

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

March 19, 2024 6:00 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

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

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

2. Discussion of 3-Month FY2024 Budget – Utilities, Capital Improvements and Special Funds

Rick Welch, Finance Director, gave an update on the 3-Month FY2024 Budget for Utilities, Capital Improvements and Special Funds. He noted that this is a continuation of the March 5 discussion on the General Fund. Rick noted that Alderman Hartman asked about tax delinquencies last period and Rick did receive some of that data. Tax delinquencies for 2023 is totaling approximately \$50,000 which is pretty low. That is about 4.4% of the property revenue, about 63% of that is intangible property, real property, such as; cars, boats, etc. and only 28% is real estate. Rick said that the county is going to send this to him on a monthly basis.

FY2024 Budget Comments

- FY 2024 amendments approved by the Board:
 - **Budget Amendment #1:** On November 20, 2023, \$732,000 of expenditures to the CWWS Fund. Expenditures are:
 - \$155,000 4th Street and 4th Terrace stormwater improvements
 - \$305,000 Quincy Boulevard stormwater improvements
 - \$200,000 Raw Water Pump Station construction
 - \$72,000 Playground Resurfacing at Smith's Fork Park and Heritage Park
 - **Budget Amendment #2:** On March 5, 2024, \$200,831.87 of expenditures to the CWWS fund. Expenditures are:
 - \$116,713.60 First and Bridge Street Waterline Improvement
 - \$28,000 manhole replacement on Maple Street
 - \$29,796.27 final cost of motive pump maintenance
 - \$26,322 waterline under 147th Street
- \$4,350,000 COP budgeted in CWWS fund, plus an additional \$2,344,610 for a total of \$6,694,610. Resolution 1307, go to market.

General Fund Review

General Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Received
Revenues	\$6,266,986	\$6,473,346	\$2,793,178	44.6%

- The addition of February to 1st Quarter results did not justify a change in projections.

General Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Expended
Expenditures	\$7,100,790	\$7,145,855	\$2,580,147	36.3%

GF Funded Capital Project	Phase	Resolution	Contractor / Engineer	Status	Cost
Annual Wayfinding Signage Installation	Construction	Upcoming	City Staff	In Progress	100,000
Quincy Boulevard Improvements	Construction	1221	Amino Brothers	In Progress	1,570,000
4 th St & 4 th Terr Improvement	Construction	1199	Menke	In Progress	1,071,530

Combined Water and Wastewater Fund

CWWS Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Received
Revenues	\$10,683,600	\$13,106,077	\$1,453,220	13.6%

- Projection includes increased water and wastewater sales and anticipated additional COP proceeds totaling \$6,694,610 for 144th Street Lift Station and West Bypass of the 144th Street Lift Station and Stonebridge.

CWWS Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Expended
Expenditures	\$15,704,620	\$15,905,452	\$923,694	5.9%

Water and Wastewater Sales Revenue

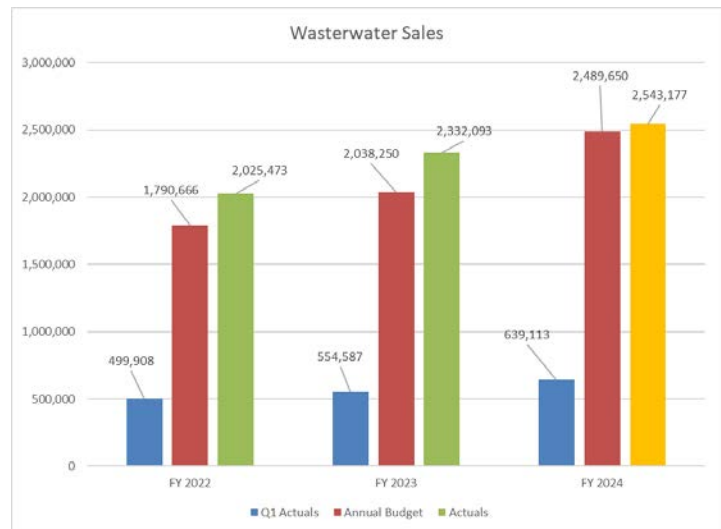
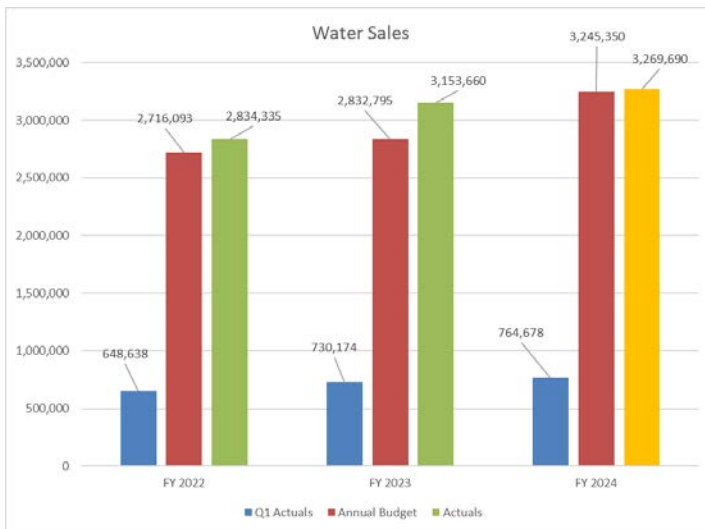
CWWS Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Water Sales	\$3,245,350	\$3,269,690	\$764,678	23.6%

- The City, on average in the past 3 years, receives **22.85%** of water sales annual revenue by the 1st quarter of the fiscal year.

CWWS Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Wastewater Sales	\$2,489,650	\$2,543,177	\$639,113	25.7%

- The City, on average in the past 3 years, receives **23.55%** of wastewater sales annual revenue by 1st quarter of the fiscal year.

Water and Wastewater Sales Revenue – 3 Year History of Quarter 1



Alderman Russell asked if the totals for the fiscal year 2024, includes the increase of 15% increase implemented in November. He also asked how that total compares to gallons used.

Rick said that the totals do reflect that increase.

Chuck Soules, Public Works Director said he would get the Board that information.

2024 Capital and Maintenance Program – CWWS Funds

CWWS Funded Capital Project	Phase	Resolution	Contractor / Engineer	Status	Cost
Complete Auth 94 - West Bypass of 144th St Lift Station	Engineering	987	HDR Engineering	In progress	346,050
2024 Sewer Rehabilitation Program	Maintenance	1300	SAK	In progress	150,000
Complete Auth 92 - Smith's Fork Pump Station	Engineering	1197	HDR Engineering	In progress	127,800
Complete Auth 99 - WTP Improvements / Residuals	Engineering	1208	HDR Engineering	In progress	255,730
Complete Auth 97 - River Cross / Maple Ln Waterline	Engineering	1138	HDR Engineering	In progress	167,560
Complete Auth 98 - Owens Branch Sanitary Sewer	Engineering	1176	HDR Engineering	In progress	315,500
West Bypass of the 144th Street Lift Station	Construction	Upcoming	TBD	ROW acquisition	1,800,000
144 th Street Lift Station	Construction	Upcoming	TBD	ROW acquisition	2,500,000
Est. Remaining Contract - Smith's Fork Force Main	Engineering	1197	TBD	Engineering	127,800
Maple Lane & River Crossing (12" Waterline)	Construction	Upcoming	TBD	In design	1,400,000
Headworks Bar Screen	Construction	1309	Ross Construction	Bid Awarded	168,800
Authorization 101 - Stonebridge Lift Station	Engineering	1258	HDR Engineering	In progress	272,260
Stonebridge Lift Station (SSD Cost Sharing)	Construction	Upcoming	TBD	In progress	1,750,000
Lagoon Cleaning & Liner Repair	Construction	1299	Richardson Construction Co.	Bid Awarded	150,000
Water Plant Improvements	Construction	1325	Ross Construction	Award Bid 3/5	1,463,000
1st and Bridge Street Watermain Improvements	Construction	1326	Engeman	Award Bid 3/5	117,000

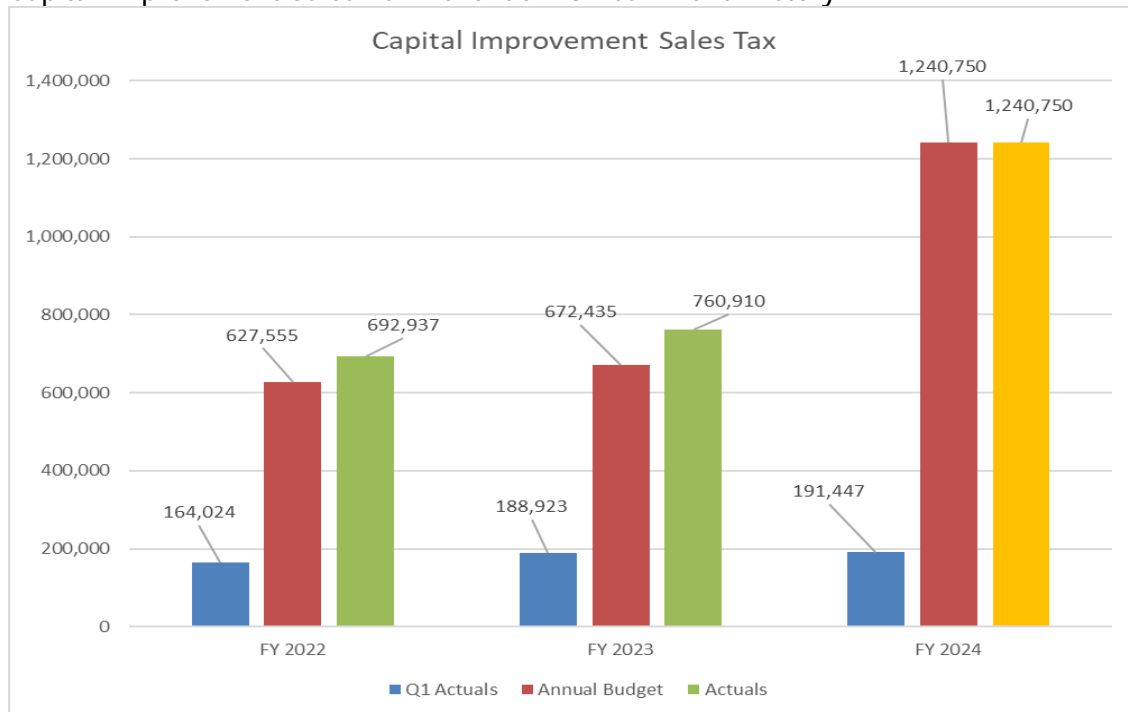
CWWS Fund – Bottom Line

	Actual FY 2023	Budgeted FY 2024	Projected FY 2024
Beginning Fund Balance	\$ 6,854,956	\$ 6,320,737	\$ 6,320,737
Total Revenues	\$ 6,104,757	\$ 10,683,600	\$ 13,106,077
Total Expenses	\$ 6,638,976	\$ 15,704,620	\$ 15,905,452
Net Change in Fund Balance	\$ (534,219)	\$ (5,021,020)	\$ (2,799,375)
Ending Fund Balance	\$ 6,320,737	\$ 1,299,717	\$ 3,521,362

Alderman Hartman asked if the total for Stonebridge shows the cost shared with the school.

Rick said that the balance shows the City's total for the project.

Capital Improvement Sales Tax Revenue – 3 Year Trend History



Transportation Sales Tax Fund

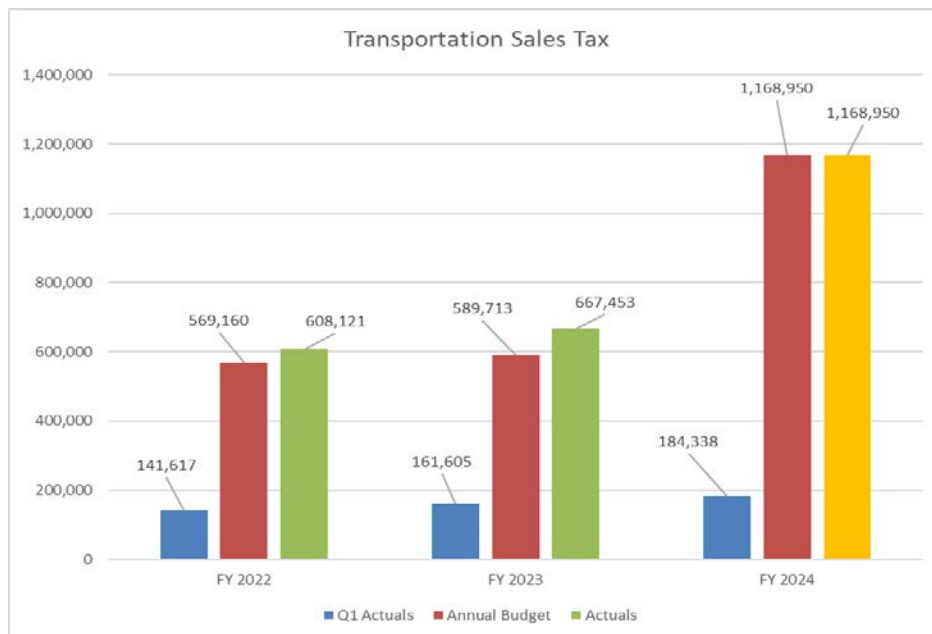
Transportation Sales Tax	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Received
Revenues	\$1,168,950	\$1,168,950	\$184,338	15.8%

- The City, on average in the past 3 years, receives **24.27%** of transportation sales tax annual revenue by the 1st quarter of the fiscal year.

Transportation Sales Tax	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Expended
Expenditures	\$1,699,140	\$1,699,140	\$13,059	0.8%

TST Funded Capital Project	Phase	Resolution	Contractor / Engineer	Status	Cost
Annual Asphalt Overlay Program	Construction	1323	Asphaltic Surfaces	Awarded	262,573
Annual Sidewalk Replacement Program	Construction	Upcoming	KC Concrete	Awarded	25,000
Commercial Street Sidewalks (grant for \$960,000)	Construction	Upcoming	To Be Decided	Awaiting Bids	1,200,000

Transportation Sales Tax Revenue – 3 Year Trend History



Parks and Stormwater Sales Tax Fund

Parks & Stormwater Sales Tax	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$933,750	\$933,750	\$190,881	20.4%

- The City, on average in the past year 3 years, receives **20.94%** of park and stormwater sales tax annual revenue by the 1st quarter of the fiscal year.

Parks & Stormwater Sales Tax	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Expended of Budget
Expenditures	\$1,021,000	\$1,021,000	\$344,468	33.7%

PST Funded Capital Project	Phase	Resolution	Contractor / Engineer	Status	Cost
The "OK Railroad" Trail (grant for \$184,600)	In house	Upcoming	To be bid in 2025	Awaiting Bids	400,000
Emerald Ridge Neighborhood Park & Signage	Construction	Upcoming	To Be Decided	Awaiting Bids	450,000
Stonebridge Stormwater Improvements	Construction	Upcoming	To Be Decided	Awarded	150,000
Stonebridge Stormwater Improvements	Engineering	1304	GBA	Awarded	70,033

Solid Waste Fund (Formally the Sanitation Fund)

Solid Waste Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$938,757	\$938,757	\$227,461	24.2%

- The City, on average in the past 3 years, receives **24.55%** of solid waste annual revenue by the 1st quarter of the fiscal year.

Solid Waste Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Expended of Budget
Expenditures	\$931,805	\$931,805	\$236,610	25.4%

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

VERF (Vehicle and Equipment Replacement Fund)

VERF	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$374,398	\$374,398	\$253,100	67.6%

- The VERF received a \$249,000 transfer for annual operational support in Q1 of 2024.

VERF	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Expended of Budget
Expenditures	\$423,547	\$423,547	\$103,486	24.4%

- The City is currently leasing 38 vehicles with Enterprise Fleet Management.

Vehicle and Replacement Fund accounts for expenses related to the management of the city's vehicle fleet.

Debt Service Fund

Debt Service	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Received
Revenues	\$357,830	\$357,830	\$0	0.0%

- Series 2018 and Series 2019 debt issuance

Debt Service	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% of Budget Expended
Expenditures	\$351,333	\$351,333	\$0	0.0%

- General Obligation scheduled debt payments (for Series 2018 and Series 2019 issuances) have been paid in February 2024.

Other Funds

Commons CID Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$396,592	\$396,592	\$66,245	16.7%
Expenditures	\$413,916	\$413,916	\$46,942	11.3%

1% CID Sales/Use tax revenue from Smithville Commons CID

Capital Improvement Projects	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$40,000	\$40,000	\$0	0.0%
Expenditures	\$0	\$0	\$0	0.0%

Funding, financing, and operating capital improvements

Special Allocation Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$868,446	\$868,446	\$556,031	64.0%
Expenditures	\$1,179,800	\$1,179,800	\$513,290	43.5%

Smithville Marketplace TIF property tax and TIF EATS

Donation Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$21,000	\$21,000	\$600	2.9%
Expenditures	\$15,000	\$15,000	\$0	0.0%

Financial donations used for city wide purposes

Police Training Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$3,000	\$3,000	\$508	16.9%
Expenditures	\$5,000	\$5,000	\$1,580	31.6%

Provide assistance to Smithville law enforcement training

Police DWI Recovery Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Received of Budget
Revenues	\$4,000	\$4,000	\$0	0.0%
Expenditures	\$5,000	\$5,000	\$0	0.0%

DWI / Alcohol education and enforcement

Technology Upgrade Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Expended of Budget
Expenditures	\$632	\$632	\$0	0.0%

Funding for city wide technology upgrades

Judicial Education Fund	FY2024 Budgeted	FY2024 Projections	FY2024 YTD	% Expended of Budget
Expenditures	\$3,447	\$3,447	\$0	0.0%

Education and training of court personnel

Alderman Russell asked who the court personnel training was for.

Chief Lockridge explained that fund is left over from when we transferred court to Clay County. The funds remain here to be continued to be used for judicial costs. This fund is used for training for the prosecutor's assistant and the prosecuting attorney. Chief explained that eventually that fund will zero out.

Alderman Russell asked where the funding for training would come from once that fund reached zero.

Chief Lockridge explained that it would have to be budgeted.

Combined Water and Wastewater Projects

CWWS Funded Capital Project	Phase	Resolution	Contractor / Engineer	Status	Cost
Complete Auth 94 - West Bypass of 144th St Lift Station	Engineering	987	HDR Engineering	In progress	346,050
2024 Sewer Rehabilitation Program	Maintenance	1300	SAK	In progress	150,000
Complete Auth 92 - Smith's Fork Pump Station	Engineering	1197	HDR Engineering	In progress	127,800
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1st and Bridge Street Watermain Improvements	Construction	1326	Engeman	Award Bid 3/5	117,000
Total Combined Water & Wastewater Fund					11,111,500

Remaining Project

The "OK Railroad" Trail (grant for \$184,600)	Parks and Rec & Stormwater Sales Tax Fund	In house	Upcoming	To be bid in 2025	Awaiting Bids	400,000
Emerald Ridge Neighborhood Park & Signage	Parks and Rec & Stormwater Sales Tax Fund	Construction	Upcoming	To Be Decided	Awaiting Bids	450,000
Stonebridge Stormwater Improvements	Parks and Rec & Stormwater Sales Tax Fund	Construction	Upcoming	To Be Decided	Awarded	150,000
Stonebridge Stormwater Improvements	Parks and Rec & Stormwater Sales Tax Fund	Engineering	1304	GBA	Awarded	70,033
Total Parks and Rec & Stormwater Sales Tax Fund						1,070,033
Annual Asphalt Overlay Program	Transportation Sales Tax Fund	Construction	1323	Asphaltic Surfaces	Awarded	262,573
Annual Sidewalk Replacement Program	Transportation Sales Tax Fund	Construction	Upcoming	KC Concrete	Awarded	25,000
Commercial Street Sidewalks (grant for \$960,000)	Transportation Sales Tax Fund	Construction	Upcoming	To Be Decided	Awaiting Bids	1,200,000
Total Transportation Sales Tax Fund						1,487,573
Downtown Streetscape Phase III (grant for \$1,488,000)	Capital Improvement Sales Tax Fund	Construction	Upcoming	TBD	Finalizing Design	1,800,000
Riverwalk Park & Trail	Capital Improvement Sales Tax Fund	Engineering	1321	GBA	In Progress	149,376
2nd Creek Sidewalks	Capital Improvement Sales Tax Fund	Engineering	1321	GBA	In Progress	242,098
1st Street and Bridge Round-A-Bout (grant for \$900,000)	Capital Improvement Sales Tax Fund	Engineering	Upcoming	To Be Decided	Need More Funding	250,000
Total Capital Improvement Sales Tax Fund						2,441,474
Annual Wayfinding Signage Installation	General Fund	Construction	Upcoming	City Staff	In Progress	100,000
Quincy Boulevard Improvements	General Fund - Multiple Funds	Construction	1221	Amino Brothers	In Progress	1,570,000
4 th St & 4 th Terr Improvement	General Fund - Multiple Funds	Construction	1199	Menke	In Progress	1,071,530
Total General Fund						2,741,530
PROJECTS TOTAL						18,852,110

Rick explained that a lot of these totals are preliminary, and we will know better the cost once we get through the design and engineering phase and into the construction phase.

Alderman Hartman thanked Rick for the presentation and for list and explanation for the projects.

3 Month Budget Review - Conclusion

- Combined Water and Wastewater Fund
- Revenue is trending slightly above budget.
- Expense projection was increased for Budget Amendment #2, which all expenses will be absorbed by the fund.
- \$4,350,000 COP budgeted in CWWS fund, plus an additional \$2,344,610 for a total of \$6,694,610.

All Other Funds

- All other funds are performing as intended with no changes in budgeted amounts.

Alderman Wilson noted that during the Finance Committee meeting they discussed the water and wastewater funds are stand alone funds and could only be transferred out to help cover salary for individuals in utilities and that is the only way those funds could be transferred out of the accounts.

Cynthia explained that the City has two general fund positions that are partially funded through the combined water and wastewater utility fund. The Public Works Director and the Assistant to the Public Works Director are those positions because of the time they spend working in support of utilities. Half of their time is spent on utilities and the other half on streets. Cynthia noted that streets is a general fund supported by taxes, and utility rates support the water and wastewater. Cynthia explained that we also transfer funds from the utilities fund to the general fund for the administration of work for billing.

Alderman Russell thanked Rick for the well explained presentation.

Alderman Hartman noted that there is often times a misconception that when a new development is built, the City pays for those impact fees. He said that he was glad that Rick included this in his presentation. He noted that commercial development pays a much higher rate than the residential rate.

Alderman Wilson added that the Finance Committee also discussed the City's CD's and that a lot of them had just recently been reinvested.

Rick explained that the City has probably four additional CD's coming due, one in April and the remaining in July. He plans to approach the bank in April and ask to have all of them reinvested at that time so they can be locked in at these higher rates.

Alderman Wilson asked if the \$1.4 million in impact fee balance was invested in CD's or just a regular interest-bearing account.

Rick explained that the CD's are a mixture of City funds.

3. Discussion of Downtown Parade Rules and Regulations

Matt Denton, Parks Director, noted that the Board of Aldermen directed staff to work with community stakeholders to review current practices relating to parades and provide recommendations for enhancements. To start the process, staff reached out to different municipalities within our region and requested details on their respective parade regulations, safety protocols and best practices. Once staff received that information, they drafted the first draft of rules and regulations, brought that forward to administration for approval. Staff then set up meetings with stakeholders. Those stakeholders are the Lake Fest committee, Lighted Christmas parade and the Smithville School District. After meetings and discussions with each group and getting their feedback, staff made those changes, and now are bringing this forward to the Board.

Matt explained that the policy will be housed in the Public Facility Use Policy. Once this document is approved it can be found on the website in the Document Center and then be linked to the Special Event Packet.

Matt went through the policy.

a. Parades

A parade is defined as any parade, march, race, walk, procession, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code;

The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

The conduct of the parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct, or create a disturbance; and

The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays enroute.

b. Parade Rules and Regulations

All events taking place in the City of Smithville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit.

A parade permit shall be issued under the following considerations:

Safety:

The responsible party is required to ensure that all rules, regulations, and procedures are followed by all entry participants.

Parade marshals must be strategically positioned along the parade route. They will play a vital role in maintaining order, the safety of spectators, and ensuring a smooth procession. A minimum of 6 parade marshals shall be placed along the busy sections of the route.

Their duties involve enforcing parade rules, such as safety regulations and route adherence, while also coordinating with participants to maintain consistent spacing between units.

Consumption of alcoholic beverages at any time while participating in the parade is not allowed.

Throwing and/or distributing items of any kind from floats is strictly prohibited. Participants may distribute candy and other giveaways HAND-TO-HAND by walking along the parade route next to spectators.

Night parades are prohibited from throwing and/or distributing items of any kind.

No one may step on or off a vehicle or any motorized entry until it is at a complete stop. Once the parade has started, no entry or exit from an entry is permitted, except in the case of an emergency.

A safety meeting will be required before the parade date with City staff and the responsible party at least 30 days before the parade.

Vehicles:

All vehicles/equipment operators participating in the parade must be properly licensed and all vehicles/equipment must be insured with proof upon demand. By operating the vehicle/equipment in the parade, the owner/operator warrants that the vehicle is in sound mechanical condition with no known defects or safety concerns.

Matt noted that Alderman Ulledahl reached out to him with a suggestion to change the vehicle section to read:

"All vehicles/equipment operators participating in the parade must be properly licensed and all vehicles/equipment must be insured with proof upon demand. By operating the vehicle/equipment in the parade, the owner/operator warrants that the vehicle is in sound mechanical condition with no known defects or safety concerns."

Cynthia noted that the information that is included in the packet for the regular session agenda does not include that change. Staff would recommend if the Board is good with the change, when we get to the agenda item, to make a motion to amend it to include that language and then vote on the Resolution as amended.

Animals:

In consideration of the other units in the parade, all participants with animals must immediately clean up any animal waste along the parade route. The City of Smithville is NOT responsible for picking up animal waste.

Trash/Clean Up:

All parade staff, including the responsible party, participants, and volunteers, are collectively responsible for the cleanup of the parade route and surrounding areas. Cleanup activities shall commence immediately after the conclusion of the parade and must be completed within a reasonable timeframe.

The responsible party must properly dispose of all trash and litter in designated bins or collection points provided by the organizers. No litter should be left on the parade route or adjacent areas.

Road Closures/Barricades and Signs:

The responsible party is required to close streets, with traffic barricades, that have been preapproved by the Police Chief, at least one (1) hour before the parade.

Traffic barricades are not provided or set up by the city. Traffic barricades will have to be rented by an outside vendor. Traffic barricades must comply with the Missouri Uniform Traffic Control Device manual.

All signage posted within the City limits requires approval through the temporary sign permit application.

No tape is allowed on City light poles.

Exceptions

This article shall not apply to:

Funeral processions. All funeral processions should contact the Smithville Police Department

Alderman Russell noted that he was glad that they covered the tractors and go carts. He asked if there was any more discussion about barricade poles. He said it was mentioned once in new business. He asked if it was ever pursued or ever looked at.

Matt noted that was brought up in public comment and would need to be brought forward on a future work session.

Alderman Russell said that is probably something to be discussed at a future work session.

Alderman Wilson noted that when we were originally talking about the design for Streetscape we looked at putting those in and they were very, very expensive. She said that we can re-address it, but she knew that was one thing that was considered when we were designing the downtown Streetscape.

Alderman Russell noted that he did not want to rehash something that has already been done before.

Alderman Wilson noted that it had been a few years since it was originally discussed so if the Board wants to bring it back up in another work session we could have city staff look at what the potential cost is now.

Mayor Boley said that staff has started parking vehicles at those intersections during events where cars are likely to drive through. He said that could be an option to use City vehicles since he believed the automated balusters that we were looking at were over \$100,000.

Alderman Hartman agreed that we have different City vehicles from different departments to use to block off the intersections. He said he believes a vehicle will discourage people better than a barricade they can just go around.

Matt noted that when there are street closures, all those maps get approved by Chief Lockridge and there is emphasis that they are in the right locations and there is proper detours. Matt noted that some locations may need almost three barricades with the width of the streets.

Mayor Boley noted that this year we did have an issue with the Homecoming Parade and the School Board President and the City Administrator had to stand as barricades and block an intersection.

Cynthia noted that was one item that was discussed with the School District when we met with them. The definite need to ensure that the barricades are up in time and that there is someone responsible for the barricades. The policy also outlines *parade marshals must be strategically positioned along the parade route. They will play a vital role in maintaining order, the safety of spectators, and ensuring a smooth procession. A minimum of 6 parade marshals shall be placed along the busy sections of the route.* Staff suggested someone be stationed close to the barricades to ensure they do not blow over or people do not move them. Cynthia noted that we could definitely look at using City vehicles to block the intersection. So use a combination of resources for safety.

Matt noted that will be discussed during the mandatory safety meeting with staff and parade organizers.

Alderman Wilson noted that we probably really need to have somebody housed next to those barricades because when she helped with one of the Main Street events a couple

springs ago and it was cold and windy. The barricades did not have enough weight on them, and the wind just blew them right over. She said that there needs to be added protection there when the barricades are up.

Alderman Atkins noted that during the Christmas parade there were a lot of cars sitting along the parade route. The little kids got in between the parked cars and the parade. He said that they were very close to the parade vehicles. He said he did not see any stipulations or instructions on this matter.

Matt noted that the policy states streets may be closed at least an hour before, but for a night parade we should make it a longer street closure notice. He explained that they can discuss that in the safety meeting 30-days prior to the parade. The parade planners for the night parades may need to come in a lot earlier to start blocking off streets and then they will also have the parade monitors along the route for safety.

Alderman Wilson noted that night parades are prohibited from throwing and/or distributing any item (candy, etc.) at any time during the parade.

Matt explained that staff met with the night parade organizer, and she was fine with that policy.

Alderman Russell noted that he did not see anything in there about any lights on the barricades. He asked if it would be something that would be looked at as well. He said that he believed that it should be since it would provide additional night protection. He asked if night parades should be discussed further in another work session.

Matt noted that some barricades have the safety reflection on them, so that would help, but there are barricades out there that do have flashing beacons. He said that some businesses may offer that as an option.

Mayor Boley noted that it is also addressed in the section under Missouri Uniform Traffic Control Device Manual. He said that if it is what the State of Missouri is using, that is what we should be using.

Alderman Hartman said he believes either City staff or parade organizers should have a conversation with each of the floats since we had an incident last time where the float did not stop moving and young lady got off and was hurt. Alderman Hartman said that we have been somewhat fortunate, but it is just a matter of time. He said that he appreciates staff putting some structure on this because it is definitely necessary.

Matt noted that the parade organizer will have a large role in making sure these policies are followed and this is just going to now be part of hosting a parade.

Cynthia noted that one of the things they discussed about with all the community stakeholders was if you are walking, you are walking the whole parade route. If you are riding, you are riding the whole parade route. There is no alternating between.

Matt noted that Lakefest played a large role in helping come up with the parade policy.

Cynthia noted that event organizers can put signs up reminding people of the parade route and to please remove vehicles by a certain time.

Mayor Boley noted that the signs are bright orange, and the Chamber provides them.

Alderman Russell asked about the minimum of six parade marshals and how that number was decided on. If it is because of the distance of the parade or the intersections.

Matt explained that he and Chief Lockridge discussed this. The busiest section of the parade route is on Main Street from Mill Street to the end of the Courtyard at Commercial Avenue. For those three blocks and a total of six people, that put one person on each side of the parade.

Alderman Hartman noted that the police focus on places to where emergency vehicles can enter if they are needed. He believes it might be something to discuss with the parade organizers to let them know where the emergency vehicles would need to enter an area if they are needed.

Mayor Boley noted that the Lakefest crew has done this diligently. They get Matt, Chief Lockridge and himself in the room a couple of times a year to talk about the safety plan and what they are going to do. Because this is a concern for them. We have used a lot of what they have recommended for other events. During the homecoming parade, the emergency vehicles were able to get in and out pretty quickly, even though it was the busiest intersection.

Alderman Wilson asked if when the parade marshals will have specific shirts that they will be wearing so individuals will be able to identify them.

Matt explained that was something that Lake Fest and the School District brought up that they are going to get specific shirts for staff. Lake Fest also does volunteer shirts for all their volunteers.

The Board thanked Matt for the work put into this.

Cynthia thanked Matt and the parade organizers who were all willing to meet with staff and being proactive with identifying solutions or very responsive and receptive to the changes. This will help to make the parades safe and enjoyable for everyone.

Shauna Houghton spoke on behalf of Lakefest. She noted that Kansas City will use their snow plow trucks to block intersection. She also noted that the alleys also need to be open to ensure the businesses can receive deliveries or just be able to get in or out.

Mayor Boley explained that the maps provided show those areas are to be kept open for access. So when any of the events come in, they have to pick one side of the alley to keep open.

Shauna explained that they also have a process where they have a 8-foot flag to use if there is an emergency in this location.

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 6:49 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor