

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

January 16, 2024 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Dan Ulledahl and Ronald Russell. Dan Hartman was present via Zoom. Leeah Shipley was absent.

Staff present: Cynthia Wagner, Chief Lockridge, Chuck Soules, Jack Hendrix, and Linda Drummond. Gina Pate was present via Zoom.

2. Discussion of City Tow Services

Chief Lockridge gave a brief history of this item. At the July 18, 2023 Board of Aldermen meeting Resolution 1244 was on the agenda to approve a one-year extension of the current contract for tow services, with GT Tow Service in Smithville. A motion was made to postpone this item for future discussion.

At the August 28, 2023 meeting, the Board discussed an RFP for City Tow Services. After further discussion, the Board decided to exercise the first one-year extension of the current contract. The Board directed staff to bring the discussion of recommendations for an RFQ for City Tow Services on a future work session.

Chief Lockridge provided more information on the history of this item is in the packet. Staff's recommendation is to follow the current contract.

Alderman Wilson noted that we have one more year after this current that was just renewed.

Chief Lockridge said that if the renewal is approved next year then it would continue for one more year because the original contract allows for two extensions.

Alderman Wilson asked if staff is recommending extending that contract next year when it comes time for renewal.

Chief Lockridge explained that it would be staffs recommendation barring no issues with the service this year.

Alderman Wilson noted that one of the reason that this is being discussed now is because when it was postponed and discussed prior put us past the renewal deadline.

Chief Lockridge noted that this is the reason it is being discussed this evening so there is plenty of time to prepare for the renewal next year.

Alderman Wilson asked if it could be brought before the Board for approval in May or June next year for a better timeframe.

Mayor Boley noted that in the last contract the tow service reduced their rate. He asked how often this service was used.

Chief Lockridge said that it averages about two times a week for police tows. It does not include accidents where someone requests a tow. This service is typically used for when someone is arrested, and the vehicle cannot be left where the arrest was made or if a vehicle is abandoned.

Mayor Boley noted that for accidents, people can use whatever tow service they want this service is just for police authorized tows. He said in rare occasions when an accident occurs and they need to get the road cleared faster than another tow service can get to the scene the officer will contact our tow service.

Mayor Boley noted that he has had people complain that they do not receive the same rate that the City does.

Chief Lockridge explained that that is through a private business and not outlined in the City's contract.

Alderman Wilson asked about the language in the contract where it addresses service consideration and access to the tow lot anytime that law enforcement personnel would need it. She wondered if there was ever a time when the police would need that access and would require a warrant before they could go back into that vehicle.

Chief Lockridge explained that it occasionally happens and if it is involved in a crime the police will have to obtain a search warrant with the consultation with the attorney and usually done during normal business hours. He noted that they typically call and make an appointment.

Alderman Wilson just wanted to make sure the vehicles would be accessible to the police if needed.

Alderman Hartman noted that he concurs with Alderman Wilson and has no problem renewing the contract and looking at it again in May or June of next year. Alderman Hartman thanked Chief Lockridge for his report.

Chief Lockridge noted that if the Board should have questions in the future to please contact him and he would do his best to answer them as quickly as he could.

3. Update on Public Works Projects

Cynthia noted that we have a lot of projects in the planning and construction phase, design phase, prep for bidding, etc. She noted that Chuck's presentation would show that we are in winter planning mode and over the next several months a lot of projects that are in the budget will be put out for bid. Cynthia noted that the Board has had several discussions about the sewer project on the south end of town. Cynthia explained that Chuck would be giving an update on this project and another project and financing both by issuing Certificates of Participation (COP). She noted that we had anticipated issuing that debt last fall.

Mayor Boley noted that we had planned to go out for debt for the pump station in 2022 but deferred that debt because we changed the project.

Cynthia noted that after Chuck's presentation Hannah Snyder from Piper Sandler, our financial advisor, will explain the process and the timeline of the sale of Certificates of Participation. Cynthia explained that there is an item on the regular session agenda tonight, the "GO to Market" Resolution that is the next step in that process. This action basically outlines our intent to finance these projects.

Chuck Soules, Public Works Director, first thanked the utility and street crews for their work last week during the snow event and extreme cold weather. The street crew was out on Monday and Tuesday clearing the snow. They worked in a split shift for the first time so we could keep the overtime down and also keep people working throughout the night. They worked continuously from 10 a.m. on Monday through 6:00 p.m. on Tuesday. The water department crew worked on a couple of water main breaks.

Chuck noted that he was going to concentrate on two projects but there is a lot of information in the [staff report](#) and he would run through those projects.

Commercial Street Sidewalk

Staff sent out letters all the residents along the Commercial Street project. The project includes a 6-foot pedestrian sidewalk on Commercial Street from Smithville school district property north to Meadow Street in Downtown Smithville. The project will include sidewalk, ADA access, grading, curb and gutter and pavement/pavement repair.

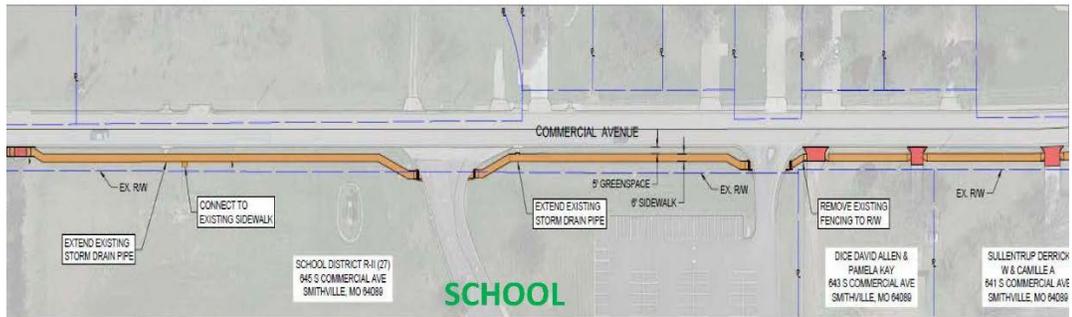
From East Woods Street to Meadow Street the east curb line will be reconstructed to the west. Commercial Street is wider, and the homes and large trees are located closer to the street. Narrowing Commercial St may necessitate "No Parking" on the east side of the street.

The City received \$500,000 in Federal funding with a City budgeted match of \$250,000. The current estimate is \$1.2 million. Additional funding will be needed.

Chuck noted that they do want to contact and visit with all of the residents on how the project is going to impact them.

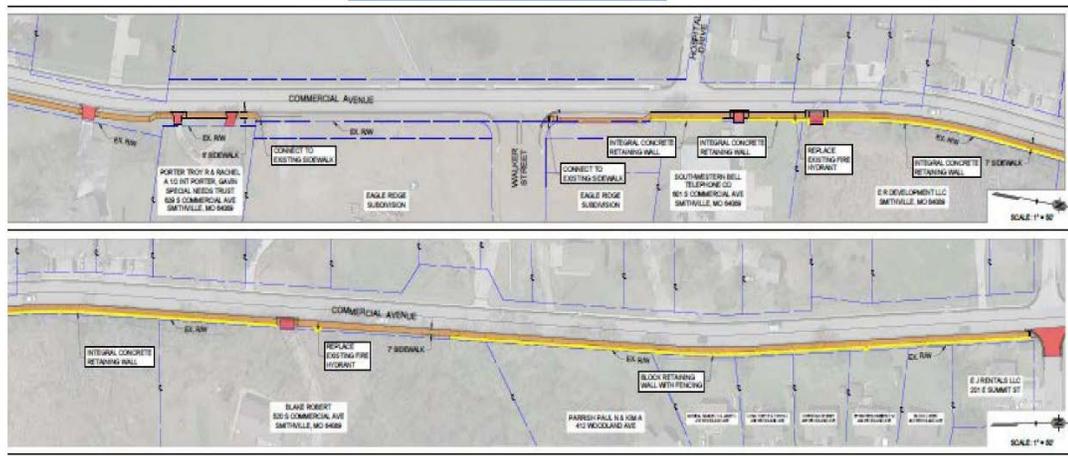
Chuck noted that the preliminary design has been sent to MoDOT for approval. They will do a preliminary review, they will look at the proposed easements needed for the project, keeping all the sidewalk in the right of way. We will need some temporary easements so we can fix driveways and tie their yards back in and just have room for construction workers to work. This will not be a large easement area. Chuck believed it is a five-foot temporary easement. Some of the area will have to have a retaining wall and fence.

Commercial Sidewalk



Typical section:
 6 foot sidewalk when separated from curb
 7 foot sidewalk when adjacent to curb

Commercial Sidewalk



Some areas will require small retaining walls

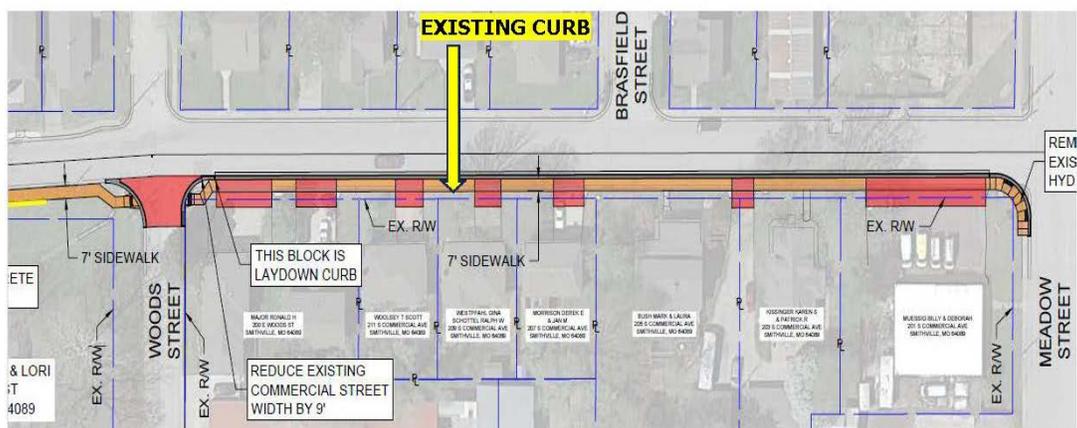
Commercial Sidewalk



Retaining Wall Examples



Commercial Sidewalk



Chuck explained that between Woods and Meadow, the curb will have to be moved to the west. There is not enough right-of-way behind the current curb to put the sidewalk in, it will push the sidewalk right up into the yards. There are also some established trees that we do not want to have to take down so the sidewalk will be placed along curb in that area. Chuck noted that there will also be an issue with parking. They will need to take a look at the width of Commercial Street in that area and see if we can still accommodate parking. If not, we may have to eliminate parking on the east side of the street.

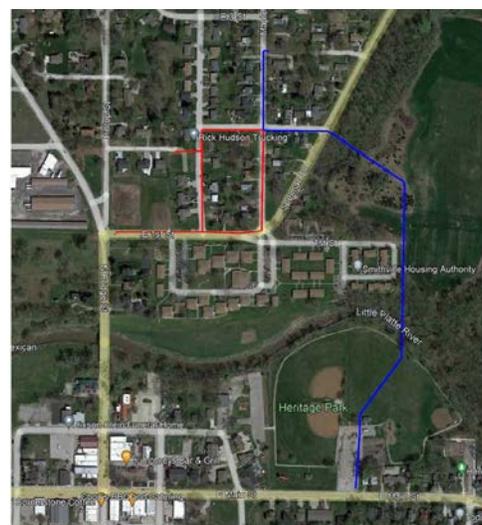
Chuck explained that after we obtain the clearance from MoDOT, staff will be talking to all property owners in terms of the easements and what we will be doing to their property specifically and we will get them a set of the plans.

Raw Water Pump Station

Chuck noted that the Smith's Fork Sewer Pump Station and the Raw Water Pump Station have been in service for quite a while and are running fine. Staff has asked the contractor to finish a few minor issues before we close the project out. It has been working well and we have not had any issues with the project.

River Crossing

Our current distribution system has restricted capacity to supply water to the North Water Tower. In order to stabilize pressures between the North and South towers and prevent the South tower from overtopping the water master plan recommends that the City install a continuous 12-inch supply line from the water treatment plant to the North tower. The River Crossing Project is the first phase to accomplish this goal. The project will tie onto the 12-inch main installed on Main Street heading north through Heritage Park, under the river and tie into Maple just south of Third Street. This project is under design and will be bid in March.



SBR Cleaning

At the August 15, 2023 Board of Aldermen meeting, staff reported the need for this project. The plant was not in compliance with the DNR permit as our ammonia levels are running higher than our permitted limits. This is caused by not having enough reaction time in the basins and aeration. We have found the need to repair the motive pumps, clean out the basins, replace influent valves, and clean diffusers. In the 2024 budget and going forward we are identifying funds annually to take these basins down and clean and provide maintenance.

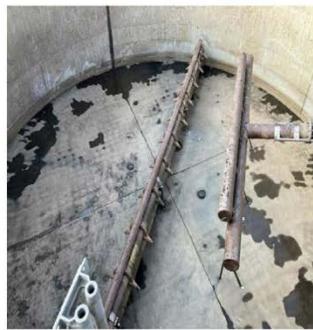
Chuck noted that crews did a lot of the work: they replaced influent valve, cleaned the diffusers and they had motive pumps to repair.

Following is the progress of the project. We are in compliance with our ammonia levels with Basin 1 and 2 completed.

Chuck noted that for SBR 3 they are waiting for the motive pump to get here and be installed. The basin and diffusers are cleaned. It should be up and running once the motive pump is installed. The cost were provided as the estimated costs and the actual costs were in the staff report.



Before



After

SBR Cleaning



BEFORE



AFTER

CIPP Project

Chuck explained the CIPP Project (cured in place pipe project), takes the existing cracked clay water tile that can lead to infiltration, other issues and problems and place a plastic liner inside it to create a smooth plastic pipe that does not leak. Chuck noted that on the regular session agenda this evening is this year's CIPP Project for Board approval.

Streetscape Phase III

Chuck noted that the improvements will be on Bridge Street from Church Street to First Street. The project includes new sidewalks on both sides of Bridge Street, curbs, storm sewer, overlay, bike sharrows, lighting, trees, and a new railing on the bridge. The City received a grant from MARC in the amount of \$488,000 with a total project estimate of

Chuck noted that the two-inch water line was replaced with an eight-inch water line. We will be back in the spring to put the top course and there is a lot of clean up to do and we have to grade their yards.

Street Maintenance Program

Chuck noted that the street maintenance program is going to be in Harborview this year based on the PCI for the area. The sidewalk maintenance program will be in the Harborview area as well. Chuck explained that we will probably only be able to address the sidewalk issues that are City infrastructure. The areas around the manholes or storm sewer inlets. We may not have the funding available to do any cost share on the other sidewalks. Chuck noted that the sidewalks in the area are in verily good shape except for the manholes and ADA ramps so that is the sidewalk areas that they will be working on.

Chuck gave a brief update and timeline of other projects:

Winner & Woods – Overlay Summer 2024.

Stonebridge Storm Sewer – on agenda for design. Replace storm sewer increasing capacity.

Quincy Ave – Watermain, storm sewer, complete. Street and sidewalk improvements completed in Spring.

Bar Screen – Bids will be received January 23. We have been told it may be 11-12 months before we will receive the equipment.

OK Trail – Nearly ½ mile of 10 ft. concrete Trail from W HWY to Lake Meadows Dr. Project in preliminary design phase.

Water Plant Residuals – Bid award on Agenda January 16.

Water Plant improvements – Scope includes filter rehab, valve replacement and additional rehabilitation items. Bid February 6. Per bid January 23.

Smith Fork Force Main – Project is being designed and planned to be bid in the Spring.

Alderman Wilson asked about not receiving the bar screens for 11-12 months and how much it will increase the cost over the bid price we receive on January 23.

Chuck explained that the bid that they receive on January 23 will be the actual cost of the bar screen. He compared it to buying a car that is not in stock, it would be the price quoted when the car comes in. He explained that the contractor and the manufacturer are supposed to be working together to get us a price.

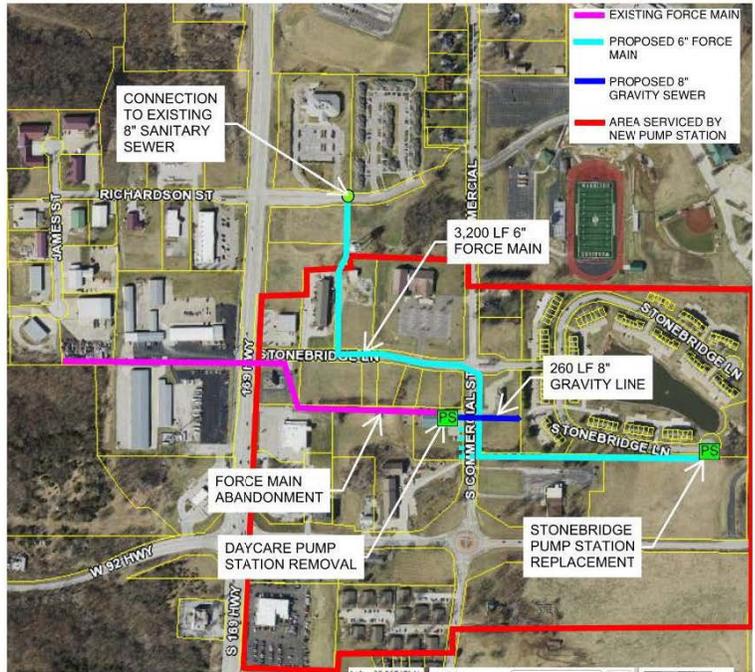
144th Street Pump Station and West Force Main Project

Chuck noted that this is a this a regional pump station that is south of the Hills of Shannon. This pump station will enable us to decommission the Hills of Shannon pump station and convert it to gravity. We will also have the ability to decommission the

McDonald's and Platte Valley (Central Bank) pump stations. This will also serve Fairview Crossing new development area. It will also have the capacity for the future to run a line south down to Forest Oaks and any new development south and west of Smithville. Staff has been working to get the easements and have four left to get. We are having our preliminary hearing in court on Thursday for the remaining four easements. This is a \$4.3 million project plus engineering and right of way costs. Chuck noted that this is a substantial project that will give us a lot more capacity and free up a lot of space in our existing system. Chuck noted that this is one of the projects that has been recommended for the COP.

Stonebridge Lift Station and Force Main

Chuck noted back in June we ran a draw down test on the pump station and found that the pumps were only pumping about 30% of what they should be pumping. There are also several undeveloped lots in the area and when we rebuild this pump station we will be able to pick up any waste from the newly developed lots as well as the school district and their transit facility. This will eliminate the daycare pump station and be converted to gravity and feed into the Stonebridge Lift Station. Chuck noted that this project is about a \$1.75 million project and staff also asked that the Board consider putting it into the COP.



Chuck noted that both the 144th Street Lift Station and the Stonebridge Lift Station will add capacity and availability for development for the future. They will also take care of several issues we have with functionally obsolete and at capacity lift stations. Chuck explained that the Daycare Lift Station, Platte Valley Lift Station and the McDonald's Lift Station all need to be replaced, they are old, and they are at capacity. New lifts stations in these areas will be a big benefit for the City.

Alderman Russell asked if the Stonebridge Lift Station would affect the new carwash.

Chuck said it would not.

Alderman Russell asked if SBR basin one was cleaned internally could basin two and three be cleaned internally also.

Chuck noted that staff cleaned basin one, basin two Clean Harbors came in to assist staff in cleaning it at a cost of \$9,000. Clean Harbors also helped staff clean basin three. Chuck explained that basins one and two are totally done and three is clean.

Alderman Russell asked if staff would be able to clean the basins in the future.

Chuck explained that we do not have a pump that lifts the debris high enough and that is why we have to have Clean Harbors come in to assist. Chuck explained that staff cleaned basin one by hand by hauling buckets of debris out of the basin. The basins are 30-feet deep, and we do not have a pump that reaches that far. Chuck noted that staff will do what they can to keep costs down.

Cynthia noted that we have anticipated for a good amount of time the issuance of COP debt for the 144th Street project. This project has been discussed for several years, and it has changed based on needs. Staff is recommending adding the Stonebridge Lift Station to that to the project cost to finance that to help with cash flow in the utility fund. The issuance of COPs has been anticipated as part of the cash flow budget discussions and rate analysis for the water and wastewater funds. Cynthia explained that we did not issue the debt in 2023 as we had initially anticipated but now it is necessary from a cash flow perspective to issue that debt.

Cynthia noted that Hannah Synder, with Piper Sandler, the City's financial advisors, was going to walk through the process of the sale of Certificates of Participation, the steps and the timeline going forward based on our construction and easement acquisition timeline.

Hannah noted that she would be talking about the process and steps that will happen in order to issue the certificates of participation. She explained that on the agenda for the regular session tonight is the resolution to approve the "Go to Market" and this resolution allows the City, the financial advisors, attorneys and other necessary parties to move forward with the steps to get the certificates of participation started. Then from there the next big step would be to get the project bid on the 144th Street Lift Station and the Stonebridge Lift Station. Once we know the bid amounts then they will finalize the amount of the COPs. Once the amounts are finalized those amounts would go into the documents. The main document is called the preliminary official statement, includes the final amount of the COPS. It will also have information about the city and about the projects. The document will then go out to multiple bond underwriters and investors across the country. They will have a couple of weeks to review the documents and then the plan is on April 1 to actually have the sale of the COPs and on the day of the sale all of the underwriters will submit their bid including their interest rates and fees. The city will then select the lowest borrowing cost. Once that happens they will come back to the Board to approve the final financing terms including the final amount, the interest rate, the underwriting fee and a few other terms that go along with the financing.

Alderman Wilson asked at what point the City will get its rating.

Hannah explained that they have that scheduled to do before project bids are received. Once the "Go to Market" resolution is approved, this allows them to move forward with the rating process. If approved they have the rating scheduled for March 6 and they would assist the City in getting information prepared for that. Piper Sandler would join the City on the call on March 6. A week later the rating agency would send back the rating of the City. Hannah noted that at this time they do not expect any changes from the last bond rating. The City has a very high rating of AA- but the COPs would be A+ just due to the annual appropriation of it.

Cynthia noted that as Alderman Wilson indicates we are rated by bond agencies and that is basically our credit rating. That rating is what the bond buyers look at and helps them determine their interest in our projects. It also affects our interest rates. The bond rating call process is a call with the rating agency. Cynthia explained that we have already begun preparations in-house with both Piper Sandler and with Gilmore and Bell for this process. Gilmore and Bell provide the legal information for the rating and all of the bond documents. The rating call is actually a situation where we have a conference call with a rating reviewer with Standard and Poors, they go through everything about the community: the things that are occurring throughout the community, development, our sales tax growth, our property tax changes. They will be assessing the economic vitality and health of our community to come up with the rating that helps us with selling those COPs. We have not done a bond rating since 2019.

Cynthia noted that we will have a new Finance Director on board in time to be able to participate in that call.

Hannah reiterated that the bond rating helps determine what the interest rate on the COPs will be and the City currently does have what they consider a high rating. That will help in getting the lowest cost of funding for the City.

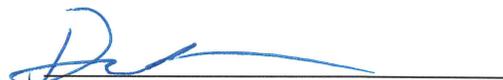
4. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:41 p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor