

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council  
**FROM:** Mari E. Macomber, City Manager *MSM*  
**SESSION DATE:** May 18, 2009  
**TIME:** 5:00 p.m.  
**PLACE:** Second Floor Conference Room

We will be in the Second Floor Conference Room on Monday for the Study Session and will need to adjourn by 5:50 p.m.

## **AGENDA:**

- **Plan for Sewer Improvements**
- **Downtown Update**
- **Newsletter Review – May 29, 2009**

## **PLAN FOR SEWER IMPROVEMENTS**

A sanitary sewer system improvements “Facility Plan” for the City of Kirksville was submitted in July of 1997 and approved by Missouri Department of Natural Resources (MDNR). Addendums to the Facility Plan have made and have modified the plan based on results of previous improvement. Phases 1, 2, 3, 4, 5 and 6 of the Facility Plan have implemented. The City is currently implementing Phase 7, 8 and 9 of the Facility Plan. Copies of the various phases are included with this Study Session Memorandum.

The most recent Addendum (Addendum 5) to the Facility Plan was completed in 2004. Since that time, we have completed the extension of sewer services to the four square miles of land annexed in 2001. This work was completed last year. We also completed repairs and improvements to basins C and F in the southwest quarter of the City. The majority of this project was completed by the end of 2008.

Funds are included in the budget for this year, for the selection of an engineering firm to update our facility plan and assist us with identifying the necessary work to ready ourselves for the 2011 wastewater permitting process.

Funds are also included in the budget to allow the City to begin addressing under sewer areas of the City. An under sewer area is one that either has City water service, but no billed sewer service, or has billed sewer service, but the property is on an undersized or shared service line.

On Monday, we will be focusing on these areas, providing maps for the City Council to view. It is our hope to begin addressing this issue and develop a plan for implementation.

Recommended Action:

No recommendations at this time.

**DOWNTOWN UPDATE**

The downtown TIF was implemented in December 1999, this year will mark the end of its first ten years. Public improvements have included water line replacements throughout the downtown, parking lot improvements at the theater, Missouri/Main Street, McPherson and courthouse with plans to complete improvements on the lot at Marion and McPherson. The courthouse square and all downtown corners have been improved, and major improvements to Jefferson Street and a portion of Franklin Street have been completed. Current efforts focus on implementing a way finding system, completing a historic preservation survey, and securing funds to hire a director to support the work of the Kirksville Downtown Improvement Committee.

We are approaching the end of our second year as a DREAM community. It will be important to review the recommendations of DREAM and determine which issues should be of primary consideration.

Included in your packet is the organizational recommendation for the City of Kirksville. This is being brought back to the Council, as a reminder of what will be expected of the City to help move the downtown improvements forward.

On Monday, we will be providing an update on the various projects planned for the downtown, and review the recommendations of DREAM to determine if we are on track.

Recommended Action:

The DREAM document is on the City's website. If you have an opportunity, review this document. Visit with staff about the role of the City and how the City should proceed with implementing DREAM recommendations.

**NEWSLETTER REVIEW – May 29, 2009**

Attachments

- Sewer Facility Plan
- Staff Report – Downtown Update
- Façade Renderings
- DREAM Recommendations for City

Table 2 -- Revised System Plan Estimated Costs (Revised 8/20/04)

ITEM	Units	Unit Cost	Estimated Construction Costs	Est. Capital Costs (1)	Actual and Projected Capital Costs (1) 7/02
<b>Phase 1</b>					
<u>Additional Investigations</u>					
> Continue Catch Basin and other Inflow Source Identification (Ea)			(By City Forces)		
> Recommend Additional Catch Basin Removals (Ea)	1	\$10,000	\$10,000	\$10,000	
> Inventory Storm Sewer System (Ft)	200,000	\$0.25	\$50,000	\$50,000	
> Television Inspection Basin A, B, D and E (Ft)	150,000	\$1.50	\$225,000	\$225,000	
> Review Television Tapes and Recommend Structural Repairs	1	\$10,000	\$10,000	\$10,000	
> Inspect Manholes and Recommend Repair (Ea)	650	\$40	\$26,000	\$26,000	
> Additional Building Inspections (Ea)	650		(By City Forces)		
> Building Inspections Data Analysis	1	\$2,000	\$2,000	\$2,000	
> Dye Testing (Ea)	100		(By City Forces)		
> Dye Testing Data Analysis	1	\$2,000	\$2,000	\$2,000	
> Retest Northeast P.S. after Air Relief Valve Replacement (Ea)	1	\$1,000	\$1,000	\$1,000	
> Take Additional Samples at Northeast P.S. Overflow Basin	1	\$5,000	\$5,000	\$5,000	
<u>I/I Removal Private</u>					
> Private Sector I/I Source Removal (Ea)	400		(By Property Owner)		
> Additional Private Sector Removals (Ea)	75		(By Property Owner)		
<u>I/I Removal Public</u>					
> Current Catch Basin Removals (Ea)	45	\$15,000	\$675,000	\$945,000	
> Additional Catch Basin Removals (Ea)	25	\$15,000	\$375,000	\$525,000	
<u>System Capacity Improvements</u>					
> Replace Air Rel. Valves for the Northeast Pump Station (Ea)	8		(By City Forces)		
<u>System Rehabilitation</u>					
> Manhole Rehabilitation Based on Inspection Results (Ea)	416	\$1,000	\$416,000	\$582,400	
<b>Total Phase 1</b>			<b>\$1,797,000</b>	<b>\$2,383,400</b>	<b>&gt; \$1,300,000 &lt;</b>
<b>Phase 2</b>					
<u>Additional Investigations</u>					
> Television Inspection Basin G (Ft)	21,000	\$1.50	\$31,500	\$31,500	
> Review Television Tapes and Recommend Repairs, Basin G	1	\$10,000	\$10,000	\$10,000	
<u>System Rehabilitation</u>					
> Sewer Structural Repairs Based on T.V. Work, Basins A,B,D and E (Ft)	15,000	\$50	\$750,000	\$1,050,000	
<b>Total Phase 2</b>			<b>\$791,500</b>	<b>\$1,091,500</b>	<b>&gt; \$1,293,000 &lt;</b>
<b>Phase 3</b>					
<u>Additional Investigations</u>					
> Flow Monitor Basins A,B,D and E (Ea)	4	\$4,000	\$16,000	\$16,000	
> Flow Monitor, Test, Evaluate D-1 and D-2 P.S.	1	\$10,000	\$10,000	\$10,000	
> Recalibrate Computer Capacity Model, Basins A,B,D and E	1	\$5,000	\$5,000	\$5,000	
> Recommend Pump Station Improvements for Northeast P.S.	1	\$5,000	\$5,000	\$5,000	
<b>Total Phase 3</b>			<b>\$36,000</b>	<b>\$36,000</b>	<b>&gt; \$43,000 &lt;</b>

Table 2 -- Revised System Plan Estimated Costs (Revised 8/20/04)

ITEM	Units	Unit Cost	Estimated Construction Costs	Est. Capital Costs (1)	Actual and Projected Capital Costs (1) 7/02
<b>Phase 4</b>					
<u>System Rehabilitation</u>					
> Replace, Line or Upsize G082 to G024 CMP Outfall Sewers (Ft) (2)	9,600	\$100	\$960,000	\$1,200,000	
> Replace, Line or Upsize G024 to Treatment Plant (Ft) (2)	3,600	\$120	\$432,000	\$540,000	
<b>Total Phase 4</b>			<b>\$1,392,000</b>	<b>\$1,740,000</b>	> <b>\$1,243,000</b> <
<b>Phase 5</b>					
<u>System Capacity Improvements</u>					
> Replace Existing Northeast Pump Station with New Pump Station	1	\$1,400,000	\$1,400,000	\$1,750,000	
<b>Total Phase 5</b>			<b>\$1,400,000</b>	<b>\$1,750,000</b>	> <b>\$1,617,000</b> <
<b>Phase 6</b>					
<u>Additional Investigations</u>					
Television Inspection and Additional I/I Inspections for Basins C and F (Ft)	130,000	\$2.00	\$260,000	\$260,000	/
Review Deferred Work from Phase 2 and Recommend Repairs**	1	\$15,000	\$15,000	\$15,000	/
Review Television Tapes and Recommend Repairs, Basins C, F and G	1	\$10,000	\$10,000	\$10,000	/
<u>System Capacity Improvements</u>					
Annexed Area 1 (East Annexation) and D-1 and D-2 Sewer Improvements	1	\$1,065,220	\$1,065,220	\$1,331,525	
<b>Total Phase 6</b>			<b>\$1,350,220</b>	<b>\$1,616,525</b>	<b>\$1,616,525</b>
<b>Phase 7</b>					
<u>System Rehabilitation</u>					
Sewer Structural Repairs Based on T.V.Work, Basins C, F and Deferred Repairs	15,000	\$60	\$900,000	\$1,260,000	
<u>System Capacity Improvements</u>					
Annexed Area 3 Sewer Improvements (North Annexation Sewer Improvements)	1	\$1,035,323	\$1,035,323	\$1,449,452	
Annexed Area 2 Sewer Improvements (Highway P Sewer Improvements)	1	\$242,930	\$242,930	\$303,663	
Reconstruct and Reconfigure WWTP Equalization Facility**	1	\$225,000	\$225,000	\$281,250	
<b>Total Phase 7</b>			<b>\$2,403,253</b>	<b>\$3,294,365</b>	<b>\$3,294,365</b>
<b>Phase 8</b>					
<u>Additional Investigations</u>					
Flow Monitor Basins C and Deferred	3	\$6,500	\$19,500	\$19,500	
Recalibrate Computer Capacity Model	1	\$5,000	\$5,000	\$5,000	
Survey Overloaded Sewer Sections/MH	266	\$70	\$18,620	\$18,620	
Identify Required Relief Sewers	1	\$20,000	\$20,000	\$20,000	
<u>System Capacity Improvements</u>					
Replace/Rehab Force Main for Northeast Pump Station (Ft)	9,500	\$65	\$617,500	\$771,875	
Structural Repairs Basin F and G	10,000	\$60	\$600,000	\$750,000	
Replace, Line or Upsize G036 to G024 CMP Sewers	4,000	\$120	\$480,000	\$672,000	
<b>Total Phase 8</b>			<b>\$1,760,620</b>	<b>\$2,256,995</b>	<b>\$2,256,995</b>

Table 2 -- Revised System Plan Estimated Costs (Revised 8/20/04)

ITEM	Units	Unit Cost	Estimated Construction Costs	Est. Capital Costs (1)	Actual and Projected Capital Costs (1) 7/02
<b>Phase 9</b>					
<b>System Capacity Improvements</b>					
Relief Sewers - Phase 8 Recommendations	(NA)	(NA)	(NA)	(NA)	
Additional Equalization	(NA)	(NA)	(NA)	(NA)	
Annexed Area 4 Sewer Improvements	1	\$133,400	\$133,400	\$166,750	
<b>Total Phase 9</b>			<b>\$133,400</b>	<b>\$166,750</b>	<b>\$166,750</b>
<b>System Maintenance</b>					
Clean Collection System			(By City Forces)		
Establish Sewer Collection System Cleaning Program			(By City Forces)		
Establish Sewer Collection System Televising Program			(By City Forces)		
<b>TOTALS</b>			<b>\$11,063,993</b>	<b>\$14,335,535</b>	<b>\$12,830,635</b>
			<b>Work Completed or In Progress:</b>		<b>\$5,496,000</b>
			<b>Work Remaining (4):</b>		<b>\$7,334,635</b>

Notes:

> Work Completed.

1 - Capital Cost includes 25 percent to 40 percent for contingency, engineering, legal, and administrative costs for construction type items. Capital Cost for Investigative Work does not include any increase.

2 - Actual Capital Cost does not include approximately \$402,000 construction costs paid for by local Tax Increment Financing (TIF) funds.

3 - Relief sewer costs cannot be calculated at this time without accurate sewer line slopes and invert elevations.

4 - Work remaining costs does not include relief sewers for overloaded lines and needed structural repairs in Basins C, F and G.

5 - \*\* Indicates items that have been added since last Addendum

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

**SUBJECT:** Downtown Update

**STUDY SESSION MEETING DATE:** June 1, 2009

**CITY DEPARTMENT:** Economic and Community Development

**PREPARED BY:** Cherie Bryant, Assistant to the City Manager

### **Downtown Update**

The City of Kirksville's DREAM Representative, Patrick Hanlon of PGAV Urban Consulting, was in town on April 15<sup>th</sup>. Hanlon and Kirksville Downtown Improvement Committee, Inc. (KDIC) President, Roberta Santee, met with several downtown business owners to discuss façade beautification, including canopy replacement. Hanlon also delivered window display posters of various building renderings. The renderings exhibit the current condition and look of a particular building and also what it could potentially look like once façade beautification has taken place. DREAM and the KDIC hopes the renderings will spur interest in downtown beautification. The renderings are currently being displayed in the Baxter-Miller Building, at the corner of Franklin St. and Harrison St.

The City has completed a first draft of the "City of Kirksville Building Rehabilitation Program Application". This particular agreement will be used as a revolving loan program for façade beautification in downtown Kirksville. This program is made possible by DREAM Sponsor, Missouri Development Finance Board (MDFB), who will loan the City \$50,000 to seed the program.

PR Interval Properties, LLC have purchased and are now rehabilitating two buildings on the south side of the square, 115 & 117 W. Washington St. According to the owners, Justin and Kylee Puckett, the 1<sup>st</sup> floor will be used for retail/commercial space and the 2<sup>nd</sup> floor will be utilized as loft apartments. Completion is scheduled for early August, 2009.

The Marion and McPherson Street Sidewalk and Parking Lot Reconstruction Project are scheduled to begin this summer. The TIF Commission will finance this project which is estimated between \$220,000 and \$250,000. The major proposed work includes the installation of 6" thick pavement for the parking lot, 4" thick curb and gutter along McPherson Street, 8 ADA compliant masonry insets, decorative metal fencing to be placed near the perimeter of the parking lot, and decorative street lights to be placed along McPherson Street. Greenery (shrubs, small trees) will be placed around the perimeter.

## **Community Development Block Grant (CDBG) Projects**

**Awarded: Cochran Building Renovation Project (\$250,000):** PR Interval Properties, LLC is currently in the process of employing a professional to conduct a Phase I Environmental Assessment. Once completed, the Phase I report will be sent to the CDBG Environmental Officer for approval. Finally, the City will receive notice for PR Interval Properties, LLC to begin renovation of the building.

**Awarded: Historic Buildings Survey for Downtown Kirksville (\$12,000):** The Request for Proposal (RFP) for the employment of a historic preservation consultant has been prepared and is currently in review. Once approved, the RFP will be sent to professional consultants who are certified in the State of Missouri to perform the historic/architectural survey. The City anticipates a consultant to be under contract on or before July 24, 2009.

**In Progress: Downtown Kirksville Planning Project – Employment of an Executive Director (\$100,000):** The application is complete. The agreement between the City and the KDIC will go before the City Council on June 1, 2009. Once agreement is approved by City Council, the application will be sent to CDBG.

**Awarded: HERO Program:** The Kirksville Housing Authority has been approved for \$132,000 Home Repair Opportunity (HeRO) funds through the DREAM (Downtown Revitalization and Economic Assistance for Missouri) Initiative. The Housing Authority began taking applications April 1st, 2009 from homeowners who reside within the downtown boundary area and meet the financial guidelines. Funding must be used for repairs and improvements to owner occupied houses which assist persons or families below 80% of the area median income, adjusted for family size. Houses must be located within the DREAM Initiative area (Downtown Kirksville) or corridors leading to the downtown. The HeRO program is designed to solve housing code violations and reduce lead-based paint hazards first and then general rehabilitation. The Kirksville Housing Authority was able to submit a grant application to the HeRO Program because the City of Kirksville is a designated DREAM Initiative community.



## Downtown Beautification

When the Downtown Kirksville Design Guidelines were completed in 2004 there was great excitement about the improvements to come. Now a few years later, much progress has been made, and that excitement continues. Many of the streetscape improvement recommendations for Jefferson St. and the Downtown Square and surrounding areas are completed or underway. Many downtown buildings are being rehabilitated utilizing the design guidelines recommendations on façade appearance. Substantial new public and private investment is being made.

Kirksville is continuing its dedication to beautify and improve Downtown; now with assistance from the DREAM Initiative. A recommendation of the Downtown Design Guidelines was to "restore visibility and the architectural character of the traditional commercial buildings."

The DREAM Initiative has provided building renderings that illustrate these design principles on a sample of Downtown Kirksville buildings. The restoration of these historic Downtown buildings helps to create a unique experience.

### Sample Building Façade Renderings

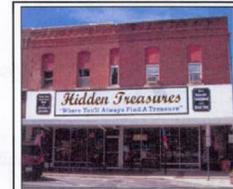
**114-120 N Franklin**



**117 S Franklin**



**104 W Harrison**



### Proposed Building Modifications

- Remove frame & metal canopies
- Utilize canvas/fabric awnings
- Restore original windows & storefront entrances
- Remove siding/wood covering from windows
- Provide appropriately scaled area for signage
- Streetscape of lights, trees & site furnishings
- Restore masonry veneer



## Downtown Beautification (continued)

### Beautification Assistance

In order to encourage Downtown beautification efforts special incentives are offered. Financial and technical assistance is available for interested Downtown property and business owners to aid in building façade rehabilitation.

Technical assistance in the form of façade renderings, similar to those illustrated in this brochure, is available. Financial assistance is available through a Façade Rehabilitation Revolving Loan Fund. The Revolving Loan fund can provide low interest loans for appropriate rehabilitations.

102 E Washington



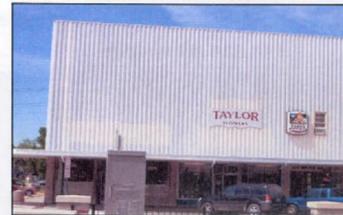
115 S Franklin



105-107 W Washington



118-122 W Harrison



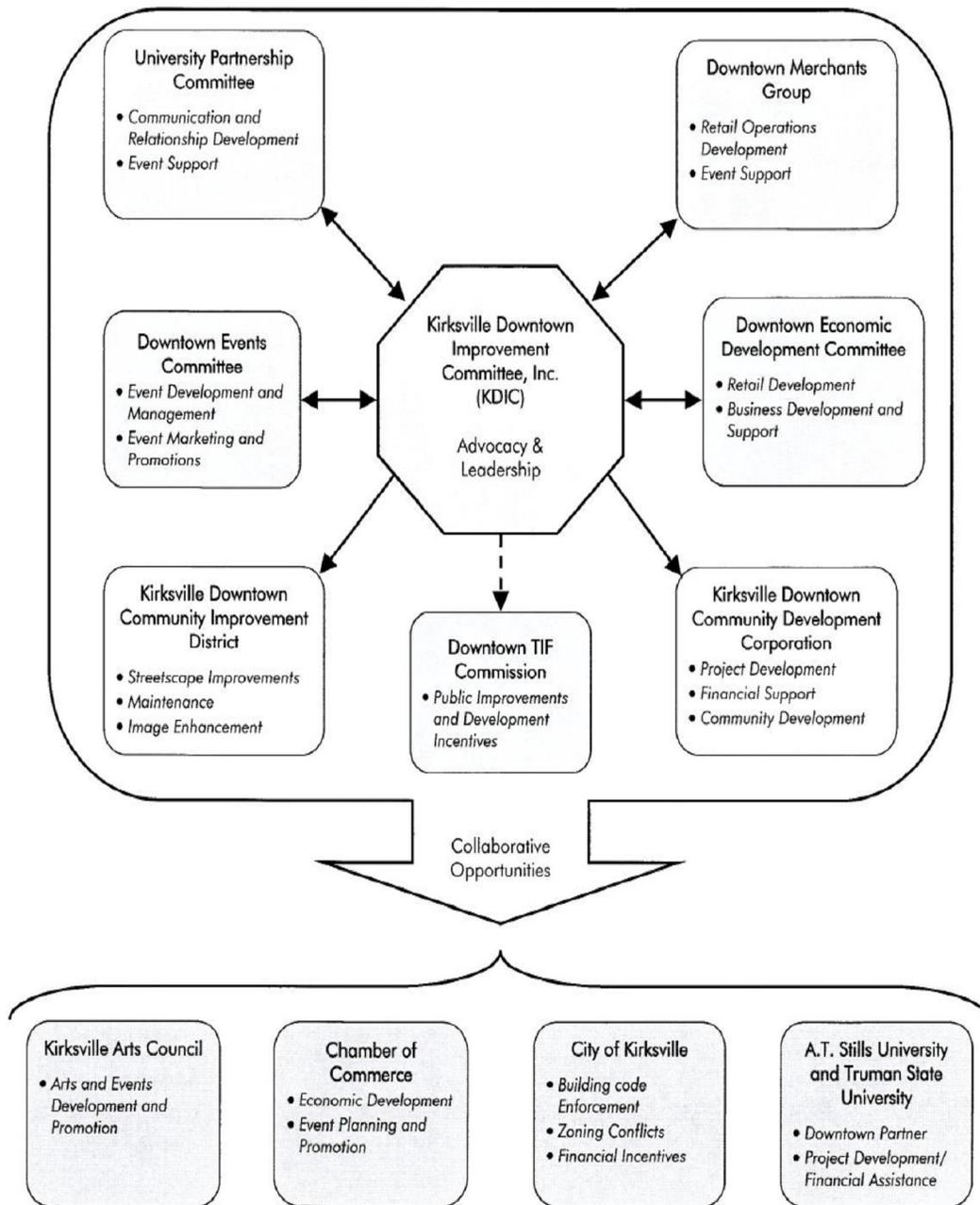
For More Information on DREAM or for copies of complete reports please contact:

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EXHIBIT II  
RECOMMENDED ORGANIZATIONAL STRUCTURE



## EXISTING ORGANIZATION ENHANCEMENTS

### E. City of Kirksville

The City of Kirksville's involvement in Downtown Revitalization is critical to its success. Many of the Downtown successes to date have occurred mainly due to the City's leadership and financial participation. Additionally, City involvement demonstrates local government commitment and increases the likelihood of broad citizen participation. The City should assist in the development of all necessary political subdivisions and districts as well as participate in the appropriate boards. However, efforts should be made to avoid politicizing the Revitalization Program.

City services are one of the essential elements for a successful Downtown Revitalization Program. The financial commitment by the City to support capital improvement projects should continue and exceed the current level of activity, as appropriate. The City can help with leveraging other resources by providing a local match investment. This practice is the most effective means for accomplishing large-scale capital and infrastructure projects. However, the local resources of the City must be distributed throughout the community and other financial resources should always be considered. The City will have an important role to play in all aspects of revitalization and has already maintained a steady effort for downtown. The City should take the lead in the tough decisions that lie ahead.

- The City will need to provide attention to downtown code enforcement, historic preservation establishment, design guidelines adherence, and preparing wayfinding and signage, not only in the DREAM Study Area, but throughout the City. Building codes should be pursued aggressively and fairly.
- The City should continue to beautify Downtown. This includes pursuing the removal of the "slip covers" or metal skin covering the façades of downtown buildings and continuing to persuade building owners of the benefits of canopy removal and historic district qualification.
- It is recommended that the City take a supporting role, in partnership with KDIC, in educating and informing the downtown community about the benefits of establishing the Downtown Kirksville Community Improvement District (KDCID) By using the economic activity created by businesses to generate special tax revenue in the Downtown Area, this financing tool will provide a much needed resource that will strengthen KIDC's programming and sustainability and stimulate increased private reinvestment in buildings throughout Downtown. These "small-scale" projects are not easily funded by State and Federal resources, therefore the KDCID can provide much needed revenue gap financing to make sure Downtown not only "leaps forward" with "big projects" but also makes incremental improvements on a recurring basis.
- The City should also be a leader in the development of the relationship among the Downtown Business Owners and student body of Truman State University

and A.T. Still University. This relationship and understanding will need to be improved if Downtown is to reach its full potential.

**F. Kirksville Downtown Improvement Committee, Inc.**

The Kirksville Downtown Improvement Committee, Inc. should continue to establish itself as a private, non-profit corporation designed to unify Downtown interests, encourage broad community support as well as lead the Downtown Revitalization Program (the "Program").

The KDIC will be responsible for advocacy on behalf of the downtown community and the promotion of its members' interests. It will act as the leader of the Program, rallying volunteers, gathering resources, and pressing for progress. In order for the organization to function as intended it will require a full-time manager to oversee operations and if possible a support person to handle administrative duties. The manager of this organization is instrumental to the Program as they will be the point person, community liaison, and motivating force of the Program.

The membership of the KDIC is designed to consist of seven categories of "Downtown-Centric" business and property owners, in order to fairly represent those with an interest in Downtown. However, it is important to the success of the Downtown Revitalization Strategy that the KDIC develop an avenue for the Kirksville Community to become involved in Downtown Revitalization Efforts. Currently this opportunity does not exist. While at this point there are not a large number of members of the community who wish to be involved, that may change as momentum builds. Providing an opportunity for community involvement gives the community a sense of ownership in the resulting improvements. There are a number of ways to provide the opportunity for involvement to the community; such as through a committee of community volunteers (with a goal of increasing community support), or it can be an additional membership category, but limit the representative Board membership for that category to retain control in the Downtown.

In addition to the surrounding community greater involvement of the student body of the local universities is vital to achieving Downtown Revitalization. Following the same ideas detailed above the KDIC should consider an opportunity to more greatly involve the students of the local Educational Institutions, particularly Truman State University and A. T. Stills University. However, an additional membership category will probably not be necessary, due to the students' instability relative to permanent residents. This group of partners can best be served through a University Partnership Committee, whose sole purpose is to encourage communication between KDIC and the student body.

As stated above, the KDIC should work very closely with the City to establish a Community Improvement District that would support the KDIC financially and provide funding for other downtown improvements that the Downtown TIF cannot. At the outset the organization can share office space and services with another organization or government entity, but should eventually be self-reliant

**G. Kirksville Arts Council**