

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council

**FROM:** Mari E. Macomber, City Manager

**SESSION DATE:** December 1, 2014

**TIME:** 4:30 pm

**PLACE:** Second Floor Conference Room of City Hall

## **AGENDA:**

- **KIRKSVILLE HOUSING AUTHORITY**
- **ECONOMIC DEVELOPMENT AGREEMENT – K-REDI**
- **POLICE DEPARTMENT REPORT**
- **GRANTS UPDATE**
- **LANDMARK CERTIFICATION**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTER – November 12 and 26**
- **DISMISS TO COUNCIL EXECUTIVE SESSION**

## **KIRKSVILLE HOUSING AUTHORITY**

The City Council makes the formal board appointments to the City of Kirksville Housing Authority, aside from this action; there is little interaction past the staff level. I have invited Patti Preston, Executive Director of the Housing Authority to attend the meeting on Monday to provide a brief summary of what the Housing Authority does, along with their goals and objectives for this organization.

The last time the City met with a representative of the Housing Authority was with previous Executive Director Doug Brown in March of 2013.

## **ECONOMIC DEVELOPMENT AGREEMENT – K-REDI**

The agreement between the City and Kirksville Regional Economic Development, Inc. (K-REDI) will expire at the end of January. The City Council met with Director Carolyn Chrisman back in July of this year receiving an update on the work of K-REDI. In the past few study sessions the Council has briefly discussed the services and was desirous of discussing the agreement in more depth before renewal. During those discussions the Council identified a few areas of improvement where the Council wished for K-REDI to expand its service and operations. Carolyn Chrisman, Director of K-REDI will be in attendance on Monday to discuss the renewal of this agreement. Following are several proposed changes for Council to consider. Also, a copy of the current agreement is included for review.

Following are a few sections with proposed changes for Council consideration.

The term of the Agreement shall be for a period of three (3) years commencing the 1<sup>st</sup> day of February 2015~~2~~ and ending the 31st day of January 2018~~5~~.

The City shall pay K-REDI the sum of One Hundred Thousand Dollars (\$100,000.00) annually during the term of this Agreement, which shall be payable each year in twelve (12) equal consecutive monthly payments. K-REDI shall use no more than the amount of City funds when added to all other K-REDI budgeted revenues is equal to the amount needed to cover operational costs for the fiscal year. The balance of the funds provided by the City shall be placed in a special allocation fund to be used by K-REDI for business incentives and bonus payments to the Director based upon an incentive program developed by K-REDI.

K-REDI shall hire and employ a suitably qualified economic developer or industrial recruiter, who shall be an executive employee of K-REDI. Said executive employee shall perform such duties as are provided for in this Agreement together with such other economic development activities as may be assigned and required by K-REDI, and requested by the City. The K-REDI Board of Directors shall evaluate the performance of said executive employee on a semiannual basis during the first year of employment and on an annual basis each year thereafter, providing a summary assessment to the city along with expected goals for the coming year. Such goals shall include performance measures that communicate successful attainment of each goal.

The economic development efforts of K-REDI should focus on retention, expansion, and recruitment of industrial, technology based, and service sector businesses including education and health care. These efforts shall include the maintenance of website and other technology based marketing efforts; thorough knowledge of available buildings, land and other community resources; and the completion of the development of an acquisition of land plan for future building sites. K-REDI shall complete the appropriate platting and environmental certifications that make both their site and any city-owned parcels development ready including obtaining cost estimates and preliminary plans for location of all necessary utilities. To sustain existing businesses, K-REDI's Director will be expected to visit face to face with members of each company's management teams located outside of Kirksville who have input and knowledge beyond the local information.

K-REDI shall adopt an annual budget and submit such budget to the City Council within 30 days before after the start of K-REDI's fiscal year.

K-REDI shall work to support economic development efforts outside of the city limits of Kirksville and in doing so must secure ongoing financial support from each city and county receiving economic benefit from K-REDI's efforts. ~~Make written contact with the County Commission requesting increased financial support and the Kirksville R-III School District for an annual cash contributions equal to a seat on the K-REDI Board of Directors.~~

The City shall provide office space for said executive employee. The location of this space shall be property owned by the City at 315 South Franklin Street, a shared location with the Missouri Rural Enterprise and Innovation Center (MREIC), ~~and the Downtown Improvement Committee (KDIC)~~. The City shall be responsible for building maintenance, janitorial services, snow removal and all utilities, excluding telephone. K-REDI shall be responsible for providing all necessary office equipment, furnishings and supplies for said executive employee. Should the City find it necessary to dispose of said property, or MREIC vacates the building, the City will offer office space at no cost to K-REDI at City Hall.

### **POLICE DEPARTMENT REPORT/GRANTS UPDATE**

The Council has had the opportunity to visit with Chief Hughes a few times over the past few months. Chief Hughes would like for his senior staff members, Deputy Chief Steve Farnsworth and Police Lieutenant Mark Wellman to have an opportunity to visit more with the Council about the responsibilities and operations of the Police Department.

Sarah Halstead, Community Services Coordinator will be in attendance to give the Council an update on where things stand with six different grants that the City has either received or as submitted an application for consideration and now awaiting decision from the funding agencies.

### **LANDMARK CERTIFICATION**

The Kirksville Historic Preservation Commission was established by the City Council in early 2009 and was established to promote the educational, cultural, economic and general welfare of the community by:

- (1) Providing a mechanism to identify, evaluate, and preserve the distinctive historic and architectural characteristics of the City of Kirksville;
- (2) Fostering civic pride in the beauty and accomplishments of the past as represented in Kirksville's landmarks and historic areas;
- (3) Conserving and improving the value of property designated as landmarks or historic districts;
- (4) Protecting and enhancing the attractiveness of the City of Kirksville to home buyers, home owners, residents, tourists, visitors, and shoppers, thereby supporting and promoting business, commerce, industry, and providing economic benefit to the city;
- (5) Fostering and encouraging preservation, restoration, and rehabilitation of historic structures, areas, and neighborhoods;
- (6) Promoting the use of landmarks and historic areas for the education, pleasure and welfare of the people of the City of Kirksville;
- (7) Encouraging the identification, evaluation, protection, and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the City of Kirksville.

Since its inception the KHPC and City Council have accepted five historic properties and sites. These are properties that have been nominated and approved by the KHPC and the City Council as Historic Landmarks. There are other historic properties and sites that possess distinct historic value in the community but have not been accepted by the City of Kirksville as a Historic Landmark.

The KHPC will be evaluating several properties in the next few months and wish to consider City Hall as one of those properties.

Brad Selby has prepared additional information on the reasons why City Hall and the process that is entailed.

## **REVIEW COUNCIL AGENDA**

### **REVIEW COUNCIL NEWSLETTER – November 12 and 26**

#### Attachments

- K-REDI Agreement
- Police Department Information
- Grants Staff Report
- Landmark Certification Report

## ECONOMIC DEVELOPMENT AGREEMENT

This Agreement made and entered into this 1st day of February 2012 by and between the City of Kirksville, MO, hereinafter referred to as "City, and Northeast Missouri Economic Development Corporation dba K-REDI, a Missouri not-for-profit corporation, hereinafter referred to as "K-REDI".

In consideration of the terms contained herein, the parties hereto agree as follows:

1. The term of the Agreement shall be for a period of three (3) years commencing the 1st day of February 2012 and ending the 31st day of January 2015.
2. The City shall pay K-REDI the sum of One Hundred Thousand Dollars (\$100,000.00) annually during the term of this Agreement, which shall be payable each year in twelve (12) equal consecutive monthly payments.
3. The City shall have the ability to appoint up to four (4) individuals to represent the City and who shall be members of the K-REDI Board of Directors, one of which shall be a City Council member, and another the City Manager, with the City Manager serving on the Executive Committee of said Board of Directors. In the event the City Manager is not able to attend a KREDI meeting, the Assistant City Manager shall serve as the City Manager's proxy to the K-REDI Board of Directors. The City Council reserves the right to determine the qualifications of the City's remaining two appointees.
4. K-REDI shall hire and employ a suitably qualified economic developer or industrial recruiter, who shall be an executive employee of K-REDI. Said executive employee shall perform such duties as are provided for in this Agreement together with such other economic development activities as may be assigned and required by K-REDI, and requested by the City. The K-REDI Board of Directors shall evaluate the performance of said executive employee on a semiannual basis during the first year of employment and on an annual basis each year thereafter, providing a summary assessment to the city along with expected goals for the coming year.
5. Said executive employee shall prepare an annual economic development work plan which shall be submitted to and approved by the K-REDI Board of Directors and the City. Said executive employee shall complete a written status report of said economic development work plan quarterly presenting it to the K-REDI Board of Directors. The quarterly economic development status report will then be shared with the City Council of Kirksville for the purpose of evaluating further steps needed to improve economic development within the City of Kirksville.
6. The economic development efforts of K-REDI should focus on retention, expansion, and recruitment of industrial, technology based, and service sector businesses. This effort shall include the maintenance of website, and other technology based marketing efforts; and the development of an acquisition plan for future building sites.
7. K-REDI shall adopt an annual budget and submit such budget to the City Council within 30 days after the start of the fiscal year.

8. K-REDI shall make written contact with the Adair County Commission requesting increased financial support and the Kirksville Rill School District for annual cash contributions equal to a seat on the KREDI Board of Directors.

9. The City shall provide office space for said executive employee. The location of this space shall be property owned by the City at 315 South Franklin Street, a shared location with the Missouri Rural Enterprise and Innovation Center (MREIC), and the Kirksville Downtown Improvement Committee (KDIC). The City shall be responsible for building maintenance, janitorial services, snow removal and all utilities, excluding telephone. K-REDI shall be responsible for providing all necessary office equipment, furnishings and supplies for said executive employee. Should the City find it necessary to dispose of said property, or MREIC vacates the building, the City will offer office space at no cost to KREDI at City Hall.

10. The City and KREDI further agree that each will provide one-quarter of the cost to Truman State University for the salary and benefits of one support employee who will provide administrative assistance and support to the Director of Job Creation. The cost of which will be reimbursed to Truman State University in the time and manner requested by Truman State University. KREDI reserves the right to evaluate the benefit of the administrative support position to its organization at the completion of the first year of this agreement. This evaluation may result in KREDI choosing not to have administrative support for their operations.

11. The City has budgeted and appropriated the necessary funds to make all of the City's payments required hereunder for the remainder of the fiscal year in which this Agreement is executed; and the City intends to make all of the payments required hereunder so long as funds are appropriated in each fiscal year by its governing body. The City reasonably believes that moneys in an amount sufficient to make all payments required hereunder can and will lawfully be appropriated and made available therefore. All payments required hereunder shall be payable out of the general funds of the City or out of other funds legally available therefore. If the City's governing body fails to appropriate sufficient funds in any fiscal year for payments, then a "Non-Appropriation Event" shall be deemed to have occurred. If a Non-Appropriation Event occurs, then the City shall give K-REDI immediate notice of said event, and this Agreement shall immediately terminate without penalty or expense to the City, provided that the City shall pay such amounts hereunder for which funds shall have been appropriated or are otherwise available.

IN WITNESS WHEREOF, this Agreement has been executed the day and year first written above.

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

**SUBJECT:** Police Department Update

**STUDY SESSION MEETING DATE:** December 1, 2014

**CITY DEPARTMENT:** Police Department

**PREPARED BY:** Chief of Police Jim Hughes

City Council has received information, on two recent occasions, concerning the Police Department's goals for 2014, proposed changes for 2015, and data concerning community-department generated workload. This study session will permit members of the City Council to hear from Deputy Chief Farnsworth and Administrative Lieutenant Mark Wellman on their background, rolls/responsibilities within the Department, accomplishments, and a review of relative work load/data analysis.

## BASIC FUNCTIONS AND CORE SERVICES

<p>Enforcing Laws &amp; Preserving Public Safety &amp; Order</p>
<ul style="list-style-type: none"> <li>◆ <i>Responding to in-progress crimes against persons</i></li> <li>◆ <i>Responding to in-progress felony property crimes</i></li> <li>◆ <i>Responding to other specific, in-progress situations/incidents (e.g. injury accidents)</i></li> <li>◆ <i>Responding to specified cold calls</i></li> <li>◆ <i>Providing specialized enforcement and response services</i></li> </ul>

<p>Reducing Crime &amp; Disorder Through Prevention &amp; Intervention</p>
<ul style="list-style-type: none"> <li>◆ <i>Conducting proactive policing efforts including:</i> <ul style="list-style-type: none"> <li>- <i>KPD member-initiated crime prevention activities</i></li> <li>- <i>high visibility patrols</i></li> </ul> </li> <li>◆ <i>Providing public education addressing:</i> <ul style="list-style-type: none"> <li>- <i>specific community fears</i></li> <li>- <i>crime targets and potential victims</i></li> <li>- <i>general information regarding KPD services</i></li> </ul> </li> <li>◆ <i>Providing assistance/referral to victims in crisis</i></li> <li>◆ <i>Utilizing crime data to solve and prevent crimes</i></li> </ul>

<p>Responding to Community Needs Through Partnerships &amp; Joint Problem-solving</p>
<ul style="list-style-type: none"> <li>◆ <i>Problem-solving</i></li> <li>◆ <i>Developing community partnerships to foster collaborative problem-solving</i></li> <li>◆ <i>Identifying, responding to and impacting community trends which require police response</i></li> <li>◆ <i>Improving/maintaining community perceptions of safety</i></li> </ul>

<p>Investigating &amp; Reporting Serious &amp; Non-serious Crimes for Prosecution</p>
<ul style="list-style-type: none"> <li>◆ <i>Preparing police reports on incidents and crimes</i></li> <li>◆ <i>Investigating and following-up incidents and crimes, including crime scene processing and analysis of physical evidence</i></li> <li>◆ <i>Testifying in court and at administrative hearings</i></li> </ul>

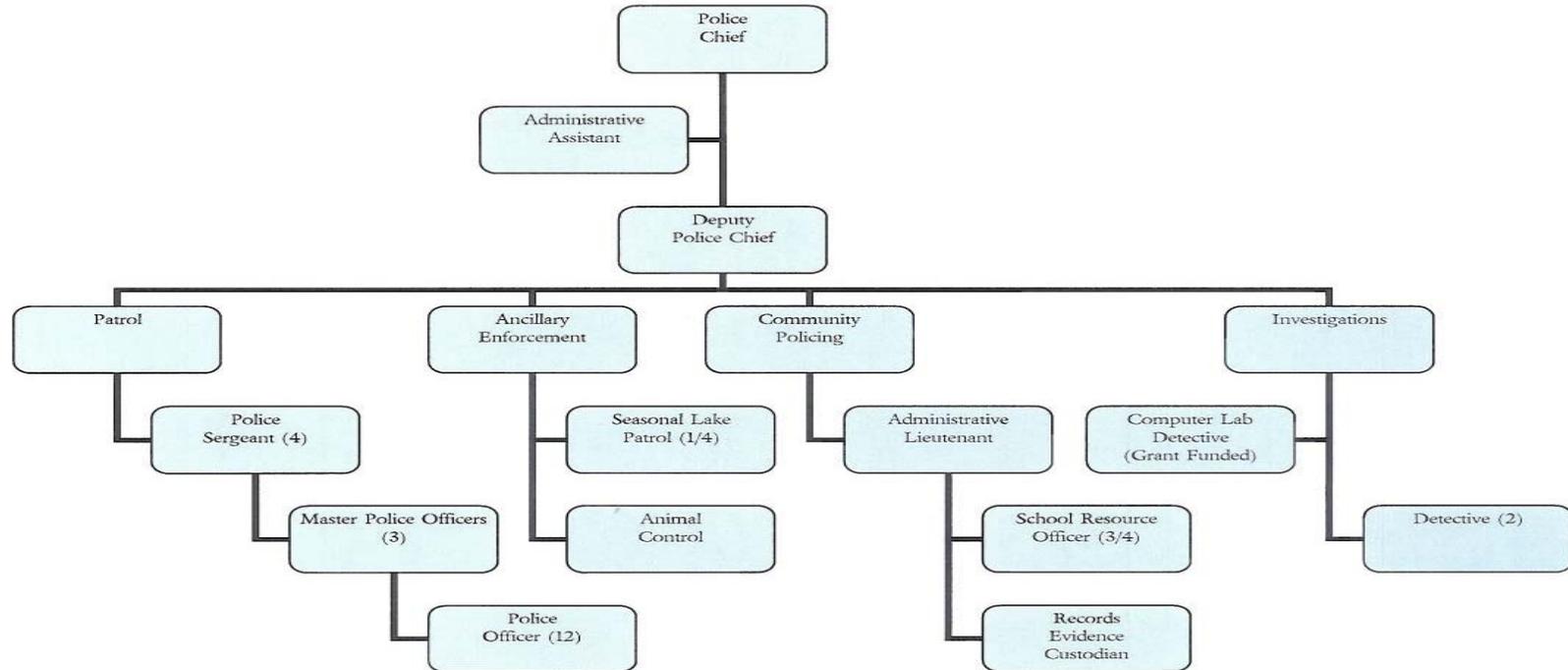
<ul style="list-style-type: none"> <li>◆ <i>Serving summonses</i></li> <li>◆ <i>Executing search and arrest warrants</i></li> <li>◆ <i>Storing and administering evidence and property</i></li> </ul>
<ul style="list-style-type: none"> <li>◆ <i>Collecting, maintaining, analyzing and disseminating information for the purpose of:</i> <ul style="list-style-type: none"> <li>- <i>maintaining records required by law and which document official police business</i></li> <li>- <i>responding to and/or referring inquiries and requests from members of the public, businesses, community groups and other service providers</i></li> <li>- <i>responding to court orders and public records requests</i></li> <li>- <i>providing the data and information necessary for police work</i></li> <li>- <i>informing KPD members regarding the work of the Department</i></li> <li>- <i>reducing community crime fears and increasing their sense of safety and positive perception of the Department</i></li> </ul> </li> </ul>

<p>Managing &amp; Administering KPD Operations</p>
<ul style="list-style-type: none"> <li>◆ <i>Managing service delivery including:</i> <ul style="list-style-type: none"> <li>- <i>staffing allocations</i></li> <li>- <i>workload management</i></li> <li>- <i>crisis and critical incident management</i></li> </ul> </li> <li>◆ <i>Managing resources including:</i> <ul style="list-style-type: none"> <li>- <i>staff management</i></li> <li>- <i>equipment management</i></li> <li>- <i>financial management (e.g., budgeting and financial reporting)</i></li> <li>- <i>human resource management (e.g., recruitment and selection)</i></li> </ul> </li> <li>◆ <i>Planning for the organization including:</i> <ul style="list-style-type: none"> <li>- <i>performance planning and review</i></li> <li>- <i>program and policy development, assessment, review and implementation</i></li> <li>- <i>technological planning</i></li> <li>- <i>strategic planning</i></li> </ul> </li> <li>◆ <i>Managing professional standards (i.e., establishing, maintaining and ensuring compliance with standards of conduct)</i></li> <li>◆ <i>Providing basic, required and advanced training</i></li> <li>◆ <i>Providing Department support including:</i> <ul style="list-style-type: none"> <li>- <i>administrative and clerical assistance</i></li> <li>- <i>building and equipment maintenance</i></li> <li>- <i>provision of supplies and uniforms</i></li> <li>- <i>technical support and assistance</i></li> </ul> </li> </ul>

# POLICE

## 2014

(2013 Calls for Service = 24,960)



TOTAL FULL-TIME EMPLOYEES: 29 (with grant)

- Police Administration (5)
- Police Patrol (20)
- Police Investigations (2)
- Animal Control (1)
- Temporary Grant
- Funded Detective (1)
- School Resource (1)

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

**SUBJECT:** 2014 Grants Update

**STUDY SESSION MEETING DATE:** December 1, 2014

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Sarah Halstead

### **CDBG DEMOLITION GRANT**

City Staff have run into many road blocks during the process of the Environmental Review of this project, mostly from the State Historic Preservation Office (SHPO). On November 20, 2014, SHPO sent the City suggested revisions for the MOA for the Old High School. The American Council on Historic Preservation recently changed format requirements, so Staff will rewrite the document and include the suggested edits and resubmit. Staff must take photos of the structure, inside and out if possible, and submit to SHPO. SHPO will have a 30 day review/comment period from the date of receipt of the MOA and photos.

Staff hopes to complete the Environmental Assessment and submit to the Department of Economic Development by the end of 2014. We anticipate demolition to take place in Early 2015.

### **SWMD GLASS RECYCLING GRANT APPLICATION**

City Staff have been working with Sue Morton of the Solid Waste Management District over the past few months to try and get approval from the Department of Natural Resources to move forward with this project. Morton spoke with Sarah Halstead on November 10<sup>th</sup>, and said that we have received DNR approval. Morton believes a letter will be drafted soon notifying us of our grant status.

### **TAP GRANT APPLICATION**

City Staff recently submitted a Transportation Alternatives Program (TAP) Grant Application to the Missouri Department of Transportation. The project includes the construction of sidewalks along the East side of Halliburton Street from Franklin street to LaHarpe Street, and along the East side of Florence Street from LaHarpe Street to the North edge of Truman parking lot by the soccer fields. The total estimated project cost is \$238,500, with an 80/20 match. We requested \$190,800 in TAP funding, with City match of \$47,700 (\$16,500 in-kind; \$31,200 cash) from the Transportation Sales Tax.

### **TEAP GRANT APPLICATION**

City staff recently submitted a Traffic Engineering Assistance Program (TEAP) grant application. Adair County is a co-sponsor of this grant. The application is an 80/20 match, not to exceed \$8,000 in grant funds. The project consists of a parking study in Downtown Business District, in the area bounded by Missouri Street, Marion Street,

Jefferson Street and Main Street. The estimated cost of the project is \$9,840: grant funds of \$7,872, City funds of \$1,968.

### **LLEBG APPLICATION**

City Staff submitted a Local Law Enforcement Block Grant application to the Missouri Department of Public Safety (DPS) in September 2014. This is a 100% grant with no local match requirements. We applied for the purchase of patrol rifle vehicle racks and mounts, patrol flashlights, officer floatation devices and flashlight belt holders. The total amount of the application was \$9,190.15. We were recently contacted by DPS and informed that we will be awarded a partial grant to purchase the flashlights and holders totaling \$3,096.75. The purchases will take place between January and June 2015.

### **AFG APPLICATION**

Staff are currently working to complete an Assistance to Firefighters Grant (AFG) application. We are going to apply for replacement air packs and spare bottles, as well as a new compressor and SCBA fill station for the new, higher pressure bottles. The current inventory is over 10 years old, and do not meet the current safety regulations. This is a 95/5 grant, and we are looking at a total cost of approximately \$300,000 at this time; \$285,000 grant, \$15,000 city funds. The grant must be submitted by December 5<sup>th</sup>.

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

**SUBJECT:** City Hall Historic Landmark

**STUDY SESSION MEETING DATE:** December 1, 2014

**CITY DEPARTMENT:** Codes & Planning Department

**PREPARED BY:** Brad Selby

The Kirksville Historic Preservation Commission is expecting to act in the next few months on some applications for Historic Landmark status on some properties in Kirksville. The Kirksville City Hall qualifies for inclusion as a local Historic Landmark if the Kirksville City Council would agree to approve the application for our historic City Hall.

The building was constructed in 1903-1905 as the local U.S. Post Office, with a large addition built onto the rear sometime between 1914 and 1925. In 1962, the Post Office moved out to go to its current location, and in 1964, the building was remodeled to be the Kirksville City Hall.

The costs to apply for a Historic Landmark are the costs for the ad in the newspaper for public hearings. In the past, the City has paid for this as a City property has been in the group. This cost should be less than \$150. The next round of properties to go before the KHPC is expected to include: Trinity Episcopal Church, the CB&Q railroad depot building, City Hall if approved, and possibly one or two others.

The City Hall building has had the cupola on top removed at some time in the past, but still is a very fine example of a Colonial Revival historic building, and would add to Kirksville's list of Historic Landmarks, if council is interested. This designation just says that the building must be maintained with its current architecture and appearance, which we plan to do anyway.

If council is in agreement, this would be part of a project next year for the KHPC to include more properties on its Historic Landmarks listing.