

City of Smithville, Missouri Board of Aldermen – Regular Session Agenda

June 1, 2021

7:00 pm – City Hall Council Chambers **Via Videoconference**

NOTICE: *Due to the Health Officer's orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city's FaceBook page through FaceBook Live.

For Public Comment, please email your request to the City Clerk at <u>Idrummond@smithvillemo.org</u> prior to the meeting to be invited via Zoom.

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Consent Agenda
 - Minutes
 - o May 18, 2021, Board of Alderman Work Session Minutes
 - o May 18, 2021, Board of Alderman Regular Session Minutes

REPORTS FROM OFFICERS AND STANDING COMMITTEES

- 4. Committee Reports
- 5. City Administrator's Report

ORDINANCES & RESOLUTIONS

6. Bill No. 2905-21, Initial Zoning for Certain Lots in Lakeside Crossing – 2nd Reading

An Ordinance setting the initial zoning of Lots 4, 12, 34 and 36 in Lakeside Crossing. 2nd reading by title only.

- Bill No. 2906-21, Dwelling and Lot Size 2nd Reading An Ordinance repealing Sections 400.090 thru 400.150 of the Smithville Municipal Code and re-enacting new Sections 400.090 to 400.150. 2nd reading by title only.
- Bill No. 2907-21, FY21 Budget Amendment No. 5 Emergency Ordinance -Sponsored by Mayor Boley - 1st and 2nd Reading An Ordinance amending the FY21 Budget to add \$21,000 for expenditures in the General Fund. 1st and 2nd reading by title only.

9. Resolution 919, Award Bid No. 21-10, Fourth of July City/County Fireworks Display

A Resolution awarding Bid No. 21-10, Fourth of July City/County Fireworks Display to Aerial FX, Inc. for the amount not to exceed \$12,000.

- **10.** Resolution 920, Award Bid No. 21-11, Classification and Compensation Study A Resolution awarding Bid No. 21-11, approving the contract for a Classification and Compensation Study to McGrath Human Resources in an amount not to exceed \$35,000.
- **11. Resolution 921, Award Bid No. 21-12, Healthcare Broker** A Resolution awarding Bid No. 21-12, Healthcare Broker to Mike Keith Insurance, Inc.
- **12. Resolution 922, Regional Climate Action Plan** A Resolution endorsing the Regional Climate Action Plan.
- **13. Resolution 923, Amendments No. 3 and No. 4, City Hall Renovation Project** A Resolution approving Amendments No. 3 and No. 4, to the contract with Hartline Construction, LLC for the City Hall Renovation Project in an amount not to exceed \$26,608.
- 14. Resolution 924, Liquor License Kenneth Perdue

A Resolution issuing a Liquor License to Kenneth Perdue for operation of Local 60 Farm Market Located at 115 US 169 Highway.

15. Resolution 925, Authorizing Payment to Missouri Sheriff's Association A Resolution acknowledging payment to Missouri Sheriff's Association for the funds to sponsor the Police Academy Recruits not to exceed \$10,000.

OTHER MATTERS BEFORE THE BOARD

16. Public Comment

Pursuant to the public comment policy, **an email request must be submitted to the City Clerk at <u>Idrummond@smithvillemo.org</u> prior to the meeting**. When recognized, please state your name, address and topic before speaking. Each speaker is limited to three (3) minutes.

17. 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.

18. Adjourn

May 28, 2021 1:00 p.m. Accommodations Upon Request





Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Consent Agenda

RECOMMENDED 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

o May 18, 2021 Board of Alderman Work Session Minutes

o May 18, 2021 Board of Alderman Regular Session Minutes

SUMMARY:

Voting to approve would approve the Board of Alderman minutes.

PREVIOUS ACTION: N/A

POLICY ISSUE: N/A

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS:

- $\hfill\square$ Ordinance
- □ Resolution
- □ Staff Report
- □ Other:

- \Box Contract
- \Box Plans
- \boxtimes Minutes

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

May 18, 2021 6:00 p.m. City Hall Council Chambers

Due to the COVID-19 pandemic this meeting was held via teleconference.

The meeting was streamed live on the city's FaceBook page.

1. Call to Order

Steve Sarver, Mayor Pro Tem, present via Zoom, called the meeting to order at 5:35 p.m. Mayor Boley joined the meeting via Zoom at 5:36 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, Kelly Kobylski, Dan Ulledahl and Dan Hartman. Alderman Chevalier was absent.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chuck Soules, Chief Jason Lockridge, Matt Denton, Jack Hendrix, Stephen Larson, Linda Drummond, Bob Lemley and Allan Jensen.

2. Discussion of 6-Month Budget Review

Stephen Larson, Finance Director presented the FY21 six-month budget review as of April 30, 2021. This six-month budget update features some fiscal year 21 projections along with the budget and the year-to-date major budget funds. The four budget amendments that have been approved by the Board are included in this review. The expenditures to date reflect 13 of 26 of the fiscal year payrolls and 50% of our personnel wage-related expensive has been paid through the 13 payrolls.

General Fund

General	FY21	FY21	FY21 YTD	% of Budget
Fund	Budgeted	Projections		Received
Revenues	\$4,634,040	\$4,910,935	\$2,959,282	63.86%

• Higher FY21 projection primarily driven by Sales Tax and Use Tax collections.

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Property Tax Revenues	\$886,950	\$925,841	\$918,341	103.54%

One Time Capital Improvement Expenses

- City Hall Renovation (\$315,000) In Progress
- Streetscape East (\$105,000) In Progress

Property Tax Revenue

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Property Tax Revenues	\$886,950	\$925,841	\$918,341	103.54%

- TIF property tax (PILOTS) owed for jurisdictions for the Smithville Marketplace TIF has been address for the Smithville School District, Smithville Area Fire Protection District, and Northland Regional Ambulance District.
- The TIF property tax that is owed to the TIF from these jurisdictions has been transferred into the Special Allocation Fund.
- Staff is now working with economic development legal counsel to address payments in lieu of taxes (PILOTS) for Mid-Continent Library and Clay County for the 2020 Tax Year.



Sales Tax Revenue

General Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Sales Tax Revenues	\$1,205,020	\$1,276,650	\$594,372	49.32%

• The City, on average in the past three years, receives 45.5% of sales tax annual revenue by the 2nd quarter of the fiscal year.



Use Tax Review

General	FY21	FY21	FY21 YTD	% of Budget
Fund	Budgeted	Projections		Received
Use Tax Revenues	\$414,260	\$550,250	\$300,571	72.56%

• The City, on average in the past three years, receives 42.1% of use tax annual revenue by the 2nd quarter of the fiscal year.



Capital Projects Fund

Capital	FY21	FY21	FY21 YTD	% of Budget
Projects Fund	Budgeted	Projections		Received
Revenues	\$273,000	\$273,000	\$214,478	78.56%

• Received portion of DNR Grant for Main Street Trail - \$208,000

- Recreational Trail Program Grant: Budget Amendment #3 -> \$266,000
- Payments in Lieu of Dedication: Budget Amendment #3 -> \$7,000

Capital Projects Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,737,440	\$1,737,440	\$1,066,040	61.36%

- Main Street Trail: Budget Amendment #1 -> \$1,101,000.
- Streetscape East: Budget Amendment #1 -> \$280,000.

Capital Improvement Sales Tax

Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$615,250	\$282,403	53.21%

- The City, in the past year, received 43.6% of capital improvement sales tax annual revenue by the 2nd quarter of the fiscal year.
- Capital Improvement Sales Tax <u>is not subject</u> to TIF EATS collections.

Capital Improvement Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$752,250	\$752,250	\$351,697	46.75%



- Streetscape East: Budget Amendment #1 -> \$243,000
- Streetscape East: \$167,060
- Transfer to Debt Service Fund for Payments: \$342,190

Debt Service Fund

Debt	FY21	FY21	FY21 YTD	% of Budget
Service	Budgeted	Projections		Received
Revenues	\$342,190	\$342,190	\$342,190	100.00%

• Transfer in of \$342,190 from the Capital Improvement Sales Tax Fund to support Debt Service payments.

Debt Service	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$329,860	\$329,860	\$231,263	70.11%

• GO Debt Payments (for Series 2018 and Series 2019) were made on March 1, 2021 and are scheduled for September 1, 2021.

Transportation Sales Tax Fund

Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$530,750	\$604,335	\$278,216	52.42%

• The City, on average in the past three years, receives 45% of transportation sales tax annual revenue by the 2nd quarter of the fiscal year.

• Transportation Sales Tax is subject to TIF EATS collections.

Transportation Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$1,055,820	\$1,033,820	\$189,788	17.98%

- Bridgeport Roundabout: Budget Amendment #1 -> \$99,000
- Streetscape East: Budget Amendment #1 -> \$169,000
- Street Maintenance Program: Budget Amendment #4 -> \$100,000



Special Allocation Fund (TIF/CID)

Special Allocation	FY21	FY21	FY21 YTD	% of Budget
Fund	Budgeted	Projections		Received
Revenues	\$520,000	\$520,000	\$181,985	35.00%

• TIF Economic Activity Taxes (EATS), PILOTS, and Community Improvement District (CID) Sales Tax (1%) have all been collected and deposited into the fund.

Special	FY21	FY21	FY21 YTD	% of Budget
Allocation Fund	Budgeted	Projections		Expended
Expenditures	\$517,000	\$517,000	\$0	0.00%

• Staff is working with economic development legal counsel to certify costs submitted for reimbursement by the developer.

Cynthia noted that Alderman Chevalier inquired at a recent meeting with regards to the reporting related to this fund. We are required to provide annual reports on the performance of the TIF. Because we do not really have a full year's revenues on the TIF we are targeting a fall report. It was fall last year that we started to see the revenue, so staff will report the annual information in the fall.

Combined Water and Wastewater System Fund

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Received
Revenues	\$4,808,890	\$5,164,591	\$2,371,542	49.32%

• Water and Wastewater Sales: 87% of Revenue Budget collected year to date

• Penalties and Disconnects: 1% of Revenue Budget collected year to date

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% of Budget Expended
Expenditures	\$7,525,260	\$7,240,704	\$1,711,139	22.74%
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• Impact Fees: 8% of Revenue Budget collected year to date

• Connection, Stormwater, and Interest: 4% of Revenue Budget collected year to date

One Time Capital Improvement and Professional Services Expenses

- Wastewater Master Plan
- Main Street Waterline construction and engineering
- Forest Oaks Sewer/144th Street Pump Station
- 188th Street Waterline Relocation
- Highland Drive Sewer Engineering
- Raw Water Pump Station, Valve Box
- Slipline Sewer Program

• Campground Lift Station Replacement

Water and Wastewater Sales Revenue

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Water Sales	\$2,493,650	\$2,680,152	\$1,166,257	46.77%

• The City, on average in the past three years, receives **43%** of water sales annual revenue by the 2nd quarter of the fiscal year.

CWWS Fund	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Wastewater Sales	\$1,689,910	\$1,743,918	\$824,795	48.81%

• The City, on average in the past three years, receives 46.7% of wastewater sales annual revenue by 2nd quarter of the fiscal year.



Sanitation Fund

Sanitation	FY21	FY21	FY21 YTD	% Received of
Fund	Budgeted	Projections		Budget
Revenues	\$890,550	\$868,184	\$431,138	48.41%

• The City, on average in the past three years, receives 49% of solid waste annual revenue by the 2nd quarter of the fiscal year.

Sanitation	FY21	FY21	FY21 YTD	% Expended of
Fund	Budgeted	Projections		Budget
Expenditures	\$885,710	\$857,443	\$434,290	49.03%

- The city pays WCA on a monthly basis for waste collection services.
- The City also pays to participate in the Household Hazardous Waste collection program administered by MARC which is funded through trash rates.



Parks and Stormwater Sales Tax

Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$442,290	\$475,924	\$237,962	53.80%

- Initial collections of Park & Stormwater Sales Tax occurred November 2020.
- Park & Stormwater Sales Tax is not subject to TIF EATS collections.

Park & Stormwater Sales Tax	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$225,000	\$225,000	\$0	0.00%

- Park Improvements (near Splash Pad): \$25,000
- P&R Master Plan and Trails & Connectivity Plan: \$100,000
- Stormwater Project(s): \$100,000

VERF (Vehicle and Equipment Replacement Fund)

VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Received of Budget
Revenues	\$165,000	\$165,000	\$73,275	44.41%

- \$40,000 in seed funds transferred from the General Fund to the VERF.
- Additional \$125,000 budgeted for sale of turn-in vehicles.
- Eight vehicles turned in have sold throughout March and April.

VERF	FY21 Budgeted	FY21 Projections	FY21 YTD	% Expended of Budget
Expenditures	\$125,000	\$125,000	\$18,346	14.68%

• Enterprise leasing expenses were first incurred in February 2021.

3. Departmental Budget Presentation



Cynthia Wagner, City Administrator presented the Administration Department budget review. The Administration Department consists of the City Administrator, Assistant City Administrator, the City Clerk and part-time legal counsel. The Administration Department coordinates and works with all the departments in the organization. This fiscal year we have worked on City Hall renovation, the contractor continues to indicate that completions of this project can be expected the first week of June. They did run into an issue in the lady's room this week with the support wall, so Cynthia is anticipating the date moving to late June or early July for final completion.

Assistant City Administrator, Anna Mitchell started in February and is working on a number of projects. She is working with the board of the Missouri Main Street program and the Downtown group.

The Administration budget is just under a million dollars, with personnel services reflecting the bulk of budget about 82% of our budget. That fluctuates some depending on capital projects expenditures.



In 2022 we anticipate the inclusion of \$14,000 to administer the Direction Finder Survey. In 2019 we contracted with Direction Finder, to conduct a citizen satisfaction survey. The survey was used to determine customer satisfaction to benchmark ourselves against other communities. The goal is to measure results over time. It is recommended that the survey be conducted every other year. The survey was administered in the spring last time so it might be better to administer it in the winter this time.

Another item staff would like to evaluate is making some improvements in communication to citizens including the potential of establishing an electronic newsletter. The newsletter currently goes out quarterly in water bill inserts. Staff has not yet determined a cost.

Staff had begun to spend some time on customer service and team-building training in 2020. Due to COVID, work in this area has slowed. In 2022, we want to focus on employee training to ensure we are focusing on customer service, fostering a team environment and focusing on safety issues.

The budget that staff will presenting will include the results of Compensation and Classification study. We have selected a firm and are currently negotiating with McGrath Human Resources out of the Chicago area to do the study. We anticipate having that contract for Board approval on June 1. We anticipate intensive work through the summer and hope to have information for budget in the fall.

Cynthia and Anna have been interviewing potential health insurance brokers and feel very comfortable with one of the interviews completed today. Anna has reached out to that firm following reference checks. Staff anticipates hopefully bringing this contract forward for Board approval on June 1. We hope to focus on employee wellness programs.

We plan to continue moving forward in the Missouri Main Street program. We will have some discussion about that in the coming weeks.

Staff will also continue working with the Board and community stakeholders in the implementation of those items identified in the Strategic Plan, Comprehensive Plan, the Parks and Recreation Master Plan and Transportation Master Plan. We have done a lot of work over the last twenty-two months and staff is coming up with priorities and looking for direction from the Board in how to move forward with that information.



Stephen Larson, Finance Director presented an overview of the Finance Department. The Finance Department structure consists of Stephen Larson, he started here in October 2020 and has been here for about seven months. He explained that it has been a great journey so far and he really likes working for the city and is looking forward to the future here. Other staff includes Beth Stevens and Thea Gomez, Finance Specialist 1 and 2. Beth is at the front desk and takes the utility payments, processes the daily receipts and makes sure everything flows smoothly from a customer service perspective. Thea Gomez helps manage the payroll process, helps with bank reconciliation and has learned and taken over more of the utility billing aspect. They provide internal services in the areas of budget and payroll, externally in utility billing.

FY20 accomplishments to date include submission of the budget document to the Government Finance Officers Association (GOFA) for possible budget award. Stephen explained that last year's budget book, prepared by Dan Toleikis, received the award. This document has made good strides in accomplishments and providing good transparent and easy to consume data. There are a lot of different requirements to be considered for the award and our budget book has met those requirements.

Stephen is working with Cynthia and Anna to develop a five-year financial forecast for all City funds that can be used during the budget process. This allows us to do more in-depth trend analysis, particularly related to sales taxes and use taxes. It also allows for some of multi-year analysis that you see in the three- and six-month budget updates. We are also looking to enhance the forecast by continuing to add data and key insights to the revenues and expenses. Stephen noted that he is looking forward to bringing the new finance analyst on board in June and having her support as we build that forecast and make it a better tool for us.

In March, the Board adopted an Ordinance that provided a winter sewer averaging option to all new utility customers. Previously our Ordinance was strict in requiring new customers who were opening a utility account with the City provide their pervious residence utility bills that indicated usage. After adopting this Ordinance, we are now providing a new option to customers who can elect for the winter average charge of all other residential contributors. Customers can then take advantage of the savings on the sewer portion of their bill when they are doing a lot of outdoor water uses.

Stephen and Thea Gomez have worked to ensure they have access to our accounts, and vendor information. Stephen has also worked with Anna to make sure that the TIF special allocation fund was set up correctly and processing those allocations correctly to the School District, Fire District, Ambulance District to get them the

amounts they are owed for the property tax increment and the TIF process for the Marketplace.

The Finance Department has coordinated the implementation of the Vehicle Equipment Replacement Fund (VERF) and working with departments to sell old vehicles and coordinate receipt of new vehicles from Enterprise.



Finance is similar to administration, with about two-thirds of the expenditure budget going to personnel services. For 2022 one thing that Stephen would look to the Board for input on is trying to create a more robust Capital Improvement Plan. At this time, we do have good summary sheets that give annual Capital Improvement totals, but one thing we could look at is to build a more robust CIP that has project pages and would help us show where our investments and our Capital Improvements help us achieve the goals set in our Strategic Plan.

The Incode 10 upgrade is another item that staff will work on in the future. We have that in our pending list now in our Capital Improvement Plan. Stephen will be working on this to see what those benefits and advancements are.

Finance will also take a deeper look at the retail sales data that we receive from the Department of Revenue each month and apply some categories to show how different categories perform.

Another item finance will be working on is figuring out the funding mechanism for our police responder vehicles from the VERF.

We have benchmarks and have number of performance measures for each department. This is something Stephen would like to take a look at it and see if we are measuring the right things, continuing to participate in the regional benchmarking initiative through MARC and seeing how we compared to other communities.

Staff will also continue to review the lease payments plan to the Corps of Engineers for the cost of the infrastructure sharing at the dam. That payment is something that staff has had their eyes on because it continually increases with our interest rate and our current balance. Stephen and Cynthia have been meeting with representatives from the Corps of Engineers to look at those payments and see if there are options available to reduce the lease payment.



Chief Lockridge noted that there are twenty-one full-time employees and one parttime employee and the Prosecuting Attorney in the department. Fourteen officers are assigned to patrol, two are assigned to the investigation unit and two are assigned to the SRO unit. That leaves Chief Lockridge and Captain Roetman to handle the majority of the administrative duties along with along with Jeanette Chastain, who works as our Prosecutors Assistant/Police Clerk and the Prosecuting Attorney who represents us and all our cases in Clay County.

Some of the Police Department accomplishments are continuing with a taser replacement program. This is the fourth year for replacing a number of those. Every year we are trying to stagger the ages on them so that they do not have to be replaced all the same time.

Last year the department started a similar program with replacing portable radios for the department. Three of the radios were replaced in the FY20 budget and three early in the FY21 budget. Chief Lockridge expects both of those programs to continue.

Earlier this year the Board awarded the bid for a new records management software system. This is a project that is going to take up a lot of time this year and next. Six individuals in the department are working on this and started intensive meetings on it today with the vendor, laying the groundwork for how this is going to work for the department. There is also a lot of homework that is assigned that is going to have to be accomplished.

One item that Chief neglected to add to the list is something that is continually on going for this year and unfortunately probably into the next year is recruiting. They have hired one full-time officer that is Post-certified, and they have sponsored their first two police recruits who started the academy last week.



The Police Department's budget is a little over two million dollars and like most departments the majority comes in at personnel services at right about 75 percent. Contractional services and commodities make up another large percent of that and what is considered discretionary spending is a pretty low percentage.

Staff will also be looking forward to 2022, the department will continue aggressive recruiting to fill vacant positions. Chief Lockridge noted they may even look into revitalizing their Reserve Officer Program that they have not seen in quite a few years.

Looking into replacing patrol vehicles with the VERF. They are going to explore different options, whether it is a lease option similar to what the city started with the fleet this year or look at the purchase option.

They are going to purchase and install some new shelving in their evidence room to create more storage square footage in that space.

Chief Lockridge noted they want to look at purchasing and standardizing of patrol rifles for every vehicle in the patrol fleet. They also believe they need to look at purchasing a Computer Voice Stress Analyzer (CVSA) device. Which is used in pre-employment testing and in some criminal cases.

Next year they hope to get the full implementation on the record management system and get the entire department up to speed there and transition to the new system by mid-to-late spring possibly early summer next year.



Jack Hendrix, Development Director, presented the Development Department review. They have five employees, himself, two Building Inspectors, one Code Enforcement Inspector and one Permit Technician. Jack explained that if you look at last year's budget you will see theirs was substantially higher: two Utility Inspectors were moved to the Public Works Department.

Their first and foremost 2021 accomplishment was the adoption of the 2030 Comprehensive Plan. It was a long process and Jack thanked the Board and all those involved. He noted that the Comprehensive Plan is critical to the future of the City and gives us the path in which to move forward.

The Board also adopted the updated International Building Code portion of our ISO rating for building code enforcement. We have not heard back from the audit they went through a month or so ago that will set the ISO ratings will be as it relates to new homes on the insurance for those homes. The department has improved on that rating each year which is always good. They are at a level now between 4 and 6 range and lot of scoring now comes down to the training.

The Board also adopted an Annexation Policy, and the Development Department began annexation from the Boards Strategic Plan priorities which include Smith's Fork Park and the Corp area. They are also working on Lakeside Crossing to clean up those spotty areas. There is more to do in both of those areas and hopefully they will have more information in the coming months.



Jack explained that for the 2021 budget the Development Department the personnel services is at almost 85%. They have contracted services, engineering review with the IBTS, who assists us with commercial plan reviews and commercial inspections once the buildings construction begins. They are working on that aspect to try to reduce those services as staff attains additional certifications.

Jack presented the Development Department's priorities for the coming budget year include: Updating the code enforcement software to be able to improve our computer program to allow staff to draft their own notification letters and reports. Currently when an inspection report goes out the old system, we have now does not allow us to change the wording as they all say citation and that causes a lot of confusion from those who receive them. The system we are looking at would also eliminate some of the duplicated work we have now.

The second priority is to ensure all of the building inspector have professional certifications in their respective fields. We now have our first certified building inspector he was certified in September 2020 in residential. They hope to have their

other building inspector certified in at least one certification by September this year. Jack stated that they will continue to work with our code enforcement and the permit technician to continue their training. This will help for when we are next audited which will help raise our ISO rating and help lower new build insurance costs.

They will continue implementing the Comprehensive Plan recommendations. One of the recommendations that was a high priority of the Comprehensive Plan is on the agenda for the regular session meeting tonight.

As Jack mentioned earlier, they want to continue to evaluate whether and when the services of ITBS are no longer needed for the commercial construction, inspections and plan review.

Mayor Boley asked if we had a minimum cost tied to the contract with IBTS for the year?

Jack explained that we only pay ITBS for the work they do for us.

Mayor Boley noted that as much new commercial construction that we have going on in the City it might be worth keeping them around. With more residential construction the building inspectors are going to be busy.

Jack said that their goal will be to have one of our current staff become certified as a commercial inspector which he hopes to achieve by the end of next year.

Mayor Boley said it is still worth having ITBS as a backup.

Jack said that is why we use ITBS on a as needed bases, but we would like to scale it back as soon and handle the inspections in house.

Mayor Boley asked if the code enforcement software would tie into the City's other customer relations software to allow Beth to pull something up for a resident if they called or came in.

Jack said our current software only allows the Code Enforcement officers to access it.

Alderman Atkins asked Jack if the new code enforcement software would allow residents to login to see what they need to do for their offense?

Jack explained that the new software would only allow staff accessibility to sent out notices and for records. He said they do have plans to address those types of issues.

PARKS & RECREATION



Matt Denton, Parks Director, noted that he has been with the City of Smithville for four years and just a little over a year as Parks Director. The Parks Department staff includes Recreation and Marketing Manager, Brittanie Propes and the maintenance staff Joe, Chase and Gary. Brittanie sees to any recreational part-time staff that she needs, and the maintenance crew hires part-time help.

A big accomplishment in 2021, was to update the outdoor restrooms at our parks. We have five restrooms in our parks, and they are remodeling them with epoxy on the floors, painted the walls and adding the new fixtures such as toilets, faucets, sinks and urinals. The remodel is complete except for the epoxy on the restroom floors and painting the walls at the Spillway restrooms and by the soccer fields. They are hoping to complete them this year. This project is being completed in house by City staff saving thousands of dollars. Matt noted that this project was probably the one positive during COVID, being able to go in and do the remodeling while they were closed down. This remodel was a huge facelift that definitely needed to be done.

With CARES funds they were able to install touchless fixtures in parks restrooms as well as all the City buildings. They were also able to install live streaming at Heritage

Park on field one and two in time fall ball season. It was a huge success and people are wanting live streaming at all the other fields.

They also completed electrical upgrade of 18 50-amp. sites at Smith's Fork Campgrounds. This has reduced the number of campers we have had to turn away. We had to turn away somewhere around 155 campers last year so upgrading these sites has significantly reduced that problem.

Through COVID-19 and 2020 they were still able to grow participation in our recreation programming. It was a huge success to even get programming in the fall, they were able to have soccer, volleyball and fall t-ball. Fall t-ball was a new sport that we added into our program list, it is a huge draw within the Rec programs, and it is growing each year. This spring they reached new record of soccer registrations with 180 registered and also the soccer clinic sold out. Currently baseball, softball and t-ball are going on right now and are going well.

Another accomplishment in 2020 was assuming responsibilities for the Senior Center rentals and coordinating special events. They have had multiple reservations come in for the Senior Center. The interest is growing as we promoted it more.

This year staff reviewed and updated for Board approval the Facility Use Policy and also updated the application for special events. They are still working on transition and to getting those all coordinated for the summer events that are coming up.



Matt explained that the Parks and Recreation budget like the other departments, a large percentage goes for personnel services. Another was the Capital Improvement that was phase one of the electrically upgrade at the campgrounds.

Matt noted that discussion points for 2022, complete the first priorities of parks project as identified in the Park Master Plan, including staff needs. In the Parks Master Plan besides the projects and will be figuring out how it will all work. Staffing needs has been evaluated heavily as our Parks Department is only growing their future is bright. The staff roles and responsibilities are growing, and we need to make sure that the quality and expectation are being met. Matt said that one thing he talked with Cynthia and Stephen about just yesterday was possibly combining phase two and three Smith's Fork campground electrical together within the general capital fund of the CIP. Matt noted that in talking with the previous contractor that completed the project this winter they concurred that both combined together will be less expensive and more efficient. The campground has electrical that is very outdated and they have had a couple electrical issues in those areas.

Cynthia explained that the upgrading of the campground electrical project can be discussed when we further discuss the CARES funds. Staff would like to have some discussion in utilizing the remainder of those funds to leverage some of these types of projects.

Matt noted that staff will be exploring the expansion of contracting mowing and landscaping. They currently are contracting out mowing and our downtown park and the city-owned property. They have seen a significant impact of how that it has taken away from City staff mowing responsibilities and they are now able to complete their mowing in about two and a half days to allow them to do other things such as getting maintenance projects done. Currently Matt is in conversation with landscaping companies to see what that cost on an annual basis will look like.

They also would like to establish programming of regularly scheduled fitness classes. The early takeaways from the Park Master Plan were the need and the unmet need of senior fitness classes and fitness classes in general. Brittanie was able to receive a grant from Clay County Senior Services to cover expenses for senior classes. They will be hosting those at the Senior Center starting next month.

They are also coordinating the increase utilization of the Senior Center, as Matt noted in accomplishments the interest is growing for use of the Senior Center. The contract with the seniors is expiring next year, so it will be good to discuss what the Board wants for the Senior Center. The contract for camp host services at Smith's Fork Campground is expiring at the end of this year. Matt explained that might set up a meeting to talk to the current camp host about the future that way staff can get the RFP prepared and published if we do have need for a new host.

Matt said that one thing on the agenda for regular session this evening was fireworks for the Fourth of July display. As of today, communication from the contractor let us know that the price will increase going into next year, currently we have budgeted \$12,000. The contractor noted that last year's fireworks cost him about \$14,000 and he expects ours to be more than \$14,000 if we want to keep our same fireworks show.



Chuck Soules, Public Works Director noted that last year he reported on the pavement condition index and for the City of the Smithville streets was 73.9, he briefly just wanted to mention for the new Board members the PCI in the relative pavement condition index score that is given to all the streets on their visual and apparent condition. Last year staff reviewed and scored each block and segment of streets in Smithville. They use this number along with traffic volumes and other things to determine which streets they need to maintain and what is the best maintenance treatment for them. So overall they completed the first payment condition index and gave the score 73.9 to the pavement here in Smithville.

We received two transportation grants from MARC this year. The north phase of the Streetscape, the extension of Streetscape on Bridge Street, from Church Street to First Street, including the sidewalk, the lighting, the bike lanes and resurfacing. We will be receiving \$488,000 for that project. The total project cost is estimated at just over \$700,000. This is a FY23 project.

The other project we received a grant for is the Commercial Street Pedestrian Project that will extend a 6-foot sidewalk from the school district to downtown, that total project cost is \$756,500 and the grant we are receiving is for it is \$500,000. That is a FY24 project.

The Main Street Trail is all but done, we are having some issues getting the solar benches in the vendor that Amino Brothers had originally contracted with is not responding at this point. Amino Brothers are searching for additional vendors so we will see where that is going. It may take a couple of months before we see the solar benches. Today the Mayor signed another extension of our grant for this project. We started this project with the grant award \$242,000 and we will receive a total of grant amount of \$291,000. The final project cost is \$1.4 million.

Staff for Public Works includes inspectors, they inspect public projects and private development projects. They look at the public infrastructure of those private developments. During this fiscal year in addition to the public projects that they inspected, they also inspected eight commercial projects and four subdivisions.

This year they have also acquired the easement acquisition for the Main Street Trail and Streetscape East projects.



Work on the Transportation Master Plan has begun. A pop-up informational meeting will be at Price Chopper on June 26 from 1:00 p.m. to 3:00 p.m. More information will be coming as we receive it.

The Transportation Master Plan will provide a road map for future streets and trails, access management for safe schools, complete streets and development standards.



The Street Department with Allen Jensen, Street Division Manager along with the street crew complete a lot of work annually. Last year they replaced 750 feet of sidewalk, applied 8,700 pounds of crack seal, responded to five snow events, swept the entire City three times and the downtown area every month, mowed and maintained 22 miles of right of away and 37 acres of City property. They do all of that with five staff members.

The department budget totals \$9.2 million, almost half is for personnel services. In 2022 we want to go ahead and continue to provide engineering inspection services because it is very important that we have inspection on these projects the city and the community.

They want to implement a GSI program, it will be a multi-year process, but it will help us locate our infrastructure - water, sewer, storm sewer, streets and assist with asset management.

Staff recently met with Clay County to discuss our Shared Road Agreement and reopen the discussion on the road district so the City could receive the Road and Bridge tax funds that the Smithville residents pay for.

Another project that they will work on is the Public Works webpage. It is pretty basic right now. An offer was extended today to a candidate for Public Works Management Analyst position, and she seems very excited about the possibilities here in Smithville. Chuck believes she can help us a lot with enhancing our presence on the website. This will help us provide more information to the public about the status of City projects, how long will it take, what roads are going to be closed, what is going on and how to get a hold of staff.

In the FY21 budget we have funds for the design of the Parks and Recreation and Public Works facility. This facility will provide an appropriate space facility, equipment storage, administrative offices and material storage or salt. A combined facility will allow these departments to work together when needed, share resource, equipment and personnel. Currently we are interviewing consultants. We could possibly have the facility design completed in the spring of 2022 with construction thereafter.

Chuck noted that we really need to start thinking about implementing an annual street stripping program. We are estimating the cost of about \$25,000 annually. Basically, with that would adding the center and lane lines to our main thoroughfare.

This will not include the residential neighborhoods. This could include school crosswalks, around schools and stop bars.



Chuck presented the departments FY22 priorities. One is to raise the PCI score to meet community expectations and service levels. They continue the annual funding of the pavement maintenance program and improved asphalt specifications. They have started requiring treated subgrades for our new streets that are going in. There is a little bit of additional cost with the improved materials but these improvements and will pay off over time.

Second priority is to maintain the City's transportation infrastructure in a safe condition. Staff wants to make sure that timely response to repairing potholes and snow removal will keep our roads safe and a pavement striping program will help keep our road safe and improve driver and pedestrian safety.

Chuck noted they would like to improve on their response to Report a Concerns, to at least get back with residents within 24 hours.

They want to take a look at the Street Department staffing. The Street Department has crew of five members and one superintendent who also works side by side with the staff. During the summer they have one person doing a street sweeping and one person doing the mowing both pretty much full time. If one person is off the

remaining personnel available is only about two people to complete. Most of the projects that need to be done take three to four people. With the summer months being the Street Departments most productive months of the year, they do not have sufficient staff to do large projects. During the winter months additional staff would also free up the superintendent to monitor the progress and quality of the snow removal process. Currently, the superintendent plows snow and does not have appropriate time to review and manage operations. In 2008, the city had approximately one hundred lane miles of road. Today we have 115 lane miles of road with several subdivisions currently being built. They also started sweeping the street in 2018. We have not increased staff in the Street Department since 2008.

Last year we started using contract snow removal, we did receive some good reviews. Everyone seemed to think that our response was a little bit quicker and a little bit better. It did help having the contractor plowing snow, but our superintendent was out there plowing snow as well. Staff would like to discuss this with the Board at the retreat and see what their thoughts are.



Chuck presented the Combined Water and Wastewater fund for Public Works. Bob Lemley is the Utilities Superintendent is also with us tonight on the Zoom meeting. The city operates a water production and a wastewater treatment plant. In 2021 at the Main Street water line and the Wastewater Master Plan were completed. The department produced 365 million gallons of drinking water, completed 55 water taps and repaired 43 water main breaks. Chucked noted that he did not know how many sewer main breaks we had. They did have several lift stations that went down. He informed the Board of the big sewer main break that we had on Main Street a couple days ago where staff spent two days trying to dig that out and repair it. It was a 20-feet deep and 20-feet-wide hole. When they have water main breaks or sewer main problem, they are a real chore, and we really need to thank the staff that are doing that nasty work working in the sewer. They treated 340 million gallons of wastewater and they also did about 1,300 work orders and about 4,000 locates.



Personnel services for Utilities is about 27%. A lot of their funds are in capital outlay and capital improvements. This is where the bigger projects get funded out of the budget which is why the total budget is about \$7.5 million.

In 2022 they obviously want to make sure that we continue to operate the water and wastewater plants well not get any permit violations.

The Highland Sewer Improvement project has been awarded and the bid price was \$154,000 to Menke Excavation and should be completed this summer.

The Raw Water Pump Station, copper iron, generator and campground list station are out to bid now with a bid opening of June 8. Staff hopes to bring this to the Board at the June 16 meeting.

As they get the GIS program up and running staff will work to get the City's two major utility assets, water and sewer, located and get them put into the GIS system. They would like to continue the cured in place pipe (CIPP) program. This is a cost-effective maintenance program that does not require excavation, it insert a plastic liner into an old sanitary sewer main. This type of project provides addition service life to the pipes and reduces infiltration.

The water plant runs seven days per week 20 hours a day, sometimes longer in the summer when we have high demand days. Plant staff is four operators and a plant manager. The second shift person is typically only one person on a shift which really is not safe at a plant. If that employee got hurt or got sick because of chemicals that they deal with that is a safety issue. If an incident occurred, they would be no one there to assist so there is a safety issue that we are concerned with. With additional staff we would have improved maintenance capabilities and better coverage less overtime on holidays and unplanned absences.

Staff recommends reviewing the utility rates, fees and the impact fees to ensure that our city costs are being recovered. Implement an annual meter replacement program to ensure that are meters are reading accurately. The metering of water is how we pay for the utility. Chuck noted that on the agenda this evening one of the actions items is acknowledging the purchase of 60 new meters replacements to make sure that we are measuring the correct amount of water that we are producing, this affects both our water revenue and our wastewater revenue.



Continue to review the south sanitary sewer needs and costs. Chuck noted that during the regular meeting tonight HDR Engineers will present and discuss the current status and cost of the south sewer project.

Review of the fund cashflow, debt issuance timeline, and utility rate changes should occur this year. The Utilities Department has several future projects and significant financial implication and will need to be financed. We probably will take a closer look at this and discuss it at the retreat. Chuck said that Stephen and Cynthia been looking into it. We have several big projects coming up and at some point, the plan is to rebuild the water plant.


Chuck outlined the Transportation Sales Tax Fund. The Transportation Sales Tax is a half-cent sales tax that was approved by the voters for the purpose of constructing, reconstructing, repairing and maintaining street sidewalks and trails.

The mill and overlay project was bid in April and should begin in June. The contract is \$604,000 and the areas that will be milled and overlayed included the Colter Addition, Raintree, Hillcrest and Rock Creek subdivisions. Superior Bowen is the contractor for the project.

TRANSPORTATION SALES TAX FUND



Chuck noted that they would like to encourage continuation of the street sweeping program. Complete the Streetscape East project in downtown Smithville that should be done by fall. Street maintenance services which include the crack sealing, pothole repair and curb and gutter maintenance should all be continued.

Some of the funds for the Parks & Recreation/Public Works facility design will be coming out of the Transportation Sales Tax fund. There will possibly have to be a phase construction for the project. We will get estimates on the facility for the construction hopefully by August.

Staff hopes to complete and begin implementation the of Transportation Master Plan recommendations by the end of the year.





The Capital Improvement Sales Tax fund is a half-cent sales tax approved by the voters for funding Capital Improvements. This tax has a sunset of 20 years and will be in place until 2038. Many projects have been completed with this fund.



Matt noted that the Parks and Stormwater Sales Tax funds is a half-cent sales tax that was approved by the voters on June 2, 2020 and sunsets in 2040. This sales tax is to be used for the purpose of operating and maintaining parks and recreation needs and stormwater control.

Some of the key projects that are in progress and to be completed for parks will be: completing the Parks and Recreation Master Plan which should be completed next month for presentation to the Board, opening the splash pad at Diamond Crest this summer, paving Smith's Fork Park access road. The access road is the road that takes you into Smith's Fork Park near the soccer fields to the new parking lot.

Chuck said that with the minimal amount they we have received from the Parks and Stormwater Sales Tax funds, they were able to get Helvey Dam recertified. DNR inspects those types of dams and staff was able to provide the paperwork necessary for them to come out and certify dam is safe.

Staff submitted the City's NPDES/MS4 application. They also replaced several crossroad pipes along the Main Street trail project and along Pope Drive and Cliff Drive as well.



Matt presented the parks discussion points in 2022. He noted that staff is hoping for good discussion at the Board retreat to start looking at and implementing the Parks

and Recreation Master Plan goals and project prioritization for the future. Matt said that he would pass Board's priorities to Future IQ and Land Work Studio for them to put in the final plan.

Chuck said that with staff submitting our MS4 application staff now has to do the stormwater management plan. One of the goals for 2020, that will have to be completed by the end of 2021, and implemented in 2022 is the Stormwater Management Plan. Chuck noted he is hoping the new Management Analyst will be able to help in getting that put together.

Staff is hoping the community consider a stormwater master plan. The plan could prioritize improvement projects by condition ratings similar to PCI ratings for the storm sewer infrastructure and could put all the storm sewer infrastructure into the GIS program.

One of the projects required by the MS4 program is to provide those drain streams notices. Those little emblems are sometimes stamped into the tops of the inlets or can be glue onto the tops of all of our stormwater inlets. They have five hundred of those do this year. The emblems are to provide added education.



Chuck noted on the Sanitation Fund, and we did negotiate a new solid waste service contract with WCA/GFL. In that new agreement we are reducing the service charge while maintaining the current services and adding two scheduled bulky item pick-ups. When staff brought this to the Board for direction, Alderwoman Wilson requested staff to go back to WCA and see if we could increase the 10% senior discount and the agreement that will be brought before the board will have a 15% senior discount. We are going to establish a downtown cardboard recycling location and WCA/GFL is going to sponsor a paper shredding and e-waste event. We will also be adding some educational details to the lids of the recycling carts so people know what can and cannot be recycled.

Next Steps – Budget Process

- ➤ Utility Fund Review
- Capital Improvement Program Review
- CARES Recap and American Recovery Act (ARA) funding discussion
- Parks & Recreation Master Plan discussion

5/18/2021



Cynthia noted that a lot of information was presented this evening and she was happy to address any questions or concerns the Board has. She also wanted the Board to know she is very proud of the accomplishment of our staff over the last 12 months, their professionalism and their commitment to providing services to the citizens. There is a lot that has been done and we are looking forward to continuing that process.

Thinking about the next steps in the budget process we need to make sure we understand where we stand with the Water and the Wastewater Master Plans, both outline some significant projects and costs. Also, later tonight we will have some information on some additional cost for a project and we need to ensure that we understand that fund particularly where revenues are. As Chuck outlined, what user fees are, what rates might need to be increased and the possible need to issue debt.

In June, staff will bring forward recommendations for the Capital Improvement Plan in a format that will provide additional information and make it easier to follow the CIP process.

In June, staff would like to do a recap of CARES funds. We still have about \$250,000 in the CARES funds and Cynthia would like to discuss how staff would recommend those be allocated as well as the \$1.9 million we anticipate receiving from the American Recovery Plan Act.

Moving forward, we will also have ongoing review and discussion of Parks and Recreation Master Plan.

Cynthia noted that staff wanted to make sure the Board had all this information for the retreat next week.

4. Adjourn

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

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 7:04 $\,p.m.$

Linda Drummond, City Clerk

Damien Boley, Mayor

SMITHVILLE BOARD OF ALDERMEN REGULAR SESSION

May 18, 2021 7:00 p.m. City Hall Council Chambers

Due to the COVID-19 pandemic this meeting was held via teleconference.

Mayor, Aldermen, and staff attended via Zoom meeting. The meeting was streamed live on the city's FaceBook page. Attendance in person by members of the public was not permitted.

1. Call to Order

Mayor Boley present via Zoom, called the meeting to order at 7:11 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, Dan Hartman, Dan Ulledahl, and Kelly Kobylski. John Chevalier was absent.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chuck Soules, Chief Jason Lockridge, Matt Denton, Stephen Larson, Jack Hendrix, and Linda Drummond.

2. Pledge of Allegiance lead by Mayor Boley

3. Consent Agenda

- Minutes
 - o May 4, 2021 Board of Alderman Work Session Minutes
 - May 4, 2021 Board of Alderman Regular Session Minutes

• Finance Report

o March 2021 Financial Report

No discussion.

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

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

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. Committee Reports

Alderman Hartman reported on the May 11 Finance Committee meeting. He noted that he was unable to attend the meeting but did go through the packet and then met with Stephen and Cynthia. He explained that they covered the 6-month budget update in detail and the departments reviews.

Alderman Atkins concurred and complemented Stephen on his presentation. He noted the presentation was clear and easy to understand.

Jack Hendrix reported on the May 11 Planning and Zoning Commission meeting. There are 25 residential permits to date and four commercial permits to date, the most resent being Burger King and Domino's Pizza, both in the Marketplace.

Mayor Boley added that the Commission also discussed the dwelling and lot sizes that is on the agenda this evening.

5. City Administrator's Report

Cynthia noted that the contractor for the City Hall renovation project indicates progress remains on schedule. An issue with a load bearing wall was identified in the woman's restroom and will have to be addressed. Cynthia said that the contractor is still expecting the project to be complete by mid-June.

Cynthia reminded the Board that the retreat is scheduled for May 27, beginning at 8:30 a.m. at Paradise Point.

Cynthia offered the Board an opportunity to participate in Board orientation tours of City facilities. If they are interested, she asked that they contact her.

ORDINANCES & RESOLUTIONS

6. Bill No. 2904-21, , Quitclaim Deed, MoDOT 188th Street – Emergency Ordinance Sponsored by Mayor Boley – 1st and 2nd Reading Alderman Sarver moved to approve Bill No. 2904-21, authorizing and directing the Mayor to execute a Quitclaim Deed with the Missouri Highways and Transportation Commission for improvements to Highway 169 and 188th Street. 1st reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference: Alderman Atkins – Aye, Alderman Hartman – Aye, Alderman Chevalier – Absent, Alderman Kobylski – Aye, Alderman Sarver – Aye, Alderman Ulledahl – Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 2904-21 approved first reading.

Alderman Sarver moved to approve Bill No. 2904-21, authorizing and directing the Mayor to execute a Quitclaim Deed with the Missouri Highways and Transportation Commission for improvements to Highway 169 and 188th Street. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference: Alderman Chevalier– Absent, Alderman Sarver – Aye, Alderman Ulledahl – Aye, Alderman Atkins – Aye, Alderman Kobylski – Aye, Alderman Hartman – Aye. Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 2904-21 approved.

7. Bill No. 2905-21, Initial Zoning for Certain Lots in Lakeside Crossing – 1st Reading

Alderman Sarver moved to approve Bill No. 2905-21, setting the initial zoning of Lots 4, 12, 34 and 36 in Lakeside Crossing. 1st reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote via teleconference: Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Kobylski – Aye, Alderman Chevalier – Absent, Alderman Atkins – Aye, Alderman Sarver – Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 2905-21 approved first reading.

8. Bill No. 2906-21, Dwelling and Lot Size – 1st Reading

Alderman Sarver moved to approve Bill No. 2906-21, repealing Sections 400.090 thru 400.150 Of the Smithville Municipal Code And re-enacting new Sections 400.090 to 400.150. 1st reading by title only. Alderman Hartman seconded the motion.

No discussion.

Upon roll call vote via teleconference: Alderman Ulledahl – Aye, Alderman Kobylski – Aye, Alderman Hartman – Aye, Alderman Sarver – Aye, Alderman Atkins– Aye, Alderman Chevalier – Absent.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 2906-21 approved first reading.

9. Resolution 915, Purchase Utility Meter Equipment

Alderman Sarver moved to approve Resolution 915, acknowledging the purchase and expenditure of funds for water meter replacement units from Kansas City Winnelson Company in an amount of \$20,407. Alderman Hartman seconded the motion.

No discussion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Resolution 915 approved.

10. Resolution 916, Accepting Right of Way Acquisitions

Alderman Ulledahl moved to approve Resolution 916, accepting certain Deeds of Public Right of Way for streets in the Coulter Addition. Alderman Atkins seconded the motion.

No discussion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Resolution 916 approved.

11. Resolution 917, Agreement with Clay County for Tax Collection

Alderman Sarver moved to approve Resolution 917, awarding Bid No. 21-09, authorizing and directing the Mayor to execute an agreement with Clay County, Missouri for the collection of City Property Taxes. Alderman Atkins seconded the motion.

No discussion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Resolution 917 approved.

12. Resolution 918, Residential Leak Adjustment

Alderman moved to approve Resolution 918, approving a leak adjustment of \$42.75 for residential utility billing customer, Sherry Breckenridge for her February and March 2021 utility bill. Alderman seconded the motion.

No discussion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Resolution 918 approved.

OTHER MATTERS BEFORE THE BOARD

13. Public Comment None

14. Appointments

• Economic Development Committee Mayor Boley nominated Stephen Langley.

By roll call vote. Alderman Atkins – Aye, Alderman Sarver – Aye, Alderman Hartman – Aye, Alderman Ulledahl – Aye, Alderman Chevalier– Absent, Alderman Kobylski – Aye.

Ayes – 5, Noes – 0, motion carries. The Mayor declared Steve Langley Economic Development Committee Representative.

Mayor Boley asked if there were still openings for this committee?

Anna Mitchell noted that they were still short one member.

15. HDR Presentation and Discussion for South Sewer Project

Aaron Bresette and Kent Newport, senior project manager from HDR Engineering, presented an update on recently identified issues with the South Sewer Project.

Aaron noted he appreciated the time this evening to discuss the south force main and south booster pump station on 144th Street project. This is a project that was conceived over eight years ago. The original goal of the project was to get the Forest Oaks subdivision off the Rocky Branch sewer system, which is in the Kansas City

Missouri sewer system on the south end of town. This project would also replace the existing aging Hills of Shannon pump station.



Figure 1 - Alternatives 1 & 2

The plan was to install the pump station (the purple line) on 144th Street and connect to the existing south force main near the intersection of 144th and 169 Highway. The project got put on the shelf due to other priorities the city wanted to address first. Those included the new pump station at the treatment plant and the new gravity sewer line that goes up and across from the hospital that helps relieve some of the capacity constraints on that force main. Since the engineers started this project there has been additional development around the area of the central portion in town around Highway 92 and now there are approximately twenty pump stations that all need to connect to that force main. Aaron explained that Kent Newport has done many of these projects and in reviewing the section of final pumps for the pump station, he came up with some pretty high-pressure pumps and had concerns about what effect those pump's high-pressure was going to have on the existing pump stations. HDR took a step back and did another analysis on the south force main.

Kent explained that they determined that the proposed south pump station sits in a hole near the river and has a high static head and would have to pump up at least 140 feet just to get over the high point in the system. The 144th pump station is about 1,200 feet away from the gravity pump and there is a high point at about 4,000 to 5,000 feet from gravity sewer. The pump has to be able to pump over to that gravity sewer. HDR has determined that when this pump station goes online, the pump station at Woods Court would not be able to pump. So, if we are pumping 500 gallons a minute through this pump station Woods Court would not be able to pump and neither would Gerber Collision, McDonalds would just barely be pumping. What they were concerned about is that flow and infiltration like we do at Hills of Shannon we would be overloading the eight-inch force main that is in there. HDR determined an eight-inch force main is just too small and would be close to surpassing capacity, especially when you have heavy rains and added infiltration into the gravity sewers.

Kent noted that HDR has identified a couple of alternatives. The bottom line is we need a larger diameter force main or additional force main since you cannot up size existing one and still pump through it at the same time in the same location. HDR reviewed two alternatives with staff. One alternative was to follow what is approximately an overhead electric easement that cuts across 169 Highway. The other option was to follow 144th Street down Second Creek and connect to the gravity sewer.

Alternative	Pipe Length (Feet)	Area Served (Acres)	Project Cost	Cost Per Acre	Notes
Original*	2,500	355	\$2.04	\$5,750	Has Operational Issues and Limited
			Million		Capacity
Alternative 1*	11,500	930	\$3.0	\$3,225	Follows existing electrical
			Million		easement
Alternative 2*	17,350	930	\$3.9	\$4,195	Follows Second Creek that could be
			Million		a future gravity sewer alignment

*All Alternatives include \$1.1 Million for Pump Station

HDR recommends that Alternative 1, which includes the pump station and 11,500 LF of 12-inch diameter force main. This option will allow the City to serve the area shown in Figure 3. As indicated in the table, Alternative 1 opens more area south of the proposed pump station for development and costs less per acre of developable area. This alternative also provides additional capacity in the existing 8-inch main, by removing flow to the Hills of Shannon to serve undeveloped area in the vicinity of Missouri 92 and 169 Highway.

HDR and staff determined the goal for the south booster pump station to do is to service Forest Oaks and additional growth along 144th Street and 169 Highway and could not do that without the larger diameter force main. He said that they had hoped to be able to do the project with the eight-inch pipe, but it just cannot be done with the growth.



Figure 3 - Pump Station Locations

Figure 2- Alternative 1

Mayor Boley stated that first and foremost "I hope" is not a good engineering term for him to hear.

Kent asked if he conveyed something incorrectly.

Mayor Boley explained that he said you had hoped that was going to work, hope is not a good engineering term.

Kent explained that the twelve-inch pipe would work but they had hoped that the eight-inch would. He also noted that he has only been working on this project for the last few months.

Mayor Boley noted that we have been looking at this for eight years, so it is either incompetent or oversight. We just did the Sewer Master Plan, we put this out to bid this is not good news to be brought to us this late in the game.

Aaron stated that Mayor Boley was correct, that the original plan was the building of the south portion of the gravity sewer was going to open up capacity to account for Forest Oaks and Hills of Shannon and there was an error in calculation.

Mayor Boley said a \$2,000,000 error.

Aaron stated it was a \$1,000,000 error potentially depending on which alternative you look at.

Mayor Boley said that with the higher cost estimate, the land acquisition, the construction cost and cost and everything else going on today it would be more than \$1,000,000.

Alderman Atkins asked if there would be future expansion on the west side of 169 Highway any kind of development of sewer systems?

Aaron explained that there is the potential for developing approximately 930 acres on the west side and you could swap out any of those parcels on the low end down by the Rocky Branch sewer for more of the frontage on 169 Highway or if you want to pump it over. He said you could tie in other smaller pump stations into the new force main.

Alderman Hartman stated that he echoed the Mayor's frustration. The Board relies heavily on engineers to guide them. A \$1,000,000 oversite is certainly hard to digest. He said he sure hopes this does not happen to other cities and municipalities. It has been presented to the Board and now we obviously must come up with a plan, but it is disappointing.

Aaron said he understands their frustration and he completely apologizes for the oversight that was originally made.

Kent said from his point of view he completely understands where the Board is coming from. He explained it was not readily apparent, they started asking which hydraulics and tried to figure out how big to make the pump station. They then identified the limits on the size of pump. They then looked at how does this impact the other pump stations along this route. They should have been asking how much flow would go into this. They are working off twenty pump stations in this area they do not have any flow data for any of them. He explained when he got involved, he pretty much had to go back and ask for pump flow curves for the larger pump stations that are in purple on your map and try to figure out how they intersect and how they come in to do the hydraulics. If you are only looking at average day flows while the eight-inch line seems sufficient and has plenty of capacity but when you have rain events, they will overload the system. He said that in Hills of Shannon we have a peak of 12 to 13-1 in that area and that is concerning, he believes Woods Court has the same issues based on the previous issues he has heard about. He explained that if the south sewer system were running the other pump stations probably would not and he could not guarantee they would not back up and that is what they are trying to prevent.

Chuck Soules said that we have also been working on the south sewer line for Forest Oaks to run it up to this lift station, he asked if we are going to have to increase the size of that main to get all this other development into it?

Mayor Boley asked Chuck what he really think abouts what our standards should be for main, should we go with what is going to work now or do we need to look at what we need in the future? He also asked why install in an eight-inch line on the south end of town in the first place?

Chuck said that it is a lot of land and that is why he was asking his question. If all that development was planned to go into that line?

Aaron explained that the gravity line was always sized for the whole life, he believes it is a 30-inch, but it gets smaller as it progresses south.

Chuck confirmed that all this area was planned to go into that gravity line to the pump station.

Aaron said it was all planned to go down that line, the interceptor was sized for the ultimate development. The pump station was never intended at original concept to the handle the ultimate development. In the Sewer Master Plan, we were going to extend the gravity sewer up Wilkerson Creek and that pump station was going to go away in 20 years.

Mayor Boley asked if we start annexing in and developing the additional land the 30inch interceptor will be sufficient?

Aaron said that based on the ultimate development in the Sewer Master Plan, yes.

Mayor Boley asked Jack and Chuck with the Comprehensive Plan and the proposed development and use of all areas he would like to hear their thoughts on the two alternatives and if either are even going to be enough. He said that if we get development on the land at 144th Street along 169 Highway which of the two alternatives will be enough to handle the growth?

Alderman Ulledahl noted that he agreed with Mayor Boley that we need to be planning for 20-30 years in the future and make sure we can handle the growth, instead of less than 10 years which is apparently how this plan was put together.

Jack said to answer some of Mayor Boley's questions, he thinks the design with the 12inch line running down the utility overhead powerline easement would eliminate 98% of the pump station conflicts, due to none of the lines being on the same line other than Woods Court. The 12-inch line would substantially extend the overall life of that pump stations viability. He believes the 12-inch line along with the 8-inch line that is already there would be able to handle the growth.

Mayor Boley asked if we would be able to eliminate any of the pump stations by installing the 12-inch line?

Jack said that with installing the 12-inch line we would have to take some of the pump stations out with future development.

Mayor Boley asked if alternative one was Jack's recommendation?

Jack said that the powerline recommendation would be the most cost efficient if we can acquire the utility easements quicker and at a much cheaper price it makes sense to go that route.

Mayor Boley agreed.

Chuck said if development occurs to the west, the developer could potentially incur the cost of that alternative. He also noted that we are trying to get something in that is cost effective and have capacity for future development. You always must weigh what the growth could be in 50 years, so you are either betting on what may come or just doing what will get you by. Chuck stated that he believes this is alternative is good and will give us the needed capacity. A 12-inch force main and a 30-inch gravity line will handle a lot of flow.

Mayor Boley noted that we need to look at our rates and taps and make sure that we can maintain this in the future.

Jack noted that we have a new annexation policy that would help us in the future and if we develop area by working our way south, we will be able to have the developers cover some of the cost.

Alderman Hartman confirmed that we are talking about alternative one?

Aaron said he was correct.

Chuck asked for clarification so there would not be any misunderstandings: there is an existing utility easement that we are hoping is for all utilities and not solely for electric, and we would need to find that out first. He noted that it would still be cheaper even if we would have to buy the easements outside of the electric easement because the property is already incumbent with other easements.

Alderman Hartman said he understands that following the electrical easements or existing easements is cheaper but asked Aaron and Kent to explain the process they go through in helping the city to acquire the easements?

Aaron explained that when they brought this issue to Chuck and Jack, they pulled up the plat for some of the properties adjacent to the electrical easement and that is where they found out that there are three easements that abut themselves there. He believes that one of the easements was dedicated as electric and utilities and they think there may be rights to use that easement for other utilities. He asked Jack if he had ordered a couple of title easements for those properties?

Jack said that he had ordered them but had not received them yet.

Aaron explained if there are available rights in the existing easements, it will be relatively simple to utilize. He also explained that they will have to get the utility locates out there to determine what utilities are there now and work around them. He assumes that there may be telecommunications and fiber optics lines that may be in those easements. For new easements they would have to have an appraiser to appraise the property and we would have to make a fair market value offer to the property owners and negotiate those easements. He explained that as an engineering firm they do not do appraisals, we would have to have a licensed real estate professional do them. He noted that City staff would also work with consultants to acquire those appraisals as well.

Mayor Boley asked if staff would need any Board direction this evening?

Chuck said he did not believe staff needs direction this evening but would like to continue the discussion at the Board retreat. Tonight, staff wanted to make sure the Board would have all the information on the issues with the south sewer project and get any questions they might have answered. Moving forward the Board will need to discuss the cost and the utility funds to determine the best way to proceed. Chuck asked Aaron if this project start to finish would take approximately two year?

Aaron said construction would probably be in the neighborhood of 18-months and sixmonths for the design and easement acquisition, so yes right at about two years.

Mayor Boley asked if we would be able to move forward with the project at 144^{th} Street?

Chuck explained that we cannot do the pump station at 144th Street until we do this other line. He said that is what brought this issue up, we were getting ready to go out for bid for the 144th Street pump station and Kent did another review of this and determined that the pumps we were getting sized were not going to fit.

Mayor Boley noted that the 144th Street pump station project was budgeted for this year and asked if it should be pushed back to more towards the end of the south sewer project?

Cynthia explained that the 144th Street pump station project is on hold until the south sewer project is complete.

Mayor Boley asked if the Board would need to amend the budget for this?

Cynthia said that they could amend the budget but can look at ways to formally address that. She explained that this evening staff wanted to make sure that the Board had all the information and understood this issue before we went into the retreat. This change is something that affects our current and next three-to-five-year budget and affects our cash flow in the utility fund. She noted as she mentioned earlier in the Work Session that staff will be bringing forward in a Work Session in June discussion of the CARES Funds. Staff is still reviewing the American Recovery Act, but it appears those funds can be utilized for infrastructure – sewer and water. Currently staff is confirming that information. Staff had hoped to be able to discuss the \$1.9 million for projects such as the 144th Street pump station project, but this project is going to supersede that.

Jack said that it might be possible to do the 144th Street pump station project now and then tie it into to the 12-inch line when we do the south sewer project. He explained it would give us a two-year window for both projects.

Alderman Hartman confirmed that the Board needs to discuss this for further recommendations.

Cynthia explained that staff really wanted to ensure the Board had all of this information before we went into the retreat and budget deliberations because this has significant impact on the funds that we have available.

16. New Business from the Floor

None

17. Adjourn

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

Ayes – 5, Noes – 0, motion carries via teleconference. Mayor Boley declared the regular session adjourned at 8:04 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor



City Administrator's Report

May 28, 2021

RFP for Downtown Development Posted

The deadline for response to the RFP for this potential development was 10 a.m. this morning. One proposal was received. Staff will be evaluating and provide an update to the Board in the coming weeks.

Splash Pad Progress Update

The Splash Pad project was the culmination of the Plat procedures for Clay Creek that went before the Planning Commission in October 2016. The developer was required to dedicate certain lands to the City for access to Diamond Crest parkland and pay a fee in lieu of dedication in the amount of \$55,722. Following approval of the Final Plat, the original developer began construction of the infrastructure. That construction continued until 2018. During that construction, the developer also acquired a 1.43-acre tract off W Highway that would become the pool and pool house location for the subdivision. As a part of that pool house land, the developer inquired whether the City would consider allowing him to install a splash pad on the Diamond Crest parkland in lieu of paying the \$55,722 in park dedications. There was nothing concrete or approved by the Planning Commission when the plat was ready to be recorded, so the developer provided a bond in the amount of \$55,722 to the City for the park fees, with the hope to submit a plan to the Commission for the pad's installation. Prior to submitting, the first subdivision lots were purchased, and construction began.

During the time from receipt of the bond until the actual submittal of a plan, the Parks Superintendent identified the type of system that would work best for the City and staff worked with the developer to ensure their design was a true pass-through system. There was no restroom, fencing or other requirements identified as required at this time. The Planning Commission was presented a proposal for this amenity at the September 2018 meeting and approved the plan. At that time, approximately 20 of the 31 buildings were under construction or completed. The purchaser of the lots (builder/developer) ultimately submitted the splash pad proposal. There were apparently some disputes between the purchaser and the original developer that slowed down the pad's construction. In January 2020, the City went to the original developer (who provided the bond) and required construction of the splash pad. A commitment was made that construction would begin in March of 2020, but that was delayed.

In the summer of 2020, the developer contracted with Clearwater Pools to install the pad and they eventually invoiced the developer for \$47,869.22. The developer installed the 4" waterline and meter for just under \$12,000. Those costs exceeded the \$55,722 bond requirement, and the bond was allowed to lapse. During the time frame of all of this, Matt Denton became the Parks and Recreation Director and conducted his own research into the pad. Matt determined that a permit would be required from Clay County Health, with additional requirements (fencing, restroom) that were not identified previously.

Staff has been trying to work with the current management of the development since September of last year on shared use of land so the community can access the splash pad once completed. There is just about one-half of an acre (estimated) that is outside the area of their pool house lot that is sodded and mowed regularly by developer. Given the ongoing maintenance of that land, and the potential use of it in the future for the city parks and recreation department amenities, we discussed with the developer the potential of the city acquiring the excess land around the pool house complex. Also, for the community to access the splash pad, we would need to share their pool house parking lot, add a sidewalk from that parking lot to the splash pad and a spot to place a temporary restroom.

After multiple attempts to get a hold of the developer, they finally reached out on May 10, 2021, with concerns of sharing the parking lot, adding a sidewalk and temporary restroom. On May 21, 2021, the developer reached out and offered a proposal to the City. They would be willing to donate the land the City is inquiring about for a two-year tax credit. If this were granted, the developers would donate a park restroom and front the cost to extend their parking lot to allow more space.

Clearwater Construction finished the construction of the splash pad on May 18, 2021. For the splash pad to be approved for opening, Clay County Health has to inspect and award the permit. Fencing, signage, and a sidewalk is required. The fencing is scheduled for install in the next two weeks, weather permitting and the sidewalk is ready for install once the developer approves location.

Staff will be reviewing the request for tax credit and bring forward for Board action as appropriate.

Executive Order on Safe Policing

The City has received notice from the Missouri Department of Public Safety that we have complied with the Presidential Executive Order on Safe Policing for Safe Communities, which was released by on June 16, 2020. This process verifies that our Use-of-Force policy adheres to all applicable federal, state and local laws; and our agency maintains a Use-of-Force policy that prohibits chokeholds, except in those situations where the use of deadly force is allowed by law.

Public Works Projects Updates

Streetscape: unfortunately, due to significant rainfall in recent weeks, there is not much progress to report!

Main Street Trail: the Contractor, Amino, continues to have difficulties securing the solar benches, the final piece of the project. Amino is searching for other vendors. Delivery may be delayed by as much as two months.

Raw water intake/ copper ion generator / campground lift station: this project is out for bid. The bid date is June 8. A pre-bid meeting was held on May 25. There were over 30 people that attended including 10 prime contractors , subcontractors, vendors and suppliers.

Transportation Master Plan: work continues on the TMP. Toole Design has been working on future traffic volumes, base mapping and getting a web site up. A "pop-up" public information gathering will be held from 2-4pm on Saturday, June 26 at Price Chopper.

Cured in Place Pipe – Slipline Sewer: The contractor (Insituform)has cleaned and videoed the lines and are now ordering the "sock" (fiberglass liner) to be installed.

Street Maintenance: Mill and overlay of Rock Creek Subdivision and Coulter addition are slated for this summer. Staff is having a pre-construction meeting with Superior Bowen on Tuesday, June 8. Work is slated to begin late June/July.

Permit Update

Year-to-date, 26 residential permits have been issued and three commercial permits have been issued. Commercial permits are Attic Storage, KCI RV building three and Burger King.

City Hall Renovation

Work on the women's restroom continues. Substantial completion is anticipated by June 14. Delivery of furniture for the administrative offices and conference room is slated for June 7, with staff moving back into offices thereafter.

Fourth of July

Mayor Boley has indicated his intent to close City Hall in observance of the July 4 Holiday on Friday, July 2 in addition to Monday, July 5. Additionally, the Tuesday, July 6 Board meeting will be cancelled.



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Development

AGENDA ITEM: Bill No. 2905-21, Initial Zoning Certain Lots in Lakeside Crossing – 2nd Reading

RECOMMENDED ACTION:

A motion to approve Bill No. 2905-21, Initial zoning of certain lots in Lakeside Crossing by title only, for second reading.

SUMMARY:

The ordinance would set the initial zoning of the four most recently annexed lots in Lakeside Crossing to R-1B.

BACKGROUND:

The Board authorized staff and attorneys to pursue involuntary annexations of the remaining lots in Lakeside Crossing. As a result, these 4 property owners agreed to be annexed and newly annexed property must have its' initial zoning set by the city.

PREVIOUS ACTION:

Annexations of each lot occurred in previous meetings in April.

POLICY ISSUE:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

- \boxtimes Ordinance
- □ Resolution
- □ Staff Report
- ☑ Other: Finding of Facts
- \Box Contract
- □ Plans
- \Box Minutes

FINDING OF FACTS AND CONCLUSIONS OF LAW

Applicants: Gary and Lisa Duddy; Alan and Nicole Bibler; Russell and Betty Woollums; Kevin and Regina O'Brien

Land Use Proposed: R-1B

Zoning: County Single Family

Property Locations: 15719 N. Chestnut St.; 2416 NE 157th Ter.; 2224 NE 158th St.; 2402 NE 158th St..

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 four public hearings of the Planning and Zoning Commission of the City of Smithville, held on May 11, 2021, and presents these findings to the Board of Aldermen, with its' recommendations on the application.

Finding of Facts

- Character of the neighborhood. The surrounding area is single family residential housing in a standard subdivision.
- Consistency with the City's Comprehensive Plan and ordinances. The Comprehensive Plan in effect when the homes were built was approved on October 6, 2005 and calls for low density housing. The current plan adopted in November 2020 recommends that annexations occur to clean up the borders of the city limits. It complies with the plan.
- Adequacy of public utilities and other needed public services. The lot is in a fully completed subdivision with all utilities and public services.
- Suitability of the uses to which the property has been restricted under its existing zoning.
 The current use is single family residential formerly outside the city limits.
- 5. Length of time the property has remained vacant as zoned. The property was constructed in the county but had never previously annexed while the bulk of the lots in the subdivision were annexed over 15 years ago.
- 6. Compatibility of the proposed district classification with nearby properties. The proposed district matches the adjacent existing 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 hearings on May 11, 2021 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 Zoning of these properties from County Single Family Residential to R-1B is governed by Section 400.620 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 zoning the properties to R-1B.

BILL NO. 2905-21

ORDINANCE NO.

AN ORDINANCE CHANGING THE ZONING CLASSIFICATIONS OR DISTRICTS OF CERTAIN LANDS LOCATED IN THE CITY OF SMITHVILLE, MISSOURI.

WHEREAS, The City of Smithville received an application for annexation of each of the properties identified as 15719 N. Chestnut St.; 2416 NE 157th Ter.; 2224 NE 158th St.; 2402 NE 158th St.; and

WHEREAS, after the properties were annexed, the City is required to designate the initial zoning of newly annexed property, so a Public Hearing for each lot was conducted before the Planning Commission on May 11, 2021; and

WHEREAS, the Planning Commission presented its' findings to the Board of Aldermen and recommended approval of the initial zoning for the property as R-1B.

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 board vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as: Lot 4, Lot 12, Lot 34 and Lot 36, Lakeside Crossing 1st Plat, a subdivision in Clay County Missouri

is hereby set as R-1B.

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 1st DAY OF JUNE, 2021.

Mayor

ATTEST:

City Clerk

First Reading: 05/18/2021

Second Reading 06/01/2021

Exhibit A

All that part of the North one half of Section 36, Township 54, Range 33, Clay County, Missouri, described as follows: Beginning at the Northwest corner of the Northeast Ouarter of said Section 36; thence North 89 degrees 49 minutes 48 seconds East along the North line of the Northeast Quarter of said Section 36, a distance of 662.69 feet to the Northeast corner of the Northwest Quarter of the Northwest Quarter of the Northeast Ouarter of said Section 36; thence South 0 degrees 20 minutes 18 seconds West along the East line of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter of said Section 36, a distance of 663.23 feet to the Southeast corner of the Northwest Ouarter of the Northwest Ouarter of the Northeast Ouarter of said Section 36; thence North 89 degrees 50 minutes 00 seconds East along the South line of the Northeast Ouarter of the Northwest Quarter of the Northeast Quarter of said Section 36, a distance of 590.45 feet to the West line of the East 170 Acres of said Section 36; thence South 0 degrees 26 minutes 29 seconds West along the West line of the East 170 Acres of said Section 36, a distance of 114.37 feet; thence North 89 degrees 43 minutes 06 seconds West, a distance of 971.22 feet; thence South 56 degrees 32 minutes 56 seconds West. a distance of 98.83 feet; thence South 46 degrees 04 minutes 14 seconds West, a distance of 376.49 feet to the most Westerly corner of Tract "G", HARBOR LAKE FIFTH PLAT, a subdivision of land in the City of Smithville, Clay County, Missouri; thence North 89 degrees 43 minutes 06 seconds West, a distance of 238.15 feet; thence South 13 degrees 23 minutes 08 seconds West, a distance of 70.00 feet; thence North 89 degrees 43 minutes 06 seconds West, a distance of 1004.87 feet to a point on the East line of Lot 1, CARTER FARMS, a subdivision of land in the City of Smithville, Clay County, Missouri; thence North 00 degrees 34 minutes 50 seconds East, along the East line of said Lot 1, a distance of 60.52 feet to the Northeast corner of said Lot 1; thence North 89 degrees 28 minutes 47 seconds West, along the North line of said Lot 1, a distance of 528.68 feet to the Northwest corner of said Lot 1, said point also being on the East right of way line of Missouri State Highway "F"; thence North 0 degrees 34 minutes 50 seconds East along said right of way line, a distance of 794.51 feet; thence along said right of way line, along a curve to the left, tangent to the last described course, having a radius of 349.73 feet, an arc distance of 66.19 feet; thence South 89 degrees 38 minutes 07 seconds East, a distance of 192.23 feet; thence North 0 degrees 35 minutes 50 seconds East, a distance of 233.0 feet to the North line of the Northwest Quarter of said Section 36; thence South 89 degrees 38 minutes 07 seconds East along said line, a distance of 1666.64 feet to the point of beginning. Said tract contains 60.87 acres more or less.



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Development

AGENDA ITEM: Bill No. 2906-21 Dwelling and Lot Sizes – 2nd reading

RECOMMENDED ACTION:

A motion to approve Bill No. 2906-21 amending dwelling unit and lot sizes in various zoning districts on second reading by title only.

SUMMARY:

The 2030 Comprehensive Plan recommended adjusting some of the dwelling and lot sizes to improve housing affordability, and this ordinance implements those changes.

BACKGROUND:

One of the greatest code-related obstacles to creating housing that is affordable for more people is the current dwelling unit size requriement. The proposed Ordinance adds two new single family zoning districts that have small lot sizes. This change allows the development costs to be spread across more lots and reduce the overall lot cost. The Ordinance also changes the minimum size of the dwelling units allowed in each residential district. The primary impact is in the R-3 multifamily district, which will now be able to include studio and 1 bedroom units with a 400 square foot minimum instead of the current 900 square feet.

PREVIOUS ACTION:

No specific action preceded this change.

POLICY ISSUE:

Increase the number of dwelling units that are affordable to a wider mix of citizens.

FINANCIAL CONSIDERATIONS: No impact anticipated.

ATTACHMENTS:

☑ Ordinance
 □ Contract
 □ Resolution
 □ Plans
 ☑ Staff Report
 □ Other: Click or tap here to enter text.

BILL NO. 2906-21

ORDINANCE _____

AN ORDINANCE REPEALING SECTIONS 400.090 THRU 400.150 OF THE SMITHVILLE MUNICIPAL CODE AND RE-ENACTING NEW SECTIONS 400.090 TO 400.150

WHEREAS, on March 9, 2021, the Planning and Zoning Commission discussed potential changes to the dwelling unit and lot size changes recommended in the 2030 Comprehensive Plan; and

WHEREAS, the Planning and Zoning Commission held a Public Hearing on a draft of the new Zoning Code on May 11, 2021 and recommended the approval of this ordinance; and

WHEREAS, the Planning Commission believes that these changes are consistent with the intent and purpose of the zoning regulations; and

WHEREAS, the Planning Commission believes that these changes are necessary due to changed and changing conditions of the real estate market and the specific provision of the 2030 Comprehensive Plan; and

WHEREAS, the Smithville Board of Aldermen deems it to be in the best interest of the City of Smithville to adopt said code.

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

Section 1. Sections 400.090 to 400.150 of the Smithville Municipal Code of Ordinances are hereby repealed in their entirety and new sections to be read and numbered as follows are enacted:

SECTION 400.090: A-1 AGRICULTURAL DISTRICT

USE REGULATIONS

A. Intent. It is the intent of this district to preserve and protect agricultural resources. The district is not intended to serve the homeowner who lives on a small suburban lot but is designed to accommodate agricultural operations on substantial acreages. Uses that might have nuisance characteristics, if intermingled in developed residential areas, are permitted on the premise that they are no more offensive than normal agricultural uses. In A-1 districts, no

building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.

B. Permitted uses. The following uses shall be permitted in A-1 districts:

1. Agricultural operations, including, livestock farms; apiary farms; chicken and poultry farms; dairies and dairy farms; nursery and forestry farms; grain, hay, fiber, fruit, nut, and vegetable farms; vineyards and wineries; pastures for grassland and livestock grazing. Nothing contained herein should be construed to authorize the use of land for Confined Animal Feeding Operations as defined by the State of Missouri or at a density that generates animal waste in an amount that requires waste containment structures to comply with any state regulation.

2. Single-family dwellings.

3. Public parks, playgrounds, tot lots or play lots.

4. In-home daycares with 5 or fewer children.

5. Signs, as provided in Sections 400.470 – 400.520 of this Code.

6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.

C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:

1. Recreational and entertainment uses, including amphitheaters, athletic fields, campgrounds, country clubs, golf courses and driving ranges, fairgrounds, recreation centers, resorts, riding stables, swimming clubs, tennis clubs and zoos.

2. Residential uses, including beds and breakfast; childcare centers for more than five (5) children.

3. Religious, educational and social facilities, including museums; charities; houses of worship; colleges and universities (public and private); educational and scientific research services; libraries; schools for primary, secondary, vocation and higher education.

4. Public health and safety facilities, including armed forces installations, armories, clinics, firehouses, health centers, hospitals and police stations.

5. Transportation, communication and utility facilities, including electrical power stations and substations; railroad stations, depots and maintenance facilities, so long as adjacent to an existing railroad line; postal services; sewage treatment plants; telephone exchange stations and relay towers; and towers for communications transmission.

6. Other service uses including cemeteries, pet cemeteries, funeral houses; sawmills and planing mills; storage units for indoor storage rental.

D. Density regulations.

1. Minimum lot area is 10 acres.

2. Minimum lot width is three hundred (300) feet.

3. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics and other areas not designed for living space.

E. Height regulations.

The Maximum structure height is thirty-five (35) feet for dwellings; farm structures have no height limitations.

F. Yard regulations.

1. Front Yard Area:

a. The front yard area shall be in accordance with the following road classifications:

i. Local: Fifty-five (55) feet measured from the centerline of the street.

ii. Collector: Sixty (60) feet measured from the centerline of the street.

iii. Arterial: Seventy (70) feet measured from the centerline of the street.

iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.

b. Where lots have a double frontage, the required front yard shall be provided on each street.

c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.

d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.

2. Side Yard Area: The side yard area shall be not less than Ten (10) feet.

3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.095: A-R AGRICULTURAL-RESIDENTIAL DISTRICT

USE REGULATIONS

A. Intent. The intent of the A-R district is to permit a combination of rural residential living with animal husbandry as defined in this section. In A-R districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.

B. Permitted uses. The following uses shall be permitted in A-R districts:

1. Pastures for grassland and livestock grazing.

2. Single-family dwellings.

3. Animal Husbandry in conjunction with a single-family dwelling and with the following limitations:

a. Animal husbandry in conjunction with a dwelling shall include the maintenance of no more than the following number of animals per acre: one horse or one cow; or five hogs; or seven sheep; or one hundred poultry, rabbits, chinchillas, guinea pigs, or pigeons. For purposes of this calculation, only the acreage above and beyond one acre for any residence shall be included.

b. The slaughter of animals, such as poultry, rabbits, or beef cattle is permitted only where intended for consumption by the resident family or to be gifted.

c. Animals other than household pets shall not be kept within a residence, or within one hundred (100) feet of a residence or within sixty (60) feet of the front property line of the building site.

d. Housing or caging of animals shall be adequate and sanitary, and subject to all State health requirements for health and sanitation. All animal food except for hay and straw shall be stored in rodent-proof containers.

e. Should any A-R property rezoned to another use where animal husbandry is not a permitted use, any such use therein shall cease within one year from the effective date of the rezoning.

4. Public parks, playgrounds, tot lots or play lots.

5. In-home daycares with five (5) or fewer children.

6. Signs, as provided in Sections 400.470 – 400.520 of this Code.

7. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.

C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:

1. Recreational and entertainment uses, including athletic fields, campgrounds, golf courses and driving ranges, riding stables, and zoos.

2. Residential uses, including beds and breakfast; in-home daycare/childcare centers for not more than 10 children.

3. Religious, educational, and social facilities, including museums; charities; accessory buildings associated with houses of worship; colleges and universities (public and private); educational and scientific research services; libraries; schools for primary, secondary, vocational and higher education.

4. Public health and safety facilities, including armed forces installations, armories, clinics, firehouses, health centers, hospitals, and police stations.

5. Transportation, communication, and utility facilities, including electrical power stations and substations; railroad stations, depots and maintenance facilities, so long as adjacent to an existing railroad line; postal services; sewage treatment plants; telephone exchange stations and relay towers; and towers for communications transmission.

6. Other service uses including cemeteries, pet cemeteries, funeral houses;

D. Density regulations.

1. The minimum lot area shall be not less than two (2) acres, if public sanitary sewer services are available to serve the lot, otherwise, three (3) acres.

2. The minimum lot width shall be not less than two hundred (200) feet.

3. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics and other areas not designed for living space.

E. Height regulations.

The maximum height for any structure is thirty-five (35) feet.

- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.

iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.

- b. Where lots have a double frontage, the required front yard shall be provided on each street.
- c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
- d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.
- 2. Side Yard Area: The side yard area shall be not less than Ten (10) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.100: R-1A SINGLE-FAMILY SUBURBAN DWELLING DISTRICT

USE REGULATIONS

- A. Intent. The intent of this district is to provide for areas of single-family suburban residential development at a low density. In R-1A districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses. The following uses shall be permitted in the R-1A district:
 - 1. Detached, single family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.

- 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.

2. Museums, Libraries, accessory buildings associated with religious worship facilities, in home daycare/childcare centers with not more than ten (10) children.

- 3. Athletic fields, golf courses, tennis, handball, squash and basketball courts.
- D. Density regulations.
 - 1. The minimum lot area shall be ten thousand (10,000) square feet.
 - 2. The minimum lot width shall be one hundred (100) feet.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.

4. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics and other areas not designed for living space.

- E. Height regulations. The maximum structure height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.
 - iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
 - b. Where lots have a double frontage, the required front yard shall be provided on each street.
 - c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
 - d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.

- 2. Side Yard Area: The side yard area shall be not less than seven and one-half (7.5) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.110: R-1B SINGLE-FAMILY DWELLING DISTRICT

USE REGULATIONS

- A. Intent. The intent of this district is to provide for areas of single-family suburban residential development at a moderate density. In R-1B districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses.
 - 1. Detached, single family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.
 - 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.
 - 2. Museums, Libraries, accessory buildings associated with religious worship facilities.
 - 3. Athletic fields, golf courses, tennis, handball, squash and basketball courts.
- D. Density regulations.
 - 1. The minimum lot area shall be seven thousand five hundred (7,500) square feet.
 - 2. The minimum lot width shall be seventy-five (75) feet.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.
 - 4. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics and other areas not designed for living space.
- E. Height regulations. The maximum height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
- iii. Arterial: Seventy (70) feet measured from the centerline of the street.
- iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
- b. Where lots have a double frontage, the required front yard shall be provided on each street.
- c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
- d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.
- 2. Side Yard Area: The side yard area shall be not less than seven and one-half (7.5) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.115: R-1C SINGLE-FAMILY URBAN DWELLING DISTRICT

USE REGULATIONS

- A. Intent. The intent of this district is to provide for areas of single-family residential development at a medium density. In R-1C districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses.
- 1. Detached, single family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.
 - 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.
 - 2. Museums, Libraries, accessory buildings associated with religious worship facilities.
 - 3. Athletic fields, golf courses, tennis, handball, squash and basketball courts.

- D. Density regulations.
- 1. The minimum lot area shall be six thousand (6,000) square feet.
 - 2. The minimum lot width shall be sixty (60) feet.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.
 - 4. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics, and other areas not designed for living space.
- E. Height regulations. The maximum height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.
 - iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
 - b. Where lots have a double frontage, the required front yard shall be provided on each street unless the subdivision plat indicates otherwise.
 - c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
 - d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.
 - 2. Side Yard Area: The side yard area shall be not less than six (6) feet.
 - 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.120: R-1D SINGLE-FAMILY SMALL LOT DWELLING DISTRICT

USE REGULATIONS

A. Intent. The intent of this district is to provide for areas of single-family residential development at a medium density. In R-1D districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected,

constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.

- B. Permitted uses.
- 1. Detached, single family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.
 - 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.
 - 2. Museums, Libraries, accessory buildings associated with religious worship facilities.
 - 3. Athletic fields, golf courses, tennis, handball, squash and basketball courts.
- D. Density regulations.
- 1. The minimum lot area shall be five thousand (5,000) square feet.
 - 2. The minimum lot width shall be fifty (50) feet.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.
 - 4. Single family dwellings shall have a minimum of one thousand one hundred (1,100) square feet of habitable floor area, excluding basements, garages, attics, and other areas not designed for living space.
- E. Height regulations. The maximum height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.
 - iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
 - b. Where lots have a double frontage, the required front yard shall be provided on each street unless the subdivision plat indicates otherwise.
 - c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
 - d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where

necessary to provide a yard along the side street with a depth of not less than six (6) feet.

- 2. Side Yard Area: The side yard area shall be not less than five (5) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.125: R-1M MOBILE OR MANUFACTURED DWELLING DISTRICT USE REGULATIONS

- A. Intent. The intent of this district is to provide low to moderate density developments for mobile and manufactured dwelling units which are compatible with the character of the surrounding neighborhood in which they are located. In R-1M districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses.
- 1. Mobile or Manufactured homes.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.
 - 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.
 - 2. Museums, Libraries, accessory buildings associated with religious worship facilities, daycares with less than ten (10) children.
 - 3. Athletic fields, golf courses, tennis, handball, squash and basketball courts.
- D. Density regulations.
 - 1. The minimum lot area shall be seven thousand five hundred (7,500) square feet, included within a zoning district of ten (10) acres or more.
 - 2. The minimum lot width shall be seventy-five (75) feet.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.
- E. Height regulations. The maximum building height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.

- iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
 - b. Where lots have a double frontage, the required front yard shall be provided on each street.
 - c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
 - d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.
- 2. Side Yard Area: The side yard area shall be not less than seven and one-half (7.5) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.

SECTION 400.130: R-2 TWO-FAMILY DWELLING DISTRICT USE REGULATIONS

- A. Intent. The intent of this district is to provide for areas of single-family and two-family development and related residential activities at a moderate density. In R-2 districts, no building, structure, land or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses.
- 1. Detached single family and attached two family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools, daycares with less than ten (10) children.
 - 5. Signs, as provided in Sections 400.470 400.520 of this Code.
 - 6. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Cemeteries and Mausoleums.
 - 2. Museums, Libraries, accessory buildings associated with religious worship facilities, daycares with ten (10) or more children.
 - 3. Amphitheaters, athletic fields, golf courses, tennis, handball, squash and basketball courts.

- D. Density regulations.
 - The minimum lot area shall be seven thousand five hundred (7,500) square feet if the building constructed is for single family; three thousand seven hundred fifty (3,750) square feet for each unit in a two-family dwelling.
 - 2. The minimum lot width shall be seventy-five (75) feet if the building constructed is for single family; thirty-seven and one-half (37.5) feet on each side of the common boundary line on lots with a two-family dwelling.
 - 3. The maximum lot coverage shall be thirty percent (30%) of the total lot area.
 - 4. Each side of a Two-family dwelling or a Single-family dwelling shall have a minimum of nine hundred (900) square feet of habitable floor area, excluding basements, garages, attics and other areas not designed for living space.
- E. Height regulations. The maximum building height shall be thirty-five (35) feet.
- F. Yard regulations.
 - 1. Front Yard Area:

a. The front yard area shall be in accordance with the following road classifications:

- i. Local: Fifty-five (55) feet measured from the centerline of the street.
- ii. Collector: Sixty (60) feet measured from the centerline of the street.
- iii. Arterial: Seventy (70) feet measured from the centerline of the street.
- iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
- b. Where lots have a double frontage, the required front yard shall be provided on each street.
- c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
- d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than seven and one-half (7.5) feet.
- 2. Side Yard Area: The side yard area shall be not less than seven and one-half (7.5) feet.
- 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.
- 4. All existing R-2 district lots may be subdivided along the common boundary of the lot(s) so platted by the Lot Line adjustment process contained in Section 425,295;

and all lots rezoned to this district shall be created to allow separate ownership of each unit on such lot.

SECTION 400.150: R-3 MULTIPLE-FAMILY DWELLING DISTRICT USE REGULATIONS

- A. Intent. The intent of this district is to provide for areas of multiple-family or apartment development which is at a higher density, as well as single and two-family dwellings at a higher density. In R-3 districts, no building, structure, land, or premises shall be used; and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, other than in conformance with the provisions of this section.
- B. Permitted uses.
- 1. Single, two and multi-family dwellings.
 - 2. Fire and Police Protection and related activities.
 - 3. Historic sites and monuments.
 - 4. Parks, Playgrounds, Primary and Secondary Schools.
 - 5. Retirement, convalescent, nursing, and rest homes; convents, monasteries, orphanages, dormitories, fraternity, and sorority houses; boarding and rooming houses.
 - 6. Signs, as provided in Sections 400.470 400.520 of this Code.
- 7. Accessory uses customarily incidental to permitted uses and otherwise conforming to the provisions contained in Section 400.370.
- C. Conditionally permitted uses. The following uses may be conditionally permitted provided they obtain a Conditional Use Permit in accordance with Section 400.570 of this Code:
 - 1. Recreational and entertainment uses, including amphitheaters, athletic fields, campgrounds, country clubs, golf courses and driving ranges, fairgrounds, recreation centers, resorts, riding stables, swimming clubs, tennis clubs and zoos.
 - 2. Religious, educational, and social facilities, including museums; charities; accessory uses associated with houses of worship; colleges and universities (public and private); educational and scientific research services; libraries; schools for primary, secondary, vocation and higher education, daycares with more than five (5) children.
 - 3. Public health and safety facilities, including, clinics, health centers, hospitals and counseling, treatment, and correctional centers.
 - 4. Transportation, communication, and utility facilities, including electrical power stations and substations; railroad stations, depots and maintenance facilities, so long as adjacent to an existing railroad line; postal services; sewage treatment plants; telephone exchange stations and relay towers; and towers for communications transmission.
- D. Density regulations.
 - 1. The minimum lot area shall be not less than five thousand (5,000) square feet for a single-family detached dwelling; two thousand five hundred (2,500) square feet for each one-half of a two-family dwelling or each single family attached dwelling; one

thousand (1,000) square feet for each dwelling unit in multifamily dwellings. Other uses shall have not less than ten thousand (10,000) square feet of lot area.

- 2. The minimum lot width shall be fifty (50) feet.
- 3. The maximum lot coverage area shall be thirty percent (30%).
- 4. The minimum floor area for single-family attached and detached dwellings shall be eight hundred (800) square feet and four hundred (400) square feet for each dwelling unit in multifamily dwellings.
- E. Height regulations. The maximum structure height shall be five (5) stories.
- F. Yard regulations.
 - 1. Front Yard Area:
 - a. The front yard area shall be in accordance with the following road classifications:
 - i. Local: Fifty-five (55) feet measured from the centerline of the street.
 - ii. Collector: Sixty (60) feet measured from the centerline of the street.
 - iii. Arterial: Seventy (70) feet measured from the centerline of the street.
 - iv. Arterial with more than three traffic lanes: Thirty (30) feet measured from the edge of the right-of-way.
 - b. Where lots have a double frontage, the required front yard shall be provided on each street.
 - c. Corner lots shall maintain a front yard setback along both abutting streets. However, in those instances where lots front on only one (1) of the intersecting streets within the same block, the corner lot shall maintain a front yard setback as set out in 1. above on that street upon which other lots front, and the setback on the other intersecting street may be reduced by not more than fifteen (15) feet.
 - d. The buildable width of a lot of record at the time of the passage of this regulation need not be reduced to less than thirty-five (35) feet, except where necessary to provide a yard along the side street with a depth of not less than six (6) feet.
 - 2. Side Yard Area: The side yard area shall be not less than seven and one-half (7.5) feet.
 - 3. Rear Yard Area: The rear yard area shall be not less than Twenty (20) feet.
 - 4. All Single-family attached dwelling units so created shall be subdivided so that each unit may be sold separately without further subdivision and shall include pro-rata yard areas in accordance with this section, unless such individual units are to be sold as a part of a maintenance provided complex, and then only if such common areas are to be perpetually maintained by an association or the developer.

Section 2. This ordinance shall take effect and be in full force from and after the approval.

PASSED THIS 1st DAY OF JUNE, 2021.

Mayor

ATTEST:

City Clerk	
First Reading:	05/18/2021
Second Reading	06/01/2021

SMITHVILLE Elsouri THRIVING AHEAD	STAFF	REPORT	
Date:	May 12, 2021		
Prepared By:	Jack Hendrix		
Subject:	Dwelling Unit and Lot sizes ordinance		

The 2030 Comprehensive Plan identified several barriers to creating housing that is affordable to a broader range of citizens. With new home prices exceeding \$300,000.00, it was a concern that new teachers, police officers and fire fighters would effectively not be able to afford to live in Smithville. Some of the barriers identified were the minimum dwelling unit sizes in the multifamily districts, as well as the general land and development costs in Smithville, given the minimum lot sizes. One of the priorities in the Diverse Housing and Neighborhood Options Pillar is to address these items in the near term.

To address these barriers, the first item was to create options that allow for denser housing in the standard residential single-family developments by reducing the lot size requirements. Currently, the minimum lot size is 75' in the R-1B district. The proposed ordinance would create two new districts, R-1C (60') and R-1D (50') which will allow more lots to be created on the same size of parcel. There are no changes to the minimum dwelling unit size (1,100 ft²) so the houses will still me the same size as current housing stock in the R-1B districts, there will just be smaller yards. The intent is to create base options for developers to be able to spread development and land costs across more total lots to reduce the buildable lot cost.

The second item to address these barriers began with adjusting the minimum dwelling unit size required for multi-family developments. It was identified that the R-3 district included a minimum dwelling unit size of 900 ft². That size was compared across multiple jurisdictions offerings and it was determined that the 900 ft² size was generally a two- or three-bedroom apartment. In order to create the option of studio and one-

bedroom apartments, these same offerings were evaluated. Based on the other complexes in the region, a studio unit is offered as small as 400 ft² and the Planning Commission decided that this size would work best to create multiple options for apartment developers to consider. Most complexes have Studio, One- and Two-Bedroom apartments available, and several had three-bedroom units as well. The commission felt that giving developers the option to create buildings with a more diverse apartment selection would best address our needs.

A secondary aspect of addressing the dwelling unit offerings in the multifamily district included evaluating the dwelling unit requirements in all districts where housing could be constructed. That revealed an inconsistent treatment of dwelling size across the districts. For example, the agricultural districts, as well as the two-family districts had no dwelling unit size restrictions, while the single-family and multi-family districts had a minimum size of 1,100 ft² for a detached single-family home. The commission worked through several discussion points and recommended a minimum dwelling unit size of 1,100 ft² in the agricultural districts and all single-family districts.

The Planning Commission decided on a distinction in the R-2 and R-3 districts. In both districts, it is allowable to construct a detached, single-family home or the multiple family option. In these districts, the detached (and attached) single-family home size is reduced. In the R-2 district, the minimum size for all options (single or two-family) is 900 ft². In the R-3 district, those same options can be 800ft², with a further reduction to 400 ft² in multi-family buildings.



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration/Finance

AGENDA ITEM: Approve Bill No. 2907-21, FY21 Budget Amendment No. 5

RECOMMENDED ACTION:

A motion to approve Bill No. 2907-21, FY21 Budget Amendment No. 5. It is recommended that this be read both first and second reading by title only as an Emergency Ordinance sponsored by Mayor Boley.

SUMMARY:

In the effort to provide adequate funding for change order #3 and #4 to the City Hall Renovation project included later in this agenda, staff is proposing to amend the FY21 General Fund Budget by \$21,000. Together, change order #3 and #4 total \$26,608. Prior to both change orders, the total project amount was \$308,521.50. Adding and additional \$26,608 will result in a new total project cost equal to \$335,219.50. The FY21 Budget amount for this project is \$315,000. Adding \$21,000 to the General Fund Budget will provide sufficient budget capacity to bring the project to completion.

In addition, City staff and elected officials recently evaluated eight proposals for a classification and compensation study. The team ultimately selected McGrath Human Resources, as that firm was the highest qualified bidder. A Resolution later in this agenda recommends award of a bid in an amount not to exceed \$35,000.

The FY21 budget included an allocation for increases in health insurance costs. The actual costs will be approximately \$60,000 less than budgeted. In order to cover the costs of the changes identified above, the savings identified in the City's FY20/21 actual health insurance costs (compared to the amount budgeted) are recommended to be used.

This Ordinance has been sponsored as an emergency ordinance by Mayor Boley in order to provide funds for this project in a timely manner.

PREVIOUS ACTION:

POLICY ISSUE:

Maintaining infrastructure & equity across pay ranges & job classifications

FINANCIAL CONSIDERATIONS:

Amend the FY21 Budget

ATTACHMENTS:

- $oxed{im}$ Ordinance
- \Box Resolution
- □ Staff Report
- □ Other:

- \Box Contract
- \Box Plans
- \Box Minutes

BILL NO. 2907-21

ORDINANCE NO.

AN ORDINANCE AMENDING THE FY21 OPERATING BUDGET TO ADD \$21,000 TO THE EXPENDITURE BUDGET

WHEREAS, pursuant to Ordinance 3074-20, passed on October 20, 2020, the City approved the fiscal year ending October 31, 2021 Budget; and

WHEREAS, not included in the approved fiscal year 2021 Budget are expenditures to complete various projects initiated in FY20 but not yet complete; and

WHEREAS, savings are anticipated in health insurance costs in the FY21 Budget; and

WHEREAS, amendments to the General Fund are 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, 2021 Budget is hereby amended to add:

• \$21,000 in expenditures in the General Fund

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 6/1/2021

Second Reading: 6/1/2021



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 919, Fireworks Display Bid Award

RECOMMENDED ACTION:

Motion to approve Resolution 919 awarding bid for fireworks display.

SUMMARY:

The City of Smithville annually partners with Clay County to provide a Fourth of July Fireworks Display, with each entity funding half of the total cost. The City of Smithville coordinates procurement of a display provider.

Requests for Proposals to provide a fireworks display were issued May 4, 2021. One bid was submitted by Areial FX, Inc. Aerial FX has provided the fireworks display for the last six years to satisfaction.

Staff recommends award of a bid in the amount of \$12,000 to Aerial FX for the 2021 July Fourth Fireworks Display.

Aerial FX has indicated that future displays may have to either increase in cost or be reduced in time to reflect increasing costs of display.

PREVIOUS ACTION:

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

This item was budgeted in FY2021 budget. One-half of the cost (\$6,000) will be reimbursed to the city by Clay County.

ATTACHMENTS:

- □ Ordinance
 ⊠ Resolution
- □ Staff Report
- □ Other:

ContractPlansMinutes

RESOLUTION 919

A RESOLUTION AWARDING BID NO. 21-10 TO AERIAL FX, INC. FOR A FIREWORKS DISPLAY.

WHEREAS, the fiscal year 2020-2021 budget allocated funds for the purchase of a Fireworks Display; and

WHEREAS, staff conducted a bid process as outlined in the City Purchasing Policy; and

WHEREAS, after a bid process, recommends award of bid to Aerial FX, Inc.

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

THAT Bid No. 21-10 is hereby awarded to Aerial FX, Inc., and the Mayor is hereby authorized to execute a contract in an amount not to exceed \$12,000.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

RFP #21-10 FIREWORKS DISPLAY PROPOSAL RESPONSE FORM

I, <u>Jeremy Kovae</u>, hereby representing (Agent Submitting RFP)

Aerial FX, Inc, , have read and reviewed the attached specifications. (Firm or Company)

I state the hereby offer meets or exceeds all requirements. Please note that Exhibit 1 and all other required information must be attached.

Aerial FX, Inc. Company Name

121 SE Turner Rd Address <u>St. Joseph, MO 64504</u> City/State/Zip

816-238-2800 Telephone

Authorized Person (Print)

Signature

.

President Title

<u>5-18-21</u> Date

<u>43-1799726</u> Tax ID No.

<u>Sales @aen'altx.com</u> E-Mail Address

State the name, address and telephone number of not less than three (3) customers for whom the Contractor has performed similar Service within the last two 2 years as well as all license information for running said display.

The above said Company shall provide the materials and services clean up, and insurance requested for the goods and services of RFP #21-10 for a cost to the City of Smithville as follows for a 1.3G (Class B) fireworks display for a fifteen (15) Minute Continuous Fireworks show/display to be held on the evening of July 4th, 2021. If for any reason the weather prohibits the display/show being held on July 4th, the alternate rain delay show shall be held on July 5th, 2021.

While a response to this RFP must provide the information requested for the July 4th, 2021 show, a Vendor shall submit with its' response to this bid an option which may be exercised at the discretion of the City for up to three (3) additional annual July 4th shows,

Set forth the type and number of fireworks proposed to be used as well as all other relevant information concerning the nature and timing of the display so as to allow the City to evaluate the show/display being proposed and the cost of each such Proposal/show/display. Setting forth:

- A list of the number and type of fireworks the vendor will use. 1.
- 2. The per-unit cost of the above said fireworks.
- 3. The characteristics of each such firework.
- The chronological of the proposed show. 4.
- All current License information for said Vendor. 5.

RFP #21-10 FIREWORKS DISPLAY SAMPLE SERVICES CONTRACT

THIS AGREEMENT entered into me this 18 day of May, 2021 by and between

the City of SMITHVILLE, MISSOURI, a political subdivision in the State of Missouri (hereinafter

referred to as "City"), and Aen'al T=K. Inc., a

Corporation authorized to do business in Missouri

(hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, the City sent out Requests for Proposals/Invitation to Bid No. 21-10 for Fireworks Display. Said RFP, and all of its exhibits and any and all drawings, plans and bidding specifications for the project with said Requests for Proposals, and any Drawing(s) and Specifications and all modifications issued thereafter are attached hereto and/or incorporated herein by reference, as Exhibit A; and

WHEREAS, Contractor delivered the detailed Bid for services in response to said RFP which is attached hereto and/or incorporated herein by reference, as Exhibit B; and

WHEREAS, the Contractor the City (was deemed by the City the successful bidder.)

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

- 1. CONTRACT DOCUMENTS: The Contract between the parties shall consist of Exhibits A and B mentioned above, and this Contract and its attached Exhibits. The Parties further agree that this Services Contract is a memorialization and a supplement to Exhibits A and B mentioned above. In the event of a conflict in the interpretation of the contract documents, the parties agree that the terms within the contract documents shall be construed or given binding effect in the following order:
 - A) Exhibit A; and then
 - B) this Contract; and then
 - C) Exhibit B.
- 2. GENERAL SCOPE OF THE WORK: The Contractor shall Perform a professional firework display on July 4th, 2021 in Smithville, Missouri for a cost not to exceed twelve thousand dollars (\$12,000.00) for completion of the work. The Contractor shall furnish all of the labor and materials and perform all of the work necessary to provide a 1.3G (Class B) fireworks display for a fifteen (15) Minute Continuous show/display to be held on the evening of July 4th, 2021. Contractor shall be responsible for cleaning up any debris left over from said display/show. If for any reason the weather prohibits the display/show being held on July 4th until after 10.00 P.M. the alternate rain delay show shall be held on July 5th, 2021.
- 3. COMPLIANCE AND REQUIREMENTS: All work, labor and materials to be furnished and performed by the Contractor shall be to the satisfaction of the City Clerk (or such other person as designated by the City) acting on behalf of the City, and payment shall be made only for such work and materials as are accepted in writing by the City Clerk (or such other person as designated by the City) provided, however, that the City shall not arbitrarily withhold acceptance of such work and materials or payment so long as the Contractor makes

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written. The parties represent that the signatories below have full authority and authorization to sign on behalf of the respective parties.

THE CITY OF SMITHVILLE

CONTRACTOR:

By:

Damien Boley, Mayor Name:

By: By: Kouce Deveny Kouce Name:

9

Name:



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Awarding bid #21-11, Classification and Compensation Study, to McGrath Human Resources.

RECOMMENDED ACTION:

Approve Resolution 920, approving a contract with and awarding bid #21-11, Classification and Compensation Study, to McGrath Human Resources.

SUMMARY:

On March 10, 2021, the City released bid #21-11, Classification and Compensation RFQ. Eight proposals were submitted. A committee of staff and elected officials evaluated the proposals and identified the top three firms to be interviewed. The city management team then conducted interviews and identified McGrath Human Resources as the highest qualified bidder.

McGrath Human Resources is an Illinois-based company who works primarily with municipal organizations. McGrath has significant experience in organizations of similar size to Smithville. They have also had ample experience with communities in the area. Staff was primarily impressed with this consultant due to their professionalism, previous experience, and approach to the study.

The attached contract for services includes a not to exceed amount of \$35,000. This amount includes the services of the general study, a total compensation and benefit study, job description re-evaluatisons and travel expenses. Funding for this study have been identified as savings in health insurance costs anticipated for FY2020/2021. Budget Amendment #5 earlier on the agenda provides for funding of this project, which was not included in the FY2021 Budget as adopted.

PREVIOUS ACTION:

None

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Total contract not to exceed \$35,000.

ATTACHMENTS:

□ Ordinance
 □ Resolution
 □ Staff Report
 □ Minutes
 ☑ Other: McGrath Human Resource RFQ Submittal

RESOLUTION 920

A RESOLUTION APPROVING A CONTRACT WITH MCGRATH HUMAN RESOURCES FOR THE PURPOSE OF CONDUCTING A CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, The City issued Bid #21-11 on March 10, 2021 requesting qualifications from qualified firms to provide consulting services for an employee classification and compensation study, and;

WHEREAS, a selection committee reviewed the submissions and conducted interviews with the top three consultants, and;

WHEREAS, the committee recommends McGrath Human Resources as the best proposal for the consultant to conduct the classification and compensation study for the City of Smithville, and;

WHEREAS, staff has completed negotiations with McGrath Human Resources in accordance with RFQ 21-11 and the attached contract contains the agreement reached as a result of these negotiation in an amount not to exceed \$35,000.

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

THAT Bid No. 21-11 is hereby awarded to McGrath Human Resources and the Mayor is hereby authorized to execute a contract in an amount not to exceed \$35,000.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

SERVICES CONTRACT

THIS AGREEMENT entered into this <u>1st</u> day of June 2021 by and between the City of Smithville, Missouri, a political subdivision in the State of Missouri (hereinafter referred to as "City") and McGrath Consulting Group, Inc. a <u>C-corp</u> Corporation doing business in Missouri (hereinafter referred to as "Consultant").

WITNESSETH:

WHEREAS the City sent out Requests for Qualifications RFQ #21-11 EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY. Said RFQ, and all of its exhibits and any and all bidding specifications for the project with said Requests for Qualifications and Specifications and all modifications issued thereafter are attached hereto as **Exhibit A** and incorporated herein by reference. And

WHEREAS Consultant delivered on March 30, 2021 the detailed Response to said RFQ which is attached hereto as **Exhibit B** and incorporated herein by reference. And

WHEREAS the Consultant was deemed by the City to be the successful response to said RFQ.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. <u>CONTRACT DOCUMENTS</u>: The Contract between the parties shall consist of this Contract and the attached Exhibits A & B. In the event of a conflict in the interpretation of the contract documents, the parties agree that the terms within the contract documents shall be construed or given binding effect in the following order:

- a) This Contract; and then
- b) **Exhibit A**. and then
- c) **Exhibit** C (hereinafter identified) and then
- d) Exhibit B.

2. <u>GENERAL SCOPE OF THE WORK</u>: The services by Consultant shall be as set forth in **Exhibits A & B** attached hereto and incorporated by reference as if more fully set forth herein verbatim.

CONTRACT PRICE: The total contract price for all work, materials, and labor to be 3. furnished and performed by the Consultant to City shall not exceed the amount of Thirty-five thousand dollars (\$35,000) in consultation fees and expenses. The Consultant agrees to complete the project in an agreed upon timeline for a Compensation & Benefits Study of \$25,948 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Project and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for \$5,000 upon receipt of the signed contract; \$15,948 upon submission of the draft report; and the balance of \$5,000 plus travel expenses upon submission of the final report. Travel expenses will be limited to a maximum of \$2,000 for a total of three (3) site visits. Completion of a maximum of 47 job descriptions for a total of \$7,052. Payment shall be \$1,000 at the start of the project and the balance upon submission of all draft job descriptions. If there is a balance remaining from travel expenses, the balance will be applied to additional job descriptions. Other than as set forth in paragraph ten (10) this price is a maximum fee and shall not increase for any reason including but not limited to convenience of the City, unknown site conditions, delays, weather, or other claims. The City will make payment subject to the terms and provisions of this contract within thirty (30) days of billing and acceptance of the same by the City Administrator or Mayor (or such other person as designated by the City) and compliance with all provisions of this contract.

4. **<u>TIME</u>**: Time is of the essence of this contract. The work to be performed hereunder shall be commenced as soon as reasonably possible after the execution of this agreement and is subject to authorized adjustments. The work contemplated by this agreement shall be completed by the Consultant within 180 days of the execution of this Contract.

5. **NOTICES** Any notice as set forth herein must be served by either Federal Express or similar overnight delivery service or by certified mail, return receipt requested, addressed to the party, and shall be deemed given as of the deposit in the U. S. Mails or with overnight delivery service. Notice to the City shall be sent to the City Administrator, City of Smithville at the Smithville City Hall, 107 W. Main Street, Smithville, MO 64089. Notice to Consultant shall be sent to the Consultant, at P.O. Box 190 Wonder Lake Illinois 60097. Either party may designate such other Person and/or delivery address from time to time by written Notice.

6. **INDEPENDENT CONTRACTOR**: The Consultant warrants and represents to the City that it is fully experienced and properly qualified as an expert to perform the services provided for herein and that it is properly equipped organized and financed to perform such services. The Consultant shall finance its own operations and shall operate as an independent Consultant and not as an agent of the City. Nothing contained in this Contract shall be deemed to constitute the City, and the Consultant as partners in a partnership or joint venture for any purpose whatsoever.

7. **INDEMNIFICATION – INSURANCE:** Consultant shall indemnify and hold the City free and harmless from all liabilities, costs, and charges by reason of any act, omission, or representation of the Consultant and/or its agents and/or employees, including reasonable costs and attorney's fees. Consultant shall always cause all its workers, laborers, employees, independent contractors and subcontractors and agents and employees of such persons to be fully covered with Worker's Compensation insurance at the amounts required by law. The Consultant will indemnify and hold the City harmless for all damages and liabilities, including attorney's fees and costs for injuries to its employees, agents, servants, and/or subcontractors and/or for failure to obtain and/or maintain worker's compensation insurance or failure to provide a safe place to work, and Consultant will also be responsible to ensure that its subcontractors (if any) carry workers compensation insurance. The Consultant will also conduct the services in such a manner as to keep members of the public safe and represents and warrants that it has General Liability insurance in a sum no less than Two Million Dollars \$2,000,000.00. Regardless of any approval by the City, it is the responsibility of the Consultant to always maintain the required insurance coverage in force and its failure to do so will not relieve it of any agreement, obligation, or responsibility. In the event of the Consultant's failure to maintain the required insurance in effect, the City may order the Consultant to immediately terminate its work until the breach has been cured or terminate this Contract.

8. <u>COMPLIANCE AND REOUIREMENTS</u>: All work, labor and materials to be furnished and performed by the Consultant shall be to the satisfaction of the City Administrator (or such other person as designated by the City) acting on behalf of the City, and payment shall be made only for such work and materials as are accepted in writing by the City Administrator (or such other person as designated by the City) provided, however, that the City shall not arbitrarily withhold acceptance of such work and materials or payment so long as the Consultant makes satisfactory progress and performs all of its obligations in accordance with or pursuant to all the terms and conditions of this Agreement.

9. <u>ASSIGNMENT</u>: The Consultant shall not assign this Contract or subcontract any work to be performed by Consultant or any amount payable hereunder without the prior written consent of the City. The Consultant shall upon request of the City, disclose to the City the names, addresses and owners of all subcontractors or other persons with whom it intends to contract with or hereafter contracts with, in connection with the performance of this Contract.

10. EXTRAS: No claim for payment (in excess of the amount set forth in this Contract) for

extra services or materials of any kind shall be made by the Consultant or shall be paid by the City unless the same is performed or furnished pursuant to a written agreement executed by the City and the Consultant.

11. **COMPLIANCE WITH LAW**: This Contract is entered into subject to the federal, state, and local laws, charters, ordinances and regulations. The Consultant shall comply with all federal, state and local laws, ordinances and regulations and shall ensure all such compliance with regard to its any permitted subcontractors, including but not limited to the Americans with Disabilities Act and the Equal Employment Opportunity Law. Consultant shall secure all occupational and professional licenses and permits from public and private sources necessary for the performance of the services contemplated by this Contract as well as the placement and/or use of any equipment at the location specified.

12. **RECORDS:** The Consultant shall maintain all records for inspection by City representatives during the Contract period and for three (3) years after the date of termination of the Contract. The Consultant agrees that the City Clerk, or any of his/her duly authorized representatives shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine any and all pertinent books, documents, papers and records of the Consultant involving the transactions related to this Contract.

13. WAIVER: The waiver by either party of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term. No term, covenant, or condition of this Contract can be waived except by the written consent of the City, and forbearance or indulgence by the City in any regard whatsoever shall not constitute a waiver of any term, covenant, or condition to be performed by Consultant to which the same may apply and, until complete performance by the Consultant of said term, covenant or condition, the City shall be entitled to invoke any remedy available to it under this Contract or by law despite any such forbearance or indulgence.

14. <u>SEVERABILITY</u>: All the provisions of this Contract shall be severable. In the event that any provision of this Contract is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Contract shall be valid unless the court finds the valid provisions of this Contract are so essentially and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this Contract could have included the valid provisions without invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.

15. <u>UNEMPLOYMENT INSURANCE AND TAXES</u>: The Consultant shall pay, at the Consultant's own cost, all relevant taxes in connection with the work or materials to be performed, including but not limited to State and Federal, Unemployment and old age benefit taxes, sales and use taxes, income tax, withholding tax or other work or payroll related taxes. No payments to the Consultant will be approved unless the Consultant is current with tax payments to the City or unless satisfactory arrangements have been made for payment with the City.

16. <u>SURVIVAL OF WARRANTIES</u>: All warranties and representations of the Consultant hereunder shall survive final payment and acceptance of the work.

17. **APPLICABLE LAW**: the laws of the State of Missouri shall govern this contract. Any action regarding the consent or arising out of the terms and conditions shall be instituted and litigated in the courts of the State of Missouri, County of Clay and in no other. Consultant is validly registered to do business in Missouri. The parties submit to the jurisdiction of the courts of the State of Missouri and to venue in Clay County.

18. AFFIDAVIT OF WORK AUTHORIZATION AND DOCUMENTATION: Pursuant to 285.530 R.S. Mo, the Consultant must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

• submitting a completed, notarized copy of **EXHIBIT C** to this Contract AFFIDAVIT OF WORK AUTHORIZATION and

• providing documentation affirming the Consultant's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the Consultant and 2) a valid copy of the signature page completed and signed by the Consultant the Social Security Administration, and the Department of Homeland Security – Verification Division.

19. **REMEDIES:** In addition to all other remedies at law or in equity, if Consultant shall fail to complete and/or meet any of its obligations under the terms of this Contract, the City may, by giving the Consultant written Notice, cancel and terminate this Contract if the breach is not cured within Thirty (30) days after the sending of such Notice (unless otherwise set forth herein).

20. <u>NONRESIDENT/FOREIGN CONTRACTORS</u>. The Consultant shall procure and maintain during the life of this contract:

a. If the Consultant is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 R.S.Mo.

b. A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 R.S.Mo.

21. INTELLECTUAL PROPERTY RIGHTS: Consultant shall pay any and all license, royalty or similar intellectual property fess or costs. Consultant shall hold City harmless and shall indemnify and defend City against any and all claims, damages, suits or losses for any and all infringements on any intellectual property rights of another (whether patents, copyrights, etc.) relating to or caused by the work of the Consultant.

22. <u>CONTRACT LANGUAGE</u> The language of this Contract reflects negotiations between Consultant and City, each of whom have had the opportunity to modify the text. In the event of litigation or other dispute concerning the language of this Contract, general rules construing ambiguities against the drafter shall not apply. It is agreed that if more than one copy of this document may be executed and that the original filed with the City Clerk shall pursuant to §432.080 R.S. Mo be deemed to be the controlling original.

23. <u>CHANGE ORDERS:</u> Change Orders which are approved by the Consultant and the City's designee in writing which do <u>not</u> increase the cost of the project may be utilized to make needed changes to the scope of the work and to manage minor changes necessary.

24. <u>CITY OWNERSHIP AND PROPRIETARY INFORMATION</u> – The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of

the raw market data, shall be provided to the City by consultant upon request so long as the City is not in default under other terms of this agreement.

25. **TERMINATION**. The City reserves the right to terminate this contract by giving at least five (5) days prior written notice to the Consultant, without prejudice to any other rights or remedies of the City should the Consultant be in breach of this Agreement, be adjudged a bankrupt, or if Consultant should make a general assignment for the benefit of its creditors, or if a receiver should be appointed for Consultant, or if Consultant should persistently or repeatedly refuse or fail to supply enough properly skilled workmen for the work under the contract, or persistently disregard instructions of the City or fail to observe or perform any provisions of the contract.

26. <u>COMPLIANCE WITH LAW</u>. This Agreement and the goods and services rendered herein are subject to all federal laws, the Constitution of the State of Missouri, the Revised Statutes of Missouri. Any specific provision contained herein which is contrary to federal laws or the Constitution of the State of Missouri and the Revised Statues of Missouri shall be considered void without invalidating or otherwise affecting the remainder of the Agreement.

27. **EFFECTIVE DATE:** The effective date of the Agreement shall be deemed to be when all the required signatures have been executed by the City and the Consultant.

28. <u>ENTIRE CONTRACT</u>: This Contract and the Exhibits attached hereto constitute the entire agreement between the parties. Terms not specifically set out herein and no verbal agreement or conversation with any officer, official, agent or employee of the City, either before or after the execution of the Contract, shall affect, modify, or add to the terms or obligations contained in the Contract. Any such purported term, verbal agreement or conversation shall in no way be binding upon the City or the Consultant.

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written. The parties represent that the signatories below have full authority and authorization to sign on behalf of the respective parties.

THE CITY OF SMITHVILLE

By:

Name: Damien Boley, Mayor

CONSULTANT: McGrath Consulting Group, Inc.

Neita J.M. J Title CER

<u>Exhibit A</u> RFQ #21-11 EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY

Exhibit B CONSULTANTS RESPONSE TO RFQ #21-11 EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY

Exhibit C

STATE OF Virginia) COUNTY OF Montgomery) ss

AFFIDAVIT

(As required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE:

Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM:

Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY:

A person acts knowingly or with knowledge,

- (a) With respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
- (b) With respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN:

An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared Dichria Medutoho, being duly sworn, states on his oath or affirmation as follows:

1. My name is VICTORIA J. McGrath and I am currently the <u>CED</u> of McGrath Consulting Group, Inc. (hereinafter "Contractor" or "Consultant"), whose business address is <u>PO Gry 190, Worder Law</u>, JL 60097, and I am authorized to make this Affidavit.

2. I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.

 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Smithville Missouri.

Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, Affiant saith not.

McGrath Consulting Group, Inc.

By, [SIGNATURE]

Printed name], Affiant

Subscribed and sworn to before me this 22rd day of May _____, 2021. Julian Okumshi Poff Notary Public

My Commission Expires: State of Unguna Commissioned in Martynung County Commission # 156501

JULIANN OBREMSKI POFF Notary Public Notary Public Commonwealth of Virginia Registration No. 156541 My Commission Expires Aug 31, 2024

PLEASE NOTE:

Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

1. A valid, completed copy of the first page identifying the Contractor; and

2. A valid copy of the signature page completed and signed by the Contractor, and the Department of Homeland Security - Verification Division



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of

Business Services. I certify that

MCGRATH CONSULTING GROUP, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 08, 2003, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 22ND

day of MAY A.D. 2021

Authentication #: 2114200436 verifiable until 05/22/2022 Authenticate at: http://www.cyberdriveillinois.com

Vito,

SECRETARY OF STATE



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Awarding bid #21-12, Insurance Broker to Mike Keith Insurance, Inc.

RECOMMENDED ACTION:

Approve Resolution 921, awarding bid #21-12, Insurance Broker, to Mike Keith Insurance, Inc.

SUMMARY:

Last fall, the Governing Body expressed a desire for review of health insurance brokerage services. On March 17, 2021, the City released bid #21-12, Insurance Broker RFQ. Three proposals were received for consideration. Following review of the proposals and an interview, Mike Keith Insurance, Inc. was identified as the preferred submittal.

Mike Keith Insurance, Inc. is headquartered in Warrensburg. They are a small firm, but their customer service ethic came through in the interview with the benefits director as well as the induvial who coordinates their customer service. Staff was particularly impressed with the wellness program aspect they are recommending for Smithville as well as the information obtained in reference checks relating to their customer service/responsiveness and follow up with staff regarding claims assistance/advocacy.

Attached is the letter of notice that will be sent to Mike Keith Insurance to appoint them as employee benefits broker for the City of Smithville. Additional communication will be sent to insurance carriers notifying them of the change, ensuring that employees do not experience gaps in benefits.

PREVIOUS ACTION:

None

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Compensation is based on commissions paid by the insurance carrier to Mike Keith Insurance. No additional fees are charged for the consulting services.

ATTACHMENTS:

Ordinance	Contract	
☑ Resolution	Plans	
Staff Report	□ Minutes	
Other: Mike Keith Insurance, Inc RFQ Submittal		
Letter of Intent to Change Brokerage		

RESOLUTION 921

A RESOLUTION ACKNOWLEDGING MIKE KEITH INSURANCE, INC AS THE EMPLOYEE BENEFITS BROKER FOR THE CITY OF SMITHVILLE

WHEREAS, The City issued Bid #21-12 on March 17, 2021 requesting qualifications of insurance brokers, and;

WHEREAS, a selection committee reviewed the submissions and conducted an interview with the most qualified bidder, and;

WHEREAS, the committee recommends Mike Keith Insurance, Inc as the best proposal for the brokerage of the employee benefits for the City of Smithville, and;

WHEREAS, staff has attached a letter of intent giving notice of the change of brokerage.

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

THAT Bid No. 21-12 is hereby awarded to Mike Keith Insurance, Inc.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Introduction of: Mike Keith Insurance

Prepared exclusively for:

City of Smithville Missouri

Prepared By: Mark Glotstein Jeanie Cunningham

Proposed Commencement of Services Date:

May 5, 2021



Statement of Qualifications

At Mike Keith Insurance, we believe there are 4 key things an employer should look for when hiring a broker

- 1. In depth understanding of benefit solutions Anyone can sell insurance, but an exceptional broker has knowledge of the various products and can strategically align benefit plan options with your operational, philosophical and financial needs.
- 2. **Availability** You should see and hear from your broker throughout the year. Quarterly discussions of business needs, usage and industry trends assist in evaluating your current plan design to plan accordingly for potential changes.
- 3. **Direct access to assigned service team for employees** your employees should have a direct contact person to call/email with any benefit or claim questions. This information should be provided to each employee along with the carrier and network information.
- 4. Educational Materials Your broker should provide detailed, accurate materials that are easy to understand. This includes both side-by-side comparisons of benefits that they present to the employer and benefit communication pieces for your staff that are presented by the broker.

Based on the employee benefits bidding process, which allows all brokers to bring the exact same rates and benefits to an employer, we believe the most important choice for City of Smithville is the broker they select. At Mike Keith Insurance, our reputation is based on transparency and open communication with our clients and carrier partners. Who do you trust? Who do you want to work with? Who will provide the best for your entity and your employees? We strongly believe that Mike Keith Insurance is that agency.



Jeanie Cunningham, Benefits Consultant jcunningham@mkeithins.com

Jeanie has provided employee benefit services for over 20 years. She is responsible for overall benefit planning, contribution strategies and presenting financial reporting. Jeanie is the Project Manager for our affinity partnerships with the National Rural Water Association, Midwest Auto Care Alliance, Farmers Business Network and American Family Advisor Benefits.



Mark Glotstein, Benefits Consultant mglotstein@mkeithins.com

Mark is the newest member of the MKI benefits team and he will specialize in employee benefits sales. Mark will add value to your employee benefits package, using his background in dental sales to provide a unique perspective when strategizing with employers for budget purposes.



Questions

1. Describe your organization, its history and size (Number of employees, Number of licensed agents, as well as location(s) and years in business.)

Working with employee benefits for 30+ years has positioned us to be familiar with the quality of the available insurance providers and their performance. In addition to specific carrier performance traits, we also keep apprised of local and national insurance market trends and are involved in the development of innovative programs for our clients in order to better meet their needs. This includes consumer driven health plans, Health Reimbursement Arrangements and Health Savings Accounts. The benefits offered should be consistent with the client's goals, and while we believe it is important to be able to provide various alternatives to meet the needs of the employees, we also believe that it is fundamentally critical to current and future rate stability to maintain the core benefits that are offered in a manner which promotes participation.

Mike Keith Insurance is a well-established agency with a local presence. We are large enough to understand your insurance needs and the needed solutions, yet we are small enough to personalize your service on a local level. We believe our training, experience and emphasis on service enables us to provide added value both to you as an employer as well as to your employees.

Mike Keith Insurance is committed to our partnership with our clients. We take nothing for granted and will always work in the best interest of your organization and do our best to adapt to the changing needs of your organization. We look forward to nurturing an ongoing relationship that brings you the best solutions in the business. We will continue to build our relationship through hard work, creativity, and assertiveness that effectively meets the needs of your business.

Mike Keith Insurance provides the experience and expertise needed to implement a completely customized benefits package for each public entity we serve. Implementing the appropriate program ensures that our clients get control over their benefit costs which can lead to an affordable and sustainable program for the long term.

Mike Keith Insurance currently employers 60 individuals, all of whom are licensed in Health & Life or Property & Casualty, or both. We operate out of 4 locations, as follows:

103 West Franklin Street Clinton MO 64735 660-885-5581 123 E Gay Street, Suite A Warrensburg MO 64093 660-747-3151 1904 Main Street Higginsville MO 64037 660-584-3151 301 N 2nd Street Odessa MO 64076 816-633-7591
2. Provide an overview of the account team that would be assigned. For each member of the team, provide highlights outlining qualifications and experience. Provide a summary of roles and distribution of responsibilities and their primary location.

Below are the team members that would be assigned to your group and would support Mark & Jeanie. All are based out of the Warrensburg location.



Martha Bennett, Account Executive mbennett@mkeithins.com

Martha has focused on account management and health care advocacy for the past 17 years, specializing in clients with 100 – 1300 lives. She is your strategic contact, responsible for financial, renewal and benchmarking tasks. Her services include marketing, creating education materials, conducting employee presentations and consulting with clients on benefit compliance and health care reform regulations. Martha is also responsible for overseeing the benefits department, providing staff training, developing and implementing department policies and procedures.



Jessica Gamblin, Account Manager jgamblin@mkeithins.com

Jessica has been with MKI for over 4 years and brings her prior experience in the medical billing field to our team. She is dedicated to providing great customer service and is the point of contact for employees needing health care advocacy assistance. Jessica is the lead account manager on the national farm association program we administer.



Kellie Beverly, Individual & Senior Benefits Specialist kbeverly@mkeithins.com

Kellie is the Medicare and Individual Benefits Specialist in the Warrensburg office. She has 10 years experience advocating for quality care and education for at risk populations. Kellie provides exceptional customer service to our individual and senior clientele.



Jessica Pero, Marketing Coordinator

jpero@mkeithins.com Jessica has worked in the insurance field for over 5 years and recently expanded her expertise to include employee benefits. Her primary responsibility is to coordinate all marketing efforts for the benefits team and oversee preparation of all client presentations. Jessica will also lead the implementation of several new technology initiatives for the benefits team. 3. Provide an overview of your approach to strategic planning. (Include at least two innovative strategic solutions you have implemented for clients similar to the City of Smithville that highlight your benefit consulting expertise.

Mike Keith Insurance provides all medical funding options for prospective customers through our fully insured programs as well as self and alternate funding retention programs. We would coordinate with the carriers and client to select a qualified Third Party Administrator as needed.

Mike Keith Insurance recognizes the value of health care savings accounts and encourages all clients to consider them for implementation in their benefits package. Integrating one or more of these accounts in the strategy can allow for premium savings to the employer, tax savings to the employee and the ability for employees to have more control in utilizing their benefits.

Mike Keith Insurance works hard with our partner carriers and takes full advantage of all packaged savings available. This may include multi-line discounts offered by ancillary carriers, ancillary and medical carrier partnerships, and a variety of product bundling strategies that allow lines of coverage to supplement each other without sacrificing the level of benefit to your members.

Examples:

MKI Client #1: Public Entity with less than 50 employee lives facing challenges with balancing a low out-of-pocket exposure for employees with rising ACA rates. Service team worked directly with Executive Director to implement a higher deductible with a Health Reimbursement Arrangement that would keep the employee exposure at the minimum desired but cut premiums by a significant percentage. After 4 years in this arrangement and some utilization data accumulated, we implemented an even higher deductible level while maintaining the employee exposure at the lowest level and a neutral impact to renewal premiums.

MKI Client #2: Public Entity with 150 employees facing high renewal increases from incumbent several years in a row and their existing broker was not bringing any solutions. We were solicited to market their account and double check data provided to them. Our team found errors in the renewal calculation that was initially delivered and two alternate carrier quotes that were misrepresented. Ultimately, Mike Keith Insurance was awarded the business and negotiated the renewal to a favorable level. The next year MKI negotiated an extended rate guarantee to move the renewal date to the clients' preferred timing.

MKI Client #3: Public Entity with 125 employee lives with several high-cost claimants and facing high renewal increases from incumbent carrier. Mike Keith Insurance implemented a level funded benefits program that included a Health Savings Account eligible plan and numerous cost containment strategies. Employees that may have been affected by restrictions were directly linked with a care coordination team that assisted with prescription discounts, treatment plan continuity and cost of care negotiations when needed. Client was able to fund a portion of deductible into the employees' HSAs and direct employees to the appropriate level of care when utilizing services. The client has remained with this program for the past 4 years.

4. Describe your capabilities in ongoing plan performance monitoring, plan performance forecasting, claims experience analysis, benchmarking and reporting.

Analysis & Reporting: We will examine and analyze existing coverage and premiums annually. This data will allow us to develop cost saving strategies, project future goals and develop recommendations regarding marketing and plan design.

Marketing Efforts: We will remarket the account based on plan design and premium when and if needed. Efforts will always include analysis of fully insured plan versus self-funded plan offerings and comparisons. Additionally, this process includes the development of the bid specifications, analysis of plan design and claims experience, carrier negotiations and recommendations for consideration. MKI values stability and explores all options to provide extended rate guarantees or rate caps for clients.

5. Describe your process of assisting with claims management and resolution.

Health Care Advocacy: MKI will act as liaison between your company and the insurance carriers. We will provide day-to-day consultation on plan interpretation and claim resolution. We commit to providing timely response and assistance to employers and employees on all issues.

6. Describe your capabilities in employee communications.

Mike Keith Insurance welcomes the opportunity to conduct benefit review meetings with employees as requested throughout the year. These meetings can include overview of existing benefits, directed discussions on appropriate level of care, and health care advocacy services. We are available for attendance or presentation at your employee meetings on a scheduled or as needed basis.

We prepare educational pieces that pertain to your employee population as requested. These informational pieces can be used in company newsletter, email blast, payroll stuffer or posting on the company intranet or bulletin board. Additionally, we provide each employee, existing and new, with contact information for their service team at Mike Keith Insurance and the contact information for each carrier and network that is utilized.

7. Describe your use of technology to support online employee services and education.

Technologic Resources: MKI has access to several online enrollment platforms that we offer to our clients. We will work with the carrier and system vendor to set up file feeds when appropriate and will facilitate manual enrollment for groups that do not qualify for file feeds based on their size.

Employee Education: MKI will use technology to conduct open enrollment meetings when needed. We can also record webinars or presentations to distribute to your staff if that is a preferred method of communication.

8. Describe any additional service options that may be of interest.

Human Resources Consulting: We have a secure online benefit management system available which includes an extensive human resource library to provide guidance on a variety of HR issues. We can assist with coordinating resources for personnel trainings as well.

Section 125 Cafeteria Plan & COBRA Administration: Mike Keith Insurance coordinate these services through our preferred vendor who can offer full-service Section 125 Cafeteria Plan administration to include Premium Only Plan as well as the Flexible Spending Account for medical expense and dependent daycare reimbursement.

Wellness: MKI will provide development and implementation of an employee wellness program in partnership with the local health department. This program will be designed to improve employee health and reduce overall healthcare costs. Our exclusive Show Me Benefits program includes an integrated wellness program with deductible credit incentives, credit matching and cash rewards based on wellness engagement and appropriate level of care usage. We will prepare wellness related material based on your population's level of health and areas of high utilization.

9. Provide a list of references with at least 3 clients, their addresses, phone numbers and contact persons with estimated employee size, time period served, and type of insurance brokered.

Cameron R-1 School District 423 N Chestnut Street Cameron MO 64429 Dr. Matt Robinson 816-882-1051

Johnson County Ambulance District 500 W Young Avenue Warrensburg MO 64093 Shane Lockard 660-747-5735

Lone Jack C-1 School District 313 S Bynum Road Lone Jack MO 64070 Kathy Butler 816-697-2215

CP Excavating & Mining 11181 NE US 69 Hwy Cameron MO 64429 Nicole Patocka 816-390-2493 Approximately 275 employees Broker of Record since 2015 Coverages: Medical, Dental, Vision, Life and LTD

Approximately 60 employees Broker of Record since 2007 Coverages: Medical, HRA, Dental, Vision, Life, Voluntary Life, STD, LTD, Supplemental

Approximately 85 lives Broker of Record since 2016 Coverages: Medical, HSA, FSA, Dental, Vision, Life, Voluntary Life, Supplemental

Approximately 100 lives Broker of Record since 2020 (prior employer since 2016) Coverages: Medical, Dental, Vision

10. Explain the process and timeline that you recommend for new clients.

Mike Keith Insurance has a consistent work plan for our clients' insurance renewals and negotiations. We will review our client deliverables at the beginning of our engagement, customizing each to the client's needs and agreeing upon timelines. These deliverables are the service commitments we make to the client and allow the client to hold us accountable for these commitments. Specific to the renewal and negotiations, we would follow the work plan below:

Pre-Renewal Meeting – 120 days prior Create RFP and send to appropriate markets – 120 days prior Receive renewals from carriers – 90 days prior Compile marketing results, complete carrier negotiations, & recommendation – 75 days prior Renewal Meeting – 75 days prior Final plan decision and contribution structure – 60 days prior Open Enrollment Meetings – 60 to 45 days prior

Mike Keith Insurance currently provides coverage for medical, dental, vision, life, accidental death & dismemberment, short-term and long-term disability, worksite/supplemental, EAP, and tax deferred benefits. Mike Keith Insurance works hard to maintain good relationships with carrier and vendor partners. We pride ourselves in being creative, tough negotiators, forward thinkers, and trusted advisors. These attributes allow us to provide the best benefit package to suit our clients' needs through our carrier partners. All carriers and stop loss providers that we partner with are A rated.



Approximately 275 employees

Broker of Record since 2015

References

Cameron R-1 School District 423 N Chestnut Street Cameron MO 64429 Dr. Matt Robinson 816-882-1051

Johnson County Ambulance District 500 W Young Avenue Warrensburg MO 64093 Shane Lockard 660-747-5735

Lone Jack C-1 School District 313 S Bynum Road Lone Jack MO 64070 Kathy Butler 816-697-2215

CP Excavating & Mining 11181 NE US 69 Hwy Cameron MO 64429 Nicole Patocka 816-390-2493

ENDORSEMENTS



National Rural Water Association



Farmers Business Network



Missouri Association Of Rural Educators



Midwest Auto Care Alliance



Ozarks Schools Benefits Association



American Family Advisor Benefits

Approximately 60 employees Broker of Record since 2007 Coverages: Medical, HRA, Dental, Vision, Life, Voluntary

Coverages: Medical, Dental, Vision, Life and LTD

Life, STD, LTD, Supplemental

Approximately 85 lives Broker of Record since 2016 Coverages: Medical, HSA, FSA, Dental, Vision, Life, Voluntary Life, Supplemental

Approximately 100 lives Broker of Record since 2020 (prior employer since 2016) Coverages: Medical, Dental, Vision



Explanation of Compensation

Compensation to Mike Keith Insurance is based on the commissions paid by the insurance carrier to the agency and no additional fees are charged for the consulting services. All carrier commission structures are disclosed and presented for approval along with the insurance coverage that is proposed. In addition, Mike Keith Insurance may qualify for overrides with insurance companies based on premium volume and persistency.



June 2, 2021

City of Smithville Board of Alderman 107 W Main Street Smithville, MO 64089

RE: Insurance Broker Change

This letter is to confirm the City of Smithville's intent to appoint Mike Keith Insurance as their employee benefits broker effective immediately.

After careful consideration of all Request for Qualification responses and follow-up interviews were conducted, we feel the team at Mike Keith Insurance will best fit the needs of the City of Smithville.

We will be submitting Agent of Record letters to the current insurance carriers to appoint Jeanie Cunningham and Mark Glotstein of Mike Keith Insurance as agent of record.

Should you have any questions or concerns regarding this information, please contact City Staff.

Regards,

Alhia Magner

Cynthia Wagner City Administrator



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Resolution 922 – Endorsing the Regional Climate Action Plan

RECOMMENDED ACTION:

A Motion to approve Resolution 922 – Endorsing the Regional Climate Action Plan.

SUMMARY:

The Mid America Regional Council (MARC) has partnered with Climate Action KC (CAKC), to complete a Regional Climate Action Plan.

A Climate Action Playbook has been developed to outline strategies to draw down greenhouse gases and improve climate resilience. These are strategies for buildings and cities, electricity generation, food, land use, materials, and transportation. Within each of these strategies are action items that local governments can choose to implement based on the needs and challenges of the community.

The first step that any local government can take is to lead by example and to pass the resolution endoring the Regional Climate Action Plan.

The full Climate Action Playbook, may be found at: <u>https://www.marc.org/Environment/Climate-Action/pdf/Climate_Action_Playbook.aspx</u>

PREVIOUS ACTION:

None

POLICY ISSUE:

FINANCIAL CONSIDERATIONS: N/A

ATTACHMENTS:

- □ Ordinance
- \boxtimes Resolution
- □ Staff Report
- □ Other:

- Contract
 Plans
 Niputae
- □ Minutes

RESOLUTION 922

A RESOLUTION ENDORSING THE REGIONAL CLIMATE ACTION PLAN

WHEREAS, Climate Action KC is a regional nonprofit formed to promote strategies and solutions that drawdown greenhouse emissions and promotion economic opportunity and quality of life; and

WHEREAS, the Mid-America Regional Council is a nonprofit association of city and county governments and the metropolitan planning organization for the bistate Kansas City region; and

WHEREAS, CAKC and MARC partnered together to complete a Regional Climate Action Plan containing a regional emissions inventory and climate risk and vulnerability assessment; and

WHEREAS, the Climate Action Plan creates a voluntary framework to guide and align local action in ways that make a difference for the entire Kansas City region; and

WHEREAS, the Climate Action Plan contains a comprehensive set of goals and strategies that can be tailored to meet local community needs and priorities; and

WHEREAS, the strategies in the Climate Action Plan build stronger, healthier, more vibrant and economically vital communities; and

WHEREAS, more than 1,000 regional residents participated in the planning, prioritization, and drafting of the Climate Action Plan; and

WHEREAS, success will only be achieved if there is equitable access to the benefits among the entire population of the metropolitan area without regard to race, gender, ethnicity, religion, nationality, sexual orientation, income, age, disability or any other classification;

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

THAT we endorse the kc regional climate action plan and further resolve to review and implement, as appropriate, the solutions and strategies enumerated therein.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

.__<u>____</u>



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Resolution 923, Approving Amendments No. 3 and No. 4 to Contract with Hartline Construction, LLC for the City Hall Renovation Project

RECOMMENDED ACTION:

A motion to approve Resolution 923, amending the contract with Hartline Construction, LLC.

SUMMARY:

The Board approved a contract with Hartline Construction, LLC for renovation of City Hall on February 2, 2020. The contract total was \$292,500. Staff, the contractor and architect met in a project kickoff meeting and reviewed the project scope and timing.

On February 16, 2021 the Board approved Amendment #1 to the Hartline Construction Contract in the amount of \$8,861, bringing the contract amount to \$301,361.

On March 23, 2021 the Board approved Amendment #2 to the Hartline Construction Contract in the amount of \$7,250, bringing the contract amount to \$308,611.50

Amendment #3 includes the purchase of a new kitchen sink in the amount of \$885.

Amendment #4 includes additional electrical in the vestibule area of the lobby, bathroom sinks in both the men's and women's restroom, miscellaneous electrical changes, the breakdown of which is attached to the amendment, unanticipated structural framing in both restrooms, insulation placed over the drop ceiling to mitigate sound in the Police Department interview room and clerks office, hooks and shelving to accommodate Police Department gear in the restrooms, additional concrete work to provide access for electrical and data through the conference room table, and additional painting.

The total of both amendments equal to \$26,608.

The FY21 Budget includes \$315,000 for this project. This change will bring the total contract amount to \$335,219.50. This results in an overage of \$20,219.50. Bill No. 2907-21 provides the budget amendment for this project.

Staff recommends approval of the amendments to the contract.

The contractor indicates these will be the final amendments to the contract. Project completion is anticipated in mid-June.

PREVIOUS ACTION:

Approval of Resolution 877, contract with Hartline Construction, LLC on February 2, 2021. Approval of Resolution 896, contract with Hartline Construction, on March 23, 2021.

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

The FY21 Budget includes \$315,000 for this project. This last increase will require a budget amendment, included as Bill No. 2907-21 on this agenda.

ATTACHMENTS:

□ Ordinance

 \boxtimes Resolution

□ Staff Report

Other: Amendment Document

□ Contract□ Plans

□ Minutes

RESOLUTION 923

A RESOLUTION APPROVING AMENDMENTS NO. 3 AND NO. 4 TO THE CONTRACT WITH HARTLINE CONSTRUCTION, LLC FOR THE CITY HALL RENOVATION PROJECT.

WHEREAS, the Fiscal Year 2021 Budget allocates funds for the City Hall Renovation project; and

WHEREAS, Bid No. 21-02 was awarded to Hartline Construction, LLC and the Mayor executed Resolution 877 on February 2, 2021 in an amount not to exceed \$292,500; and

WHEREAS, On February 16, 2021, the Board of Aldermen approved Resolution 887, Amendment No. 1 for an additional \$8,861 as a result of on-site discussions and/or changes made to project; and

WHEREAS, On March 23, 2021, the Board of Aldermen approved Resolution 896, Amendment No. 2 for an additional \$7,250 as a result of on-site discussions and/or changes made to project; and

WHEREAS, Hartline Construction, LLC has submitted Amendments No. 3 and No. 4 for an additional \$26,608 as a result of on-site discussions and/or changes made to project; and

WHEREAS, staff recommends acceptance of Amendments No. 3 and No. 4.

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

THAT the contract with Hartline Construction, LLC, for City Hall Renovations be amended and the Mayor is hereby authorized to execute Amendments No. 3 and No. 4 for an additional amount of \$26,608.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



PR No: 03_Existing Condition Changes

Smithville City Hall Renovation 107 East Main Street, Smithville, MO 64089

Date: 2/10/2021

To: a3G Architects Attention: Brandi Atwell Email: batwell@a3garchitects.com Phone: 816-581-6332

PR No: 02

Smithville City Hall Renovation 107 East Main Street Smithville, MO 64089

Hartline Construction, LLC is W/D/SLBE certified by The City of Kansas City Missouri and States of MO and KS.

Scope of Work:

On the above noted project, per revised plans, as requested by a3G Architects and Smithville Administration per OAC 3.4.2021. Hartline Construction presents this PR No 2.

Proposal Request 2 Breakdown Includes Material and Install:

•	New Casework in Kitchen	\$ 5,931.00
	 Match new casework in base bid. 	
•	New Spray Faucet Double Bowel SS Sink	\$ 885.00

New Spray Faucet Double Bowel SS Sink

Notes:

- Note new casework to match casework in base bid. •
- Davis Bacon wage order 27.
- Work performed from 7 am to 3:30 pm, Monday Friday. •
- Daily cleanup and final clean of scope of work noted above. •

Work Excluded:

- Hazardous material testing and/or removal. ٠
- Overtime labor.
- Taxes



PR No: 04_Existing Condition Changes

Smithville City Hall Renovation 107 East Main Street, Smithville, MO 64089

Date: 5/18/2021 REVISED 5/20/2021

To: a3G Architects Attention: Brandi Atwell Email: <u>batwell@a3garchitects.com</u> Phone: 816-581-6332

PR No: 04

Smithville City Hall Renovation 107 East Main Street Smithville, MO 64089

Hartline Construction, LLC is W/D/SLBE certified by The City of Kansas City Missouri and States of MO and KS.

Scope of Work:

On the above noted project, per revised plans, as requested by a3G Architects and Smithville Administration per on site meetings. Hartline Construction presents this PR No 4

Add in Vestibule:

- Furnish and install one (1) electric vestibule heater.
- Furnish and install new electrical wiring for electric vestibule heater.
- Insulate Vestibule walls

Total Add Price: \$3,038.00 \$1,485.00 5/20/2021

New Bathroom Sinks Men's and Women's Restrooms

• Furnish only two (2) American Standard undermount lavatory sinks.

Total Add Price: \$350.00

Miscellaneous Electrical Changes

• See attached break down.

Total Add Price: \$9,386.00

Additional Structural Framing in Men's and Women's Restrooms

- Structural Framing
- Additional sheet rock at structural soffit
- Re-sheet rock ceiling after additional structural framing was required.
- Finish Ceiling Paint Soffit

Total Add Price: \$9,920.00

Insulation over ACT in Interview Room 121, Clerk 122

• Cut and place acoustical insulation above ACT.

Total Add Price: \$586.00

Install Hooks and Shelf per architect's recommendation in Men's and Women's Restroom

• Bobrick (B-2116) and Shelf (287) in each larger stall, (north wall).

Total Add Price: \$406.00

Saw Cut Concrete in Conference Room 103

Patch back concrete

Total Add Price: \$693.00

Paint Existing Windows and Trim in Rooms 104, 103, 122

- Prep existing windows
- Install finish paint on existing windows.
- Total Add Price: \$2,897.00

Paint Existing Kitchen Cabinets 5/20/2021

- Prep cabinets
- Install finish paint on existing cabinets.

Total Add Price: \$3,340.00

Change Order Notes:

- Davis Bacon wage order 27.
- Work performed from 7 am to 3:30 pm, Monday Friday.
- Daily cleanup and final clean of scope of work noted above.

Work Excluded:

- Hazardous material testing and/or removal.
- Overtime labor.
- Taxes

Total: \$25,723



Change Order Form: 001-02

Smithville City Hall

107 West Main Street, Smithville MO 64089

	Count	Unit Price		
100: Vestibule				
↔ Wall-mounted heater	1	\$800.00		
↔ Light switch	1	\$40.00		
102: Administration				
 Under-cabinet outlets 	1	\$925.00		
 Three-way switch 	2	\$40.00		
106: City Clerk				
 Light switch 	1	\$40.00		
107: Finance Director				
 Shorten down rod/ reinstall existing fan 	1	\$225.00		
General/ Misc.				
 Switch in door frame/wall 	1	\$150.00		
 Change existing outlets to white 	20	\$40.00		





Change Order Form: 001-03

Smithville City Hall

107 West Main Street, Smithville MO 64089

	Count	Unit Price		
102a: Administration (Hallway)				
 Designate proper switching for lights 	N/A	\$425.00		
103: Conference Room				
 Remove ceiling fan 	1	\$75.00		
 Remove blank off switch 	1	\$25.00		
 Adding floor outlet, data, and HDMI 	1	\$1,250.00		
107: Finance Director				
 Rewire power to switch 	1	\$150.00		
Court Lobby -Future Captain's Office				
 Demo pre-existing buried J-box 	1	\$75.00		
Court Clerk- Future Detective's Office				
 Move existing outlets in future shower 	N/A	\$250.00		
 Move switch location to new door access 				
\circ Add light and tie existing light to new switched leg	N/A	\$525.00		
110: Public Works				
 Separating lights from "Development Room 111" 	N/A	\$425.00		
111: Development Room				
 Ensure local switch controls lighting 	N/A	\$525.00		
111a: Development Room (Hallway Backdoor)				
 Change three-way to single for only local light 	1	\$425.00		
122: Clerk (Hallway)				
 Motion switch installation 	1	\$175.00		
General/ Misc.				
 Change existing outlets to white 	29	\$40.00		
 Change existing switches to white 	11	\$40.00		
 Change existing GFI to switch 	2	\$70.00		



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Administration

AGENDA ITEM: Resolution 924 - Liquor License – Local 60 Farm Market

RECOMMENDED ACTION:

A motion to approve Resolution 924, Liquor License – Local 60 Farm Market.

SUMMARY:

Kenneth Perdue, owner of Local 60 Farm Market, has a completed a Liquor License Application for his business located at 115 US 169 Highway.

Mr. Perdue has requested the following licenses:

Malt Liquor Original Package Intoxicating Liquor (all kinds) Original Package Tasting Permit

He has requested the effective date of June 1, 2021. He has remitted payment to cover June 1, 2021 through June 30, 2022. Chief Lockridge has completed appropriate background checks.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

A background check has been completed

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- □ Ordinance
- \boxtimes Resolution
- □ Staff Report

Other: Approval Letter

□ Contract □ Plans

□ Minutes

RESOLUTION 924

A RESOLUTION ISSUING A LIQUOR LICENSE TO KENNETH PERDUE FOR OPERATION OF LOCAL 60 FARM MARKET

WHEREAS, Kenneth Perdue has completed the required application, and;

WHEREAS, Chief Lockridge has completed a background check, and;

WHEREAS, the background check did not reveal anything to prevent approval of a City liquor license, and;

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

THAT A LIQUOR LICENSE WILL BE ISSUED TO KENNETH PERDUE FOR OPERATION OF LOCAL 60 FARM MARKET LOCATED AT 115 US 169 HIGHWAY.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1ST day of June 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



May 25, 2021

Cynthia Wagner:

I have reviewed the liquor application submitted by Kenny Purdue (Smithville Food Trading Post, LLC). I have reviewed Mr. Purdue's background as well as public records and found nothing that would disqualify his from being issued a liquor permit.

I would recommend that Mr. Purdue be issued a city liquor permit pursuant his request. If you have any questions or concerns, feel free to contact me.

Respectfully,

Chief Jason Lockridge



Board of Alderman Request for Action

MEETING DATE: 6/1/2021

DEPARTMENT: Police Department

AGENDA ITEM: Resolution 925- Authorization to Pay the Missouri Sheriff's Association for Academy Training

RECOMMENDED ACTION:

Motion to Approve Resolution 925

SUMMARY:

In 2018, the Board authorized the sponsorship of police recruits at a Missouri POST approved police academy. This spring the Smithville Police Department is sponsoring the first recruits in the Missouri Sheriff's Association Academy, hosted by the Platte County Sheriff's Department. Classes began May 4, 2021, with graduation scheduled for September 9, 2021. The cost per recruit is \$5,000.00.

PREVIOUS ACTION:

None.

POLICY ISSUE: N/A

FINANCIAL CONSIDERATIONS:

Savings from vacant personnel positons will be used to pay these fees. Payment totalling \$10,000.

ATTACHMENTS:

- □ Ordinance
- ⊠ Resolution
- □ Staff Report
- □ Other:

- □ Contract
- □ Plans
- □ Minutes

RESOLUTION 925

A RESOLUTION AUTHORIZING PAYMENT TO THE MISSOURI SHERIFF'S ASSOCIATION FOR POLICE ACADEMY TRAINING NOT TO EXCEED \$10,000.

WHEREAS, In 2018 the Board of Aldermen approved funds to sponsor academy recruits in a Missouri POST approved police academy; and,

WHEREAS, the Smithville Police Department currently has multiple vacancies; and,

WHEREAS, it is the desire of the City of Smithville to hire and retain officers who possess honor, integrity and compassion; and,

WHEREAS, the Smithville Police Department has hired two recruits to attend police academy training; and,

WHEREAS, the Missouri Sheriff's Association's Academy started on May 4, 2021, and is a Missouri POST approved academy.

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

THAT payment to the Missouri Sheriff's Association for Police Academy Training is authorized, not to exceed \$10,000.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1st day of June, 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



FY21 Planning Calendar

June 15, 2021 Work Session 5:30 p.m.

Presentation of the Parks Master Plan Discussion 5-Year Capital Improvement Plan Update ??

June 15, 2021 Regular Session Meeting 7:00 p.m.

Resolution – Award Bid - Valve box, raw water pump, copper ion combined project Resolution – Award Bid - Campground lift station Resolution – Extending Contract with GFL/WCA– Engineering for Public Works/Parks Facility Resolution – Special Event Permit – Chamber Backyard BBQ Bash Resolution – Temporary Liquor License – Carol Noecker – Backyard BBQ Bash Resolution – Nehemiah Fest Discussion of Use of City Property – Courtyard Park Proposal

July 6, 2021 Work Session 6:00 p.m. Cancelled

July 6, 2021 Regular Session Meeting 7:00 p.m. Cancelled

July 8, 2021 Clay County EDC State of the Cities

July 20, 2021 Work Session 5:30 p.m.

2021 Tax Rate Update FY22 Employee Handbook Discussion FY22 Compensation Plan Discussion Proclamation – Parks and Recreation Month Schedule of Fees Discussion

July 20, 2021 Regular Session Meeting 7:00 p.m.

Resolution – Extending Contract with GFL/WCA

August 3, 2021 Work Session 6:00 p.m.

Discussion of Reapportionment Process (Ward Boundaries)

August 3, 2021 Regular Session Meeting 7:00 p.m.

August 17, 2021 Work Session 6:00 p.m.

Discussion FY21 9-Month Budget Update Discussion FY22 Operating Budget (1st Discussion)

August 17, 2021 Regular Session Meeting 7:00 p.m.

Public Hearing – Property Tax Levy Ordinance – Setting the 2021 Property Tax Rate – Emergency Ordinance 1st and 2nd Reading

September 7, 2021 Work Session 6:00 p.m.

Discussion FY22 Operating Budget (2nd Discussion if needed)

- September 7, 2021 Regular Session Meeting 7:00 p.m.
- September 21, 2021 Work Session 6:00 p.m.
- September 21, 2021 Regular Session Meeting 7:00 p.m.
- October 5, 2021 Work Session 6:00 p.m.
- October 5, 2021 Regular Session Meeting 7:00 p.m. Ordinance – FY22 Operating Budget – 1st Reading
- October 19, 2021 Work Session 6:00 p.m.
- **October 19, 2021 Regular Session Meeting 7:00 p.m.** Ordinance – FY22 Operating Budget – 2nd Reading
- November 9, 2021 Work Session 6:00 p.m.
- November 9, 2021 Regular Session Meeting 7:00 p.m.
- November 23, 2021 Work Session 6:00 p.m.
- November 23, 2021 Regular Session Meeting 7:00 p.m.
- December 7, 2021 Work Session 5:30 p.m. Discussion FY21 Budget Review
- December 7, 2021 Regular Session Meeting 7:00 p.m.
- December 21, 2021 Work Session 6:00 p.m.
- December 21, 2021 Regular Session Meeting 7:00 p.m.

Unscheduled:

Art Commission Park Land Use – Courtyard Park Special Road District Rural Water District No. 8 City/County Shared Roads – Clay and Platte Use of City Owned Property – 169 Hwy and Second Creek Road