

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council  
**FROM:** Mari E. Macomber, City Manager  
**SESSION DATE:** September 17, 2012  
**TIME:** 4:30 p.m.  
**PLACE:** Second Floor Conference Room of City Hall

**AGENDA:**

- **STORM SHELTER REPORT**
- **MOBILE HOME PARK UPDATE**
- **REVIEW OF BUDGET GOALS**
- **REVIEW NEWSLETTER**
- **REVIEW COUNCIL AGENDA**

**STORM SHELTER REPORT**

In 2009, a portion of the City was struck by a tornado, as a result of that we re-evaluated our outdoor warning sirens and came up with a game plan to add a few more sirens to expand our coverage and replace some of the older sirens. We also implemented a maintenance plan to insure ongoing testing of the siren system.

The City works hard to prepare for natural disasters and has proven itself over and over again over the last few years dealing with the tornado, high winds, blizzard, heavy rains and ice storms.

We recently received the StormReady distinction from the National Weather Service. To be considered StormReady, a community has to meet a set of specific emergency warning criteria. So for Kirksville, we have the systems in place for notification, what may be at issue is a plan for shelter and what our residents and visitors should do in the event of severe weather.

From a report by Fox news done in April of this year, there had been 31 community shelters built in Missouri since 2005 using FEMA funds and nine others were under construction. This report was a follow up to the tornado that hit the city of Joplin, Missouri in May 2011 destroying one-third of the town. Last month, the City Council received a report from Kathy Small, Northeast Regional Planning Commission, regarding the need to develop a mitigation plan for Adair County and that our County is one of only six counties in the state without a Hazard Mitigation Plan. If the city would ever want to seek financial assistance to assist with the manufacture of a community shelter, the mitigation plan must be completed and in place.

Individuals across the state, especially in the southwest part of the state are taking measures to insure their safety by constructing safe rooms, either retrofitting an existing space or requiring the space in new home construction.

The City's Emergency Management Director, Fire Chief Randy Behrens is currently working with the hospital to determine if they have any facilities that would serve as shelter. It would be in the best interest of all members of the community for the City and other emergency service providers to develop a plan to suggest what residents can do in the event of certain types of weather. It is not always the best idea to get out into the weather and travel somewhere. So, what is it that we can do to educate and offer guidance to our residents?

Fire Chief Behrens has provided additional information in a staff report included with this Study Session cover report.

**Recommendation:** It is recommended that the Fire Chief continue to work with existing building owners to identify potential shelters and develop the necessary procedures that would be needed for people to use those identified spaces. The City Council may also want to discuss whether or not new construction should be required to have a safe place included in the construction to protect against a possible tornado or excessive wind storm. Another issue to discuss is whether existing property owners should be responsible for having a safe place for tenants to use as shelter.

## **MOBILE HOME PARK UPDATE**

It has been some time since the City Council has received an update on the status of our existing mobile home parks. We currently have 17 mobile home parks within the city limits of Kirksville.

We wanted to take a little bit of time on Monday to give you a summary report of the work that has been done and the ongoing effort to stay on top of the condition of some of the parks.

**Recommendation:** No action or recommendation is needed at this time.

## **REVIEW OF BUDGET GOALS**

When we left the budget planning meeting on September 10, Council members were tasked with reviewing the current goals and identifying changes that you would like to make to prepare for the 2013 budget year.

There were a few items that you had asked to discuss in further detail on the 17<sup>th</sup>. One of those was more information on the Performance Contracting project. Staff met with Schneider Electric after the 10<sup>th</sup>. Based upon our discussions with the City Council, we had additional questions that we asked of Schneider. Schneider has asked that we

postpone discussing this matter with the Council until they have more time to fine tune the information on costs and the development of specific projects.

Another issue you wanted to review was the amount of debt the City currently has due largely to the costs to operate both the water and wastewater treatment facilities. Included for your information is a staff report from Finance Director Katie Myers.

The last issue that you asked to be brought back the September 17 meeting was the information on the Green Belt Training.

Missouri Enterprise is hosting a conducting a Six Sigma Green Belt training class in Cuba Missouri. The class dates are every Thursday, excluding Thanksgiving from October 10 through December 12. The class goal is to train and certify participants to be able to test for the Green Belt certification process through the American Society for Quality. The Six Sigma process applies techniques in data collection, data and statistical analysis so that the trained individual can identify and develop improvements in processes. Mayor Pro Tem Fajkus asked that we review this offering and determine its viability for the City of Kirksville.

To have additional skills in evaluating and assessing our operations would be beneficial, but the cost to participate in this program will cost an estimated \$6,400 and is geared more toward manufacturing processes.

This is an area that city staff has little knowledge of and wish to consider the expertise that Mayor Pro Tem Fajkus brings to this. If the classes were offered in a central location and available within a shorter period of time to make it more affordable that would be ideal. Public Works Director John Buckwalter has developed a cost estimate for this training which is included at the end of this packet.

**Recommendation:** I would like to explore other options available for municipalities that could be planned for and budgeted and will present an update during the budget meetings in early November.

## **REVIEW COUNCIL AGENDA**

### **NEWSLETTER REVIEW**

#### Attachments

- StormReady Map of Missouri
- Report on Storm Shelters - Randy Behrens, Emergency Management Director
- Article on Tornadoes sparking interest in Safe Rooms and Shelters in Missouri
- Report on Mobile Home Parks – Brad Selby, Codes and Planning Director
- Pictures of the Existing Parks
- Nuisance Issues with a few of the properties
- Report on City Debt – Katie Myers, Finance Director

# STORMREADY MAP OF MISSOURI



## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Storm Shelters

**STUDY SESSION MEETING DATE:** September 17.2012

**CITY DEPARTMENT:** Fire Department

**PREPARED BY:** Randy Behrens

The City of Kirksville currently has no community storm shelters in place. The emergency manager for the City of Kirksville has had conversations with Northeast Regional Medical Center about using their basement as a storm shelter. NERMC has expressed an interest in becoming a storm shelter using their basement. This could be accomplished with a minimum cost to the hospital mostly for signs to direct citizens to the hospital. Details are still being worked out.

When researching storm shelters three documents jump out as the guidelines to follow and they are FEMA P 320, FEMA P 361, and ICC 500. FEMA P 320 document covers Building a safe room for your home or small business. FEMA P 361 documents covers Design and construction guidance for community safe rooms. The International Code Council has a separate document referenced in the city building code called ICC 500 which deals with Storm Shelters.

The Adair County Mitigation plan that Council is backing could become a funding source for having community storm shelters. Some communities support building community storm shelters while others promote safe rooms in homes. There are advantages and disadvantages to both. On community shelters the advantage is more people can fit into one shelter then a home shelter hopefully reducing the cost. A disadvantage to community shelters is that you have to make sure that it is unlocked and available to enter when a storm comes with little or no warning as compared to home safe rooms. Another disadvantage to community shelters is having citizens have to drive to the location rather than staying in their own safe room.

Kirksville has approximately 400 trailer homes in the trailer parks with an estimated population of 1200 people. I am not sure of how many residential homes in Kirksville are built on slabs with no crawl space or basement in them which could be another 1200 people. FEMA recommends in storm shelters that each adult have 5 square feet if standing; so for a 100 people you would need a 500 square foot room. A storm shelter also needs to have a bathroom, drinking water, ventilation, and emergency generator and be accessible. Some communities have designed them around public restrooms in parks and others have procedures in place to go and open them whenever the threat of severe weather is approaching.

At this time the City Emergency Manager requests that we check into Storm Shelters after the Adair County Mitigation Plan is in place so we can apply for grants to build

storm shelters if so desired. The emergency manager would also like to continue talks with NERMC on having a storm shelter at the hospital. I would also like to have a better count of citizens who have no basement or crawlspace to go to in severe weather. Some examples of Community Storm Shelters:





What Zone Kirksville is in design needs to be built to 250 mph.

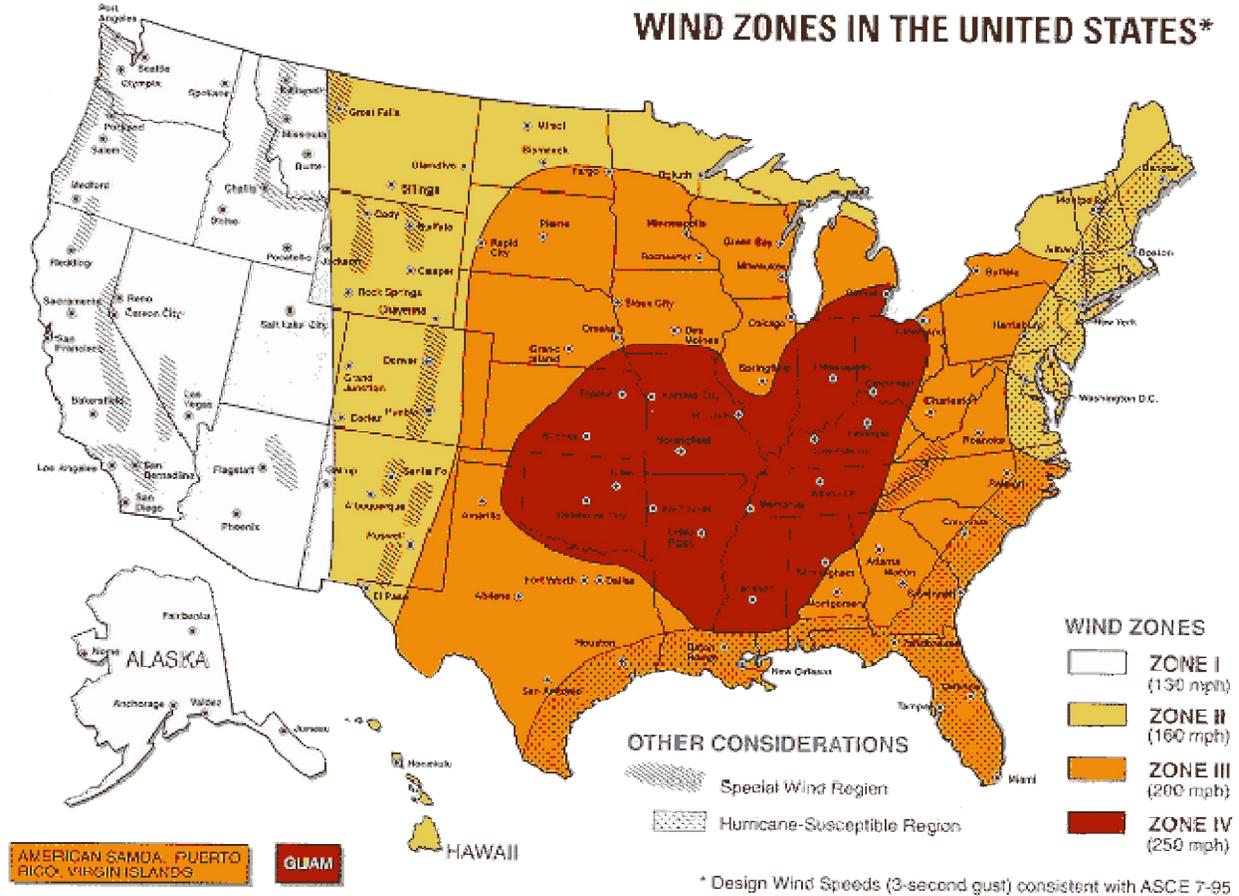


Figure I.2 Wind zones in the United States

## **Tornadoes Prompt Interest in Storm Shelters and 'Safe Rooms'**

The devastating tornadoes that hit southwest Missouri in 2003, 2006, 2008 and 2011 have caused many Missourians to take a closer look at their vulnerability to nature's wrath and to make better preparations for surviving future storms, said Bob Schultheis.

The natural resource engineering specialist with University of Missouri Extension said having a shelter or a 'safe room', built into or near the home can help protect families from injury or death caused by the dangerous forces of extreme winds. "All of Missouri is in Wind Zone IV, meaning wind gusts from severe storms can exceed 250 miles per-hour. The number of recorded tornadoes is 5-15 per 2,470 square miles for much of the state, Schultheis said. "Combining these factors places the entire state at a high risk level that warrants a shelter as the preferred method of protection."

The shelter or safe room should be free of clutter and readily accessible from all parts of the house. It must be located in a flood-free area, well-anchored to resist overturning and uplift, and the walls, roof and door made strong enough to resist penetration by wind-borne missiles.

"Common house construction techniques based on "minimum" building codes generally don't provide adequate protection. Most Missouri counties do not have even these minimum building codes."

To help homeowners and builders design and build shelters that do withstand extreme wind speeds, the Federal Emergency Management Agency has a 46-page booklet entitled FEMA 320 "Taking Shelter from the Storm: Building a Safe Room For Your Home or Small Business," which includes 18 pages of construction plans and cost estimates. A free copy can be obtained by calling FEMA toll-free at 1-888-565-3896 or visit their Web site at

[www.fema.gov/plan/prevent/saferoom/fema320.shtm](http://www.fema.gov/plan/prevent/saferoom/fema320.shtm)

Also, USDA Plan #6209, Storm Cellar, is a one-page working drawing for building two sizes of in-ground concrete storm cellars (8 ft. x 16 ft. and 5 ft. x 10 ft.). The drawing is available through the University of Missouri's Agricultural Engineering Department by calling toll-free 1-800-995-8503 or online at [www.ag.ndsu.edu/aben-plans/6209.pdf](http://www.ag.ndsu.edu/aben-plans/6209.pdf).

"Whether you build a shelter or not, two important steps you can take to protect your family are to prepare an emergency plan for dealing with disaster situations and put together an emergency supply kit for home, business and each vehicle," said Schultheis.

More information on emergency preparedness and disaster recovery is available online at [extension.missouri.edu/main/DisplayCategory.aspx?C=10](http://extension.missouri.edu/main/DisplayCategory.aspx?C=10).

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## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Kirksville Trailer Court Update 2012

**STUDY SESSION MEETING DATE:** September 17, 2012

**CITY DEPARTMENT:** Codes Department

**PREPARED BY:** Brad Selby, Codes & Planning Director

The City of Kirksville currently has 17 mobile home / trailer courts. One of these is in the process of closing now with only two trailers remaining.

Trailer courts are a major enforcement effort in the codes department. We try to audit several trailer courts each year for code violations. This involves walking around each trailer, to make sure that the tenants/owners are not storing trash or furniture items outside. We also inspect for excessive grass and weeds, unlicensed vehicles, skirting, windows, steps, trailer numbers, etc. Each time we do this, we usually find many code violations. It is not unusual that one audit could take a year to get all items abated, when some individuals have to be taken to Municipal Court. Our Municipal Judge, Phoebe Powell-Herrin, is supportive of our efforts to clean up trailer courts, and has accompanied me in the past on a trailer court audit.

In the past two years, we have seen 36 trailer homes demolished or removed from the city. Most of these were due to condemnations ordered by the codes department and the owner then demolished the trailer. We audited four trailer courts last year and one so far this year.

In about the last 5 years, 3 trailer courts have been closed: Hopewell, Sunset Village, and Catalpa Grove courts.

The attached summary of activity in the courts estimates that of the 422 current trailer homes, 70% are owner occupied, 20% are rentals, and 10% are vacant. We estimate that about 35% would have code violations today, if we were to inspect them all.

The courts are listed in order of the "best" courts in town, related to the amount of effort they have required to keep trailers in compliance. The problem courts are at the bottom of the list and we spend significant time there.

Pictures of 16 trailer courts are included in the council packet of information. Also are some pictures of our typical enforcement efforts.

## Mobile Home Parks

Number of Parks	17	<b>Types of violations</b> D&S = Display and Storage G&W = Grass and Weeds ULV = Unlicensed Vehicle T = Trash and Rubbish ST = Structural P = Potable Water I = Interior TC = Trash Can O = Other (House Numbers, ETC)
Estimated # of Trailers	422	
Estimated Owner/Occupied	296	
Estimated Rented	85	
Estimated Vacant	41	
Estimate % to Code	65	
Court Cases Pending	7	
Demolished Past 2 Years	36	

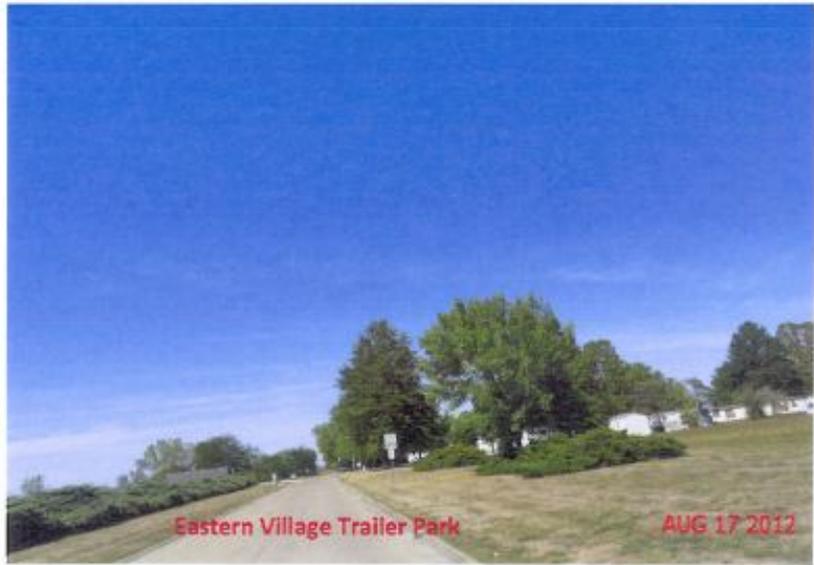
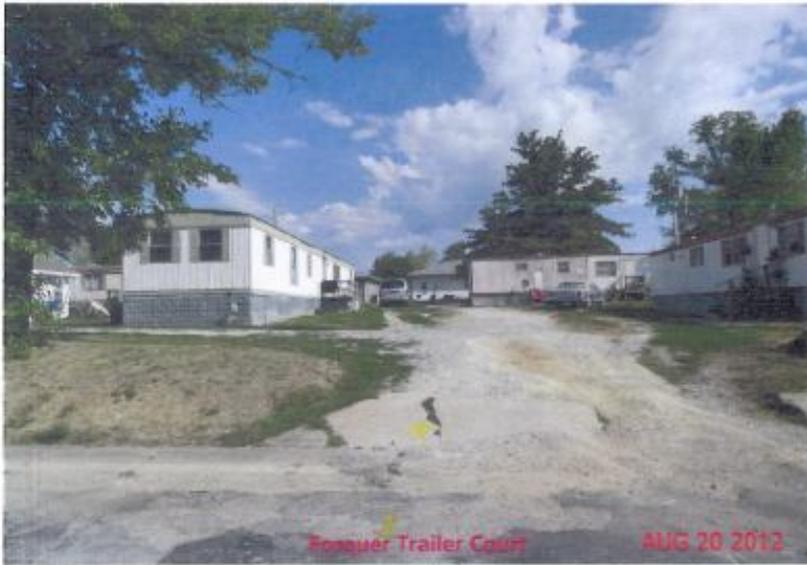
Ranked top down from best to worst for violations and complaints

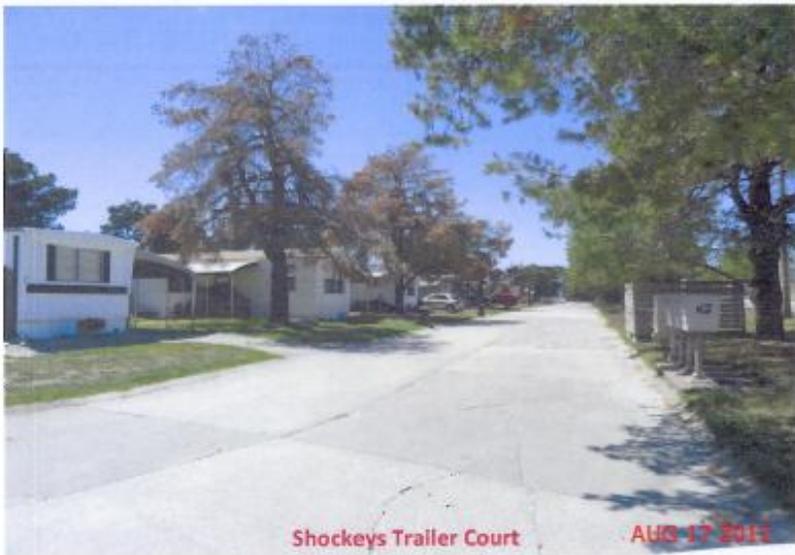
Numbers are estimated

Name & Owner	Date	Location	Units	Owner/Occupied	Rented	Vacant	% to code	Cases	Demo	Audit
Shockey's/Mulanix	8/17/2012	101 W Northtown Rd	43	42	0	1	98	0	0	
Cresthaven/ Cresthaven LLC	8/17/2012	Off South Baltimore	57	47	9	1	95	0	0	
Sunnyslope/Tom Lloyd	8/17/2012	804 Northtown Rd	2	1	0	1	100	0	0	
Luckey 6/Troy Christman	8/17/2012	1001 Northtown Rd	7	0	7	0	0	0	0	
Newtons/Gene Newton	8/17/2012	1500 N Walnut	26	18	8	0	65	0	0	
Forquer/Forquer	8/20/2012	510 W Hickory	4	0	4	0	50	0	0	
Eastern Village/Brad Helton	8/17/2012	Off Hwy 6 East	56	48	4	4	84	0	5	2011
Partin/Mary Partin	8/17/2012	1401 N Walnut	14	7	4	3	50	0	0	
West Michigan/Joe Heaton	8/17/2012	1400 W Michigan	7	7	0	0	0	0	0	
SouthSide/Gary Hoppe	8/17/2012	1003 W Hildreth	11	0	9	2	27	0	0	
Westbury/Westbury Inc.	8/17/2012	Westbury and Oxford Dr	28	23	0	5	71	0	4	2011
Town & Country/Paul Fountain	8/17/2012	1915 N Osteopathy	71	60	8	3	74	3	8	2011
Stinsons/Wilma Stinson	8/17/2012	1200 N Walnut	15	12	2	1	47	0	0	
Woodland Village/Wilma Stinson	8/17/2012	1700 N Centennial	30	21	5	4	67	2	7	2011
Dogwood/Donnie O'Haver	8/20/2012	909 W Gardner	35	1	25	9	37	0	9	2012
Green Terrace/Joyce Martin	8/17/2012	2203 N Baltimore	14	9	0	5	7	2	0	
<b>Court Closed or Closing</b>										
Fortney/Richard Martin	closing	514 S Bradford	2	0	0	2	0	0	1	
Catalapa Grove/Ken Read	closed 2012	600 W Laharpe							2	
Sunset Village/Ben Hickman	closed	N Baltimore			3-4-years ago					
Hopewell/Lyndon Graham	closed	1008 N Frankliln			5-6-years ago					













## KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

**SUBJECT:** Utility Fund Long Term Debt

**STUDY SESSION MEETING DATE:** September 17, 2012

**CITY DEPARTMENT:** Finance

**PREPARED BY:** Katie Myers, Finance Director

As of December 31, 2011, the Utility Fund held \$14,454,001 in bonds. The following is an excerpt from page 42 of the 2011 Comprehensive Annual Financial Report (CAFR):

### NOTE F - LONG-TERM DEBT (Continued)

<u>For The Years Ended December 31</u>	<u>Revenue Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 825,000	650,056	1,475,056
2013	861,000	616,844	1,477,844
2014	912,000	578,748	1,490,748
2015	953,000	538,547	1,491,547
2016	991,000	496,170	1,487,170
2017 - 2021	4,925,000	1,791,821	6,716,821
2022 - 2026	3,862,000	750,967	4,612,967
2027 - 2030	1,125,001	115,283	1,240,284
Total	<u>\$ 14,454,001</u>	<u>5,538,436</u>	<u>19,992,437</u>

The City has pledged future utility customer revenues, net of current specified operating expenditures, to repay the revenue bonds. Proceeds from the bonds provided financing for the construction and maintenance of water treatment and distribution and wastewater treatment and sewerage facilities. The bonds are payable solely from utility customer net revenues and are payable through 2030. Net revenues available for debt service are not to be less than 110% of the amount required to be paid annually of principal and interest. Principal and interest paid for the current year and total customer net revenues were \$1,569,236 and \$2,818,366, respectively.

The debt service payments climb every year until 2015 to \$1,491,547 then they start to gradually decline before ending in the year 2030.

Schneider Electric discussed a contract proposal to the City on September 11, 2012. The largest project cost of the contract is for the water meter replacement project. This project was priced at \$3,911,522. This price includes a 9% profit for Schneider Electric, equating to \$322,970. They anticipate using ten people to replace the meters and one person to convert the billing system in a nine month time frame. It also includes the cost to bond the contractors and the cost of managing the project.

As noted in the 2011 CAFR, the net revenues for debt service are not to be less than 110%. For 2011, the debt service fund was at 179%. The current city council goal is to maintain 150%. The payment for a 10 year loan to proceed with the water meter replacement project would be around \$430k per year. With the added projected revenue increase and cost savings along with the increased debt service, the debt service coverage would become approximately 156%, down from 179%. In addition, there are plans in the near future to issue bonds for the wastewater treatment plant.

Water rates would have to be increased 3.5% every year to offset the water meter replacement project debt payment. In addition, the rates will be increased to cover the wastewater treatment plant bond payments, currently estimated at 9% on the sewer rate.

## SIX SIGMA TUITION AND TRAVEL COSTS

Class 10 meetings

199.2 miles one way.

Say 400 round trip, at \$.555 = \$222.00 per trip.

Dept KV at 4:00 pm Arrive Cuba at 8:00 pm

Lodging \$60/night

Per Diem, One meal enroute at \$16.00 one day at \$30.00

Training Session, 8:00 to 5:00, Dept at 5, return to KV at 9:00 pm

Each Day: \$222 Mileage

\$60 Lodging

\$46 meals/per diem

\$328/Day of training x 10 = \$3280

Tuition, \$3195

Total: \$6475.

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