

**SMITHVILLE BOARD OF ALDERMEN  
WORK SESSION**

February 6, 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 6:33 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Ronald Russell, Dan Hartman and Leeah Shipley. Dan Ulledahl was present via Zoom.

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

**2. Discussion of Record Retention and Scanning of Documents**

Cynthia noted that Linda Drummond, City Clerk would provide some background on records retention. The information included in the packet mentions the process that staff is working on to bring forward for a policy to allow documents that are scanned to be retained following state schedule.

Linda explained that the reason this was being brought before the Board is because the Development Department staff has been scanning files by parcel such as: permits application, inspections, plans, etc. in order to be able to research and locate their records easier. These parcel files are located in a large number of filing cabinets. Staff has spoken with the Missouri Secretary of State's office as to their recommendation and they said that a record is a record no matter what format. They explained that it is in best interest of the city to have a record management policy in place. Staff is proposing to complete a draft policy and bring it forward in the near future to the Board for approval. The draft policy would consist of this procedure instead of just filing paper copies. Linda noted that once documents are scanned in they would be checked to make sure that everything in the file is correct, those documents once the scanned file is checked could be shredded.

Cynthia noted that we would continue to follow state retention records. This evening, we have destruction of some records on the regular session agenda for tonight. This actions follows state statute. We do this on an annual basis. At this time, we retain the paper documents and scanned documents. Cynthia noted that Linda is working with staff and the Secretary of State's office to put together a policy for Board review in the future. That policy would outline destruction of paper copies and the saving of scanned documents continuing to follow the record retention timeline. Linda has been working with clerks in the area that are working on a similar plan. Cynthia explained that staff wanted to inform the Board that we are working on this and will be bringing this forward for review in the future. The information included in the work session packet does outline the current retention practices that are statutory that we follow.

Linda explained that the Ordinances, Resolutions and minutes have to be retained in the original document form, but all the other documents can be retained in a scanned format.

Alderman Russell asked about the retention schedule for scanned documents.

Cynthia noted that they follow the same timeline as written paper documents. She explained that there are different timelines for different types of records. Each category of records has its own retention schedule that is outlined in the Secretary of State's retention schedule. Currently we retain the paper documents. Cynthia explained that for instance there are some records in Finance or Police Department or HR that we may have to keep for three years, five years, etc. then we are able to destroy them. With a policy in place, we would have the ability to scan those documents in and then they would be destroyed from the electronic format under the same schedule. The electronic format would be recognized as the official record.

Linda noted that the destruction of those records would still have to be brought before the Board for approval to destroy.

Cynthia added that we cannot destroy any records without bringing it before the Governing Body in an Ordinance which takes two readings.

Alderman Wilson noted that from her prior experience in reviewing scanned documents, unless a destruction time is targeted for those scanned documents, they are just there forever. She said that she would like to see a plan in place when that destruction timeline is targeted for.

Cynthia explained that is exactly why we are looking at a policy that would outline not only the schedule that we can follow but also the procedure we would use.

Alderman Hartman asked if the documents are stored on servers locally or in the cloud and if there is backups for them.

Linda said they are stored both locally and in the cloud.

Mayor Boley noted that the City now has a large format scanner for scanning building plans. He said that he had seen the staff in the Development Department scanning the files and checking them to make sure that the scans are correct.

Linda noted that staff would add as part of the policy that once you have scanned the document in, it is your responsibility to do the first check the scanned document, but it would still need to be signed off on that a second person checked that scanned document.

Alderman Wilson noted that when she worked at the bank they had a three-step process. The document was scanned in, indexed and then a final review and put into the electronic archive. Alderman Wilson noted that she was glad to see staff moving forwards with this.

Alderman Russell asked if staff had looked into offsite storage.

Cynthia said that staff had not since she has been here. She noted that there are some cities that do that but there is a cost involved with it. Cynthia explained that would be one of the things that staff will be looking at because some records have to be paper and will be part of the policy.

Alderman Wilson noted that the staff report clarifies that historical records such as minutes, adopted budgets, Ordinances and Resolutions must be maintained in physical form and may also be maintained in scanned electronic format. She asked if staff would go ahead and scan those documents for easier access.

Linda said yes staff would continue to scan all of those documents also.

Cynthia noted that there has been the conversation of looking at various ways of retaining those records. She explained that staff wants to get this policy in place now so that as we go through the budget process we can be thinking about that expense as well. Cynthia noted that there may be a need for some electronic tools to help in that process. There may be an evaluation of what we do with excess files because as Linda said what has driven this is we have a lot of files taking up a lot of space in the hallway. We will be looking at all of the storage options as part of the budget process and what costs might be.

### 3. Discussion of South Overlay District

Jack Hendrix, Development Director, noted that in the packet is a draft of an RFQ and an ordinance from Peculiar, Missouri that is an example of what the process could look like.

Jack noted that the Strategic Plan and the Comprehensive Plan process were what is bringing this forward. In January of 2020 we had a kickoff meeting where groups stakeholders were able to join committees.

- ▶ 2019 – Board hires consultant to help create the 2019 Strategic Plan and included significant public engagement
- ▶ 2019 – Board adopts the 2019 Vision and Strategic Plan that Creates the 5 Pillars of Excellence
- ▶ 2020 – City starts the Comprehensive Plan Update Process using the same consultant used for the Strategic Plan
- ▶ This process began with a kickoff meeting in January where groups of stakeholders were able to join committees on each of the 5 Pillars of Excellence

The stakeholder committees were based on those Five Pillars of Excellence.



The Five Pillars of Excellence is what we are basing everything on, including the Comprehensive Plan process. Following the kickoff, the consultant and City staff made available a survey in both paper and online. The survey was presented at the Senior Center and City Hall. The survey was open for 60 days. Once closed, the consultant compiled the data, the comments, etc. in preparation for stakeholder meetings that were planned for mid-March of 2020. Those meetings were cancelled due to COVID. The consultant working with Cynthia, Jack, several staff members and elected officials worked to create a process for handling the public engagement scenarios and came up with an online portal process since unable to meet face to face. Due to more people being at home and able to engage in an online portal process we had more than double the estimated participants.

Staff and the consultants held both hybrid and in person meetings at the end of the Comprehensive Plan process. There were also multiple Planning Commission meetings and public hearings held by the Planning Commission.

#### Planning and Public Engagement

- ▶ Following the kickoff, a survey was made available online and paper copies were made available at the Senior Center and City Hall
- ▶ The consultant compiled the survey data in preparation for the first Stakeholder meetings.
- ▶ In-person stakeholder meetings planned for mid-March 2020 were cancelled due to Covid-19. The consultant pivoted its processes by creating a new online public engagement strategy.
- ▶ Because more people were at home more people engaged online, and the public engagement numbers were double what were originally anticipated.
- ▶ The process was completed with several hybrid on-line and in-person meetings, as well as multiple Planning Commission public hearings.

#### The City of Smithville Comprehensive Plan 2030

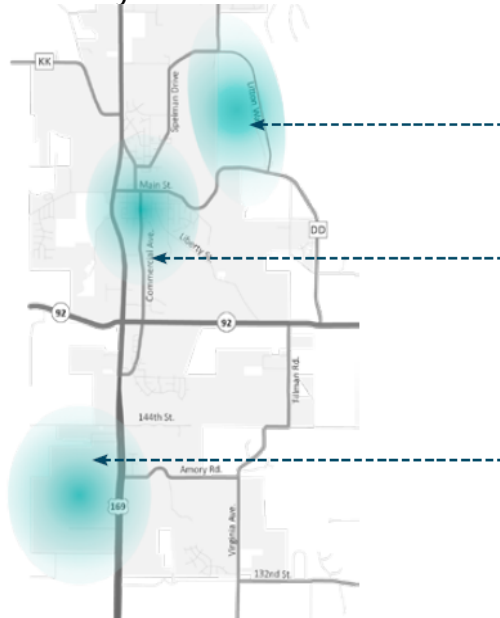
- ▶ The Comprehensive Plan 2030 was adopted by the Planning Commission and approved by the Board of Aldermen as the City's official development policy in November 2020.
- ▶ Uses the 5 Pillars of Excellence as the framework for the new plan
- ▶ Each Pillar has a set of action items that implement the plan
- ▶ These action items have a priority and a timeline designation
- ▶ Included in the Plan is a Future Land Use Map
- ▶ There are three new Overlay Districts included in the Future Land Use Map

Jack noted that located on the City's website is the [Comprehensive Plan Dashboard](#) that allows you to sort each and every one of those steps.

Jack explained that included in the plan is our Future Land Use Plan map. The Future Land Use Plan has three new overlay districts: Smith's Fork Parks Commercial Overlay, Downtown District Overlay and 169 South Employment Center Overlay.

Jack noted that the Smith's Fork Park Commercial Overlay is pending the final approval of the Army Corps of Engineers to allow the City to annex that property.

## New Overlay Districts



### Smith's Fork Park Commercial Overlay

The Smith's Fork Park Commercial Overlay promotes expanding the City's influence on land adjacent to Smithville Lake and help link the City's commercial and recreational activity to this asset areas of the City.

### Downtown District Overlay

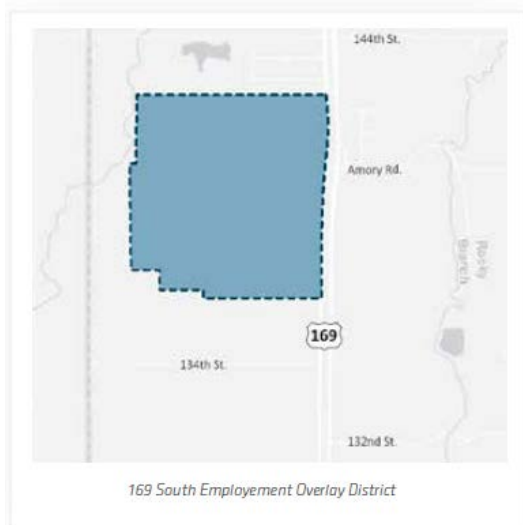
The Downtown District Overlay helps retain the historic character of Smithville's downtown while encouraging enhanced investment and vibrancy.

### 169 South Employment Center Overlay

The 169 South Employment Center Overlay allows for residential and commercial growth in a key location of the City while encouraging commercial activity on-site if it brings the substantial community and economic benefits

Jack noted that the 169 South Employment Center Overlay is the only location that is specifically called out as an action step. This location is the Business and Economic Pillar to strengthen business and economics. One of the goals in that section is to target and attract key industry niches and the second goal is to establish the overlay. The Comprehensive Plan calls out is the area south of Barton Heights and north of 134<sup>th</sup> Street, which is where the Smithville Attic Storage and Full Features is located and goes from 169 back to the west not quite to the city limits. This is the identified location of the 169 South Employment Center Overlay District.

## 169 South Employment Overlay Location



Jack explained what an overlay district does is it creates opportunities for variances from the standard zoning rules such as; setbacks, number of building on a lot, the types of uses that can go together, etc. All of these types of things can be included in this overlay but in order to achieve it you have to have an ordinance structure similar to Peculiar. Jack noted that Peculiar did not focus on employment is focused on other factors they decided to use. The ordinance lay out steps so that when the landowners or developers in these areas they know that this is the additional information that the city wants.

Jack noted that the Comprehensive Plan identifies the key industry niches, what industries the City want to bring employment to Smithville. This is the area the Comprehensive Plan focuses on.

Jack noted that the process will include the Economic Development Committee, the Board of Aldermen and the citizens to identify, what do we want to bring, how do we want to bring as far as additional employment to Smithville for this focused area.

#### The RFQ Process

- ▶ The Request for Qualifications process is not a bid, but instead a method to seek qualified candidates to do the work.
- ▶ Once the City gets the submissions a committee of Board Members and Staff will identify the top candidates for in-person interviews.
- ▶ The committee will then recommend its' preferred candidate.
- ▶ Staff will then negotiate the Scope of Work and Contract with this candidate.
- ▶ The Board will be presented a Contract for approval

#### RFQ Timeline

- ▶ RFQ will be released to the public February
- ▶ Take submissions for about 30 days
- ▶ The committee will review submissions and select the most qualified for interviews
- ▶ Following the interviews the committee will score and vote on the proposed consultant.
- ▶ Staff will negotiate the scope of work and Contract with the proposed consultant.
- ▶ The Board of Aldermen will then vote on the proposed contract

Jack explained that the timeline is somewhat flexible because we do not know exactly when we will be able to get people in for interviews. Jack noted that we can truncate it if need be if the Board wants it done in a shorter period of time or we can slow the process down. Jack said the main thing is we do not want to drag it out once the RFQ's are submitted because they will be trying to organize their summer work schedule. Staff anticipates this would happen over the spring and summer based upon their submittal.

Cynthia noted that we would anticipate a negotiated contract brought before the Board late spring, early summer for the work to be completed during the summer.

Alderman Russell asked what the budget amount was for this project.

Cynthia noted that there is \$30,000 in the budget for the consultant.

Alderman Hartman thanked Jack for the presentation. He noted that he did not think we have to accelerate it and the timeline is fine. He asked if this land was zoned agriculture.

Jack explained that yes right now it is just field, with a couple of houses and some significant amount of sucker brush on the back side of it.

Alderman Wilson noted that she did not see anything wrong with the timeline. She noted that she read the sample ordinance that was in the packet and how detail oriented it is. She said that this project is going to take a lot of work.

Jack said that is why we have to have a consultant. He noted that the benefit of having the ordinance so detailed is it takes out a lot of the discretion. It lays out exactly what we want up front so then when someone comes in with a proposal, they have to meet those requirements.

#### **4. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:55 p.m.

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Linda Drummond, City Clerk

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Damien Boley, Mayor