



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

May 12, 2020

5:00 p.m. – Council Chambers *Via Videoconference*****


NOTICE: *Due to the Governor's Emergency Declaration and the Health Officer's orders for safety, public meetings and public comment during public meetings will require modification. The City of Smithville is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the city's FaceBook page through FaceBook Live. Attendance in person by members of the public will not be permitted.

1. Call to Order
2. Adjourn to Executive Session Pursuant of Section 610.021(3) RSMo.


Work Session Reconvenes at 5:30 p.m. on FaceBook Live

3. Discussion - Utility Late Fees and Shut Offs
4. FY2020 6-Month Budget Update
5. Departmental Budget Overview and Budget Priorities
 - a. Administration
 - b. Finance
 - c. Police
 - d. Development
 - e. Parks and Recreation
 - f. Public Works
 - Public Works Director Assessment of Operations and Needs
6. Discussion of Highland Sewer Issues
7. Adjourn

Agenda Item # 2 - Adjourn to Executive Session

		<h1>City of Smithville</h1>
Meeting Date:	May 12, 2020	Department: Board of Aldermen
Agenda Item:	Adjournment to Executive Session Pursuant to Section 610.021(3) RSMo	
Summary: To allow the Board of Aldermen to adjourn to Executive Session to discuss personnel matters.		
Purpose: To discuss personnel matters.		
Impact		
Comprehensive Plan:		
Economic Development Plan:		
Parks Master Plan:		
Strategic Plan:		
Capital Improvement Plan:		
Budget:		
Legislative History: N/A		
Suggested Action: A motion to close the regular session for the purpose of discussing personnel matters pursuant to Section 610.021(3) RSMo.		
Attachments: <input type="checkbox"/> Plans <input type="checkbox"/> Contract <input type="checkbox"/> Staff Report <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Minutes <input type="checkbox"/> Other:		

Agenda Item # 3 – Discussion of Utility Late Fees and Shut Offs

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director
Subject:	Utility Late Fees & Shut-Offs
Staff Report:	All Departments
<p>According to Sections 705.060 and 705.120 of the Code of Ordinances, along with the Utility Billing Policy:</p> <ul style="list-style-type: none">• A 10% late fee is assessed on all unpaid utility account balances on the first business day following the 21st of each month.• Utility billing accounts in arrears more than \$75.00 on the first business day following the 26th of each month are subject to disconnection of water service. Each account disconnected is assessed a \$50.00 reconnection fee. <p>In FY19, the City collected \$48,886.47 in late fees and reconnection fees. This averages \$4,073.87 per month. Note 1: Staff does not have this data month by month, but only for the full year. Note 2: Staff only has the amount of late fees and reconnection fees received, not assessed. Note 3: Staff has been monitoring tracking of fees assessed and received and will continue to track for ongoing review purposes, both COVID-19 related and otherwise.</p> <p>Ordinance 3058-20 was approved March 24, 2020 providing the Mayor the authority to take emergency action. Due to COVID-19 and the fact that the first step to prevention of the COVID-19 virus involves regular and frequent handwashing, the assessment of late fees that typically would have been applied on March 23rd and April 22nd were waived, and disconnections that would have been performed on March 30th and April 27th were not performed.</p> <p>On March 23rd, staff would have assessed a total of \$4,556.49 in late fees on 565 accounts. On April 22nd, staff would have assessed \$4,893.15 in late fees on 428 accounts.</p> <p>In summary, from March to April, the number of accounts carrying an unpaid balance decreased from 565 to 428, but the amount of unpaid balances in total increased from \$45,556 to \$48,931.</p>	

Ordinance 3058-20 has now expired, and the City has entered Phase II of Clay County's Recovery Plan: <https://www.clayhealth.com/DocumentCenter/View/1048/COVID-19-Response-Reopening-04292020final>. Therefore, staff is asking for Board direction on the assessment of late fees and disconnection of service moving forward.

Unless delayed by the Board, late fees will be assessed on May 22nd, and disconnections will be performed on May 27th.

Board Options:

- Delay the assessment of late fees through a specific date, such as May 31st or June 30th, or through the end of Phase II or Phase III of Clay County's Recovery Plan, etc.
- Adjust the assessment of late fees to only accounts carrying a balance over a certain amount, such as \$100.00.
- Delay the disconnection of water service through a specific date, such as May 31st or June 30th, or through the end of Phase II or Phase III of Clay County's Recovery Plan, etc.
- Adjust the disconnection of water service for only accounts carrying a balance over a certain amount, such as \$250.00.

Also, it should be noted that the Board could make a short-term decision, such as waiving both through the end of May, and then revisit this decision for June and future months at a June Board meeting.

For comparison, staff contacted other utilities to see what they were doing:

Platte City – late fees and disconnections waived through May


Gladstone – late fees and disconnections waived through May, at least

Liberty – late fees and disconnections waived until further notice

Excelsior Springs – late fees and disconnections waived through May, at least

PWSD #8 – assessing late fees and performing shut-offs as usual

Agenda Item # 4 – FY2020 6-Month Budget Update


	<div style="background-color: #76923c; color: white; padding: 5px; display: inline-block;">STAFF</div> <div style="background-color: #005580; color: white; padding: 5px; display: inline-block;">REPORT</div>
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director
Subject:	FY20 6-Month Budget Update
Staff Report:	All Departments
<p>April 30, 2020 marked the completion of the second quarter of the FY20 budget year. The April 2020 Financial Report is included in the Regular Session packet for information on revenue by department and line-by-line expenditure detail by department. These figures represent un-reconciled financial data as of April 30.</p> <p>A couple of general comments:</p> <ol style="list-style-type: none"> 1. The FY20 Budget figures include Amendment #1 to reflect carryover of projects from 2019 and changes to project costs, which was approved January 7, 2020. 2. Year-to-date expenditures include 13 of the 27 fiscal year payrolls, meaning approximately 48% of wage-related expenses have already been paid out. 3. Year-to-date expenditures include \$1,552.80 of expenses directly related to the COVID pandemic (facemasks, hand sanitizer, thermometers, Lysol wipes and spray, disinfectant). Staff submitted these expenses to SEMA and anticipates that they will be reimbursed at 75% of cost (\$1,164.60). 4. Staff continues to monitor revenues as the COVID pandemic may have a significant impact on several areas, most notably tax revenues. Additional discussion of revenues is scheduled for the July 12 Work session. (This allows more time for sales tax submission as the current collections do not reflect the time period of the pandemic). At that meeting, staff will present a history of revenues and discuss any influence the pandemic has had. Projections for the remainder of the fiscal year will be made based on this evolving information and staff continues to monitor revenues, and expenditures, closely. 5. The CARES Act may provide additional funding to the City through Clay County. City Administrator Cynthia Wagner and Assistant City Administrator Nickie Lee continue to participate in discussions on this funding and will continue to update 	

the Board on this funding potential. It is anticipated allocation of any CARES funding for Smithville would be a topic of discussion for a June work session.

6. FY20 revenue and expenditure projections are not updated yet. Staff will perform an analysis on revenue and expense projections in May – the May financial update included with a June packet will contain new projection information. My presentation will highlight a few of the City's most impactful revenues to discuss their trends. At this time, all expenditures are on target with no notable concerns.

Agenda Item # 5 – Departmental Budget Overview and Budget Priorities

a. Administration

	STAFF	REPORT
Date:	May 12, 2020	
Prepared By:	Daniel Toleikis, Finance Director; Cynthia Wagner, City Administrator	
Subject:	Department Review	
Staff Report:	Administration	
FY20 BUDGET SUMMARY		
<p>Through April 30, 2020, the Administration Department has spent \$274,372.38 (39%) of its \$694,860 budget. The FY20 Budget includes \$532,360 in operational expenses and \$162,500 in one-time expenses. The department is largely supported by property and sales tax revenues, but also by franchise taxes and business and liquor license fees.</p>		
<p>One-time expenses included in the FY20 Budget include:</p>		
<ul style="list-style-type: none">• Comprehensive Plan – in progress, but on hold due to COVID-19• City Hall Improvements – project presented for approval this evening		
BOARD PILLARS & GOALS		
<p>The Board identified the following goals at its May 2019 retreat:</p>		
<ul style="list-style-type: none">• engage in comprehensive planning process (more thorough update in Development memo)• review and update municipal code		
<p>City Clerk Linda Drummond worked closely with our contracted firm for codification and attorney Scott Sullivan in completing review of the Code in comparison to state statute. Changes were presented to the Board in summary form late last year and adopted. Staff received notice in late April that all changes have been uploaded to our on-line code system.</p>		

LOOKING AHEAD TO FY21

Staff continues to monitor revenues as the COVID pandemic may have a significant impact on several areas, most notably tax revenues. Additional discussion of revenues is scheduled for the July 12 Work session. (This allows more time for sales tax submission as the current collections do not reflect the time period of the pandemic). At that meeting, staff will present a history of revenues and discuss any influence the pandemic has had. Projections for the remainder of the fiscal year will be made based on this evolving information and staff continues to monitor revenues, and expenditures, closely.


The City Hall Improvement project was determined to be completed in phases, with Phase I on the Regular Session agenda this evening. Staff is looking into whether the CARES Act would provide funding to complete the remaining phases as the construction does improve employee restroom facilities (employee health) and the front lobby area (safety).

Prior budgets, including FY20, include a \$10,000 item for Economic Development. This appropriation had recently been used to support the event assistance program. Staff believes this appropriation can be redirected to other economic development initiatives that closely match the Strategic Plan, including participation or training costs related to the Missouri Main Street program, a partnership with Visit KC, and a membership with KCADC.

Prior Boards have supported a Community for All Ages program, with a Bronze Level participation, at an annual cost of \$1,500.00. Staff would like direction from the Board on whether or not continuing with this program is valuable.

Staff continues to look for opportunities to develop young talent in the community through internships. The City shared a Northland Caps Intern with the Smithville Chamber of Commerce in spring 2020 and looks forward to hosting future interns.

b. Finance Department

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director
Subject:	Department Review
Staff Report:	Finance

FY20 BUDGET SUMMARY

Through April 30, 2019, the Finance Department has spent \$147,734.64 (46%) of its \$317,980.00 budget. The FY20 Budget includes operational expenses only, and the department is primarily supported by property and sales tax revenues.

BOARD PILLARS & GOALS

The Board identified the following goal at its May 2019 retreat: Maintain a financial plan that reflects infrastructure replacement needs. The FY20 Budget addresses several infrastructure improvements utilizing excess cash on hand while maintaining the required reserve amounts:

- Amory Road Pavement Repair
- City Hall Improvements
- Main Street Waterline Replacement
- Downtown Streetscape East
- Bristol, Woodland, & Hawthorne Sewer Replacement


LOOKING AHEAD TO FY21

The Finance Department does not anticipate any significant changes from its FY20 budget to its FY21 budget, and no anticipated one-time departmental expenditures are requested at this time.


Sales taxes revenues will be monitored to ensure appropriate allocations to TIF and CID funds and appropriate disbursement of funds upon request of developer.

Additional funding options will be evaluated with guidance from the City's Financial Advisor in order to best determine a course of action for providing the necessary funding to continue infrastructure improvements.

c. Police Department

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director; Jason Lockridge, Chief of Police
Subject:	Department Review
Staff Report:	Police
<p>FY20 BUDGET SUMMARY</p> <p>Through April 30, 2020, the Police Department has spent \$799,547.23 (42%) of its \$1,894,230 budget. The FY20 Budget includes operational expenses only, and the department is primarily supported by property and sales tax revenues.</p> <p>LOOKING AHEAD TO FY21</p> <p>Staff has implemented a taser replacement program as part of its operational budget the last few years. This program replaces three or four of the department's tasers each year. Staff would like to continue with this program and replace four tasers in FY21.</p> <p>Similarly, staff would like to implement a portable radio replacement program as part of its operational budget beginning in FY21.</p> <p>The department continues to experience issues in implementation of on-line reporting and has not yet been able to fully implement this program. The current records management system had been in use since 2000 and is cumbersome and dated. It does not interface with the web portal program to allow the on-line interface. Staff is exploring costs to replace the existing records management program with a new system, which ideally would be more efficient, designed to interface with units located in patrol vehicles and is more data driven and analytical.</p> <p>Patrol vehicles would not fall into a vehicle replacement program like what is being discussed with Enterprise Fleet for other departments. Enterprise Fleet has explicitly stated that leasing options do not make sense for patrol vehicles as they are very customized and become high mileage vehicles relatively quickly. Therefore, staff is looking into whether it can create its own vehicle replacement schedule for patrol vehicles. This plan would require the purchase of two new patrol vehicles in FY21 to replace two high mileage patrol vehicles.</p>	

d. Development Department

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director; Jack Hendrix, Development Director
Subject:	Department Review
Staff Report:	Development
<p>FY20 BUDGET SUMMARY</p> <p>Through April 30, 2020, the Development Department has spent \$205,291.17 (41%) of its \$502,790 budget. The FY20 Budget includes operational expenses only. The department is equally supported by building permit revenues and property and sales tax revenues.</p> <p>BOARD PILLARS & GOALS</p> <p>The Board identified the following goals at its May 2019 retreat:</p> <ul style="list-style-type: none">• engage in comprehensive planning process• annex Smith's Fork and other areas• change development requirements for contiguous development <p>Future iQ, with assistance from John A. Stover and Associates initiated the Comprehensive Plan update process with a public "roll out" process in mid-January. An intensive week-long public process in late-March was anticipated to refine the community vision, goals and priorities identified in the strategic planning process completed and presented last fall. This information would serve as the basis for ongoing public discussion and creation of a draft comprehensive plan to be rolled out to the public for response this summer.</p> <p>This process was up-ended due to COVID-19 restrictions and reaction to the pandemic. The new work plan has the consulting team taking information obtained in the strategic planning process, the roll out meeting, and survey results and drafting a plan to roll out to the public in the summer, with feedback sessions anticipated to provide reaction to the elements included. What these sessions will look like and how they will be conducted will largely be determined by the status of pandemic conditions and safety restrictions in place at that time.</p>	

Adoption of a final plan was initially anticipated in September to October, this may be delayed by a month or so based on the revised strategy.

While preliminary discussions relating to annexation of Smith's Fork with the Corps have occurred, significant advancement on this issue has been delayed. We do anticipate bringing draft development policies related to contiguous annexation and movement on the Smith's Fork area forward for Board discussion in June.

LOOKING AHEAD TO FY21


The position of Utilities Inspector will be moved to the Public Works (Streets) Department for FY21.

Staff continues to evaluate new code enforcement software, as the software it currently uses is no longer supported by the company who produced it.

Staff has used the services of IBTS significantly in FY20 to provide plan reviews for commercial projects as well as residential projects. They also have provided inspection services on all commercial projects and many residential projects. They have also provided on-project training for our building inspector for inspections. As FY20 wraps up, we are transitioning into primarily commercial projects for services from IBTS. Currently, staff are conducting residential inspections, and are beginning to transition into residential plan review. As the year finishes, we will continue using IBTS' services for commercial plan review and inspections, with additional inspection training.

For FY21, we project that we will have both inspectors on staff again. At that point, one inspector will handle only residential inspection work, while the other will continue with residential plan review, as well as both commercial and residential inspections. IBTS will continue to provide commercial plan review and assist with inspections on the more technical and complicated commercial inspections as well as continue training on the commercial projects.

e. Parks and Recreation

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director; Matt Denton, Parks and Recreation Director
Subject:	Department Review
Staff Report:	Parks and Recreation
FY20 BUDGET SUMMARY <p>Through April 30, 2020, the Parks and Recreation Department has spent \$175,328.48 (23%) of its \$757,840 budget. The FY20 Budget includes \$597,840 in operational expenses and \$160,000 in one-time expenses. The department is largely supported by property and sales tax revenues, but also by recreation fees and rental revenues.</p> <p>The low percentage spent (23%) is reflective of two factors: 1) the vacancies in the Parks Director position (between the resignation in November and until Matt was promoted in March) and Recreation & Marketing Manager (since Matt was promoted to Director, this position has been vacant), and 2) expenditures related to recreation programs have been limited as programs have been postponed or canceled due to COVID-19. It is anticipated that the Recreation & Marketing Manager position will be filled in mid-May.</p> <p>One-time expenses included in the FY20 Budget include:</p> <ul style="list-style-type: none">• Heritage Park Parking Lot – design underway as part of Downtown Streetscape East project• Heritage Park Basketball Court – on hold until the Parks & Stormwater Sales Tax vote (if approved, the appropriation may be redirected to a Parks & Recreation Master Plan instead, returning this project to the CIP list) <p>Currently, there is visible water damage inside the Courtyard restroom around the windows, walls, and ceiling on both the men's and women's sides. Upon inspection, water is coming inside from off the roof. Interurban Roofing recently inspected and provided staff more insight and an estimate of what it would cost to fix the roof. They are expecting significant water damage to the structure underneath when they start removing materials and want us to be prepared for an additional cost. This estimate is just for the roof. Once the problem is fixed, the interior water damage will need to be replaced next. Staff plans to address the project in-house this summer as events and</p>	

other gatherings have been pushed back due to the virus. The longer this goes unrepaired, the worse the water damage will become.

BOARD PILLARS & GOALS

The Board identified the following goals at its May 2019 retreat: Provide recreational opportunities, including a basketball court complex.

While specific progress on a basketball court complex has been minimal, discussion of parks and recreation opportunities was significant throughout the strategic planning process, with a specific area of the plan addressing parks and trails. Work in the comprehensive plan update will be focused specifically on discussing community priorities regarding parks amenities.

The parks and recreation sales tax ballot question approved by the Board in January for the April (now June) election outlines a first priority of funding as a Parks Master Plan, which would help identify funding priorities for parks amenities for the coming years.


LOOKING AHEAD TO FY21

Several sports recreation programs have been canceled due to the COVID-19 situation. Staff continues to monitor other revenues as the COVID pandemic may have a significant impact on several areas, most notably tax revenues.

Staff is looking into the impact that annexation may have on Smith's Fork Park and its activities. The City currently pays an annual lease for the land which was part of a court-ordered judgement. Staff is investigating the connection between that judgement and a possible annexation.

Staff continues to develop budget plans both with and without the passage of a Parks & Stormwater Sales Tax. Once the election results are known, Matt will have information/assessment of the department and present recommended needs/priorities related to his review as a new director in conjunction with the goals of a Parks and Recreation Master Plan. The Comprehensive Plan update will also provide some initial information in parks and recreation as it relates to goals for a master plan.

f. Public Works

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director; Chuck Soules, Public Works Director
Subject:	Department Review
Staff Report:	Streets Division of the Public Works Department
FY20 BUDGET SUMMARY <p>Through April 30, 2020, the Streets Division of the Public Works Department has spent \$674,309.88 (58%) of its \$1,156,390 General Fund budget. The FY20 Budget includes \$606,360 in operational expenses and \$550,030 in one-time expenses. The department is largely supported by property and sales tax revenues, but also by motor vehicle sales and motor fuel tax revenues.</p> <p>Through April 30, 2020, the Streets Division of the Public Works Department has spent \$92,052.88 (24%) of its \$380,000 Transportation Sales Tax Fund budget. The FY20 Budget includes \$120,000 in operational expenses and \$260,000 in one-time expenses. This fund is solely supported by transportation sales tax revenues.</p> <p>One-time expenses included in the FY20 Budget across both funds include:</p> <ul style="list-style-type: none">• Amory Road Pavement Repair – project complete• Downtown Streetscape East – nearing design completion, anticipated to be bid this spring• Greyhawke Roundabout Engineering – project will be completed by developer in 2021 at the earliest BOARD PILLARS & GOALS <p>The Board identified the following goals at its May 2019 retreat:</p> <ul style="list-style-type: none">• pursue the remaining phases of the Downtown Streetscape project• continue progress on a transportation master plan• continue the investigation into implementing a special road district <p>The East phase of the Downtown Streetscape project is included in the FY20 budget. Project design is mostly complete, and the City is obtaining temporary easements. It is</p>	

anticipated that the project will be bid this summer with construction beginning following the Main Street Waterline project and in conjunction with the Main Street Trail project. The North phase of the Downtown Streetscape project is included in the Capital Improvement Plan as a tentative FY22 project. Staff is reviewing this project as a candidate for potential additional MARC funding application.

The transportation master plan remains an item listed in the Capital Improvement Plan, and it is tentatively scheduled for FY21. Initial review is included in the Comprehensive Plan Update. The Streets Division will be heavily involved in development of the transportation portion of the Comprehensive Plan Update.

A petition calling for a Special Road District ballot question was presented to the Clay County Clerk last summer. The Board of County Commissioners have yet to take action on the petition. Staff and John Reddoch had meetings with county legal counsel earlier in the year, but no further discussions have occurred.

LOOKING AHEAD TO FY21

Included in the agenda packet is a memo from Chuck Soules to the City Administrator outlining his initial assessment of the department. Budget priorities for the Streets Division in 2021 include a work order tracking system; revisions to the snow plan (to include additional supplies, review of a storage area for supplies and additional equipment); and GIS/asset management. The department is in the process of completing a Pavement Condition Index (PCI) study on all City streets, which will guide discussion of street projects included in the CIP. Chuck is also reviewing development standards for implementation.



STAFF REPORT

Date:	May 12, 2020
Prepared By:	Daniel Toleikis, Finance Director; Chuck Soules, Public Works Director
Subject:	Department Review
Staff Report:	Utilities Division of the Public Works Department

FY20 BUDGET SUMMARY

Through April 30, 2020, the Utilities Division of the Public Works Department has spent \$1,793,197.76 (27%) of its \$6,690,170 CWSW Fund budget. The FY20 Budget includes \$3,509,140 in operational expenses and \$3,181,030 in one-time expenses. The department is supported primarily by water and wastewater sales revenue.

The Board approved a rate increase effective March 1, 2020. This was the second of a recommended five-year rate increase plan provided through a Utility Rate Study conducted in November 2018.

One-time expenses included in the FY20 Budget include:

- Main Street Waterline – construction began last week
- Bristol, Woodland, & Hawthorne Sewer Replacement – project nearing completion
- 144th Street Pump Station – design and easement acquisition are underway, anticipated to be bid this summer/early fall
- Wastewater Master Plan – project underway
- Sewer Slip-line Project – staff is evaluating sewer mains and will develop specifications for a slip-lining project to be completed later this summer

BOARD PILLARS & GOALS

The Board identified the following goals at its May 2019 retreat:

- Conduct a wastewater master plan
- Complete the south sewer project

The Wastewater Master Plan project is included in the FY20 budget. The project is underway. A draft of the plan is due to staff in July for review and comment, with final plan presentation to the Board anticipated in August.

The 144th Street Pump Station project is the first step to completing the south sewer interceptor. The sewer interceptor project is listed as an item in the CIP, tentatively scheduled for FY22.

LOOKING AHEAD TO FY21

The Utilities Division of the Public Works Department anticipates some changes to its operational budget from FY20 to FY21 based on the completion of the new Influent Pump Station and the operational expenses of that unit.


MoDOT's expected redesign and reconstruction of the intersection of 188th Street and 169 Highway will result in the City having to move its water lines in the area. This project is listed in the CIP and scheduled for FY21.

The Water Master Plan calls for a new valve box and raw water pump station. Both projects, with the addition of a copper ion generator for zebra mussel control at the intake, are listed in the CIP and scheduled for FY21.

Included in the agenda packet is a memo from Chuck Soules to the City Administrator outlining his initial assessment of the department. Budget priorities for the Utilities Division in 2021 include GIS/asset management.

On the revenue side, staff has requested that Raftellis, the firm selected to complete the rate study in 2018, review our impact fee structure for potential changes.

Public Works Director Assessment of Operations and Needs

	<div>STAFF</div> <div>REPORT</div>
Date:	May 12, 2020
Prepared By:	Chuck Soules, P.E., Public Works Director
Subject:	120-day observations
Staff Report:	Public Works
<p>On January 6, 2020, I started with the City of Smithville as the Director of Public Works. During this time, I have worked on learning about the community, attending many meetings, and observed how the PW divisions operate. As typical with all PW agencies and construction, winter operations are slower and as we came out of winter, the country is now experiencing the pandemic. Operations are not normal, and we are re-evaluating ways to safely make improvements and maintain our infrastructure in light of the current health issues.</p> <p>The City of Smithville has a lot of physical challenges with respect to infrastructure. The City extends several miles north / south and only a couple miles east / west. The density of development is concentrated in the downtown and several neighborhoods, separated by a lot of undeveloped land. There are several larger residential lots served by City infrastructure (streets, water, sewer) that have very little usage.</p> <p>Topography is also an issue. The City has 30 sewer lift stations, four water towers and pressure zones are necessary to ensure adequate water pressure.</p> <p>The City has 110 center line miles of streets for a population of approximately 10,000 or 90 people / mile of street infrastructure as compared to other cities with a 120-130 people / mile ratio. Larger metropolitan areas can have up to 200+ people / mile of street infrastructure. Therefore, Smithville has more infrastructure per person to maintain than other communities. Development sprawl is causing significant costs in infrastructure maintenance.</p> <p>Work completed and in progress:</p> <ul style="list-style-type: none"> - Have had meetings with all assigned divisions and individual staff members - Have established weekly meetings with Street and Utility Division managers - Reviewed and corrected the SW water tower maintenance agreement with McGuire Iron - Reviewed WCA contract and asked WCA to provide their annual report. Need to have WCA track complaints, issues and report the resolution - Regularly attend and participate in meetings with: <ul style="list-style-type: none"> o Mid-America Regional Council o Northland Area Chamber – Planning & Development Committee o Missouri Dept. of Natural Resources for MS4 permitting o Board of Alderman meetings - Initial review of construction standards and recommended some updates / revisions - Reviewed Fleet and working with Staff and Enterprise for Fleet Management System – need to include GPS 	

- Completed street rating/ evaluation, PCI - Pavement Condition Index
- Reviewed Snow Response Plan
- Reviewed and provided comments on development projects
- Worked through one employee discipline and separation and one accident

Projects:

- Amory Road completed
- Influent Pump Station – on going issues - clogging of pumps and programmability of SCADA system
- Wastewater Master Plan – study is just beginning
- HWY 169 and 188th Street waterline relocation – coordinating project with MoDot
- Highland Sewer- - working with Bond Counsel on potential Neighborhood Development District and HDR on plan
- Streetscape Phase II- HDR is completing the plans. Provided Heritage Park parking lot layout plan. Easements will be needed.
- Main Street Trail Project – Plans submitted to DNR for review. Easement acquisition in process.
- Engineering contract for Raw Water Pump Station and Copper Ion Generator

STREET DIVISION

Maintains approximately 110 center line miles of streets and have a crew size of 6 including the Division Manager.

include:

- Right of Way maintenance including mowing
- Street Sweeping
- Storm sewer repair, installation, and maintenance
- Pothole repair
- Crack Sealing
- Bridge repairs
- Signs and street lighting maintenance
- Snow and ice treatment and removal
- Sidewalk program

2019 Accomplishments:

- 11 Snow events using 300+/- tons of salt
- Street sweeping
 - o Downtown – 1st Monday of the month (March – November)
 - o All other areas swept 3 times
- 554 ft of sidewalk constructed
- 1800 lbs of crack sealant placed
- 22 miles of R/W mowed and Maintained
- 165 tons of cold mix asphalt placed for pothole repairs
- 200 tons of gravel laid
- Storm sewer maintenance:
 - o Inlet and main line cleaning
 - o Ditch maintenance
 - o Drainage way clearing – Amory Road and 180th St.

The staff is very capable and care about the services they provide. The crew size is small and limited in what they can accomplish, during much of the year regular maintenance activities such as mowing and street sweeping further decrease the capacity of the department to take on new projects.

Observations / Areas for Improvement:

- Work Order tracking – Currently the street division keeps track of the work completed in written form and Excel (to a limited extent). A work order system would allow us to better track the status of projects and complaints, respond more efficiently and report accomplishments.
- Snow Plan – Every snow event is different. Timing, temperature, ground conditions, day of week, amount, duration, and icing all play a factor in response. No matter how good of a plan we have, there will always be the question that a certain area should be done first, or we should have done something different. Our goal is to provide safe travel as soon as practical for the most people and have a safe operation. With that being said, the City has a pretty good snow removal plan. The plan addresses the City streets and identifies state and county-maintained roads. The plan indicates that primary and secondary routes are completed first by two larger vehicle plows and five other smaller trucks complete residential streets and intersections (7 operators). The reality is that we have 6 operators. Each are assigned / responsible for an area of the community.

I would like to go back to the idea of first priority (arterial and collectors) and second priority (residential) routes. Next season we will also try some “pre-treatment” of those identified, first priority routes. “Pre-treatment” will include placing de-icing material (salt) on primary roads in advance of a snow event. Budget for salt will increase. It is recommended that we have a place to store the material and that we budget 150% of an average year’s usage.

I would also recommend that we put our plows down more. Many municipalities are plowing more and placing salt after plowing operations. Plowing or pushing off the “slush” will reduce refreezing issues and plowing the primary roads earlier in an event will assist keeping motorists safe.

Cross Training staff from other operations is necessary. In larger events crews should not operate more than 12 hours for safety reasons. Properly trained staff from other departments, Utilities and Parks, are needed to be prepared to assist. An additional plow will be necessary to get more resources on the streets.

- Street Maintenance – Similar to snow removal, there are a lot of opinions on how streets need to be maintained. Street maintenance is the most visible infrastructure that is used every day by our residents.

My overall observation of the road conditions in Smithville is that the streets are in fair – good condition. Selected Street Division staff were trained and assisted with the evaluation and condition rating of the City’s streets.

Streets were evaluated based on visual condition.

- Defects including potholes, debonding, raveling, bleeding, cracking, base failure, rutting, alligator cracking, traverse and longitudinal cracking, settlement and faulting for both concrete and asphalt streets were evaluated (low, medium and high severity).
- Five hundred fifteen (515) street segments were evaluated having an average Pavement Condition Index, PCI, of 73.9. This is a relative score as each pavement section is rated against each other.
- We are obtaining several core samples to see why some of the failures exist. From what I have been told, a lack of inspection and subgrade treatment are the cause of many of the failed sections.
- The next step would be to discuss with the Board the goal for pavement condition and prioritize street segments to receive the appropriate pavement maintenance treatment.

The Street Dept is currently implementing the correct tools (crack sealing, patching, micro-surfacing, and overlay).

Some roads, Pope Lane, for example only serve a few homes, the street has a PCI of less than 20. The street was never brought up to a City standard and the few residents that this road serves now expect the street to be maintained as a City street. To bring this street up to a City standard is not practical for the amount of public served with all the other priorities. This is an example of the sprawl that has occurred here.

The goal of pavement maintenance is to keep roads from ever getting to failure through appropriate maintenance at the right time. Keeping good roads good, not necessarily expending the entire budget on a failed section that only serves a limited population.

STORM WATER

I have not had time to do sufficient review of the stormwater system. If the sales tax were passed the City may want to complete a storm water master plan to identify and prioritize problem areas and improvement projects

- Proposed changes to the MS4 permit are being drafted by DNR.
- The City's storm water management program includes construction site reports which I question if those are being completed. I have seen a few construction sites without silt fence.
- A GIS system would help us know and understand the stormwater / sewer system and drainage areas.

UTILITIES DIVISION

Overall, it appears that the Utilities Division is well run. Staff are both knowledgeable and dedicated. Plant operations (water and sewer) continue to meet permit requirements.

The Utilities Division is comprised of five licensed water plant operators, two licensed waste water plant operators, three utility specialists and manager, operations supervisor and administrative assistant.

Responsibilities include:

- Maintain City water distribution and sewer collection system
- Water production/ treatment and storage
- Wastewater treatment
- Utility locates
- Meter installation, reading, and repair
- Respond to customer service calls

2019 Accomplishments:

- Water produced 372,435,400 gallons
- Wastewater treated 334,456,000 gallons
- Locates 3426
- Main breaks 21
- Customer disconnect 178
- Occupant change 465
- Meter check 289
- Meter reread 50
- Change meter 139
- Water tap 41
- Preventative maintenance on 78 pumps and motors
- Fleet / equipment of 30 pieces of equipment

Observations / Areas for Improvement:

- Utilities Manager and Operations Supervisor have a wealth of knowledge on the distribution and collection systems but that is where it ends. The distribution and collection system information needs to be documented and accessible in an asset management / GIS system.
- The city should implement a hydrant and valve exercising program.
- Including staff in plan review for development. Since I have begun there have been several projects that have moved forward without the input from operational staff. While plans are reviewed by HDR, staff reports that there have been issues with projects previously completed and now the City is responsible to maintain. I have been providing staff the opportunity to review and comment on development plans.


Going forward (in no particular order) – further discussion with the Board will be helpful to establish priorities:

- A GIS system is needed for asset management, capital planning, development, public improvement projects and work orders
- Work with staff to review all City specifications and standards. Improve specifications for long term life expectancy of infrastructure
- Develop a comprehensive web page
- Complete MARC grant applications
- 2021 Budget
- Fleet Management should include GPS tracking
- Complete Streets – A community discussion on how we want the community to move forward. This could be a discussion as part of the Community Master Planning effort that is currently underway or part of a comprehensive Transportation Planning effort.

- Safe Routes to Schools is another funding opportunity to increase the walkability in neighborhoods and provide students alternative transportation modes to access school
- CIP – Review and recommend CIP projects/ programs including street maintenance program
- Storm Water - MS4 permit
 - Storm water master plan
- Sewer lining program
- Implement a consistent safety program
- NIMS Training for PW staff
- LPA Certification
- Management of Construction projects
- Roundabout design contract
- 2021 Pavement Maintenance program
- 144th street pump station construction
- Main Street Watermain
- Smithville Main Street Trail
- Phase II Streetscape
- Encourage Development to locate where existing infrastructure exists. Hold development accountable to make appropriate upgrades to infrastructure (streets, sidewalks, water/ sewer lines and stormwater) that are necessary for their success, as a condition of development.
- Review City / County shared road agreement

Smithville has a lot going on. I am excited every day with the challenges of the position and progress that we make as a team. The City staff has been great and very helpful. Over the next year I plan on becoming more familiar with the community and should have completed several of the PW projects.

Agenda Item # 6 -Discussion of Highland Sewer Issues

	STAFF REPORT
Date:	May 12, 2020
Prepared By:	Charles Soules, PE., Director of PW
Subject:	Highland Drive Sanitary Sewer
<p>Included in the work session packet is a memo from John Reddoch outlining issues related to sanitary sewer issues in Highland Drive. This is related to an issue which came before the Board earlier this year. In the interim, staff has made some repairs to the line to mitigate health and safety concerns.</p> <p>At this time, we are requesting direction from the Board regarding the desired scope of work for this issue and the level of City participation which may be desirable related to the funding of the solution.</p>	

Memo

To:

From: John B. Reddoch

cc:

Date: April 30, 2020

Re: Smithville Highland Sewer Issue

On 4/30/2020, Cynthia Wagner, Chuck Soules, Jack Hendrix and John Reddoch met to discuss the Highland Sewer issue(s). The relevant portion of Highland Street runs from 169 to the cross-street of Quincy. This is an area that was originally subdivided while it was in unincorporated Clay County and thereafter annexed into the City.

For the purposes of this memo a “forced main” is a pressurized sewer line which is pressurized by using a grinder pump.

For the purposes of this memo the term “lamp pole” means a clean out of a sewer line. It is a curved pipe that can allow access to a sewer line to help clean it out. It is not a manhole where someone can get in and work on something.

The overall problem with this Highland area is that there is not a great deal of change of elevation. It is fairly flat. This means that a gravity sewer system has some difficulty. Currently, none of the houses at issue use a forced main.

In March 2020 there was a leak of sewage in the vicinity of Highland Drive and Highland Circle Area. It is believed that this leak involved property located at 101, 102 and 105 Highland Drive. That leak has been temporarily resolved.

By way of additional background, John Breckenridge and his wife own property at 100 Highland Drive, Smithville, MO 64089.

While not specifically involved in the March 2020 leakage, the Breckenridge’s may need to be involved in a larger fix to the problems in the area. The Breckenridge’s service line may present issues for the other homes particularly the house at 102 Highland in that because the service lines cross over each other.

In our meeting we had a copy a printout of the satellite map on which Chuck has outlined current existing lines and the issues they cause. For this memo I have labeled that map as **Exhibit 1**. We also had a portion of the subdivision map that shows where easements were designated on the plat. For the purpose of this Memo, I have labeled those copies as **Exhibit 2 and 2A**. I believe the plat shows different phases as designated by hexagonal boxes.

With regard to **Exhibit 1**, the first house at issue is 101 Highland Drive, Lot 1 of phase 3 of the subdivision. The second lot at issue is 102 Highway Drive, Lot 2 of phase 4 of the subdivision. The last house at issue is 105 Highland Drive, Lot 4 of phase 3 of the subdivision. Note: the owner of Lot 4 of

phase 3, who purchased the property within the last year, also owns Lots 3 and 5 of phase 3 of the subdivision.

On Exhibit 1, the green line is the 4" sewer line that is currently run in plastic pipe that is laid from 102 Highland Drive, under the cul-de-sac and hooks up into the 4" service line from 105 Highland Drive. That 4" service line from 105 is the part of the line in black on Exhibit 1 which comes from 105 Highland Drive.

On Exhibit 1 the 4" service line from 101 Highland is in blue. Therefore, at present in an area that does not have a great deal of change in elevation or "fall", we have three 4" service lines that connect with each other. Originally they then continued in another 4" line down to a lamp pole which was a little bit behind 105. That 4" line then continued on to the red line that is on Exhibit 1. That red line is an 8" line installed by the City; however, it is only a couple of feet below ground level.

On 4/30/20 as of our meeting we did not know of any current situation where we had raw sewage leaking out of the system. However in March 2020 there was a great deal of leakage of raw sewage either in the back yard or behind 105 Highland. As a means of addressing an immediate problem, the City went in and changed the line after the hookup of the three service lines from a 4" to a 6" line. Therefore, the black line after the 3 separate service lines hook up is currently a 6" line installed by the City which connects to its 8" line which is depicted in red. See Exhibit 1.

The red line terminates at a manhole in Quincy Street. See Exhibit 1. While staff did not know for sure, they thought the manhole went as deep as 12 feet.

We Believe the current situation has existed for some time and results mostly from some things that were done by the developer/builder/owners when under County supervision before annexation by Smithville.

The City doesn't have any records of the work at issue. However, the owner of 102 may at some time had a problem with his sewer service line and fixed that problem by putting in the line depicted in green on Exhibit 1 which is again a 4" service line running down and under the cul-de-sac, and then hooking into the service line coming out of 105. We do not know when that was done. The cul-de-sac does not exhibit any replacement of asphalt or concrete. Which is interpreted as meaning that the street has been refinished or overlaid at least once after that hook up from 102 was constructed.

Back to 100, the Breckenridge's, have a similar problem, with little fall or slope for their sewer line. They have hooked their sewer into a lamp pole which is a few feet north of 102's service line and lies in Highland Street. Evidently, the Breckenridge's service line from 100 comes over the top of the service line from 102. There is also apparently some sort of a relief valve on the Breckenridge property which allows sewage to back up once or twice a year. When that happens, a plumber comes out and forcibly blows that line clear up to the lamp pole.

Other than elevation, I do not know why 102 chose to "fix" an earlier problem by paying to install the line (depicted in green on exhibit 1) which runs all the way down the cul-de-sac and hooks onto 105's 4" line, rather than hook onto the lamp pole (as did Breckenridge) which is located in front of 102's lot.

With regard to the service lines from 101, 105 and 102, we don't have any clear record that they are actually in an easement of any kind, whether owned by the City or those houses individually.

All of this leaves these homeowners with several issues. We have what we believe are private service lines (which may create an issue in and of itself on how to remedy these issues) which do not directly connect to the City's sewer service under Quincy. Whether any other portion of the sewer service to any of these three houses is owned by the City may be at issue. The City has historically taken the position that it has no responsibility to maintain private service lines. However, the City has done some repair and maintenance as noted in this memo.

At present, the City has not budgeted any funds with which to address/remedy this/these issue(s).

The City has obtained some engineering studies which would involve a global fix for most of these problems. The cost estimate may be as much as Three Hundred Thousand (\$300,000.00) Dollars. The concept of funding this by use of a neighborhood improvement development or who would pay what has not really been fully vetted.

The City asked Gilmore and Bell (Bond Counsel) to advise whether any kind of a neighborhood improvement development (NID) could be used to finance an improvement (fix) for the sewer service to the lots or this area. My understanding is that the NID Act provides two independent procedures for establishing NIDs: (1.) Approval of the qualified voters residing in the proposed district with the required percentage of voter approval equal to that required for the issuance of general obligation bonds (four-sevenths at general municipal election day, primary elections, or general elections and two-thirds at all other elections, MO. CONST. art. VI, § 26(b)) or (2) Petition signed by the owners of at least two-thirds of the property located within the proposed NID. Regardless of which method is used, the landowners in question must consent to the formation of a NID which would have the affect of those landowners having to pay (at least a portion) of the bonds issued to finance the fix.

The City would very much like to have a global solution to fix issues so that they are not being revisited in the near future. The problem of course is with the funding such a project. We discussed whether a Benefit District and a NID differed. I concluded after some research after our meeting that such an issue is probably better left for Gilmore and Bell to decide. A benefit District can be financed using bonds as well.

I believe the hope from the City is that if they use a NID they can do a project that fixes for the foreseeable future the Highland sewer issues.ⁱ Depending on the opinion of the BOA, the City may be willing to fund all or a portion and have the owners fund a portion which could be then be paid over time through the use of bonds. Again, a Gilmore and Bell issue. However, if the global fix is addressed and the owners are expected to be responsible for a share of that fix, the respective share of each landowner has the potential of being significant. The concept was mentioned that each lot owner charged on a per lot basis.

Megan Miller and Sid Douglass of Gilmore and Bell (Bond Counsel) wonder if prior to pursuing the NID, that the City could determine whether there currently exist(s) any sewer related nuisances caused by any of these landowners. Whether there are any sewer related building code violation(s) for any of these Landowners and if so, were any such violations grandfathered? Chuck and Jack in discussion with John are looking at these issues.

In a telephone conversation between Megan Miller and Sid Douglass and everyone that participated in this meeting, Gilmore and Bell suggested that the City staff investigate those issues. If we believe that there are such violations, then the City Attorney should send letters to the homeowners

at issue requesting that the situation be remedied. If not adequately and timely remedied, then the City may have to take some action regarding any such nuisance and if not thereafter remedied, go through the process of abatement which would require a notice and a hearing and if found, a fix by the City who would then assess back against the landowner committing the nuisance the cost of that abatement.

We discussed the current situation facing the homeowners and the City. We discussed issues relevant to whether one or more nuisances may exist and the cause of the nuisance. The City takes any sewage leak as a serious health concern, although there is no current known leak.

We then discussed remedies which might be available to the individual homeowners. With regard to the owner of 102 (lot 2 of phase 4). One fix might potentially be putting in a forced line (grinder pump) and tying into the lamp pole at or near the location where the Breckenridge line currently ties into the system. Chuck indicated that normally he would not allow such a tie in if they had to travel far. However, given that, that lamp pole is basically in Highland Drive in front of 102, he thought that would be something that he would normally approve. I do not know what effect a forced main from 102 at that lamp pole would have on the on the Breckenridge service line from 100.

The same issue/solution regarding the use of the grinder pump and forced line might well apply to 105 Highland. It is not clear how far that person would have to run a forced line. Another issue affecting that lot is that part of the area for the forced main might go through someone else's land and we do not know (but doubt) that there is currently an easement for that line. We do not currently know whether the City has a formal easement for that line. Even if it were to be owned by the City, the City would require that the landowner bring up to current standards any line into which that landowner was connecting. In other words, if the owner of Lot 105 wanted to fix the lots sewer issues, the owner would have to come to the City and say he/she is going to put in a forced main. That he/she has obtained or has an easement of some sort that would allow that lot owner to access the City service. Where that access occurred would have to be constructed to meet current standards. An issue with the line depicted in red on Exhibit 1 is that it is only 2 feet down. It needs to be a great deal deeper. Staff did not know the cost of that project.

The lot owner with the most difficult "fix" would appear to be 101 Highland (Lot 1 phase 3). I suppose in theory they could have the same solution as 105, however, he /she/they would have a great deal farther to run and would have to obtain easements across 105 Highland.

Staff is confident that there will be ongoing sewer issues for these lots as well as the Breckenridge property. Again, Staff is currently investigating whether the City needs to be pursuing any nuisance issues against any of these property owners.

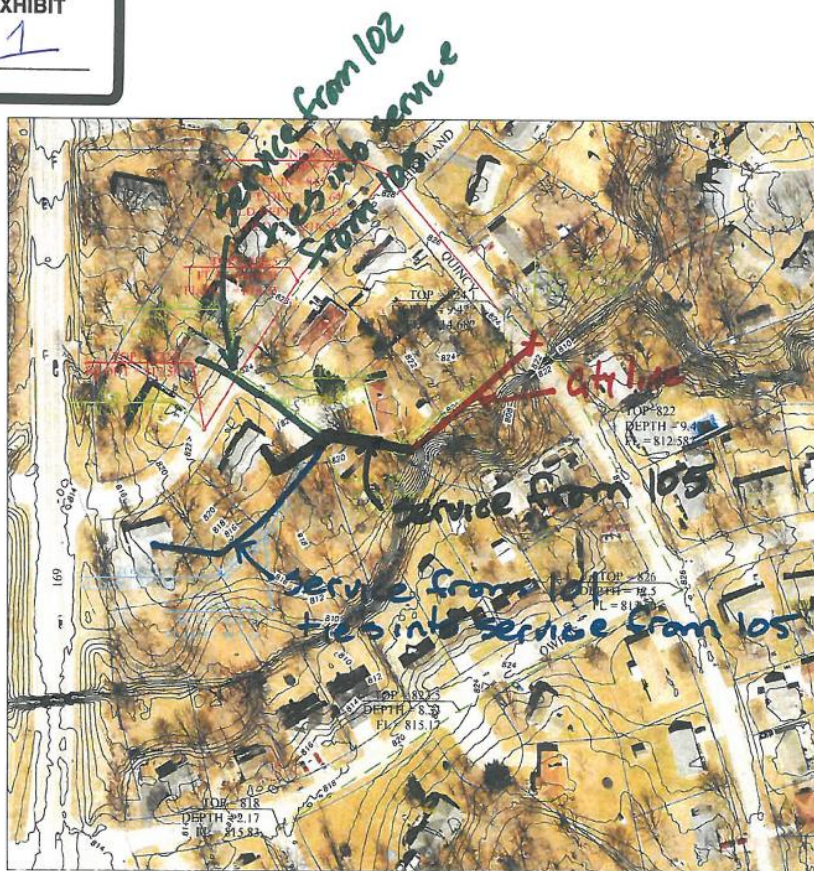
JBR

ⁱ Note: My understanding is that NID Act "supplies no evidence, however, regarding the eligibility of improvements to **privately held property**. The few Missouri decisions construing the term "**public improvement**" suggest that eligible improvements must be publicly owned or, at a minimum, that the governmental entity retain a property interest in the items to be improved." Mo. Local Government Law § 16.10 (Mo Bar 4th ed. 2017) § 16.10 Neighborhood Improvement District Act. While the City has constantly maintained that until the sewer line connects to the City's service, that it is privately held. However, the City has on at least one occasion done some work on the lines(s) at issue here and may have previously done some repair work on the Breckenridge's line. The actual formation of and NID under the facts of at hand and the issuance of bonds and financing and so forth will be handled by Gilmore and Bell.



- OPTION 1
-670 LF, 3 Mils.
-\$281,500*
- OPTION 2
-575 LF, 5 Mils.
-\$234,100*
- ALTERNATE TO TAKE MULTIPLE HOMES OFF
ONE SERVICE LINE
- *ESTIMATED TOTAL COST (CONSTRUCTION/
ENGINEERING)

SMITHVILLE
HIGHLAND SEWER IMPROVEMENT
CONCEPTUAL DESIGN
5/15/2019
SCALE 1" = 100'

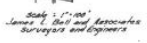


105 HIGHLAND IS LOWER THAN everyone and therefore when the service line gets plugged up for any reason it backs up into the basement of 105.

- OPTION 1
-670 LF, 3 MIls, 9 HOUSES SERVED
-5281,500*
- OPTION 2
-575 LF, 5 MIls, 6 HOUSES SERVED
-5234,100*
- ALTERNATE TO TAKE MULTIPLE HOMES OFF ONE SERVICE LINE
- *ESTIMATED TOTAL COST (CONSTRUCTION/ENGINEERING)

SMITHVILLE
HIGHLAND SEWER IMPROVEMENT
CONCEPTUAL DESIGN
5/15/2019
SCALE 1" = 100'

EXHIBIT
2



Notary Public: Rollins B. Kunder
My Commission Expires: August 2nd, 1961

Kate Porter, Recorder of Deeds

