

**SMITHVILLE BOARD OF ALDERMEN**  
**WORK SESSION**  
**April 21, 2026 6:30 p.m.**  
**City Hall Council Chambers and Via Videoconference**

**1. Call to Order**

Mayor Boley called the meeting to order at 6:30 p.m. A quorum of the Board was present: Marv Atkins, Kelly Kobylski, Melissa Wilson, Leeah Stone, Chelsea Dana and Dan Hartman.

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

City Attorneys present: Padraic Corcoran.

**2. Staffing Update**

Assistant City Administrator Gina Pate provided a comprehensive update on the many changes the City has experienced this year and the additional changes as Smithville continues to grow. Over the past several years there has been an uptick in population along with increased commercial and residential development, which has resulted in more projects and expanding our services.

Gina noted that currently the City has 67 full-time employees with the addition of three new positions, two of which have already been filled. The parks and facilities manager and the IT/GIS technician are already helping departments think more proactively and work more comprehensively across departments, which is reflected in current and future budget planning. Another major change is the upgrade to the LAGERS retirement benefit to a 2% multiplier effective July 1. This change coincides with three upcoming retirements that represent more than 100 years of combined local government service and nearly 75 years of service to the City of Smithville, including two management-level positions.

Gina explained that when vacancies occur, staff routinely review department structures, responsibilities, and opportunities for improvement. The Public Works Department and the Police Department are the City's largest departments, making up roughly two-thirds of the workforce, and both currently have very large spans of control at the supervising level. As services, population, and workloads increase, there is a need for stronger administrative support and clearer structure in these departments.

The Public Works Department currently includes streets and utilities divisions and has 25 staff members reporting to the director. The City is managing an increasing number of projects, including a five-year capital improvement program totaling more than \$65 million, including grant funding. The department is responsible for overseeing contractors, ensuring compliance, managing funding, coordinating with parks on major projects, and assisting Development with plan reviews for new projects. As these responsibilities have grown, many duties have shifted to the assistant to the public works director. This position now manages the MS4 Stormwater permit, oversees financial components of CIP projects, coordinates project updates, administers and applies for grants, leads easement acquisition efforts, serves as acting director when needed, manages departmental communications, supervises administrative staff, and oversees the solid waste and household hazardous waste programs. Gina explained that this position has evolved significantly over the past five years.

To address this growth, staff proposes creating a third division focused on administrative functions and reclassifying the assistant to the public works director to an assistant public works director role. This would reduce the director's span of control, formally recognize the management-level responsibilities already being performed, and create a clearer structure that supports both project management and leadership continuity. This change also helps in easing the transition to a new public works director, as the assistant to the public works director is already heavily involved in managing projects and supervising inspectors.

Gina noted that the Police Department has similar issues of structure and supervision. The department now has 22 full-time staff, with the captain currently supervising nine direct reports. Including the part-time position of the animal control role is part-time, which is split with the public works administrative assistant.

Gina explained that she and Cynthia met with Police Department staff and found they wanted more supervision, accountability and more of a chain of command with their day-to-day operations. She and Cynthia then worked with McGrath Consulting, who did the compensation classification study in 2022. She noted that they chose them because they had a person on staff with a background in police and was a former town manager. Staff wanted someone with that expertise to help with the recommendation. McGrath's recommendation was to add an administrative captain position. This role would oversee animal control, school resource officers, detectives, investigations and public information duties, while the existing captain's position would remain focused on patrol operations. This structure would reduce span of control, improve accountability, and create a clearer chain of command, particularly within patrol. She described this as a way to improve consistency, leadership clarity and day-to-day supervision. She also noted that recruitment for the animal control position would occur after having a captain who would oversee those duties.

Staff reviewed several funding scenarios related to the new police captain's position, taking a conservative approach with the finds from the new public safety sales tax. Projections were based on modest or flat revenue growth, with staff recommending a 50/50 split between the public safety sales tax and the general fund. Staff also looked at the funding for potentially adding an unmarked vehicle if needed, though it would not be required immediately.

Cynthia noted the public works director recruitment process has begun, including application review and phone interviews. The finalist interviews will involve governing body members and department directors. The hope is to have the position filled and that person begin work in time for the Board retreat on June 16.

Staff requested direction from the board so staff could proceed with position reclassifications, recruitment efforts, and the necessary budget and compensation plan amendments. The Board was all in agreement to move forward with the recommended changes.

Gina noted that staff would bring forward an amendment to the compensation plan and a budget amendment at the May 5 meeting.

### **3. Adjourn**

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

Ayes – 6, Noes – 0, motion carries. The Mayor declared the work session adjourned at 6:52 p.m.