

SMITHVILLE BOARD OF ALDERMAN

WORK SESSION

October 4, 2022, 6:00 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 5:56 p.m. A quorum of the Board was present: John Chevalier, Leeah Shipley, Ronald Russell, Marv Atkins, Dan Ulledahl and Dan Hartman.

Staff present: Cynthia Wagner, Anna Mitchell, Chief Jason Lockridge, Stephen Larson, Chuck Soules, Matt Denton, Jack Hendrix, Linda Drummond and Gina Pate.

2. GIS Demonstration

Gina Pate, Management Analyst for the Public Work Department, presented a demonstration of the Geographic Information System (GIS) the City now uses for mapping of the City's infrastructure.

Visit the [City website](#) to view the demonstration.

Gina explained that the City's GIS website will be available to the public. They will be able to access information on the streets PCI data, sidewalk conditions, right of way work, flood layer, work being done in their area, the ward boundaries, etc.

Gina noted that there will be staff training on October 11.

Chuck Soules, Public Works Director, noted that he and Gina were both users of GIS. He said that Gina has done a terrific job with this project. He explained that a lot of this information will be very useful for developers, anybody looking to come into the City and staff will use it for projects. Chuck explained that staff sent a lot of the GIS information over to GBA to do our Stormwater Master Plan.

Chuck explained that we will be able to get a lot of information out to the public such as; snow routes, who maintains what roads and who is working in their neighborhood. Residents will be able to access this information without having a call the City.

He explained that this will also help with the work order process. Once staff completes a work order that information will be uploaded. In the near future we will be able start identifying issues such as potholes where residents can take a picture of the pothole send it to the GIS and it will create the work order. Staff then goes out and fixes the pothole and send their response once the work orders finished. The resident will then receive a response that the pothole is fixed.

Alderman Chevalier noted that this is a very good job, and he likes it a lot but asked that when we put this out to the public would there be a way to create a few tutorials on how to use and navigate the GIS.

Cynthia agreed and said that she had made herself a note on some of the context that should be included in the tutorial and would discuss it with Chuck and Gina.

Gina noted that there is a GIS page on the City website that has some information on the project, and she is planning to add a tutorial to it.

Cynthia noted that this is great information to be able to share with the residents, tremendous information to have in-house to provide information for action on budget items or any utility information and to be able to show the information on a map. She explained that this technology will help the utility department knowing where water and sewer lines are. This serves as a great base to help us grow and expand on lots of information internally and externally.

Alderman Atkins asked if the photos would be updated annually?

Gina explained the original pictures were done by SAM, they went out and surveyed everything. She said that she and Chuck have discussed a maintenance program of what areas we would be going to update and possibly on a two-year schedule.

Alderman Atkins asked if there was grease in the sewer drain would we have to get a complaint first?

Chuck explained that any time staff do any kind of maintenance that keeping records on the GIS so it will keep it updated. Anytime staff does maintenance on things like a valve exercising program, a hydrant test program, a manhole protection program, any maintenance programs it will start populating the information as we go. We will get videos for our slip line program this year and will have before and after of all those lines. Chuck said that at some point he thinks there will be the ability to identify for example where a line had multiple breaks.

3. Review of Fireworks Event Approvals

Anna Mitchell, Assistant City Administrator, noted that discussion on fireworks events has occurred several times over the last couple of years. Currently the charge of fireworks only is allowed around the Fourth of July from July 3 to July 6 between 9:00 a.m. and 11:00 p.m.

Fireworks displays outside of that time have to be approved by the Board. Anna explained that this was brought forward with the opening of White Iron Ridge for weddings as they had an interest in a fireworks send off at the end of the night.

There have been several requests for fireworks event displays that have come before the Board for approval and has become repetitive. Anna noted that the Board requested that staff look into administrative approvals by researching different ways that other communities do administrative approval.

Staff found through an application process we would require several different documents such as; insurance contact information, fireworks display information, notification requirements to the area residents, as well as written approval from the Fire Protection District. Once the applicant provides all the proper information that is when that would all be submitted to the City Administrator for approval. The City Administrator would notify the Board in the City Administrator's report and also notify the Police Department in case there are complaints the evening of the event. This

process ensures the Fire Protection District, and the area residents are informed of the event.

Anna noted that staff is looking for feedback from the Board on this process and noted that Chief Cline was present if the Board had any questions for him of what they look for when they inspect an area for a fireworks display and then also on the application as well that would be required with the administrative approval.

Alderman Russell asked if the four items on the application check list were additional items or if there were added as part of the process now.

A copy of a current certificate of insurance

A copy of written approval of the event from the Smithville Area Fire Protection District

A written plan of notification to the area residents

Types and Sizes of fireworks that are to be used in the display

Cynthia explained that they are currently required and reviewed before coming to the Board for approval they were just made part of the application.

Alderman Hartman noted that he liked the idea of having City Administrator approval for White Iron Ridge who knows this process and having Chief Cline involved. He does though believe that it would be helpful to have a calendar reminder about the fireworks event. He thinks that since we have a regular vendor who does these events on a regular basis a blanket permit could be the way to go.

Cynthia noted that Chief Cline has discussed this previously, since they use the same fireworks company consistently for their events.

Mayor Boley explained that the City may have another fireworks event request from another entity in town. The School District may request to shoot fireworks during the high school football games after a touchdown.

Cynthia asked the Board if they were in favor of administrative approval for White Iron Ridge fireworks events only or for all requests for fireworks events.

Mayor Boley said that if they are a new vendor they need to come before the Board at least in an interview.

Alderman Russell asked if the day of the event was really windy is there a certain point where they say it is not going to happen?

Chief Cline explained there are several requirements for fireworks that they are heavily regulated by the state of Missouri. He noted his first question when anyone wants to use fireworks for any event is, who is the shooter, because the type of fireworks we are talking about are the professional grade, they require a permit and require proper storage.

Chief Cline explained that is why he feels a lot more comfortable with an annual approval and then a case-by-case approval for the discharge. He noted that when it comes to the set itself the vendors are made aware of the responsibility and those companies take that very seriously. They do consider wind conditions and it also has lot to do with the humidity as well because the rounds will not go as high as they are

designed to and they are also looking at dry conditions. It is stressed to them all along so they are well aware that they are responsible.

Chief Cline explained that the lanterns become an issue because who is responsible for them, if it is an individual doing them versus a company. It is harder to hold someone responsible so there are a lot of parameters that they have to meet.

Chief Cline noted that it does come down to an actual shoot time decision and if the conditions are favorable for them to set off the fireworks.

He explained that for the School District it is going to be more problematic because of the fallout requirements. The fallout zone requirements of how big, the bigger the fireworks they set off, the bigger that area has to be. Around the high school there are homes, there are spectators and everyone pretty close, so a fireworks event might be difficult for them.

Cynthia noted that Chief Cline indicated an annual permit, and it was not outlined in the memo. She asked if it would it help make things easier if White Iron Ridge requested an annual permit so that we can ensure that we know who is shooting the fireworks off. The annual permit application can be reviewed to make sure there have not been any issues. Then during the year, they would submit fireworks event application on a case-by-case basis for administrative approval. She asked for direction from the Board.

Mayor Boley suggested to begin the annual permit on November 1 with the City's fiscal year then administrative approval for the events throughout the year.

The Board all agreed.

Cynthia thanked Amanda from White Iron Ridge all for the communication to the neighborhood.

4. Discussion of Founder's Day

Cynthia noted that Alderman Russell had requested to address the topic of observing Founders Day in some fashion. She explained that the information included in the memo in the packet outlines how the Historical Society has typically celebrated it. The timing of that celebration is held at the same time is Lakefest, so there is also outlined some of the information for Lakefest. Cynthia noted that representatives from both of those groups are here tonight.

Alderman Russell explained that he was looking at having a Founders Day of Smithville and looking at to have some type of the summer celebration and make sure that other communities know about it. He noted that he would like to make it a big celebration for the City and possibly have in the City offices closed but if it was on the weekend date then that is something else. He said that we need to work in conjunction with the other festivities are going on. Alderman Russell asked what the Board's thought were on it and what direction we should take.

Mayor Boley explained that he had met with the Lakefest committee earlier this evening to discuss what they are planning for next year.

Shauna Houghton, Lakefest Committee member, explained that they pick Father's Day weekend every year to keep Lakefest consistent, so everyone knows that there is going to be a festival that weekend. She said if the City would want to combine it with Founder's Day, they could definitely try to work together with us. Shauna explained that they meet the second Wednesday every month at 6:30 p.m. at the Coulter bus barn. She said that they have a lot of there event planned already but if the City would like to come to the meeting to collaborate, they would be open to discuss it.

Mayor Boley asked Alderman Russell if he could attend their meetings?

Alderman Russell said that he could.

Mayor Boley asked about that the Lakefest committee setting up a separate event to have more things for kids to do.

Shauna explained that next year they will have Lakefest as well as Little Kids Lakefest. She said the reason why they chose to do this is because alcohol is being served at Lakefest and they want to bring in more for the kid. They reached out to Gower to get the contacts for the people that did their festival to bring some of those programs here for the kids. They all trying to do this for all ages.

Mayor Boley explained that during his meeting with the Lakefest Committee they discussed extending out the festival and using more of the downtown. He asked that they work with the Parks Department with the laid out of the festival to make sure they have the power and water requirements ahead of time and no one is scrambling the day of the festival.

Shauna noted that they would be reaching out to the Parks Department once they have that information set. She asked if the Board had any questions or feedback from their event this year.

Mayor Boley said that he appreciated that they are getting their event planned early. He suggested that they make sure to have enough volunteers, so they do not fall behind on trash or if they have horses make sure that there is someone there responsible for taking care of them. He also suggested that they get the Board involved in the event as well.

Mayor Boley suggested having the Monday after that weekend be the day City Hall is closed to encourage employees to participate since they would not have to worry about getting back to work the next day. He said it would be good for the Parks Department staff that will have to be there all day on Saturday working.

Katie Stafford, Historical Society, noted that they held their first Founder's Day in 2017. She said that she thought it was great that Founder's Day and Lakefest be held at the same time. Katie feels that with people being downtown for Lakefest then they might take the opportunity to go down to the Smithville Historical Society Museum and Inn. She said that they could provide games for the kids also. Katie explained that they reason that they chose Father's Day weekend is, if her math is correct, Humphrey Smith actual died on Father's Day. If Father's Day had existed back then.

Katie noted that they do not usually have to many people spend much time at their event. She explained that people come tour the museum and they have raffles and gift for them. They also have incorporated rock painting which the kids love to do. They also had a live band history reenactors last year.

Shauna noted that she believed Lakefest could incorporate the Founder's Day activity timeline into their timeline to help get them foot traffic.

Katie agreed that they could also advertise for Lakefest.

Mayor Boley asked Shauna when they do the boat races where do they end the race.

Shauna explained that it starts up by Liberty Street and they end it just before the bridge.

Mayor Boley suggested that they could end it at an area close to the Patterson House so people would go there for the kid's activities.

Alderman Chevalier asked if there is a timeline that we need to have a plan in place if they are wanting a sponsorship.

Mayor Boley noted that the sponsorship would be to waive the fees for the Courtyard like we have done for other events. He explained that the Parks Department will bring that before the Board when they receive the application. Mayor Boley said that it would be nice to bring this to the Board before December 1 so we can publish it on the calendar of events.

Alderman Chevalier noted that he thought this would be a great event having both events happening on the same day and it is an opportunity for the City to get more involved.

Alderman Hartman asked if they needed to give staff direction for City Hall being closed the Monday after Father's Day.

Mayor Boley said that is some thing the Board can direct staff to amend the Employee Handbook to add that. Since it is to be a citywide event staff would be encouraged to be here that weekend.

The Board all agreed.

Cynthia asked for clarification on Alderman Chevaliers question of City participation in this. What is anticipated from the City that Parks Department works in support of that. Work with them to get the application done and then with the coordination for that day. Is there an expectation that the City is also a partner in this with the Historical Society and Lakefest.

Mayor Boley said he believed they are asking for the City to waive the fee for the square in exchange for sponsorship. He noted that they would still have to pay for the police services. He clarified that they would just be using the downtown square and having a parade.

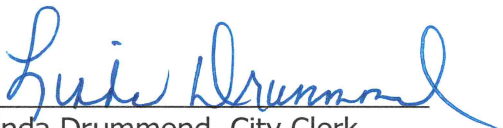
Cynthia noted that staff would be bringing forward for Board approval changes to the Employee Handbook at the next meeting. She said staff could add the language that the Monday following the Founder's Day celebration would be a holiday if that is what the Board directed.

The Board all agreed.

5. Adjourn

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

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:41 p.m.


Linda Drummond, City Clerk


Damien Boley, Mayor