asked about the eight back-ordered VEF police vehicles and if there is a date of when to expect them.

Chief Lockridge explained that we have one ready for pick up and one is in the metro area, two are pending order for a production date and three show order accepted.

Stephen explained that Enterprise is starting to catch up with the City's requested vehicles. Parks and Recreation received their boom truck about a month ago and that was a really important piece of equipment for them that they use daily. There have been some significant vehicles come in the last couple months apart from the police interceptors

Cynthia noted that the VEF is a significant investment for the City. She explained that staff have spent a good amount of time reviewing cost and program. We started the lease program in the very beginning of pandemic shutdowns and had no idea we would have supply chain issues or see such significant increases in interest rates. Both of these have affected our bottom line. When we have the whole fleet up to date, we will basically have a new fleet and we will have lease management by Enterprise helping us navigate when to sell those vehicles to be able to capture the best resale. Cynthia noted that staff anticipates seeing a change in our maintenance costs. She explained that there are some months the repair bills from Wright Automotive for Police Department vehicles is voluminous. Once the vehicles are replaced, we should see a significant reduction in maintenance costs.

Alderman Hartman asked if the 144<sup>th</sup> lift station would be pushed to FY2024.

Stephen explained that it would be pulled out of the FY2023 budget and put in the FY2024 budget since it would not be bid until mid-November.

Cynthia noted that one of the reasons for delay in timing on the project is property acquisition. Chuck Soules is in conversation with four of the property owners at this time.

Alderman Wilson asked if a one-time transfer could be done for the VEF in the FY2024 budget and possible a smaller annual contribution that would be made to that fund.

Cynthia explained that staff has been looking at different scenarios and that will be part of the discussion at the Board Retreat, May 17.

### **3. Departmental Budget Presentation**

Stephen Larson, Finance Director, noted that this will help set the stage for the budget process and discussions and to give the Board a chance to ask the department directors questions.

The department review is an opportunity to highlight recent accomplishments and successes and identify the future goals and needs of departments.

A high-level budget summary indicating the categories of allocated expenses of each department and a department organizational chart are included in the presentation.

#### **Administration**

Gina Pate, Assistant City Administrator, presented the accomplishments, successes and future goals and needs for Administration.

#### **Department Structure**

City Administrator – full time      Assistant City Administrator - full time  
City Clerk – full time  
Legal Counsel - part time

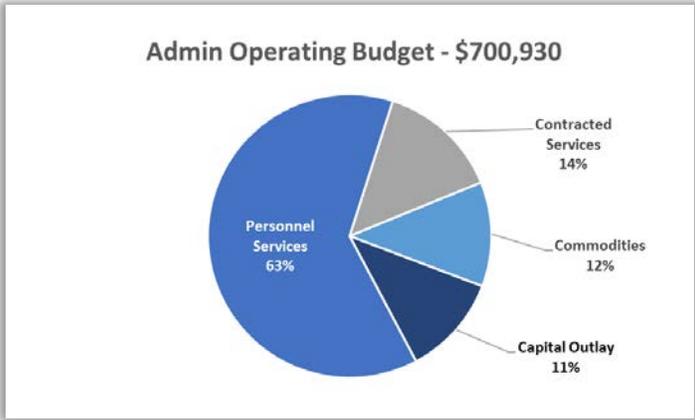
#### **2022-2023 Key Accomplishments**

- Continued partnership with Smithville Main Street.

- Board of Aldermen adopted the Economic Development Incentives Policy in August 2022 prepared by the Economic Development Committee.
- Communication & Training Enhancements
  - Bi-Monthly Citizen Newsletters
  - Implementation of the Big Takeaways
  - Communications Campaign for Citizen Newsletter Results
  - “Did You Know” Article Produced Weekly
  - Website Redesign with Municipal CMS
  - Information on Social Media about Upcoming Board of Aldermen Agendas
  - Increased number of training opportunities for employees
- Administered the second year of the Neighborhood Beautification Grant Program
- Supported and enhanced the Employee Wellness Program
- Completed Wayfinding Signage and Design Guidelines project (\$10,000 reimbursed to the City through the ARPA Tourism Grant) and Server Replacement project (2 servers).

**2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$439,540
Contracted Services	\$97,490
Commodities	\$83,500
Capital Outlay	\$80,400
Capital Improvements	-
<b>Grand Total</b>	<b>\$700,930</b>



**2024 Discussion Points**

- Smithville Main Street contract and agreement with Chamber of Commerce.
- Neighborhood Beautification Grant (\$25,000 in FY2024 Proposed Budget)
- Establishing a Laptop Replacement Program (annual replacement of specific laptops each year).
- Establishment of a Citizens Academy
- Wayfinding Signage

- Employee Relations
  - Wellness Program
  - City-Wide Focus on Training
  - Compensation and Merit Pool
  - Retirement Enhancements
- Website Enhancements

**Finance**

Stephen Larson, Finance Director, presented the accomplishments, successes and future goals and needs for the Finance Department.

**Department Structure**

Finance Director – full time

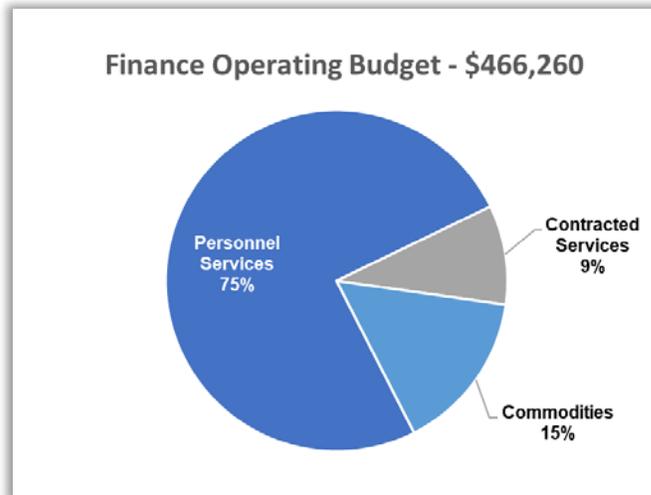
Finance Specialist II (2) – full time      Finance Specialist I - full time

**2022-2023 Key Accomplishments**

- Received the GFOA Distinguished Budget Award for the FY2022 Budget Document (4<sup>th</sup> straight year).
- Implemented Positive Pay ACH and check fraud program which prevents check washing/fraud and potential ACH fraud.
- Implemented a senior citizen 15% discount for the monthly water and wastewater fixed charge during the FY2023 Budget Process.
- Created a “Completed CIP Projects” page on the public website which showcases major projects completed over the last 4 years.
- Worked to promote the use of digital utility billing by email which resulted in an increase in the percentage of utility customers receiving their bills via email to 15% of total billed customers.
- Worked with the Governing Body to develop a new utility disconnection policy to allow more time for utility customers to pay until utility shut-off occurs.

**2022-2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$342,060
Contracted Services	\$37,850
Commodities	\$86,350
Capital Outlay	-
<b>Grand Total</b>	<b>\$466,260</b>



**2024 Discussion Points**

- Coordinate the migration from Tyler Technologies ERP Pro 9 to ERP Pro 10 and provide support and training to City Departments.
- Explore and evaluate the benefits of Tyler Technologies AP Automation & Cloud Storage capabilities for the City’s ERP.
- Assist with the Bond Rating process for 2023 Series COP.
- Pursue improvements in the breakdown of utility billing charges shown on the customer’s utility bill (i.e., senior discounted rate, volume/usage rate, fixed monthly charge).
- Update and implement utility rate recommendations from the utility rate model based upon CWWS operational and capital expenses.
- Continue to provide quality customer service to over 4,200 utility customer accounts billed monthly.

**Police**

Jason Lockridge, Chief of Police, presented the accomplishments, successes and future goals and needs for the Police Department.

**Department Structure**

- Chief of Police – full time
- Police Captain – full time
- Police Administrative Assistant / Prosecutor’s Assistant – full time
- Police Sergeants (4) - full time
- Police Detectives (2) - full time

- School Resource Officers (2) - full time
- Police Officers (10) – full time

**2022-2023 Key Accomplishments**

Year	2020	2021	2022	2023 (Projected)
Calls for Service	5,970	6,329	7,218	8,079

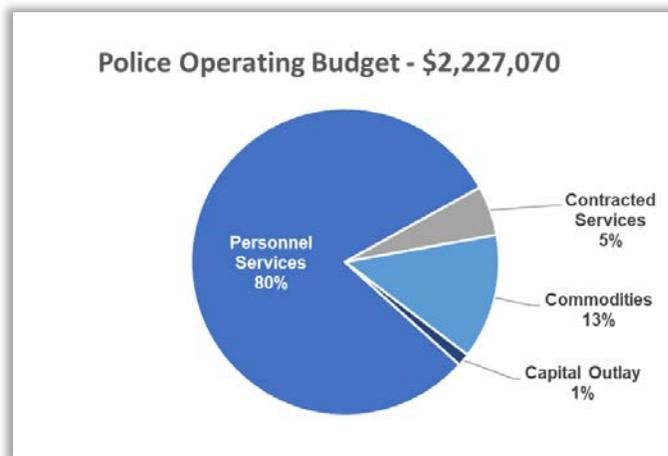
- Filled the vacant Police Detective position and the vacant School Resource Officer position.
- Completed technology advancements in the department.
- Purchased the department's first drone and completed pilot training/licensing (funded by private donations). Department expects to purchase the second drone with grant funding and train two additional pilots by the end of FY2023.
- Started implementation of a procedure manual to accompany the existing policy manual.
- Purchased one used police car to replace totaled car struck in roadside incident.
- Replaced four tasers (annual replacement program).
- Started the replacement process for eight Police Interceptors through Enterprise Fleet Management.

Alderman Hartman asked if insurance paid anything on the police vehicle that was damaged and had to be replaced.

Chief Lockridge said that it did.

### 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,788,010
Contracted Services	\$116,320
Commodities	\$293,540
Capital Outlay	\$29,200
<b>Grand Total</b>	<b>\$2,227,070</b>



### 2024 Discussion Points

- Consideration of two additional Police Officers and associated vehicles.
- Consideration of replacement of Police handguns.
- Replacement of four mobile data terminals, which constitutes the second round of replacement of terminals.
- Continue the annual Taser Replacement Program.
- Continue to train and develop new Police staff.
- Implement a Mental Health Wellness Checks program.

## Development

Jack Hendrix, Development Director, presented the accomplishments, successes and future goals and needs for the Development Department.

## Department Structure

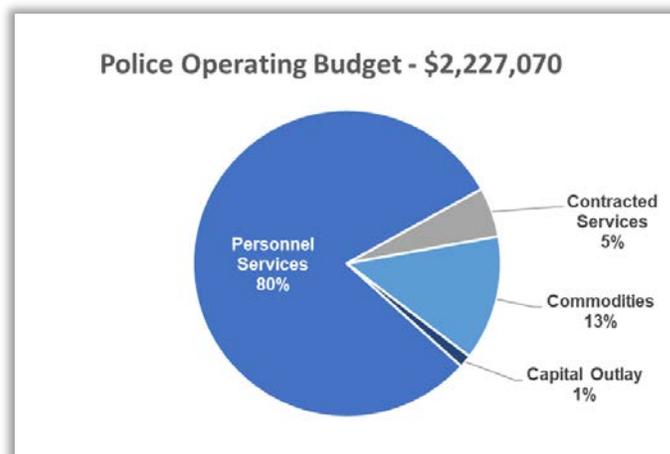
Development Director – full time  
Building Inspectors (2) - full time  
Code Inspector (1) - full time  
Permit Technician (1) - full time

## 2022-2023 Key Accomplishments

- Completed several implementation actions from Comprehensive Plan 2030, which included the following:
  - **Goal HN1.1** – Supported Additional Housing Stock: Approved Fairview Crossing which adds 316 additional housing units.
  - **Goal ST1.1** – Wayfinding Plan Adopted
- Worked with developers to add several commercial/retail lots to potential inventory:
  - Richardson Street Plaza
  - McBee's Corner
  - Fairview Crossing (10 Lots)
  - Fairview Crossing North (6 Lots)
- Filled vacant Building Inspector position and continued training of all Development Department employees.

## 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$1,788,010
Contracted Services	\$116,320
Commodities	\$293,540
Capital Outlay	\$29,200
<b>Grand Total</b>	<b>\$2,227,070</b>



## 2024 Discussion Points

- Continue the following Comprehensive Plan Action Items:
  - Establish a zoning overlay on the westside of Highway 169 for commercial and mixed uses and establish key priority industry niches (determine whether to complete this work in-house or contract the work out, which has an estimated consultant cost of \$30,000).
  - Continue to provide training and education to staff for increased certifications.
  - Work towards an online inspections system following the ERP Pro 10 Migration.

Alderman Russell asked about the key accomplishments:

- **Goal HN1.1** – Supported Additional Housing Stock: Approved Fairview Crossing which adds 316 additional housing units.
- **Goal ST1.1** – Wayfinding Plan Adopted

He asked what the next step is for each of those, if it will go to 1.2, 1.3, etc.

Jack explained that it is part of the Comprehensive Plan (page 72). Those goals are based upon the five Strategic Pillars, HN is housing and then ST is small town feel. The only one that has a limited number of items is the educational provision, it only has four items on it whereas housing, business and economics have anywhere from nine to 20 different action items. Jack noted that they are also in the appendices at the back of the Comprehensive Plan and are organized by either priority or by timing. Jack explained that staff has been working on a dashboard that will be more visually pleasing and easier to understand. Staff hope to present it to the Board sometime in the near future and hopefully have available on the City website.

## Parks and Recreation

Matt Denton, Parks and Recreation Director, presented the accomplishments, successes and future goals and needs for the Parks and Recreation Department.

## Department Structure

Parks and Recreation Director – full time  
Recreation Manager - full time  
Parks Maintenance Crew Leader - full time  
Parks Maintenance (2) - full time  
Recreation Coordinator - full time  
Clinic Instructors (as needed) - part time  
Seasonal Parks Maintenance (as needed) - part time  
Field Supervisors (as needed) – part time

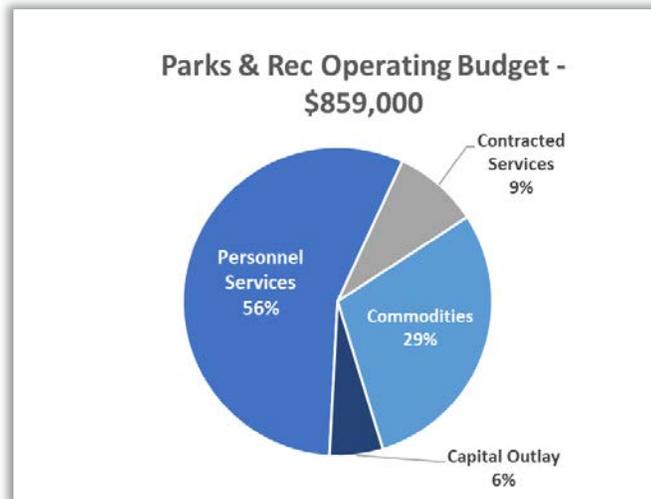
## 2022-2023 Key Accomplishments

- Continue to pursue short-term goals from the Parks and Recreation Master Plan:
  - Park Signage
  - Diamond Crest Park
  - Emerald Ridge Neighborhood Park
- Expanded Senior Center Fitness classes, increased facility rental revenue from 2021, and painted the inside of the facility.
- Grew participation in current Parks and Recreation programs and added more recreational programs outside of sports (Art in the Park, Learn to Kayak)
- Held first fundraising event with the Smithville Chamber of Commerce to raise funds for Smithville Legacy Fund.
- Incurred no restroom related “report a concern” issues.

- Worked with multiple eagle scouts on projects within the scout area and painted restroom at Smith's Fork.
- Hired new Recreation Coordinator position (new position funded in FY2023 Budget).

### 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$481,620
Contracted Services	\$76,650
Commodities	\$252,880
Capital Outlay	\$47,850
<b>Grand Total</b>	<b>\$859,000</b>



### 2024 Discussion Points

- Prioritized park projects as identified in the Parks and Recreation Master Plan within the Park & Stormwater Sales Tax Fund.
- Discuss using "Payment in Lieu of Dedication" funds to assist in funding the resurfacing of Heritage Park and Smith's Fork Park playgrounds (with Park & Stormwater Sales Tax offsetting remaining amount).
- Continue work with the Legacy Fund
- Consideration of the Equipment Replacement & Sharing Program

### Public Works

Chuck Soules, Public Works Director, presented the accomplishments, successes and future goals and needs for the Street Department.

### Department Structure

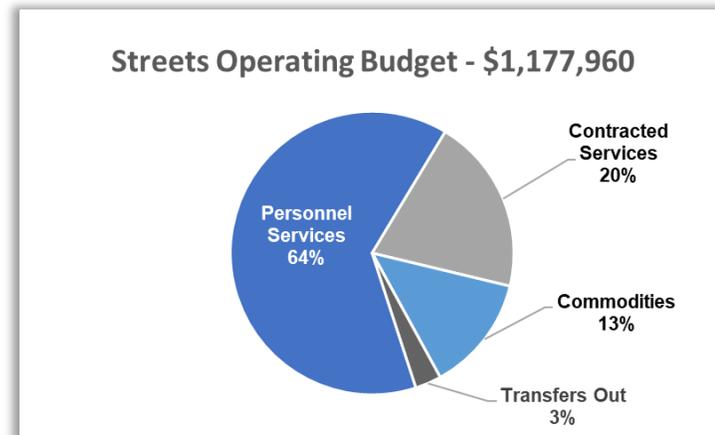
Public Works Director (50%) – full time  
 Street Superintendent - full time  
 Assistant to the Public Works Director (50%) – full time  
 Engineering Technician - full time  
 Administrative Coordinator - part time  
 Street Maintenance Crew Leader - full time  
 Street Maintenance Workers (5) - full time

## 2022-2023 Key Accomplishments

- Provided project administration and inspection services for public infrastructure and private development projects.
- Maintained the condition of streets through patching and crack sealing programs.
- Featured the following items in the GIS website:
  - Sidewalk and Street Sign Inventory
  - Pavement Condition Index (PCI) Scores
  - Outfalls (Stormwater Discharge Points)
  - Snow Routes
  - Road Maintenance Information
- Implemented pre-treatment with salt brine for snow events.
- Secured three MARC grants for infrastructure projects.
- Performed in-house easement acquisitions for infrastructure improvements (Quincy Boulevard, Streetscape Phase III, 4<sup>th</sup> Street & 4<sup>th</sup> Terrace, and the 144<sup>th</sup> Street Force Main)

## 2023 Budget Summary

2023 Total Budget	
Personnel Services	\$749,510
Contracted Services	\$237,070
Commodities	\$156,380
Capital Outlay	-
Transfers Out	\$35,000
Capital Improvements	\$325,000
<b>Grand Total</b>	<b>\$1,502,960</b>



## 2024 Discussion Points

- Consideration of the Equipment Replacement and Sharing Program.
- Public Works / Parks & Recreation Facility (including salt storage).
- Continue funding for the Annual Street Maintenance Program.
- Complete third round of the Pavement Condition Index (PCI)

- Provide updates on the current Capital Improvement Projects (CIP) status and make information available on the GIS website.

**Utilities (Public Works)**

Chuck Soules, Public Works Director, presented the accomplishments, successes and future goals and needs for the Utilities Department.

**Department Structure**

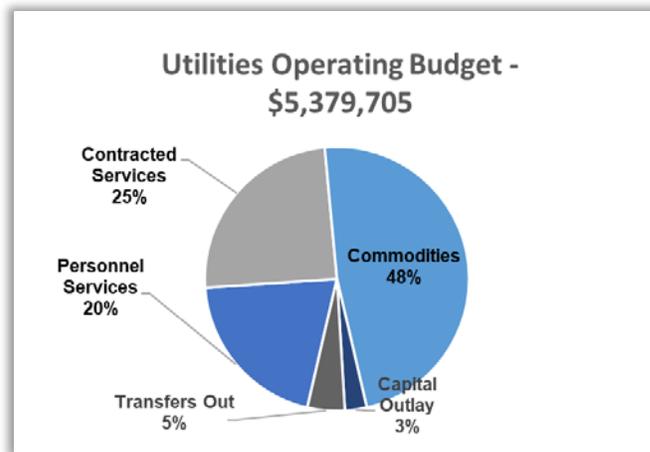
- Public Works Director (50%) – full time
- Utilities Superintendent – full time
- Assistant to the Public Works Director (50%) – full time
- Engineering Technician - full time
- Water Treatment Plant Manager – full time
- Operations Manager – full time
- Administrative Coordinator – full time
- Water Plant Operators (2) – full time
- Water Plant Shift Supervisor – full time
- Water Plant Operators (2) – full time
- Wastewater Plant Operators (2) – full time
- O&M Technicians (3) – full time

**2022-2023 Key Accomplishments**

- Treated 192 million gallons of drinking water that met the standards set by the DNR and the EPA for safe consumption.
- Treated 78 million gallons of wastewater that met all regulatory standards.
- Successfully completed the Smith's Fork Campground Lift Station project.
- Completed construction of Digester #1 Floating Aerator.
- Completed construction of the Winner Avenue Waterline Project.
- Rehabilitated 4,124 linear feet of sewer line, 3 manholes, and repaired and restored service to SBR (sequencing batch reactor) #1.
- Completed construction of a new Raw Water Pump Station and installed a Copper Ion Generator for improved water quality.
- Inspected and conducted weekly preventative maintenance on 31 sewer pump stations and repaired 24 waterline issues.
- Conducted 1,030 on-time utility locates and completed 918 work orders.

**2023 Budget Summary**

2023 Total Budget	
Personnel Services	\$1,271,770
Contracted Services	\$1,627,180
Commodities	\$2,135,205
Capital Outlay	\$67,990
Transfers Out	\$277,560
Capital Improvements	\$7,741,900
<b>Grand Total</b>	<b>\$13,121,605</b>



### 2024 Discussion Points

- Continue the Sewer Rehabilitation Program (Cured in Place Pipe).
  - Regular sewer runs reduced from 15 per month to just a few per year since the program started.
- Consider a bar screen replacement for the wastewater plant.
- 144th Street Lift Station and West Bypass:
  - Negotiations and condemnation processes are underway for four properties. The project is expected to be put out to bid in Fall 2023.
- Consideration of FY2024 – FY2028 Five Year Capital Improvement Plan, which includes the following significant projects:
  - Engineering for wastewater plant expansion and improvements (\$1,050,000 in the Proposed FY2024 CIP).
  - Planning for the Water Plant Expansion Project.
- Utility Rate Review

### Transportation Sales Tax Fund

Chuck Soules, Public Works Director, presented the Transportation Sales Tax Fund.

### Funding Overview

- The Transportation Sales Tax is a 0.5% (half-cent) special sales tax that became effective July 1<sup>st</sup>, 1989 (per Section 140.120).
- The Transportation Sales Tax was authorized by voters to have no expiration or until repealed by the Board of Alderman (per Section 140.120).
- The sales tax is to be used for the purpose of constructing, reconstruction, repairing, and maintaining streets, sidewalks, trails, City owned parking lots, and bridges within the City

### 2022-2023 Key Projects in Progress and Completed

- Complete the 2023 Street Maintenance Program which includes crack sealing, micro surfacing, and street striping on Spellman Road, Northeast 172<sup>nd</sup> Street, Old Jefferson Highway, and 180<sup>th</sup> Street.
- Continue the street sweeping program (which is an MS4 stormwater permit requirement).
- Begin construction in Spring/Summer 2023 on the following capital improvement projects:

- Sidewalk Replacement Program (Liberty Road)
- 4th Street & 4th Terrace – Road Reconstruction (Following Utility Improvements)
- Quincy Boulevard – Road Reconstruction (Following Utility Improvements)

*Transportation Sales Tax provides funding for the City's annual mill and overlay program to repair and rehabilitate streets with a low PCI (pavement condition index)*

### **2024 Discussion Points**

- Establish improvement priorities based on comprehensive evaluations, including consideration of street repairs, water and sewer maintenance, and potential sidewalk additions.
- Continuation of funding:
  - Street Maintenance Program
  - Sidewalk Replacement Program including an ADA-compliant component
  - Striping Program
- 2024 Street Maintenance Program: Includes selected roads in Harborview neighborhood based upon the PCI.
- Commercial Street Sidewalks Project (FY2024) (from Smithville High School to Meadow Street)

### **Capitol Improvement Sales Tax Fund**

Chuck Soules, Public Works Director, presented the Capital Improvement Sales Tax Fund.

### **Funding Overview**

- The Capital Improvement Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on April 3<sup>rd</sup>, 2018.
- The City began to see initial collections of the sales tax in November 2018.
- The Capital Improvement Sales Tax was authorized by voters to be enacted until December 31<sup>st</sup>, 2038 (20 years).
- The sales tax is to be used for the purpose of funding, financing, operating, and maintaining capital improvements.
- The primary obligation of this sales tax is to fund outstanding debt service first (Series 2018/2019 General Obligation Debt). Leftover cash is utilized for capital projects.

### **Key Projects – Completed**

- Projects completed in this fund since the April 2018 election include:
  - Amory Road Improvements
  - 2<sup>nd</sup> Creek Road Bridge
  - 180<sup>th</sup> Street Trail
  - Commercial Street Sidewalks
  - Main Street Walking Trail
  - Downtown Streetscape Phase I & II

### **Projects – In Progress and Planned**

- Downtown Streetscape Phase III - Engineering & Construction

## **2024 Discussion Points**

- The City has been awarded federal transportation funding, through Mid-America Regional Council (MARC), for the following projects:
  - Second Creek Sidewalks
  - 1<sup>st</sup> & Bridge Street Round-A-Bout
  - Riverwalk Park & Trail
- Consideration of FY2024 – FY2028 CIST Capital Improvement Plan:
  - Riverwalk & Trail – Engineering (\$250,000 in FY2024)
  - Second Creek Sidewalks – Engineering (\$150,000 in FY2024)
  - 1<sup>st</sup> & Bridge Street Round-A-Bout – Engineering (\$200,000 of \$250,000 in FY2024 through CIST funding)
  - Second Creek Sidewalks – Construction (\$945,000 in FY2025)
  - Riverwalk & Trail – Construction (\$480,000 of \$1,800,000 in FY2025)

## **Parks and Stormwater Sales Tax Fund**

Chuck Soules, Public Works Director, and Matt Denton, Parks and Recreation Director, presented the Parks and Stormwater Sales Tax Fund.

## **Funding Overview**

- The Park and Stormwater Sales Tax is a 0.5% (half-cent) special sales tax that was approved by voters on June 2nd, 2020.
- The City began to see initial collections of the sales tax in November 2020.
- The Park and Stormwater Sales Tax was authorized by voters to be in enacted until December 31<sup>st</sup>, 2040 (20 years).
- The sales tax is to be used for the purpose of operating, maintaining, funding, and/or financing parks and recreation needs and stormwater control

## **2022-2023 Key Projects In Progress and Completed**

### **Parks and Recreation**

- Completed Diamond Crest Park Playground, Sidewalk, and Fencing Improvements.
- Completed RTP grant application for the “OK” Railroad Trail (Phase I) to connect Diamond Crest to Lake Meadows.
- Completed LWCF (Land Water Conservation Fund) grant application for Emerald Ridge Park.
- Awarded \$900,000 in MARC funding for the Riverwalk Park & Trail.
- Installed Park Boulder Signs around the City Parks

### **Stormwater**

- Completed a “Stormwater Needs Assessment” and cleared blockage in Owens Branch stream.
- Developed an “Illicit Discharge and Elimination Plan” as identified by the MS4 audit.
- Initiating stormwater projects on Quincy Boulevard, Bridge Street, and 4<sup>th</sup> Street & 4<sup>th</sup> Terrace during Spring/Summer 2023.

## **2024 Discussion Points**

### **Park & Recreation**

- Implement Year 3 of the Parks and Recreation Master Plan with the update to the Emerald Ridge Neighborhood Park.
- Pursue “OK” Railroad Trail Construction.
- Consideration of resurfacing Heritage and Smith’s Fork Playgrounds.

## **Stormwater (Public Works)**

Chuck Soules, Public Works Director, presented Stormwater.

### **•Stormwater Maintenance Projects**

- Woods Court (Clean Up) – Cost Estimate of \$40,000
- Rock Creek (Unclogging) – Cost Estimated of \$74,000
- Northeast 158<sup>th</sup> and Chestnut (Dredging) – Cost Estimate of \$60,000

### **•Stormwater CIP Projects**

- Stonebridge (in FY2024), Dundee Road (in FY2025), Forest Oaks (in FY2026), Cedar Lakes (in FY2027), and Maple Lane (in FY2028) stormwater improvements.

## **Sanitation Fund**

Chuck Soules, Public Works Director, presented the Sanitation Fund.

## **2024 Discussion Points**

- Negotiated a new Solid Waste services contract with GFL for 2024 (Green for Life), which includes.
  - Working with GFL for contract renewal and will bring rate recommendations to the Board.
  - Retained 2 City Wide Bulky Item Pick-Ups.
  - Continued to retain the Cardboard Recycling Drop-Off Station in Downtown Smithville.
  - Increased the Residential Participation Rate of the E-Waste Event and recycled 3,150 pounds of paper and 7,371 pounds of computer electronics.
  - City will host a Household Hazardous Waste Event in August 2023.

Stephen provided the FY2024 budget process schedule.

## **FY2024 Budget Process Schedule**

- Board Retreat (May 17)
- Five Year Capital Improvement Program Review and Discussion (June 6)
- Schedule of Fees Review and Discussion (July 18)
- FY2024 Operating Budget and 5 Year CIP Review: 1<sup>st</sup> Discussion (August 15)
- FY2024 Operating Budget and 5 Year CIP Review: 2<sup>nd</sup> Discussion - If Needed (September 5)
- Adopt FY2024 Budget on 2<sup>nd</sup> Reading (October 17)

## **4. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:54 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor

## SMITHVILLE BOARD OF ALDERMEN REGULAR SESSION

May 16, 2023 7:00 p.m.  
City Hall Council Chambers and Via Videoconference

### 1. Call to Order

Mayor Boley, present, called the meeting to order at 7:03 p.m. A quorum of the Board was present: Melissa Wilson, Leeah Shipley, Marv Atkins, Ronald Russell, Dan Ulledahl and Dan Hartman.

Staff present: Cynthia Wagner, Gina Pate, Chuck Soules, Chief Jason Lockridge, Stephen Larson, Jack Hendrix, Matt Denton and Linda Drummond.

### 2. Proclamations

- **Public Works Week – May 21-27**



*Figure 1 - Brian Clesson, Tonie Augustin, Mayor Boley, Allan Jensen, Tony Turner & Chuck Soules*

Chuck Soules, Public Works Director and representatives from the Water Department, Brian Clesson and Tonie Augustin and Street Department, Allan Jensen and Tony Turner were presented with the Mayor's proclamation for Public Works Week.

### 3. Consent Agenda

- **Minutes**
  - May 2, 2023 Board of Aldermen Special Session Minutes
  - May 2, 2023 Board of Aldermen Regular Session Minutes
- **Finance Report**
  - Financial Report for April 2023

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

Upon roll call vote:

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

## **REPORTS FROM OFFICERS AND STANDING COMMITTEES**

### **4. Committee Reports**

Alderman Wilson reported on the May 9 Planning and Zoning Commission meeting. The two Resolutions on tonight's agenda were approved. There have been 13 single-family residential building permits to date this year and were told that five more were received at the end of last week. Alderman Wilson also noted that commercial construction is still progressing around the City.

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

Cynthia Wagner reported that staff will be bringing forward an emergency purchase for an aerator for digester two at the wastewater plant. Cynthia noted that she has authorized the repairs so that the necessary parts can be ordered, and repairs can be completed to get the equipment up and running.

The trail at 180<sup>th</sup> Street has been completed by the county and is connected to the trail that the City completed in 2018.

Cynthia noted that her report also highlights some public works projects that have been completed over the last week in acknowledgement of Public Works Week.

## **ORDINANCES & RESOLUTIONS**

### **6. Bill No. 2994-23, Repealing and Replacing Section 200 Collective Bargaining – 1<sup>st</sup> Reading**

Alderman Hartman moved to approve Bill No. 2994-23 repealing Ordinance Section 200 regarding provisions for collective bargaining with law enforcement personnel. 2<sup>nd</sup> reading by title only. Alderman Russell seconded the motion.

Upon roll call vote:

Alderman Shipley - Aye, Alderman Atkins - Aye, Alderman Wilson – Aye,  
Alderman Ulledahl - Aye, Alderman Russell – Aye, Alderman Hartman - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2994-23 approved first reading.

\*\*\*\*Please note the Resolutions were numbered wrong on the agenda sent out. 1217 and 1218 were already used. The documents have been corrected.\*\*\*\*

### **7. Resolution 1226, Easement Vacation – Fairview Crossing North**

Alderman Ulledahl moved to approve Resolution 1226, authorizing vacation of the easement between Lots 5 and 6 of Fairview Crossing North. Alderman Wilson seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 1226 approved.

**8. Resolution 1227, Site Plan – 14781 North Fairview Drive**

Alderman Ulledahl moved to approve Resolution 1227, approving the site plan for construction of a 12,000 ft<sup>2</sup> shopping center building at 14781 North Fairview Drive. Alderman Russell seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 1227 approved.

**OTHER MATTERS BEFORE THE BOARD**

**9. Public Comment**

Jeff Bloemker, 1804 NE 182<sup>nd</sup> Terrace, School Board President, spoke to the Board concerning his opposition to the residential TIF. He said that approving the TIF would be at a cost to the school. He asked that the Board not set a precedent by allowing a residential TIF. He asked that it be restructured for blight only. Mr. Bloemker requested the Board work with the school to find a workable solution.

Shauna Houghton, 113 Lakeland Drive, said that she and Sherry Coulter were here on behalf of Lakefest. She thanked the Board for their support of the festival and for having Alderman Russell attend their meetings. She thanked the Mayor for sponsoring the event. Ms. Houghton will be supplying a link for City employees and Aldermen to sign up to volunteer for the event.

Denise Harwood, 106 Surrey Court, Interim Superintendent for the School District and resident of Smithville, spoke to the Board concerning her opposition to the TIF. She noted that just this year they scored 91.3% on their APPR which made them number one in the northland and number three in Kansas City. Ms. Harwood stated the importance of working together and improving the partnership. She said that her job is to represent the stakeholders of the School District and on behalf of them she asked the Board to reconsider the TIF that is being proposed.

Kristine Bunch, 18608 Primrose Street, asked that the Board not vote on the proposed TIF until all other taxing jurisdictions can have a solid understanding of where and how much tax dollars will be allocated. She said that she did not think that was clear in the proposal and it needs to be clearly stated. Ms. Bunch presented the Board with five signed letters from Monday evening’s peaceful protest in front of City Hall.

**10. New Business from the Floor**

None.

**11. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:21 p.m.

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

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Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN  
RETREAT/FINANCIAL SUMMIT WORK SESSION  
May 17, 2023**

A Retreat Work Session of the Smithville Board of Aldermen was held on May 17, 2023 at Northwest Missouri State University-Kansas City building located at 6889 North Oak Trafficway, Gladstone.

Present: Mayor Damien Boley; Board members: Melissa Wilson, Leeah Shipley, Dan Hartman, Ronald Russell, Marvin Atkins and Dan Ulledahl. Ronald Russell arrived at 10.05 a.m.

Staff: Cynthia Wagner, Gina Pate, Jack Hendrix, Jason Lockridge, Stephen Larson, Chuck Soules, Matt Denton, Linda Drummond, Tony Roetman, Mayra Toothman, Brandi Schuerger, Alex Threlkeld and Chase Stewart.

**Call to Order**

Mayor Boley called to order the Retreat Work Session at 9:32 a.m.

**FY2024 Initial Budget Development and Board Priorities**

The Board and staff discussed the community and Board priorities in development of the FY2024 budget.

Staff outlined ongoing budget needs including human infrastructure and physical infrastructure. The Board requested information regarding the vehicle and equipment replacement fund (VERF) and annexation. Future work sessions will address the Main Street District and CIP. The Board noted a need for more involvement with senior citizens and a focus for increasing community pride.

Priorities for the present were employee compensation and retention.

Staff then outlined revenue estimates and potential funding solutions. The Board discussed a ½ cent public safety sales tax, ¼ cent sales tax for infrastructure and a bond issuance for debt levy for facilities.

Based on discussion the Board identified funding priorities and revenue solutions to address these needs, with associated ballot initiatives and timing.

**Adjourn**

Alderman Ulledahl moved to adjourn. Alderman Russell second the motion.

Ayes – 6, Noes – 0, motion carried. The Mayor declared the retreat/financial summit work session adjourned at 3:39 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Parks, Police

**AGENDA ITEM:** Resolution 1228 – Temporary Liquor License – Smithville Main Street District

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**REQUESTED BOARD ACTION:**

A motion to approve Resolution 1228, issuing a Temporary Liquor License to Smithville Main Street District for the whiskey vendors for Whiskey Walk to be held Saturday, July 15, 2023.

**SUMMARY:**

Approval of this item would issue a Temporary Liquor License to Smithville Main Street District whiskey vendors, to be part of the Special Event Permit for Whiskey Walk to be held Saturday, July 15, 2023.

Vendors are:

- Tom's Town Distilling Co.
- West Bottoms Whiskey Co.
- J Rieger & Co.
- Mean Mule Distilling Co.

Requested Licenses: Temporary Liquor Permit

This license will be effective July 15, 2023 (pending all state license requirements).

**PREVIOUS ACTION:**

Smithville Main Street was approved for all Temporary Permits for all 2022 events.

**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 type="checkbox"/> Other:                |                                   |

**RESOLUTION 1228**

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

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

**WHEREAS**, the approved vendors are Tom's Town Distilling Co., West Bottoms Whiskey Co., J Rieger & Co. and Mean Mule Distilling Co.; and

**WHEREAS**, the Police Department has approved the vendors for 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  
SMITHVILLE MAIN STREET DISTRICT WHISKEY VENDORS FOR  
OPERATION OF THE WHISKEY WALK AT COURTYARD PARK APPROVED  
FOR SPECIAL EVENT PERMIT FOR SMITHVILLE MAIN STREET  
DISTRICT WHISKEY WALK TO BE HELD SATURDAY, JULY 15, 2023.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6<sup>th</sup> day of July 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

## **600.070 (G & H )**

### *G. Drinking In Public Places Prohibited.*

1. For purposes of this Section, the term "public place" shall mean any public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot, except in those areas above granted a special event permit.
2. No person shall drink or ingest any intoxicating liquor or non-intoxicating beer in or on any public place.
3. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while in or upon any public place.
4. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while within or on any motor vehicle while the same is being operated upon, or parked or standing in or upon any public place. Any person operating a motor vehicle shall be deemed to be in possession of an open container contained within the motor vehicle he/she has control of whether or not he/she has actual physical possession of the open container.

### *H. Special Event Permit.* The Board of Aldermen may grant a special event permit for purposes as identified in Section 600.070(G)(1), above, and under the following conditions:

1. An application must be filed with the Chief of Police that describes the applicant's name and business or interest in the event; the name(s) and contact information of any or all liquor license holders who will be involved in such event; the public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot to be included in the event area; the beginning and ending time of such event, and the telephone contact of the person in charge of and present at the event.
2. The estimated number of participants in the event shall be provided to the Chief of Police, and the applicant shall pay all costs of security needed as a result of the event to ensure compliance.

[1] Editor's Note: Former Section 600.070, which derived from RSMo. §§311.280, 311.340, 311.600, 311.330, 311.310, 312, 400; Ord. No. 2255-04 §1, 3-16-2004, was repealed 6-21-2011 by Ord. No. 2790-11 §1.



## Board of Alderman Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Police Department

**AGENDA ITEM:** Resolution 1229, Authorizing Payment for Extended Warranty to Motorola Solutions (WatchGuard Video)

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**REQUESTED BOARD ACTION:**

Motion to approve Resolution 1229, authorizing payment to Motorola Solutions (WatchGuard Video) for the extended warranty for in-car and body worn video systems and software maintenance, in an amount not to exceed \$11,205.25.

**SUMMARY:**

In 2019, the Board of Aldermen approved funds to purchase in-car, body worn and interview room video equipment. As this equipment ages out of the manufacturers warranty, staff recommends purchasing the manufacturers extended warranty. This warranty replaces any faulty or damaged equipment, no questions asked. This invoice also includes annual maintenance costs for the software that supports the video equipment.

**PREVIOUS ACTION:**

None.

**POLICY ISSUE:**

N/A

**FINANCIAL CONSIDERATIONS:**

These costs were included in the FY23 budget.

**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: Invoice |                                   |

**RESOLUTION 1229**

**A RESOLUTION AUTHORIZING PAYMENT TO MOTOROLA SOLUTIONS  
FOR THE EXTENDED EQUIPMENT WARRANTY AND SOFTWARE  
MAINTENANCE IN THE AMOUNT OF \$11,205.25**

**WHEREAS**, in 2019 the Board of Aldermen approved funds to purchase new in-car, body worn and interview room video equipment for the police department; and,

**WHEREAS**, it has become expected that Police Departments will use such equipment; and,

**WHEREAS**, it is the desire of the City of Smithville to maintain this equipment in the best possible condition; and,

**WHEREAS**, the manufacturer, Motorola Solutions (WatchGuard Video) offers a comprehensive warranty for this equipment.

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

**THAT** payment to Motorola Solutions (WatchGuard Video) for the extended equipment warranty and software maintenance is authorized in the amount of \$11,205.25.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6<sup>th</sup> day of June 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



# MOTOROLA SOLUTIONS

BUDGETARY QUOTE 500 W Monroe Street Chicago, IL. 60661 (888) 325-9336

## SMITHVILLE POLICE DEPARTMENT

Qty:	Service Name:	Service Description	Extended Amt
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9	WG00125	EXTENDED WARRANTY, 4RE, IN-CAR YR 4	\$2835.00
18	WG00149-004	EXTENDED WARRANTY, VISTA , NO-FAULT YR	\$4050.00
18	WG00155-203	Software Maintenance, Evidence Library, VISTA	\$2610.00
9	WG00155-204	Software Maintenance, Evidence Library, 4RE	\$1305.00
1	WG00159-001	REDACTIVE SW Support and Maintenance	\$995.00
			\$11,795.00

		<b>5 % DISCOUNT</b>	<b>- \$589.75</b>
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		Subtotal - Recurring Services	<b>\$11, 205.25</b>
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		Subtotal - One-Time Event Services	
		Total	<b>\$11, 205.25</b>

	THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA		
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**SPECIAL INSTRUCTIONS:** This 2023-2024 quote will extend the Hardware Warranty Protection AND Evidence Library 4 Software Maintenance on (27) units (4RE AND VISTA COMBINED) plus Redactive Software Maintenance for the term of 1 year from the date of acceptance.



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Utilities/Police/Administration

**AGENDA ITEM:** Resolution 1230, Surplus of City Property

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### **REQUESTED BOARD ACTION:**

Motion to approve Resolution 1230, declaring certain item as surplus.

### **SUMMARY:**

From time to time, departments have equipment or vehicles which are broken, or have been replaced by new equipment or vehicles, or are no longer used or needed by the department. For property to be disposed of by the City, property must be identified by the Board of Aldermen as surplus.

The following items have been identified a surplus for disposal.

- 1993 Kodiak Dump Truck
- Case 70XT Loader
- 2 - Servers
- 9 - 24" Computer Monitors (7-HP, 1-LG, 1-Dell)
- 5 – HP Desktop Computer
- 1 – HP Desktop Computer Pro
- 1 – HP Desktop Computer Pro Desk
- 2 – HP Wired Keyboards
- 1 – HP Wireless Keyboard
- 1 – Amazonbasic Wired Keyboard
- 1 – Staples Wired Keyboard
- 3 – Logitech Computer Speakers

City staff recommends these items be listed through GovDeals.com (online auction).

### **PREVIOUS ACTION:**

Click or tap here to enter text.

### **POLICY OBJECTIVE:**

To dispose of surplus property no longer utilized by the City.

### **FINANCIAL CONSIDERATIONS:**

Revenues gained through selling property no longer utilized by the City will be deposited into the General Fund.

### **ATTACHMENTS:**

- Ordinance
- Resolution
- Staff Report
- Other:

- Contract
- Plans
- Minutes

## RESOLUTION 1230

### A RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS EQUIPMENT

**WHEREAS**, from time to time, departments identify equipment that has been replaced by new equipment, is no longer used or doesn't work as it originally did; and,

**WHEREAS**, the City of Smithville has identified certain equipment in its possession as surplus and no longer of value:

- 1993 Kodiak Dump Truck
- 1994 Case 70XT Loader
- Two - Servers
- Ten - 24" Computer Monitors (7-HP, 1-LG, 1-Dell)
- Five – HP Desktop Computer
- One – HP Desktop Computer Pro
- One – HP Desktop Computer Pro Desk
- One – HP Laptop
- Three – HP Wired Keyboards
- Two – Logitech Wired Keyboards
- One – HP Wireless Keyboard
- One – Amazonbasic Wired Keyboard
- One – Staples Wired Keyboard
- Three – Logitech Computer Speakers

**WHEREAS**, the items are being presented to the Board of Aldermen of the City of Smithville as surplus equipment;

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

**THAT** the identified property is declared as surplus equipment and the City purchasing agent is directed to dispose of such property in accordance with City Ordinance 2916-15.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6<sup>th</sup> day of June 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



## City Administrator's Report

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June 1, 2023

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### Retreat Follow Up

In response to Board requests for additional information related to the annexation process and identification of City-owned land in the City, staff has prepared the attached memo.

### Public Works Projects Updates

As previously reported, staff has created a dedicated page on the City website to provide weekly updates on construction projects project.

The page can be found at  
[www.smithvillemo.org/projectupdates](http://www.smithvillemo.org/projectupdates)

A graphic for a project update. It features a background image of a construction site. Overlaid on the image is a white box with blue text that reads "4TH ST & 4TH TERR PROJECT & MANZANOLA WATERLINE REPLACEMENT". Below this, there is a section titled "Weekly Project Updates" with a paragraph of text and a QR code. The QR code is labeled "Scan QR Code" and has a "SCAN ME" button below it. At the bottom of the graphic, the URL "smithvillemo.org/projectupdates" is provided.

**4TH ST & 4TH TERR PROJECT  
& MANZANOLA WATERLINE REPLACEMENT**

**Weekly Project Updates**

We have created a page on the City website to provide you with weekly updated on this project. You can visit the website below, or scan the QR code on the right side.

[smithvillemo.org/projectupdates](http://smithvillemo.org/projectupdates)

Scan QR Code



SCAN ME

### Meeting Schedule

Just a reminder that a number of upcoming meetings have been cancelled or moved:

- The July 4 meeting is cancelled for the Holiday and City Hall is closed July 3 & 4.
- The August 1 meeting has been cancelled as Mayor Boley will be out of town.



<b>Date:</b>	May 31, 2023
<b>Prepared By:</b>	Jack Hendrix, Development Director
<b>Subject:</b>	Annexation Policy and City Owned Land

At the recent Board of Aldermen Retreat, some additional information was requested. In response to this request, staff has compiled information to provide details on the current policies and procedures for annexing land into the city limits of Smithville as well as identifying land with the city limits that is owned by the City of Smithville.

*Annexation Policy*

Over the last five years, the Board of Aldermen have engaged in several planning and public engagement sessions addressing the city, its' growth, and the desires of the public. These sessions have regularly discussed growth of the city, including future annexation of land into the city. Annexation has been a critical item for the Board of Aldermen for the last several years. To improve transparency of the city workings, view these documents here: <https://www.smithvillemo.org/pview.aspx?id=20734&catid=25> Each of the following documents in *italics* are available through this link.

The 2018 Strategic Planning Summary of the Board retreat in that year identified Annexation as one of the Opportunities in the SWOT analysis conducted at that time. *2018 Strategic Planning Summary, pg. 9.*

The official 2019 Strategic Plan created by the Board identified 'selective annexation' of adjacent lands to create economic zones, connect neighborhoods and create new options for neighborhoods as a specific action. *Strategic Plan, pg. 28.*

In 2020, the Planning Commission and Board of Aldermen conducted a substantial amount of work with the public to create the Comprehensive Plan 2030. A key element in that plan was for the Board, **in the near term**, to create a specific policy that governs the future annexation of land into the city. *Comprehensive Plan 2030, pg. 70.*

The plan was adopted by the Planning Commission on November 10, 2020. The next week, the Board of Aldermen conducted a work session where the Board discussed its' priorities to include in an official Annexation Policy.

On December 1, 2020, the Board adopted its' current Voluntary Annexation Policy. This policy is contained in the official Board Policy Manual and can be located on page 32 here: <https://www.smithvillemo.org/files/documents/PolicyManual-d9-7-20211313055102090921PM.pdf>

### *City Owned Land*

It is important to differentiate between annexation of land and city ownership of land. While they sometimes coincide, they often are separated by both time and original intent. Some properties are titled in the name of the City of Smithville's Land Clearance for Redevelopment Authority (which was created following the flood of 1965) and others were acquired through purchase and/or condemnation in the past. The city controls all these properties. The following list contains the parcel numbers of each of these properties. You can use this link: <https://gisweb.claycountymo.gov/ps/> and enter the parcel number listed below to view on GIS.

01918000400100 – Diamond Crest Parkland

01918000501100 – Kemper Extension to Diamond Crest Parkland

01904000100701 – Diamond Crest Pump Station

05202000100201 – 188<sup>th</sup> St. Water tower

05310000400100 – Wildflower Pump Station

05504000102300 – City Sewer Plant

05504000101100 – 169 Hwy & Second Creek corner lot

05613000703303; 05613000703000 – Hawthorne Park

05504000300200 – LCRA Property south of river I

05617000200300 – LCRA Property south of river II

05617000201800 - LCRA Property south of river III

05617000201500; 05617000201600; 05617000201100; 05617000201000; LCRA lots north of Church St. and Mill

05617000300200 – Southside Church/Mill Parking Lot

05617000300800 – Remembrance Park

05617000400400 – Courtyard Park

05617000101600 – Old School Lot

05617000101800 – Former Fire Station (leased to Fire District)

05617000102100 – Heritage Park Overflow Parking

05617000102700 – Heritage Park

05617000500800 – Senior Center

05617000500600 – City Hall

05617000502000; 05617000502200 – City Hall Parking lots

05617000602000 – Meadow St. Parking Lot (north of Major Lumber)

05617000701100; 05617000701200 – LCRA drainage east of Smith St.

05906000600200 – Helvey Park and Water Plant

05909000101000 – Stonebridge Pump Station

05913000201400 – Emerald Ridge Park

09202000104301 – Southwest Water Tower

## **Voluntary Annexation Policy**

The City of Smithville recognizes the benefits and burdens of adding land to the corporate limits and seeks to set forth a policy to be used to evaluate future annexations to the City. There are two distinct types of annexations in Missouri, involuntary and voluntary. Involuntary annexations are those initiated by the City of Smithville, by and through actions of the elected Board of Aldermen. Voluntary annexations are those completed at the request of the owners of land that is contiguous and compact to the current limits of the City.

The Board of Aldermen has the sole discretion to determine when it will seek to commence an involuntary annexation. This policy is not intended to address the underlying reasons for, or policy behind any such Board decision in the future. The purpose of this policy is to provide guidance to potential developers and other interested parties to determine whether seeking voluntary annexation to the City meets the stated goals and objectives of this policy. The Board of Aldermen reserves the right to amend this policy from time to time, as well as weigh the factors in this policy when deciding whether to accept an annexation request.

### **Declaration of Intent**

The City of Smithville will weigh any request to voluntarily annex properties into its limits using the following reasons:

1. To diversify the economic base and create job opportunities by annexing property for commercial and industrial development.
2. To protect public health, safety, and general welfare.
3. To avoid costly duplication of public facilities and services.
4. To promote orderly growth by facilitating long-range planning for the provision of municipal services and by applying appropriate land use regulations, development standards, property maintenance standards, fire codes, construction codes and environmental regulations.
5. To ensure that residents and businesses outside of the corporate limits who benefit from access to the City's facilities and services contribute property taxes and other revenues to pay for the costs associated with providing and maintaining those facilities and services.
6. To direct, protect and preserve its utility services.
7. To promote intergovernmental cooperation.

## **Guiding Principles for Annexation**

Annexation should be advantageous to the property owners and/or residents in the areas being considered for annexation in terms of cost and services received, as well as it should be clearly established that annexation is of value to the City in the realization of its objectives. To this extent, the City of Smithville has set forth the following guiding principles:

- Annexation is the response to growth and is intended to be pursued in a manner whose fiscal impact on the incorporated City is fundamentally positive.
- Annexation shall not generally create enclaves (islands or donut holes) within the City limits.
- Annexation of property shall be at least environmentally neutral or improving.
- Annexation shall be in the best interest of the City.
- Development agreements to ensure these principles are met may be required.

## **Annexation Priorities**

While any area adjacent to the current city limits is subject to potential annexation, the City of Smithville has certain priorities when evaluating potential annexation. The first consideration of annexation is compliance with the City's Comprehensive Plan. The following are the priorities for annexation:

- Areas of undeveloped land for commercial or industrial growth located adjacent to the existing City limits that meet contiguity requirements.
- Unincorporated "Islands" within the existing City limits.
- Areas currently served by City utilities not within the corporate boundary.
- Areas of strategic importance or deemed desirable that are not connected to City utilities.
- Protection of valuable natural resources to protect environmentally sensitive areas.

## **Annexation Policies**

- The City shall pursue a systematic annexation process to promote orderly growth, the provision of municipal services and to preserve the City's fiscal position.
- All annexation should have a positive impact on the City financially. The City shall pursue an annexation program that adds to the economic stability of the City.

- The City shall consider annexation of an area to increase the quality of life, upgrade utility facilities, and provide the necessary services to meet the specific needs of the residents in the development area.
- Areas of unincorporated land that are considered a liability for any reason shall be avoided unless they are of strategic priority or that benefit the City in some fashion that mitigates the financial impact.
- Annexation should be considered based on the availability of utilities. Incremental growth and utility extensions are suggested near existing city limits as municipal utility and departmental capacity permits.
- Annexations that would result in the creation of islands or peninsulas of unincorporated area should be avoided if possible. Annexation of existing unincorporated island or peninsula areas is suggested if it would reduce the size and impact of these areas.
- Annexations of larger than five acres are strongly encouraged in order to avoid smaller piecemeal annexations of single parcels. This encourages the collection of several parcels for annexation at one time.
- The City shall adopt a more proactive position in utilizing the tool of annexation, prior to development, to control the type, quality, and location of development in areas currently outside the City limits.
- That as a part of the decision to annex, a developer should complete an analysis of the downstream sewer impact, as well as water, street, and storm water impacts and should disclose to the city the anticipated needs of utilities and infrastructure improvements, along with a timetable of anticipated development.
- Extensions of main and service lines, shall be chargeable to the property development rather than to the public generally.
- It shall be the responsibility of the development to make necessary improvements, including but not limited to curb and gutter, pavement improvements, turn lanes, sidewalks and storm sewer.
- While a developer MUST annex into the city in order to connect to the city wastewater and water systems (Connections Policy 10-7-2014), nothing in that policy requires the city to accept a voluntary annexation request without meeting the standards in this annexation policy.
- The City shall consider annexation of an area to protect environmentally sensitive areas and to better regulate the quality of the development in the area.



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:**

Administration/Finance/Public Works

**AGENDA ITEM:** Approve Bill No. 2994-23, FY2023 Budget Amendment No. 5 - 1<sup>st</sup> Reading

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### **REQUESTED BOARD ACTION:**

A motion to approve Bill No. 2994-23, an Ordinance amending the FY2023 Budget Amendment to add \$1,127,902 to the expenditure budget. 1<sup>st</sup> reading by title only.

### **SUMMARY:**

This Budget Amendment includes an expenditure authority adjustment to Park and Stormwater Sales Tax Fund, Capital Projects Fund, and Special Allocation Fund.

Staff has gathered pricing information on resurfacing the playgrounds at Heritage and Smith's Fork Parks. The estimate to resurface the Heritage Park playground is \$138,000 and the estimate to resurface the Smith's Fork Park playground is \$36,000, for a grand project total of \$174,000.

Currently, approximately \$84,000 in payment in lieu of dedication funds are in the Capital Project Fund, which houses these payments for the proposed developments. The remaining amount of the resurfacing expense would be covered by the Parks & Stormwater Sales Tax Fund. The fund can adequately handle this cashflow and will be reviewed during the June 20, 2023, Five Year CIP review during the BOA work session.

This budget amendment also addresses findings from the FY2022 audit performed by CliftonLarsonAllen noting that the expenses related to the issuance of tax increment revenue bonds be reflected in the budget. Finance staff has worked with Megan Miller, Gilmore & Bell Attorney, to determine the Special Allocation Fund's projected FY2023 expenses related to this debt service. In December 2022, the first principal payment of \$600,000 and first interest payment of \$175,158.64 was made for these bonds. On June 1, 2023, the second interest payment of \$178,743.75 is due to be made. This debt service expenditure totals \$953,902.

### **PREVIOUS ACTION:**

The Board previously approved the FY2023 Budget on October 18, 2022.

### **POLICY ISSUE:**

Approving and Amendment to the FY2023 Budget.

**FINANCIAL CONSIDERATIONS:**

Amend the FY2023 Budget. Resources are available in the Park and Stormwater Sales Tax Fund to pay for the playground resurfacing improvements at Heritage Park and Smith's Fork Park and the payment in lieu of dedication funds are available in the Capital Projects Fund.

**ATTACHMENTS:**

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

**BILL NO. 2994-23**

**ORDINANCE NO. XXXX-23**

**AN ORDINANCE AMENDING THE FY2023 OPERATING BUDGET TO ADD  
\$1,127,902 TO THE EXPENDITURE BUDGET**

**WHEREAS**, pursuant to Ordinance 3074-20, passed on October 18, 2022, the City approved the fiscal year ending October 31, 2023, Budget; and

**WHEREAS**, not included in the approved fiscal year 2023 Budget are expenditures related to capital projects; and

**WHEREAS**, amendments to the Park and Stormwater Sales Tax Fund and Special Allocation 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, 2023, Budget is hereby amended to add:

- \$84,000 to the expenditure budget in the Capital Projects Fund
- \$90,000 to the expenditure budget in the Park & Stormwater Sales Tax Fund
- \$953,902 to the expenditure budget in the Special Allocation Fund

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 20<sup>th</sup> day of June 2023.

---

Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

First Reading: 6/6/2023

Second Reading: 6/20/2023



# Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Public Works

**AGENDA ITEM:** Resolution 1231, awarding Bid No. 23-09 2023 Sidewalk Replacement Program

---

**REQUESTED BOARD ACTION:**

A motion to approve Resolution 1231, awarding Bid No. 23-09 to Legacy Underground Construction, Inc. to complete improvements on Liberty Road as part of the Sidewalk Replacement Program in an amount not to exceed \$35,339.

**SUMMARY:**

The 2023 Sidewalk Replacement program includes improvements to the sidewalk along Liberty Road from Main Street to Liberty Street. This project involves the removal and installation of new sidewalk. In addition, nine ADA ramps will be installed to increase accessibility and safety for pedestrians.

Four bids were received on May 16, 2023 (bid tabulation attached). The apparent low bid was Legacy Underground Construction Inc. at \$35,339. Staff conducted a reference check with the City of Olathe, the City of Raymore, and BGConstruction, all of whom provided positive feedback regarding the previous work performed by Legacy Underground Construction.

The sidewalk Replacement program is a 50-50 shared program with residents. The City pays for 100% of sidewalks if they are next to a stormbox, and for installation of ADA Ramps. Staff identified a gap in the sidewalk adjacent to Saint Luke’s Hospital as part of the bid and is currently working with the Hospital for potential financial participation. Below is the breakdown of the cost for the City, hospital, and residents.

City of Smithville	\$25,689.80
Total cost for Residents	\$6,397.20
Saint Luke’s Hospital (pending)	\$2,995.50
Total Sidewalk Replacement Program	\$35,339

**PREVIOUS ACTION:**

N/A

**POLICY ISSUE:**

Infrastructure Maintenance

**FINANCIAL CONSIDERATIONS:**

The FY2023 Budget includes \$25,000 for the Sidewalk Replacement Program.

**ATTACHMENTS:**

Ordinance

Contract

- Resolution
- Staff Report
- Other: Bid Tab

- Plans
- Minutes



## Sidewalk Replacement Program

### Bid Opening

Tuesday May 16, 2023

2:00 pm

Contractor	Bid total
Legacy Underground Construction Inc.	\$ 35,339
McConnell & Associates Corp.	\$ 60,885
JD Bishop Construction LLC	\$ 68,488
Precision Construction & Contracting LLC	\$ 71,419

**RESOLUTION 1231**

**A RESOLUTION AWARDING BID NO. 23-09 2023 SIDEWALK REPLACEMENT PROGRAM IN THE AMOUNT OF \$35,339 AND AUTHORIZING THE MAYOR TO SIGN A CONSTRUCTION CONTRACT**

**WHEREAS**, Bids were opened and read aloud on May 16, 2023 for Bid No. 23-09, 2023 Sidewalk Replacement Program; and

**WHEREAS**, after a bid process, as outlined in the City Purchasing Policy, and reference checks, staff is recommending the bid received from Legacy Underground Construction. Inc is the most responsive and best bid received and the most advantageous to the City in the amount of \$35,339.

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

**THAT** Bid No. 23-09 is hereby awarded to Legacy Underground Construction. Inc in an amount not to exceed of \$35,339 and the Mayor is authorized to execute the construction contract for the 2023 Sidewalk Replacement Program.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 6<sup>th</sup> day of June, 2023.

---

Damien Boley, Mayor

ATTEST:

---

Linda Drummond, City Clerk



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Administration

**AGENDA ITEM:** Appointment of Economic Development Committee Members

---

**REQUESTED BOARD ACTION:**

Motion to approve the nominations of John Wallace and Sonya Crites to the Economic Development Committee.

**SUMMARY:**

The Board of Aldermen appoints members to the Economic Development Committee. Interviews were conducted and the committee comprised of Committee Chair Alicia Neth, Board Representative Dan Hartman and staff liaison Gina Pate recommend the appointment of John Wallace to fill the position previously held by Jason Hoyt. Additionally, the interview committee recommends the appointment of Sonya Crites to fill the position previously held by Karic Brown.

**PREVIOUS ACTION:**

N/A

**POLICY ISSUE:**

Section 155.020 of the Code of Ordinances requires the Board of Aldermen to appoint representative to the Economic Development Committee.

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

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

## High Volume Retail Operations Manager

**20+ years Combined Retail Store and Restaurant Experience / Public and Private Corporations  
with up to \$100 Million in Revenues / High Growth & Established Companies / Turnarounds**

Participative management professional; results oriented. Dedicated and passionate about providing excellent customer service and exceeding organizational goals. Proven ability to increase profit through strategic planning, effective project management and operational procedures to achieve the highest standards in customer service. Expert at drastically reducing turnover rates and building motivated service and management teams. Highly skilled in recruiting, training, and performance management. Core professional competencies include:

- ◆ Multi-Unit Operations Management
- ◆ Site Selection and Construction
- ◆ Sales & Margin Growth and Improvement
- ◆ Multi-Million Dollar P&L Management
- ◆ Sales, Product, Market Analysis
- ◆ Team Building/Staff Training
- ◆ Inventory/Food/Labor/OMC Controls
- ◆ Vendor Sourcing and Negotiating
- ◆ Budget Development and Implementation
- ◆ Cost Reduction Strategies

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## Experience and Achievements

### General Manager

2021 - Present

#### Pilot Company - Kearney, MO

Complete responsibility for \$70 million in annual sales. Manage all aspects of daily operations including restaurant; Train management and store personnel; Inventory controls, ordering, labor scheduling; maintenance.

Key Achievements:

- Nominated for Founder's Award, 2023, Highest performing manager in division
- Achieved Multiple Regional Service Champion awards

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### General Manager

2013 - 2021

#### Love's Travel Stops and Country Stores – Ottawa, KS; Williston, ND; Harrisonville, MO; Randolph, MO

Complete responsibility for \$60 million in annual sales. Manage all aspects of daily operations including a 24-hour Restaurant and 24-hour full-service Tire Shop; Train management and store personnel; Inventory controls, ordering, labor scheduling; maintenance; Ensure all merchandising plans are implemented on monthly basis.

Key Achievements:

- Opened 2 new store locations, recruited and trained all staff, hired all vendors.
- Successfully operated the highest volume unit in the country.

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### Franchise Business Manager/Operations Manager

1996 - 2012

#### YUM Brands/ KFC Corporation, Inc. – Seattle, Sacramento, Idaho, San Diego, Kansas City, Buffalo, Toledo

Complete financial and managerial responsibility for numerous KFC markets. Coordinated site selection, construction, contract negotiations, and staff development efforts for the opening of stores in the NY and OH area. Supervised the success and development of restaurant managers, KFC Franchisees, and over 300 restaurants. Directed new product roll-outs and concepts including delivery and multi-brand; sales building, training, staffing, marketing; New builds and remodels of current facilities, as well as compliance with all policies, ordinances and governmental and company procedures.

Key Achievements:

- Top Performer with over 30 top performing RGM's, including the Region's Best of the Best
  - Winner of six STAR Performer Awards, two Jack of Diamond Awards, three Slugger Awards, Region P.E.T.E. Award, Titan Award, Wright Way Award, Leadership Award, Changing the Game Award.
-

## Sonya Crites

1802 N. E. 197<sup>th</sup> Ct.  
Smithville, MO. 64089  
636-734-4046  
[sonya.crites@gm.com](mailto:sonya.crites@gm.com)  
[l0veb1rds@yahoo.com](mailto:l0veb1rds@yahoo.com)

### Qualification Summary

Systems Engineer with a solid background in production systems, project management, and production supervision. Always applies a winning combination of organizational, managerial and technical skills to solve diverse problems while keeping a close eye on quality control and bottom-line cost.

### Education / Honors

New York Institute of Technology, Old Westbury, New York  
**M.B.A.**, 2007 GPA, 4.0

UNIVERSITY OF WISCONSIN, Madison, Wisconsin

**Bachelor of Engineering**, 1994

- Emphasis: Civil / Environmental
- Scholarship: American Association of University Women

### Professional Experience

GENERAL MOTORS, 2003-Present

**Trim Material Supervisor, Production Supervisor, SPS Coordinator Project Lead**

Supervision of employees involved in plant production, quality inspection and material operations.

- Leadership in Trim, Chassis, Quality and Material Departments
- Meeting production cost schedule while maintaining quality requirements
- Compliance with the terms of local and national labor agreements
- Implemented divisional and corporate policies, including GMS Champion
- Re-rate and De-rate experience
- Successful completion of SPS implementation (Cost savings \$175,000)
- Responsible for the effective use of personnel, material and equipment
- Daily focus and priority on driving a safe work environment and culture

HARLEY-DAVIDSON / COLOR ARTS TECHNICAL REP., Kansas City, Missouri 2002

**Process Engineer**

Focused in achieving the daily goals and objectives of the Paint Decal and Clear Coat processes where quality, cost reduction, schedule attainment and improvements in a highly cosmetic manufacturing operation were required. Assistant to the Paint Process Leader in Continuous Improvement and Quality Assurance my highest priority.

- Continuous improvement and operational strategies to meet quality, cost & schedule
- Responsible for J.I.T. delivery of product
- Implemented scrap program to reduce waste
- Problem solving of quality issues
- Strong leadership, influence and communication link between NWG, RWG and POG

SUPER TARGET, Liberty, Missouri

2002

**Team Relations Team Manager**

Assistant to the H.R. Manager and Supervisor of the clerical team department.

- Interviews, reviews, terminations and all issues concerning T.R.T.M.
- Coaching, motivation, communication and implementation of all training programs
- Managing conflict and corrective action
- Calculation of payroll
- Scheduling workload requirements for 300 persons

EDS/HP, Janesville, Wisconsin

1997-2001

**Systems Engineer**

Certified Information Technologist serving GM production systems, including Cqis, PR&T, PM&C & Maximo.

- Data base team leader & Cqis Administrator
- System Administrator for BSS (Body Shop Scheduling system)
- Use of HP UNIX, Cimplicity software, and PLC
- Project Leader for 800 implementation of Cqis
- Completed a 10 week technical program emphasizing Unix and CC++ on SQL Server

AQUA AEROBIC SYSTEMS, INC., Rockford, Illinois

1995-1997

**Project Manager, Process Engineer**

Coordination in a timely and effective manner of design, sales, marketing bids, delivery, and warranty for wastewater treatment.

- Project Management of Municipal and Commercial Wastewater Treatment
- Responded to contractor questions and managed construction site implementation
- Management of Sales Seminars and Presentations

## PROFESSIONAL TRAINING / ACCREDITATIONS

- Making GM Workplace of Choice PMN Conference
- SPS leader and development trainer
- Information Technology Analyst Certificate
- Computer Technical Development
- E.I.T., State of Wisconsin
- Effective Briefing
- Towards Excellence Awareness

## VOLUNTEER EXPERIENCE

- Harbor Lakes HOA Secretary, Smithville, MO
- MOCSA, Kansas City, MO
- Treasurer for PMN, Fairfax, KS
- Chair for WIM, Wentzville, MO
- Beautification Committee, Incline Village, Foristell, Missouri
- United Methodist Church Vacation Bible School, Gladstone, Missouri
- Tutored students in math and science (2 years), Janesville, Wisconsin
- Jason Project, Janesville, Wisconsin
- Soccer Coach, YMCA, Janesville, Wisconsin

References Available Upon Request



## Board of Aldermen Request for Action

**MEETING DATE:** 6/6/2023

**DEPARTMENT:** Administration

**AGENDA ITEM:** Adjournment to Executive Session Pursuant to Section 610.021(1) RSMo.

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**REQUESTED BOARD ACTION:**

A motion to close the regular session for the purpose of discussing legal matters pursuant to Section 610.021(1) RSMo.

**SUMMARY:**

To allow the Board of Aldermen to adjourn to Executive Session to discuss legal matters.

**PREVIOUS ACTION:**

N/A

**POLICY ISSUE:**

The Board of Alderman will vote to close the Board of Alderman Regular Session Pursuant Section 610.021(1) RSMo.

**FINANCIAL CONSIDERATIONS:**

Click or tap here to enter text.

**ATTACHMENTS:**

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