



Figure 1 - Downtown Smithville

City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

6:00 p.m. Tuesday, September 1, 2026

City Hall Council Chambers

Meetings are live streamed on the [City's YouTube](#) page and will be posted to the City's website and FaceBook following the meeting.

- 1. Call to Order**
- 2. Lakefest Event Review**
- 3. Business License Review**
- 4. Adjourn**



Date:	September 1, 2026
Prepared By:	Matt Denton, Parks and Recreation Director
Subject:	Lake Fest Recap

Staff met with the Lake Fest Committee on June 26 and July 31 to review this year's event and identify adjustments for next year. Overall, Smithville Lake Fest was a successful community event, and staff appreciated the coordination and partnership with Shauna Houghton, Sherrie Coulter, and the Lake Fest Committee. Committee members will be present at the work session to make a presentation and answer any questions.

The Committee plans to improve communication with downtown businesses, affected areas, and residents on Meadow Street in future events. They plan to provide additional outreach one month, two weeks, and one week before the event. They currently communicate through email, social media, in-person conversations, and door knockers.

The carnival is expected to return, and Lake Fest has asked to keep its current location. The location allows for safety, efficiency, and centralization in the downtown area. Lake Fest has spoken with all affected homes and businesses, and those affected are ok for the event taking place again in the same location next year. The road closures leading up to the event are recommended to stay consistent with this year's plan. Meadow and South Bridge are recommended to be closed from Sunday to Sunday, along with the three parking lots designated for the carnival set-up. The remaining downtown streets are recommended to close late Thursday night to prepare for setup on Friday morning.

The Committee plans for the parade to move to 9:30 a.m. and be limited to Commercial Avenue, beginning at the high school and ending at Commercial Avenue and Church Street. The car show will be held later in the day, with only the Heritage parking lot closed, allowing Main Street to remain open between Smith and Liberty streets.

Lake Fest will be seeking additional volunteers and security personnel for the parade, trash, and carnival area. The Committee plans to reach out to local organizations and businesses for support. For security, the Committee will continue collaborating with the Smithville Police Department to ensure adequate staffing for the event. Additionally, the Committee will cover the costs for Smithville Police to be present at each event.

The City contributed approximately \$2,835 in in-kind sponsorship and services for the 2026 event, including:

- \$1,680 for campground fees (\$40 per night for 7 nights x 6 sites for carnival staff)

- \$1,155 in waived special event fees
- The use of three City parking lots for eight days at no cost
- The closure of the Smithville Activity Center (Closed for 8 days. No senior services or rentals were offered due to carnival setup and police using the SAC parking lot)
- Water for the carnival (The water usage was not measured, so the total amount used is unknown)

To plan for the 2027 event, staff is seeking direction from the Board on expectations for the services and resources the City should provide as in-kind contributions to Lake Fest, as well as any costs that should or should not be charged to the event organizer.

Date:	August 19, 2026
Prepared By:	Jack Hendrix, Development Director
Subject:	Business License Process Review

Staff and the City Attorney have reviewed the City’s current business license processes, from initial application through potential enforcement of violations. The review has considered current and potential online application tools that could improve the customer experience while reducing manual and paper-based processing for staff.

Many previous and current processing procedures are difficult to complete without significant changes to the enforcement mechanisms in the City Code. The City Attorney will present the Board with options and discussion points that reflect best practices and processes that have been effective in other communities.

This memo provides an overview of the current business license process, the challenges staff has encountered with renewals and enforcement, and the next steps for evaluating online processing options. Staff is seeking Board discussion and direction on potential ordinance updates and process improvements before preparing a detailed software or implementation recommendation.

The City currently follows a staff-controlled business licensing process to ensure applications are reviewed for completeness, compliance, zoning suitability, and correct fees before payment is accepted and a license is issued. A key issue under review is whether applicants can submit applications and all related documents online while delaying payment until staff has accepted the required documentation. Staff worked last year to implement an online portal but ultimately rejected it because the portal allowed payment before staff could review the application or required documentation. Based on staff’s experience, accepting payment first would make it extremely difficult to obtain required documents afterward. The current code does not provide a method for staff to compel compliance with document-submission obligations once payment has been accepted.

The business license process has two distinct categories: new applications and renewals. New applications may be handled in person with paper copies of the application and all required documents, or through the City website for the application with follow-up emails for supporting documents. Renewals begin with an initial renewal notice sent in mid-October. Current license holders then submit the renewal form and required documents by email, in person, or by regular mail. In both cases, staff reviews the applications and documents to confirm full compliance. If documents are missing, staff follows up by email or phone to obtain the missing information and explain the

requirements. Once compliance is verified, staff enters the information into the software, approves the license, and provides payment options. After payment is received, the official license is mailed or emailed to the business.

When this review began, staff identified just over 40 renewal applications that were incomplete or, in some cases, had not been submitted. Staff first sent letters describing the deficiencies and requesting completion or notification that the business had closed, but the response was limited. In June, legal counsel drafted an additional letter that listed specific enforcement possibilities and included a deadline. After that deadline, staff contacted businesses by phone or email using the information listed on the previous year's applications to determine why the renewals remained unresolved. Several licensees indicated that the mailing address on file was no longer correct, so staff sent the legal notifications to the updated addresses. Staff follow-up on these 40 applications is approaching, which also includes the amount of time involved in sending more than 3,000 initial renewal notices.

In addition to the initial application or renewal application, required documents include a W-9 form, or a driver's license; Missouri state no tax due statements (90 days old max.) and Missouri State Retail Sales Licenses for retail businesses; Clay County Food Inspection Report (restaurants or other food service businesses); master's Licenses for Mechanical, Electrical or Plumbing contractors; state issued licenses (if in a business that must have state license); and Workmen's Compensation Insurance Certificates (for most businesses). The most time-consuming document is nearly always the Workmen's Comp paperwork. There are numerous rules associated with Workmen's Comp that have differing impacts (number of employees, type of business entity, exemption entitlements) which often are unknown or misunderstood by the business owner.

As mentioned initially, enforcement mechanisms in the current ordinance are limited, making some of the follow up and completion processes difficult to impossible to complete. After legal counsel discusses the various options with the Board, which includes denial of applications or revocation of issued licenses due to certain prohibit conduct by the applicant or license following notice and a hearing in front of the City's license officer, and direction is given on how to proceed, staff will then begin the very detailed look into the best method(s) or software vendor(s) that will allow the process to be completed fully on-line, including ensuring full compliance with the document submission. Staff is currently conducting an internal review of existing website and Incode options that may improve our current methods until a full recommendation of software or process can be provided to the Board for its review and input.