

**SMITHVILLE BOARD OF ALDERMEN
REGULAR SESSION**

May 4, 2021 7:00 p.m.
City Hall Council Chambers

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

Mayor, Aldermen, and staff attended via Zoom meeting. The meeting was streamed live on the city's FaceBook page. Attendance in person by members of the public was not permitted.

1. Call to Order

Mayor Boley, present via Zoom, called the meeting to order at 7:03 p.m. A quorum of the Board was present via Zoom meeting: Steve Sarver, Marv Atkins, Kelly Kobylski, Dan Ulledahl, John Chevalier and Dan Hartman.

Staff present via Zoom: Cynthia Wagner, Anna Mitchell, Chuck Soules, Captain Tony Roetman, Matt Denton, Stephen Larson, Jack Hendrix and Linda Drummond.

2. Pledge of Allegiance lead by Chuck Soules

3. Consent Agenda

- **Minutes**

- April 20, 2021 Board of Alderman Regular Session Minutes

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

No discussion.

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

REPORTS FROM OFFICERS AND STANDING COMMITTEES

4. Committee Reports

Anna Mitchell, Assistant City Administrator, reported on the April 27 Economic Development Committee meeting. They had a discussion regarding the 2030 Comprehensive Plan action items that were focused on the Economic Development Committee. The discussion mainly focused on the action items that were listed as important as well as ongoing or near term. From that discussion, the committee was able to identify several next steps that staff is able work on as we move forward trying to accomplish those next action items. The Committee will be having another meeting next month and will be going back to monthly meetings to accomplish the action items identified in the Comprehensive Plan.

Mayor Boley asked the Board to encourage Chamber members, residents or business owners to go to the City website and apply for the vacancies on the Economic Development Committee.

5. City Administrator's Report

Cynthia reported on a few items that have come up in the interim following her report included in the packet.

Staff received word this morning from our fireworks supplier that he now has the inventory and feels he would be able to respond to a request for proposal for display. Staff posted that bid and it will close on May 12. Staff should be able to bring forward for the Board to award at either the May 18 or June 1 meeting.

Cynthia noted that over the course of the last couple weeks Stephan, Anna and she met with representatives from the School District, the Fire Protection District and the Northland Regional Ambulance District to discuss the Smithville Marketplace TIF. 2020 was the first year of any sizable amount of collections that would go into the TIF fund. Anna and Stephen have spent a significant amount of time ensuring that they understand the TIF agreement and allocations. They have been working with the City's Economic Development Attorneys ensuring their understanding of the mechanisms for collection and redistribution to the taxing entities. They have outlined that information to each of the three local entities in meetings over the last couple of weeks. This past week, staff was able to issue checks to the School District, the Fire Protection District and Northland Regional Ambulance District for the amount that they are due from collections within the TIF district. The remaining funds that have been collected are being deposited to a TIF fund, so the funds are available and collected and deposited on the monthly basis.

The checks amounts issued to each entity:

School District - \$5,600

Fire Protection District - \$1,400

Northland Regional Ambulance District - \$1,400

Cynthia noted a couple of updates to personnel. Today, staff interviewed and extended an offer for the Finance Analyst position. We are hopeful to have news on that position this week and, if the candidate accepts the offer, they have indicated they would be able to start mid-June.

Staff has an interview on Thursday for the Public Works Analyst position, and we are very hopeful about that one as well. If they accept the position, we would be looking at a similar if not sooner time frame on a starting date.

The Police Department continues to recruit for the two vacant Police Officer positions. We are recruiting for both candidates who are certified and non-certified Police Officers.

Captain Tony Roetman said that they have two that started the academy today and one new officer currently in field training.

Cynthia reminded the Board that May 27 is the Board of Alderman goal setting retreat. The retreat will be held at Paradise Point. She explained that the Board should have been contacted to set up appointment to have a conversation with Patty Gentrup who is facilitating the retreat. Cynthia encouraged those of the Board who have not yet had the opportunity to set up a time for a conversation with Patty to please do so. She explained that Patty sent out emails with her contact information, but if anyone needed it to let her know.

Mayor Boley noted that he saw the RFP for the Fireworks Display was posted and that the RFP for the Parks and Public Works building closed. He said he understood we received a few proposals.

Chuck explained that we had received twelve proposals for the Parks and Public Works building and staff will be reviewing those in the next few days. Staff will then set up interviews and bring a recommendation back to the Board for approval.

Mayor Boley asked if he was correct that the RFP was for engineering only?

Chuck said that he was correct.

Alderman Chevalier asked if there is any type of analytics for the TIF funds yet such as where we are projection wise?

Cynthia explained that we do not at this point because we do not have enough history on the Fund. This is something that she and Stephen have talked about the need to start putting together some information on the performance. She said that in working on the budget staff, will put something together for the Board.

Mayor Boley noted that for the property tax piece of the TIF, some of the buildings have not yet been complete so we would not collect on them until next year.

Cynthia said that we collect both the property tax and sales tax.

ORDINANCES & RESOLUTIONS

6. Bill No. 2903-21, Annexation Lot 36, Lakeside Crossing – 2nd Reading

Alderman Chevalier moved to approve Bill No. 2903-21, approving the annexation of Lot 36, 2402 Northeast 158th Street, Lakeside Crossing. 2nd reading by title only. Alderman Atkins seconded the motion.

Alderman Chevalier asked how many properties were left in Lakeside Crossing to be annexed?

Mayor Boley stated only two.

By roll call vote.

Alderman Sarver – Aye, Alderman Kobylski – Aye, Alderman Ulledahl – Aye,
Alderman Chevalier – Aye, Alderman Atkins – Abstained, Alderman Hartman – Aye.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared Bill No. 2903-21 approved.

OTHER MATTERS BEFORE THE BOARD

7. Public Comment

None

8. Proclamations

- Public Works Week
- Law Enforcement Week
- Older American's Month

9. Appointments

• The Fire District Liaison Committee

Mayor Boley nominated Alderman Kobylski.

By roll call vote.

Alderman Hartman – Aye, Alderman Sarver – Aye, Alderman Ulledahl – Aye,
Alderman Kobylski – Abstained, Alderman Atkins – Aye, Alderman Chevalier – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman Kobylski
Fire District Liaison Committee Representative.

Mayor Boley nominated Alderman Ulledahl.

By roll call vote.

Alderman Atkins – Aye, Alderman Sarver – Aye, Alderman Kobylski – Aye
Alderman Ulledahl – Abstained, Alderman Chevalier – Aye, Alderman Hartman – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman Ulledahl
Fire District Liaison Committee Representative.

• The School District Liaison Committee

Mayor Boley nominated Alderman Chevalier.

By roll call vote.

Alderman Hartman – Aye, Alderman Chevalier – Abstained, Alderman Kobylski – Aye
Alderman Ulledahl – Aye, Alderman Sarver – Aye, Alderman Atkins – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman
Chevalier School District Liaison Committee Representative.

Mayor Boley nominated Alderman Hartman.

By roll call vote.

Alderman Ulledahl – Aye, Alderman Atkins – Aye, Alderman Hartman – Abstained,
Alderman Chevalier – Aye, Alderman Sarver – Aye, Alderman Kobylski – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman Hartman
School District Liaison Committee Representative.

• **The Northland Regional Ambulance District Liaison Committee**

Mayor Boley nominated Alderman Atkins.

By roll call vote.

Alderman Chevalier– Aye, Alderman Atkins– Abstained, Alderman Kobylski – Aye
Alderman Ulledahl– Aye, Alderman Sarver – Aye, Alderman Hartman – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman
Atkins as Northland Regional Ambulance District Liaison Committee Representative.

Mayor Boley nominated Alderman Sarver.

By roll call vote.

Alderman Atkins – Aye, Alderman Sarver – Abstained, Alderman Hartman – Aye
Alderman Kobylski – Aye, Alderman Ulledahl – Aye, Alderman Chevalier – Aye.

Ayes – 5, Noes – 0, Abstained – 1, motion carries. The Mayor declared Alderman
Sarver as Northland Regional Ambulance District Liaison Committee Representative.

10. New Business from the Floor

None

11. Adjourn

Alderman Ulledahl moved to adjourn. Alderman Atkins seconded the motion.

Ayes – 5, Noes – 1, motion carries via teleconference. Mayor Boley declared the
regular session adjourned at 7:29 p.m.


Linda Drummond, City Clerk


Damien Boley, Mayor