



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

7:00 p.m. Thursday, February 20, 2025

**This Meeting is Rescheduled to 7:00 p.m. Tuesday, February 25
Due to Emergency Facility Issues**

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 YouTube 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81041641067>

Meeting ID: 810 4164 1067

Passcode: **736053**

1. Call to Order

2. Pledge of Allegiance

3. Consent Agenda

- **Minutes**

- January 21, 2025, Board of Aldermen Special Session Minutes
- January 21, 2025, Board of Aldermen Work Session Minutes
- January 21, 2025, Board of Aldermen Regular Session Minutes

- **Finance Report**

- Financial Report for January 2025

- **Resolution 1441, 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 for the Metro Crime Stoppers Program and the TIPS Hotline Program.

- **Resolution 1442, Leak Adjustment**

A Resolution approving a water and wastewater leak adjustment request for April Cunningham in the amount of \$103.30.

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. Committee Reports

- Parks and Recreation Committee
- Planning and Zoning Commission

5. City Administrator's Report

ORDINANCES & RESOLUTIONS

6. Bill No. 3054-25, Rezoning Northeast Corner of Second Creek Bridge Road and Lowman Road – 1st Reading

An Ordinance changing the zoning classifications or districts of certain lands located in the City of Smithville. 1st reading by title only.

7. Bill No. 3055-25, Destruction of Records – 1st Reading

An Ordinance authorizing the destruction of certain records. 1st reading by title only.

8. Resolution 1443, Lift Station Control Panel

A Resolution authorizing the purchase of a lift station control panel from Mid-America Pump in the amount of \$15,493.42.

9. Resolution 1444, Site Plan – Walston Architectural Products

A Resolution authorizing the Site Plan approval for construction of Walston Architectural Products at 14901 North Industrial Drive.

10. Resolution 1445, Amendment to the Employee Compensation Plan

A Resolution adopting amendments to the Employee Compensation Plan.

OTHER MATTERS BEFORE THE BOARD

11. 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.

12. 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.

13. Adjourn





Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Administration/Finance/Police

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 21, 2025, Board of Aldermen Special Session Minutes
 - January 21, 2025, Board of Aldermen Work Session Minutes
 - January 21, 2025, Board of Aldermen Regular Session Minutes
- **Finance Report**
 - Financial Report for January 2025
- **Resolution 1441, 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 for the Metro Crime Stoppers Program and the TIPS Hotline Program.
- **Resolution 1442, Leak Adjustment**

A Resolution approving a water and wastewater leak adjustment request for April Cunningham in the amount of \$103.30.

SUMMARY:

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

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

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

**SMITHVILLE BOARD OF ALDERMEN
SPECIAL SESSION**

January 21, 2025 5:00 p.m.
City Hall Council Chambers

1. Call to Order

Mayor Boley called the meeting to order at 4:59 p.m. A quorum of the Board was present: Marvin Atkins, Melissa Wilson, Leeah Shipley, Kelly Kobylski, Dan Hartman and Ronald Russell.

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

2. Adjournment to Executive Session Pursuant to Section 610.021(1&2) RSMo.

Alderman Hartman moved to adjourn to Executive Session Pursuant to Section 610.021(1&2) RSMo. Alderman Russell seconded the motion.

Upon roll call vote:

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Special Session adjourned to the Executive Session at 5:00 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

SMITHVILLE BOARD OF ALDERMEN
WORK SESSION

January 21, 2025 6:30 p.m.
City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:33 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Leeah Shipley, Kelly Kobylski and Ronald Russell. Dan Hartman was absent.

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

2. Update on the Bridge Street Construction Project

Mayra Toothman, Assistant to the Public Works Director, noted that the contractor, Mega KC, has made significant progress on the project. Most of the underground and concrete work is completed. The fencing for the bridge is expected to arrive in early February. As for the street overlay, the team must wait for the asphalt plants to open, usually in March, which aligns well since other work is still ongoing. Bridge Street remains closed, and while this is inconvenient for residents and businesses, the contractor and staff are communicating regularly to handle issues as they arise.

The contractor is working hard to stay on schedule despite unpredictable weather. The project is expected to be completed in the spring, so just a few more months to go.

Mayor Boley noted that most of the feedback from residents is positive, one person said that the contractor has been excellent to work with. They even cleared their side of the street more quickly than some city streets after the snowfall, which impressed local residents. Sidewalks are clear for people to walk downtown, and the church has ample parking.

The team has asked for a quote to overlay the intersection just north of the current work, which would cost \$26,000. Since this is a federally funded project, the local cost would only be 20%, amounting to about \$5,220.

Mayra presented an option to address the streetscape project related to the intersection of North Bridge Street, First Street and Hilltop. Staff asked the contractor to provide a quote for overlaying the intersection. The intersection is approximately 6,000 ft and the bid came in at \$26,000. Mayra explained that since the project is a federally funded project, the City would only pay 20%, for a total of \$5,220. There is an allowance in the contract of \$80,000. Half of this has been used for additional curb and concrete for driveway improvements, leaving half remaining for more repairs around the river. Mayra explained that this would not be a change order, and we would not modify the original contract amount.

Mayra noted that there are two options to address the intersection's condition. One option is to do the overlay now as part of the streetscape project or option two to wait for the roundabout project that is in the CIP schedule for 2027-2028. Mayra asked the Board if they would prefer to do the overlay now for \$5,220 or wait three years for the roundabout project.

The Alderman all agreed with option one and for the low cost of \$5,220 doing the overlay now because of the condition of the intersection.

Chuck Soules, Public Works Director, added that the residents, the church and the businesses have been very good to work with throughout this project.

3. Discussion of City Tow Services

Chief Lockridge presented an update on the Board's requested information for options for the City tow services.

RFP Options to Consider

1. Continue with the current process as is: three-year contract with two one-year extensions.
2. Implement a tow rotation - either managed in house or by a service.
3. Modify the current process, shortening the length of contract terms.

* The current contract expires on October 31, 2025

Staff Recommendation

Following several months of research and Board discussion, staff recommends issuing an RFP for City Tow Services with a contract period of two-years and the option for a one-year extension.

Important Items to Consider

- SPD tows approximately 90-95 vehicles per year.
 - These tows are primarily related to arrests & accidents.
 - Most of these tows occur on 169 Hwy.
 - The majority of which are non-residents.
- Officers have indicated that an application service for monitoring a dispatched tow would not have a meaningful benefit to operations since they would not be monitoring the app during calls for service.

Financial Considerations

- Current Contract Terms:
 - Currently the City incurs no direct expense related to towed vehicles or service fees.
 - The cost to the vehicle owner under the current contract is \$100 per tow and \$40 per day storage.
- Application Rotation Service - Autura
 - Service fee cost estimates from Autura could be up to \$10,000 annually based on our current number of tows per year.
 - Autura does not regulate nor monitor the prices being charged by the tow companies on their rotation. This would eliminate a negotiated contract price, which may result in higher costs for vehicle owners.

Staff Recommendation

Staff recommends issuing an RFP for City Tow Services with a contract period of two-years and the option for a one-year extension for the following reasons:

1. Set pricing for a contract term, less likely to change drastically.
2. Increases competition in an open market, by encouraging vendors to propose their best rates.
3. Increases the frequency a vendor can submit a bid.
4. Brings this service up for review by staff more frequently for any operational changes.
5. Provides a balance between the current practice and an alternative approach.

Proposed RFP Timeline

- Advertisement of RFP in March
- Deadline for RFP Submissions in April
- Award of RFP for Board Consideration in June

* This would allow a 4-month lead time before the new contract takes place.

Alderman Atkins said that he liked the idea of working with multiple companies, but we need to consider the cost-effectiveness for the customers and the City. He noted that he supported doing RFP's every two years with a possible one-year extension. He thanked Chief Lockridge for researching this.

Chief Lockridge explained that during this process, staff tried searching online and found that there are not any other options out there that manage this for cities as far as for police departments. He noted that he had also asked other departments, and they either handle it themselves or the larger departments like Kansas City and county agencies use the Arturo service.

Alderman Kobylski noted that she agreed with the two-year with a possible one-year extension.

The Board all agreed with putting out an RFP with the two-year contract with a possible one-year extension.

4. **Adjourn**

Alderman Wilson moved to adjourn. Alderman Kobylski seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:48 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

January 21, 2025 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, Melissa Wilson, Leeah Shipley, Kelly Kobylski and Ronald Russell. Dan Hartman was absent.

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

2. Pledge of Allegiance lead by Mayor Boley

3. Consent Agenda

- **Minutes**

- January 7, 2025, Board of Aldermen Regular Session Minutes

- **Finance Report**

- Financial Report for December 2024

- **Resolution 1439, Special Event Permit – Smithville Lake Festival**

A Resolution approving a special event permit for the Smithville Festival Committee for Smithville Lake Festival 2025 at Courtyard Park on Friday and Saturday, June 13 and 14, 2025.

- **Resolution 1440, Temporary Liquor License**

A Resolution issuing a Temporary Liquor License to the Smithville Festival Committee for operation of the Smithville Lake Festival 2025 Beer Garden on June 13 and 14, 2025.

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

No discussion.

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

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. City Administrator's Report

Cynthia highlighted the memo in her report that detailed the two items in the budget amendment on the agenda.

Cynthia noted that there are no planning items for the upcoming February 4 Board of Aldermen meeting and after discussing this with the Mayor, staff recommends cancelling it. Alderman Kobylski and Alderman Hartman will be out of town for the February 18 meeting to attend the Missouri Municipal League Legislative Conference. Presently there is one Planning

and Zoning item on the agenda for February 18. Cynthia asked the Board if they would like to reschedule the meeting to ensure everyone's availability.

The Board decided to move the February 18 Board of Aldermen meeting to Thursday, February 20 to accommodate schedules.

ORDINANCES & RESOLUTIONS

5. Bill No. 3052-25, Ballot Language for ½% Public Safety Sales Tax – 1st Reading

Alderman Atkins moved to approve Bill No. 3052-25, imposing a sales tax for public safety purposes at the rate of one-half of one percent, Pursuant to Section 94.903 R.S.Mo. and providing for submission of the proposal to the qualified voters of the City for their approval at the April 8, 2025 election. 1st reading by title only. Alderman Wilson seconded the motion.

Alderman Kobylski asked Alderman Russell why he voted against taking this ballot language to the people for them to vote.

Alderman Russell said that he was not against the ballot language he opposed the ½ cent sales tax.

Upon roll call vote:

Alderman Hartman - Absent, Alderman Kobylski - Aye, Alderman Atkins – Aye,
Alderman Wilson - Aye, Alderman Shipley – Aye, Alderman Russell - No.

Ayes – 4, Noes – 1, motion carries. Mayor Boley declared Bill No. 3052-25 approved.

6. Bill No. 3053-25, FY2025 Budget Amendment No. 4 – Emergency Reading Sponsored by Mayor Boley – 1st and 2nd Reading

Alderman Atkins moved to approve Bill No. 3053-25, amending the FY2025 operating budget to add \$34,131.33 to the General Fund expenditure budget and \$156,000 to the Transportation Sales Tax Fund expenditure budget. 1st reading by title only. Alderman Wilson seconded the motion.

Alderman Russell asked if there would be additional budget amendments coming forward in the future.

Chuck Soules, Public Works Director, and Rick Welch, Finance Director, noted that they did not know of any.

Upon roll call vote:

Alderman Wilson - Aye, Alderman Shipley- Aye, Alderman Russell – Aye,
Alderman Hartman- Absent, Alderman Kobylski – Aye, Alderman Atkins - Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 3053-25 approved first reading.

Alderman Atkins moved to approve Bill No. 3053-25, amending the FY2025 operating budget to add \$34,131.33 to the General Fund expenditure budget and \$156,000 to the Transportation Sales Tax Fund expenditure budget. 2nd reading by title only. Alderman Wilson seconded the motion.

No discussion.

Upon roll call vote:

Alderman Atkins - Aye, Alderman Wilson - Aye, Alderman Kobylski – Aye,
Alderman Russell - Aye, Alderman Hartman – Absent, Alderman Shipley - Aye.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared Bill No. 3053-25 approved.

OTHER MATTERS BEFORE THE BOARD

7. Public Comment

Kristine Bunch, 402 4th Street Terrace, spoke to the Board about her concern with the language of the Bill for the Public Safety Sales Tax. She said the way it is written there is a recommended versus the direction. She said that the way she understands the law if it is recommended it does not have to be done. Ms. Bunch said she thinks the people want to hear the direction of the animal control program. She said it needs to be re-worded because the way it is worded now she would vote no. She also questioned the 25 years.

Ms. Bunch also questioned the reason for the spending the money on planning for the South Overlay District when the City does not own the land.

8. New Business from the Floor

None

9. Adjourn

Alderman Wilson moved to adjourn. Alderman Kobylski seconded the motion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the regular session adjourned at 7:10 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor

FY 2025 BUDGET - FINANCIAL UPDATE

1/31/2025

REVENUES, BY FUND	FYE 2024 ACTUAL	FYE 2025 BUDGET	FYE 2025 YTD	FYE 2025 PROJECTION	
GENERAL FUND	6,942,100	6,737,657	2,441,501	6,840,899	36.24%
CAPITAL IMPROVEMENT SALES TAX FUND	776,869	3,351,132	411,112	2,271,132	12.27%
DEBT SERVICE FUND	357,830	365,000	-	365,000	0.00%
TRANSPORTATION SALES TAX FUND	738,322	1,719,624	181,449	1,559,624	10.55%
COMBINED WATER/WASTEWATER SYSTEMS FUND	6,604,273	7,143,660	2,076,798	7,143,660	29.07%
SOLID WASTE FUND (FORMALLY SANITATION FUND)	924,551	971,205	241,988	971,205	24.92%
SPECIAL ALLOCATION FUND	913,681	892,000	414,058	892,000	46.42%
PARK & STORMWATER SALES TAX FUND	774,822	965,294	196,156	965,294	20.32%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	373,851	469,000	-	469,000	0.00%
COMMONS CID FUND	375,034	362,000	98,074	362,000	27.09%
AMERICAN RESCUE PLAN ACT FUND	-	-	-	-	
	18,781,333	22,976,572	6,061,136	21,839,814	26.38%

EXPENDITURES, BY FUND	FYE 2024 ACTUAL	FYE 2025 BUDGET	FYE 2025 YTD	FYE 2025 PROJECTION	
GENERAL FUND	7,099,518	7,547,496	1,799,744	7,547,496	23.85%
CAPITAL IMPROVEMENT SALES TAX FUND	790,292	4,217,875	840,720	2,827,917	19.93%
DEBT SERVICE FUND	351,333	365,000	-	365,000	0.00%
TRANSPORTATION SALES TAX FUND	599,249	1,652,000	59,497	1,652,000	3.60%
COMBINED WATER/WASTEWATER SYSTEMS FUND	5,467,979	10,800,684	1,196,643	10,800,684	11.08%
SOLID WASTE FUND (FORMALLY SANITATION FUND)	907,202	970,617	244,064	970,617	25.15%
SPECIAL ALLOCATION FUND	1,187,820	1,136,542	527,880	1,136,542	46.45%
PARK & STORMWATER SALES TAX FUND	704,533	1,081,000	17,207	570,000	1.59%
VEHICLE AND EQUIPMENT REPLACEMENT FUND	462,387	474,794	102,798	474,794	21.65%
COMMONS CID FUND	277,989	362,000	15,386	362,000	4.25%
AMERICAN RESCUE PLAN ACT FUND	141,689	-	-	-	
	17,989,990	28,608,008	4,803,939	26,707,050	16.79%



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Police Department

AGENDA ITEM: Resolution 1441, Contract with Crime Stoppers TIPS Hotline

REQUESTED BOARD ACTION:

Motion to Approve Resolution 1441, authorizing and directing the Mayor to execute a contract with the Kansas City Metropolitan Crime Commission to provide services for the Metro Crime Stoppers Program and the TIPS Hotline Program.

SUMMARY:

Approval of this item will continue the City's support of the Kansas City Metropolitan Crime Commission. The TIPS Hotline enables the Police Department to use every available resource in obtaining information needed to solve crimes in our community. The TIPS Hotline has taken over service of our anonymous tips in the school district as well. In 2024, the Police Department received nine anonymous tips through the TIPS Hotline.

PREVIOUS ACTION:

The City of Smithville has contracted with the Kansas City Metropolitan Crime Commission for more than 20 years.

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

Funds were allocated in the FY2025 budget.

ATTACHMENTS:

- | | |
|---|--|
| <input type="checkbox"/> Ordinance | <input checked="" 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: Letter | |

RESOLUTION 1441

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT WITH THE KANSAS CITY METROPOLITAN CRIME COMMISSION TO PROVIDE SERVICES FOR THE METRO CRIME STOPPERS PROGRAM AND THE TIPS HOTLINE PROGRAM

WHEREAS, the City of Smithville Police Department can benefit by using the TIPS Hotline as an investigative and informational resource in solving crimes; and

WHEREAS, the Crime Stoppers TIPS Hotline has an established and proven record in assisting law enforcement agencies in the apprehension of the criminals; and

WHEREAS, the Smithville Board of Aldermen wishes to contract with the Kansas City Metropolitan Crime Commission for the purposes of providing the TIPS Hotline service.

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

That the Mayor is hereby authorized and directed to execute the attached contract with the Kansas City Crime Commission for the purpose of providing the services previously described and further detailed in the attached contract.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 20th day of February 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



The Kansas City Metropolitan
Crime Commission

Officers

Brad Sprong (Past chair)
Jeff Anthony (Chair)
Peter Greig (Chair-Elect)
Floyd May (Vice Chair)
Jay Reardon (Vice Chair)
Karl Zobrist (Vice Chair)
Ron Jury (Treasurer)
Rick Armstrong (President)

Board of Directors

Theresa Bentsch
Web Bixby
Deron Cherry
Edwin Lowndes
Andrew Gardner
Peter Greig
Bill Grojean
Lisa Hardwick
Dan Heckman
Rick Hughes
Erin Brower
Shannon Johnson
Kelly Hancox
Peg Liebert
Michael McComb
Jon McCormick
Mark Moreland
Javier Perez Jr.
Andy Rieger
Martin Rucker II
Trey Runnion
Angie Salmon
Gregory Silvers
Willard Snyder
Mark Thompson
Pasquale Trozzolo
Thomas Whittaker
Mitchell Wood
David Lawson

Honorary Directors

Dave Johnson
Charles W. Battey
Mike Beal
Alvin Brooks
Chuck Curtis
William Dunn Sr.
Terry Kilroy
Carol Marinovich
Boyd McGathey
Robert Reintjes Sr.
Kent Sunderland

January 1, 2025

Chief Jason Lockridge
City of Smithville
107 West Main Street
Smithville, MO 64089

Dear Chief Jason Lockridge:

Thank you for being a loyal Crime Stoppers supporter. Without your support, Crime Stoppers would not exist. Your support and partnership are essential to us, and we know **you are one of the reasons the Crime Stoppers TIPS Hotline is successful.**

- Since its inception in 1982, the Crime Stoppers Program has received more than 173,549 TIPS, leading to over 11,611 arrests, clearing over 25,724 cases through November 2024, 681 of which were for Homicide.
- Kansas City's Most Wanted Digital Newspaper publishes 50+ local fugitives, giving area departments and citizens easy access to the wanted fugitives' listings. Since 2006, the newspaper has led to 601 arrests.
- The Scholastic Crime Stoppers Program has seen great success in combating school-based issues, including nineteen (19) suicide interventions and two substantiated massive school violence acts, and 184 schools have implemented the program since its inception. As of December 16th, 2024, 256 scholastic tips have been taken in 2024.
- You can visit the Greater Kansas City Crime Stoppers website, www.kccrimestoppers.com, to view Kansas City's Most Wanted Suspects, Upcoming Events, High School Senior Scholarship opportunities, and our Scholastic Crime Stoppers program.

Like you, Crime Stoppers are passionate about fighting crime and making our communities safer. Thank you for being a Crime Fighter. Together, we get hundreds of dangerous fugitives off our streets and out of our neighborhoods, increasing school safety.

Sincerely,

Rick Armstrong
President

CONTRACT

This Contract is entered into as of January 1, 2025 by and between the City of Smithville, Missouri ("City") and the Kansas City Metropolitan Crime Commission, a Missouri not-for-profit corporation located at 3100 Broadway, Suite 1234, Kansas City, Missouri 64111 ("Crime Commission"). The City and the Crime Commission are referred to here as "the Parties."

WHEREAS, the Crime Commission has operated and continues to operate a Crime Stoppers program promoting the 816-474-TIPS Hotline Program in the Greater Kansas City area, which includes Johnson, Miami, and Wyandotte Counties in Kansas, and Cass, Clay, Jackson, and Platte Counties in Missouri ("Crime Stoppers Services").

WHEREAS, the City wishes to enter into this Contract under which the Crime Commission will provide Crime Stoppers Services for the City.

NOW, THEREFORE, the parties agree as follows:

1. The City will pay the Crime Commission an annual fee of \$275.00 for Crime Stoppers Services and each year hereafter as the Parties may agree, as further described below. The annual fee for Crime Stoppers Services may be adjusted in the future per the Parties' agreement.

2. The Crime Commission will provide the City with Crime Stoppers Services, which shall include the following services:

- a) Maintain the Crime Stoppers Hotline (currently 816-474-TIPS), which will be answered twenty-four hours per day;
- b) Provide publicity concerning the availability of the Crime Stoppers TIPS Hotline;
- c) Provide rewards for information leading to an arrest, the issuance of a warrant, complaint or information, or the return of an indictment that results from a call to the Crime Stoppers TIPS Hotline; and
- d) Forward information received on the Crime Stoppers TIPS Hotline regarding crimes occurring in the City.

3. The Parties agree that the Crime Stoppers Services provided by the Crime Commission are provided strictly on a contractual basis. The Crime Commission is not and shall not be considered a part of the City. The Crime Commission shall not be subject to any control by the City regarding the operation and provision of Crime Stoppers Services to the City by the Crime Commission.

4. Upon the expiration of the one-year term of this Contract, the Contract shall be renewed on an annual (one-year) basis unless one of the Parties gives 30-day written notice prior to the end of the year in which Crime Stoppers Services are being provided of that Party's intent not to renew the term of the Contract for another year.

5. This Contract shall not be assignable without the prior written consent of both Parties.

IN WITNESS WHEREOF, the parties have executed this contract for the contract year 2025.

CITY OF SMITHVILLE, MISSOURI

By: _____ (printed) Date: _____

Signature: _____

KANSAS CITY METROPOLITAN CRIME COMMISSION

By _____ (printed) Date: _____

Signature: _____



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Finance

AGENDA ITEM: Resolution 1442, Approving a Water and Wastewater Leak Adjustment Request

REQUESTED BOARD ACTION:

Motion to approve Resolution 1442, approving a water and wastewater leak adjustment request for April Cunningham in the amount of \$103.30.

SUMMARY: The City has received notice from April Cunningham, 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 November 25, 2024, 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, April Cunningham had started the cycle with a read of 817 and finished the November cycle with a read of 899, which resulted in consumption of 8,200 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, April Cunningham has provided proof of repair/maintenance of the service line leak which caused the high usage during the November billing cycle.

On or about December 26, 2024, the Utilities Division obtained electronic reads of water usage for the month of December. 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 December billing cycle, April Cunningham had started the cycle with a read of 899 and finished the December cycle with a read of 989, which resulted in consumption of 9,000 gallons. This amount was more than twice the established monthly average. As required by Ordinance 2989-18, April Cunningham has provided proof of repair/maintenance of the service line leak which caused the high usage during the December billing cycle.

If approved, the leak adjustment would issue a credit of \$103.30 to April Cunningham 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 \$103.30.

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 1442

A RESOLUTION APPROVING A WATER AND WASTEWATER LEAK ADJUSTMENT REQUEST FOR APRIL CUNNINGHAM IN THE AMOUNT OF \$103.30

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

WHEREAS, April Cunningham, a residential utility billing customer with account 10-000021-01, 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 \$103.30.

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 \$130.30 shall be credited to account 10-000021-01 of residential utility billing customer April Cunningham.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 20th day of February, 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Water and Wastewater Leak Adjustment Request

Utility Customer Name: April Cunningham

Utility Service Address: 18309 Rock Ridge S

Utility Account Number: 10-000021-01

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 \$103.30 at the Board of Alderman meeting on 2/20/2025.

Upon resolution by the Board of Alderman, I, April Cunningham, 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.

April Cunningham
Customer's Signature

1/31/25
Date



Water and Wastewater Leak Adjustment Calculation

Utility Customer Name: **April Cunningham**

Utility Service Address: **18309 Rock Ridge S**

Utility Account Number: **10-000021-01**

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): **\$11.96**
 Average monthly water usage for this property: **3,900 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): **\$7.14**

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): **\$10.17**
 Average monthly wastewater usage for this property: **3,900 gallons**
 Was the leak inside or outside the home: **outside**
 Was the wastewater billed winter average or actual usage: **actual usage**

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

MONTH 1	
Original Water Bill Amount	
8,200 gallons @ 11.96 per 1,000 gallons =	98.07
Adjusted Water Bill Amount	
7,800 gallons @ 11.96 per 1,000 gallons =	93.29
+ 400 gallons @ 7.14 per 1,000 gallons =	2.86
	96.15
Water Discount =	
	1.92
Original Wastewater Bill Amount	
8,200 gallons @ 10.17 per 1,000 gallons =	83.39
Adjusted Wastewater Bill Amount	
3,900 gallons @ 10.17 per 1,000 gallons =	39.66
Wastewater Discount =	
	43.73

MONTH 2 (if applicable)	
Original Water Bill Amount	
9,000 gallons @ 11.96 per 1,000 gallons =	107.64
Adjusted Water Bill Amount	
7,800 gallons @ 11.96 per 1,000 gallons =	93.29
+ 1,200 gallons @ 7.14 per 1,000 gallons =	8.57
	101.86
Water Discount =	
	5.78
Original Wastewater Bill Amount	
9,000 gallons @ 10.17 per 1,000 gallons =	91.53
Adjusted Wastewater Bill Amount	
3,900 gallons @ 10.17 per 1,000 gallons =	39.66
Wastewater Discount =	
	51.87

Total Discount = 103.30

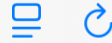
Updated with 11/1/2024 Rates

11:31



Done

cloudview1.ebizcharge.net



1

/ 1



Invoice # 12356

Balance Due

\$1,500.00

Cooters Plumbing LLC

504 Center Street
Lathrop, MO 64465

Invoice Date	Due Date	P.O Number
--------------	----------	------------

1/16/2025	1/16/2025	
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Bill To

Cliff Cunningham
18309 Rock Ridge
Smithville, MO 64089

Ship To

Item No.	Description	Qty	Unit Price	Amount
14 plumbing	Dig and replace water line from house to meter, leaking	1.00	\$1,500.00	\$1,500.00

Sub-Total \$1,500.00

Tax \$0.00

Payments/Credits \$0.00

Balance Due \$1,500.00

Thank you for your business!





City Administrator's Report

February 14, 2025

Public Safety Sales Tax Ballot Question – Election Cost

The Clay County Board of Election is in the process of determining costs to each entity associated with the April 8 election and is expected to mail the invoice for the City's portion of the election cost by March 10, 2025. This invoice is due within 14 days. A late fee of 10% will be charged if the bill is not paid within 14 days. In order to meet this timeline and avoid the penalty fee, staff will bring forward an Emergency Amendment sponsored by Mayor Boley at the March 18 Board of Aldermen meeting.

Friday Newsflash

Last week, we debuted a new way to reach out to the community. The Friday Newsflash is a weekly update to provide timely and relevant information to keep our community informed. In addition to our bi-monthly Citizen Newsletter and regular social media updates, the Friday Newsflash will serve as an additional resource for key City updates, important reminders, and highlights from Board of Aldermen meetings.

The Friday Newsflash will be posted weekly to social media and the City's website.

Proposition P Update

On April 8, City of Smithville residents will have the opportunity to vote on a Public Safety Sales Tax. This proposition asks voters to consider imposing a citywide ½ percent public safety sales tax to be placed on all retail sales made in the City of Smithville. Funds generated would be dedicated to Police Department related purposes, including the enhancements to officer compensation and benefits to aid in recruitment and retention of officers; fund public safety equipment and staff to support community growth; and implementation of an animal control program.

Since the last Board meeting, staff has worked on the following:

- Held a meeting with FOP Representatives and Police Department staff to review the educational materials.
- Held a meeting with Citizens Academy Alumni to provide information and the educational materials.

- Scheduled informational meetings with the following community groups: Friends of Megan's Paws & Claws, Kiwanis, Lion's Club, Smithville Rotary, Smithville Main Street District, and Community In Action.
- Staff will provide information at the upcoming Chamber of Commerce Luncheon in February and March.
- Reached out to HOAs to schedule meetings. Most are not having any additional meetings but will share information on their neighborhood social media pages. Staff has scheduled a meeting with Cedar Lakes HOA.
- Scheduled public informational meetings to be held at City Hall:
 - March 5 at 6pm
 - April 2 at 6pm
- Developed a social media plan for weekly posts leading up to April 8.
- Developed an informational handout with frequently asked questions.
- Developed an informational flyer to be mailed in March Utility Bills.

If you have any questions regarding the ballot question, please contact Chief Jason Lockridge jlockridge@smithvillemo.org or Assistant City Administrator Gina Pate gpate@smithvillemo.org.

Sculpture on the Move

Please see the attached memo from Parks and Recreation Director Matt Denton regarding the art installation downtown.

Economic Development

Assistant City Administrator Gina Pate met with representatives from the Missouri Department of Economic Development to meet with new staff. They plan to check-in on a quarterly basis. Missouri DED would like to stay connected with upcoming development opportunities to connect individuals with state resources.

Gina will also be attending a February Roundtable to discuss World Cup 2026 planning for Clay and Platte County. There will be larger informational sessions in the spring which will be open to other stakeholders as plans progress. Future work session discussions on this topic may be likely.

Website Update

Staff is currently in the design review process of the new City website. Staff is simultaneously reviewing the site-mapping of our current website and making recommendations for the new website. We are making sure content is up to date and pages are working correctly. The target go live date for the new website is May 1, 2025.

Date:	February 18, 2025
Prepared By:	Matt Denton, Parks and Recreation Director
Subject:	Sculpture on the Move

The Parks and Recreation Master Plan outlines community desire for public art: “*The broad downtown area was considered by survey respondents as the most suitable location for community events and festivals, and public art spaces and features.*” Public Art was also including it in the 4–6-year implementation strategy and timeline.

In February 2023, Smithville Board of Alderman approved an MOU with The Creative Communities Alliance (CCA) for the Sculpture on the Move program. CCA is a coalition of municipal and nonprofit organizations dedicated to the development of community arts around Missouri. Sculpture on the Move is a project intended to encourage relationships between communities and artists, as well as grow art appreciation across Missouri and foster multicultural communities through public art. The Parks and Recreation Department was introduced to Sculpture on the Move from multiple KC Metro area parks and recreation departments. The program facilitates the installation of high quality, original artwork for communities to enhance public spaces with minimal cost and a short-term commitment.

This program allows sculptures to rotate throughout Missouri on a two-year cycle, and our first round is now concluding. This May, our downtown sculpture, *World's Her Canvas*, will be up for renewal.

The selection process rotation includes a “draft” process. The draft to secure a new sculpture is scheduled for March 4, 2025.

Two years ago, a selection committee comprised of downtown and community representatives was formed to select our current piece. A committee including representatives from Smithville Main Street District, Parks and Recreation Committee and Board of Alderman has again been formed to assist in the selection process.

The agreement with Creative Communities Alliance, provides a cost-effective way for the City to install art installations. The commitment is a 2-year contract for a total of \$1,000/yr. (\$2,000 total). The City would be required to show proof of general liability coverage for the art piece.

The cost structure includes:

- \$1,000 per year for a total of \$2,000, paid directly to the artist.
- \$100 in administration/membership fees, paid to Creative Communities Alliance
- A small plaque for the artwork, typically costing \$80-\$100.

Funds are available in the FY2025 Parks and Recreation Budget for this expenditure.



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Development

AGENDA ITEM: Bill No. 3054-25, Rezoning Northeast Corner of Second Creek Bridge Road and Lowman Road – 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3054-25, changing the zoning classifications or districts of certain lands located in the City of Smithville by Title Only for First Reading.

SUMMARY:

Approving the ordinance would authorize changing the zoning district classification of the property located at the northeast corner of Second Creek Bridge Road and Lowman Road from R-1B to AR.

PREVIOUS ACTION:

This property was originally rezoned to R-1B and R-3 to allow creation of Second Creek Meadows subdivision, and again rezoned to change the R-3 land to R-1B.

POLICY OBJECTIVE:

Develop in accordance with the Comprehensive Plan.

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Meeting is available for viewing online | |

FINDING OF FACTS AND CONCLUSIONS OF LAW

Applicant: Jami D Pryor Trust

Land Use Proposed: AR

Zoning: R-1B

Property Location: Northeast Corner of Second Creek and Lowman Rd.

Pursuant to the provisions of Section 400.560(C) of the Smithville Code, the Planning Commission does hereby make the following findings of fact based upon the testimony and evidence presented in a public hearing of the Planning and Zoning Commission of the City of Smithville, held on August 13, 2024, and presents these findings to the Board of Aldermen, with its' recommendations on the application.

Finding of Facts

1. Character of the neighborhood.

The surrounding area is generally large (3 acres) development adjacent to the tract in questions, with very large lot farmstead type housing.

2. Consistency with the City's Comprehensive Plan and ordinances.

The existing Comprehensive Plan was adopted on November 10, 2020, by the Planning Commission and adopted as the City's development Policy on November 17, 2020 by the Board of Aldermen. The Future Land Use Map in that policy identifies the area in question as agricultural with likely no development to occur

3. Adequacy of public utilities and other needed public services.

All of the public utilities and needed public services are available, and any upgrades to the systems are the sole responsibility of the development.

4. Suitability of the uses to which the property has been restricted under its existing zoning.

The current use is as unused farmland, but has been zoned for higher density residential for 2 years with no development.

5. Length of time the property has remained vacant as zoned.

The property has been vacant as zoned for 2 years with no development.

6. Compatibility of the proposed district classification with nearby properties.
The proposed district matches the adjacent existing uses.
7. The extent to which the zoning amendment may detrimentally affect nearby property.
No detriment is anticipated.
8. Whether the proposed amendment provides a disproportionately great loss to the individual landowners nearby relative to the public gain.
No loss to landowners is expected.
9. That in rendering this Finding of Fact, testimony at the public hearing on February 11, 2025, has been taken into consideration as well as the documents provided.

Recommendation of the Planning Commission

Based on the foregoing findings of fact, we conclude that:

- A. This application and the Zoning of this property from R-1B Single Family Residential to AR is governed by Section 400.620 of the zoning ordinance of Smithville, Missouri.
- B. The proposed zoning is compatible with the factors set out in Section 400.560(C) of the zoning ordinance.
- C. The Planning and Zoning Commission of the City of Smithville, Missouri recommends approval of zoning the property to AR.

BILL NO. 3054-25

ORDINANCE NO. 32XX-25

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

WHEREAS, The City of Smithville received an application for rezoning on December 11, 2024 for property located at the northeast corner of Second Creek Bridge Road and Lowman Road; and

WHEREAS, a Public Hearing was conducted before the Planning Commission on February 11, 2025; and

WHEREAS, the Planning Commission presented its' findings to the Board of Aldermen and recommended approval of the rezoning for the property to AR.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF
THE CITY OF SMITHVILLE, MISSOURI, THAT;**

Section 1. Having received a recommendation from the Planning Commission, and proper notice having been given and public hearing held as provided by law, and under the authority of and subject to the provisions of the zoning ordinances of the City of Smithville, Missouri, by a majority board vote, the zoning classification(s) or district(s) of the lands legally described hereby are changed as follows:

The property legally described as:

Beginning at the Center of Section 22, Township 53 North, Range 33 West, Smithville, Clay County, Missouri: thence along the West line of the Northeast Quarter South 00 degrees 14 minutes 39 seconds West, 891.19 feet to the Point of Beginning; thence departing from said line North 86 degrees 33 minutes 30 seconds East, 158.95 feet; thence North 71 degrees 05 minutes 54 seconds East, 32.66 feet; thence North 60 degrees 12 minutes 57 seconds East, 32.75 feet; thence North 46 degrees 27 minutes 34 seconds East, 32.75 feet; thence North 26 degrees 21 minutes 27 seconds East, 34.42 feet; thence North 02 degrees 30 minutes 52 seconds West, 81.85 feet; thence North 42 degrees 49 minutes 26 seconds East, 107.94 feet; thence North 15 degrees 12 minutes 59 seconds East, 33.30 feet; thence North 10 degrees 37 minutes 40 seconds West, 80.63 feet; thence North 35 degrees 27 minutes 45 seconds West, 21.62 feet; thence North 59 degrees 42 minutes 09 seconds West, 76.49 feet; thence North 02 degrees 32 minutes 45 seconds West, 178.55 feet; thence South 88 degrees 26 minutes 47 seconds East, 141.04 feet; thence North 77 degrees 48 minutes 48 seconds East, 79.58 feet; thence North 54 degrees 21 minutes 27 seconds East, 148.47

feet; thence North 72 degrees 21 minutes 17 seconds East, 54.97 feet; thence North 81 degrees 50 minutes 29 seconds East, 104.14 feet; thence South 84 degrees 13 minutes 11 seconds East, 45.70 feet; thence South 16 degrees 43 minutes 53 seconds West, 42.65 feet; thence South 69 degrees 55 minutes 24 seconds East, 294.94 feet; thence North 84 degrees 13 minutes 27 seconds East, 380.00 feet; thence South 35 degrees 57 minutes 59 seconds East, 181.79 feet; thence South 58 degrees 23 minutes 08 seconds East, 195.06 feet; thence South 72 degrees 51 minutes 44 seconds East, 218.40 feet; thence South 36 degrees 05 minutes 11 seconds West, 223.71 feet; thence South 44 degrees 41 minutes 46 seconds West, 76.13 feet; thence South 56 degrees 48 minutes 44 seconds West, 50.08 feet; thence South 42 degrees 13 minutes 07 seconds West, 204.68 feet; thence South 11 degrees 53 minutes 00 seconds East, 114.56 feet; thence North 88 degrees 46 minutes 08 seconds West, 301.07 feet; thence South 05 degrees 07 minutes 36 seconds West, 223.86 feet; thence North 89 degrees 59 minutes 07 seconds West, 269.20 feet; thence North 00 degrees 28 minutes 10 seconds West, 330.01 feet; thence North 89 degrees 59 minutes 13 seconds West, 330.22 feet; thence South 00 degrees 30 minutes 25 seconds East, 330.00 feet; thence North 89 degrees 59 minutes 07 seconds West, 639.40 feet to the West Quarter Corner of the Southeast Quarter; thence along said West line of the Northwest Quarter of the Southeast Quarter North 00 degrees 14 minutes 39 seconds East, 436.76 feet to the Point of Beginning

is hereby set as AR.

Section 2. Upon the taking effect of this ordinance, the above zoning changes shall be entered and shown upon the "Official Zoning Map" previously adopted and said Official Zoning Map is hereby reincorporated as a part of the zoning ordinance as amended.

Section 3. This ordinance shall take effect and be in full force from and after the approval.

PASSED THIS 4th DAY OF MARCH, 2025

Mayor

ATTEST:

City Clerk

First Reading:	02/20/2025
Second Reading	03/04/2025



STAFF REPORT

February 6, 2025

Rezoning of Parcel Id # 05-504-00-01-010.01

Application for a Zoning District Classification Amendment

Code Sections:

400.560.C Zoning District Classification Amendments

Property Information:

Address:	Second Creek and Lowman Rd
Owner:	Jami Pryor Trust
Current Zoning:	R-1b
Proposed Zoning:	AR

Public Notice Dates:

1 st Publication in Newspaper:	January 23, 2025
Letters to Property Owners w/in 185':	January 24, 2025

GENERAL DESCRIPTION:

The applicant submitted an application proposing to rezone approximately 29.88 acres +/- from R-1B to AR. The proposed zoning classification allows lots that exceed the front/side ratio of 2.5 to 1 in the R districts.

EXISTING ZONING:

The existing zoning is R-1B and January of 2023.

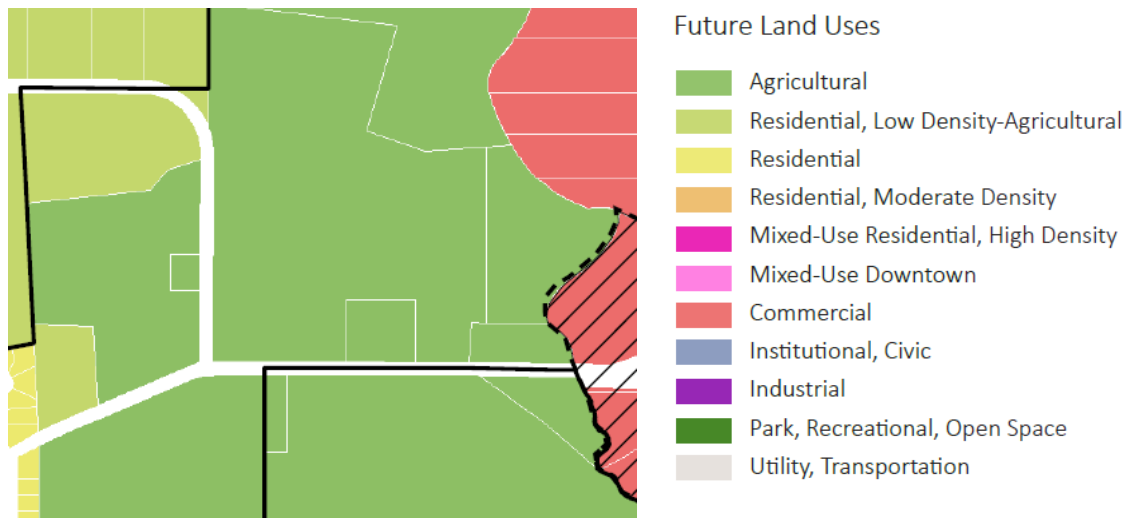
CHARACTER OF THE NEIGHBORHOOD *400.560.C.1*

The surrounding area is generally large (3 acres) development adjacent to the tract in questions, with very large lot farmstead type housing.

CONSISTENCY WITH COMPREHENSIVE PLAN AND ORDINANCES *400.560.C.2*

The existing Comprehensive Plan was adopted on November 10, 2020, by the Planning Commission and adopted as the City's development Policy on November 17,

2020 by the Board of Aldermen. The Future Land Use Map in that policy identifies the area in question as agricultural with likely no development to occur



ADEQUACY OF PUBLIC UTILITIES OR OTHER PUBLIC SERVICES *400.560.C.3*

Streets:

Second Creek and Lowman Rd. are both sufficient to handle the load from this agricultural land.

Water, Sewer and Storm water

The city has water and sewer lines on the property. Any such impact will be handled in the normal subdivision process, but the existing systems are more than adequate.

All other utilities

Future Development will be conditioned upon installation of all other needed utilities at the cost of the development.

SUITABILITY OF THE USES TO WHICH THE PROPERTY HAS BEEN RESTRICTED UNDER ITS EXISTING ZONING *400.560.C.4*

The current use is vacant, unused farmland, but it zoned and platted for 70+ housing units.

TIME THE PROPERTY HAS REMAINED VACANT AS ZONED *400.560.C.5*

The property has been zoned residential for 2+ years but no development has occurred.

COMPATIBILITY OF PROPOSED DISTRICT WITH NEARBY LAND *400.560.C.6*

The proposed district is essentially the same as the existing developed adjacent uses.

EXTENT WHICH THE AMENDMENT MAY DETRIMENTALLY AFFECT NEARBY PROPERTY
400.560C.7

No detrimental effects are known.

WHETHER THE PROPOSAL HAS A DISPROPORTIONATE GREAT LOSS TO ADJOINING
PROPERTY OWNERS' RELATIVE TO THE PUBLIC GAIN *400.560.C.8*

With no detrimental effects known, no great loss is expected.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed district based upon the change meeting the Comprehensive Plan recommendations.

Respectfully Submitted,

Zoning Administrator



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT:
Administration/Finance/Police

AGENDA ITEM: Bill No. 3055-25, Destruction of Records - 1st Reading

REQUESTED BOARD ACTION:

A motion to approve Bill No. 3055-25, authorizing the destruction of certain records. 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:

- FY2023 Fireworks Permits Applications
- FY2024 Non-Hired Employment Applications
- FY2021 Dog Tag Applications
- FY2018 to FY2022 Meals on Wheels monthly billing information
- FY2022 Meals on Wheels discontinued services
- FY2021 Peddlers Permits
- FY2023 Business License Applications
- FY2020 Utility Billing Reports and Utility Billing Adjustments
- FY2023 Accounts Payable and accounts receivable records
- FY2023 Liquor Licenses
- FY2019 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.
- FY2019 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.

- FY2023 Fireworks Permits Applications
- FY2024 Non-Hired Employment Applications
- FY2021 Dog Tag Applications
- FY2018 to FY2022 Meals on Wheels monthly billing information
- FY2022 Meals on Wheels discontinued services
- FY2021 Peddlers Permits
- FY2023 Business License Applications
- FY2020 Utility Billing Reports and Utility Billing Adjustments
- FY2023 Accounts Payable and accounts receivable records
- FY2023 Liquor Licenses
- FY2019 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.
- FY2019 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 4th of March 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

First Reading: 02/20/2025

Second Reading: 03/04/2025



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1443, Authorizing the purchase of a lift station control panel from Mid-America Pump.

REQUESTED BOARD ACTION:

A motion to approve Resolution 1443, authorizing the purchase of a lift station control panel from Mid-America Pump in the amount of \$15,493.42.

SUMMARY:

The 2025 Utilities maintenance budget includes the rehabilitation of the Harbor Lakes pump station, to include new control panel, new pumps and new fence. In December, the pumps failed and the Board approved Resolution 1434 authorizing the purchase of two new pumps. The pumps have been ordered and one has been installed. This pump station was installed in 2003, so the panel and SCADA box are outdated, and some parts are unattainable.

Status

Currently the station is working with one new pump and the old control panel. The current SCADA box is also obsolete, and the outdated control panel is not easy to work on or get repair parts.

We received two quotes for the control panel replacement to include a new SCADA box.

FTC's quote for the control panel was \$12,702.67 with a lead time of 10 to 12 weeks.

Mid America Pump's quote for the control panel was \$12,646.96 with a lead time of 4 to 5 weeks.

Mid America Pump is the sole provider for Mission Communication for our SCADA system. Mid America pump has provided a quote of \$2,846.43 to replace the SCADA box.

It is recommended that the City purchase the control panel from Mid America Pump due to the lower price and quicker lead time in the amount of \$12,646.96 and include the SCADA box in the amount of \$2,846.43, for a total project cost of \$15,493.43.

PREVIOUS ACTION:

Resolution 1434 Authorizing the purchase of new pumps for the Harbor Lakes Lift Station.

POLICY ISSUE:

Infrastructure Maintenance

FINANCIAL CONSIDERATIONS:

This project is included in the 2025 Utilities maintenance budget.

ATTACHMENTS:

☐ Ordinance

☒ Resolution

☒ Staff Report

☒ Other: Quotes

☐ Contract

☐ Plans

☐ Minutes

RESOLUTION 1443

A RESOLUTION AUTHORIZING THE PURCHASE OF A LIFT STATION CONTROL PANEL FROM MID-AMERICA PUMP IN THE AMOUNT OF \$15,493.42

WHEREAS, the 2025 utilities maintenance budget included the rehabilitation of the Harbor Lakes sanitary sewer lift station; and

WHEREAS, staff received two bids with Mid America Pump submitting the best price and delivery lead time in an amount of \$15,493.42.

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


THAT the purchase of a lift station control panel, for Harbor Lakes, from Mid-America Pump, in an amount of \$15,493.42, is hereby approved.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 20th day of February 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

	<div>STAFF</div> <div>REPORT</div>
Date:	January 31, 2025
Prepared By:	David Schuerger, Utilities Operation Manager
Subject:	Control Panel for Harbor Lakes Pump Station
Staff Report:	Public Works

Summary

The 2025 Utilities maintenance budget includes the rehabilitation of the Harbor Lakes pump station, to include new control panel, new pumps and new fence. In December the pumps failed and the Board approved Resolution 1434 authorizing the purchase of 2 new pumps. The pumps have already been ordered and one of them is already installed. This pump station was installed in 2003, so the panel and SCADA box are outdated, and some parts are unattainable.

Status

Currently the station is working with 1 new pump and the old control panel. The current SCADA box is obsolete, and the outdated control panel is not easy to work on or get repair parts.

Bids

We received 2 bids for the control panel replacement. There is an adder of a new SCADA box.

FTC quote for the control panel: \$12,702.67 with a lead time of 10 to 12 weeks.

Mid America Pump quote for the control panel: \$12,646.96 with a lead time of 4 to 5 weeks.

Adder: \$2,846.43 for the SCADA box. Mid America Pump is the representative for Mission Communications.

Recommendation

After reviewing the bids, I recommend we award the bid to Mid America Pump due to the lower price and quicker lead time. With the SCADA box being obsolete I also recommend including the adder for a total of \$15,493.43.



5600 Inland Drive
Kansas City, Kansas 66106
Phone 913-287-3900
Fax 913-287-6641

REPAIR PROPOSAL

SKP: **8368**
Customer PO #:
Prepared By #: **Brad Saul**
Date: **1/13/2025**

Repair Estimate: **\$12,646.96**
Replacement Price:
Estimated Delivery:

Customer Information

Bill To:

Contact Info:

Ship To:

Company Name: City of Smithville
Address: 107 W. Main Street
City: Smithville
State/Zip Code: Missouri 64089-
First Name: Dave
Last Name: Schuerger
Phone: (816) 532-0070
Fax: (816) 532-8331

Company:
Address:
City:
State/Zip Code:

Description of Problem

This is for a new control panel at the Harbor Lakes pump station.

Pump Information

Pump Make:
Model:
Style:
Pump RPM:
Motor RPM:
☐ Seal
☐ Packing
Serial No:
HP:
Voltage:
Coupling:

Repair Description

Repair proposal to include:
1ea - New OVERSIZED 460V control panel 40"x30"x12", with a 12" X 12" space inside for the Mission box, dry contacts already in panel for: (Pump 1 run, Pump 2 Run, Overload Trip 1, Overload Trip 2, Seal Fail 1, Seal Fail 2, Thermal Fail 1, Thermal Fail 2, Power Loss, High Level)
2ea - Una-strut base mounts
3ea - SS una-strut
1ea - Set of 3/8" springs nuts and SS bolts and washers to build una-strut and mount panel
1ea - Set of 3" conduit pipe, 2ea 3" 45 degree elbows, 3ea 3" couplings, 1ea 3" male adaptor
1ea - SS float bracket with SS anchors - to mount existing floats and pump cables to
Labor to unwire and remove the existing control panel
Labor to install the new control panel and una-strut listed above
Labor to wire up existing floats and pump cables to the panel
Labor to wire up the existing mission box
Labor to test run panel and pump station
Truck and MLS charges

Lead time on the control panel is 4-5 weeks

Does NOT INCLUDE FREIGHT or anything else not listed above, please see terms and conditions

*****ADDER FOR A NEW MISSION CONTROLLER*****

1ea - New Mission box M153 - MyDro Wireless Real-Time Alarm System - FlatPak Enclosure and OP750 - Safe Module Plus - 4 Pulse Inputs, Intrinsically Safe float input, relay output (w/ModbusRTU for MyDro)
Laobr to install and wire up

Total for above adders is - \$2,846.43

Application Information

Pumpage:
Head:
Flow:
Temp:
Viscosity:
SpecificGravity:
☐ Hazardous ☐ Rotation Left
☐ MSDS ☐ Rotation Right

Terms and Conditions

1 Freight Charges Not Included
2 Taxes Not Included
3 Expedite Fees Not Included
4 Payment Terms - Net 30
5 Warranty Period - 90 Days
6 Proposal Vaild for 30 Days
7 Teardown/Inspection/Field Service Hours/MLS will be charged if Equipment is Not Repaired or Replaced through Mid-America Pump



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Development

AGENDA ITEM: Resolution 1444, Site Plan Approval – Walston Architectural Products

REQUESTED BOARD ACTION:

A motion to approve Resolution 1444, authorizing site plan approval for construction of Walston Architectural Products at 14901 North Industrial Drive.

SUMMARY:

The applicant submitted a site plan application for construction of a new 7,200 ft² office and warehouse for Walston Architectural Products. This facility is in full compliance with the site plan review ordinance.

After review at the February 11, 2025, Planning Commission meeting, the Commission recommended approval of the site plan as described in the Staff Report.

PREVIOUS ACTION:

This development was approved in 2022 and this marks the second building in Phase II and the third overall in the last three years.

POLICY ISSUE:

Complies with Codes

FINANCIAL CONSIDERATIONS:

No out-of-pocket expenses are anticipated.

ATTACHMENTS:

- ☐ Ordinance
- ☒ Resolution
- ☒ Staff Report
- ☐ Other

- ☐ Contract
- ☒ [Plans](#)
- ☐ Minutes

RESOLUTION 1444

A RESOLUTION AUTHORIZING SITE PLAN APPROVAL FOR CONSTRUCTION OF WALSTON ARCHITECTURAL PRODUCTS AT 14901 NORTH INDUSTRIAL DRIVE

WHEREAS, the applicant submitted plans for construction of a new 7,200 ft² office and warehouse space at 14901 North Industrial Drive; and

WHEREAS, the Planning Commission reviewed the submittal concerning the layout, building materials and colors at its February 11, 2025 meeting; and

WHEREAS, the Planning Commission recommends approval of the site plan at 14901 North Industrial Drive as provided in the submitted documents.

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

**THAT THE SITE PLAN APPLICATION FOR A NEW OFFICE AND
WAREHOUSE AT 14901 NORTH INDUSTRIAL DRIVE IS HEREBY
APPROVED.**

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 20th day of February, 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



STAFF REPORT
February 7, 2025
Site Plan Review of Parcel Id's # 05-816-00-03-004.00

Application for a Site Plan Approval

Code Sections:
400.390 – 400.440 Site Plan Approval

Property Information:

Address: 14901 N. Industrial Dr.
Owner: Walston Holdings, LLC
Current Zoning: I-1

Application Date: December 12, 2024

GENERAL DESCRIPTION:

Application to approve a site plan for Walston Architectural Products at 14901 N. Industrial Dr. (Lot 12, First Park) for a 7,200 ft² office and warehouse.

Section 400.410 Standard of Review

1. The extent to which the proposal conforms to these regulations.

The project area is within the I-1 district, and this warehouse/office conforms.

1. Building Materials.

Any material allowed in Section 400.45A.2.a. may be used in the "I-1" District for construction of a new building, and any additional materials, including prohibited materials, may be used if presented in an overall development proposal that does not negatively impact property values in the area.

Exterior façades include Nichiha Vintagewood Cedar Color for the front projection surrounds; Gray metal building column with Echo Ridge simulated stone veneer at bases; Black aluminum storefront window and door packages; *stucco look metal panel – gray in the wainscoting, Ribbed Metal Panels above in Charcoal. The stucco look panels will traverse the entire street facing facades.

2. Building Color.

a. Color schemes shall strive to tie building elements together, highlight significant architectural details consistent with original usages and generally enhance the historic nature of the area.

The mix of colors used tie elements together and are of general earth tones with color changes to highlight the bottom/top of the building and give it a human scale. The horizontal and vertical articulations with varying color and materials also tie the entire project into one overall look.

*b. All roof penetrations, building projections and building equipment shall match or complement the permanent color of the building, or be otherwise shielded from view from the public right-of-way. **Complies by shielding or color matching.***

3. Building Massing And Facade Treatment.

All new construction shall be designed to enhance the look of the district and should, to the extent practicable, conform to the intent of the overall district.

Building design is sufficiently matching to the other buildings in the district.

4. Site Layout Principles.

1. New buildings constructed in this district should, to the extent practicable, match the setbacks of the adjacent structures from the existing right-of-way, but in no event shall any primary entrance door open directly into the path of the public right-of-way. Any remodel or addition to an existing structure shall make changes to recess any primary entrance into the building so as to not obstruct any public right-of-way when opened.

The building is situated on one parcel and there are no adjacent buildings in this new phase of development. The only adjacent

building is over 25 years old and was constructed under different ordinances.

2. The extent to which the development would be compatible with the surrounding area.

The building would be compatible with the surrounding area and the office space, which could also be used for limited retail uses is well below the 25% maximum allowed in the I-1 district.

3. The extent to which the proposal conforms to the provisions of the City's subdivision regulations concerning the design and layout of the development, as well as water system, sewer system, stormwater protection and street improvements.

The development is new and the proposal does not negatively impact any of the utilities or other infrastructure.

4. The extent to which the proposal conforms to the policies and provisions of the City's Comprehensive Plan.

The proposal complies.

5. The extent to which the proposal conforms to the adopted engineering standards of the City.

The building complies.

6. The extent to which the locations of streets, paths, walkways and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.

The access paths and driveways are designed to minimize adverse traffic impacts.

7. The extent to which the buildings, structures, walkways, roads, driveways, open space and parking areas have been located to achieve the following objectives:

a. Preserve existing off-site views and create desirable on-site views;

The property is vacant ground, as is most of the surrounding area with no specific views to enhance or detract from, but the landscaping enhances the view.

b. Conserve natural resources and amenities available on the site;

There were no existing natural resources to conserve.

c. Minimize any adverse flood impact;

The development was subject to engineering review and the subject lot is accounted for in the development's stormwater detention.

d. Ensure that proposed structures are located on suitable soils;

The project is located on newly cleared and created development lots. Any adjustments to the soils that may become necessary will be part of the building's construction plans.

e. Minimize any adverse environmental impact;

No adverse environmental impact is known.

f. Minimize any present or future cost to the municipality and private providers of utilities in order to adequately provide public utility services to the site.

No impact is evident.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the proposed Site Plan with the following condition:

That the applicant amends the building plans to reflect the change from ribbed metal panels in the wainscoting on the street-facing sides to stucco-look metal panels.

Respectfully Submitted,

/s/

Director of Development









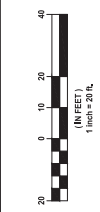
LEGEND

- EXISTING
- EXISTING GROUND ELEVATION
- PROPOSED
- GROUND ELEVATION
- PAVEMENT ELEVATION
- TOP OF CURB ELEVATION
- TOP OF WALL ELEVATION
- LOW POINT
- HIGH POINT
- SEWER/STORM ELEVATION
- SEWER/STORM TOP OF CURB
- SEWER/STORM TOP OF PAVEMENT
- FINISHED FLOOR
- CS-1 CURB AND GUTTER
- CS-1 MODIFIED CURB AND GUTTER
- RAMP
- LANDING
- TRANSITION
- GRADE BREAK
- DRAINAGE PATH

- NOTES
1. CONTRACTOR SHALL INSTALL VEHICLE TRACKING AND CONCRETE WASHOUT/WASTE
2. CONTRACTOR SHALL INSTALL INLET PROTECTION AT FIRST EXISTING CURB INLET DOWNSTREAM OF PROPOSED LOT 13 AND LOT 2.
3. CONTRACTOR SHALL INSTALL INLET PROTECTION AT EXISTING AREA INLET NEAR EAST PROPERTY LINE.

CONTRACTOR SHALL CONTACT OVERHEAD ELECTRIC COMPANY PRIOR TO BEGINNING GRADING OPERATIONS TO ALERT THEM OF THE PROPOSED GRADE CHANGE AND MOVEMENT OF CONSTRUCTION EQUIPMENT UNDER THEIR CONDUCTORS.

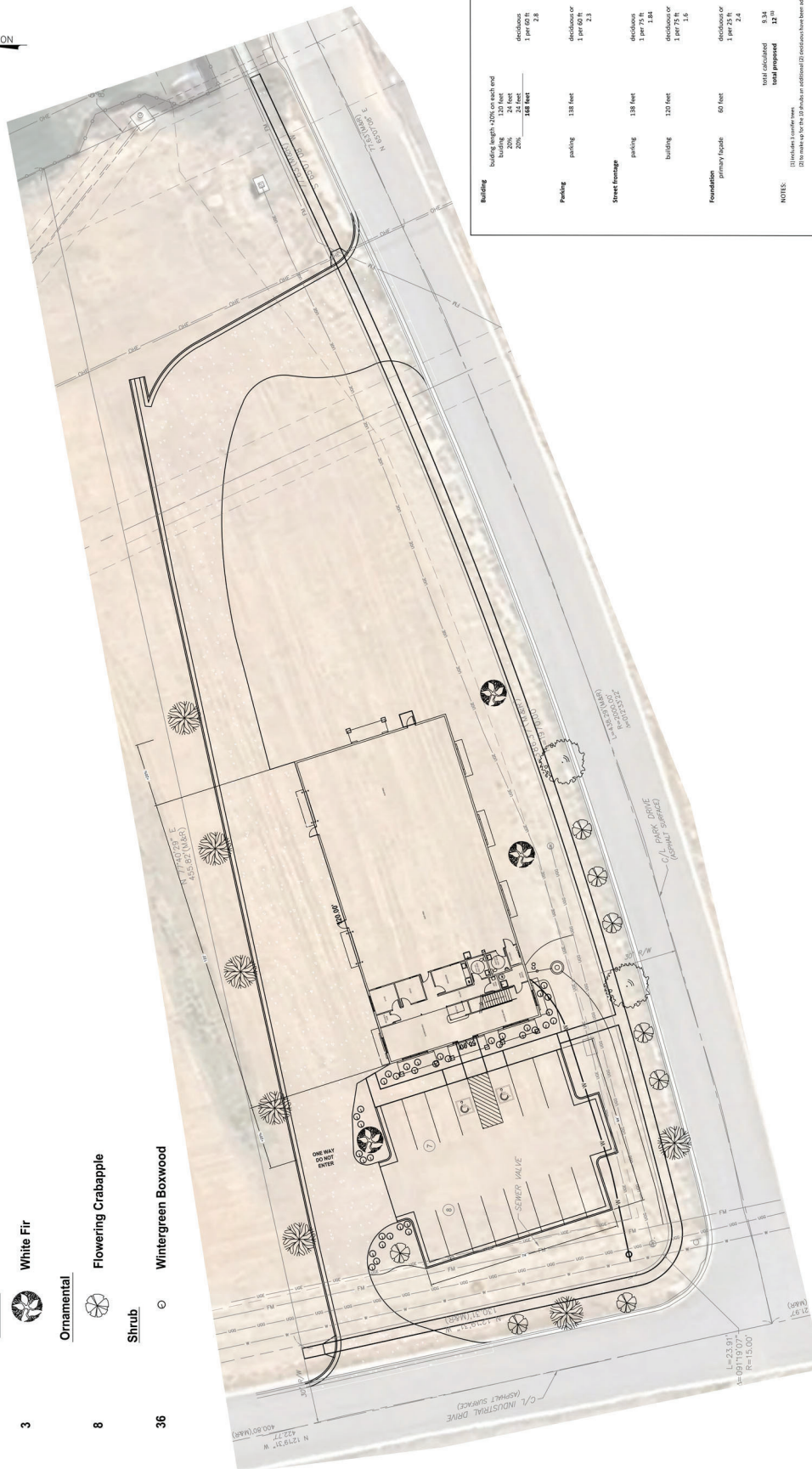
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RCUD	FOR CITY REVIEW	12-15-24



405 S. Leonard St., Suite D
Liberty, Missouri 64088
816.781.4200
fax 792.3666
www.agcengineers.com



WALSTON PRODUCTS
SMITHVILLE, CLAY COUNTY, MISSOURI
SITE PLANS
GRADING PLAN
6

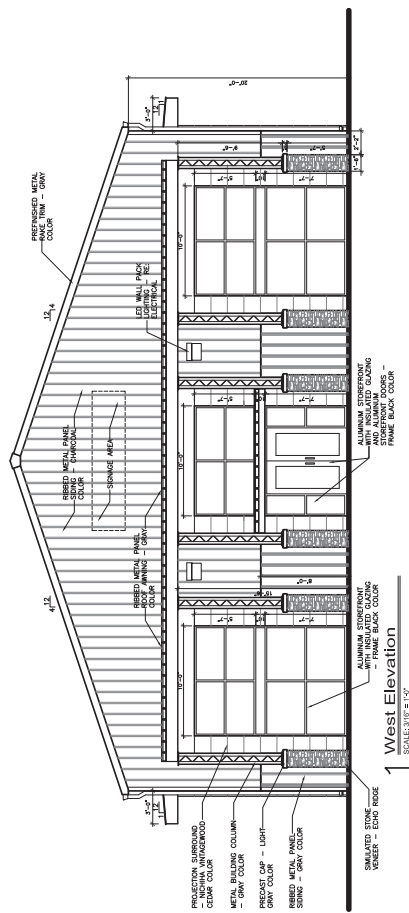
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AGC Engineers, Inc.

 405 S. Leonard St., Suite D
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 fax 792.3666
www.agcengineers.com

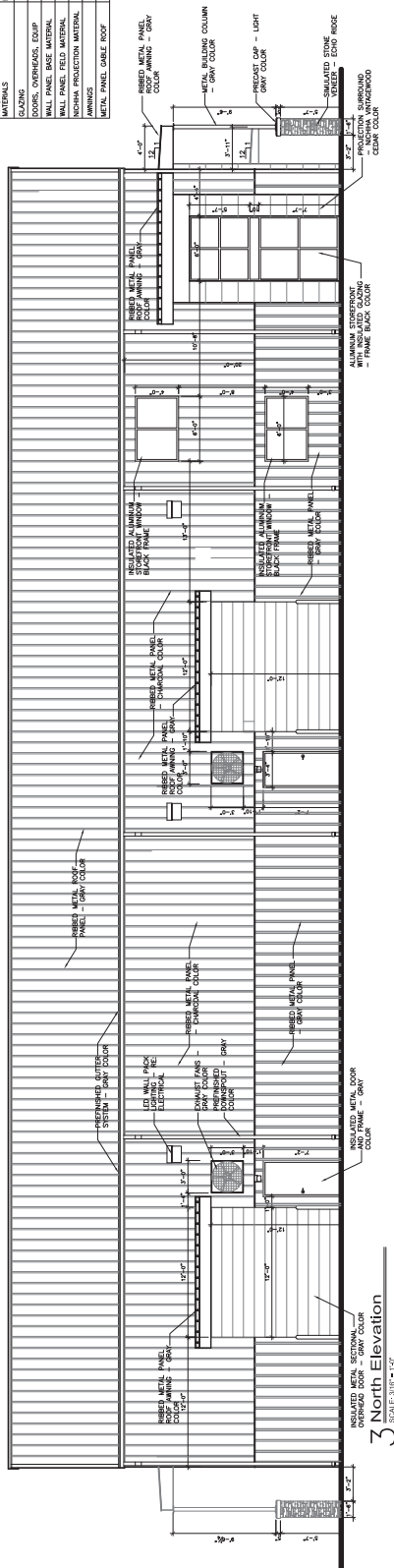
<p>WALSTON PRODUCTS</p> <p>SMITHVILLE, CLAY COUNTY, MISSOURI</p>	<p>SITE PLANS</p> <p>LANDSCAPING PLAN</p>
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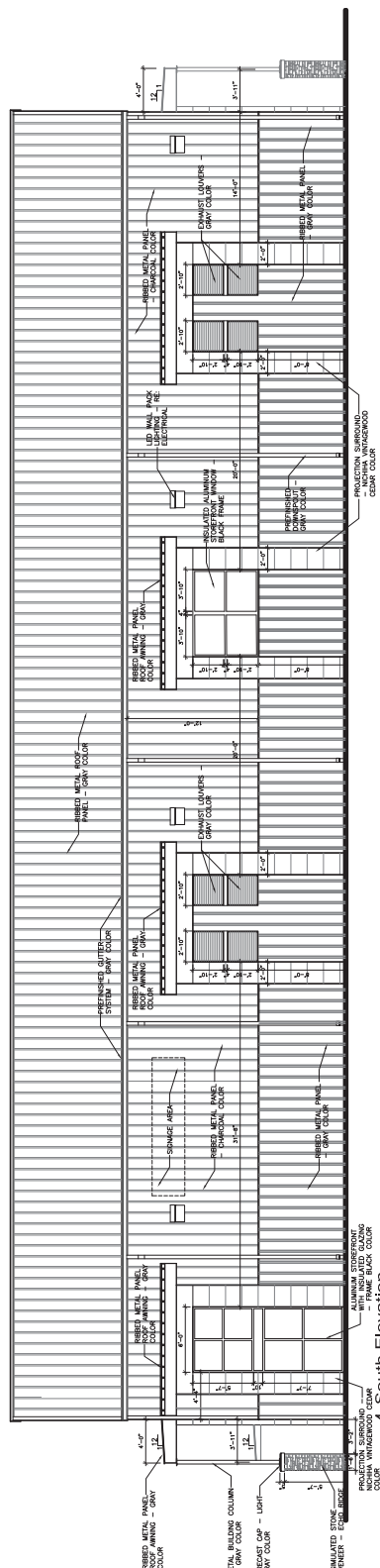
1 West Elevation

FINISH MATERIALS	NORTH ELEVATION %	SOUTH ELEVATION %	EAST ELEVATION %	WEST ELEVATION %
GLAZING	0.3%	0.4%	0.5%	2.4%
DOORS, OVERHEADS, EQUIP	1.6%	0.3%	0.2%	0.3%
WALL, PANEL, BASE MATERIAL	25.0%	3.3%	2.6%	1.2%
WALL, PANEL, FLOOR MATERIAL	5.0%	4.7%	6.1%	4.1%
CEILING, CHIMNEY, PROJECTION MATERIAL	3.3%	1.1%	0.5%	1.4%
WIRING	0.3%	0.2%	0.1%	0.6%
METAL PANEL, GABLE ROOF	3.3%	3.3%	N/A	N/A

NOTE: ALL SUBCONTRACTORS AND VENDORS SHALL BE RESPONSIBLE FOR VIEWING ALL DRAWINGS IN THE SET PRIOR TO PLACING BID. ANY QUESTIONS SHOULD COME IN THE FORM OF AN RFI TO THE GENERAL CONTRACTOR.



Z North Elevation



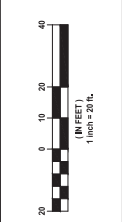
South Elevation

ALUMINUM STOREFRONT
WITH INSULATED GLAZING
- FRAME BLACK COLOR

PROJECTION SURROUND
NICHHA VINTAGEWOOD CEDAR
COLOR



BY	DATE
-	-
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ROAD	FOR CITY REVIEW



405 S. Leonard St., Suite D
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www.agcengineers.com

15-154

WALSTON PRODUCTS
SMITHVILLE, CLAY COUNTY, MISSOURI
SITE PLANS



Board of Aldermen Request for Action

MEETING DATE: 2/20/2025

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1445, Amending the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1445, adopting amendments to the Employee Compensation Plan.

SUMMARY:

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions.

The Finance Department currently has the following personnel:

- Finance Specialist I (one position)
- Finance Specialist II (two positions)
- Finance Director (one position)

The Finance Department will have a vacancy in one of the Finance Specialist II positions effective February 24, 2025 due to an internal promotion.

Human Resources and the Finance Director met to review the positions of the Finance Department and are making the following recommendations:

- Reinstatement of the Finance Analyst position in place of the vacant Finance Specialist II position. This would provide support to the Finance Director in budget development and tracking, utility rate modeling, financial forecasting, and financial analysis. This role was previously in place, and staff believes that reinstating this position would be highly beneficial to the city.
- Reclassify the Finance Specialist II position to Finance & Payroll Administrator to better reflect the duties of the role. This would move the position from pay grade 30 to pay grade 40 in the Compensation Plan.
- Update the Finance Specialist I title to Finance Specialist for consistency.

This recommendation would not add any additional staffing to the Finance Department:

- Finance Specialist (1 position)
- Finance & Payroll Administrator (1 position)
- Finance Analyst (1 position)
- Finance Director (1 position)

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes. The Plan was last revised in October 2024. A comprehensive review of the compensation and benefits plans of the City was completed in 2021.

POLICY OBJECTIVE:

Recruitment & Retention

FINANCIAL CONSIDERATIONS: This change does not add any new positions to the Finance Department. The financial impact to the budget is expected to be minimal.

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: Employee Compensation Plan
Job Descriptions for Finance Specialist, Finance & Payroll Administrator,
and Finance Analyst | |

RESOLUTION 1445

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN

WHEREAS, the City of Smithville has adopted and set forth the compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- Addition of the Finance Analyst Position
- Title change of Finance Specialist I to Finance Specialist
- Reclassification of Finance Specialist II to Finance & Payroll Administrator

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

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

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective February 20, 2025 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 20th day of February 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Smithville Employee Salary Schedule

Revised February 20, 2025

Pay Grade	Recommended Title	Department
5		
10		
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW
15		
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I Senior Services Coordinator	Development Finance PW PW Parks and Recreation
20		
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation
25		
	Police Recruit	Police
30		
	Code Inspector I	Development
35		
	Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Development Development PW PW Parks and Recreation PW
40		
	Building Inspector II Finance Analyst Finance & Payroll Administrator Water Treatment Plant Shift Supervisor	Development Finance Finance PW
45		
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW
50		
	Assistant to the Public Works Director	PW
55		
	Streets Superintendent Water Treatment Plant Manager Utilities Operations Manager	PW PW PW
60		
	Police Captain	Police
65		
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW

Assistant City Clerk Pay: 6%

SALARY RANGE			
	Minimum	Market	Maximum
\$	16.70	\$ 19.21	\$ 23.39
\$	34,745.44	\$ 39,957.26	\$ 48,643.62
\$	18.65	\$ 21.45	\$ 26.11
\$	38,799.08	\$ 44,613.15	\$ 54,318.71
\$	20.15	\$ 23.16	\$ 28.21
\$	41,903.00	\$ 48,180.35	\$ 58,673.47
\$	21.15	\$ 24.32	\$ 29.61
\$	43,987.73	\$ 50,589.37	\$ 61,592.09
\$	22.21	\$ 25.54	\$ 31.09
\$	46,188.28	\$ 53,114.20	\$ 64,672.85
\$	23.54	\$ 27.07	\$ 32.96
\$	48,967.91	\$ 56,310.78	\$ 68,564.34
\$	24.96	\$ 28.70	\$ 34.93
\$	51,909.69	\$ 59,692.67	\$ 72,664.30
\$	26.45	\$ 30.41	\$ 37.03
\$	55,013.62	\$ 63,259.87	\$ 77,019.07
\$	29.10	\$ 33.46	\$ 40.74
\$	60,526.56	\$ 69,606.70	\$ 84,732.55
\$	30.85	\$ 35.48	\$ 43.19
\$	64,163.25	\$ 73,799.32	\$ 89,828.55
\$	33.93	\$ 39.02	\$ 47.51
\$	70,579.58	\$ 81,165.36	\$ 98,816.04
\$	39.76	\$ 45.73	\$ 55.67
\$	82,696.78	\$ 95,110.73	\$ 115,784.93
\$	45.73		\$ 68.59
\$	95,110.73		\$ 142,666.10



JOB DESCRIPTION

Job Title: Finance Specialist	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 15
Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred.	
Minimum Experience: Two (2) years utility billing and accounts receivable experience, or other related experience. An equivalent combination of experience and training may be considered.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible to provide administrative, fiscal, and program support to the Department and provide exemplary customer service to members of the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
3. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
4. Assists customers with utility billing questions and information including rates, abnormal or erroneous readings, and requests for changes in services, such as new services and disconnections.
5. Coordinates with utility service crews via service orders to connect new services, disconnections/terminations, and any other concerns with water services.
6. Work with utility service crews to process meter swaps.

7. Performs weekly accounts payable processing, including entering invoices into the computer system; printing and mailing checks; maintaining vendor files including accurate and up-to-date supporting tax documents (i.e., W-9s).
8. Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
9. Coordinates new and renewal business licenses, dog licenses, peddler permits and fireworks permits. Directs customers to other departments regarding additional City licensing and permits.
10. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals.
11. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
12. Serves as the backup for utility billing to other department staff, as needed.
13. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of administrative policies and procedures of the City.
2. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
11. Ability to understand and effectively carry out verbal and written instructions.
12. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
13. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
14. Ability to handle sensitive interpersonal situations calmly and tactfully.
15. Ability to maintain effective working relationships with individuals within and outside the organization.
16. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
17. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance & Payroll Administrator	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 40
Minimum Education: Associate degree in an accounting or related program. Bachelor's degree preferred.	
Minimum Experience: Four (4) years previous payroll or accounting/bookkeeping experience. Previous experience in a municipal setting preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides accounting functions including payroll, benefit administration, bank reconciliation, budget administration, operational programs and utility billing processes for the City; and provides responsive, courteous, and efficient customer service in support of services provided.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. -Other duties may also be required or assigned.

1. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time entry, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Ensures payroll, benefits, and accruals are in accordance with applicable laws, policies, and procedures for all employees.
3. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
4. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
5. Coordinates with Human Resources to ensure retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment are processed timely and accurately.
6. Assists, reviews, and works with Human Resources (HR) on employee benefit enrollment, pay type, benefit, deduction, and accrual set up and terminations.

7. Reconciles and remits monthly sales tax and files quarterly payroll taxes.
8. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s, 1099s and Affordable Care Act reporting to employees and remits to federal and state agencies per mandates.
9. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
10. Runs reports for the monthly utility account billing, including but not limited to rate changes and winter sewer average; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; prepares leak adjustments; set-up payment plans; processes bad-debt write-offs.
11. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
12. Maintain vendor files, ensuring documentation is up-to-date and within compliance with company policies and procedures.
13. Assists in preparation of check requests for weekly accounts payable processing, including the specific preparation of drafts for automatic clearing house (ACH) bank activity.
14. Prepares receivable invoices for the police department.
15. Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
16. Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.
17. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit, and performs a daily banking account review and reports revenues for receipting into the City's financial system
18. Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
19. Serves as the backup to department personnel, as needed.
20. Assists the Finance Director with the retrieval and preparation of documents, exhibits, and reports for the annual audit. Maintains fixed asset listing utilized by auditors.
21. Daily (or as needed) analysis of the City's Positive Pay Program.
22. Maintain, review and analyze utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
23. Assist and monitor department spending with departments.
24. Assist as needed with the issuance of fuel cards, purchasing cards, and City cell phones.
25. Provide Finance Department updates for communications to department heads and the public.
26. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.

6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Analyst	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: February 2025	Pay Grade: 40
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, finance or a related field. Master's degree preferred.	
Minimum Experience: Previous related work experience preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for providing analysis of finance operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives; and will work closely with all City department employees as well as Governing Body members and the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists with budget preparation and monitoring, including, but not limited to:
 - a. Coordinating the City's performance management and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance improvements; and participating in a network for performance improvement professionals.
 - b. Reviewing departmental budget submissions and analyze for trends.
 - c. Review position control data to assist in review of staffing costs and projections.
 - d. Assisting with coordination and monitoring of the capital improvement budget process, including project accounting.
 - e. Assisting Finance Director in development of the annual budget document for submission for GFOA review.

2. Assists the Finance Director with oversight and management of tax increment financing, community improvement district and other economic development districts and allocation of funds.
3. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
4. Assists Finance Director with user fee research and preparation of the proposed Schedule of Fees in the budget process.
5. Assists the Finance Director and department staff with the external annual audit requirements and questions.
6. Conducts analytical research for various City operations, functions, and programs.
7. Assists with research regarding economic development projects and strategies.
8. Manages special projects as directed by the City Administrator and Finance Director.
9. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
10. Collects, organizes, analyzes, and interprets information from various sources, facts or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
11. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
12. Assists in the preparation of various newsletters for internal and external use.
13. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
14. Provides customer service as needed.
15. Serves as back-up to accounts payables, payroll, and utility billing, as needed.
16. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
17. Monitor department spending and coordinate monthly budget reporting with departments.
18. Assist with the issuance of fuel cards, purchasing cards, and City cell phones.
19. Provide Finance Department updates for communications to department heads and the public.
20. Assist in the administration of the City's leased vehicle program.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.

9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required of this position.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain a professionalism at all times.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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