

SMITHVILLE BOARD OF ALDERMEN

WORK SESSION

February 21, 2023, 6:30 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

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

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

2. Stormwater Review Findings

Chuck Soules, Public Works Director, noted that we had completed the stormwater study for the City of Smithville. GBA and will present the results this evening. He explained that they will talk about their efforts and recommendations from their draft report that was in the packet. They will also explain the background on the need for this plan, data gathering and evaluation, the public engagement process, and recommendations for suggested next steps. Chuck explained that this is the first step, next staff will meet with GBA to start setting up for the budget process for which projects need to be done first and the cost. Chuck introduced Aaron Fritz and Katie Stuckey from GBA and said that Katie would present the [Stormwater Master Plan](#).

Katie Stuckey introduced herself and noted that she is the stormwater group leader at GBA and was here this evening to present the City of Smithville Stormwater Master Plan. She explained that she would touch on the background of the project scope, their evaluation and findings, the results of the engagement with the community they completed and the recommendations that they developed.

Background

The City of Smithville has experienced significant growth and development in the past couple of years resulting in increasing amounts of impervious area that can affect stormwater runoff characteristics.

During this same time, the City has experienced significant rainfall resulting in localized drainage, flooding, and erosion issues.

The City recognized the need to identify and evaluate stormwater drainage issues and develop potential solutions that address flooding and erosion occurring in the City.





Photo: Smithville Highschool



Katie explained that on this slide you can see there is quite a bit of background of stormwater issues and flooding within the City. The city identified the need to evaluate

and develop potential solutions to address flooding and erosion issues then GBA developed a project scope to conduct a discovery phase to initiate the Stormwater Master Plan.

Katie noted that their Master Plan presents recommendations for the implementation of best practices and improvements for stormwater within the city limits. This plan is not intended to alleviate every single stormwater or flooding issue within the City but it aims at maximizing those improvements in a cost efficient manner.

Discovery

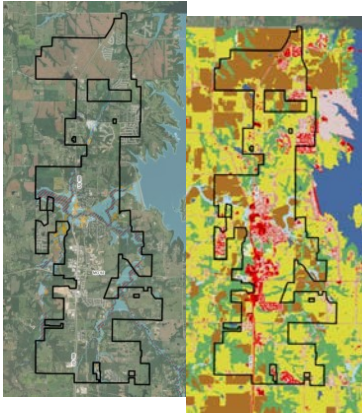
GBA was hired by the City to conduct a three-step discovery process to identify areas of needed stormwater improvements to reduce the frequency and severity of flooding.




These are the steps that GBA took for this first discovery phase, they did data collection and evaluation on items that were pertinent to flooding, erosion and stormwater, they completed public outreach, then they took all of that back and incorporated it into their recommendations.

Data Collection & Evaluation

- FEMA Data
- NRCS Soil Classifications
- Land Cover
- Stormwater Inventory
- Development Plans and Related Stormwater Reports





For the data collection, did they first look at the FEMA flood data (first map above) which is the map that is developed by FEMA for the flood insurance rate maps. It is based on hydrologic and hydraulic modeling of the rivers within the area. The City of Smithville has several streams with federally defined floodways which have more stringent criteria and are likely to flood more frequently and more severely.

Katie explained that there were several areas during the public outreach portion of our project that were identified within those flood zones and those are areas that are going to be subject to inundation unless something more major is done to improve them. They looked at the NRCS soil classifications (map above on the right). That data included hydrologic soil classifications that tells the ability for an infiltration to occur within the soils as well as the runoff potential. The majority of the soils within the City of Smithville are C or D-type soils which are the harder to infiltrate more runoff. This is typical of any area that is going to have development occurring. The C-type soils generally consist of a layer that impedes water movement soils and D-type soils are generally clay so you will not really get any infiltration in those. They looked at land cover where the National Land Cover Database provides land cover uses as well as impervious percentages and pervious percentages. Within the City there are large portions of pastureland but there are also highly developed areas. Katie said one thing that they noted is within those highly developed areas a lot of were in the lowland areas where there is a lack of stream buffer. This likely results in more and quicker peaks which means flash floods occur more often in those areas.

They also looked at the stormwater inventory that was provided by Survey and Mapping or SAM. Katie explained that while SAM provided ratings to the structures and pipes themselves, several areas were identified during the staff interviews and community outreach, which appear in good condition according to the inventory. This just indicates that either an inlet or pipe was clogged between the time the survey was done to now or that it is a capacity issue and not a condition issue within the system.

They also looked at the past 19 years of development plans that Chuck provided. This allowed them to review what is typical in the City's plan review and requirements by developers and allowed them to gain an understanding of the information developers are providing. Many of the reports acknowledge that there was an increase in runoff due to the increase in impervious area within a site development but there were quite a few that did not incorporate detention basins. There were some that did and the ones that did noted that they matched pre-development peak with post-development peak which is ideal.

Community Engagement

- Staff Interviews
- Stormwater Master Plan Open House
 - Two Workshops
 - # Participants
- Stormwater Questionnaire

Katie noted that for the community engagement they did City staff interviews. They came to the City and interviewed the Director of Public Works, the Street Superintendent, the Development Director and Utilities Inspectors. During those interviews they discussed with them areas that they know of concern with flooding and erosion issues and also discussed why they thought those areas were a problem. In those meetings they identified 22 areas of flooding or erosion concerns. A large number of those issues that were identified were related to maintenance.

They conducted two workshops with City residents in order to have them identify and discuss flooding and erosion concerns within the City. 20 individuals attended those workshops, and seven total areas were identified.

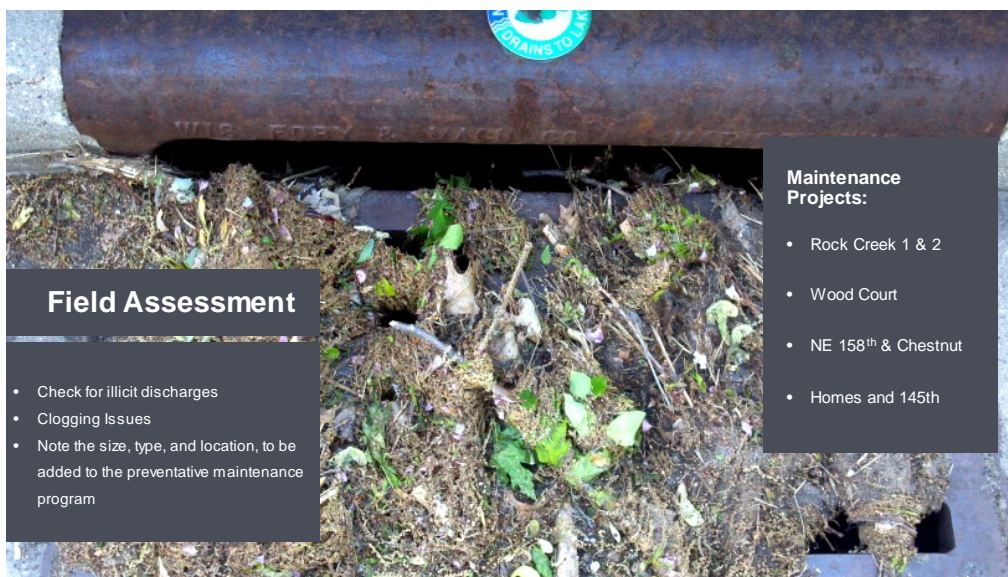
The City also created and posted to the City's website as a questionnaire and as another method to gain information from the public if they could not attend a workshop. The City provided those survey respondent responses to GBA as well as emails responses received.

Recommendations

- Maintenance Projects
- Improvement Projects
- Education Campaign
- Revised Ordinances
- Community Rating System (CRS)

GBA

Katie explained that after reviewing with the city staff the data collection and evaluation of the information gathered during this public engagement process, GBA developed a series of recommendations listed above.



Field Assessment

- Check for illicit discharges
- Clogging Issues
- Note the size, type, and location, to be added to the preventative maintenance program

Maintenance Projects:

- Rock Creek 1 & 2
- Wood Court
- NE 158th & Chestnut
- Homes and 145th

Katie noted that this inlet is not in the city's it is just for illustration. GBA noted that the City has an annual program to conduct field assessments during dry weather conditions to check for illicit discharges. GBA would recommend incorporating in that the evaluation of any culverts or storm sewers that are clogged. This assessment should include size, type, location, etc. so that it can be added to a preventative maintenance program. GBA also identified maintenance projects that specifically include Rock Creek 1 & 2. Katie explained that this is an area that was notified that an outflow had been clogged and it was recommended that that flow and be cleaned out so that the roadway flooding ceases. Woods Court is an area where a waterway is overgrown, and it is impeding the flow downstream. They recommend the city go in and clear out that area so the flooding issue would be minimized. Northeast 158th Street and Chestnut Street is located on a private property where a pond is silted in, the city does have drainage easements so we could go in and dredge the pond, this would improve backyard flooding in the area. Holmes and 145th Street has a pond that is silted in and it results in flooding across the driveway that used to be a public road in that area. ***This area is not in Smithville City limits***. Katie noted that if the pond were dredged it would eliminate that frequency of flooding.

Preventative Maintenance Program



Enhanced Street Sweeping Plan

Rotates areas on a more frequent basis



Culvert & Storm Cleaning

Schedule of culverts, inlets, and outlets to be cleaned utilizing a jetter

GBA

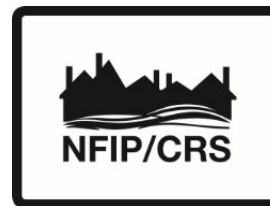
For a preventative maintenance program GBA recommended the development of an enhanced street sweeping plan. They recommended the need for more rotation of areas and on a more frequent basis in order to eliminate the blocking of inlets and storm sewers with leaves and debris. They also recommend a culvert and storm sewer cleaning program. This would identify a schedule of culverts, inlets and outlets to be cleaned utilizing a jetter. Katie noted that a cost savings measure in this would be coordination with the utilities department to borrow their jetter so that the city would not have to acquire a new one.



Listed above are some of the improvement projects that were identified. In Forest Oaks and there is flooding on the roadway that has resulted in an undersized pipe. This location was noted by City staff and by residents. It is recommended that the system be evaluated for sizing and replacement. Stone Bridge is another area that City staff and residents have noted as a large issue. It is located near the school and during intense rains approximately two feet of flooding occurs. She said that City staff noted that they believe the overflow pipe may have been set at the wrong location. GBA recommends since this is off City property that the City explore a potential co-funding solution if the School District was willing to participate in developing a solution for this area. In Cedar Lakes there is flooding within the neighborhood. The area was identified by residents and staff that stated that the outflow needs to be cleaned out but they also noted that a four to six foot manhole was popping off, this indicated to her that the system undergoes pressure flow which means it is currently undersized. GBA recommended that this area be evaluated and possibly result in the replacement of the storm sewer system in that area. Cliff Drive also has an undersized culvert that results in flooding reported by residents. Katie said that the city indicated to them that there is a sewer project scheduled in the area and GBA recommended that during that project the culvert be incorporated. North Main was a project that was identified as a covert being plugged with concrete. This is likely due to someone using the storm drain for a concrete clean out. City staff noted that a new culvert and new ditching needs to be placed so that it increases and improves capacity. Culverts under 188th near North Main are also undersized and result in frequent flooding across the roadway. GBA recommended that these be replaced and upsized so that the roadway is not inundated in the 10-year storm event based on City requirements. The Newport

and Harborview area has ponding that occurs in the backyards during large rain events. This area is noted by both residents and City staff however this area is on Army Corps of Engineer's property. GBA recommend that the City reach out to the Corps of Engineers to make them aware of the concern and determine if there is any chance that they would partner in order to address this flooding issue.

- **Public Outreach and Education**
- **Revised Ordinances**
- **Community Rating System**
 - Discounted NFIP rates based on the City's efforts to address:
 - Reduce and avoid flood damage to insurable property
 - Strengthen and support insurance aspects of the NFIP
 - Foster comprehensive floodplain management



GBA

Katie explained that these last three are more systemic, more related to your requirements. She said that they know the City already engages in outreach and education but explained that you can never have too much of that. They suggested providing updates on social media and having an annual meeting to remind residents of best practices in order to reduce localized stormwater issues. This will assist with the preventative maintenance program. The City should also develop more stringent Ordinances for developers and better define what we are requiring and limit the amount of change of flow downstream. Another good example would be to make sure that we are requiring a stream buffer or waterway buffer around the streams to try and limit that amount of flashy peaky storm flooding that occurs within the City. They also recommended that the City evaluate becoming a part of the Community Rating System which is ran by FEMA. Katie explained that it is a voluntary incentive program and it basically puts more stringent requirements in place that exceed the minimum requirements of the National Flood Insurance Program. She explained that by doing that you receive discounted flood insurance premium rates that reflects the reduced flood risk resulting from the community's efforts to reduce and avoid flood damage to insurable property, strengthen and support insurance aspects of the NFIP and Foster Comprehensive Floodplain Management. Katie noted that there are several ways that you can do it and each accounts for a certain number of credits, but it is to the community's benefit to reduce the flood insurance.

Alderman Russell asked what we currently pay for NFIP insurance?

Katie explained that it depends on when the mapping was done and when a property has an insurable building built. NFIP has recently gone through the flood risk rating

2.0 which is that you incur more insurance premiums if the flooding on your property is higher, and they were not doing this before so some properties are grandfathered in and other will not be under those restrictions.

Chuck noted that staff will sit down with GBA and discuss it and then bring a plan back to the Board during the budget process to start addressing some of these issues.

Chuck said that the Street Department has begun going out and assessing storm drains and culverts and making notes to start addressing and getting them cleaned out. Chuck noted that you can not emphasize enough for residents not to dump their lawn clipping and leaves in a ditch, creek or waterway area in their backyard or not to take their leaves and push them into the street. Those are the issues that cause the City issues. He urged residents to use the yard waste collection that comes with their trash pick-up.

3. Discussion of Chapter 235 Enforcement

Cynthia noted that over the last several months discussions have occurred with regard to enforcement of Chapter 235, the dog and cat regulations in the City Code. The impetus for beginning those discussions was the fact that in 2026 or 2027 the Water Master Plan calls for the expansion of the Water Treatment Plant. This will have an impact on the existing Animal Control building. Cynthia noted that in addition to that we have been looking at expansion and construction of a police facility. During the discussion last fall, staff was directed to look at enforcement of 235 along a couple different tracks, one was looking to see if there was any interest in the community, a veterinarian or animal care facility for the community, in providing or responding to a Request For Qualifications (RFQ) for animal care and housing. Staff developed an RFQ for those services late last year and posted it in December. Those responses were due in January. No responses were received.

Staff has also been reviewing what it would look like to continue those services in-house in a different facility since we will have to move that service as we expand the water treatment facility. Cynthia noted that the [memo](#) outlines some of the information and an estimate for what it would cost to construct a standalone facility on a police department building site that would be comparable to what we have now. In the information that staff provided to the Board last fall on service levels and needs staff feel that managing the current needs of the community are sufficient with something sized in a way that is outlined in the memo. It would have isolation and intake kennels, including outside runs, holding kennels and a fenced yard. It would have approximately 13 total kennels and administrative space inside. This is based on current volume and could address those current needs. The estimated cost for that based on the square footage would be \$400,000 or \$500,000. Cynthia noted that as indicated staff has looked at that as part of a police facility because the timing would be very similar for when we would be moving out of the Water Department space.

Cynthia explained that we currently have one staff member, Melissa Green, present this evening, and she is also our Utilities Administrative Coordinator. She spends a significant amount of time working with our Megan's Paws and Claws facility. She does the intake and care for the dogs on site. We do not house cats. Melissa also works with the friends of Megan's Paws and Claws and maintains our website to promote the adoptions of the dogs that have brought in that have been running loose. Our current

Ordinance is written that we do not accept surrenders and do not take dogs from outside of the city limits.

Approximately \$9,100 is currently spent on animal control now and that is predominantly veterinary expenses and does not including a portion of Melissa's salary. To add the position of a full-time Animal Control Officer that would focus on animal control staff has developed a job description and looked at where a position would fall in our pay and classification system and have estimated cost at about \$57,000 for salary and benefits, plus an additional \$29,000 is estimated for equipment and other expenses including a vehicle, tools, supplies and training. The total cost is anticipated about \$93,800 on an annual basis.

Staff anticipates we would be able to expand some of our services if we added an animal control position. That would include implementation of a TNR (Trap Neuter Replace Program) to address the feral cat colonies throughout the community. Another item we would look at would be animal licensing, having a staff person to be able to ensure that animals in the community are licensed.

Cynthia said that staff needed feedback from the Board with regard to how we enforce Chapter 235 particularly pertaining to surrenders and animals outside of the city limits. Also, if there are any other changes that the Board had anticipated staff looking at. Staff's recommendation at this point in time because we do not have a need to move the facility at this time is to focus on developing a plan that would happen in conjunction with transition out of the Water Treatment Plant facility to another facility with the hope that that would be a police facility to address animal control issues. Cynthia clarified not in the 2024 budget but probably looking at 2026 or 2027. At this time to continue the process that we have currently and to look down the road to address those needs. Cynthia asked for feedback from the Board as to what their expectations would be for animal control so that we could look at and develop over time and response to the timeline outlined.

Alderman Chevalier asked if staff look what it would look like if it was added to the Police Station.

Mayor Boley noted that he mentioned to Dawn Adams, representative of Friends of Megan's Paws and Claws, that this is contingent on a bond passing and if that was past we could begin the discussion on the design.

Alderman Chevalier clarified that he was asking about the small layout of what it could look like and is that size the size we would need.

Cynthia explained that we do not have a design right now it is only based on square footage cost estimate. The actual layout would be dependent upon what we would come up with and those estimates are based on space.

Alderman Russell asked if it would be a standalone facility.

Cynthia explained that it would be a standalone facility we would anticipate on a police department site. The standalone facility would allow for better utilization of volunteers. Where it is located currently at the water plant facility is in a secured location that we

are limited in how we can allow volunteers to come and go. If it were in a separate facility that was not attached to and accessible to the police department we would have better availability to use volunteers in the facility.

Alderman Russell asked for the amount the City collects for dog license fees annually.

Cynthia said it was in the revenue information in the budget, but she did not know it off the top of her head.

Stephen Larson, Financial Director said it was approximately \$1,500 annually.

Mayor Boley noted that we cannot raise fees substantial because of the Hancock Amendment limits that.

Cynthia explained that we cannot raise the fees over what it costs for us to do the service.

Alderman Russell said that he was just curious on the number of dogs that are licensed.

Cynthia noted that we know there are dogs out there that are not licensed and the addition of an animal control officer could help with that with enforcement.

Mayor Boley said that one of the questions that he has seen is enforcement at the dog park. He clarified that the dog park is outside City limits. It is located in the county and we cannot enforce there. Mayor Boley asked if he was correct that the fees increased each time the same dog is brought back in.

Melissa Green said that it did.

Alderman Russell asked if he was correct that currently we pay approximately \$9,100 a year.

Cynthia noted that yes we spend approximately that predominantly for veterinary services and it is also for food and things like that but predominantly for veterinary services for the dogs that we take in.

Alderman Russell said that between now and the 2026 budget we need to plan to pay \$80,000 or more a year plus roughly \$500,000.

Cynthia explained that there would be the one-time cost for the construction of the facility approximately \$500,000 depending on how much space we need. Then there would be the ongoing cost of that position and the things associated with it.

Mayor Boley explained that staff was looking for direction as to whether the Board wants to include this in the bond issuance that they are planning to put on the ballot possible for November but that is flexible. This would make the funding for the additional animal control funded from the half cent sales tax.

Cynthia noted that the main thing staff is looking for is as information is put together for the bond issuance and the ballot question as well as the sale tax is, does the Board want to look at adding the animal control position and then the size of the facility needed. Cynthia explained that with the current way that we enforce animal control a \$400,000-\$500,000 facility should be sufficient. She noted that if the Board wished to expand animal control predominantly related to surrender, that could potentially change those numbers. Cynthia explained that the numbers were supplied in a report last year and there are maybe a half a dozen times a year that we are at capacity. She noted that we do not plan for the peak capacity we plan for the average use.

Animal Calls From 01/01/2018 to 08/31/2022								
CFS Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
0000	2	2	1	1	0	1	2	9
0100	0	2	0	1	5	3	0	11
0200	0	0	1	0	2	1	1	5
0300	2	2	0	2	0	2	0	8
0400	1	3	1	0	0	1	0	6
0500	2	2	0	1	0	4	1	10
0600	1	6	6	0	2	5	5	25
0700	7	13	3	10	9	12	6	60
0800	13	17	11	18	9	14	7	89
0900	3	13	12	12	15	13	14	82
1000	11	11	12	19	11	12	15	91
1100	6	7	11	11	17	20	7	79
1200	13	9	7	11	17	9	11	77
1300	13	14	18	17	6	11	12	91
1400	12	14	11	13	6	13	8	77
1500	7	22	11	8	14	16	11	89
1600	9	12	12	23	22	22	9	109
1700	10	11	10	12	17	11	11	82
1800	9	12	11	15	9	16	14	86
1900	10	11	14	11	9	8	14	77
2000	8	7	10	8	11	9	20	73
2100	4	4	6	8	7	9	10	48
2200	2	5	5	4	7	5	8	36
2300	1	1	2	6	5	7	2	24
Totals	146	200	175	211	200	224	188	1,344

Peak Times

Peak Times

Mayor Boley asked Melissa how often she received calls for surrenders.

Melissa said it was approximately three times a week.

Alderman Russell asked if the RFQ could be advertised again and just leave it open until we receive some interest instead of closing it in 60 days.

Mayor Boley explained that staff had reached out to the local veterinary businesses, and they do not have the staff to take this over.

Alderman Russell said it would not hurt anything to post it and just leave it open and if someone has interest it can be reviewed or does an RFQ need a close date.

Cynthia explained that an RFQ does need a closing date. We do not leave them out open-ended. She said that staff could put it out again for another period of time that could be extended if that was what the Board directed.

Alderman Chevalier asked Alderman Russell how long he was wanted to keep the RFQ open for.

Alderman Russell said maybe six months.

Cynthia noted that staff would not recommend that, she said we try to keep it a shorter period of time just for the fact that if you do leave it open for that long we would lose that sense of urgency for the response and people tend to forget. Cynthia noted that we typically leave them open two to six weeks depending on the amount of work it would take to put the response to the RFQ together.

Mayor Boley noted that we are keeping this in Smithville and reminded that there are only three veterinaries that provide services and staff has discussed this with all of them and they showed no interest.

Alderman Russell asked that the RFQ is open to anyone but we only want someone in Smithville and not someone that might come into Smithville. He asked if we would only consider the three veterinary clinics here in Smithville.

Mayor Boley explained that this would be for someone to house the dogs at their facility.

Cynthia explained that the RFQ was written pretty broad for that provision of service.

Mayor Boley said that if someone reached out to the City planning to open a veterinary business or animal boarding we could post the RFQ again and see if they wanted to submit.

Alderman Russell asked what we would be losing by not putting the RFQ back out.

Alderman Chevalier said if it is not going to hurt anything why not put it back out.

Cynthia said that it could be posted again if that is what the Board wants.

The Board agreed to repost the RFQ for 90-days.

Alderman Atkins said that he feels that we still need some sort of a plan for the surrendered dogs as the City grows.

Mayor Boley suggested looking at that as part of the budget process or during ballot language process.

Alderman Chevalier asked if there were way to work with the county for funding.

Mayor Boley explained that Dawn Adams had been asked by the County Commissioner's project they are working on for a countywide task force so we will have to wait and see what comes out of it.

Alderman Chevalier noted it would be great if we could get help from the county.

Mayor Boley said it would be Clay and Platte County that we could try to work with but Platte County had had some issues lately with their veterinarian quitting.

Alderman Russell said that he did not think the county had any animal services.

Mayor Boley said that they did not.

Cynthia noted that it would be great if there were an entity that we could partner with. A lot of the cities in the northland struggle with this issue.

Cynthia asked the Board if they wanted staff to look at what number might look like if we took in surrenders.

The Board agreed.

Cynthia noted that we would also need to look at the affect taking in surrenders would have on the staffing needs.

Alderman Chevalier said that he was still interested in learning what we could do about cats also.

Cynthia explained that the biggest issue there is a trapping them taking them somewhere to for neutering and returning, TNR (trap, neuter and return). This is time intensive and expensive. It is also education intensive because it is educating the public not to feed the strays. It may be something where the City would encourage assistance program where we do not want to harm the cats we just want to ensure that we do not increase the size of the colonies.

Alderman Russell explained that he had a relative here in Smithville and someone had given her traps to use to trap the cats and then they came and picked them up. He also added that if we include cats then we would also have to deal with the surrender of them also.

Dawn Adams addressed the Board and wanted to put things in perspective. She said if the Board determines to extend the RFQ, she asked that they keep something in mind there is a breeder in Smithville who chains animals up outside and anybody like that could apply for that for that RFQ. Dawn said that she did not want to see the animals go in a worse situation, they are in a great situation right now.

Dawn noted that she is here because she is an animal advocate and cares about them and wants to see what is best for them. She said that she is also here because she set up a 501c3 almost a year ago to partner with the City and it has not felt like one. She has been waiting for directions from the City. Dawn said that she wants to do what is right and wants to help. She said she wants to help the City make a good decision. Dawn said that she is here for the long haul, but they need to know what the direction from the Board so that they can decide what they are going to do. If the City does not want their assistance they will go help in another city or county. Dawn asked for the Board to communicate with them and to please let them partner. They can help financially, they have already done many things in the animal welfare arena to help. She said that they have onboarded many scanners trapping because trapping is not just laying a trap down. She said that she traps everyday and if you need one she is the one to contact.

Dawn said that she likes the idea of it going as part the Police Department and thinks that is the right idea but understands it will take lot of money. She explained that they

have built our board and the last couple months and have ramped up with the anticipation and hope that the City comes back and wants to partner with them. Dawn said they could help raise funds and help bring this community together to help get the kennels needed and help get the donations. Dawn said they she was just asking for lines of communication and direction.

Mayor Boley noted that this would have to be part of the budget discussion and the bond and ballot language to be able to come up with the funds necessary to cover the expense of the facility, expenses and the salaries. He explained that anything that they could do to help raise those funds would be great, but we will also have to go out for bond for funding. He said that we would continue to keep them updated as we figure out what the ballot language is going to look like. This is going to take some time but he encouraged Dawn and the Friends of Megan's Paws and Claws group to keep raising funds because this is something that they Board wants to do.

Alderman Russell asked Dawn if she could respond to the RFQ.

Dawn explained that she did not have the money or the facility to but wished that she could. Dawn also said that she felt that the RFQ was a little loose and suggested that we talk to Liberty Animal Control. She said that they would be a great resource for a very detailed RFQ.

Cynthia explained that anytime we do an RFQ we are requesting a response to those services we are looking for. The qualification piece allows staff to be able to interview those firms, do the background and research, not just take the low bid for service.

Cynthia clarified that Liberty's facility is an animal shelter and they went out for an RFP for construction of a shelter. She said she believed that part of that was funded with bond money, also a new sales tax and included a significant amount of fundraising. Cynthia said that she believed it was a 1.2-to-1.5-million-dollar facility.

Dawn said that the Liberty Animal Shelter was a 2.7-million-dollar facility.

Cynthia noted that the other thing to keep in mind is there are a lot of things to balance as we start looking at a bond issuance. We have to remember that we have a debt ceiling and there is only so much debt capacity that the City has. Cynthia noted that we want to keep the lines of communication open and that is why we want to make sure that we are looking at the services we are providing.

Mayor Boley explained that this would be part of the Board retreat in May when they really look at priorities. It will then be part of the budget development that happens between May through October. He explained to Dwan that the Board would have more information for them after the May retreat.

Cynthia reminded the Board that we are not on an urgent timeline to come up with the right solution for the community. We do not have to move out of the location right now. We can continue to provide the service that we have been providing, but do need to plan for the future.

4. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 7:17 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor