



City of Smithville, Missouri
Board of Aldermen – Regular Session Agenda
7:00 p.m. Tuesday, February 6, 2024
City Hall Council Chambers and Via Videoconference

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.

Public Comment can be made in person or via Zoom, if by Zoom please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Consent Agenda**

Join Zoom Meeting

<https://us02web.zoom.us/j/89763078040>

Meeting ID: 897 6307 8040

Passcode: **266270**

- **Minutes**
 - January 16, 2024, Board of Aldermen Work Session Minutes
 - January 16, 2024, Board of Aldermen Regular Session Minutes
- **Resolution 1308, City Surplus**
A Resolution declaring certain property as surplus.
- **Resolution 1309, Headworks Bar Screen**
A Resolution awarding Bid No. 24-04 Headworks Bar Screen to Ross Construction in the amount of \$133,800 with a Force Account of \$25,000 for a total project cost of \$158,800.
- **Resolution 1310, Leak Adjustment**
A Resolution approving a water and wastewater adjustment in the amount of \$352.28 to utility billing customer Shawn Clarkson.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. **Committee Reports**
 - Economic Development Committee
 - Parks and Recreation Committee
5. **City Administrator's Report**

ORDINANCES & RESOLUTIONS

6. **Bill No. 3024-24, Destruction of Records – 1st Reading**
An Ordinance authorizing staff to proceed with the destruction of certain administrative, police, finance and parks documents as authorized by the retention and destruction schedule approved by the Secretary of State's Office. 1st reading by title only.

7. Resolution 1311, Temporary Liquor License

A Resolution issuing a Temporary Liquor License to Chops BBQ and Catering and Mama Doe's Ice Cream Bar for the Adult Egg Hunt to be held Friday, March 29, 2024.

OTHER MATTERS BEFORE THE BOARD

8. Public Comment

Pursuant to the public comment policy, a request must be submitted to the City Clerk prior to the meeting. When recognized, please state your name, address and topic before speaking. Each speaker is limited to three (3) minutes.

9. 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.

10. Adjournment to Executive Session Pursuant Section 610.021(1,2,3&12) RSMo.





Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT:

Administration/Parks/Utilities/Finance

AGENDA ITEM: Consent Agenda

REQUESTED BOARD 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**
January 16, 2024, Board of Aldermen Work Session Minutes
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A Resolution declaring certain property as surplus.
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A Resolution approving a water and wastewater adjustment in the amount of \$352.28 to utility billing customer Shawn Clarkson.

SUMMARY:

Voting to approve would approve the Board of Aldermen minutes and Resolutions.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|--|---|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input checked="" type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

January 16, 2024 6:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

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

Staff present: Cynthia Wagner, Chief Lockridge, Chuck Soules, Jack Hendrix, and Linda Drummond. Gina Pate was present via Zoom.

2. Discussion of City Tow Services

Chief Lockridge gave a brief history of this item. At the July 18, 2023 Board of Aldermen meeting Resolution 1244 was on the agenda to approve a one-year extension of the current contract for tow services, with GT Tow Service in Smithville. A motion was made to postpone this item for future discussion.

At the August 28, 2023 meeting, the Board discussed an RFP for City Tow Services. After further discussion, the Board decided to exercise the first one-year extension of the current contract. The Board directed staff to bring the discussion of recommendations for an RFQ for City Tow Services on a future work session.

Chief Lockridge provided more information on the history of this item is in the packet. Staff's recommendation is to follow the current contract.

Alderman Wilson noted that we have one more year after this current that was just renewed.

Chief Lockridge said that if the renewal is approved next year then it would continue for one more year because the original contract allows for two extensions.

Alderman Wilson asked if staff is recommending extending that contract next year when it comes time for renewal.

Chief Lockridge explained that it would be staffs recommendation barring no issues with the service this year.

Alderman Wilson noted that one of the reason that this is being discussed now is because when it was postponed and discussed prior put us past the renewal deadline.

Chief Lockridge noted that this is the reason it is being discussed this evening so there is plenty of time to prepare for the renewal next year.

Alderman Wilson asked if it could be brought before the Board for approval in May or June next year for a better timeframe.

Mayor Boley noted that in the last contract the tow service reduced their rate. He asked how often this service was used.

Chief Lockridge said that it averages about two times a week for police tows. It does not include accidents where someone requests a tow. This service is typically used for when someone is arrested, and the vehicle cannot be left where the arrest was made or if a vehicle is abandoned.

Mayor Boley noted that for accidents, people can use whatever tow service they want this service is just for police authorized tows. He said in rare occasions when an accident occurs and they need to get the road cleared faster than another tow service can get to the scene the officer will contact our tow service.

Mayor Boley noted that he has had people complain that they do not receive the same rate that the City does.

Chief Lockridge explained that that is through a private business and not outlined in the City's contract.

Alderman Wilson asked about the language in the contract where it addresses service consideration and access to the tow lot anytime that law enforcement personnel would need it. She wondered if there was ever a time when the police would need that access and would require a warrant before they could go back into that vehicle.

Chief Lockridge explained that it occasionally happens and if it is involved in a crime the police will have to obtain a search warrant with the consultation with the attorney and usually done during normal business hours. He noted that they typically call and make an appointment.

Alderman Wilson just wanted to make sure the vehicles would be accessible to the police if needed.

Alderman Hartman noted that he concurs with Alderman Wilson and has no problem renewing the contract and looking at it again in May or June of next year. Alderman Hartman thanked Chief Lockridge for his report.

Chief Lockridge noted that if the Board should have questions in the future to please contact him and he would do his best to answer them as quickly as he could.

3. Update on Public Works Projects

Cynthia noted that we have a lot of projects in the planning and construction phase, design phase, prep for bidding, etc. She noted that Chuck's presentation would show that we are in winter planning mode and over the next several months a lot of projects that are in the budget will be put out for bid. Cynthia noted that the Board has had several discussions about the sewer project on the south end of town. Cynthia explained that Chuck would be giving an update on this project and another project and financing both by issuing Certificates of Participation (COP). She noted that we had anticipated issuing that debt last fall.

Mayor Boley noted that we had planned to go out for debt for the pump station in 2022 but deferred that debt because we changed the project.

Cynthia noted that after Chuck's presentation Hannah Snyder from Piper Sandler, our financial advisor, will explain the process and the timeline of the sale of Certificates of Participation. Cynthia explained that there is an item on the regular session agenda tonight, the "GO to Market" Resolution that is the next step in that process. This action basically outlines our intent to finance these projects.

Chuck Soules, Public Works Director, first thanked the utility and street crews for their work last week during the snow event and extreme cold weather. The street crew was out on Monday and Tuesday clearing the snow. They worked in a split shift for the first time so we could keep the overtime down and also keep people working throughout the night. They worked continuously from 10 a.m. on Monday through 6:00 p.m. on Tuesday. The water department crew worked on a couple of water main breaks.

Chuck noted that he was going to concentrate on two projects but there is a lot of information in the [staff report](#) and he would run through those projects.

Commercial Street Sidewalk

Staff sent out letters all the residents along the Commercial Street project. The project includes a 6-foot pedestrian sidewalk on Commercial Street from Smithville school district property north to Meadow Street in Downtown Smithville. The project will include sidewalk, ADA access, grading, curb and gutter and pavement/pavement repair.

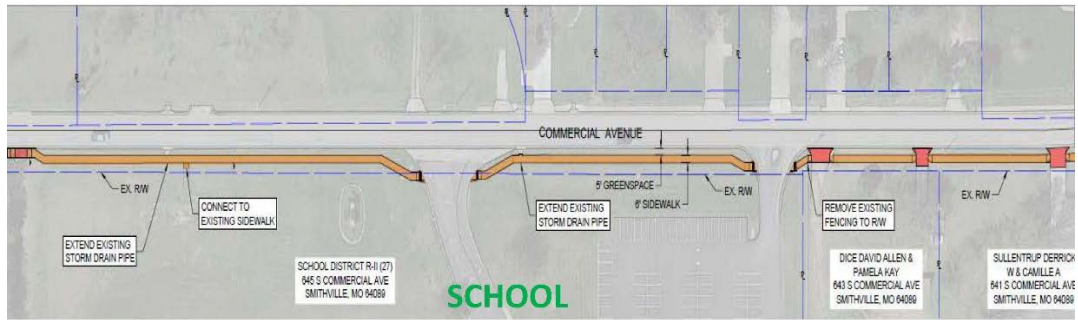
From East Woods Street to Meadow Street the east curb line will be reconstructed to the west. Commercial Street is wider, and the homes and large trees are located closer to the street. Narrowing Commercial St may necessitate "No Parking" on the east side of the street.

The City received \$500,000 in Federal funding with a City budgeted match of \$250,000. The current estimate is \$1.2 million. Additional funding will be needed.

Chuck noted that they do want to contact and visit with all of the residents on how the project is going to impact them.

Chuck noted that the preliminary design has been sent to MoDOT for approval. They will do a preliminary review, they will look at the proposed easements needed for the project, keeping all the sidewalk in the right of way. We will need some temporary easements so we can fix driveways and tie their yards back in and just have room for construction workers to work. This will not be a large easement area. Chuck believed it is a five-foot temporary easement. Some of the area will have to have a retaining wall and fence.

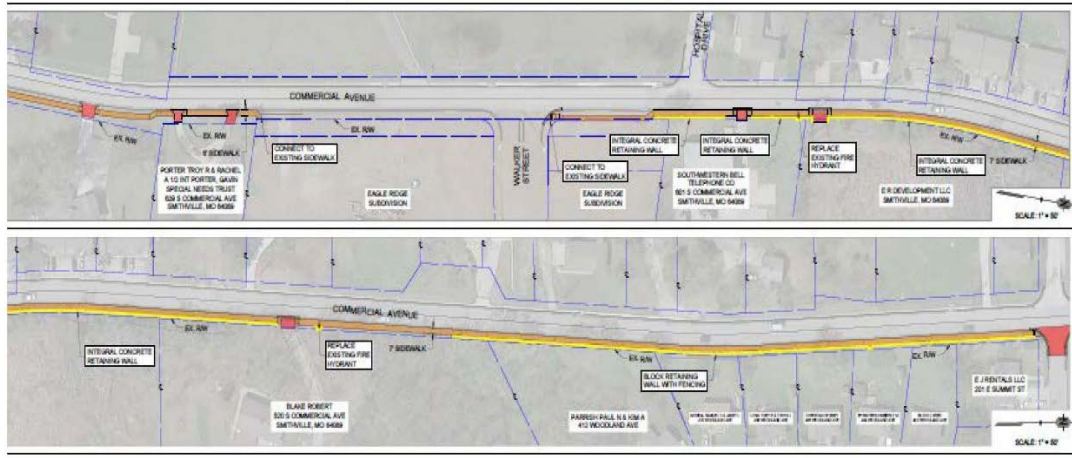
Commercial Sidewalk



Typical section:

6 foot sidewalk when separated from curb
7 foot sidewalk when adjacent to curb

Commercial Sidewalk



Some areas will require small retaining walls

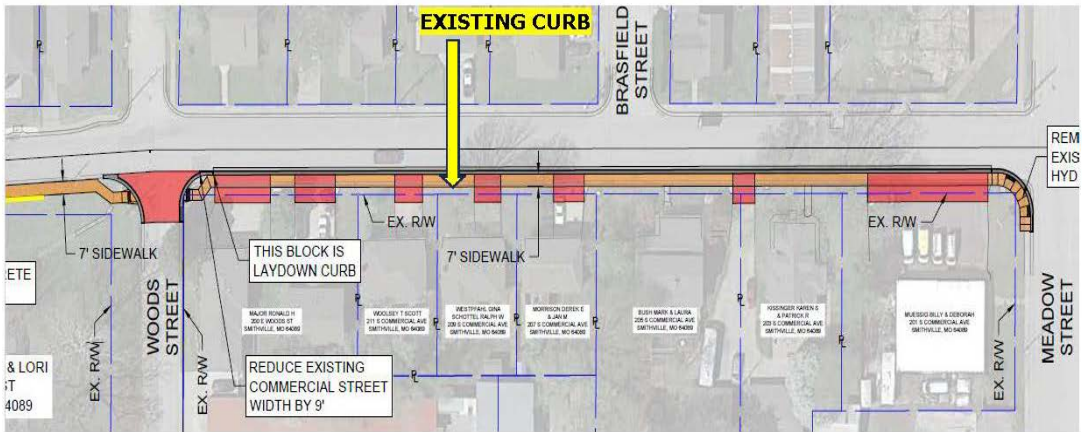
Commercial Sidewalk



Retaining Wall Examples



Commercial Sidewalk



Chuck explained that between Woods and Meadow, the curb will have to be moved to the west. There is not enough right-of-way behind the current curb to put the sidewalk in, it will push the sidewalk right up into the yards. There are also some established trees that we do not want to have to take down so the sidewalk will be placed along curb in that area. Chuck noted that there will also be an issue with parking. They will need to take a look at the width of Commercial Street in that area and see if we can still accommodate parking. If not, we may have to eliminate parking on the east side of the street.

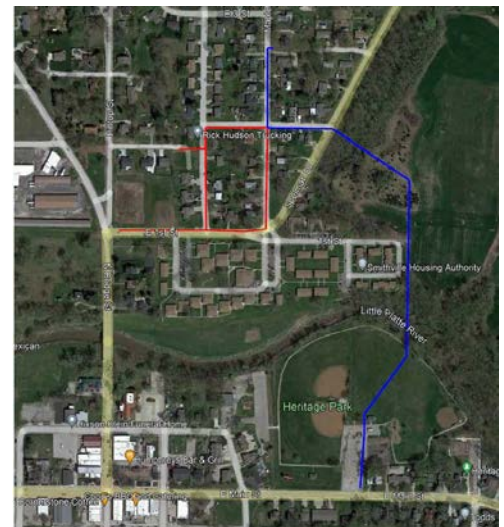
Chuck explained that after we obtain the clearance from MoDOT, staff will be talking to all property owners in terms of the easements and what we will be doing to their property specifically and we will get them a set of the plans.

Raw Water Pump Station

Chuck noted that the Smith's Fork Sewer Pump Station and the Raw Water Pump Station have been in service for quite a while and are running fine. Staff has asked the contractor to finish a few minor issues before we close the project out. It has been working well and we have not had any issues with the project.

River Crossing

Our current distribution system has restricted capacity to supply water to the North Water Tower. In order to stabilize pressures between the North and South towers and prevent the South tower from overtopping the water master plan recommends that the City install a continuous 12-inch supply line from the water treatment plant to the North tower. The River Crossing Project is the first phase to accomplish this goal. The project will tie onto the 12-inch main installed on Main Street heading north through Heritage Park, under the river and tie into Maple just south of Third Street. This project is under design and will be bid in March.



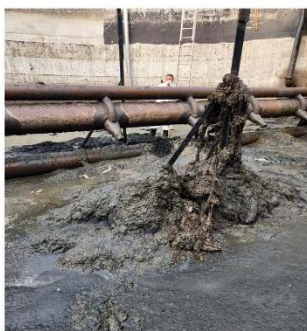
SBR Cleaning

At the August 15, 2023 Board of Aldermen meeting, staff reported the need for this project. The plant was not in compliance with the DNR permit as our ammonia levels are running higher than our permitted limits. This is caused by not having enough reaction time in the basins and aeration. We have found the need to repair the motive pumps, clean out the basins, replace influent valves, and clean diffusers. In the 2024 budget and going forward we are identifying funds annually to take these basins down and clean and provide maintenance.

Chuck noted that crews did a lot of the work: they replaced influent valve, cleaned the diffusers and they had motive pumps to repair.

Following is the progress of the project. We are in compliance with our ammonia levels with Basin 1 and 2 completed.

Chuck noted that for SBR 3 they are waiting for the motive pump to get here and be installed. The basin and diffusers are cleaned. It should be up and running once the motive pump is installed. The cost were provided as the estimated costs and the actual costs were in the staff report.



Before

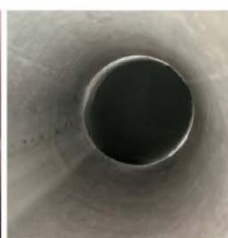


After

SBR Cleaning



BEFORE



AFTER

CIPP Project

Chuck explained the CIPP Project (cured in place pipe project), takes the existing cracked clay water tile that can lead to infiltration, other issues and problems and place a plastic liner inside it to create a smooth plastic pipe that does not leak. Chuck noted that on the regular session agenda this evening is this year's CIPP Project for Board approval.

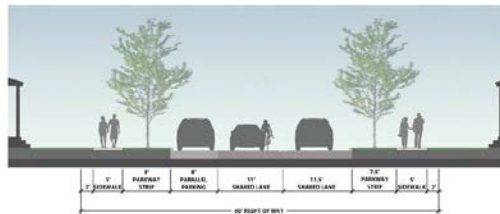
Streetscape Phase III

Chuck noted that the improvements will be on Bridge Street from Church Street to First Street. The project includes new sidewalks on both sides of Bridge Street, curbs, storm sewer, overlay, bike sharrows, lighting, trees, and a new railing on the bridge. The City received a grant from MARC in the amount of \$488,000 with a total project estimate of

\$960,000. The project was bid October 3, 2023, the lowest bid was \$1.750 million. The City has received additional funding of \$1 million for a total Federal grant of \$1.488 million. The project will be rebid March for award in April.

The watermain replacement on Bridge Street, originally included with the Streetscape project but not eligible for Federal funding, will be bid separately in February.

STREETSCAPE PH III



4th Street and 4th Terrace

Chuck noted that at the last meeting staff reported that the asphalt plant had closed and would be checking on the price of concrete. On Fourth Street the base course is down, and the top course still needs to be put down. Chuck explained that it would not happen until spring. Staff sent an email to the Board that the concrete could be done for \$14,000 and we would be moving forward with it. It is now complete and open for the residents. Chuck expressed his sincere appreciation for all the residents in the area. He noted that this was a hard project, and the residents had no access to their properties. They had to park and walk for months while we did the water line, the storm sewer and the street.



4th Terrace

Watermain Replaced



4th Street

Chuck noted that the two-inch water line was replaced with an eight-inch water line. We will be back in the spring to put the top course and there is a lot of clean up to do and we have to grade their yards.

Street Maintenance Program

Chuck noted that the street maintenance program is going to be in Harborview this year based on the PCI for the area. The sidewalk maintenance program will be in the Harborview area as well. Chuck explained that we will probably only be able to address the sidewalk issues that are City infrastructure. The areas around the manholes or storm sewer inlets. We may not have the funding available to do any cost share on the other sidewalks. Chuck noted that the sidewalks in the area are in verily good shape except for the manholes and ADA ramps so that is the sidewalk areas that they will be working on.

Chuck gave a brief update and timeline of other projects:

Winner & Woods – Overlay Summer 2024.

Stonebridge Storm Sewer – on agenda for design. Replace storm sewer increasing capacity.

Quincy Ave – Watermain, storm sewer, complete. Street and sidewalk improvements completed in Spring.

Bar Screen – Bids will be received January 23. We have been told it may be 11-12 months before we will receive the equipment.

OK Trail – Nearly ½ mile of 10 ft. concrete Trail from W HWY to Lake Meadows Dr. Project in preliminary design phase.

Water Plant Residuals – Bid award on Agenda January 16.

Water Plant improvements – Scope includes filter rehab, valve replacement and additional rehabilitation items. Bid February 6. Per bid January 23.

Smith Fork Force Main – Project is being designed and planned to be bid in the Spring.

Alderman Wilson asked about not receiving the bar screens for 11-12 months and how much it will increase the cost over the bid price we receive on January 23.

Chuck explained that the bid that they receive on January 23 will be the actual cost of the bar screen. He compared it to buying a car that is not in stock, it would be the price quoted when the car comes in. He explained that the contractor and the manufacturer are supposed to be working together to get us a price.

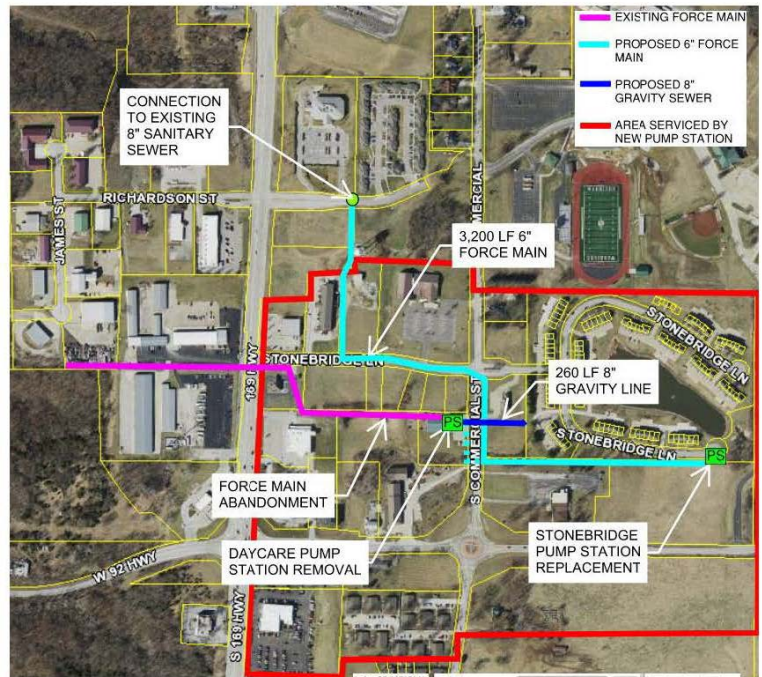
144th Street Pump Station and West Force Main Project

Chuck noted that this is a this a regional pump station that is south of the Hills of Shannon. This pump station will enable us to decommission the Hills of Shannon pump station and convert it to gravity. We will also have the ability to decommission the

McDonald's and Platte Valley (Central Bank) pump stations. This will also serve Fairview Crossing new development area. It will also have the capacity for the future to run a line south down to Forest Oaks and any new development south and west of Smithville. Staff has been working to get the easements and have four left to get. We are having our preliminary hearing in court on Thursday for the remaining four easements. This is a \$4.3 million project plus engineering and right of way costs. Chuck noted that this is a substantial project that will give us a lot more capacity and free up a lot of space in our existing system. Chuck noted that this is one of the projects that has been recommended for the COP.

Stonebridge Lift Station and Force Main

Chuck noted back in June we ran a draw down test on the pump station and found that the pumps were only pumping about 30% of what they should be pumping. There are also several undeveloped lots in the area and when we rebuild this pump station we will be able to pick up any waste from the newly developed lots as well as the school district and their transit facility. This will eliminate the daycare pump station and be converted to gravity and feed into the Stonebridge Lift Station. Chuck noted that this project is about a \$1.75 million project and staff also asked that the Board consider putting it into the COP.



Chuck noted that both the 144th Street Lift Station and the Stonebridge Lift Station will add capacity and availability for development for the future. They will also take care of several issues we have with functionally obsolete and at capacity lift stations. Chuck explained that the Daycare Lift Station, Platte Valley Lift Station and the McDonald's Lift Station all need to be replaced, they are old, and they are at capacity. New lifts stations in these areas will be a big benefit for the City.

Alderman Russell asked if the Stonebridge Lift Station would affect the new carwash.

Chuck said it would not.

Alderman Russell asked if SBR basin one was cleaned internally could basin two and three be cleaned internally also.

Chuck noted that staff cleaned basin one, basin two Clean Harbors came in to assist staff in cleaning it at a cost of \$9,000. Clean Harbors also helped staff clean basin three. Chuck explained that basins one and two are totally done and three is clean.

Alderman Russell asked if staff would be able to clean the basins in the future.

Chuck explained that we do not have a pump that lifts the debris high enough and that is why we have to have Clean Harbors come in to assist. Chuck explained that staff cleaned basin one by hand by hauling buckets of debris out of the basin. The basins are 30-feet deep, and we do not have a pump that reaches that far. Chuck noted that staff will do what they can to keep costs down.

Cynthia noted that we have anticipated for a good amount of time the issuance of COP debt for the 144th Street project. This project has been discussed for several years, and it has changed based on needs. Staff is recommending adding the Stonebridge Lift Station to that to the project cost to finance that to help with cash flow in the utility fund. The issuance of COPs has been anticipated as part of the cash flow budget discussions and rate analysis for the water and wastewater funds. Cynthia explained that we did not issue the debt in 2023 as we had initially anticipated but now it is necessary from a cash flow perspective to issue that debt.

Cynthia noted that Hannah Synder, with Piper Sandler, the City's financial advisors, was going to walk through the process of the sale of Certificates of Participation, the steps and the timeline going forward based on our construction and easement acquisition timeline.

Hannah noted that she would be talking about the process and steps that will happen in order to issue the certificates of participation. She explained that on the agenda for the regular session tonight is the resolution to approve the "Go to Market" and this resolution allows the City, the financial advisors, attorneys and other necessary parties to move forward with the steps to get the certificates of participation started. Then from there the next big step would be to get the project bid on the 144th Street Lift Station and the Stonebridge Lift Station. Once we know the bid amounts then they will finalize the amount of the COPs. Once the amounts are finalized those amounts would go into the documents. The main document is called the preliminary official statement, includes the final amount of the COPS. It will also have information about the city and about the projects. The document will then go out to multiple bond underwriters and investors across the country. They will have a couple of weeks to review the documents and then the plan is on April 1 to actually have the sale of the COPs and on the day of the sale all of the underwriters will submit their bid including their interest rates and fees. The city will then select the lowest borrowing cost. Once that happens they will come back to the Board to approve the final financing terms including the final amount, the interest rate, the underwriting fee and a few other terms that go along with the financing.

Alderman Wilson asked at what point the City will get its rating.

Hannah explained that they have that scheduled to do before project bids are received. Once the "Go to Market" resolution is approved, this allows them to move forward with the rating process. If approved they have the rating scheduled for March 6 and they would assist the City in getting information prepared for that. Piper Sandler would join the City on the call on March 6. A week later the rating agency would send back the rating of the City. Hannah noted that at this time they do not expect any changes from the last bond rating. The City has a very high rating of AA- but the COPs would be A+ just due to the annual appropriation of it.

Cynthia noted that as Alderman Wilson indicates we are rated by bond agencies and that is basically our credit rating. That rating is what the bond buyers look at and helps them determine their interest in our projects. It also affects our interest rates. The bond rating call process is a call with the rating agency. Cynthia explained that we have already begun preparations in-house with both Piper Sandler and with Gilmore and Bell for this process. Gilmore and Bell provide the legal information for the rating and all of the bond documents. The rating call is actually a situation where we have a conference call with a rating reviewer with Standard and Poors, they go through everything about the community: the things that are occurring throughout the community, development, our sales tax growth, our property tax changes. They will be assessing the economic vitality and health of our community to come up with the rating that helps us with selling those COPs. We have not done a bond rating since 2019.

Cynthia noted that we will have a new Finance Director on board in time to be able to participate in that call.

Hannah reiterated that the bond rating helps determine what the interest rate on the COPs will be and the City currently does have what they consider a high rating. That will help in getting the lowest cost of funding for the City.

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 6:41 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

January 16, 2024 7:00 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:59 p.m. A quorum of the Board was present: Marv Atkins, Leeah Shipley, Melissa Wilson, Dan Ulledahl and Ronald Russell. Dan Hartman was present via Zoom.

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

2. Pledge of Allegiance lead by Mayor Boley

3. Consent Agenda

- **Minutes**
 - December 19, 2023, Board of Aldermen Regular Session Minutes
- **Resolution 1298, Crime Stoppers TIPS Hotline**

A Resolution authorizing and directing the Mayor to execute a contract with the Kansas City Metropolitan Crime Commission to provide services to the City through participation in the TIPS Hotline Program.
- **Resolution 1299, Award Bid No. 23-11 – WTP Residuals Project**

A Resolution awarding Bid No. 23-11, Water Treatment Plant Residuals Cleanout to Richardson Construction Company in the amount of \$188,000.
- **Resolution 1300, Award Bid No. 24-05 – Sanitary Sewer Rehabilitation**

A Resolution awarding Bid No. 24-05, Sanitary Sewer Rehabilitation to SAK Construction, LLC in the amount of \$ 158,834.
- **Resolution 1301, MOU with Clinton County Sheriff's Department**

A Resolution authorizing and directing the Mayor to enter into the Memorandum of Understanding with the Clinton County Sheriff's Department for housing of prisoners as needed.
- **Resolution 1302, Acknowledgement of Emergency Purchase**

A Resolution acknowledging the emergency purchase of a pump and motor for the North Booster Pump Station in the amount of \$17,797.68.
- **Resolution 1303, Leak Adjustment**

A Resolution approving water and wastewater adjustment in the amount of \$460.70 to utility billing customer Dirk Talley.
- **Resolution 1304, Engineering for Stonebridge**

A Resolution authorizing and directing the Mayor to execute an agreement with George Butler Associates (GBA) Engineering, Inc. for engineering services for Stonebridge Lane stormwater improvements.

Alderman Wilson moved to remove the December 19, 2023 regular session minutes from the consent agenda to be voted on separately since she was not able to attend that meeting and would have to abstain. Alderman Atkins seconded the motion

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the minutes removed from the consent agenda to be voted on separately.

Alderman Atkins moved to approve the consent agenda as amended. Alderman Ulledahl seconded the motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the amended consent agenda approved.

Alderman Atkins moved to approve the December 19, 2023 regular session minutes. Alderman Ulledahl seconded the motion.

No discussion.

Ayes – 5, Noes – 0, Abstained – 1, (Alderman Wilson) motion carries. Mayor Boley declared the December 19, 2023 Regular Session minutes approved.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. City Administrator's Report

Cynthia Wagner noted that the City Administrator's report in the packet contains information on the snow events we had on January 9 and 10. We have had additional snow since. Cynthia expressed her special thanks to the City streets and utility crews for their hard work to remove the snow and repair of the water main breaks. She also thanked the parks and recreation crew for their hard work removing the snow from the sidewalks and parking lots. Cynthia thanked the police department who are always responding. The police responded to eleven slide offs, but given the weather we have, not as many as anticipated.

Cynthia thanked all the City crews who were out and responded to the issues of the snow events to ensure the safety of our citizens and staff. She also thanked the citizens for their patience during the snow removal and for their cooperation in not parking on the streets allowing crews to get the snow removed. Having citizens not park on the streets helps crews to plow the streets better and in a timelier manner.

Cynthia noted she was happy to announce Rick Welch has accepted the offer for the position of Finance Director and will be starting with the City on Monday, February 5. He is currently Deputy Finance Director with the City of Salina, KS and has been with them for three years. Rick has over twenty-five years' experience in both public and private finances. Cynthia noted that we are excited to welcome him and his family to the community.

ORDINANCES & RESOLUTIONS

5. **Bill No. 3020-23, Annexation 14422 Mount Olivet Road – 2nd Reading**

Alderman Ulledahl moved to approve Bill No. 3020-23, an annexing certain adjacent territory into the City of Smithville, Missouri. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Atkins - Aye, Alderman Russell - Aye, Alderman Shipley – Aye,
Alderman Ulledahl - Aye, Alderman Hartman – Aye, Alderman Wilson - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3020-23 approved.

6. **Bill No. 3022-24, Rezoning 19950 North F Highway - Queen's Corner – 2nd Reading**

Alderman Ulledahl moved to approve Bill No. 3022-24, changing the zoning classifications or districts of certain lands located in the City of Smithville, Missouri. 2nd reading by title only. Alderman Atkins seconded the motion.

No discussion.

Upon roll call vote:

Alderman Wilson - Aye, Alderman Ulledahl - Aye, Alderman Russell – Aye,
Alderman Hartman - Aye, Alderman Shipley – Aye, Alderman Atkins - Aye.

Ayes – 4, Noes – 0, Abstained – 1 (Alderman Hartman), motion carries. Mayor Boley declared Bill No. 3022-24 approved.

7. **Bill No. 3023-24, Rezoning 18212 North Main Street – 2nd Reading**

Alderman Ulledahl moved to approve Bill No. 3023-24, changing the zoning classifications or districts of certain lands located in the City of Smithville, Missouri. 2nd reading by title only. Alderman Russell seconded the motion.

No discussion.

Upon roll call vote:

Alderman Russell - Aye, Alderman Shipley - Aye, Alderman Hartman – Aye,
Alderman Wilson - Aye, Alderman Atkins – Aye, Alderman Ulledahl - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 3023-24 approved.

8. **Resolution 1305, Final Plat – Queen's Corner Subdivision**

Alderman Ulledahl moved to approve Resolution 1305, approving a final plat for Queen's Corner subdivision at 19950 North F Highway. Alderman Wilson seconded motion.

No discussion.

Ayes – 5, Noes – 0, Abstained – 1, (Alderman Hartman) motion carries. Mayor Boley declared Resolution 1305 approved.

9. Resolution 1306, Amendment to the Mowing Services Contract

Alderman Ulledahl moved to approve Resolution 1306, amending Bid No. 22-12 with Warrior Land and Landscape, formally Eagle Turf & Landscape LLC, for City mowing services. Alderman Russell seconded motion.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 1306 approved.

10. Resolution 1307, “Go To Market” Authorization for COP

Alderman Ulledahl moved to approve Resolution 1307, authorizing the offering for sale of Certificates of Participation for the benefit of the City of Smithville, Missouri. Alderman Wilson seconded the motion.

Kristine Bunch, 402 4th Street, spoke to the Board about her concerns about Fairview Crossing being approved before the infrastructure was in place to handle it. She asked that the Board consider issues like this in the future and not approve the development if the infrastructure was not in place.

No discussion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Resolution 1307 approved.

OTHER MATTERS BEFORE THE BOARD

11. Public Comment

Ryan Wilhott, 17070 Smith Road, spoke to the Board about considering installing traffic bollards downtown to ensure safety for those attending events downtown.

12. Appointment

The Mayor will make an appointment to the Parks and Recreation Committee, and the Board will vote:

- Ben McClanahan

Upon roll call vote:

Alderman Hartman – Aye, Alderman Shipley – Aye, Alderman Ulledahl – Aye
Alderman Wilson – Aye, Alderman Atkins – Aye, Alderman Russell – Aye,.

Ayes – 6, Noes – 0, motion carries. The Mayor declared Ben McClanahan a member of the Parks and Recreation Committee.

13. New Business from the Floor

Alderman Hartman asked that the topic of traffic bollards be brought forward for a work session discussion.

Cynthia noted that the discussion of parades downtown is on the planning calendar and this item could be added to that discussion.

Alderman Russell asked that staff look in to what could be done about the odor coming from the grow facility. He noted that he has had a lot of complaints about the odor.

14. Adjournment to Executive Session Pursuant to Section 610.021(1&3)RSMo.

Alderman Ulledahl moved to adjourn to Executive Session Pursuant to Section 610.021(1&3)RSMo. Alderman Atkins seconded the motion.

Upon roll call vote:

Alderman Ulledahl - Aye, Alderman Hartman - Aye, Alderman Atkins – Aye,
Alderman Shipley - Aye, Alderman Wilson – Aye, Alderman Russell - Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned to Executive Session at 7:18 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT: Parks

AGENDA ITEM: Resolution 1308, Surplus of City Property

REQUESTED BOARD ACTION:

Motion to approve Resolution 1308, declaring certain items as surplus.

SUMMARY:

From time to time, departments have equipment or vehicles which are broken, have been replaced by new equipment or vehicles or are no longer used or needed by the department. In order to be disposed of by the City, property must be identified by the Board of Aldermen as surplus.

The following items have been identified by the Parks and Recreation Department as surplus for disposal.

- Bobcat V-Blade Model# 083901957
- 2015 Bobcat Snow Blower - Model # sb200x66
- 2015 Bobcat - Rotary Cutter Model# 72hf

City staff recommends these items be listed through GovDeals.com (online auction).

PREVIOUS ACTION:

[Click or tap here to enter text.](#)

POLICY OBJECTIVE:

To dispose of surplus property no longer utilized by the City.

FINANCIAL CONSIDERATIONS:

Revenues gained through selling property no longer utilized by the City will be deposited into the General Fund.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1308

A RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS

WHEREAS, from time to time, departments identify equipment that has been replaced by new equipment, is no longer used or does not work as it originally did; and

WHEREAS, the City of Smithville has identified certain equipment in its possession as surplus and no longer of value:

- Bobcat V-Blade Model# 083901957
- 2015 Bobcat Snow Blower - Model # sb200x66
- 2015 Bobcat - Rotary Cutter Model# 72hf

WHEREAS, the items are being presented to the Board of Aldermen of the City of Smithville as surplus equipment.

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

THAT the identified property is declared as surplus equipment and the City purchasing agent is directed to dispose of such property in accordance with City Ordinance 2916-15.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6th day of February 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1309, Awarding Bid No. 24-04 Headworks Bar Screen to Ross Construction

REQUESTED BOARD ACTION:

A motion to approve Resolution 1309, awarding Bid No. 24-04, Headworks Bar Screen to Ross Construction in the amount of \$133,800 with a Force Account of \$25,000 for a total project cost of \$158,800.

SUMMARY:

As the Board is aware, we have had issues keeping wipes, rags and other debris out of the treatment process. Last year we cleaned all the SBR's, diffusers and had to repair / replace the motive pumps. Some of this work will be annual maintenance but there was a significant amount of debris that should have been diverted at the bar screen. The current bar screen was installed in 2007 with other plant improvements. The existing bar screen is not removing debris as efficiently as it did when it was first installed. When the bar screen was new, the debris removed filled a 4 cubic yard dumpster every week, currently it takes about a month to fill the dumpster.



Bar Screen



SBR before cleaning

The project was included in the 2024 budget in an amount of \$325,000.

Bids were opened on January 23, 2024.

Three Bids were submitted with different manufacturers:

Ross Construction	\$133,800	Nordic Water	\$137,800	Duperon
Mega KC	\$166,700	Duperon		
Rand Construction	\$265,544	Huber		

The bid form that Ross submitted was updated at the last minute from a bid of \$137,800 for a Duperon unit to the Nordic Water unit in an amount of \$133,800 (see attached bid form and correspondence from Ross).

Staff has evaluated both units and are recommending that we purchase the Duperon unit through Ross Construction. From what we can find, the Nordic Water unit does not have a track record in the United States. One issue the current unit has is freezing in the winter. The bid requested a unit that included a heating system. This is not provided with the Nordic unit while the Duperon has heated base plates.

The recommended Bid Award is based on the Base Bid, in the amount of \$133,800. The City is choosing to select the Duperon unit for \$137,800 (an additional \$4,000). The additional cost will be paid using the Force Account.

The Force Account will be used for the additional \$4,000 and any other changes encountered during installation. The 2024 budget included \$325,000 for this project.

PREVIOUS ACTION:

Included in the 2024 budget.

POLICY ISSUE:

Maintaining infrastructure

FINANCIAL CONSIDERATIONS:

This project is included in the 2024 Budget in the amount of \$325,000.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Bid Documentation | |

RESOLUTION 1309

A RESOLUTION AWARDING RFP 24-04 HEADWORKS BAR SCREEN TO ROSS CONSTRUCTION IN THE AMOUNT OF \$133,800 WITH A FORCE ACCOUNT OF \$25,000 FOR A TOTAL PROJECT COST OF \$158,800

WHEREAS, the headworks bar screen filters out large objects such as rags, plastic, wipes and metal from the waste stream to help protect pumps from clogging; and

WHEREAS, the existing bar screen has exceeded its useful life and is not capturing the debris as it was designed; and

WHEREAS, this project continues the City's commitment to improving and maintaining the City's infrastructure; and

WHEREAS, after a bid process, as outlined in the City Purchasing Policy, and reference checks, staff is recommending the bid received from Ross Construction is the most responsive and best bid received and the most advantageous to the City in the amount of \$133,800.

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

THAT Bid No. 24-04 is hereby awarded to Ross Construction in the amount of \$133,800; and

THAT a Force Account of \$25,000 is also approved for a total project cost of \$158,800.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 6th day of February, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

BID FORM RFP #24-04

Headworks Bar Screen

<u>ITEM</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Mobilization	LS	1	\$ 2,000. ⁰⁰	\$ 2,000. ⁰⁰
			\$ 131,800. ⁰⁰	\$ 131,800. ⁰⁰
Bar Screen	LS	1	\$ 135,800.⁰⁰	\$ 135,800.⁰⁰
Total Bid				\$ 137,800.⁰⁰ \$ 133,800. ⁰⁰

TOTAL BID ~~\$ 137,800.⁰⁰~~ \$ 133,800.⁰⁰

Signature: 

By: David A. Ross, President

Company: David E. Ross Construction Co.

Address: 10201 E. 75th Street

Raytown, MO 64138

Acknowledgement of Addenda 1


Signature

Equipment Brand / Model

NORDIC WATER RS23
DUPONT FLEXPAVE

Equipment Manufacturer / contact information

LEWIS & CLARK HAINES EQUIPMENT
JACOB ZWISLER MRK MURPHY
913-228-7239 913-752-4962

Specifications (provide equipment data sheet)

yes (no)

Equipment Warranty (years)

FIVE (5)

ROSS

CONSTRUCTION

Engineers & Contractors

Date: January 24, 2024

To: Charles F. Soules, P.E.
Public Works Director
City of Smithville
107 W. Main Street
Smithville, MO 64089

RE: RFP#24-04 Headworks Bar Screen
Smithville Wastewater Treatment Facility

Dear Chuck,

As you can see on our Bid Form submitted, we had planned to use Letts Van Kirk (Duperon Screen) until we received a lower bid from Haynes Equipment (Nordic Water Screen) at 1:52 PM and changed our Bid Form last minute to Total Bid \$133,800.00. We would honor our bid of \$137,800.00 if you prefer to use Letts Van Kirk (Duperon Screen). I have included the data sheets for both the Haynes Equipment (Nordic Water Screen) and Letts Van Kirk (Duperon Screen) for review. Both Screens provided a Five (5) Year Manufacturer Warranty.

In addition, we were told the Control Panel environment is Class 1 Division 2. We would need the City to verify and confirm if this is correct. Our bid included a Class 1 Division 1 Control Panel per specifications. If the City can verify and confirm the area is Class 1 Division 2, then we could offer a credit of \$6,140.00 for providing a Class 1 Division 2 Control Panel.

Please contact me at 816-737-2953 if you have any questions.

Sincerely,


Matt Gustin
Project Manager



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1310, Approving a Water and Wastewater Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1310, approving a water and wastewater leak adjustment request.

SUMMARY: The City has received notice from Shawn Clarkson, a residential utility billing customer, of a repaired water leak and his request for a water leak adjustment. All requirements set forth in Ordinance 2989-18 have been met.

On or about 30 October, 2023, the Utilities Division obtained electronic reads of water usage for the month of October. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the October billing cycle, Shawn Clarkson had started the cycle with a read 3,879 of and finished the October cycle with a read of 4,523, which resulted in consumption of 44,200 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, Shawn Clarkson has provided proof of repair/maintenance of the service lin which caused the high usage during the October billing cycle.

On or about 29 Novemver, 2023, the Utilities Division obtained electronic reads of water usage for the month of November. Those reads were uploaded to the billing system and staff was alerted to the accounts that had no, little or high usage.

Following the month of the November billing cycle, Shawn Clarkson had started the cycle with a read 4,523 of and finished the November cycle with a read of 4,965, which resulted in consumption of 44,200 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, Shawn Clarson has provided proof of repair/maintenance of the service line which caused the high usage during the November billing cycle.

If approved, the leak adjustment would issue a credit of \$352.28 to Shawn Clarkson's utility account.

PREVIOUS ACTION:

The Board has approved previous leak adjustments in this fiscal year when conditions have been met.

POLICY OBJECTIVE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Reduce utility revenues by \$352.28.

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Repair Documentation | |

RESOLUTION 1310

A RESOLUTION APPROVING A WATER AND WASTEWATER LEAK ADJUSTMENT REQUEST

WHEREAS, the City approved Ordinance No. 2989-18 amending Section 705.110 of the Code of Ordinances on February 6, 2018; and

WHEREAS, Shawn Clarkson, a residential utility billing customer with account 02-005880-10, has notified the City of a water leak and is requesting a leak adjustment; and

WHEREAS, the conditions set forth in Section 705.110 of the Code of Ordinances as amended have been met; and

WHEREAS, the adjustment calculation set forth in 705.110 of the Code of Ordinances as amended has been determined to be \$352.28.

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

A water and wastewater leak adjustment in the amount of \$352.28 shall be credited to account 02-005880-10 of residential utility billing customer Shawn Clarkson.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6th day of February, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: Shawn Clarkson

Utility Service Address: 400 E Woods Street

Utility Account Number: 02-005880-10

The residential utility billing customer referenced above has notified City staff of a water leak and is requesting a leak adjustment. City staff has verified the water consumption of the month(s) in question is more than two (2) times the monthly average for this property, no other leak adjustment has occurred in the previous thirty-six (36) month period, covers a single event and repair receipts have been provided.

In accordance with the Leak Adjustment Ordinance No. 705.110, the Board of Alderman may consider a leak adjustment calculated to be \$352.28 at the Board of Alderman meeting on February 6, 2024.

I, Shawn Clarkson, agree to attend the Board of Alderman meeting referenced above, and understand that my failure to be present is cause for the Board of Alderman to deny my request.

Upon resolution by the Board of Alderman, I, Shawn Clarkson, shall make payment in full or make formal payment arrangements with City staff no later than ten days (10) following the Board of Alderman consideration. I understand that failure to do so will result in imposition of late fees and/or disconnection of service.

[Signature]
Customer's Signature

1-25-24
Date



Full Nelson Services
1015 East 14th Avenue
North Kansas City, MO 64116
Ph: 816-420-9697
Fax: 816-420-9450

Invoice 51561107
Invoice Date 11/22/2023
Completed Date 11/22/2023
Customer PO
Payment Term Due Upon Receipt
Due Date 11/22/2023
Job Address
Cockrum, Aaron
400 East Woods Street
Smithville, MO 64089 USA

Billing Address
Cockrum, Aaron
400 East Woods Street
Smithville, MO 64089 USA

Description of Work

Upon arrival customer showed me a hole he had dug in the back yard where the water line is just below the water line is the sewer line that we installed earlier this year you can see when the water is turned on that the pvc fitting is cracked and that the copper line is no longer above the sewer line it is touching it. From what I'm seeing when we backfilled the hole before we put enough pressure on the pvc pipe it cracked at the fitting. I talked to Harold and he said we will get out tomorrow morning. Thank you for choosing full Nelson services your friendly professional Ray

11/22/2023

Upon arrival continued to hand dig a 2 feet back to the house to expose more of the 1 inch pvc. Found problem the 1 inch pvc male adapter had sheared off. Cut off a foot past the break and ran 2 feet of 3/4 copper to the 1 pvc and tied in with a 1 inch pvc to 3/4 cts pack joint. Pressurized the water service and it is holding pressure and no leaks. Added gravel around the pipe and then we backfill. Your Full Nelson Expert Serf.

Sub-Total	\$0.00
Tax	\$0.00
Total Due	\$0.00
Balance Due	\$0.00

Thank you for choosing Full Nelson Services. We appreciate your business!

I hereby authorize the work described above and agree to the terms and conditions. I have read all terms & conditions of this contract. NOTICE TO OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

11/22/2023

I have inspected all of the work done by Full Nelson Plumbing, Inc. pursuant to the contract terms agreed by me. I find that all work has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed by Full Nelson Plumbing, Inc. to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor pursuant to the contract as agreed.

11/22/2023



Terms and Conditions

After excavation, Full Nelson Services shall backfill holes and trenches. Full Nelson Services will not be responsible for final grading, seeding, or planting of grass or plants.

Should Full Nelson Services encounter rock, shale, water, frozen ground, or other unusual subsurface conditions at the time of excavation and the cost of correcting these conditions exceeds \$100.00, the price of the contract shall increase by an appropriate amount to be agreed upon by the parties prior to completion of excavation.

If work is provided by Full Nelson Services, that is backed by a warranty, said warranty will be void if tampered with or worked on by anyone other than Full Nelson Services.

I recognize that nature cannot be controlled, and that I cannot hold Full Nelson Services responsible for such acts as freezing, etc.

I recognize that delinquent payment will void any warranty to any work provided by Full Nelson Services.

I recognize that aged and deteriorated plumbing fixtures, piping and appurtenances may no longer be serviceable, and I agree to hold Full Nelson Services blameless for any damage or destruction to those items as a result of these conventional repair efforts. I agree to pay for all work good and services received at the completion of and/or receipt of same said work good and/or services unless prior arrangements have been agreed upon. Payments will be in the form of cash, check, credit card, debit card, or financing. A service charge of 1.5% per month or 18% per annum will be charged on balances 30 days or more past due.

In case of suit by Full Nelson Services to enforce this contract or any of the obligations, terms and conditions hereof, then, in addition to damages and other relief, Full Nelson Services shall be entitled to recover reasonable attorneys fees and expenses, including efforts to collect and fees for liens and time spent to file any documents to put a lien on property.



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Shawn Clarkson**

Utility Service Address: **400 E Woods St**

Utility Account Number: **02-005880-10**

Breaking down key figures in Ordinance 2989-18(C). Adjustment Calculations

1. The adjusted bill(s) shall charge the City's normal water rate on all water volume used up to two (2) times the average monthly water use for this property.

City's normal water rate (per 1,000 gallons): **\$9.04**
 Average monthly water usage for this property: **4,300** gallons

2. Adjusted bill(s) shall also charge the City's wholesale water rate on all water volume used greater than two (2) times the average monthly water use for this property.

City's wholesale water rate (per 1,000 gallons): **\$5.40**

3. If the leak is inside the home, the wastewater bill(s) shall not be adjusted because the water volume used will have drained into the sanitary system of the home.

If the leak is outside the home, the wastewater bill(s) will be adjusted to reflect the average monthly wastewater usage for this property.

City's normal wastewater rate (per 1,000 gallons): **\$7.69**
 Average monthly wastewater usage for this property: **2,700** gallons
 Was the leak inside or outside the home: **outside**
 Was the wastewater billed winter average or actual usage: **winter average**

Calculating the adjustment amount using Ordinance 705.110(C). Adjustment Calculations

MONTH 1	
Original Water Bill Amount	
64,400 gallons @ 9.04 per 1,000 gallons =	582.18
Adjusted Water Bill Amount	
8,600 gallons @ 9.04 per 1,000 gallons =	77.74
+ 55,800 gallons @ 5.4 per 1,000 gallons =	301.32
	379.06
Water Discount =	
	203.12
Original Wastewater Bill Amount	
2,700 gallons @ 7.69 per 1,000 gallons =	20.76
Adjusted Wastewater Bill Amount	
2,700 gallons @ 7.69 per 1,000 gallons =	20.76
Wastewater Discount =	
	0.00

MONTH 2 (if applicable)	
Original Water Bill Amount	
0 gallons @ 9.04 per 1,000 gallons =	0.00
Adjusted Water Bill Amount	
0 gallons @ 9.04 per 1,000 gallons =	0.00
+ 0 gallons @ 5.4 per 1,000 gallons =	0.00
	0.00
Water Discount =	
	0.00
Original Wastewater Bill Amount	
0 gallons @ 7.69 per 1,000 gallons =	0.00
Adjusted Wastewater Bill Amount	
0 gallons @ 7.69 per 1,000 gallons =	0.00
Wastewater Discount =	
	0.00

Total Discount = 203.12



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **Shawn Clarkson**

Utility Service Address: **400 E Woods St**

Utility Account Number: **02-005880-10**

Breaking down key figures in Ordinance 2989-18(C). Adjustment Calculations

1. The adjusted bill(s) shall charge the City's normal water rate on all water volume used up to two (2) times the average monthly water use for this property.

City's normal water rate (per 1,000 gallons): **\$10.40**
 Average monthly water usage for this property: **4,300 gallons**

2. Adjusted bill(s) shall also charge the City's wholesale water rate on all water volume used greater than two (2) times the average monthly water use for this property.

City's wholesale water rate (per 1,000 gallons): **\$6.21**

3. If the leak is inside the home, the wastewater bill(s) shall not be adjusted because the water volume used will have drained into the sanitary system of the home.

If the leak is outside the home, the wastewater bill(s) will be adjusted to reflect the average monthly wastewater usage for this property.

City's normal wastewater rate (per 1,000 gallons): **\$8.84**
 Average monthly wastewater usage for this property: **2,700 gallons**
 Was the leak inside or outside the home: **outside**
 Was the wastewater billed winter average or actual usage: **winter average**

Calculating the adjustment amount using Ordinance 705.110(C). Adjustment Calculations

MONTH 1	
Original Water Bill Amount	
44,200 gallons @ 10.4 per 1,000 gallons =	459.68
Adjusted Water Bill Amount	
8,600 gallons @ 10.4 per 1,000 gallons =	89.44
+ 35,600 gallons @ 6.21 per 1,000 gallons =	221.08
	310.52
Water Discount =	
	149.16
Original Wastewater Bill Amount	
2,700 gallons @ 8.84 per 1,000 gallons =	23.87
Adjusted Wastewater Bill Amount	
2,700 gallons @ 8.84 per 1,000 gallons =	23.87
Wastewater Discount =	
	0.00

MONTH 2 (if applicable)	
Original Water Bill Amount	
0 gallons @ 10.4 per 1,000 gallons =	0.00
Adjusted Water Bill Amount	
0 gallons @ 10.4 per 1,000 gallons =	0.00
+ 0 gallons @ 6.21 per 1,000 gallons =	0.00
	0.00
Water Discount =	
	0.00
Original Wastewater Bill Amount	
0 gallons @ 8.84 per 1,000 gallons =	0.00
Adjusted Wastewater Bill Amount	
0 gallons @ 8.84 per 1,000 gallons =	0.00
Wastewater Discount =	
	0.00

Total Discount = 149.16



City Administrator's Report

February 1, 2024

Odor Concerns

We have sporadically had complaints of odors, sometimes described as marijuana, or sweet pungent smells, primarily at or near the intersection of 169 Highway and Commercial Street. These complaints have been a recurring issue but have not been long-lasting issues in the past. The most recent complaints seem to have lasted for several days longer than the complaints in the past. Earlier this week Jack Hendrix met with the owners and operators of the CPC facility in Smithville to discuss the current operations at the facility and how they may be impacting or adding to the odor issues we are now experiencing in the area.

The operations manager and owner both identified the cultivation occurs every eight days, so any odors generated from that process should be very regular if they are causing odors from that process, and not sporadic as seems to be the current issue. They also regularly manufacture product from the cultivations. Staff has requested a copy of the official odor control plan required with the facility's state license. The owner and operator have agreed to provide that document and will also re-verify that the carbon filtration system in place is functioning correctly. Follow up will be identified once staff have received and reviewed this plan.

Staff continues efforts to identify odors and sources. On Tuesday January 30, several city staff members detected an odor while driving to work or while in the field working. Odors were identified on North Jefferson Highway, at the Price Chopper parking lot and along 169 Highway near Commercial Street.

Public Works staff drove the areas described above on Wednesday and found no issues with the sewer and did not smell sewer. This review also included a check along Cliff Drive. A sewer overflow would go down the hill to Cliff Drive. Staff found the runoff creek was completely dry. The detention pond on the south side of Price Chopper was also dry upon inspection.

As noted, staff will continue to monitor and work with CPC regarding their systems and processes to mitigate issues as possible.

Police Officer Recruit Graduation

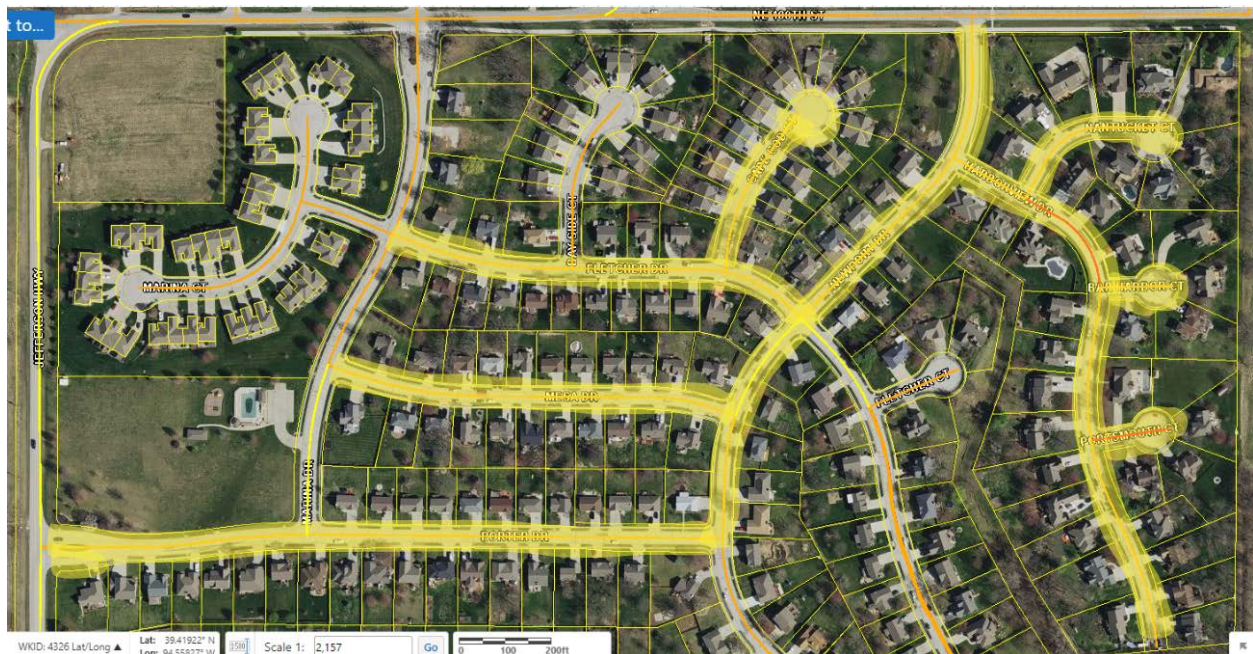
Edward Neill will graduate from the Kansas City Regional Police Academy on Thursday, February 8. He will immediately start field training with staff on the department. Field training typically runs about 16 weeks.

This leaves us with two vacancies in the department. Two additional officers are on light duty related to medical issues. Two conditional offers have recently been extended. Recruitment for officers is ongoing.

2024 Sidewalk Replacement Program

The City of Smithville is pleased to announce our 2024 Sidewalk Replacement Program, aimed at enhancing safety and accessibility by repairing hazardous sidewalks throughout the city. As part of the program, we have conducted inspections and selected the Harborview neighborhood as a priority for this year's program. Specific areas for improvement have been identified to align with the locations targeted by the 2024 street improvement program (see map below). Due to budgetary constraints, the City will focus solely on areas exhibiting hazardous conditions, prioritizing safety over minor issues like cracks or aesthetic concerns. Residents will receive a letter from the City if an area of their sidewalk is identified as hazardous.

In this program, the cost of repair will be divided equally between the City and the property owner. The city will arrange for a contractor to complete the repair work, including materials and labor. If the hazardous conditions are caused by City infrastructure such as manholes or storm sewers, the City provide the repair at no additional cost to the property owner.



Meeting Schedule

Mayor Boley has cancelled the February 20 Board of Aldermen meeting to allow Aldermen and staff to attend the MML Legislative Conference.



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT:

Administration/Finance/Police

AGENDA ITEM: Bill No. 3024-24, Destruction of Records - 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3024-24, destruction of certain records for first reading by title only.

SUMMARY:

The City keeps administrative, fiscal and legal records as required by the State of Missouri Revised Statutes Chapter 109. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records be destroyed by certified shred. Staff annually attempts to complete review of records for retention. Sometimes workloads or staffing levels delay that review and records from past years are included in current destruction recommendations.

Staff desire the destruction of the following:

- FY2020 through FY2022 Fireworks Permits Applications
- FY2020 through FY2023 Non-Hired Employment Applications
- FY2020 Dog Tag Applications
- FY2021 Meals on Wheels monthly billing information
- FY2021 Meals on Wheels discontinued services
- FY2020 Peddlers Permits
- FY2020 through FY2022 Business License Applications
- FY2019 Utility Billing Reports and Utility Billing Adjustments
- FY2019 through FY2022 Accounts Payable and accounts receivable records dated FY2019 through FY2022 Accounts Receivable
- FY2022 Liquor Licenses
- FY2007 through FY2018 Criminal Incident Reports that include infractions, misdemeanors, Class B felonies, Class C felonies, Class D felonies and Class E felonies. Non-Criminal incident reports, non-felony accident reports, arrest records, missing person/runaway reports, subpoenas, traffic stop forms, cleared or cancelled warrants documents.
- FY2014 to FY2018 General Court convictions

PREVIOUS ACTION:

The Board of Aldermen annually approves the destruction of records after staff's review of the record's retention schedule.

POLICY ISSUE:

Destroy documents per the records retention schedule published by the Secretary of State's Office.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

AN ORDINANCE AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

WHEREAS, The City keeps administrative, fiscal and legal records as required by the State of Missouri Revised Statutes Chapter 109. The Secretary of State's Office publishes a records retention manual which establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Some records are permanent while others must be kept for various lengths of time. When non-permanent records have reached their retention date, the State recommends those records be destroyed by certified shred; and

WHEREAS, it has been determined that certain documents have met the minimum retention schedule listed in the Missouri Records Manual as outlined in Section 109.200 RSMo.

- FY2020 through FY2022 Fireworks Permits Applications
- FY2020 through FY2023 Non-Hired Employment Applications
- FY2020 Dog Tag Applications
- FY2021 Meals on Wheels monthly billing information
- FY2021 Meals on Wheels discontinued services
- FY2020 Peddlers Permits
- FY2020 through FY2022 Business License Applications
- FY2019 Utility Billing Reports and Utility Billing Adjustments
- FY2019 through FY2022 Accounts Payable and accounts receivable records dated FY2019 through FY2022 Accounts Receivable
- FY2022 Liquor Licenses
- FY2007 through FY2018 Criminal Incident Reports that include infractions, misdemeanors, Class B felonies, Class C felonies, Class D felonies and Class E felonies. Non-Criminal incident reports, non-felony accident reports, arrest records, missing person/runaway reports, subpoenas, traffic stop forms, cleared or cancelled warrants documents.
- FY2014 to FY2018 General Court convictions

WHEREAS, it has been determined that these records and documents have no further administrative, legal, fiscal, research or historical value; and

WHEREAS, destruction of said records will allow for easier access to needed records, provide a better environment of records, allow more space for operations and increase storage space, which must be legally retained; and

WHEREAS, the Smithville Board of Aldermen wish to authorize the destruction of said records.

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

Section 1. That the Board of Aldermen hereby elects, pursuant to Section 109.200 RSMo., to approve the destruction certain finance and administration documents that have met the requirements of the retention schedule and no longer have value.

Section 2. The Board of Aldermen hereby directs the City Clerk to find a method of destruction approved by the State of Missouri.

Section 3. This Ordinance shall take effect and be in full force from and after its passage according to law.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th of March 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 02/06/2024

Second Reading: 03/05/2024



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT: Parks

AGENDA ITEM: Resolution 1311 – Temporary Liquor License – Chops BBQ and Catering and Mama Doe’s Ice Cream Bar

REQUESTED BOARD ACTION:

A motion to approve Resolution 1311, issuing a Temporary Liquor License to Chops BBQ and Catering and Mama Doe’s Ice Cream Bar for the Adult Egg Hunt to be held Friday, March 29, 2024.

SUMMARY:

Approval of this item would issue a Temporary Liquor License to Chops BBQ and Catering and Mama Doe’s Ice Cream Bar, to be part of the Special Event at Heritage Park for the Adult Egg Hunt to be held on Friday, March 29, 2024. Smithville Parks and Recreation are putting on the event.

Vendors are:

- Chops BBQ and Catering
- Mama Does’s Ice Cream Bar

Requested Licenses: Temporary Permit

This license will be effective March 29, 2024 (pending all state license requirements).

PREVIOUS ACTION:

NA

POLICY ISSUE:

n/a

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1311

A RESOLUTION ISSUING A TEMPORARY LIQUOR LICENSE TO CHOPS BBQ AND CATERING AND MAMA DOE'S ICE CREAM BAR FOR THE ADULT EGG HUNT TO BE HELD FRIDAY, MARCH 29, 2024

WHEREAS, Smithville Parks and Recreation will be hosting an Adult Egg Hunt on March 29, 2024; and

WHEREAS, the vendors are Chops BBQ and Catering and Mama Doe's Ice Cream Bar; and

WHEREAS, the license will be effective March 29, 2024, pending all state license requirements.

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

**THAT A TEMPORARY LIQUOR LICENSE WILL BE ISSUED TO CHOPS BBQ
AND CATERING AND MAMA DOE'S ICE CREAM BAR FOR THE ADULT
EGG HUNT TO BE HELD FRIDAY, MARCH 29, 2024.**

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 6th day of February 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Board of Aldermen Request for Action

MEETING DATE: 2/6/2024

DEPARTMENT: Administration

AGENDA ITEM: Adjournment to Executive Session Pursuant to Section 610.021(1,2,3&12) RSMo.

REQUESTED BOARD ACTION:

A motion to close the regular session for the purpose of discussing legal, real estate, personnel and contract matters pursuant to Section 610.021(1,2,3&12) RSMo.

SUMMARY:

To allow the Board of Aldermen to adjourn to Executive Session to discuss legal, real estate, personnel and contract matters.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

The Board of Alderman will vote to close the Board of Aldermen Regular Session Pursuant Section 610.021(1,2,3&12) RSMo.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- ☐ Ordinance
- ☐ Resolution
- ☐ Staff Report
- ☐ Other:

- ☐ Contract
- ☐ Plans
- ☐ Minutes