

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

June 16, 2020 6:15 p.m. or following the 6:00 p.m. Regular Session Meeting
City Hall Council Chambers

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

Mayor, Aldermen, City Administrator, City Staff and City Attorney attended via the Zoom meeting app. The meeting was streamed live on the city's YouTube page with a link on the city's FaceBook page. Attendance in person by members of the public was not be permitted.

1. Call to Order

Mayor Boley called the Work Session meeting to order at 6:33 p.m. Board members present via Zoom: John Chevalier, Marv Atkins, Steve Sarver, Melissa Wilson, Jeff Bloemker and Dan Ulledahl.

Staff present via Zoom: Cynthia Wagner Nickie Lee, Chuck Soules, Dan Toleikis, Jack Hendrix, Matt Denton, Jason Lockridge, Linda Drummond and City Attorneys John Reddoch and Scott Sullivan.

2. Discussion of CARES Funding

Cynthia noted that Congress passed, and the President signed, the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. The CARES Act provides for Federal Stimulus Funds to flow to the states by population and to counties within the state also by population. Generally speaking, these funds are to be used for reimbursement of expenses related to dealing with the COVID-19 pandemic since the crisis's beginning to the end of the year. The funds cannot be used to make up for loss of revenue due to the crisis.

In Missouri, county governments are responsible for the distribution of these funds. On May 1, 2020, the Clay County Commission approved Resolution 2020-139. The resolution provides that the City of Smithville will receive \$945,399.87 to use for eligible expenses incurred between March 1, 2020 and December 30, 2020. This amount was wired to the city account in mid-May.

The provisions of the CARES Act provides that payments from the Fund may only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the state or government; and
- were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The administration of the CARES Act includes the segregation of funds. In the second regular meeting this evening, an Ordinance for the creation of a new fund is included as well as an Ordinance for a budget amendment, both for first reading. The budget amendment would authorize receipt and expenditure of those funds. To allow for transparency, staff does intend to bring every expenditure from the fund to the Board for approval in a manner similar to the emergency purchases that you authorize as an acknowledged expenditure. A summary of expenditures will be provided on the city website. We are required as part of the resolution with Clay County to provide a monthly report to them. Staff recommends the finance committee work with staff and review those expenditures. Staff, in consultation with City attorneys and looking at expenditures that we have had to date, has developed four categories of potential recommended expenditures. Staff seeks direction from the Board on desired expenditures, expenditure levels and priorities for those expenditures.

City-wide Expenditures Related to Response to COVID-19

This category includes purchase of equipment to facilitate remote work (computer equipment and accessories); supplies (including Plexiglas for staff work stations, cleaning supplies, personal protective equipment, etc.); advertising/public education (water bill inserts); and fees for legal review associated with COVID-19 response.

Cynthia stated that City attorneys, John Reddoch and Scott Sullivan have spent a lot of time with herself and Nicki Lee, Assistant City Administrator, related to personnel policies and the review of the CARES Act.

To date, the City has expended approximately \$20,000 on items directly related to COVID-19. It is anticipated that a total of \$35,000 could be expended in this area by the end of the expenditure period.

Renovation of City Facilities and Purchase of Equipment to Enhance Mitigation of the Spread of COVID-19

A number of renovations to city facilities have been identified as assisting in mitigation of transmission:

- Renovation of restrooms at all city facilities (including City Hall, Senior Center, all parks and public works buildings and public restrooms) to provide touchless amenities and surfaces which are better to clean and maintain.
- Reconfiguration of the City Hall lobby to create better physical distancing and provide for a conference area where visitors could meet individually with city staff without having to traverse employee work areas, reducing the risk of contact related spread.
- Renovation of the City Hall kitchen and copy/mail area to allow better use of space and enhance the ability to physically distance in these areas.
- Enhancements to the existing HVAC system at City Hall to follow recommendations to mitigate the spread of COVID-19.
- Purchase of cleaning equipment to aid in the appropriate cleaning of City facilities, particularly park restroom facilities.

- Purchase of technology to allow for livestream of sports activities in Heritage Park. As ball play resumes on fields, providing a camera to stream the games could significantly reduce the number of spectators in the viewing areas.

Small Business Grants

Staff recommends development of a program that is aimed at assisting small businesses with the costs of business interruption caused by required closures. City staff has neither the capacity nor the qualifications to administer such a program. However, staff has been involved in discussions with the Clay County Economic Development Council (CCEDC) regarding administration of such a program. The City of North Kansas City entered into an agreement and they have issued their solicitation for applications. Cynthia believes in a meeting this evening they will reviewing the applications. She said it was her understanding that they had 24 applications. They allocated \$100,000 in funding with a limit of \$5,000 per grant. This is the recommendation that staff is proposing for Smithville. Last evening the City of Gladstone discussed a similar program to be administered by Clay County EDC with \$125,000 for grants of a \$5,000 limit.

In the packet were draft documents relating to a proposed program, including a draft outline of the criteria for funding, a draft application for businesses and a proposed MOU with CCEDC for administration CCEDC has outlined a request for an administration fee in the amount of 5% of the total of the program.

Eligible businesses include:

- Businesses physically located in Smithville.
- Businesses must have had a valid 2019 Business License.
- Public-facing businesses directly impacted by the "Stay at Home" order such as retail, food service, arts and entertainment, hospitality, fitness, medical, and personal services.
- Businesses or individuals whose primary revenue is generated from rental properties.

Businesses do not qualify if they are a:

- National franchise.
- Non-profit organization.
- Business with current liens by the City or fees owed to the City of Smithville.

Priority will be given to:

- Businesses that have 20 or fewer full-time equivalent employees, and;
- Businesses that have \$2.5 million or less in annual revenue.
- Businesses that have not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds). Please disclose if you have received any COVID-19 related relief funding.

Staff seeks direction from the Board regarding administration and elements of this proposed program as well as an appropriate funding level for such a program.

Set-Aside for Future Needs Relating to COVID-19

As we are all aware, no one knows where this crisis is going. A possible second wave of infection. This could cause City expenses to increase more rapidly than they have to date. A second wave presents additional potential of exposure of first responders. Should a police officer be infected and have to miss work for an extended period, this could have dramatic impact on overtime costs. If a second were exposed, these costs would be amplified. Likewise, if a city staff member were out for an extended period of time, the City could be forced to explore alternative methods of completing work during this recovery period (i.e, contractual provision of payroll services or building inspections, etc.).

Staff has had discussions with representatives of the Smithville Area Fire Protection District and the Northland Regional Ambulance District. Neither agency has experienced significant costs related to COVID-19 response. Neither agency received direct allocations of CARES funding. Should either or both of these agencies also experience infection of a first responder in the coming months, their costs related to overtime could also be significant.

Additionally, staff has had some initial conversations with staff at Mid America Regional Council (MARC) regarding the potential of that organization creating a work group or an initiative to coordinate region-wide responses to COVID-19. While no draft program is in discussion, setting aside an additional allocation of funding to support regional communications/education related to COVID-19, regional testing coordination, purchase of large quantities of PPE, etc. as coordinated by a regional party may be an option for expenditure of funds. Due to the number of unknown variables, staff recommends holding a portion of the total funding in the city account, earmarked for potential future costs.

In discussion with the Finance Committee, the possibility of grants to not-for-profit agencies similar to the business grants outlined earlier were also discussed. If this is an area the Board would like to explore, staff seeks direction on parameters and recommended partner agencies to assist in implementation. It is anticipated additional discussion and review by legal counsel would also be necessary.

The information that is provided on page 20 in the packet breaks down the \$945,000 into those areas outlined. Staff is seeking direction from the Board as to how to spend those funds. Cynthia indicated that in our second regular session meeting this evening the creation of the CARES fund will be on the agenda, for first reading, with the second reading in July. There will then be a budget amendment to allow for receipt of those funds and expenditure of the funds. Cynthia noted that she and Nicki have spent a significant amount of time over the past month-and-a-half in communication with other Clay County city managers. As noted, Gladstone and North Kansas City both are proceeding with their grants for small businesses. This is really the bulk of expenditures that are occurring to date. A lot of entities are sitting back and trying to determine the best way to spend the monies. The CARES Act as adopted does not include reimbursement to cities for any lost revenues as a result of COVID-19. A

number of the communities in Clay County have seen an impact in that way. At this time, we do not anticipate that to be the case for Smithville as our sales tax numbers appear to trend on track or slightly higher than typical. There's been some discussion within other cities that should there be some amendment to the CARES Act to allow the communities to reimburse themselves for those losses. The information provided this evening has been developed as a direct result and effort of a lot of staff, Nicki, Dan, Chief Lockridge, Matt and she have spent a lot of time in looking at these expenditures. Cynthia asked for direction on the expenditures from the Board.

Alderwoman Wilson asked when the Council Chambers renovation would be complete?

Dan Toleikis stated that the contract says July 11, but we know that the dais will not be completed by then. He explained that the caveat to that date would be what direction we receive from the Board this evening. He said that if the Board gives direction for the HVAC upgrade, we really need to get that project done before they get the ceiling put in, or that might delay the project.

Alderwoman Wilson said the reason she asked was she felt instead of doing a lobby reconfiguration, we look at using the council chambers for the one-on-one meetings instead of spending that \$91,000. She stated she would like to see the lobby reconfiguration and the City Hall kitchen, copy room removed and those funds set aside for future needs.

Alderman Bloemker said that he broadly supports that. He believes in addition to the City Hall council chambers also to use the Senior Center for those individual meetings and help mitigate some cost. He would also like to see additional funds be set aside to improve the technology in the council chambers to allow for better broadcast and participation remotely for meetings like this and for all our board and committee meetings. He said that COVID-19 has proven the more we make it accessible to folks and allow them to participate remotely the better off we are. He also believes we are in the midst of our second wave of COVID-19 right now. He explained that they are seeing that firsthand in his workplace. He said they were ramping up things and are having additional expenditures that they had not anticipated at this time and we haven't even hit in the fall wave that we all kind of expect is likely to come. He said we should make sure to set some funds aside but also ensuring that we move forward on the small business grants for those folks who are truly affected and need additional assistance. This is something that we need to move on as quickly as we can.

Dirk Talley, 17270 North 169 Highway, spoke to the Board on the four items. He noted that he really likes the idea of funding all expenses that the City has already incurred. He asked the Board to explore that mitigation items heavily and make sure they are spending money on things that are really needed. He agrees that money needs to be set aside for future needs. He really likes the small business grant idea and asked if there might be the possibility of more

than \$5,000 grants. He said there are a lot of these small businesses in town that have really been hurt.

Alderman Sarver asked about the amount set aside for future needs, if we had until the end of the year to spend the money?

Cynthia explained it has to be turned back to Clay County October 1. She said in talking with the Clay County managers that if we see a fall wave of COVID-19 like Alderman Bloemker spoke about and the ongoing expenditures that hopefully the county would be open to cities requesting either an extension on that time or that we would be able to utilize some of those funds because those are exactly what those funds are intended for and you do not want to be penalized for receiving funding for unexpected future costs.

Alderman Chevalier said that he was alright with removing items like the lobby reconfiguration and using other places for meetings. He said he was concerned about not doing the kitchen and copier room enhancements. If there is a need for social distancing these items need to be considered. He said he feels it is important to protect staff and make sure that they are not in an environment that is dangerous.

Mayor Boley agreed that the area by the copier was tight space.

Cynthia explained that the copier location is very close to our front desk where the receptionist sits. She said there might be some reconfiguration that we can do in a more effective way instead of doing a full remodel.

Alderman Bloemker asked what the renovation of that area would look like?

Cynthia said it moves the copy machine and mail sorting in to where the table is in the kitchen. It reduces the size of the kitchen area which then reduces the ability of the number of people to be in there at one time. This will allow for physical distancing. Staff would have to manage the physical distancing on our own, but it also keeps people from the front desk area.

Dan explained it removes the congregation area near an employee's desk and it moves that into its own. It removes the kitchen table which eliminates space for people to gather. The reason there is a dollar figure of \$25,000 is because it does include new floor, new paint and removes one of the doorways and creates a wall and reduces one entry way.

Cynthia explained that the flooring and paint will make the cleaning process easier.

Mayor Boley asked the Board if they were okay with the small business grant being at \$100,000?

Alderman Bloemker said in his opinion it was a great place to start and we may feel the need to grow that as applications come in.

Mayor Boley said it was his understanding that the number of applications that have been coming in is fairly slow. He asked if staff had details on them for North Kansas City?

Cynthia said she believed they had 24 applications.

Mayor Boley said that he knew that some businesses already received some form of funding so that they would not be eligible.

Cynthia clarified that the way this information is written, receipt of federal funding does not preclude the businesses who have received funding, but priority would not be given to those applications.

Mayor Boley asked the Board if they thought \$100,000 was an appropriate amount?

Alderman Atkins thought it seemed low when you look at \$100,000 for the small businesses compared to \$500,000 for mitigation.

Alderman Sarver asked if we knew how many businesses might take advantage of the grant?

Cynthia stated we do not know.

Alderman Atkins asked if we could add to the \$100,000 if we have the need?

Cynthia said that she believed that it was Alderman Bloemker that said \$100,000 was a good place to start and staff anticipated to start somewhere, work with CCEDC getting the information out there and see what it looks like. Cynthia said she will be reporting back to the Board frequently and if the Board wishes to do a second round or increase those funds available we could absolutely do that down the road.

Alderman Bloemker said it was a good start. He asked how much we have spent of the CARES funding to date?

Cynthia explained that we have spent a little over \$20,000 to date and we anticipate probably \$35,000. That includes doing another communication, any additional supplies, keeping our supplies stocked and purchasing needed supplies down the road.

Alderman Bloemker said he hopes that we can move more funds into the grant fund, but he thinks \$100,000 is a great place to start. He believes we need to set aside some funds for a second wave or third wave of COVID-19.

Alderwoman Wilson stated she thinks it looks really bad that \$500,000 of this is going to City Hall. She said that overall, she gets where some remodel needs to be done like in the bathrooms, the public bathrooms out in the Parks and things like that. She explained she has a really big concern with a spending a big portion of the CARES funding on City Hall right now.

The Board all agreed that \$100,000 for the small business grants was a good place to start.

Mayor Boley suggested the Board discuss the Set-Aside for Future Needs Relating to COVID-19 funds. He asked if the \$35,000 total for future staff needs was sufficient?

Alderwoman Wilson said if staff thought it was sufficient, she was good with that amount.

Alderman Bloemker said the one question he had was does everyone have laptops, so they are able to work remotely?

Dan stated that most of the employees have laptops, but we do have a few that have desktop computers. He asked Alderman Bloemker if he was making the recommendation maybe that we try to get every employee who uses a computer on a laptop?

Alderman Bloemker said we need to make sure we have the ability for them to work from home should the need arise again.

Alderwoman Wilson asked if those employees with desktops had the ability to use their own personal computers if they needed to work from home?

Dan said we were able to set it up for one employee.

Cynthia explained that the only issue with that is sometimes they might be limited by internet access at home. She said staff had talked about that while reviewing this and the only concern with that was if we purchased hotspots for internet, the reoccurring monthly expenses would not be covered with the CARES funds.

Mayor Boley explained that we spent quite a bit on our technology 18 months ago to make sure everybody had good internet coverage and we managed security, managed devices and segregated all the networks. Everyone should have VPN ability.

	<i>Estimated Amount</i>	<i>Amount Spent</i>
City Response Expenses	\$ 35,277	\$ 20,770
Legal review of policies, legislation	\$ 10,000	\$ 5,840
Additional Laptops/Equipment for work from home	\$ 7,758	\$ 7,758

Public Health Information (Utility Bill Inserts; signs)	\$	1,000	\$	502
Citywide PPE, Materials, and Cleaning Supply Expenses	\$	16,519	\$	6,671
City Mitigation Expenses	\$	508,464	\$	-
Citywide Automatic Kitchen / Bathroom Fixture replacements	\$	125,025		
City Hall - Bathroom Renovations	\$	121,240		
City Hall - HVAC Air Intake	\$	120,000		
City Hall - Lobby Reconfiguration	\$	91,620		
City Hall - Kitchen/Copy Room	\$	25,350		
Technology in Heritage Park for Livestream	\$	24,229		
UV Air Purifier	\$	1,000		
Small Business Grants	\$	105,000	\$	-
\$100k Grants and 5% Administrative Fee				
Set Aside for Future Needs	\$	296,659	\$	-
Potential Local or Regional Public Health Expenses				
Combined Total	\$	945,400	\$	20,770

Mayor Boley asked if the Board had any issues with the UV air purifier? The Livestreaming at Heritage Park?

Alderman Chevalier asked with a camera system, how does it work and how would operate it?

Matt Denton, Parks and Recreation Director, explained that we are working with KCMO Tech and that Aaron, their representative, explained the system would be set up where we would have administrative control of the cameras.

Alderman Bloemker stated that they have something similar where his son plays ball. They have cameras on the back of the backstop, and they are on 24/7 and stream to a YouTube channel. You can view games and practices. They can also be used for security purposes because you are able to pull up those cameras 24/7 and see who is doing what and when.

Matt also explained that with the mass gathering restrictions families would still be able to watch the games.

Alderman Chevalier asked how many cameras and where they would be placed?

Matt said that we would have cameras on the existing light poles and the cameras will be strategically placed for the best view.

Mayor Boley asked who of the Board had issue with the City Hall - Kitchen/Copy Room?

Alderwoman Wilson said that she did.

Alderman Bloemker said he strongly recommends we cull out what is City Hall versus elsewhere. Some of this we need to do anyway but feels it needs to come from City funds rather than CARES funding.

Mayor Boley asked for a roll call vote for the City Hall - Kitchen/Copy Room.

Alderman Bloemker – No, Alderman Ulledahl – Aye, Alderman Atkins – No, Alderman Sarver – Aye, Alderwoman Wilson – No, Alderman Chevalier – Aye.

Ayes – 3, Noes – 3, Mayor Boley voted Aye to break the tie.

Mayor Boley asked the Board about the City Hall - Lobby Reconfiguration?

Alderman Chevalier asked what the lobby reconfiguration would look like?

Dan explained that it takes the main lobby in City Hall and breaks it in to three sections. The middle section will remain the lobby as it is known right now. You're going to walk in the double set of doors to the vestibule then go through another set of double doors to the approximately 12 foot by 12 foot lobby with the main window. The east side would be big open space that would become a new conference room with access from the lobby so meetings could be conducted without having to walk through the office area. The west side would be divided into two offices, an office for the Police Clerk and an interview room to allow people to be brought into the Police Department for interviews. The reconfiguration would include drop ceiling, easy to clean paint and new flooring.

Alderman Chevalier said he liked the idea of doing the police reconfiguration portion, but asked if there would be a way to split that do that side and not do the conference room?

Dan said he thought that could probably be done.

Alderman Atkins said that he likes the idea of the rooms but wonders if they are COVID related.

Mayor Boley said that he had been in City Hall on the weekend when the police have brought people in for interviews and they use offices on the administration side. Which means we are exposing a large portion of City Hall to have someone sit down in an area where they can give their statement because there is not really a good place on the police side to do it.

Alderman Bloemker asked if they could use the Senior Center to do the interviews?

Chief Lockridge said we have never handed out keys to the Senior Center. He explained that moving the interview room and the Police Clerk up in the lobby

will actually free up some space to allow us to move our detectives out of a office that has two people working out of it. He said that pre-COVID we did not really consider that a health issue but all that has changed since March. Moving the Police Clerk upfront give her direct access when you walk in, and that then frees up her office space to move the detectives around so that they are not sharing a 9 x 14-foot office.

Alderman Bloemker said he strongly agrees that needs to be done but not with COVID funds. He feels it is a misuse of funds.

Alderwoman Wilson agrees.

Mayor Boley asked for a roll call vote.

Alderman Chevalier – Aye (if it could be split), Alderman Bloemker – No, Alderman Sarver – Aye, Alderman Atkins – NO, Alderman Ulledahl – Aye, Alderwoman Wilson – No.

Ayes – 3, Noes – 3, Mayor Boley voted No to break the tie.

Mayor Boley asked the Board about the City Hall - HVAC Air Intake?

Dan explained that this would be for City Hall and the Senior Center.

Mayor Boley asked if we would be upgrading our air intake for any other reason than for COVID?

Dan said that this was not part of our CIP list. He explained that both the HVAC units in City Hall were replaced a little over two years ago. This project would actually replace those units because they are not compatible with the outside air intake. Staff has asked the contractor if there are some other options.

Alderman Bloemker said we need to call out what is City Hall verses elsewhere. The amount of \$500,000 to go to City Hall renovations does not sit well with him. He said the need to list out where these funds are going is important.

Alderman Chevalier asked what was the difference between this outside air intake and the one we have now, is it because of COVID-19 recirculated air is not appropriate for it?

Mayor Boley stated maybe we need to leave that to the experts.

Cynthia explained that this is based on information from Clay County Public Health Center. That number and the reason is not broken out City Hall vs Senior Center is because we are still trying to get the information from Pence Heating and Cooling as to what would be the best fix for those two facilities.

Alderwoman Wilson asked if there would be an air purifier for City Hall and not have to spend \$120,000?

Cynthia said that staff will be able to explore that option more with Pence Heating and Cooling and we can gain a better understanding. Staff supplied Pence's with the information from Clay County Public Health Department. She explained that staff put this item in because of the work that is now being done in the Council Chambers with the HVAC, walls and ceiling. She said she did not know if she would put it as high priority because she believes there are still some unknowns, but we do know that because COVID-19 being airborne there some health issues.

Mayor Boley asked the Board about the City Hall - Bathroom Renovations?

Cynthia said in looking at this just breaking the information out we have the \$125,000 that is for the fixture replacement citywide, but that \$121,000 is the city hall only.

Dan explained that this will make both restrooms ADA compliant and both restrooms would be double occupancy. There would be new tile floor, washable walls and they would become no-touch bathrooms. The entrance door would have lever on the bottom of the door so you can open and close the door with your foot, instead of having to use your hands. It would have automatic flush toilets and touchless faucets and soap dispensers.

Alderman Bloemker referenced something said earlier how several of the cities have punted some of these things and truly figured out what is needed. He strongly feels that we should also do that with the HVAC and the copy room. He said he wonders if this falls in the same category. He supports making the restrooms ADA compliant but asked if we really need to make it so four people can go to the restroom at the same time. He said he has spent a fair amount of time at City Hall and is not sure that we have ever had that need outside of a meeting break.

Mayor Boley disagreed, he said he has seen the issue with people waiting to use the restrooms on many occasions. He said he knows that our restrooms are not the most sanitary and does not believe them to be easy to clean.

Alderman Atkins said he could see about half of the renovation being covered under the CARES funding and the other half under general funds.

Alderwoman Wilson said she agreed, she cannot see all of this being covered under COVID.

Mayor Boley said that the Board would need to do a budget amendment to be able to use the CARES funding this year for half of the restroom's renovation.

Alderman Bloemker said he would like to see staff bring forward an option for a budget amendment.

Mayor Boley asked if that was for the restrooms only or for the fixtures also?

Alderman Bloemker said he supports the replacing all of the fixtures and believes they are COVID related.

Mayor Boley said he would like to see HVAC improvements at the campgrounds and courtyard restrooms before City Hall, because that is where the maximum exposure is going to be.

Mayor Boley asked that staff bring a budget amendment with a breakdown of the restroom's renovation.

Mayor Boley asked the Board if they had any issues with the kitchen/bathroom fixture replacements?

The Board all agreed to replacing the fixtures.

Cynthia said that staff will bring the following forward at the first July meeting; authorization for approval of the business grants at \$100,000, approval for reimbursement of expenses of \$20,000 spent so, the bathroom and kitchen fixture replacement, additional information on bathroom renovations for City Hall, the HVAC air intake, move forward with regard to technology in Heritage Park and the air purifier and to move forward with regard to kitchen copy room.

Alderman Bloemker asked for additional technology for the boardroom to allow for better broadcasting and participation remotely.

Mayor Boley said one the expenses cut in the last budget was the devices for the board because they are all able to get online. He asked if we need a plan for future boards to ensure they have the technology they need? He said that we should look to have a fund to take care of that technology and we need to make sure we put some money aside for that tech support.

Cynthia said staff would take a look at all of those items and bring something forward for review as well.

Alderman Chevalier seconded Alderman Bloemker's recommendation for additional technology for the boardroom.

Mayor Boley said he would like staff to look into the software that some of cities are using for the split screen, so the public can see the meeting and the agenda.

3. Capital Improvement Plan Update

Dan gave an overview of the General Fund

IDENTIFIED PROJECTS		FY20	FY21	FY22	FY23	FY24	FY25
none							
Elected Officials Subtotal		-	-	-	-	-	-
City Hall Improvements - Council Chambers	100,000.00	95,750.00					
City Hall Improvements - Police Reconfiguration	245,391.00		100,000.00	150,000.00			
City Hall Improvements - Administrative Reconfiguration	114,379.00				120,000.00		
Comprehensive Plan	75,000.00	80,000.00					
Police Department/City Hall Needs Study	12,500.00						
Pay & Classification Study	TBD						
Administration Subtotal	Total Cost	175,750.00	100,000.00	150,000.00	120,000.00	-	-
Records Management Software	100,000.00		100,000.00				
Police Department/City Hall Needs Study	12,500.00						
Engineering - Police Department Building	TBD						
Construction - Police Department Building	TBD						
Police Subtotal		-	100,000.00	-	-	-	-
none							
Animal Shelter Subtotal		-	-	-	-	-	-
none							
Development Subtotal		-	-	-	-	-	-
INCODE 10 Software Upgrade	50,000.00						
Finance Subtotal		-	-	-	-	-	-
none							
Senior Services Subtotal		-	-	-	-	-	-
Engineering - Heritage Park Parking Lot	13,500.00	-					
Heritage Park - additional parking lot by new playground equipment [board moved up two	71,500.00	85,000.00					
Park Improvements by the Splash Pad	25,000.00	25,000.00					
Parks & Recreation Master Plan	100,000.00	50,000.00					
Parks & Recreation Subtotal		110,000.00	-	-	-	-	-
Engineering - Downtown Streetscape: Main Street from Commercial to Liberty	98,352.77	-					
Downtown Streetscape: Main Street - to Smith [Brick Accents, Lighting, Asphalt & Partial	576,000.00	-					
Downtown Streetscape: Main Street - to Liberty [Trail, Asphalt, Brick Accents, Lighting (N),	410,500.00	24,150.00	-				
Engineering - Downtown Gateway Sign	70,000.00		-				
Downtown Gateway Sign	200,000.00			-			
Engineering - Downtown Streetscape: North on Bridge Street to the bridge	15,000.00				-		
Downtown Streetscape: North on Bridge Street to the bridge	240,000.00					-	
Downtown Streetscape: Bridge Street Waterline	10,000.00					-	
Downtown Streetscape: North on Bridge Street to the bridge [Bridge Fencing Alternate]	50,000.00					-	
Downtown Streetscape: North on Bridge Street from the bridge to First Street	260,000.00					-	
MARC Grant Reimbursement	(300,000.00)					-	
Amory Road Pavement Failure Project	421,238.50	421,240.00					
Transportation Master Plan & Complete Streets/Trails	100,000.00		100,000.00				
GIS/Asset Management	200,000.00		100,000.00				
Engineering - Streets/Parks Building	250,000.00		250,000.00				
Construction - Streets/Parks Building	2,500,000.00			2,500,000.00			
Public Works (Streets) Subtotal		445,390.00	450,000.00	2,500,000.00	-	-	-
Fund Total		731,140.00	650,000.00	2,650,000.00	120,000.00	-	-

= Beginning Un-Restricted Cash Balance	1,969,448.00	1,268,980.00	483,098.00	(2,306,156.00)	(2,568,846.00)	(2,715,144.00)
+ Projected Annual Revenues	4,478,000.00	4,509,240.00	4,622,000.00	4,737,600.00	4,856,000.00	4,977,400.00
- Projected Non-CIP Expenditures	(4,423,500.00)	(4,599,130.00)	(4,714,110.00)	(4,831,970.00)	(4,952,770.00)	(5,076,590.00)
- CIP Expenditures (from above)	(731,140.00)	(650,000.00)	(2,650,000.00)	(120,000.00)	-	-
Projected Ending Un-Restricted Cash	1,292,808.00	529,090.00	(2,259,012.00)	(2,520,526.00)	(2,665,616.00)	(2,814,334.00)

Dan explained that the Board received a memo in the packet that talks about each of these different projects that are either included in the 2020 budget or recommended by staff to be included in the 2021 budget. Dan said this was good a conversation to have to get some direction from the Board on some of these projects, or to get new ideas from Board members that we do not have on this list at all right now.

The columns for FY20 the numbers that are highlighted in blue are projects that are underway, were budgeted or staff recommendations. These are numbers that are included in FY20 budget projections. The items in FY21 in green are staff's recommendations to include in the 2021 budget. The numbers for FY22 and FY23 are the future projects that are on our radar that staff would like to recommend.

The General Fund includes improvements to the Council Chambers for just under \$96,000. We would like to include some money for a reconfiguration on the Police side, this might change a little bit depending on the cost of the reconfiguration, but this would include the \$250,000 that we have spread over two years. The reconfiguration includes relocating the cells, putting toilets in the cells so people that the Police Department have in custody do not have to use the main restrooms in City Hall, it would create a new evidence storage room, a processing room, shift the squad room a little and create some centralized office locations for the sergeants and captain. It would also include paint, flooring and exterior windows.

The next reconfiguration would be the main administrative space where Cindy and Beth's offices and the entrance into Nicole's office are located. It would include rearranging the area and dropping the ceiling. It would also include some exterior windows for Dan's office, Nickie's office and Linda's office, plus the flooring and paint.

The Comprehensive Plan is a process that is underway right now and it currently is in the FY20 budget. Another thing we are looking at for FY21 for the police department is a \$100,000 for a new records management software system. The one that we have right now was instituted in 2007.

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Engineering - Heritage Park Parking Lot	13,500.00	-					
Heritage Park - additional parking lot by new playground equipment [board moved up two	71,500.00	-					
Park Improvements by the Splash Pad	25,000.00	-					
Parks & Recreation Master Plan	100,000.00	-	50,000.00				
TDB Parks & Recreation Master Plan Project	200,000.00		175,000.00				
Heritage Park - post-tension basketball court [board priority]	115,000.00						
Heritage Park - basketball court lighting	55,000.00						
Engineering - Second Creek Road Bridge Pedestrian Bridge	TBD						
Second Creek Road Bridge Pedestrian Bridge	TBD						

The sum of \$50,000 highlighted in green is for that Parks and Recreation Master Plan we would put in next year's budget to be the first item paid out of the sales tax revenue. The next item highlighted in gold, would be the next priority item to be addressed in the Parks Master plan to be paid from the sales tax revenue in the budget amount of \$175,000. It could be the Heritage Park basketball court, if that is what the master plan identifies is the highest priority. Dan explained that it could actually be an improved or a post-tension basketball court with lighting. Staff has shifted that basketball court from current year budget to

potentially FY21 budget or if the Parks Master plan says it is not needed it be shifted down this list.

Alderman Bloemker asked if he heard correctly that we would be installing windows?

Dan explained that the reconfigurations currently anticipate the possibility of three windows on the Police side of City Hall and three windows on the administrative side of City Hall. He said that was the estimate, we included those windows to potentially be a help with COVID by getting fresh air into them.

Alderman Bloemker asked if we want air from outside or do we want air from inside. He said putting in the HVAC with the outside air intake would remove need for the windows.

Dan said yes, we would just remove the windows from the cost if we did the new HVAC.

Alderman Bloemker stated that the basketball court remains a high priority for him. He said that a promise was made, and we need to see it followed through.

Alderman Chevalier agreed.

Dan asked if they meant to keep it in the FY20 budget and proceed with it now and not do the splash pad accessories and the Parks Master plan until later?

Alderman Bloemker and Chevalier both recommended getting it done in the FY20 budget.

Mayor Boley asked if they are wanting to do the basketball court without the fence and lighting just to get it done this year and not move it to next year and do it with the enhancements?

Alderman Bloemker and Chevalier both agreed the enhancements could be added later.

Dan moved the \$75,000 for the basketball court back into the FY20 budget and moved the Parks Master plan and the accessories for the splash pad to FY21.

Mayor Boley said that we did a Park Sales tax because we did a Strategic Plan which told us people wanted us to improve our parks. He asked the Board if they were good with just dropping stuff where we think it's good without going through a Parks Master plan where we would involve the public? This would basically be just building a slab with some poles with hoops on them. He said

things have been done in the past that were only half thought out and they ended up costing us.

Alderman Bloemker said he never heard throughout all the discussion of this that the Parks Master plan was going to decide where the basketball court went.

Mayor Boley said he thought at the last meeting at the Parks and Recreation Committee it was recommended doing the Parks Master plan first to make sure we get it right.

Matt explained that Dani Wilson, committee chair, recommended that we have a plan in place. She had said it would be disappointing to have to move it based on Parks Master plan. Committee member Jim Pascoe also recommended having a more detailed plan for the location.

Alderman Bloemker said if the Board decided to take it back to the Parks and Recreation Committee they could.

Alderman Ulledahl asked if they could get a plan of what it would look like versus what it could potentially grow into?

Mayor Boley said that his concern is having the basketball court turn into a parking lot like the tennis courts did because we have the need for four baseball fields and need more parking. He said he would like to see what the ten-year growth would look like for Heritage Park before we decide. He agrees we need a basketball court there but would prefer we do it correctly.

Cynthia followed up what the mayor said that the intent of the Parks and Recreation Master Plan would be planning for our entire system. Taking the information from the Strategic Planning process and the Comp Planning process and looking at land use and then looking specifically at Parks and Recreation needs and desires and prioritizing the utilization of the half-cent sales tax. Determining what makes sense at Heritage Park, is it a baseball park, is it multiple amenities and where are those most logically applied and to what level of improvement. Cynthia said she understands the frustration of not being able to do something right out of the chute but waiting until the Parks Master Plan is done helps us to identify what those priorities are and what's the best way of moving forward.

Mayor Boley said where Parks and Recreation Committee really wanted to see the basketball court was not clear. They decided against closest to the road because there would be no fencing.

Mayor Boley asked for a roll call vote. He asked for an aye vote if they want to give this back to the Parks and Recreation Committee to move forward with the basketball court this year.

Alderman Sarver – No, Alderman Atkins – No, Alderman Bloemker – Aye, Alderman Ulledahl – Aye, Alderwoman Wilson – Aye, Alderman Chevalier – Aye.

Ayes – 4, Noes 2, to move forward with the basketball court this year.

Dan explained we have a small portion of Streetscape budgeted in the current year between multiple funds. Next year we are looking at a Transportation Master Plan, a GIS/Asset Management which shows \$200,000 but is only a \$100,000 because it will be split with our utilities fund. The engineering for a streets and parks building, the reason for this is the Water Master plan calls for an expansion in 2023 and that expansion will essentially take over the street's facilities. Staff feels like the most logical place to move the street facilities, is out to Parks Building and make that building large enough for all Parks and Street staff and all their equipment. The \$250,000 would be for the engineering for determine what that looks like.

Alderman Bloemker asked if the downtown gateway sign was still in the FY20 budget?

Dan explained it is in the FY23 budget.

Dan said that this is the first run through of the budget process and it produces us with just over 4.5 million in revenue and just under 4.6 million in expenses. Dan said he knows that the board has a priority to have a balanced budget. This is the first run-through and those are the numbers we have come up with. He said he will continue to work on increasing those revenues and decreasing the expenses in the general fund in order to have a balanced budget.

Dan gave an overview of the Capital Projects Fund

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Engineering - Trail & Sidewalks Projects	32,257.46	32,260.00					
S. Commercial Trail & Sidewalks	371,590.37	371,600.00					
Main Street Trail (revised estimate 11-14-19)	1,140,630.00	1,140,630.00					
RTP Grant Reimbursement	(228,120.00)	(228,120.00)					
Engineering - Downtown Streetscape: Main Street from Commercial to Liberty	98,352.77	98,360.00					
Downtown Streetscape: Main Street - to Smith [Brick Accents, Lighting, Asphalt & Partial	576,000.00	239,520.00					
Downtown Streetscape: Main Street - to Liberty [Trail, Asphalt, Brick Accents, Lighting (N),	410,500.00	-	304,350.00				
Engineering - Downtown Gateway Sign	70,000.00			-			
Downtown Gateway Sign	200,000.00			-			
Engineering - Downtown Streetscape: North on Bridge Street to the bridge	15,000.00				-		
Downtown Streetscape: North on Bridge Street to the bridge	240,000.00					-	
Downtown Streetscape: Bridge Street Waterline	10,000.00					-	
Downtown Streetscape: North on Bridge Street to the bridge [Bridge Fencing Alternate]	50,000.00					-	
Downtown Streetscape: North on Bridge Street from the bridge to First Street	260,000.00					-	
MARC Grant Reimbursement	(300,000.00)					-	
Public Works (Street Division) Subtotal		1,654,250.00	304,350.00	-	-	-	-

Fund Total	1,654,250.00	304,350.00	-	-	-	-
Projected Beginning Un-restricted Cash	1,960,537.00	306,287.00	1,937.00	1,937.00	1,937.00	1,937.00
+ Projected Annual Revenues	228,120.00	-	-	-	-	-
- Projected Non-CIP Expenditures	-	-	-	-	-	-
- CIP Expenditures (from	(1,882,370.00)	(304,350.00)	-	-	-	-
Projected Ending Un-Restricted Cash	306,287.00	1,937.00	1,937.00	1,937.00	1,937.00	1,937.00

Dan gave an overview of the Capital Improvement Sales Tax Fund

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Engineering - Downtown Streetscape: Main Street from Commercial to Liberty	98,352.77	-					
Downtown Streetscape: Main Street - to Smith [Brick Accents, Lighting, Asphalt & Partial	576,000.00	242,630.00					
Downtown Streetscape: Main Street - to Liberty [Trail, Asphalt, Brick Accents, Lighting (N),	410,500.00	-	-				
Engineering - Downtown Gateway Sign	70,000.00			70,000.00			
Downtown Gateway Sign	200,000.00			200,000.00			
Engineering - Downtown Streetscape: North on Bridge Street to the bridge	75,000.00				75,000.00		
Downtown Streetscape: North on Bridge Street to the bridge	240,000.00					240,000.00	
Downtown Streetscape: Bridge Street Waterline	10,000.00					-	
Downtown Streetscape: North on Bridge Street to the bridge [Bridge Fencing Alternate]	50,000.00					50,000.00	
Downtown Streetscape: North on Bridge Street from the bridge to First Street	260,000.00					260,000.00	
MARC Grant Reimbursement	(300,000.00)					(400,000.00)	
Public Works (Street Division) Subtotal		242,630.00	-	270,000.00	75,000.00	150,000.00	-
Fund Total		242,630.00	-	270,000.00	75,000.00	150,000.00	-
Projected Beginning Un-restricted Cash	323,829.00	34,679.00	210,709.00	117,864.00	216,649.00	242,729.00	417,094.00
+ Projected Annual Revenues	509,760.00	518,220.00	523,400.00	528,630.00	533,910.00	539,240.00	
- Projected Non-CIP Expenditures (Transfer to Debt Service)	(556,280.00)	(342,190.00)	(346,245.00)	(354,845.00)	(357,830.00)	(364,875.00)	
- CIP Expenditures (from	(242,630.00)	-	(270,000.00)	(75,000.00)	(150,000.00)	-	
Projected Ending Un-Restricted Cash	34,679.00	210,709.00	117,864.00	216,649.00	242,729.00	417,094.00	
3/1 Debt Service Debt Payment	223,755.00	231,260.00	243,595.00	250,620.00	262,425.00	268,915.00	
9/1 Debt Service Debt Payment	101,265.00	98,595.00	95,625.00	92,420.00	88,915.00	84,935.00	

Dan gave an overview of the Parks & Stormwater Sales Tax Fund

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Engineering - Heritage Park Parking Lot	13,500.00	-					
Heritage Park - additional parking lot by new playground equipment [board moved up two	71,500.00	-					
Park Improvements by the Splash Pad	25,000.00	-	25,000.00				
Parks & Recreation Master Plan	100,000.00	-	100,000.00				
TDB Parks & Recreation Master Plan Project	200,000.00		50,000.00				
Heritage Park - post-tension basketball court [board priority]	115,000.00						
Heritage Park - basketball court lighting	55,000.00						
Engineering - Second Creek Road Bridge Pedestrian Bridge	TBD						
Second Creek Road Bridge Pedestrian Bridge	TBD						
Heritage Park - parking lot (long-term fix) [board moved back a year]	500,000.00						
Wildflower - shelter house	17,500.00						
Wildflower - educational garden	3,500.00						
Heritage Park - restroom facility by new playground equipment	120,000.00						
Wildflower - playground equipment	65,000.00						
Heritage Park - railroad tie retaining wall	11,000.00						
Smith's Fork - basketball and tennis court lights	20,000.00						
Smith's Fork - access road by soccer field	65,000.00						
Wildflower - basketball court	75,000.00						

Trail System Program	TBD/YR						
Annex Smith's Fork & Golf Course	TBD						
Camera System Downtown	TBD						
Wifi-connected Parks	TBD						
Campground - electric upgrade completion	76,160.00						
Campground - water lines upgrade	75,600.00						
Courtyard - general improvements	TBD						
Heritage Park - basketball court lights	35,000.00						
Heritage Park - restroom upgrades (remove if new restroom facility by playground)	65,000.00						
Heritage Park - security system	25,000.00						
Pole Barn for equipment storage	131,000.00						
Basketball Mega Complex	TBD						
Parks & Recreation Subtotal		-	225,000.00	-	-	-	-
Quincy Boulevard Asphalt Overlay, Curbs & Stormwater (Owens to 3rd)	200,000.00						
Engineering - Maple Lane Curbs & Stormwater	15,000.00						
Maple Lane Asphalt Overlay (to Pine), Curbs & Stormwater (Spelman to Maple Ave)	175,000.00						
Engineering - N. Bridge Street Curbs & Stormwater	40,000.00						
N. Bridge Street Asphalt Overlay, Curbs & Stormwater (the bridge to First)	200,000.00						
Engineering - Dundee Road Curbs & Stormwater	18,200.00						
Dundee Road Asphalt Overlay, Curbs & Stormwater	91,000.00						
Engineering - S. Bridge Street Curbs & Stormwater	24,000.00						
S. Bridge Street Asphalt Overlay, Curbs & Stormwater (W. Woods to end of the street)	120,000.00						
Engineering - S. Mill Street Curbs & Stormwater	5,000.00						
S. Mill Street Curbs & Stormwater (W. Woods headed south)	25,000.00						
Pope Lane Connection	TBD						
Public Works (Streets) Subtotal		-	-	-	-	-	-
Total		-	225,000.00	-	-	-	-

Projected Beginning Un-restricted Cash	-	-	206,850.00	730,250.00	1,258,850.00	1,792,750.00
+ Projected Annual Revenues	-	431,850.00	523,400.00	528,600.00	533,900.00	539,200.00
- Projected Non-CIP Expenditures	-	-	-	-	-	-
- CIP Expenditures (from	-	(225,000.00)	-	-	-	-
Projected Ending Un-Restricted Cash	-	206,850.00	730,250.00	1,258,850.00	1,792,750.00	2,331,950.00

Dan said he changed the amounts per the conversation we had earlier for the basketball court. The rest of this list of items is what used to be on the General Funds tab under the Parks and Recreation Department. Dan went ahead and moved over into the Parks and Stormwater Sales Tax Fund. He asked if there is anything the Board would like to see added to the list to please shoot him an email or if there is anything they see on this list that they think is an absolute priority. With Parks and Stormwater Sales Tax Fund he has included our stormwater projects. As part of the sales tax it says the Board would allocate the revenue between parks projects and stormwater projects on an annual budget basis, what this chart does not show is the prorated projected revenue for 2021. The sales tax will begin October 1, but we really will not start to see some money until maybe in December but more so in January.

Dan gave an overview of the Transportation Sales Tax Fund

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Engineering - Roundabout at Bridgeport and Old Jefferson Hwy	60,000.00	60,000.00					
Engineering - Downtown Streetscape: Main Street from Commercial to Liberty	98,352.77	-					
Downtown Streetscape: Main Street - to Smith (Brick Accents, Lighting, Asphalt & Partial	576,000.00	93,850.00					
Downtown Streetscape: Main Street - to Liberty (Trail, Asphalt, Brick Accents, Lighting (N),	410,500.00	82,000.00	-				
Engineering - Downtown Gateway Sign	70,000.00		-				
Downtown Gateway Sign	200,000.00			-			
Engineering - Downtown Streetscape: North on Bridge Street to the bridge	15,000.00				-		
Downtown Streetscape: North on Bridge Street to the bridge	240,000.00					-	
Downtown Streetscape: Bridge Street Waterline	10,000.00					-	
Downtown Streetscape: North on Bridge Street to the bridge (Bridge Fencing Alternate)	50,000.00					-	
Downtown Streetscape: North on Bridge Street from the bridge to First Street	260,000.00					-	
MARC Grant Reimbursement	(300,000.00)					-	

Land for North Salt Shed, if necessary	TBD						
North Salt Shed	100,000.00		100,000.00				
Commercial Street Sidewalks	700,000.00				700,000.00		
MARC Grant Reimbursement	(500,000.00)				(500,000.00)		
Biennial Asphalt Overlay Program	350,000.00/YR		400,000.00		350,000.00		350,000.00
Rock Creek Asphalt Overlay	165,000.00						
Coulter Addition Asphalt Overlay (Hillcrest & Raintree)	150,000.00						
Second Street Asphalt Overlay (169 to Bridge)	25,000.00						
Tillman Road Asphalt Overlay (92 to 144th)	220,000.00						
Diamond Crest Asphalt Overlay	175,000.00						
Harborview Asphalt Overlay (Newport, Harborview Drive, Fletcher, Mesa)	222,000.00						
180th Street Asphalt Overlay (169 to Old Jefferson)	332,000.00						
Harborview Asphalt Overlay (remaining roads)	725,000.00						
Highland Avenue Asphalt Overlay (halfway up the hill)	30,000.00						
N. Main Asphalt Overlay	200,000.00						
South Commercial Micro-surfacing (Hospital Drive to 169 Highway)	55,000.00						
134th Street Asphalt Overlay (road agreement with County)	155,000.00						
176th Street Asphalt Overlay (road agreement with County)	80,000.00						
Seal-Coating/Micro-Surfacing Downtown City Parking Lots	TBD						
Biennial Curbs & Stormwater Program	350,000.00/YR			350,000.00		350,000.00	
Quincy Boulevard Asphalt Overlay, Curbs & Stormwater (Owens to 3rd)	200,000.00						
Engineering - Maple Lane Curbs & Stormwater	15,000.00						
Maple Lane Asphalt Overlay (to Pine), Curbs & Stormwater (Spelman to Maple Ave)	175,000.00						
Engineering - N. Bridge Street Curbs & Stormwater	40,000.00						
N. Bridge Street Asphalt Overlay, Curbs & Stormwater (the bridge to First)	200,000.00						
Engineering - Dundee Road Curbs & Stormwater	18,200.00						
Dundee Road Asphalt Overlay, Curbs & Stormwater	91,000.00						
Engineering - S. Bridge Street Curbs & Stormwater	24,000.00						
S. Bridge Street Asphalt Overlay, Curbs & Stormwater (W. Woods to end of the street)	120,000.00						
Engineering - S. Mill Street Curbs & Stormwater	5,000.00						
S. Mill Street Curbs & Stormwater (W. Woods headed south)	25,000.00						
Pope Lane Connection	TBD						
Public Works (Street Division) Subtotal		235,850.00	500,000.00	350,000.00	550,000.00	350,000.00	350,000.00
Fund Total		235,850.00	500,000.00	350,000.00	550,000.00	350,000.00	350,000.00
Projected Beginning Un-restricted Cash		355,937.00	485,817.00	326,217.00	320,017.00	117,217.00	117,897.00
+ Projected Annual Revenues		509,760.00	518,220.00	523,400.00	528,600.00	533,900.00	539,200.00
- Projected Non-CIP Expenditures		(144,030.00)	(177,820.00)	(179,600.00)	(181,400.00)	(183,220.00)	(185,060.00)
- CIP Expenditures (from		(235,850.00)	(500,000.00)	(350,000.00)	(550,000.00)	(350,000.00)	(350,000.00)
Projected Ending Un-Restricted Cash		485,817.00	326,217.00	320,017.00	117,217.00	117,897.00	122,037.00

Alderwoman Wilson asked a question on the stormwater. She asked if those projects should be moved over to the Parks and Stormwater Sales Tax Fund?

Dan said that projects listed here are the exact same 11 projects listed in the Parks and Stormwater Sales Tax Fund. Dan explained that we can pay for these projects out of either fund and that is why they are listed on both right now.

Alderwoman Wilson said that the citizens passed the Parks and Stormwater Sales Tax she does not want to see all of it going to parks and thinks some of these projects need to be moved over under Parks and Stormwater Sales Tax Fund and not included on both.

Cynthia explained that is exactly the type of conversations that we need to have moving forward to see how those get allocated. Cash flow for the sales tax will be low to start and that is why he's got them listed in both of those areas so we can have that conversation as to where the funds should come from.

Dan gave an overview of the Combined Water and Wastewater Systems Fund

IDENTIFIED PROJECTS	Project Cost	FY20	FY21	FY22	FY23	FY24	FY25
Misc Water Treatment Plant Improvements [Master Plan 2020]	101,000.00						
Wastewater Master Plan Update	150,000.00	150,000.00					
Slipline Sewer Program	100,000.00/YR	200,000.00		200,000.00		200,000.00	
Influent Pump Station, Excess Flow Holding Tank, Sewer Interceptor	739,510.55	854,880.00					
Engineering - Main Street Waterline	72,820.00	77,990.00					
Engineering - Forest Oaks Sewer and 144th Street Pump Station	170,000.00	100,000.00		70,000.00			
144th Street Pump Station Project	750,000.00	750,000.00					
Forest Oaks Sewer Project	1,750,000.00			1,750,000.00			
Engineering - 188th Street Waterline	31,520.00	31,520.00					
188th Street Waterline	270,000.00		270,000.00				
Engineering - Highland Sewer	52,740.00	52,740.00					
Highland Sewer Replacement	270,000.00		270,000.00				
Engineering - Valve Box, Raw Water Pump Station, & Copper Ion Generator	472,660.00	472,660.00					
GIS/Asset Management	200,000.00		100,000.00				
Valve Box at Dam Project [Master Plan undetermined]	366,000.00		366,000.00				
Raw Water Pump Station Project [Master Plan 2019]	1,329,000.00		329,000.00				
Copper Ion Generator for Zebra Mussel Control	175,000.00		175,000.00				
Fourth Street & Fourth Terrace Water and Sewer Line Replacement	500,000.00		500,000.00				
Clean Lagoon #1	250,000.00			250,000.00			
Engineering - River Crossing 12" Waterline	42,480.00			92,200.00			
River Crossing 12" Waterline [Master Plan 2020] Liberty to River	461,000.00			461,000.00			
Chemical Feed Building Improvements [Master Plan 2021]	235,000.00			235,000.00			
Engineering - Camp Ground Lift Station	100,000.00			100,000.00			
Campground Lift Station Replacement	500,000.00			500,000.00			
Maple Lane 12" Waterline [Master Plan 2021]	212,400.00			212,400.00			
Interconnect Mains @ 144th/169 Hwy [Master Plan 2022]	18,000.00			18,000.00			
Tower Interconnect @ Amory/69 Hwy [Master Plan 2022]	15,300.00			15,300.00			
Engineering - Fourth Street & Fourth Terrace Water and Sewer Line	60,000.00			60,000.00			
Highway 92 Waterline [Master Plan 2022]	147,600.00				147,600.00		
169 Highway Waterline (92 to Park Drive) [Master Plan 2023]	270,000.00				270,000.00		
Filter & High Service Building [Master Plan 2023]	4,200,000.00				4,200,000.00		
Primary & Secondary Settling Basins [Master Plan 2023]	5,450,000.00				5,450,000.00		
Engineering - F Hwy Water Line Replacement	40,000.00				40,000.00		
F Hwy Water Line Replacement (Housing Authority to Jefferson St.)	200,000.00					200,000.00	
South Booster Pump Station [Master Plan 2024]	1,500,000.00					1,500,000.00	
South Booster Generator	100,000.00					100,000.00	
Engineering - Quincy Avenue Water Line Replacement	80,000.00					80,000.00	
Painting Old Settling Basins	200,000.00					200,000.00	
Quincy Avenue Water Line Replacement	400,000.00						400,000.00
Main Street Waterline (River Crossing to Liberty) [Master Plan 2025]	delete?						
Engineering - Quincy Boulevard 8" Waterline	5,000.00						
Quincy Boulevard 8" Waterline	20,000.00						
Engineering - Highland Drive Sewer Project	60,000.00						
Highland Drive Sewer Project	221,500.00						
Lift Station/Water Meter at Intake	40,000.00						
Clean Lagoon #2	250,000.00						
Helvey Park Drive 12" Water Line [Master Plan 2026]	590,400.00						
Residual Removal [Master Plan 2026]	594,000.00						
Main Street Waterline (Bridge to River Crossing) [Master Plan 2027]	141,600.00						
169 Highway Waterline (Commercial to 144th) [Master Plan 2028]	49,500.00						
169 Highway Waterline (144th to SW Tower) [Master Plan 2029]	466,200.00						
Highway F Waterline [Master Plan 2030]	657,000.00						
188th Street Waterline [Master Plan 2031]	84,000.00						
Additional Water Storage Contract [Master Plan 2033]	2,000,000.00						
Public Works (Utilities Division) Subtotal		1,834,910.00	2,010,000.00	3,963,900.00	#####	2,280,000.00	400,000.00
Fund Total		1,834,910.00	2,010,000.00	3,963,900.00	#####	2,280,000.00	400,000.00

Beginning Cash	1,987,177.00	1,533,107.00	605,117.00	(2,166,033.00)	(10,963,613.00)	(11,809,413.00)
- Amount Held to Satisfy Reserve or Other Restrictions	(622,708.00)	(620,692.00)	(636,210.00)	(652,116.00)	(668,420.00)	(685,132.00)
= Beginning Un-Restricted Cash	1,364,469.00	912,415.00	(31,093.00)	(2,818,149.00)	(11,632,033.00)	(12,494,545.00)
+ Projected Annual Revenues	3,971,050.00	4,185,470.00	4,373,800.00	4,570,600.00	4,776,300.00	4,991,200.00
- Projected Non-CIP Expenditures	(2,590,210.00)	(3,103,460.00)	(3,181,050.00)	(3,260,580.00)	(3,342,100.00)	(3,425,660.00)
- CIP Expenditures (from	(1,834,910.00)	(2,010,000.00)	(3,963,900.00)	(10,107,600.00)	(2,280,000.00)	(400,000.00)
Projected Ending Un-Restricted Cash Balance	910,399.00	(15,575.00)	(2,802,243.00)	(11,615,729.00)	(12,477,833.00)	(11,329,005.00)

4. Discussion of COVID-19 Related Issues

Cynthia stated she had a number of items for discussion of COVID-19 related issues. City Hall was reopened on June 1 and we had times we had identified to close the lobby to allow staff to be able to clean high touch areas. We have not experienced and are not anticipating a lot of foot traffic, so staff recommends next week opening city hall 8:00 – 5:00 normal hours, unless the Board sees any issues with that. She explained that this could change anytime if the COVID case numbers change with regards to the Health Department advisories.

Cynthia wanted to ensure that the Board is on board with what staff has been doing with regard to the reservations of the courtyard and the senior center. In both instances when those facilities are reserved, we are communicating to the people who have the rental about the current advisories from the Clay County Public Health Center with regard to gatherings. Last night at midnight those changed to 250 people maximum, so staff will work with the organizers of each of those events to help them determine if it makes sense for them to proceed. We typically do not refund the security deposit, or the amounts paid in advance after certain date. For the time being we are allowing folks right up to the time of the event to get a refund. With the change last night, we still plan to continue in that manner unless directed otherwise by the board.

As Cynthia mentioned in the City Administrators report at the first meeting, we are planning a number of Recreation Programs for the Parks and Recreation fall season to make up for some lost programs in the spring. Staff will continue planning for those, open up registration, and adjust as necessary based on any changes or direction from the Clay County Public Health Center. If there are changes, we will make those adjustments like we did this spring.

The following are currently planned:

Fall Youth Soccer and Soccer Clinic: Registration open on July 1 - Practices starting the week of August 17

Fall T-ball: Registration open on July 1 - Friday nights Season from 8/28-10/9

Youth Volleyball (partnership with Platte City). Registration open in July. Season from August to October 28

Adult Kickball League

Pickleball open gym (working on a partnership with Grace church for indoor pickleball during the day)

Cynthia said the final area relates to the fireworks display that we partner with Clay County to provide on an annual basis at Smithville Lake. Staff had received word from the Corps. of Engineers that they would not issue a special-use permit for the display based on current recommendations of the Clay County Public Health Center. Staff had been working to identify alternative sites to be

able to shoot off the fireworks so that we would not need the Corp's special use permit. However, in following up today with the directors of Clay County Public Health Center, they strongly recommend against the display and they have been discouraging displays throughout the county. Cynthia did discuss the fact with them that this would be a group that would be dispersed over a large area. That did not seem to matter, their concern was really an opportunity for the possibility of large groups gathering. If we had mass transmissions, they had concerns with contact tracing and even the public relation issues it would create. Cynthia said at this point in time staff recommends not providing the fireworks display this year. She asked if the Board would have an issue with that?

Alderman Chevalier asked that we rethink the stance on the fireworks.

Alderwoman Wilson agreed with Alderman Chevalier. She said that when she goes with her family, they all sit together but they are not mingling with everyone else there.

Alderman Ulledahl noted he is very much for the display. He said he would probably be out on the lake with his family and not mingling with others. He also said that his family has watched the display from other areas around the lake where they did not co-mingle with other people. He said if we could find an alternative location, he feels we should move forward with the fireworks display.

Alderman Bloemker strongly believe we need to try to figure out if and how we can move forward. He is disappointed with not being granted the special-use permit. He firmly believes that we are one of the very few communities who can do this safely. He appreciates the other communities where they gather in a certain location and how that would be difficult to do. He agrees with the other Board members that we have the ability to spread out and we have done that for years.

Mayor Boley said that we have four Board members saying to proceed with the fireworks display. He said he knows staff has found some alternative sites and we've got to get the decision to the fireworks company.

Cynthia expressed additional concern of the Clay County Public Health Center related to enforcement. The Clay County Public Health Center would look to working with the local law enforcement agencies for the event. There are concerns that enforcement would fall to our Police Department. She said that staff would then have a directive from the Governing Body to proceed with this and we might put the police in a difficult position. She also said that staff has been in conversations with the Clay County, so we will proceed. Staff has identified an alternate site that we can use.

5. Discussion of Annexation

Jack Hendrix, Development Director, explained the annexation information in the packet comes in several parts. The first one is the Smith's Fork park annexation

discussion. The Board was provided a draft letter in the packet and we are ready to move forward with making the request to the Corps. There are some evaluations the Board will have to do as it relates to them allowing the hunt program for the disabled in Smith's Fork Park area. If we annexed that area, we have to adjust our Ordinance wording to potentially allow guns to be discharged in those areas of the park. Staff would ask that at the end of this discussion the Board give us a thumbs-up thumbs-down or discuss what we need to do on Smith's Fork Park annexation. The Board also received a draft annexation policy. Jack said he has worked on the policy for some time and our attorneys have been involved in that discussion. Staff has provided the Board the full version. He realizes it has a lot of information in it. It discusses the Declaration of Intent, The Guiding Principles for Annexation, and the Priorities in the Policy. Some of them are probably duplicative and he thinks that is where our attorney's questions and concerns arise. He asked that the Board be prepared as it relates to the policy discussion to go over what the priorities are for the future.

The third item in the memo relates to reviewing a list of potential annexation in additional Corps property. In a Board meeting last fall the areas that were the next priority from the board were the 172nd Street, North 188th Street and cleaning up our boundaries with additional Corps land that is currently the County Parks land. Staff will have to try to figure out a way to make that work. Jack has identified some concerns and issues associated with how that would work and what the Board will need to do. In those Corps areas we definitively want the county to not raise an objection associated with it because it is the land that they lease from the Corps.

The fourth item is the infill areas which is Lakeside Crossing and other subdivisions that have sewer agreements. The Board was provided a copy of the attorney's opinion as it relates to moving forward with what to do on the infill areas and the subdivisions that have sewer agreements.

Jack said that this is the overview of everything. There is a lot of information and at this point he asked the Board for the priority they deem appropriate. He said that the staff report may be the easiest way in that logical order, but staff wants input on this as to how to proceed.

Mayor Boley said that in every meeting and retreat Smith's Fork Park is the number one priority. He thinks that allowing the hunting is acceptable and asked if the Board agrees?

No one disagreed and the Mayor told Jack he had his direction.

Mayor Boley asked that the Board spend some time on the policy at a work session to have time to think through all the items.

Alderman Bloemker agreed and said it would be good to have legal advice on some of the items as well.

Mayor Boley said that he feels that the golf course is still one of the priority areas also. He asked that staff start the research on it.

Jack asked for input on the infill areas. He said the attorney memo in the packet relates to the processes of how we go through this. Some of it for the infill, some of the generally. On the agenda for the final meeting tonight we have an annexation public hearing. It is based upon our attorney's advice as it relates to the method. He explained that we had been using the delegation of authority of the Planning Commission from the Board and under our attorneys advise recommend we no longer do that. They advised that we hold the actual public hearing of any annexation before the Board first, then if there's a zoning or any of the other issues it can go back to the Planning Commission afterwards.

Mayor Boley said that with regard to the infill issue, the Board should go ahead with the information that is in the packet. These areas were supposed to annex in and have not. If we need to force them, he is all for it or remind them of that via the court system.

John Reddoch, City Attorney, stated that his recommendation was to do just that, whether it is by voluntary or involuntary means. He said that there will be some litigation on it, but we would still be giving them a chance to voluntarily annex. John said it would first come to the Board with a voluntary annexation process.

Mayor Boley asked if the Board was in agreement?

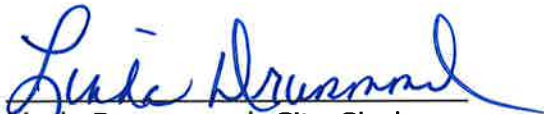
The Board was in agreement.

Mayor Boley told John he had his direction.

6. Adjourn

Alderman Bloemker moved to adjourn the Work Session. Alderwoman Wilson seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 8:20 p.m.



Linda Drummond, City Clerk



Damien Boley, Mayor