



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda
7:00 p.m. Tuesday, December 17, 2024
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 YouTube 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 prior to the meeting to be sent the meeting Zoom link.

Join Zoom Meeting

<https://us02web.zoom.us/j/83437328402>

Meeting ID: 834 3732 8402

Passcode: 901626

1. **Call to Order**
2. **Pledge of Allegiance**
3. **2024 Photo Contest Awards**
4. **Consent Agenda**
 - **Minutes**
 - December 3, 2024, Board of Aldermen Work Session Minutes
 - December 3, 2024, Board of Aldermen Regular Session Minutes
 - **Finance Report**
 - Financial Report for November 2024
 - **Resolution 1429, City Surplus**
A Resolution declaring certain property as surplus.
 - **Resolution 1430, Leak Adjustment**
A Resolution approving a water and wastewater leak adjustment request for Juan Luevano in the amount of \$306.71.
 - **Resolution 1431, Upgrade to the UV Disinfection System**
A Resolution approving the purchase of Ultra-Violet System upgrade from Trojan Technologies for the Wastewater Treat Plant.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

5. **Committee Reports**
 - Planning and Zoning Commission
6. **City Administrator's Report**

ORDINANCES & RESOLUTIONS

7. **Bill No. 3047-24, FY2025 Budget Amendment No. 2 – Emergency Reading Sponsored by Mayor Boley – 1st and 2nd Reading**
An Ordinance amending the FY2025 Budget to add \$10,000 to the Combined Water and Wastewater Fund. 1st & 2nd reading by title only.

- 8. Bill No. 3048-25, Rezoning 16000 North 169 Highway – 1st Reading**
An Ordinance changing the zoning classifications or districts of certain lands located in the City of Smithville, Missouri located at 16000 North 169 Highway. 1st reading by title only.
- 9. Bill No. 3049-25, Amending Conceptual Plan - Lakeside Farms – 1st Reading**
An Ordinance approving an amendment to a conceptual zoning plan for Lakeside Farms on certain lands located in the City of Smithville, Missouri. 1st reading by title only.
- 10. Bill No. 3050-25, Rezoning 800 NW 92 Highway – 1st Reading**
An Ordinance changing the zoning classifications or districts of certain lands located in the City of Smithville, Missouri located at 800 Northwest 92 Highway. 1st reading by title only.
- 11. Resolution 1432, Award Bid No. 25-02, Website Design and Hosting**
A Resolution awarding Bid No. 25-02 and authorizing and directing the Mayor to enter into an agreement with Revize for the City's website design and hosting.

OTHER MATTERS BEFORE THE BOARD

- 12. 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.
- 13. Appointment**
 - Parks and Recreation Committee
- 14. 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.
- 15. Adjourn**



Date:	December 17, 2024
Prepared By:	Linda Drummond, City Clerk
Subject:	2024 Photo Contest

Between July 1 and October 31, members of the community were invited to submit photos to be used by the City for marketing and/or promotional purposes. Participants were encouraged to submit photographs taken of landscapes, cityscapes, artwork or landmarks that are unique to Smithville and the Smithville community. A total of 59 photos were received from 19 participants.

The communication committee consisting of Assistant City Administrator Gina Pate , Chief Jason Lockridge, City Clerk Linda Drummond, Assistant to the Public Works Director Mayra Toothman, Permit Technician/Assistant City Clerk Brandi Schuerger, Parks Recreation Manager Alex Threlkeld, Finance Specialist II Beth Stevens and Senior Services Coordinator Amy Alexander, had the difficult decision of choosing the top three photos. Winners will receive Chamber Cash as follows: first place \$75, second place \$50 and third place \$25.



Figure 2 - First Place - Torrie Booher



Figure 1 - Second Place - Amy Harvey



Figure 3 - Third Place - Tave Leatherman

Winners will be present at the December 17 Board of Aldermen meeting to be recognized.



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT:

Administration/Parks/Finance/Public Works

AGENDA ITEM: Consent Agenda

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**
 - December 3, 2024, Board of Aldermen Work Session Minutes
 - December 3, 2024, Board of Aldermen Regular Session Minutes
- **Finance Report**
 - Financial Report for November 2024
- **Resolution 1429, City Surplus**

A Resolution declaring certain property as surplus.
- **Resolution 1430, Leak Adjustment**

A Resolution approving a water and wastewater leak adjustment request for Juan Luevano in the amount of \$306.71.
- **Resolution 1430, UV Disinfection Upgrade**

A Resolution approving the purchase of Ultra-Violet System upgrade from Trojan Technologies for the wastewater treatment plant in the amount of \$37,765.42.

SUMMARY:

Voting to approve would approve the Board of Aldermen minutes, Finance Report and the Resolution.

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 checked="" type="checkbox"/> Other: Finance Report | |

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

December 3, 2024 6:30 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:30 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Leeah Shipley, Kelly Kobylski and Ronald Russell. Dan Hartman was absent.

Staff present: Cynthia Wagner, Gina Pate, Chief Lockridge, Chuck Soules, Rick Welch, Matt Denton and Linda Drummond.

2. Discussion of City Tow Service

Chief Lockridge noted that the staff report was in the packet and gave a brief history of the last two RFP's and contracts. The first contract was in 2015, lasting three years with two one-year extensions. The second RFP was issued in July 2022, following a similar contract process, and is now in its final year. Considerations since 2015 have led to a shift from a rotation to a bidding process.

Chief Lockridge noted that staff had contacted neighboring communities to see how they manage this situation, outlining the findings.

- *Gladstone, Riverside, and Parkville utilize a single vendor system similar to Smithville's, each reporting positive experiences with reduced issues compared to previous rotation systems.*
- *Kearney has a default single-provider setup, as only one tow company operates within city limits.*
- *Excelsior Springs, North Kansas City, Liberty, and Pleasant Valley/Claycomo use some form of tow rotation but rely on their dispatch centers to manage the system, except for Claycomo, which defaults to Pleasant Valley's rotation system. While speaking with these departments staff received several questions about the process of bidding a single vendor system. Most of them cited similar issues as we experienced in the past, and at least two of these departments indicated they are interested in moving to a single vendor system.*

Chief Lockridge noted that staff The three best options moving forward include:

1. *Continue with the Current Practice*
The existing contract has been cost-effective for those whose vehicles are towed. A new RFP could be issued before the current contract expires to maintain this system.
2. *Implement a Tow Rotation*
While a rotation could be explored, other Northland agencies have indicated this is a less favorable option, often increasing costs for consumers. It would likely require a management company or additional demands on the Platte County Dispatch Center, which may be impractical.
3. *Modify the Current Practice with a Shorter Contract Period*
This option retains the RFP process but with shorter contract terms, such as an initial two-year period with a one-year extension option. This would allow more frequent bids, potentially encouraging more local vendors to participate.

Chief Lockridge noted that staff could do more research on the subject or answer questions regarding the proposed options.

Public Comment

Kenny Purdue, 7215 Little Platte Road, said that Smithville is seeing rapid growth in both population and commerce, which is leading to heavier traffic and more accidents. As a result, a single tow provider can no longer respond quickly enough to clear traffic effectively. The speaker suggests that the city should adopt a towing rotation system similar to those in nearby areas like Clay County and Kansas City, which would ensure fast and equitable service.

The proposed rotation system offers 24/7 availability and would improve response times. Towing companies included in the rotation would be required to meet strict city regulations and provide competitive pricing, all monitored by law enforcement and local oversight. This system would help maintain transparency and could improve service without adding costs to the city budget.

Having multiple towing providers, such as GT Tow and Brad's Towing, would foster competition and ensure that the best services are available. He mentioned that previous contracts with a single tow provider have driven some businesses away from Smithville, indicating that a bidding process could be costly and burdensome for the Police Department and City.

As an alternative, he recommended using a digital dispatch platform like AutoReturn, which has already vetted several towing companies, including the top providers in the area. This would be a safer and less costly method than traditional bidding, utilizing the city's existing dispatch center while ensuring effective service.

Mr. Purdue expressed a strong desire to serve Smithville and supports local businesses, emphasizing the importance of providing high-quality services to citizens. They appreciate the city's leadership and urge action towards implementing the proposed towing rotation system for the benefit of the community and police department.

Alderman Atkins asked if AutoReturn was an app or a towing program.

Brad Trigg, CEO/President of Brad's Towing, explained that the AutoReturn system is called Autura that is an app that is used by cities, counties and states. The Platte County Sheriff's Department dispatches for Smithville and they are familiar with it. The app works similar to Uber, by sending requests directly to the closest driver rather than going through dispatch.

Alderman Atkins asked if it was not a guaranteed rotation order.

Mr. Triggs said it was not. The call would go to the closest tow truck in the area of the incident.

Alderman Atkins asked who makes the call for this tow process.

Mr. Triggs explained that the officer will contact dispatch to order a non-preference tow service, dispatch enters the information into the system and the program will send the incident and location to the closest truck.

Alderman Atkins asked if it would only be the tow companies that we would specify.

Mr. Triggs said it would only be the tow services we list on the contract. He noted that the contract would be with Autura.

Alderman Atkins asked if Autura's pricing was similar to the bidding.

Mr. Triggs explained that the Kansas City Police Department and Platte County Sheriff's Department have almost the same price. The fee is \$265 for the hook fee (impound or accident), there is no mileage fee unless the vehicle is towed outside of the Kansas City metro area. The storage fee varies, Platte County's is \$45 a day and Kansas City is \$35 a day. There are also fees for winching, cleanup and labor that are charged in 15 minute increments. Autura makes their money by charging the tow companies monthly per tow. He said he believes that Autura charges Platte County \$28.50 per call and Kansas City \$22 per call and there is no charge to the cities.

Alderman Russell noted that two main points stood out to him. Gladstone, Riverside, and Parkville utilize a single vendor and report fewer issues compared to other systems. Also, Excelsior Springs, North Kansas City, Liberty, Pleasant Valley, and Claycomo use a tow rotation. Many of those cities expressed an interest in switching to a single vendor system based on their experiences. He said that it seems that our current setup is working well, but there is always room for improvement. Alderman Russell asked if other cities asked about our process.

Chief Lockridge said that was correct, some of those cities using the tow rotation asked for a copy of our RFP and the process that we have done for this in the past and he has provided it to them.

Alderman Atkins asked if the cities are using the same program or are they using their own type of rotation system.

Chief Lockridge said that he did not ask what type of rotation system those cities were using, but they also have their own dispatch centers.

Alderman Wilson asked if when using Autura, vehicles will be towed to the tow company's lot or is there a storage lot that would be used.

Mr. Triggs explained the vehicles are towed to that tow companies' lot.

Mayor Boley noted that our current RFP requires local storage in case the police need to do an investigation.

Alderman Wilson asked if she understood correctly that the city puts into the contract with Autura the list of tow companies to be used.

Mr. Triggs explained that Autura and the city would have a contract, the tow companies would also have a contract with Autura. The city and Autura would come to an agreement as to the tow companies listed in the contract.

Alderman Wilson noted that she just wanted to make sure that if we were to do this we would not have a lot of tow companies responding and vehicles being towed down south.

Alderman Atkins asked if the city would negotiate the prices with Autura.

Mr. Triggs explained that the city would negotiate for city vehicles to get the best deal. He said he believed Kansas City pays \$90 for their vehicles and Platte County pays around \$100. But customer vehicles are \$265.

Mr. Purdue said that they have found that the City of Liberty has the most straightforward tow rotation. It is an algorithm for their dispatchers. If the Police Department orders a tow and then cancels it, it reverts to the original provider. Currently, they work with five providers. Autura does it based off the proximity of the driver to the accident with it is ordered.

Alderman Russell asked how the Autura program keeps track of the tow trucks locations. Does it use GPS tracking or something similar.

Mr. Triggs explained that the drivers have an app on their phones that they have to log into and turn their location on. Once they receive a call the driver can accept the call or reject it. The app is GPS location based. If a driver or tow company rejects calls they can either be suspended or fined after so many rejections. He explained that once the driver accepts the call, it directs them to the location of the incident.

Alderman Russell asked if there was a cost to the city to be able to use this app.

Mr. Triggs said he did not believe so, other than the cost of towing city vehicles. Autura bills the tow companies for every dispatch.

Alderman Wilson asked City staff if we chose to move forward with this, would we have to do an RFP to see if there are other companies that offer the same services.

Cynthia explained that we would have to look at some type of competition and what other services would be available and evaluate that based on our purchasing policy.

Alderman Shipley asked Chief Lockridge if there was a specific reason why the cities using the rotation system are wanting to move to working with a single company rather than the rotation.

Chief Lockridge explained that a majority of them referred back to same reasons that we listed in the staff report.

Alderman Russell noted that we have a good process now, but it might be beneficial to look at this program. He added that staff should poll other communities that use this program about any issues they have with it. He asked when the current contract us up.

Chief Lockridge noted that it runs through FY2025.

Cynthia added that there is language in the contract that outlines the notification timeline and that is why we are having the discussions now.

Chief Lockridge explained that the RFP would have to be posted in March at the latest.

Mayor Boley noted that if the Board wants to look at something new, staff needs direction now.

Alderman Atkins said that he likes the idea of taking a look at the program and talking to the communities that are using it. He would like staff to talk to Autura about the cost since based on what our customers are paying now there is a big difference. He noted that we will need to see if it would be in the best interest of our customers to change.

Mayor Boley noted that if we put this out for bid we will not know what the bid will come back as it may come back at \$200 since the \$100 was bid three years ago.

Mr. Triggs said that he has noticed whenever there is a single contract they seem to always bid the lowest and sometimes that is not always the best. Glad Rents tows for Gladstone and Riverside Police Departments and they only charge \$45 and have for years. He added that there is no one in the whole city that will do it for that. Other cities go off what the tow companies have to charge, which is more because their equipment costs have gone up over \$40,000 just in the last year.

Alderman Wilson suggested that staff look into Autura and gather information on it to see if that is the direction to go. She noted that if we choose to go another direction, she would lean toward option three with a shorter contract period because of how technology is advancing within that profession.

Alderman Russell said that only thing about that is staff and Board time to keep having to review it every year and a half. He added that in his opinion if something is not working, we review it a lot and if it is we do not.

Alderman Wilson noted that option three is a two-year contract with a one-year extension so it would not be every year.

Alderman Kobylski noted that she would like staff to look into Autura since Platte County is already using it.

Chief Lockridge asked the Board what answers they would like from Autura.

Alderman Wilson said she would like more information from them.

Chief Lockridge asked if it was related to pricing.

Alderman Kobylski asked for more information on if it would be easier and more beneficial for our officers.

Alderman Wilson noted that we also need to know if there are other companies out there like Autura from the City's standpoint for the RFP.

Cynthia noted that staff would have to do the additional work to research to see if there are other companies out there.

Mayor Boley asked Chief Lockridge how long they have to wait on a tow truck.

Chief Lockridge explained that it is generally running around 10-12 minutes. Chief noted that he spoke with a representative from AutoReturn earlier this year and that was one of the questions he asked Chief. He explained that response time was one of the things that they advertise on their website. When they found out what our wait time was they did not think they could make much of an impact on it. Chief added that he got a similar response when they asked about pricing.

Mayor Boley noted that there is a difference in wait time when a tow company is covering four counties with rural areas and a smaller city located on a main highway.

Cynthia noted as staff researches the different app possibilities, our RFP outlines for housing vehicles in Smithville only. We want to make sure it could be outlined or required in the RFP or set on an app. Cynthia added that this is an important element for our customer service so people will not have to go somewhere else to get their vehicle.

Alderman Wilson asked if an individual could request their own tow company.

Chief Lockridge explained that they always have that option. The only time when they do not is if their tow company is 45 minutes away and we have the highway blocked.

Alderman Russell noted that after staff does the research for Autura and come back with they cannot compete with the wait time of 10-12 minutes his preference is to continue as is. He said that it might be something we need to look into in the future.

Alderman Wilson said from a local business standpoint she would like to see it being shared by all local businesses or at least have the opportunity to look into it.

Alderman Kobylski noted that she agreed but if we do not go that route we should look at going with option three.

Mayor Boley asked the Board for their questions they would like staff to find answers for on the app.

Alderman Wilson said for more information on it to bring back so they can have all the information to be able to weigh both options.

Mayor Boley asked staff to do a little more research to gather more information, see if there are other companies that offer this and what dispatch thinks it would take to integrate it. Staff could then come back to the January 21 work session with that information. But if it would not be a benefit for the City we put out the RFP.

Mr. Triggs said it was discouraging to hear not to change anything from a tow company that wants to do business in Smithville. He said why would they bid on it if they knew they were not going to get the bid.

Mayor Boley noted that competitive bid process is competitive bid process, win or lose the bid. It does not mean the same person gets the bid.

Alderman Kobylski said her vote is not to keep it to this. She wants to open it up to other tow companies and to the shorter time frame. She said she wants it to stay fair for the bidding process if we do not go with something like Autura.

3. Adjourn

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

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 7:01 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

SMITHVILLE BOARD OF ALDERMEN REGULAR SESSION

December 3, 2024 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. following the Work Session. A quorum of the Board was present: Marv Atkins, Melissa Wilson, Leeah Shipley, Kelly Kobylski and Ronald Russell. Dan Hartman was absent.

Staff present: Cynthia Wagner, Gina Pate, Chuck Soules, Chief Lockridge, Rick Welch, Matt Denton and Linda Drummond.

Megan Miller, Gilmore and Bell was also present.

2. Pledge of Allegiance lead by Mayor Boley

3. Public Hearing – TIF Update

Mayor Boley opened the public hearing for the TIF Update at 7:04 p.m.

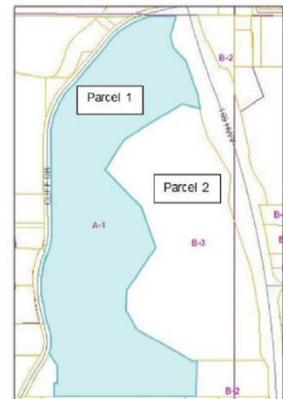
No Public Comment.

Mayor Boley declared the public hearing closed at 7:04 p.m.

Rick Welch, Finance Director, gave an update on the performance of the Marketplace TIF and the 110 Smithville TIF.

Smithville Marketplace TIF District Overview

- The Smithville Marketplace TIF Plan was adopted by the Board of Aldermen (Ordinance #2969-17) on August 1, 2017.
- The plan identified a redevelopment area of approximately 66.3 acres located between Cliff Drive and U.S. Highway 169.
- Previously, this site was commercially developed in 2009 as a large-scale multi-tenant retail site. Unfortunately, by 2011, the development did not have occupants and was foreclosed upon.
- The Smithville Marketplace TIF Plan included *specific projections* on estimated Assessed Valuation, estimated PILOTs, and estimated Economic Activity Taxes (EATS) based upon the types of businesses planned in the redevelopment area. A tractor and supply store, which was initially planned for the TIF, *is not located in the TIF redevelopment area.*

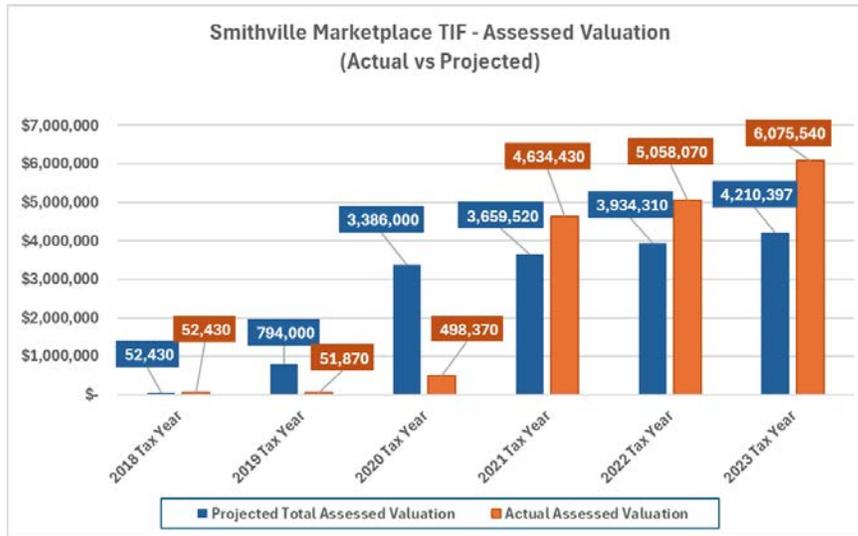


Smithville Marketplace TIF Active Businesses

- Scooter's Drive-Thru Coffee
- Taco Bell
- Domino's
- Cosentino's Price Chopper
- Porter's Ace Hardware Store
- Burger King

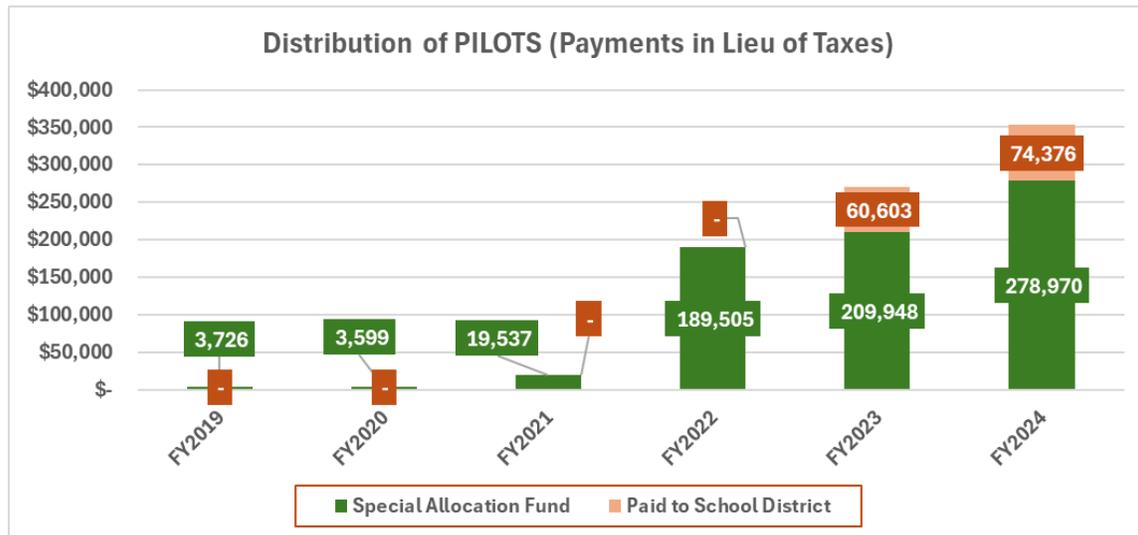
- Jimmy John's
- Dentistry at Marketplace
- T-Mobile opened this year

Smithville Marketplace TIF



- The projected total assessed valuation figures were established by the developer in the TIF Plan.
- Preliminary assessed valuation figures provided by Clay County indicated a total value of \$6,075,540 for Tax Year 2023, which would *eclipse the projection for 2040 established in the TIF Plan.*

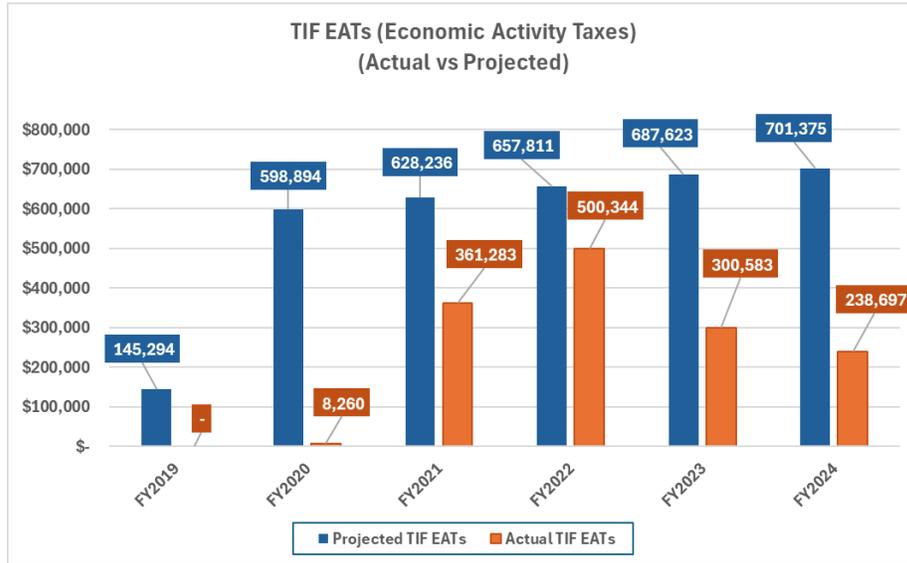
Payments in Lieu of Taxes (PILOTS) Collected



- Tax Year 2018 & 2019 AV: \$52,430 & \$51,870. Jurisdictions received the base property tax in FY2019 and FY2020.
- Tax Year 2020 AV: \$498,370. This growth in AV became the basis for the property tax increment in FY2021
- Tax Year 2021 AV: \$4,634,430. This became the basis for the property tax increment in FY2022
- Tax Year 2022 AV: \$5,058,070. This became the basis for the property tax increment in FY2023.
- Tax Year 2023 AV: \$6,075,540. This became the basis for the property tax increment in FY2024.

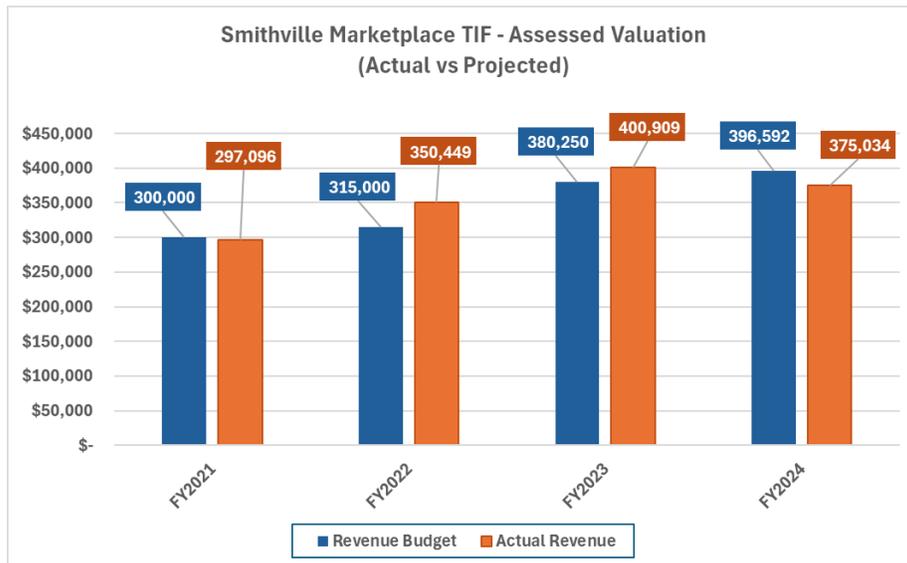
- Jurisdictions receive the base property tax amount plus the tax increment amount based upon the “subject to TIF percentages” outlined in the TIF Plan.

Economic Activity Taxes (EATS) Collection



- The projected Economic Activity Taxes figures were established by the developer in the TIF Plan.
- Projected includes the Tractor and Supply store that was never built.
- EATs has had a decrease in FY2023 and FY2024 due to timing of receipts for Fire and Zoo Districts.

Community Improvement District (CID) 1% CID Sales and Use Tax Collected



Smithville Marketplace – Annual Report – Conclusion

- Modern and attractive businesses have opened in the redevelopment area which has increased Smithville’s commercial presence.
- Assessed valuation is tracking above the TIF Plan projections.
- Given the current status of the redevelopment area and the businesses located in the area, sales tax performance is meeting expectations. Economic Activity Taxes (EATs) are being collected from both the City and the other applicable taxing authorities and are being distributed into the Special Allocation Fund.

- CID Sales Tax has performed well and is expected to continue growth over the following years. While planned businesses were not constructed in the anticipated timeframe, the project concept plan has been completed (Grocery Store, Hardware Store, Pad Sites).

110 Smithville Update

- The Plan provides that construction would begin in late 2023 and take approximately 15 months. The Redevelopment Agreement modified that timeframe and provided that it would begin in late 2023/early 2024. The project is behind the original schedule.
- The Developer had explained that they were waiting for a more interest-friendly environment, and the City was working through the land RFPs. These circumstances contributed to the delay.
- In fall of 2024, they began demolition and are working through the planning and zoning process. They are making progress towards the Project.
 - Demolition in October 2024
 - Grading to begin December 2024
 - Construction projected to begin spring 2025

4. Consent Agenda

- **Minutes**

- November 19, 2024, Board of Aldermen Work Session Minutes
- November 19, 2024, Board of Aldermen Regular Session Minutes

- **Resolution 1427, Agreement with Mid-Continent Library**

A Resolution authorizing and directing the Mayor to enter into an agreement with Mid-Continent Public Library for the purpose of providing Outreach Services at the Smithville Senior Center

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

No discussion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the consent agenda approved.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

5. City Administrator’s Report

Cynthia noted that over the weekend, the street crew and contractors responded to a storm that resulted in approximately 2 inches of snow accumulation. Seven City employees worked approximately 4.5 hours with the assistance of four employees from R & S Lawn. 30 tons of salt were used to treat roads. With coordination between the street crew and Police Chief, we had efficient response efforts, with no significant calls or complaints. Staff will be monitoring the salt inventory and storage capacity to ensure timely re-ordering and proper management of materials.

Cynthia noted that we have two employees retiring at the end of the year after 20 years of service: Allan Jensen, Street Superintendent, and Dennis Witt, Engineering Technician. We extend our gratitude for their dedication.

Wastewater Treatment Plant Operator, Micheal Jacobson has been promoted to Engineering Technician to fill Dennis Witt's position. Street Superintendent final interviews and facility tours with candidates are underway and we anticipate a decision next week.

Cynthia gave an update on Police Department staffing. Currently we have five police officer vacancies. We have hired a post-certified officer that will begin in January, reducing vacancies to four. Three officers are on track to complete field training by the third week of January. One officer will graduate from the academy in January and begin field training. Another officer is scheduled to graduate from the academy in March. Cynthia noted that by early 2025, staffing pressures should ease somewhat as new hires complete training and transition to active duty.

The Water Department is currently down three positions, but new hire Wyatt Stapleton will start Friday, reducing vacancies to two. An offer has been made for a second position, contingent on background checks and drug screening. With Michael Jacobson's promotion to Engineering Technician this creates a vacancy in the wastewater operation division. However, an employee currently on military leave is expected to return in January, restoring full staffing levels.

This weekend kicks off the Holiday Season. Saturday includes the lighting of the Mayor's Christmas Tree and Candy Land Christmas activities. Cynthia encouraged the community to support local businesses, especially after the snow impacted Small Business Saturday. Cynthia reminded everyone that the Emerald Ridge Park ribbon-cutting ceremony is scheduled for Saturday at 2 p.m.

Mayor Boley reminded everyone that the Cany Cane Quest is Friday evening and to remember to bring flashlights. The event begins promptly at 6:00 p.m. The Lighted Christmas parade is Saturday evening following the Mayor's Christmas Tree Lighting.

Mayor Boley noted that the Senior Center has started a new ride-share program and are accepting donations. They also accept donations for meals at the Senior Center. People can also donate to the Shop With a Cop Program.

Alderman Russell asked if he was correct that the three officers finishing up their field training does not go against the current four vacancies for the Police Department.

Cynthia said that was correct. The three officers finishing up their field training will just give us more officers out on the street.

Alderman Russell asked if we have six officers in training either in the academy or in field training.

Cynthia said that we have five officers in training at this time. The new hire in January is post certified so he will only have to complete the field training.

ORDINANCES & RESOLUTIONS

6. Bill No. 3046-24, Amending Section 705.140 of the Code of Ordinances – 2nd Reading

Alderman Atkins moved to approve Bill No. 3046-24, amending Section 705.140 of the Code of Ordinances of the City of Smithville concerning lead in water systems. 2nd reading by title only. Alderman Russell seconded the motion.

No discussion.

Upon roll call vote:

Alderman Shipley - Aye, Alderman Kobylski- Aye, Alderman Wilson – Aye,
Alderman Hartman - Absent, Alderman Atkins – Aye, Alderman Russell - Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 3046-24 approved.

7. Resolution 1428, Agreement with GBA - Phase B

Alderman Atkins moved to approve Resolution 1428, authorizing Phase B of the agreement with GBA for Engineering Services for a roundabout at the intersection of East First Street and North Bridge Street. Alderman Wilson seconded the motion.

No discussion.

Ayes – 4, Noes – 1, motion carries. Mayor Boley declared Resolution 1428 approved as amended.

OTHER MATTERS BEFORE THE BOARD

8. Public Comment

None

9. New Business from the Floor

None

10. Adjourn

Alderman Wilson moved to adjourn. Alderman Russell seconded the motion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:23 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

FY 2025 BUDGET - FINANCIAL UPDATE

11/30/2024

REVENUES, BY FUND	FYE 2024 ACTUAL	FYE 2025 BUDGET	FYE 2025 YTD	FYE 2025 PROJECTION	
GENERAL FUND	6,942,100	6,743,657	401,105	6,743,657	5.95%
CAPITAL IMPROVEMENT SALES TAX FUND	776,869	3,351,132	65,117	3,351,132	1.94%
DEBT SERVICE FUND	357,830	354,000	-	354,000	0.00%
TRANSPORTATION SALES TAX FUND	738,322	1,718,624	65,151	1,718,624	3.79%
COMBINED WATER/WASTEWATER SYSTEMS FUND	6,604,273	7,143,660	645,253	7,143,660	9.03%
SOLID WASTE FUND (FORMALLY SANITATION FUND)	924,551	971,205	75,372	971,205	7.76%
SPECIAL ALLOCATION FUND	913,681	856,224	23,123	856,224	2.70%
PARK & STORMWATER SALES TAX FUND	774,822	781,294	64,769	781,294	8.29%
VEHICLE AND EQUIPMEMENT REPLACEMENT FUND	373,851	469,000	-	469,000	0.00%
COMMONS CID FUND	375,034	324,559	32,965	324,559	10.16%
AMERICAN RESCUE PLAN ACT FUND	-	-	-	-	
	18,781,333	22,713,355	1,372,854	22,713,355	6.04%

EXPENDITURES, BY FUND	FYE 2024 ACTUAL	FYE 2025 BUDGET	FYE 2025 YTD	FYE 2025 PROJECTION	
GENERAL FUND	7,099,518	7,482,202	438,905	7,482,202	5.87%
CAPITAL IMPROVEMENT SALES TAX FUND	790,292	4,217,875	313,416	4,217,875	7.43%
DEBT SERVICE FUND	351,333	354,000	-	354,000	0.00%
TRANSPORTATION SALES TAX FUND	599,249	1,750,000	16,180	1,750,000	0.92%
COMBINED WATER/WASTEWATER SYSTEMS FUND	4,667,979	10,276,241	246,771	10,276,241	2.40%
SOLID WASTE FUND (FORMALLY SANITATION FUND)	907,202	970,617	76,289	970,617	7.86%
SPECIAL ALLOCATION FUND	1,187,820	1,136,542	23,408	1,136,542	2.06%
PARK & STORMWATER SALES TAX FUND	704,533	897,000	5,352	897,000	0.60%
VEHICLE AND EQUIPMEMENT REPLACEMENT FUND	462,387	474,794	35,049	474,794	7.38%
COMMONS CID FUND	277,989	362,752	15,386	362,752	4.24%
AMERICAN RESCUE PLAN ACT FUND	141,689	-	-	-	
	17,189,989	27,922,023	1,170,757	27,922,023	4.19%



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Administration/Parks

AGENDA ITEM: Resolution 1429, Surplus of City Property

REQUESTED BOARD ACTION:

Motion to approve Resolution 1429, declaring certain property as surplus.

SUMMARY:

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

The following items have been identified by the Parks Department as surplus for disposal.

- Desk with drawers to the left
- Desk with drawers to the right
- Shelves
- 4 Drawer File Cabinet
- Standing Desk
- (4) Jugs Pitching Machines with baseball and softball legs and ball fittings
- First Pitch Pitching Machine with baseball and softball legs and ball fittings

The following items have been identified by the Administration Departments as surplus for disposal.

- (3) 2015 HP ProBook Laptops
- HP d325 Desktop Computer
- HP ProDesk Desktop Computer
- HP 2208w Monitor
- (3) Wired Keyboards
- (2) Tripp Lite Uninterruptible Power Supply
- NEC LT260 Projector

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 used by the City.

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other:

- Contract
- Plans
- Minutes

RESOLUTION 1429

A RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS

WHEREAS, from time to time, departments identify equipment that has been replaced by new equipment, is no longer used or does not 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:

- Desk with drawers to the left
- Desk with drawers to the right
- Shelves
- 4 Drawer File Cabinet
- Standing Desk
- (4) Jugs Pitching Machines with baseball and softball legs and ball fittings
- First Pitch Pitching Machine with baseball and softball legs and ball fittings
- (3) 2015 HP ProBook Laptops
- HP d325 Desktop Computer
- HP ProDesk Desktop Computer
- HP 2208w Monitor
- (3) Wired Keyboards
- (2) Tripp Lite Uninterruptible Power Supply
- NEC LT260 Projector

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 17th day of December 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1430, Approving a Water and Wastewater Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1430, approving a water and wastewater leak adjustment request for Juan Luevano in the amount of \$306.71.

SUMMARY: The City has received notice from Juan Luevano, a residential utility billing customer, of a repaired water leak and his request for a water leak adjustment. All requirements set forth in Ordinance 2989-18 have been met.

On or about November 28, 2024, the Utilities Division obtained electronic reads of water usage for the month of November. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the November billing cycle, Juan Luevano had started the cycle with a read of 5,524 and finished the November cycle with a read of 6,243, which resulted in consumption of 71,900 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, Juan Luevano has provided proof of repair/maintenance of the water heater leak which caused the high usage during the November billing cycle.

If approved, the leak adjustment would issue a credit of \$306.71 to Juan Luevano's utility account.

PREVIOUS ACTION:

The Board has approved previous leak adjustments in this fiscal year when conditions have been met.

POLICY OBJECTIVE:

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

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$306.71.

ATTACHMENTS:

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

RESOLUTION 1430

**A RESOLUTION APPROVING A WATER AND WASTEWATER
LEAK ADJUSTMENT REQUEST FOR JUAN LUEVANO IN THE
AMOUNT OF \$306.71**

WHEREAS, the City approved Ordinance No. 2989-18 amending Section 705.110 of the Code of Ordinances on February 6, 2018; and

WHEREAS, Juan Luevano, a residential utility billing customer with account 03-000200-00, has notified the City of a water leak and is requesting a leak adjustment; and

WHEREAS, the conditions set forth in Section 705.110 of the Code of Ordinances as amended have been met; and

WHEREAS, the adjustment calculation set forth in 705.110 of the Code of Ordinances as amended has been determined to be \$306.71.

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

A water and wastewater leak adjustment in the amount of \$306.71 shall be credited to account 03-000200-00 of residential utility billing customer Juan Luevano.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17th day of December, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Juan Luevano

Utility Service Address: 289 N Bridge St

Utility Account Number: 03-000200-00

The residential utility billing customer referenced above has notified City staff of a water leak and is requesting a leak adjustment. City staff has verified the water consumption of the month(s) in question is more than two (2) times the monthly average for this property, no other leak adjustment has occurred in the previous thirty-six (36) month period, covers a single event and repair receipts have been provided.

In accordance with the Leak Adjustment Ordinance No. 705.110, the Board of Alderman may consider a leak adjustment calculated to be \$306.71 at the Board of Alderman meeting on 12/17/2024.

Upon resolution by the Board of Alderman, I, Juan Luevano shall make payment in full or make formal payment arrangements with City staff no later than ten days (10) following the Board of Alderman consideration. I understand that failure to do so will result in imposition of late fees and/or disconnection of service.

Juan Luevano
Customer's Signature

12/05/24
Date

400 Park Dr
Smithville, MO 64089-9406



(816) 532-0737
taylorpsi@sbcglobal.net

PLUMBING SERVICES, INC.

BILL TO

Ron Major
403 N. Bridge
P.O. Box 252
Smithville, MO 64089

Visit us on our Website!
www.TaylorPlumbingServicesInc.com

DATE	INVOICE #
11/27/2024	130681

REP	2nd Rep			DATE	INVOICE #
JAB	TI			11/27/2024	130681
ITEM	QTY	DESCRIPTION	RATE	N F R	AMOUNT
INT021695 INT020300		<p>Work Location 289 N. Bridge St Smithville</p> <p>Install Customer's Water Heater Install Thermal Expansion Tank with Water Heater Installation</p> <p>Thank you for your business Nate & Crew</p> <p><i>11/27 #3287</i></p>			<p>543.78</p> <p>207.74</p>

Proud Members of:



Total

\$751.52

A service charge of 2% per month will be added on overdue accounts. Minimum - \$2.00

www.facebook.com/taylorplumbingservices



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Juan Luevano**

Utility Service Address: **289 N Bridge St**

Utility Account Number: **03-000200-00**

Breaking down key figures in Ordinance 2989-18(C), Adjustment Calculations

- The adjusted bill(s) shall charge the City's normal water rate on all water volume used up to two (2) times the average monthly water use for this property.

City's normal water rate (per 1,000 gallons): \$11.96
 Average monthly water usage for this property: **4,133** gallons

- Adjusted bill(s) shall also charge the City's wholesale water rate on all water volume used greater than two (2) times the average monthly water use for this property.

City's wholesale water rate (per 1,000 gallons): \$7.14

- If the leak is inside the home, the wastewater bill(s) shall not be adjusted because the water volume used will have drained into the sanitary system of the home.

If the leak is outside the home, the wastewater bill(s) will be adjusted to reflect the average monthly wastewater usage for this property.

City's normal wastewater rate (per 1,000 gallons): \$10.17
 Average monthly wastewater usage for this property: **4,133** gallons

Was the leak inside or outside the home: **inside**

Was the wastewater billed winter average or actual usage: **winter average**

Calculating the adjustment amount using Ordinance 705.110(C), Adjustment Calculations

MONTH 1	
Original Water Bill Amount	
71,900 gallons @ 11.96 per 1,000 gallons =	859.92
Adjusted Water Bill Amount	
8,266 gallons @ 11.96 per 1,000 gallons =	98.86
+ 63,634 gallons @ 7.14 per 1,000 gallons =	454.35
	553.21
Water Discount =	306.71
Original Wastewater Bill Amount	
4,133 gallons @ 10.17 per 1,000 gallons =	42.03
Adjusted Wastewater Bill Amount	
4,133 gallons @ 10.17 per 1,000 gallons =	42.03
Wastewater Discount =	0.00

MONTH 2 (if applicable)	
Original Water Bill Amount	
gallons @ 11.96 per 1,000 gallons =	0.00
Adjusted Water Bill Amount	
0 gallons @ 11.96 per 1,000 gallons =	0.00
+ 0 gallons @ 7.14 per 1,000 gallons =	0.00
	0.00
Water Discount =	0.00
Original Wastewater Bill Amount	
0 gallons @ 10.17 per 1,000 gallons =	0.00
Adjusted Wastewater Bill Amount	
0 gallons @ 10.17 per 1,000 gallons =	0.00
Wastewater Discount =	0.00

Total Discount = 306.71



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1431, approving the purchase of an ultra-violet system upgrade for the wastewater treatment plant from Trojan Technologies in the amount of \$37,765.42.

REQUESTED BOARD ACTION:

A motion to approve Resolution 1431, approving the purchase of an ultra-violet system upgrade for the wastewater treatment plant from Trojan Technologies in the amount of \$37,765.42.

SUMMARY:

The City of Smithville uses ultra-violet (UV) light for disinfection of the City's wastewater effluent before discharging into the Little Platte River. Ultra-violet disinfection removes E-coli from the wastewater. The City's wastewater treatment plant permit provides limits for E-coli removal during the recreational months of April through October. Not meeting the removal required puts the City in violation with Missouri Division of Natural Resources (DNR) and the City's permit.

In October 2024 the PLC (programable logic controller) that controls the UV lights started having problems. Trojan Technologies came up to help staff trouble shoot the issue and found that several main components of the UV system were outdated and obsolete.

Staff was able to use the UV system through the month of October, but two of the wastewater samples were above the City's removal limits. DNR was notified and they are aware that the City is working toward a solution before April when the E-coli limits are in effect.

Trojan Technologies is a sole source provider of ultra violet disinfection systems at waste water treatment plants. Attached you will find a quote to replace the obsolete parts. The HMI (human machine interface) does not need to be replaced. It is newer and in a weatherproof containment. All the parts are 10 to 16 weeks out. The system will need to be operational again before April when the E-coli reporting limits are back in effect for the recreational season.

The total cost will include:

- PLC Upgrade	\$25,525.42
- PLC set up and start up	\$ 2,645.00
- HSC (hydraulic system center)	\$ 7,900.00
- HSC programming and start up	<u>\$ 1,695.00</u>
TOTAL	\$37,765.42

PREVIOUS ACTION:

none

POLICY ISSUE:

Facility / infrastructure maintenance

FINANCIAL CONSIDERATIONS:

The 2025 CWWS maintenance budget has sufficient funds for this expense.

ATTACHMENTS:

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

RESOLUTION 1431

A RESOLUTION APPROVING THE PURCHASE OF ULTRA-VIOLET SYSTEM UPGRADE FOR THE WASTEWATER TREATMENT PLANT FROM TROJAN TECHNOLOGIES IN THE AMOUNT OF \$37,3765.42

WHEREAS, the City of Smithville operates a wastewater treatment plant; and

WHEREAS, ultra-violet light is used to disinfect the wastewater effluent; and

WHEREAS, the ultra-violet light programmable logic controller and hydraulic system center needs to be upgraded; and

WHEREAS, Trojan Technologies is a sole source vendor of the ultra-violet light system and has provided a quote to complete the upgrade of the system in an amount of \$37,765.42.

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

THAT the Board approves the purchase, from Trojan Technologies, for the ultra-violet disinfection system upgrades in an amount of \$37,765.42.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17th day of December, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Date:	December 4, 2024
Prepared By:	David Schuerger, Utilities Operations Manager
Subject:	Ultra-Violet Disinfection Improvements

Background:

The City of Smithville uses ultra-violet (UV) light for disinfection of the City's waste water effluent before discharging into the Little Platte River. Ultra-violet disinfection removes E-coli from the wastewater. The City's wastewater treatment plant permit provides limits for E-coli removal during the recreational months of April through October. Not meeting the removal required puts the City in violation with Missouri Division of Natural Resources (DNR) and the City's permit.

Status

In October 2024 the PLC (programable logic controller) that controls the UV lights started having problems. Trojan Technologies came up to help staff trouble shoot the issue and found that several main components of the UV system were outdated and obsolete.

Staff was able to use the UV system through the month of October, but 2 of the wastewater samples were above the City's removal.

DNR was notified and they are aware that the City is working toward a solution before April when the E-coli limits are in effect.

Attached you will find a quote to replace the obsolete parts. The HMI (human machine interface) does not need to be replaced. It is newer and in a weatherproof containment.

All the parts are 10 to 16 weeks out. We have around 4 months before we have to put it back online.

The total cost will include:

- PLC Upgrade	\$25,525.42
- PLC set up and start up	\$ 2,645.00
- HSC (hydraulic system center)	\$ 7,900.00
- HSC programming and start up	<u>\$ 1,695.00</u>
TOTAL	\$37,765.42

UV3000+ 07™ DISINFECTION SYSTEM UPGRADE

For

SMITHVILLE, MO

Date: September 27, 2024

Project No: 511454

SF: 258300

NOTICE

**This report is proprietary and may not be reproduced or
distributed to parties not directly associated with the
SMITHVILLE, MO**

without the express written permission of Trojan Technologies.

Summary

Trojan is pleased to provide a quote to upgrade the following.

System Control Center (SCC). PLC Upgrade: Scope of Supply:

Controller Upgrade: Upgrade the L35e Control Logix processor to an L33er Control Logix processor. The current power supply onsite will need to be upgraded to accommodate the new processor and communications card. An upload of the existing logic running at site is recommended prior to the initial conversion into the new processor. If an upload is unavailable, Trojan will utilize the latest copy of the sites program that has been saved to our servers. There is a risk of logic or data loss/differences when an uploaded copy is unavailable. PLC and HMI IP addresses should also be provided by the site.

-The L33er processors do not contain an onboard serial port (L35e series processors did), thus a 3rd party communications card (Prosoft) will be utilized. This communications card and L33er PLC will be programmed, tested and ready for install in the existing I/O rack.

PLC Upgrade

QTY	DESCRIPTION	UNIT MODEL NUMBER / COMMENT
1	Processor: AB CompactLogix 1769-L33ER	Part # TBD
1	Prosoft Communications Card MVI69E-MBS (Modbus)	Part # TBD
1	1769-PA4 or PB4	Part # TBD
1	PLC Programming, Testing\Simulation.	
1	Documentation: One electronic copy of the following documentation will be supplied by Trojan. (Electrical drawings, Controls Narrative)	Included
Total PLC Upgrade Price USD\$		\$25, 525.42
HMI Option (Not Needed)		
1	Panelview Plus 7-1000 Upgrade kit. Includes SD card and adaptor plate	917662-002
1	HMI Programming, Testing\Simulation.	
Total HMI Upgrade Price USD\$		\$10,500.96

Service by Trojan Certified Technician

Certified Trojan Technician will be required to commission the SCC hardware upgrade. The following site service will be required to complete the inspection, commissioning, and startup of the new L33er processor and associated hardware. We estimate 1 day onsite for the upgrade.

Description	Time (days)	Total Price (US\$)
Travel	1	950.00
Site Days	1	1,695.00
Total Service Price USD\$		\$2,645.00

Site Responsibility:

1. Site will be responsible for making the SCC available during processor switchover and allowing Trojan equipment to be put in **Local** for up to one (8) eight-hour day. This will allow UV disinfection to take place, but the system will only be available in local at 100% power.
2. Supply of PLC and HMI IP addresses

Trojan Responsibility:

1. Verifying correct installation (power, mounting, configuration, communications, etc.) of the new hardware within the SCC.
2. Verifying correct SCC/PLC/HMI operation.

HSC Upgrade: Optional

QTY	DESCRIPTION	UNIT MODEL NUMBER / COMMENT
1	HSC KIT, CMPT HSC TO G4 WAGO	Part # 917579-480
1	PLC Programming, Testing\Simulation.	
1	Documentation: One electronic copy of the following documentation will be supplied by Trojan. Appropriate corrected sections of the O&M Manuals to reflect the new hardware. (Electrical drawings, Controls Narrative)	Included
Total PLC Upgrade Price USD\$		\$7,900.00

Service by Trojan Certified Technician

Certified Trojan Technician will be required to commission the HSC hardware upgrade. The following site service will be required to complete the inspection, commissioning, and startup of the new Wago processor and associated hardware. We estimate 1 day onsite for the upgrade.

Description	Time (days)	Total Price (US\$)
Site Days	1	1,695.00
Total Service Price USD\$		\$1,695.00

Site Responsibility:

1. Site will be responsible for making the HSC available during processor switchover for up to one (8) eight-hour day. This will allow UV disinfection to take place, but the system will not be able to wipe during the processor changeover.

Trojan Responsibility:

2. Installation (power, mounting, configuration, communications, etc.) of the new hardware within the HSC.
3. Verifying correct HSC/PLC/HMI operation.



Terms & Conditions:

Trojan Technologies Terms and Conditions of Sale and Service apply and are available upon request.

Price does not include Taxes, Duty or Freight.

Payment terms are NET 30 days.

Quote validity until December 31, 2024.

Delivery to be confirmed at receipt of PO.

Warranty is one (1) year materials.

Daily Rate and Travel Daily Rate, if quoted, includes hourly rate, accommodations, and meals. It does not include airfare.

Trojan employee on-site work will be performed during the working hours of 0800 – 1630 Monday through Friday except for statutory holidays. If site access/working hours are different from this, then please advise and we will work to accommodate site hours.



City Administrator's Report

December 12, 2024

Smithville Chamber of Commerce Board

This week, the Chamber held elections for their 2025 Board of Directors. Parks and Recreation Director Matt Denton was elected to the Board. Congratulations Matt!

Downtown Streetscape Phase III

Mega KC Corporation, the City's contractor, continues to make progress on the Downtown Streetscape Phase III project despite the weather and delays in utility relocation. During the most recent progress meeting, the contractor confirmed plans to work through the winter. For now, North Bridge Street will remain closed. We will notify the Board and residents if these plans change.

Hazard Mitigation Plan

Every five years, local jurisdictions including cities, counties, school districts, public colleges, and other special districts are required to prepare and update a Hazard Mitigation Plan to remain eligible for certain Federal Emergency Management Agency (FEMA) grants. Mid-America Regional Council (MARC) is currently updating its Regional Hazard Mitigation Plan, and the City of Smithville is actively participating in the process.

As part of this effort, the City of Smithville has completed its Community Profile Survey for the Hazard Mitigation Plan. Staff from the police, development, and public works departments as well as the Smithville Area Fire Protection District reviewed and updated the community profile for Smithville. This survey included details about the hazards posing the greatest risk to the jurisdiction, its vulnerability to loss of life or property, past experiences with these hazards, and the local jurisdiction's capabilities to address or mitigate risks.

Smithville will continue to participate in future meetings and work sessions to ensure Smithville's goals and actions are aligned with the Regional Hazard Mitigation Plan.

City Hall Schedule

City Hall will be closed December 24 and 25 in observance of the Christmas holiday and December 31 and January 1 for New Year's.



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Finance/Administration

AGENDA ITEM: Approve Bill No. 3047-24, FY2025 Budget Amendment No. 2 - 1st and 2nd Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No 3047-24, amending the FY2025 Operating Budget to add \$10,000 to the Combined Water and Wastewater Fund. Emergency Ordinance Sponsored by Mayor Boley - 1st and 2nd reading by title only.

SUMMARY:

This Budget Amendment includes an adjustment to the Combined Water and Wastewater Fund adding \$10,000 to the expenditure budget as detailed below:

- In November 2024, the City advertised a Request for Qualifications for the City's Website Design and Hosting Services. The review committee recommended a bid award to Revize. In order to better accommodate customer service to customers and to take advantage of negotiated discounts providing cost savings of \$3,500, staff is requesting a budget amendment of \$10,000 to cover the implementation and annual costs during the first year of the agreement. In the FY2025 budget, \$10,000 was included in the General Fund for the website upgrade, and no funds were allocated in the Combined Water and Wastewater Fund (CWWS) for the website upgrade. Since the website is a city-wide service, staff recommends budgeting the same amount in the General Fund and CWWS for website related costs.

PREVIOUS ACTION:

The Board previously approved the FY2025 Budget on October 15, 2024.

POLICY ISSUE:

Approving an amendment to the FY2025 Budget.

FINANCIAL CONSIDERATIONS:

\$10,000 was included in the General Fund expenditure budget. This expense was not included in the FY2025 Combined Water and Wastewater expenditure budget.

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. 3047-24

ORDINANCE NO. 324X-24

**AN ORDINANCE AMENDING THE FY2025 OPERATING BUDGET
TO ADD \$10,000 TO THE COMBINED WATER AND WASTEWATER FUND**

WHEREAS, pursuant to Ordinance 3042-24, passed on October 15, 2024, the City approved the fiscal year ending October 31, 2025, Budget; and

WHEREAS, not included in the approved fiscal year 2025 Budget are expenditures related to Website Design and Hosting Services; and

WHEREAS, an amendment to the Combined Water and Wastewater Fund is 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, 2025, Budget is hereby amended to add:

- \$10,000 to the expenditure budget in the Combined Water and Wastewater Fund.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17th day of December 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 12/17/2024

Second Reading: 12/17/2024



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3048-25 – Rezoning 16000 North 169 Highway to B-2 – 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3048-25, changing the zoning classifications or districts of certain lands located in the City of Smithville, Missouri located at 16000 North 169 Highway. First reading by title only.

SUMMARY:

Applicant seeks to rezone a single lot fronting on 169 Highway currently zoned R-3 back to B-2 after a townhome project did not occur.

PREVIOUS ACTION:

Ordinance 3027-24 was passed on March 19, 2024 changing the zoning from B-2 to R-3 for a townhome project.

POLICY OBJECTIVE:

Comprehensive Plan compliance

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

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

FINDING OF FACTS AND CONCLUSIONS OF LAW

Applicant: Dirk Talley/Port Side Tie, LLC

Land Use Proposed: B-2

Zoning: R-3

Property Location: 16000 N. 169 Hwy

Pursuant to the provisions of Section 400.560(C) of the Smithville Code, the Planning Commission does hereby make the following findings of fact based upon the testimony and evidence presented in a public hearing of the Planning and Zoning Commission of the City of Smithville, held on December 10, 2024, and presents these findings to the Board of Aldermen, with its' recommendations on the application.

Finding of Facts

1. *Character of the neighborhood.*

The surrounding area is 169 Highway frontage with commercial uses throughout and Second Creek to the west. West of the creek is land not within the city limits that is used as agricultural land.

2. *Consistency with the City's Comprehensive Plan and ordinances.*

The existing Comprehensive Plan was approved on November 10, 2020, and calls for the no anticipated change to the subject property but is adjacent to the downtown overlay area.

3. *Adequacy of public utilities and other needed public services.*

Streets and Sidewalks:

No street extensions will be needed, but Cliff Dr. will need to be upgraded when the south lot develops, including sidewalks at the owner's expense and in accordance with existing APWA standards.

Water, Sewer and Storm water

The city does not have water or sewer to the lots, so the owner must extend both water and sewer to service the lots at its' own expense and in accordance with existing APWA standards.

All other utilities

Future Development will be conditioned upon installation of all other needed utilities at the cost of the development.

4. *Suitability of the uses to which the property has been restricted under its existing zoning.*

The current use is vacant land. The location, size and layout of the lots reveal why the lot was originally zoned B-2 as it has limited use, other than a small, single building development.

5. *Length of time the property has remained vacant as zoned.*

The property was zoned to its' existing district classification when annexed, and the agricultural nature is not being changed significantly. The change would be additional housing similar to the adjacent lots.

6. *Compatibility of the proposed district classification with nearby properties.*

The proposed district is compatible with the business uses nearby.

7. *The extent to which the zoning amendment may detrimentally affect nearby property.*

No detriment is anticipated.

8. *Whether the proposed amendment provides a disproportionately great loss to the individual landowners nearby relative to the public gain.*

No loss to landowners is expected.

9. That in rendering this Finding of Fact, testimony at the public hearing on December 12, 2023, has been taken into consideration as well as the documents provided.

Recommendation of the Planning Commission

Based on the foregoing findings of fact, we conclude that:

A. This application and the Rezoning of this property from R-3 to B-2 is governed by Section 400.560 of the zoning ordinance of Smithville, Missouri.

B. The proposed zoning is compatible with the factors set out in Section 400.560(C) of the zoning ordinance.

C. The Planning and Zoning Commission of the City of Smithville, Missouri recommends approval of rezoning the land to B-2.

BILL NO. 3048-25

ORDINANCE NO. 324X-25

AN ORDINANCE CHANGING THE ZONING CLASSIFICATIONS OR DISTRICTS OF CERTAIN LANDS LOCATED IN THE CITY OF SMITHVILLE, MISSOURI LOCATED AT 16000 NORTH 169 HIGHWAY

WHEREAS, The City of Smithville received an application for rezoning 16000 North 169 Hwy on October 9, 2024; and

WHEREAS, Public Notice was published in the Courier Tribune and letters to property owners within 185' were sent not less than 15 days prior to the Public Hearing conducted before the Planning Commission on December 10, 2024; and

WHEREAS, the Planning Commission presented its' findings to the Board of Aldermen and recommended approval of the rezoning request; and,

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, THAT;

Section 1. Having received a recommendation from the Planning Commission, and proper notice having been given and public hearing held as provided by law, and under the authority of and subject to the provisions of the zoning ordinances of the City of Smithville, Missouri, by a majority council vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as:

All that part of the Southeast Quarter of the Southeast Quarter of Section 22, Township 53, Range 33, described as follows:

Beginning at the point of intersection of the South line of said Southeast Quarter of the Southeast Quarter of Section 22, with the center line of U.S. Highway No. 169, as now located, thence South 89 degrees 37 minutes West, along the South line of said Section 22, 667.92 feet to the centerline of Second Creek; thence with the meanderings of said Second Creek North 39 degrees 0 minutes East, 125 feet; thence North 53 degrees 17 minutes East, 370 feet; thence North 9 degrees 51 minutes East, 210 feet to a point, thence East and parallel with the South line of said Section to a point in the centerline of U.S. Highway No. 169, thence Southeasterly along the centerline of U.S. Highway No. 169 to the Point of Beginning, all in Clay County,

is hereby changed from R-3 to B-2.

Section 2. Upon the taking effect of this ordinance, the above zoning changes shall be entered and shown upon the "Official Zoning Map" previously adopted and said Official Zoning Map is hereby reincorporated as a part of the zoning ordinance as amended.

Section 3. This Ordinance shall take effect and be in full force from and after the approval.

PASSED THIS 7th DAY OF JANUARY, 2025

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 12/17/2024

Second Reading 01/07/2025



STAFF REPORT

December 9, 2024

Rezoning of Parcel Id # 05-504-00-02-010.00

Application for a Zoning District Classification Amendment

Code Sections:

400.560.C Zoning District Classification Amendments

Property Information:

Address: 16000 N. US 169 Hwy
Owner: Port Side Tie, LLC
Current Zoning: R-3
Proposed Zoning: B-2

Public Notice Dates:

1st Publication in Newspaper: November 21, 2024
Letters to Property Owners w/in 185': November 21, 2024

GENERAL DESCRIPTION:

The applicant seeks to rezone one lot from R-3, back to its' original B-2 district, located on the west side of 169 and north of Cliff Dr. The lot was rezoned from B-2 to R-3 in January of 2024 in anticipation of a new multi-family building that eventually fell through. The applicant seeks this rezoning to restore the original B-2 zoning since the client is no longer interested in the multifamily project at this location.

EXISTING ZONING:

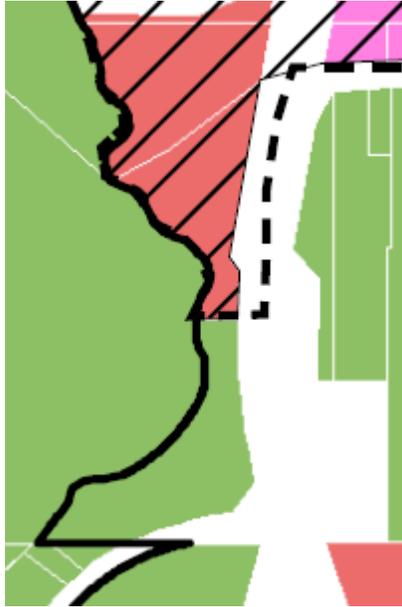
The existing zoning is R-3 and has been in existence since January of 2024 when it was rezoned in anticipation of a specific development project.

CHARACTER OF THE NEIGHBORHOOD *400.560.C.1*

The surrounding area is 169 Highway frontage with commercial uses throughout and Second Creek to the west. West of the creek is land not within the city limits that is used as agricultural land.

CONSISTENCY WITH COMPREHENSIVE PLAN AND ORDINANCES *400.560.C.2*

The existing Comprehensive Plan was approved on November 10, 2020, and calls for the no anticipated change to the subject property but is adjacent to the downtown overlay area.



ADEQUACY OF PUBLIC UTILITIES OR OTHER PUBLIC SERVICES *400.560.C.3*

Streets and Sidewalks:

No street extensions will be needed, but Cliff Dr. will need to be upgraded when the south lot develops, including sidewalks at the owners expense and in accordance with existing APWA standards.

Water, Sewer and Storm water

The city does not have water or sewer to the lots, so the owner must extend both water and sewer to service the lots at its' own expense and in accordance with existing APWA standards.

All other utilities

Future Development will be conditioned upon installation of all other needed utilities at the cost of the development.

SUITABILITY OF THE USES TO WHICH THE PROPERTY HAS BEEN RESTRICTED UNDER ITS EXISTING ZONING *400.560.C.4*

The current use is vacant land. The location, size and layout of the lots reveal why the lot was originally zoned B-2 as it has limited use, other than a small, single building development.

TIME THE PROPERTY HAS REMAINED VACANT AS ZONED *400.560.C.5*

The property was zoned to its' original district classification at least 1978 and has not been developed since but was rezoned to R-3 for a specific proposed project in January of 2024,.

COMPATIBILITY OF PROPOSED DISTRICT WITH NEARBY LAND *400.560.C.6*

The proposed district is compatible with the business uses nearby.

EXTENT WHICH THE AMENDMENT MAY DETRIMENTALLY AFFECT NEARBY PROPERTY *400.560C.7*

No detrimental effects are known.

WHETHER THE PROPOSAL HAS A DISPROPORTIONATE GREAT LOSS TO ADJOINING PROPERTY OWNERS' RELATIVE TO THE PUBLIC GAIN *400.560.C.8*

With no detrimental effects known, no great loss is expected.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed district based upon the change meets the Comprehensive Plan recommendations.

Respectfully Submitted,

Zoning Administrator



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3049-25 – Amending the Conceptual Zoning Plan for Lakeside Farms – 1st reading by Title Only

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3049-25, approving an amendment to a conceptual zoning plan for Lakeside Farms on certain lands located in the City of Smithville, Missouri. First reading by title only.

SUMMARY:

Approving this ordinance would amend the existing Eagle Heights Overlay District's conceptual plan on property located at 18400 North Eagle Parkway to increase the density in accordance with the Comprehensive Plan 2030 recommendations.

PREVIOUS ACTION:

This development was originally approved on September 18, 2018 with the adoption of an Overlay District (R-1 and R-2) Conceptual Plan and named Eagle Heights.

POLICY ISSUE:

Follow the Comprehensive Plan Recommendations

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

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

BILL NO. 3049-25

ORDINANCE NO. 324X-25

AN ORDINANCE APPROVING AN AMENDMENT TO A CONCEPTUAL ZONING PLAN FOR LAKESIDE FARMS ON CERTAIN LANDS LOCATED IN THE CITY OF SMITHVILLE, MISSOURI

WHEREAS, The City of Smithville approved a Conceptual Plan and zoning on October 2, 2018 to create the Eagle Heights subdivision at 18400 North Eagle Parkway; and

WHEREAS, public notice was properly advertised in the Courier Tribune; and

WHEREAS, adjoining property owners were properly notified by certified mail; and

WHEREAS, a public hearing was held before the Planning Commission on December 10, 2024;

WHEREAS, the Commission adopted the findings recommended in the Staff Report and recommended approval of the Amended Lakeside Farms Conceptual Plan.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, THAT;

Section 1. Having received a recommendation from the Planning Commission, and proper notice having been given and public hearing held as provided by law, and under the authority of and subject to the provisions of the zoning ordinances of the City of Smithville, Missouri, by a majority council vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as: See Attached Lakeside Farms Conceptual Plan

is hereby designated R-1P and R-2P as contained in the Lakeside Farms Conceptual Plan as approved by the Planning Commission on December 10, 2024 and shown on the attached Lakeside Farms Conceptual Plan.

Section 2. Upon the taking effect of this ordinance, the above zoning changes shall be entered and shown upon the "Official Zoning Map" previously adopted and said Official Zoning Map is hereby reincorporated as a part of the zoning ordinance as amended.

Section 3. This ordinance shall take effect and be in full force from and after its passage according to law.

PASSED THIS 7th DAY OF January, 2025

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

1st reading 12/17/2024

2nd reading 01/07/2025



December 5, 2024
Conceptual Plan Approval of Clay County Parcel Id's
05-302-00-01-005.00 and 05-301-00-01-008.01

Application for a Conceptual Plan Approval (Amendment) – Lakeside Farms

Code Sections:

400.200 et seq. Planned Development Overlay District

Property Information:

Address: 18420 Eagle Parkway
Owner: Eagle Heights Development, LLC
Current Zoning: R-1P and R-2P with a conceptual plan

Public Notice Dates:

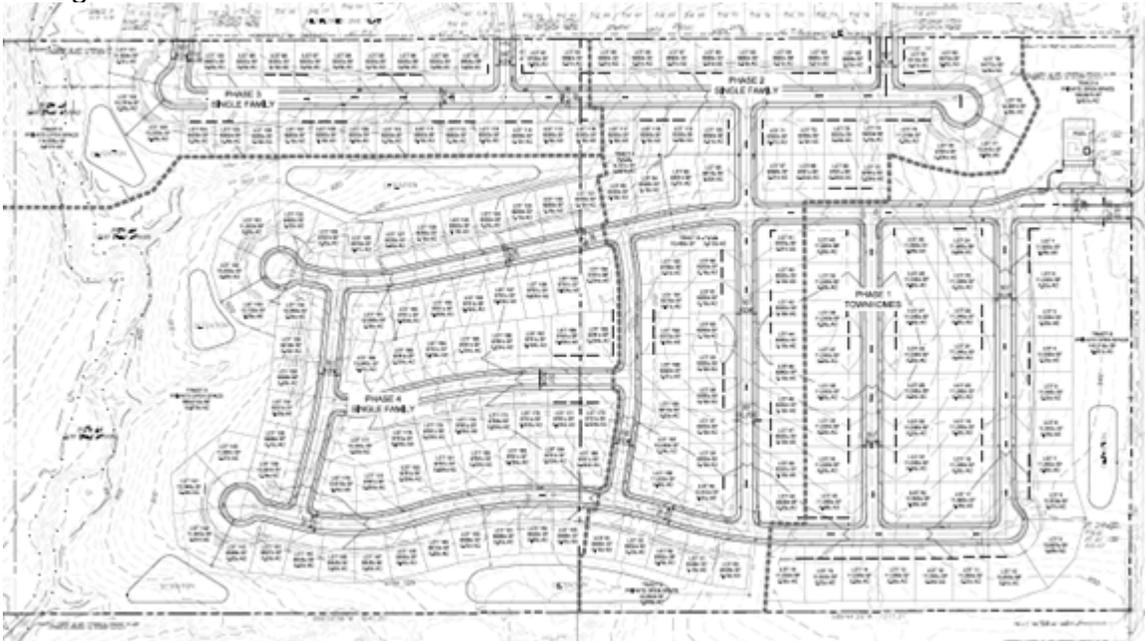
1st Publication in Newspaper: November 20, 2024
Letters to Property Owners w/in 185': November 21, 2024

GENERAL DESCRIPTION:

The property is currently covered by the Eagle Heights Conceptual Plan approved by the Commission and Board in September of 2018. While preparing various aspects of the preliminary plat and development agreement, the developer identified costs were such that further refinement of the sanitary sewers would be needed, and MODOT would need to complete improvements to the 188th Street and 169 Highway intersection prior to moving forward with any construction. The developer has completed its refinement to the sanitary sewer system design, and MODOT finally completed its work at the intersection just a few months ago.

In addition to the layout changes to sewers mentioned above, a long process with MODOT's construction allowed many intervening factors to come into existence. First, the city adopted the 2030 Comprehensive Plan, which called for several changes to city zoning and subdivision codes. That plan changed the

definitions of various density of dwelling units per acre. The previous Comprehensive Plan recommended no more than 3 dwelling units per acre for Single-family residential developments. The new version adjusted the density allowed to between 2-4 units per acre for residential developments. *Plan, pg. 47* Those changes were implemented with several new R-1 single-family districts. Those districts include 50' and 60' wide lot capabilities, as well as building size changes.



Current Eagle Heights Conceptual Plan



Proposed Lakeside Farms Conceptual Plan

As a result of these plan and code changes, and changes to the overall market in the metropolitan area, developers seek to change the overall area and density of the development within the Comprehensive Plan's framework. The existing density and layout included 40 R-2P lots, and 152 R-1P lots, with 75' of frontage on the R-1 lots on 80 acres for a density of 2.9 units. The proposal is to reduce the overall area of the R-2 area and increase the R-1 area, as well as utilize the smaller lot allowances in the new code to increase the density. This new Conceptual Plan would allow 44 two-family lots for 88 dwelling units and 201 new single-family lots, for a new density of 3.6 dwelling units per acre. The new single-family units would be typically 56' wide, well within the new 50' wide R-1D district. All the original reasons for the Conceptual plan exist, with just these changes to match the new Comprehensive Plan standard allowances.

400.200.B.3 Guidelines for review of a conceptual development plan for a Planned Development Overlay District, the Commission shall consider the requirements in the site plan review provisions in Section 400.390 through 400.440 when evaluating the following:

a. Topography; to ensure the site is suitable for development, and buildings are located and arranged in appropriate areas.

Development placement maintains the same general layout as the current version and specifically encapsulates the existing drainage areas into the proposed retention pond areas. The proposed layout simply increases the overall density from 2.9 to 3.6 dwelling units per acre and maintains the intent of both the R-2 district and the new R-1D district.

b. Parking; to ensure the proposed development contains an adequate amount of parking and is located in an appropriate area or adequately screened. Generally, parking should conform to the required number of spaces appropriate to the development type as contained in Section 400.470. The Commission may allow a deviation from these parking requirements should the applicant show an adequate amount of parking exists.

While this provision relates primarily to commercial districts, this development is a standard residential layout and contains sufficient off and on-street parking.

c. Setbacks; to ensure buildings provide adequate light, air, and privacy protection by providing appropriate proportion between buildings, and adequate separation between buildings and adjoining properties.

Development leaves the setback requirements of R-1D districts as is with no changes.

d. Architecture: to ensure the architectural theme is compatible and consistent throughout the project and is reasonably compatible with surrounding developments.

The Development is a standard single-family development. All other elements are identified and required as shown herein.

e. Site plan; to ensure the location and arrangement of buildings, signs and other structures are appropriate for the site, existing and proposed streets, drives and public ways are arranged appropriately and to ensure site drainage has been adequately addressed.

Development prepared and submitted a Stormwater Study and has agreed to construct the required detention structures when the project begins in accordance with plans approved by the city's engineer and in compliance with an approved Stormwater Study as may be revised from time to time.

f. Landscaping; to ensure the development provides adequate landscaping to provide a pleasant environment, to enhance the building's appearance, to ensure existing significant trees are adequately protected.

The Development is generally a standard single-family development with two-family units adjacent to the busiest street, similar to that contained in Harborview to the south.

g. Any other feature or issue associated with the State zoning and planning enabling legislation or the Comprehensive Plan for the City of Smithville for which the Commission feels is appropriate and relevant to the development of the site.

Development will include significant off-site traffic improvements that have been required by MODOT (new turn signal at 188th & 169) as well as a significant amount of connecting trails along Eagle Parkway contained in the Parks Master Plan. In addition, the Comprehensive Plan 2030 identifies this area as standard residential densities of 2-4 units per acre, and the proposal is for 3.6 units per acre. This proposal also specifically addresses multiple Action Steps in the Comprehensive plan as follows:

HN 1.1 Support providing additional housing stock throughout the city of Smithville to meet current and future residents' needs by encouraging new residential development in areas identified in the Future Land Use Map.

HN 3.1 Encourage additional residential units near existing residential uses to strengthen the neighborhoods of Smithville.

HN 3.2 Encourage clustered residential development patterns with connected active and passive open space and neighborhood and community amenities.

HN.4.2 Mandate pedestrian connections in new residential developments to adjacent existing or prospective neighborhoods to further strengthen Smithville's pedestrian network.

RC.2.1 Encourage development, mainly residential development, near existing and proposed trail networks.

RC.2.2 Encourage new developments to provide access and pathways to existing and proposed trail networks.

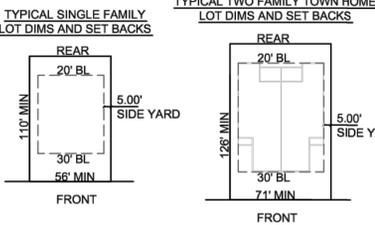
STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed Conceptual plan based upon adherence to the conditions contained in this report, and specifically includes the following recommended findings as contained in 400.200.B.4:

1. That the Commission has reviewed the conceptual development plan with consideration of the issues contained in Subsection (B)(3) above; and
2. That the conceptual development plan is in conformance with the comprehensive land use plan and other appropriate Sections of the Code of Ordinances; and
3. That the conceptual development plan provides for an organized and unified system of land use intensities which are compatible with the surrounding areas; and
4. That the proposed development adequately protects the health, safety and general welfare of future and existing residents and property owners in and around the development.

Respectfully Submitted,

_____/s/ Jack Hendrix /s/_____
Director of Development



LAKESIDE FARMS CONCEPTUAL PLAN

SECTION 1, TOWNSHIP 53, RANGE 33
 SECTION 2, TOWNSHIP 53, RANGE 33
 SMITHVILLE, CLAY COUNTY, MISSOURI
 CURRENT ZONING: AG
 PROPOSED ZONING: R-1P

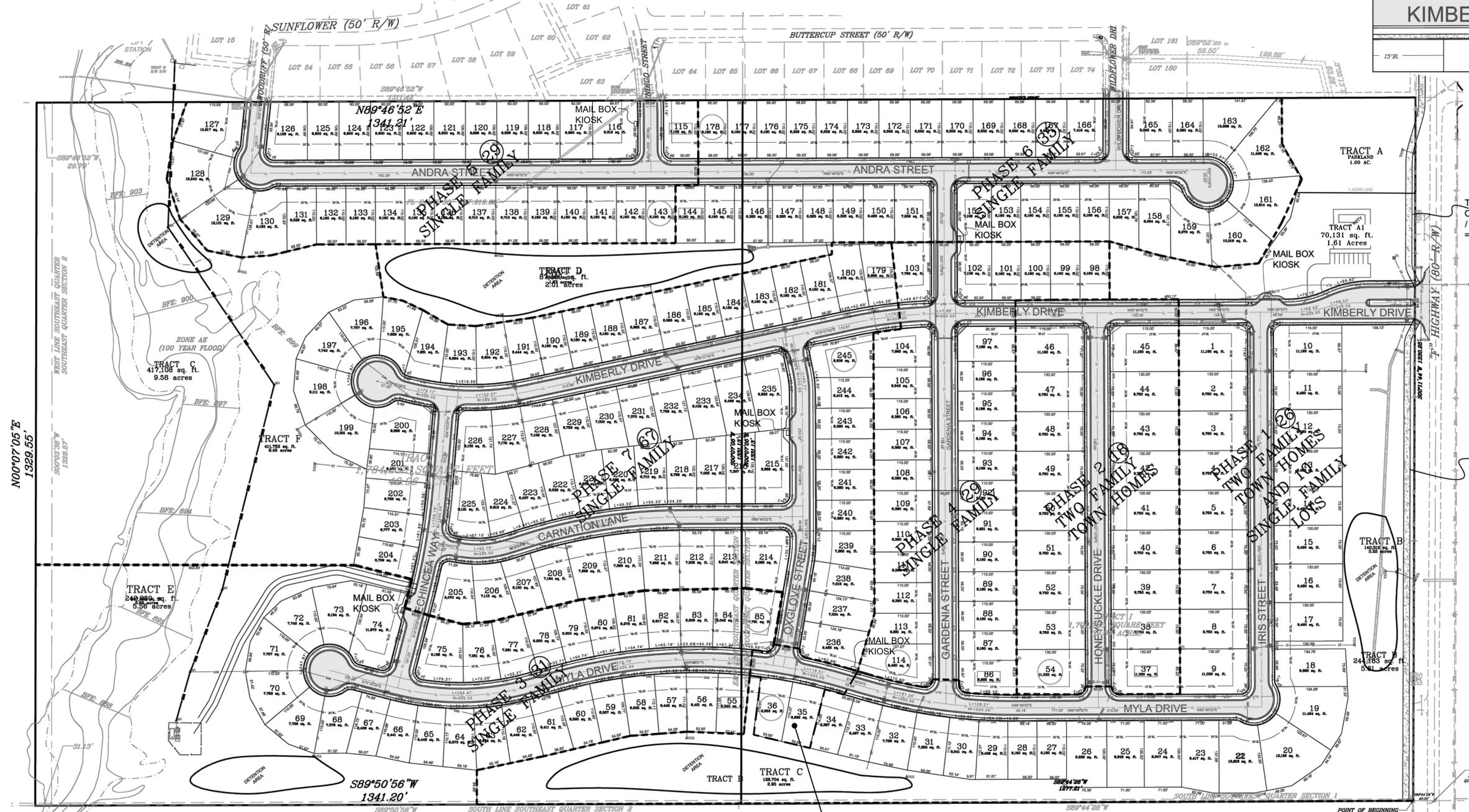
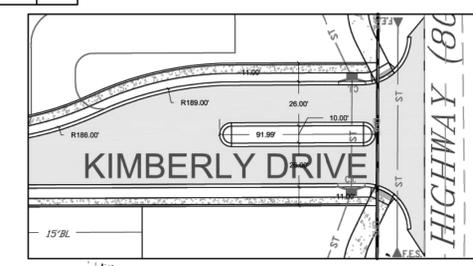
LOT AREA(MIN)	6,100 SQ FT
LOT WIDTH (MIN)	56 FT
LOT DEPTH (MIN)	110 FT
BUILDING COVERAGE	45 %
FRONT YARD SETBACK	30 FT
REAR YARD SETBACK	20 FT
SIDE YARD SETBACK	5 FT
CORNER LOT SIDE YARD	15 FT

DEVELOPER:

- NOTE:
- PROPERTY LAST SURVEYED MAY 2018
 - PROPOSED ZONING = R-1P
 - DEVELOPER MAY BE REQUIRED TO MAKE PAYMENTS IN LIEU OF LAND DEDICATION.
 - ELEVATIONS AND LOCATIONS SHOWN ARE IN CONFORMANCE WITH NAD83 MISSOURI WEST STATE PLANE.

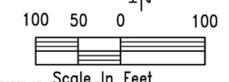
PHASE	LAND DESCRIPTION	COMMENCEMENT	GROSS AREA	STREET ROW	OPEN SPACE	NET AREA	LOTS
1	TOWN HOMES/SINGLE FAMILY	SUMMER 2025	14.69ac	2.53ac	5.79ac	6.39ac	26/8
2	TOWN HOMES/SINGLE FAMILY	MARKET DEMAND	4.00ac	0.75ac	-	3.27ac	18/2
3	SINGLE FAMILY	MARKET DEMAND	9.82ac	1.78ac	-	8.04ac	31
4	SINGLE FAMILY	MARKET DEMAND	6.96ac	1.40ac	1.97ac	5.56ac	29
5	SINGLE FAMILY	MARKET DEMAND	8.38ac	1.38ac	-	7.00ac	29
6	SINGLE FAMILY	MARKET DEMAND	12.44ac	1.51ac	5.69ac	10.93ac	35
7	SINGLE FAMILY	MARKET DEMAND	23.71ac	3.03ac	9.45ac	20.68ac	67
PHASE TOTAL			80.00ac	12.38ac	22.9ac	61.87ac	245

TOTAL UNITS = 289



TOTAL OF 360 L.F. OF 12' WIDE TRAIL / ADA RAMP = 4,320sf

TOTAL OF 910 L.F. OF 12' WIDE TRAIL / ADA RAMP = 10,920sf



PROPERTY DESCRIPTION
 TRACT 1 CONTAINING 1,700,793 SQUARE FEET OR 39.04 ACRES ALL THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 53 NORTH, RANGE 33 WEST, IN SMITHVILLE, CLAY COUNTY, MISSOURI BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF SAID SECTION 1; THENCE N00°07'05" E, ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1331.13 FEET TO THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 1; THENCE N89°46'52" E, ALONG THE NORTH LINE OF SAID QUARTER SECTION, A DISTANCE OF 1279.00 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF "F" HIGHWAY; THENCE S00°11'44" W, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 1333.25 FEET TO A POINT ON THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 1; THENCE S89°44'28" W, ALONG SAID SOUTH LINE, A DISTANCE OF 1277.21 FEET TO THE POINT OF BEGINNING.

TRACT 2 CONTAINING 1,784,232 SQUARE FEET OR 40.86 ACRES ALL THAT PART OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 53 NORTH, RANGE 33 WEST, IN SMITHVILLE, CLAY COUNTY, MISSOURI BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE S89°50'56" W, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1341.20 FEET; THENCE N00°07'05" E, A DISTANCE OF 1329.55 FEET TO A POINT ON THE NORTH LINE OF THE SOUTH HALF OF SAID SOUTHWEST QUARTER; THENCE N89°46'52" E, ALONG SAID LINE, A DISTANCE OF 1341.21 FEET TO THE NORTHEAST CORNER OF SAID SOUTH HALF; THENCE S00°07'05" W, ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1331.13 FEET TO THE POINT OF BEGINNING.

- NOTE:
- TRACTS B, C, D, AND E SHALL BE DESIGNATED AS DRAINAGE AND UTILITY EASEMENT.

- UTILITY NOTES:
- SANITARY SEWER
 - ALL PROPOSED SEWER SERVICE SHALL BE PUBLIC GRAVITY MAINS PLACE WITHIN A DEDICATED EASEMENT OR ROW.
 - GRAVITY SYSTEM TO BE ROUTED TO THE NEW LIFT STATION TO THE WEST
 - WATER CONNECTION
 NEW WATER MAIN OR HYDRANTS ARE PROPOSED FIRE LINE SHALL BE LOCATED AS SHOWN.
 - FIRE HYDRANT SHALL BE PLACE WITHIN 300 L.F. FROM ALL LOTS. AND TO FIRE DEPARTMENTS RECOMMENDATIONS.
 - SIDEWALKS SHALL BE 5' WIDE ON BOTH SIDES OF ALL ROADS.
 - ALL ROW SHALL BE 50' EXCEPT THE ENTRANCE AREA.
 - ALL ROADS SHALL BE 28' BACK OF CURB TO BACK OF CURB EXCEPT THE ENTRANCE AREA.

PROJECT CONTACTS: ROBERT WALQUIST, P.E., 821 NE COLUMBUS ST, LEES SUMMIT, MISSOURI 64063 Phone: (816) 550-5675

BY	
REVISION	
DATE	

Quist Engineering Inc.
 Civil Engineering for Residential & Commercial Site Development
 827 NE Columbus ST
 Phone: (816) 550-5675
 e-mail = rwalquist@quistengineering.com

PRELIMINARY PLAN
LAKESIDE FARMS
 CIVIL PLANS FOR
 LAKESIDE FARMS
 SMITHVILLE, CLAY COUNTY, MISSOURI

DRAWN BY RAW
 CHECKED BY RAW
 DATE 11-7-2024
 PROJECT NO. W24-302
 SCALE 1"=50'



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3050-25 Rezoning 800 Northwest 92 Highway to B-3 for First Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3050-25, changing the zoning classification of certain lands in the City of Smithville, Missouri located at 800 Northwest 92 Highway. First reading by title only.

SUMMARY:

Applicant seeks to rezone 800 Northwest 92 Highway from A-1 to B-3.

PREVIOUS ACTION:

The property remains zoned as it was when annexed on February 14, 1989.

POLICY ISSUE:

Comprehensive Plan implementation

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

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

FINDING OF FACTS AND CONCLUSIONS OF LAW

Applicant: Scott and Jennifer Lowe

Land Use Proposed: B-3

Zoning: A-1

Property Location: 800 Northwest 92 Hwy

Pursuant to the provisions of Section 400.560(C) of the Smithville Code, the Planning Commission does hereby make the following findings of fact based upon the testimony and evidence presented in a public hearing of the Planning and Zoning Commission of the City of Smithville, held on December 10, 2024, and presents these findings to the Board of Aldermen, with its' recommendations on the application.

Finding of Facts

1. *Character of the neighborhood.*

The surrounding area is predominantly undeveloped or limitedly developed land. Both parcels to the south and the property to the east have no structures on the land. The C-3 property to the west currently has multiple non-permanent structures and includes a landscaping supply business. The properties to the north and south (along with the subject parcel) are bisected by several large electric transmission lines, which significantly impact the character of the area.

2. *Consistency with the City's Comprehensive Plan and ordinances.*

The existing Comprehensive Plan was adopted on November 10, 2020, by the Planning Commission and adopted as the City's development Policy on November 17, 2020 by the Board of Aldermen. The Future Land Use Map in that policy did not anticipate any substantial growth or development of this area in the 10 years following its' adoption. The 74+ acre property to the south, when annexed, could appropriately become part of the industrial area to the south.

3. *Adequacy of public utilities and other needed public services.*

Streets and Sidewalks:

The parcel has frontage upon 92 Highway and is adequate to support a commercial use.

Water, Sewer and Storm water

The city has a waterline that touches the east side of the property (with no current service), and sewers will be installed across the east part of the property with the new bypass force main for the south pump station project. Any future development of the property will be required to go through the site plan review process, which will include all utility development processes as needed.

All other utilities

Any future development will be conditioned upon installation of all other needed utilities at the cost of the development.

4. *Suitability of the uses to which the property has been restricted under its existing zoning.*

The current use is as farmland with a single-family home, but it fronts upon a busy state highway and is more suitable for commercial uses. The parcel is bisected by several large electric supply lines, which limits its usability in that easement area.

5. *Length of time the property has remained vacant as zoned.*

The property has been zoned A-1 since annexation in 1989 and no additional development has occurred.

6. *Compatibility of the proposed district classification with nearby properties.*

The proposed district is essentially the same as the existing adjacent uses.

7. *The extent to which the zoning amendment may detrimentally affect nearby property.*

No detriment is anticipated.

8. *Whether the proposed amendment provides a disproportionately great loss to the individual landowners nearby relative to the public gain.*

No loss to landowners is expected.

9. That in rendering this Finding of Fact, testimony at the public hearing on December 10, 2024, has been taken into consideration as well as the documents provided.

Recommendation of the Planning Commission

Based on the foregoing findings of fact, we conclude that:

A. This application and the Rezoning of this property from A-1 to B-3 is governed by Section 400.560 of the zoning ordinance of Smithville, Missouri.

B. The proposed zoning is compatible with the factors set out in Section 400.560(C) of the zoning ordinance.

C. The Planning and Zoning Commission of the City of Smithville, Missouri recommends approval of rezoning the land to B-3.

BILL NO. 3050-25

ORDINANCE NO. 324X-25

AN ORDINANCE CHANGING THE ZONING CLASSIFICATIONS OR DISTRICTS OF CERTAIN LANDS LOCATED IN THE CITY OF SMITHVILLE, MISSOURI LOCATED AT 800 NORTHWEST 92 HIGHWAY

WHEREAS, The City of Smithville received an application for rezoning 800 Northwest 92 Highway on October 9, 2024; and

WHEREAS, Public Notice was published in the Courier Tribune and letters to property owners within 185' were sent not less than 15 days prior to the Public Hearing conducted before the Planning Commission on December 10, 2024; and

WHEREAS, the Planning Commission presented its' findings to the Board of Aldermen and recommended approval of the rezoning request; and,

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, THAT;

Section 1. Having received a recommendation from the Planning Commission, and proper notice having been given and public hearing held as provided by law, and under the authority of and subject to the provisions of the zoning ordinances of the City of Smithville, Missouri, by a majority council vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as:

The Southwest Quarter of the Southeast Quarter of Section 27, Township 53, Range 33, Smithville, Clay County, Missouri, Except that part that lies Southwesterly of said Highway No. 92 as described in said Book 1296 and page 15, subject to that part, if any, in streets, roadways and highways or other public rights-of-way.

is hereby changed from A-1 to B-3.

Section 2. Upon the taking effect of this ordinance, the above zoning changes shall be entered and shown upon the "Official Zoning Map" previously adopted and said Official Zoning Map is hereby reincorporated as a part of the zoning ordinance as amended.

Section 3. This ordinance shall take effect and be in full force from and after the approval.

PASSED THIS 7TH DAY OF JANUARY, 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 12/17/2024

Second Reading 01/07/2025



STAFF REPORT

December 3, 2024

Rezoning of Parcel Id # 05-802-00-02-012.00

Application for a Zoning District Classification Amendment

Code Sections:

400.560.C Zoning District Classification Amendments

Property Information:

Address: 800 NW 92 Hwy
Owner: Scott and Jennifer Lowe
Current Zoning: A-1
Proposed Zoning: B-3

Public Notice Dates:

1st Publication in Newspaper: November 21, 2024
Letters to Property Owners w/in 185': November 25, 2024

GENERAL DESCRIPTION:

The applicant made application, proposing to rezone approximately 35.5 acres +/- from A-1 to B-3. The property is the furthest west parcel of land within the City Limits on the north side of 92 Highway. To its' east is a parcel zoned B-3. To its' west is land zoned County C-3 (commercial). On the south side of 92 Highway is a 74.68 acre parcel zoned County C-2 (commercial) and another 2.11 acre parcel zoned A-1.

EXISTING ZONING:

The existing zoning is A-1 has been in place since the property was annexed on February 14, 1989.

CHARACTER OF THE NEIGHBORHOOD *400.560.C.1*

The surrounding area is predominantly undeveloped or limitedly developed land. Both parcels to the south and the property to the east have no structures on the land. The C-3 property to the west currently has multiple non-permanent structures and includes a landscaping supply business. The properties to the north and south (along

with the subject parcel) are bisected by several large electric transmission lines, which significantly impact the character of the area.

CONSISTENCY WITH COMPREHENSIVE PLAN AND ORDINANCES *400.560.C.2*

The existing Comprehensive Plan was adopted on November 10, 2020, by the Planning Commission and adopted as the City's development Policy on November 17, 2020 by the Board of Aldermen. The Future Land Use Map in that policy did not anticipate any substantial growth or development of this area in the 10 years following its' adoption. The 74+ acre property to the south, when annexed, could appropriately become part of the industrial area to the south.

ADEQUACY OF PUBLIC UTILITIES OR OTHER PUBLIC SERVICES *400.560.C.3*

Streets and Sidewalks:

The parcel has frontage upon 92 Highway and is adequate to support a commercial use.

Water, Sewer and Storm water

The city has a waterline that touches the east side of the property (with no current service) and sewers will be installed across the east part of the property with the new bypass force main for the south pump station project. Any future development of the property will be required to go through the site plan review process, which will include all utility development processes as needed.

All other utilities

Any future development will be conditioned upon installation of all other needed utilities at the cost of the development.

SUITABILITY OF THE USES TO WHICH THE PROPERTY HAS BEEN RESTRICTED UNDER ITS EXISTING ZONING *400.560.C.4*

The current use is as farmland with a single-family home, but it fronts upon a busy state highway and is more suitable for commercial uses. The parcel is bisected by several large electric supply lines, which limits its usability in that easement area.

TIME THE PROPERTY HAS REMAINED VACANT AS ZONED *400.560.C.5*

The property has been zoned A-1 since annexation in 1989 and no additional development has occurred.

COMPATIBILITY OF PROPOSED DISTRICT WITH NEARBY LAND *400.560.C.6*

The proposed district is essentially the same as the existing developed adjacent uses.

EXTENT WHICH THE AMENDMENT MAY DETRIMENTALLY AFFECT NEARBY PROPERTY
400.560C.7

No detrimental effects are known.

WHETHER THE PROPOSAL HAS A DISPROPORTIONATE GREAT LOSS TO ADJOINING
PROPERTY OWNERS' RELATIVE TO THE PUBLIC GAIN *400.560.C.8*

With no detrimental effects known, no great loss is expected.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed district based upon the change meeting the Comprehensive Plan's intent.

Respectfully Submitted,

Zoning Administrator



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Administration/Finance

AGENDA ITEM: Resolution 1432, Agreement with Revize for the City's Website Design and Hosting Services

REQUESTED BOARD ACTION:

A motion to approve Resolution 1432, authorizing and directing the Mayor to enter into an agreement with Revize for the City's website design and hosting.

SUMMARY:

The current contract with Municipal CMS expires May 15, 2025. In November, a Request for Qualifications was distributed for Website Design and Hosting Services. The City received 14 responses. The City's current provider did not submit a proposal.

A staff committee included a representative from each department for the review submitted proposals and interviewed three companies.

The committee was comprised of the following staff:

- Gina Pate, Assistant City Administrator
- Jason Lockridge, Chief of Police
- Linda Drummond, City Clerk
- Mayra Toothman, Assistant to the Public Works Director
- Brandi Schuerger, Permit Technician/Assistant City Clerk
- Alex Threlkeld, Recreation Manager
- Beth Stevens, Finance Specialist II
- Amy Alexander, Senior Services Coordinator

When evaluating the proposals, the review committee evaluated the following areas:

- Proposer qualifications, experience, and demonstrated ability.
- References from previous clients.
- Thoroughness and quality of the proposal.
- Ongoing education and training

When evaluating interviews, the review committee considered the best proposal to enhance the City's content management services and customer service. Staff recommends awarding the bid to Revize.

Revize services include the following features:

Citizen's Communication Center Apps	Sliding Feature Bar
Citizen's Engagement Center Apps	Language Translator
Staff Productivity Apps	Citizen Request Center with Captcha
Site Administration and Security Features	Curated "Smart Search"
Mobile Device and Accessibility Features	Online Bill Pay
Notification Center with Text/Email Alerts	RSS Feed
Bid Posting	Agenda Posting Center
Document Center	Job Posting App
Email Notify	Image Manager

FAQs	iCal Integration
Job Posting	Intranet
Multi-use Business Directory	Link Checker
News Center with Facebook/Twitter Integration	Menu Manager
Online Forms	Online Form Builder
Photo Gallery	Staff Directory
Quick Link Buttons	Website Content Archiving
Revize Web Calendar	Website Content Scheduling
"Share This" Social Media Flyout App	Audit Trail
Auto Site Map Generator	Web Statistics and Analytics
History Log	Workflows by Department
URL Redirect Setup	Font Size Adjustment
Roles and Permission-based Security Mode	Alt-Tags
Secure Site Gateway	Responsive Website Design (RWD)
Unique Login/Password for each Content Editor	

Revize will provide website design and hosting services as outlined in the scope of services included in the agreement. Staff was able to negotiate a cost savings of \$3,500 for implementation costs. The initial cost is \$18,600. After 6-months, the City will be charged \$2,950 for the agenda builder, if it is determined this is a module we wish to keep.

The ongoing annual cost for the website services will be \$9,250. The annual website cost will be funded by both the General Fund and Combined Water and Wastewater Fund in future budgets.

The proposed agreement is an ongoing agreement that will renew annually after year four of the contract, the agreement includes a website redesign during the fourth year. The annual services price will increase one time after year four and will not increase for an additional four years.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Customer Service

FINANCIAL CONSIDERATIONS:

The FY2025 General Fund expenditure budget included \$10,000 for a website upgrade. Staff is recommending a budget amendment of \$10,000 in the Combined Water and Wastewater Fund for the remaining website upgrade costs since this is a city-wide service. These funds would cover any additional design that is required during the first year of implementation after the website is approved for Go Live.

If approved, there would be an ongoing annual cost of support and services of \$9,250 that will be split between the General Fund and the Combined Water and Wastewater Fund for the duration of the agreement.



Board of Aldermen Request for Action

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: Agreement | |

RESOLUTION 1431

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO
ENTER INTO AN AGREEMENT WITH REVIZE FOR THE
CITY'S WEBSITE DESIGN AND HOSTING**

WHEREAS, the City wishes to enter into an agreement with Revize for the City's website design and hosting; and

WHEREAS, Revize provided the best evaluated response to provide services; and

WHEREAS, the Scope of Work to be provided by Revize is outlined in the Agreement; and

WHEREAS, the Board of Aldermen find that it is in the best interest of the citizens of the City of Smithville that the City enter into a five-year agreement with Revize for the City's website design and hosting support and services.

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

THAT the Agreement by and between the City of Smithville, Missouri and Revize is hereby authorized and approved.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 17th day of December 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Revize Web Services Sales Agreement

This Sales Agreement is between The City of Smithville, Missouri ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 12-10-2024

CLIENT INFORMATION:	REVIZE LLC:
Company Name: <u>City of Smithville</u>	Revize Software Systems
Company Address: <u>107 W Main Street</u>	150 Kirts Blvd.
Company City/State/Zip: <u>Smithville, MO 64089</u>	Troy, MI 48084
Contact Name: <u>Linda Drummond 816.532.3897</u>	248-269-9263
Billing Dept. Contact: <u>Ldrummond@smithvillemo.org</u>	
CLIENT Website Address: <u>www.smithvillemo.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, onetime fee:	\$500.00
1	Phase 2 – Design Mockups/Wireframes, onetime fee: <ul style="list-style-type: none"> 1 mockup with unlimited rounds of changes Home page template and inner page design and layout. Department landing page with unlimited revision 	\$2,500.00
1	Phase 3 & 4 – HTML Development & Revize CMS Integration, onetime fee: <ul style="list-style-type: none"> Set-up all CMS modules listed in this agreement Integration with all 3rd party web applications 	\$4,300.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$1,900.00
1	Phase 6 – Sitemap Development & Content Migration, onetime fee: <ul style="list-style-type: none"> Site map development and content migration from old website including spell checking and style corrections – up to 500 webpages & documents 	\$3,700.00
1	Phase 7 –Content Editing Training, onetime fee:	\$900.00
1	Phase 8 – Go Live:	Included
1	New Client Partner Discount¹	(\$1,500.00)
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 30GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-paid annual fee:	\$3,900.00
1	Revize AI Chatbot, pre-paid annual fee:	\$2,400.00
1	Grand Total (Website Buildout, Annual Fee, & AI ChatBot)	\$18,600.00
1	Agenda Builder Platform ²	\$2,000.00

¹With approval of this agreement on or before 12/31/2024 will provide this \$1,500 discount.

²With approval of this agreement on or before 12/31/2024 Revize will waive setup fee of the Agenda Builder platform and provide 6 months of usage at no additional charge. Annual fee for Agenda builder moving forward will be billed annually at \$2,950 per year.

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 13,950.00	1/15/2025	75% 1 st Year Project Costs
\$ 4,650.00	4/15/2025	25% 1 st Year Project Costs
\$ 2,950.00	7/15/2025	Agenda Builder Annual Fee
\$ 6,300.00	5/15/2026	Year 2 of Annual Hosting & Maintenance + AI Chatbot
\$ 2,950.00	7/15/2026	Agenda Builder Annual Fee
\$ 6,300.00	5/15/2027	Year 3 of Annual Hosting & Maintenance + AI Chatbot
\$ 2,950.00	7/15/2027	Agenda Builder Annual Fee
\$ 6,300.00	5/15/2028	Year 4 of Annual Hosting & Maintenance + AI Chatbot (Includes Redesign)
\$ 2,950.00	7/15/2028	Agenda Builder Annual Fee
\$ 6,900.00*	5/15/2029	Year 5 of Annual Hosting & Maintenance + AI Chatbot (Optional)
\$ 3,250.00*	7/15/2029	Agenda Builder Annual Fee (Optional)
\$ 6,900.00*	5/15/2030	Year 6 of Annual Hosting & Maintenance + AI Chatbot (Optional)
\$ 3,250.00*	7/15/2030	Agenda Builder Annual Fee (Optional)
\$ 6,900.00*	5/15/2031	Year 7 of Annual Hosting & Maintenance + AI Chatbot (Optional)
\$ 3,250.00*	7/15/2031	Agenda Builder Annual Fee (Optional)

*after year 4, annual services price will increase one time according to the payment schedule above and will not increase for an additional 4 years

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Damien Boley

Thomas Jean

Title of Authorized Person

Mayor

Project Manager

Date:

12/17/2024

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for the amount listed above to start this project.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
6. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
8. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
9. Four-year contract. CLIENT may terminate this agreement upon 60 day written notice to Revize before annual service renewal date listed within payment schedule on page 2 of this agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
 - a. After year four, annual services will automatically renew according to payment schedule listed on page 2.
10. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
13. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.
14. CLIENT agrees and understands that the Revize ChatBot provides responses to user inputs using the content CLIENT has trained to the ChatBot. If content trained does not contain relevant information, the ChatBot will not output an accurate or complete response. CLIENT agrees and understands inaccurate/incomplete responses may be common with current chat bot technologies even if trained content is relevant.

Project Timeline Statement of Understanding

Revize and CLIENT agree and understand that the timeline provided is an estimate of our expected timeline for this project. It is not a guarantee. Revize intends to adhere as closely to the proposed timeline expectation as reasonable. CLIENT is expected to take an active role in this project including, but not limited to, participating in meetings with Revize, providing design feedback and approval, providing sitemap feedback and approval, scheduling and participating in user training, etc. Revize expects to complete phase 7 (training) of this project according to timeline provided. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. CLIENT decision to delay go-live for any reason, unrelated to a functional defect making site inoperable, does not constitute breach of contract on the part of Revize. CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. CLIENT further agrees that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize. CLIENT also acknowledges that satisfaction related to visual and experiential services like that of a website design project can be subjective. The parties agree that this project is a collaborative project and agree to work in good faith to "fine-tune" final deliverables in preparation for go live of new website. Parties further agree that generalized dissatisfaction related to the aesthetic aspects or services previously approved by the CLIENT does not constitute a breach of contract unless Revize fails to cure the functional defect with the website. The CLIENT may also elect to postpone or delay certain deliverables in favor of earlier go-live date of the website.

Enterprise Revize CMS License

As part of this agreement Revize LLC. will provide full usage access to our Enterprise Revize CMS Software, hosted in our cloud servers. This software is a proprietary software built and maintained by Revize LLC. and is intended to allow the CLIENT to easily update the content of their website. CLIENT agrees that this software access will only be used to maintain the websites included in this agreement. Sharing of the access, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS in our cloud server during the contract period. In the event that the contract is terminated, for any reason, Revize will halt CLIENT access to the Revize CMS, and will provide website content to the client, provided all payments for the entire length of the contract are fully paid. Notice of termination must be in writing and given to the non-terminating party at least 60 days prior to the effective date of termination.

Revize will integrate the following web applications into your website

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- AI ChatBot
- Citizen Request Center with Captcha
- Curated "Smart" Search
- Online Interactive Forms with Bookables
- Public Service Request App
- Citizen Connect (Community Blog)
- RSS Feed

Staff Productivity Apps

- Agenda Builder
- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)



Board of Aldermen Request for Action

MEETING DATE: 12/17/2024

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Appointments to the Parks and Recreation Committee

REQUESTED BOARD ACTION:

A roll call vote will be needed for the nomination.

SUMMARY:

Section 155.020 of the Code of Ordinances requires the Board of Aldermen to nominate and appoint a representative to the Parks and Recreation Committee.

As recommended by the Parks and Recreation interview team, the Mayor will make the nomination of Shauna Houghton to the Parks and Recreation Committee to fill a vacancy. Shauna was a recent graduate of the Smithville Citizens Academy.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

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

Shauna K. Houghton

113 Lakeland Dr.
Smithville, MO 64089
Shaunafamily2@gmail.com
816-510-4693

Objective

Seeking the opportunity to apply my acquired legal, administrative, compliance, and business knowledge to assist the City of Smithville Parks and Recreation Committee.

Summary of Qualifications

- Proficiency in Microsoft Word, Excel, Outlook, Access, WebView, Skype, Optimizer, Zoom, One Note, SharePoint, Workday, with knowledge in PowerPoint, and Law Manager.
- Citi System Knowledge – G360, HUB, UCD, RMS, DM, CACS, FDR (Green Screens)
- Ability to learn new procedures and material quickly with exceptional attention to detail.
- Strong background in all aspects of customer service and support.
- Excellent written, oral, and interpersonal communication skills.
- Excellent at attention to detail on documents needing to be reviewed and approved.

Experience

November 2023-Current National Association of Insurance Commissioners
May 2000- September 2023 Citibank Kansas City, MO

Insurance Reporting Analyst II-

- Performs extensive data quality reviews on various supplemental filings as assigned. Assists in evaluating existing crosschecks and reasonability reviews. This evaluation includes reviewing crosscheck validity and the risk or history of reporting errors. Refers repetitive crosscheck and other reporting errors to the Data Quality. Manager and the crosscheck analyst and evaluates possible changes or clarifications. Provides technical assistance in data validation testing by analyzing the crosscheck formula utilizing the Blank, cross-check specifications and Annual Statement Instructions to determine the validity, completeness, and accuracy of the system calculation of the formula. Provides technical assistance to the members of the Financial Regulatory Affairs Division and other departments on special projects as required. Performs a general review of the Blanks proposals for any impact to the instructions, assists in the review of annual and quarterly statement reviews, and provides education and training assistance to include research or editing.

**Compliance Business Control Associate Analyst -
Collections/Recovery Issues Support Team 2022-September 2023**

- Role with the Business is a Compliance Business Control Associate Analyst completes remediation efforts due to issues opened by Issues Management. Utilizes strong analytical skills to complete daily scrubs to identify necessary monetary adjustments due to customers and third-party vendors. Communication with Citi vendors i.e. Debt Buyers, Attorneys and Collection Agencies. Strong knowledge base of Citi policies and operational procedures within the area of Recovery Collections ensuring that we are safeguarding the best interest of Citi and our clients. Ability to prioritize workload in order to meet milestones set forth by Issues Management. Appropriately assess risk when business decisions are made and maintain a strong partnership with legal, risk and compliance partners, delivering concise communication. Strong communication with senior leadership with the ability to know my audience and deliver high-level yet detailed updates. Self-managed and self-motivated to meet key deliverables. Works independently, completes research and discovery with limited guidance. Works with businesses to coordinate deliverables required for internal and external audits. Facilitate and leads discussion with key stakeholders to complete issue initiatives and drive forward progress. Strong ability to escalate issues as needed. Maintains Citi's focus of assessing proper controls are in place, mitigating risk to the business and our client's, as well as avoiding manual processing with the identification of simplification.

Legal Escalation Specialist 2010-2022

- Resolves complex inquiries from attorneys, vendor managers, and internal lines of business. Works directly with vendors to audit, assist with settlement guidelines, and provide feedback for any concerns during the litigation process. Exercises judgment, problem solving skills, and multitasks in high volume situations. Diffuses tense vendor and customer interactions, manages conflict, adheres to timelines, and builds rapport with vendors and customers. Collaborates with the team to achieve successful results. Identifies process changes for existing and new process documents while working with the business to make the necessary updates and obtain legal approval. Review and analyze reports to provide data results to management during investigations. Provide testing support for litigation escalations.

Litigation and Counter Claim Specialist 2004-2010

- Answer Citi Vendor (Attorney) questions on inbound phone calls. Order all types of media, statements, RICA's, applications, payment copies, balance transfers, and convenience checks. Compile trial folders. Manage accounts returned from attorneys for proper follow-up. Sign Suit and Motion for Summary Judgment affidavits. Refer accounts for review of a small balance write off. Produce lien releases or satisfactions on old judgments. Liquidate volumes on non-forward flow portfolios. Imaging. Complete understanding of how and what RICA's go with what accounts. Manage proper follow up with attorneys on Motion for Judgment Affidavits. Proofread and sign all affidavits sent in by our attorneys for proper verbiage, entity, account specific information, and could be requested as a witness if called by the courts. Communicate all corrections with our attorneys to ensure proper documents being provided to the courts. Liaison between Citibank and our buyers. Analyze account portfolios for potential sales.

Multi-task by handling daily work while providing support on projects and customer service on account issues.

Customer Service and Sales Associate 2000-2004

- Responsible of handling American Airlines customer service needs. Handling inbound customer inquiries. Having problem solving skills to help resolve problems. Offer solutions beneficial to the bank as well as our customers. Having a strong understanding of procedures and policies associated with the American Airlines profile. Self-management of performance. Handled and solved a variety of customer complaints and inquiries regarding customer's credit card accounts including maintaining customer account information, administrating payments, and adjustments. Also, was team lead for service team, which included side by side coaching, printing daily team stats, helping with new hire training as an On the Job Trainer, and trained Spanish Gate Student Loans how to handle Customer Service calls.

Additional Work Experience

- Insurance/Health Agent
- Telemarketing
- Board Member of three nonprofit organizations in my community

Education

Heartland Community College

- September 1997-January 1999

References

References are available on request.