

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager ^{MEM}
SESSION DATE: October 17, 2011
TIME: 4:30 pm
PLACE: City Council Chambers

AGENDA:

- **WELLNESS PROGRAM**
- **LANDSCAPING ORDINANCE**
- **COMPETENCY TESTING FOR NEW CONTRACTORS**
- **REVIEW NEWSLETTER (includes miscellaneous topics)**

WELLNESS PROGRAM

In early 2010, the City Council discussed the implementation of a wellness program. With skyrocketing costs (health insurance services had increased by \$345,000 from the previous year), we were looking for a proactive approach to this issue and controlling costs.

Council gave the go ahead to implement a wellness program. Prior to this the City had and still does require a majority of our workforce to pass a physical examination as a result of their physical job requirements, and requirements of outside agencies such as the U. S. Department of Transportation for commercial driver's licenses. We had taken a few baby steps over the years by offering a health screening opportunities through our risk management program, and in 2009, we offered employees the opportunity to complete a biometrics screening with 60% of the employees participating.

A biometric screening is a general health check that can identify any significant cardiovascular or nervous system problems. This health check provides several biometric measures including: cholesterol levels for full lipid panel and glucose; blood pressure; blood glucose levels and also includes a measurement of height, weight and body mass index (BMI). Results are typically available within a few days after the screening, and are kept confidential.

Our wellness concept consisted of four components:

- Physical Examination
- Participation in Wellness Programs/Activities
- Health Screens
- Health Education

We implemented the wellness program in 2010, our goal was to encourage wellness and that wellness would be determined by the results of the biometric screening. Target goals were developed for each participating employee. We implemented the program in early 2010 so that by the end of 2011, almost two years later, we would have given employees

the opportunity to take advantage of the wellness program and an opportunity to receive a discount on their health insurance premium.

We are approaching the end of our wellness ramp up and would like to give the City Council an update on what we have done since we met in early 2010.

Recommendation – Pat Meredith, Human Resources Manager and Wellness Committee facilitator will be in attendance to discuss the program with the Council.

LANDSCAPING ORDINANCE

Chapter 6 of the 2004 Comprehensive Plan includes a section on Community Aesthetics. Community Aesthetics in this context refers to landscaping, lighting and signage. One of the goals of the plan is the implementation of a landscape ordinance. As noted in the Comprehensive Plan, in general, a tree or landscape ordinance is meant to both encourage and prevent certain landscaping practices. A copy of the specific section of the Comprehensive Plan, along with established goals, is included in this packet.

Two weeks ago the City Council discussed the City's stormwater management program. The focus of the stormwater management program is on water quality. In this plan there are several goals which relate to a possible landscape ordinance and have to do with erosion control. And for the last few years, the City has been working on improving overall storm drainage; some components of a landscape ordinance could assist the City with water quantity issues.

The City Council is interested in economic development. We talk all the time about the quality of the schools, the available healthcare services and the access to good highways. One of the most critical strengths of a community is the appearance. We have worked over the past few years to complete the sidewalks along Baltimore. The new sidewalks have improved the overall appearance, but there are other issues that could be addressed. Keep in mind that visitors make judgments about a community based on their first impression. You notice things like are the properties attractive and well maintained, or is the area litter-free? Visitors can see whether or not there is a sense of community pride.

Included with your packet is a Staff Report from Brad Selby that outlines three (3) distinct issues that would be addressed with a landscape ordinance.

There is a balancing act that is necessary to consider. On the face of it, establishing a landscape ordinance may sound like a frivolous requirement and an additional cost to the potential business owner. However, if you think further, the purpose of the landscape ordinance has impact on water quality and quantity issues, air quality, community pride, and overall provides appeal to the potential customers or occupants of a space.

Recommendation – The City Council needs to discuss this idea and may want to participate in a tour of the community to get a feel for what exists today and where there is potential for improvement.

COMPETENCY TESTING FOR NEW CONTRACTORS

The issue of competency testing has been discussed randomly over the last few years. As

the topic of discussion shows, the emphasis is on “new” contractors. We have seen over the years that from time to time individuals randomly decide to become contractors with little to no training. This leaves citizens vulnerable to hiring people who may cause more problems than what they fix if they do not know what they are doing.

The idea behind the competency testing is to determine if the potential contractor has basic knowledge. Through the testing process, potential contractors with limited knowledge will be identified and encouraged to seek additional training opportunities.

The competency testing would give members of our community some comfort that the contractor they hire meets minimum standards.

Recommendation – Review the Staff Report prepared by Brad Selby and discuss whether or not you wish to pursue a competency testing program.

REVIEW NEWSLETTER

Attachments

- Staff Report on Wellness
- Wellness Activities
- Comprehensive Plan Community Aesthetics
- Comprehensive Plan and Stormwater Management Plan Relevant Goals
- Staff Report on Landscape Ordinance
- Staff Report on Competency Testing
- Potential Ordinance Revisions

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Employee Wellness

STUDY SESSION MEETING DATE: October 17, 2011

CITY DEPARTMENT: Administration

PREPARED BY: Pat Meredith

For three years, the City has offered employees the opportunity to participate in an annual biometric screening designed to detect medical conditions before they become major medical problems. In 2010, a wellness committee was organized to develop some wellness activities to encourage employees to get fit. Some employees participated, however without full participation we cannot achieve the ultimate goal of lowering health care costs.

In 2011, we told employees the City could no longer afford to carry the lion's share (79%) of the cost of insurance. If employees were unwilling to take some ownership of their health and fitness they would be expected to contribute more toward their medical insurance premium. In March 2012, employees will be required to pay 20% of the employee medical insurance premium (currently the City pays 100%). Federal laws allow us to provide a benefit that would encourage employees to take responsibility for their lifestyle choices

Employees participating in the Biometric Screening receive an Interactive Health Index. This is a personal health report that is a HIPAA compliant measurement tool. It addresses six controllable health factors:

1. Blood Pressure Systolic,
2. Blood Pressure Diastolic,
3. LDL Cholesterol,
4. Glucose,
5. Triglycerides, and
6. Tobacco Use.

Employees receive a score and a goal they must reach before the next screening in order to be eligible for the premium discount. It is up to the employee to discuss with their personal physician how they can achieve their goal.

Under the model program participants in the Biometric Screening increased to 145 in January 2010 - up from 77 participants in 2009 and 86 participants in 2008. We have made several activities available to employee: Winter Triathlon, Route 66 Poker Walk and a Turkey Trot/Walk currently underway. In addition, we have offered wellness presentations and smoking cessation classes, distributed wellness newsletters (see attachment) and sponsored monthly screenings through risk management.

We already see results of a more aggressive wellness program through disease management numbers however it may take up to three years to see a true reduction in premiums and chronic medical conditions.

2011 Wellness Activities, Presentations and Newsletters

Activities

- Biometric Screening – Jan 11-13 (145 participants)
- Route 66 Walk – January (41 participants)
- Winter Triathlon – Jan-Feb (8 participants)
- Labor Day Poker Walk (35 participants)
- Turkey Trot/Walk – Starts Oct 3

Presentations

- Goals Galore – February
- Smart Hearts – March
- Fun with Health Foods – March
- Soothe the Stress – April
- Fitness from 9-5 – April
- Tobacco Quit Class – Jun & July
- Nutrition 101 – September
- Get Moving – October
- Weight Loss – November

Newsletters

- January – Weight Loss Resolutions
- February – Healthy Heart
- March – Goals Galore
- March – New Dietary Guidelines
- March – Fun with Healthy Foods
- March – Soothe the Stress
- April – Managing Stress
- April Healthy Food Choices
- April - Fitness from 9-5
- May – Menopause
- May - Deskercise
- June – Good Health for Dad
- June – Make Wellness Work for You
- June – Protect the Ones You Love
- July – Heat Emergencies
- July – My Plate
- August – immunization
- August Becoming Healthier
- September - Let's Move
- September - Blood Clots/Stoke

■ September – The Healthy Facts of Walking

In addition, IHS the vendor who does our Biometric Screening sends employee-specific newsletters to employees who participate in the screening based on their sex, age, and results of their screening. For example, I receive emails about the importance of mammograms, keeping my bones strong and screening topics for someone my age and sex. Healthlink and Well Dyne also send periodic wellness newsletters.

Disease Management

We will never completely eliminate disease and the need for insurance but we are seeing a reduction in disease related diagnosis.

Congestive Heart Failure – 100% reduction

Diabetes – 89% reduction

Hypertension – 30% reduction

Hyperlipidemia – 16% reduction

Asthma – 93% reduction

Coronary Artery Disease – 100% reduction

Depression – 5% increase

While many factors could attribute to these reductions we believe our wellness program has contributed.

Insurance Claims

Eighty percent of the claims were incurred by 12% of our covered claimants. Through September the plan has paid \$928,791 in total claims. We have been reimbursed by our Specific Stop Loss carrier for \$101,697 in claims that exceeded the \$75,000 specific. Claims are currently at 86% of our Aggregate Attachment Point.

Top 10 Diagnosis

- Ear, Nose, Mouth and Throat - \$110,336
- Musculoskeletal System & Connective Tissue - \$100,265
- Circulatory System - \$65,252
- Factors Influencing Health Status - \$42,421
- Kidney & Urinary Tract - \$30,384
- Nervous System - \$25,039
- Digestive System – \$22,837
- Pregnancy, Childbirth & Puerperium - \$22,822
- Respiratory System - \$13,033
- Endocrine, Nutritional and Metabolic System - \$11,057

Community Aesthetics

Landscaping

In its current state, and as Kirksville grows, there are substantive reasons to consider the overall aesthetic quality of landscapes in our community. Commerce, property values, security, quality of living, and the singular nature of 'plains' towns, are all directly affected by the care given to our city's landscape. These issues are difficult, however, to address while balancing the burden of cost and the reward of investment; private rights to maintain property; and the need for an appearance of care and pride.

Several recent studies have tried to quantify the costs and benefits of landscaping for residential homes and for municipal economies. The U.S. Homeowner Landscaping, Lawn Care and Tree Care Survey, conducted by the Gallup Organization (*) estimated that the average household spent \$660 in 1999 on landscaping services (this value does not include the amount spent on landscape materials). Nearly \$20 billion is spent annually on landscaping services. Americans over the age of 50 account for more than half of that investment. For municipal economies these services represent consistent and local work. For residential homes these services and products provide an average 15% increase in property value, and a 100-200% recovery value on the investment according to Money Magazine. Structural landscape improvements and trees account for the most significant returns because their values tend to appreciate significantly relative to the initial investment and maintenance.

In response to these dilemmas of cost and property rights versus reward and common good, many communities have enacted a landscape ordinance. Although the extent of such an ordinance varies greatly by place, the tangible benefits remain the same: pollution reduction, shade, urban habitat, enhanced aesthetics and improved property values. Despite the financial and labor investments, a planted landscape that appears cared for is inviting to residents, visitors, and potential customers. Urban forests and landscapes within cities only remain consistently cared for when some form of overarching guidelines and management are in place not just for 'trees', but also for the collective 'urban forest'.

In general, tree or landscape ordinances are meant to both encourage and prevent certain landscaping practices. They can encourage consistent application and enforcement; a more consistent understanding and expectation within the community; and organization for people and resources to improve the overall appearance of our town as well as special districts that attract visitors (e.g. downtown, major city entrances, old neighborhoods). Such an ordinance can also detail how to achieve these goals, possibly offsetting costs associated with independent design. Landscape ordinances discourage (hopefully prevent) haphazard care; abandonment of property upkeep; inadequate planting for exposed soil; and loss of pleasant 'green space' in new developments.

COMMUNITY AESTHETICS

Goal: Adopt a landscape ordinance

Assessment:

A landscape ordinance has been adopted and is implemented.

Funding:

No funding request has been identified.

Strategies:

Draft and adopt a multi-phase landscape ordinance, one with application and regulation, which broadens over time.

Outline enforcement needs and consequences for non-compliance.

STORMWATER MANAGEMENT PROGRAM - GOALS

Measure 3 - Construction Site Stormwater Runoff Control

Modify City Ordinances	Modify ordinance to include the institution of a Land Disturbance Permit; authorizing plan review and inspection; and enforcement to impose fees and penalties	Draft 2012 Adopt 2013
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Minimum Control Measure Goal	Description	Implementation Schedule
Design Requirements for ESC	Adopt BMP design guidelines	September 2012
Plan Review Checklist	Create a plan review checklist to be used for reviewing and approving plans in order to issue a Land Disturbance permit	December 2012
Inspection Forms	Create inspection forms to be used for inspecting land disturbance sites for ordinance compliance	December 2012
Other Forms and Checklists	Make other forms and checklists that will be used in conjunction with the ordinance wording	December 2012

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Landscaping Ordinance

STUDY SESSION MEETING DATE: October 17, 2011

CITY DEPARTMENT: Codes

PREPARED BY: Brad Selby, Codes & Planning Director

The City of Kirksville does not have a Landscaping requirement for commercial businesses or multi-family housing developments. We do have a Tree Ordinance that regulates the planting and maintenance of trees and shrubs, but it is only for city property and city owned rights-of-way, not on private property.

We feel that there is a need for Landscaping of these commercial properties and for the housing developments that are built for rental purposes. Some businesses voluntarily plant trees and shrubs and try to provide green space and shade, to reduce the glare and heat problems associated with acres of concrete parking areas. Others do not want to use the valuable space for trees, because they are trying to maximize the number of apartments and living space, and then need every available foot of ground for the required parking.

The purpose and intent of a Landscaping Ordinance would be to require new commercial businesses and new multi-family housing developments to:

1. Establish healthy environmental conditions by providing shade, air purification, oxygen regeneration, groundwater recharge, storm water runoff retardation, erosion control, and noise, glare, and heat abatement.
2. Provide visual buffering from streets, to buffer potentially incompatible land uses and to generally enhance the quality and appearance of a development site, and the city in total.
3. Encourage the preservation of existing trees and vegetation.

A proposed ordinance is not expected to apply toward R-1 Single Family zoned building projects or to R-2 Two-Family zoned buildings and lots.

A Landscaping plan for other zoned areas would be provided at the time of application for a building permit. We would propose square footage minimums of lot area that must be provided as trees/shrubs/green space, probably around 15% of the total lot area.

We are asking City Council if they want city staff to proceed with the writing of a proposed Landscaping Ordinance similar to that described above.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Contractor Competency Testing

STUDY SESSION MEETING DATE: October 17, 2011

CITY DEPARTMENT: Codes

PREPARED BY: Brad Selby

Testing of new Contractors in the City of Kirksville has been discussed for several years. We know that unsafe electrical installation can lead to fires and life safety issues. Incorrect plumbing can lead to unsanitary conditions and building collapses, and since plumbers also do gas lines and gas installations, poor work could cause fires, too.

We are proposing that testing should be required only for new contractors, electricians, and plumbers wishing to do work in our city. Anyone with a current Kirksville business license in these occupations would not have to be tested, and would be considered "grandfathered", as long as their business license remained current.

Testing of applicants should eliminate those that have very little knowledge of certain construction practices. Our goal for testing is not to keep someone with average knowledge of construction practices out of this line of work. Our passing grade should be such that only those with very minimal knowledge would fail.

We have two sections of existing city code that will need to be changed, to enact a testing program. We have proposed language for those sections now.

We need to have two tests for each skill (contractor, electrician, and plumber). We have the Contractor tests basically done, the Plumbers tests half done, and the Electrician tests are in progress. We plan to use people as guinea pigs for testing, so we can determine that our tests and passing scores will give us the results we feel are necessary. Once this initial testing is done, we may adjust the tests as necessary to make sure they are fair, accurate, and can be passed by people with what I would consider to be "fair" skill levels. As an example, from a scale of 1 to 10 for an electrician, 10 being a Master Electrician, and 1 being someone with no skills or only very basic skills, someone rated a 3-4 should be able to pass our test. Someone obtaining a business license for these skills for the first time is expected to still be in the learning curve, and these tests should fail only those who do not have any appreciable skill or knowledge in the area.

We expect to have our tests ready for evaluation before the end of October and would hope to propose an ordinance to the council in the month of November.

Sec. 14-29. - Issuance procedure generally.

(a)

Applications generally; fees. Every person required to procure a license under the provisions of this article from the city shall submit a written application for such license to the city clerk. The application shall:

(1)

Be a written statement on forms provided by the city clerk. Such forms shall include an affidavit, which shall be sworn to by the applicant before a notary public of this state.

(2)

Require the disclosure of all information necessary to comply with [section 14-28](#) and of any other information which the city clerk shall find to be reasonably necessary to the fair administration of this article.

(3)

Be accompanied by the full amount of the fees chargeable for such license.

(4)

Except for persons previously licensed to do business within the city on February 20, 1965, such application shall be also accompanied by payment of a fee in the amount of ten dollars (\$10.00) to cover the cost of investigation.

(5)

If applicable, provide a copy of a sales tax license showing the authority to make sales within the state.

(b)

Receipts. Whenever a license cannot be issued at the time the application for the same is made, the city clerk shall issue a receipt to the applicant for the money paid in advance, subject to the following conditions: Such receipt shall not be construed as the approval of the city clerk for the issuance of a license; nor shall it entitle or authorize the applicant to open or maintain any business contrary to the provisions of this article.

(c)

Renewal licenses. All licenses issued under this chapter shall be renewed upon the payment of the prescribed annual fee. Such renewal shall require:

(1)

The disclosure of such information concerning the applicant's demeanor and conduct in the operation of applicant's business during the preceding licensing period in order to determine the applicant's eligibility for a renewal license. This determination is subject to the same criteria as set in [section 14-28\(1\)](#).

(2)

That no renewal application will be considered or license issued thereon unless all outstanding gross sales tax due has been paid.

(3)

That no renewal application will be considered or license issued thereon unless there has been compliance with the city fire code as determined by the city fire chief.

(d)

Duplicate licenses; special permits. A duplicate license or special permit under this article shall be issued by the city clerk to replace any license previously issued, which has been lost, stolen, defaced or destroyed without any willful conduct on the part of the licensee, upon the filing by the licensee of an affidavit, sworn to before a notary public of this state, attesting to such fact and paying to the city clerk of a fee of one dollar (\$1.00).

(e)

Effective with the March 1, 2001 license renewal period, the city will be responsible for the administration and collection of fees on behalf of the County of Adair for the issuance of a county merchant license to applicable businesses. A city and county license will be issued simultaneously to those businesses so required and who fulfill all necessary prerequisites as outlined in this section. A twenty-five dollar (\$25.00) fee will be charged for each county license issued; see applicable [section 14-54](#) or [section 14-56](#) for city license fee. Failure to obtain a city and/or county license when so required will be in violation of this article and will subject a business to enforcement action provided in [section 14-21](#).

(Code 1974, § 12-25; Ord. No. 11497, § 6, 5-7-2001; Ord. No. 11788, 2-28-2007)

- (f) **Contractor Testing.** Construction Contractors, Electricians, and Plumbers are required to pass a written test showing competency in the field in which a business license is being applied for. The passing of the written test is necessary for final approval of a business license for these occupations.
- (1) Tests will be scheduled and administered by the Codes Department.
 - (2) Tests will be graded on a pass/fail basis. 70% is the minimum passing grade for any test.
 - (3) Persons who fail one of the tests will be allowed to take the test again in two days. Persons who fail the test a 2nd time will be required to wait one month before taking another test.
 - (4) Testing for the above occupations may be waived under the following conditions:
 - a. The Plumber, Electrician, or Contractor is a card carrying member of an accredited State or National organization recognized for its members having the necessary skills for the license that has been requested. A journeyman's skill level would be accepted, while an Apprentice level would not be accepted for a waiver of the test. The Codes & Planning Director would decide any discrepancy in skill levels.
 - b. The Codes & Planning Director recognizes that a company applying for a business license has employees with a demonstrated and recognized level of skill and ability in the required area.
 - c. The Codes & Planning Director may waive the test for any individual or company who has let their license lapse, and who is known to be a competent person or company in their field.

Sec. 14-55. - Same—Performance bond required, not gross sales tax.

- (a) All persons, merchants, agents, repairmen or their representatives listed below, unless a member of a licensed firm in another section, shall, before repairing or installing any item, product, merchandise, service or commodity, make application for renewal or new annual city resident merchant license, pay the ten-dollar investigative fee and if applicable deposit the required license fee. Such person may commence business upon issuance of the license.
- (b) No renewal application will be accepted or renewal license issued if any taxes owed the city remain outstanding.
- (c) Besides the annual license fees set out below, each of the resident and local persons, merchants, agents, repairmen or their representatives listed below shall be required to post a performance bond with the city, but shall not be required to pay a tax on their gross sales as set out in [section 14-53](#)

Plumbers, whether a member of plumbing firm or not..... \$25.00

Electricians, whether a member of an electrical firm or not.....\$25.00

Contractors, general contractors, subcontractors, builders, or carpenters who perform work on, upon or within public rights-of-way and/or public property (excluding routine construction of driveways), and including but not limited to the following: Excavating companies and excavating contractors; contractors and subcontractors for building, constructing or installing buildings or structures or any part thereof..... 25.00

(Code 1974, § 12-36; Ord. No. 10379, § 8, 9-28-79; Ord. No. 10511, § 1, 3-2-82; Ord. No. 10753, § 4, 1-19-87)