

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council

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

**SESSION DATE:** December 21, 2015

**TIME:** 4:30 pm

**PLACE:** City Council Chambers

## **AGENDA:**

- **Downtown Revitalization Pilot Program**
- **Humane Society Contract**
- **Economic Development Sales Tax**
- **Park Master Plans**
- **Review City Council Agenda**
- **Review Newsletter**

### **Downtown Revitalization Pilot Program**

Included with this cover report is a staff report prepared by Assistant City Manager Ashley Young that covers the Downtown Revitalization Pilot Program. In addition to this report is the proposed guidelines. The guidelines were developed by staff, reviewed on multiple occasions by the TIF Commission and reviewed and discussed with numerous property owners.

If the Council is agreeable with this approach, we will begin plans to move forward.

### **Humane Society Contract**

The City entered into its current agreement with the Adair County Humane Society in 2012. The agreement outlines the services provided to the City by the Humane Society and the fees to be paid by the City for these services. The Humane Society provides management and control of the shelter, maintaining proper care and shelter for all animals that are in custody. The City provides \$2,250 each month, \$27,000 annually.

The City was asked to provide additional revenues to the Humane Society in the amount of \$9,000. In return for those funds, the City outlined some expectations, which included the requirement that the Humane Society provide the City with its financial records as identified by the Finance Director; participation in a community-wide collaborative task force to develop a long range plan to eliminate future budget shortfalls; and the development of a comprehensive multi-year marketing plan. Communications broke down between the two parties and the only real accomplishment of this effort was the

review of the financial records of the Humane Society by the City's Finance Director. In a round-about way, due to the publicity, the Humane Society did receive donations and support from the public helping to eliminate their shortfall.

After senior staff meet face-to-face with the Humane Society Board, the City received notice from the Humane Society that they would continue with the agreement until March 2017. The City took this message as notice that the Humane Society would not be providing service to the City anymore. In visiting with Jackie Eaton, Treasurer of the Humane Society, she stated she understood why we thought that was the message, but that was not the intent. The Humane Society was going in 2017 bring forward new terms to make sure that their operations were covered.

A meeting was held with Mrs. Eaton on December 3. It was a good meeting allowing both parties to explain our views and how we can continue to work together. We discussed our partnership and concurred some things were miscommunication. Mrs. Eaton stated that the Humane Society is willing to work with the City. As discussed with the Council during the budget process, we discussed increasing the City's annual fee to \$32,000 a year effective in January, establishing a 5 year agreement with options to renew. We discussed having a City representative attend the meetings, specifically the City Manager to allow for the City to have a more direct access to their information. The current agreement allows for the renegotiation of compensation by mutual consent.

In addition, Mrs. Eaton explained the need for a computer. Since the City is disposing of our old computers, it is fairly easy to provide them with a used computer. We have set one aside to deliver soon. All of this was communicated to the City Council with one final proposal, which was to increase the annual fee to \$35,000. A proposed agreement would have been presented for Council approval on the 21<sup>st</sup>, as explained, but I understood one member of the Council had some questions, specifically about what other cities of our size pay for this service.

Our current Animal Control budget is \$80,702, which includes the \$32,000 fee to the Humane Society. It costs Rolla \$136,000 per year and Warrensburg \$204,960 to operate their shelters, while neither Hannibal nor Moberly have a shelter nor pay any fees. Hannibal does have two full time Animal Control Officers, so it is assumed that their budget is similar to ours. Moberly stated they only spend \$5,000 on animal control supplies.

Based on review by Police Chief Hughes, he estimated an additional \$80,000 per year for staff, and estimated the cost of a shelter operation would be around \$600,000. See page 17.

The following paragraph is in the current agreement and is assumed to have been intended to obtain a general idea of the Humane Society's finances. Feedback on this paragraph would be appreciated.

The Society shall maintain, in accordance with appropriate accounting and reporting methods, records of Shelter finances and of numbers of animals admitted, euthanized and submitted for disposal; said records to be subject to City inspection and audit at reasonable times and places and at reasonable office hours. The Society will provide to the City written Shelter financial reports on a quarterly basis and written monthly reports regarding the number of animals accepted, the number euthanized and the number disposed. Said reports shall include the same information above categorized by City, County and out-of-County, and shall be provided simultaneously to the city and the county.

### **Economic Development Sales Tax**

On Monday evening, the City Council is being asked to approve the placement of the ½ cent Economic Development Sales Tax on the April ballot. The Council had already included it a requirement for K-REDI to work on the educating the public on this tax in that Economic Development Agreement. The Council also discussed this tax during your planning meeting, directing staff to move forward on placing it on the ballot.

The citizens first approved this tax in 2002, using it to pay for the community's share of the two additional lanes of Highway 63 between Kirksville and Macon. The cost to the community was \$11.5 million. In 2008, the citizens of Kirksville were asked again to consider paying for a portion of state highway and approved the construction of the alternate route (many refer to it as the bypass). The City is committed to repay the Highway Commission \$7.5 million. So a total of \$19 million over the course of 17 years will have gone toward the state roadway system.

The Council was in agreement to seek voter approval to renew this tax, before MoDOT came forward again, as they did in 2008, asking for the voters to improve more state roadway.

If the Council approves the measure, it will be placed on the April 5 ballot asking the voters two things: 1) to renew the tax allowing the City to use the funds for streets, storm drainage, and economic development; and 2) to use the surplus funds that remain each year after the City makes its payment for street improvements.

The tax will terminate in 2019 after the final payment is made to the Missouri Highway and Transportation Commission. The City owes less than \$4.5 million dollars and is not paying any interest on these funds.

We expect to end this fiscal year with a fund balance of \$1.2 million with another estimated \$630,000 in revenues before the next June 30 payment of \$1,284,774.

The following chart is from our agreement with the Highway Commission.

City Payment Schedule required per the Cost Apportionment Agreement, by June 30 of each year:

<u>Due Date</u>		<u>Amount</u>
2013	\$	580,000
2014	\$	1,260,482
2015	\$	1,272,570
2016	\$	1,284,774
2017	\$	1,297,095
2018	\$	1,309,534
2019	\$	575,595
<b>Total</b>	\$	<b>7,500,000</b>

On page 18 is the outlined use of the funds as discussed by the City Council. Two-thirds of the funds received from this tax would go toward infrastructure to improve streets and storm drainage.

### **Park Master Plans**

On Monday evening, the City Council is being asked to approve Master Plans for Hazel Creek Lake and North Park Complex. This is the first Master Plan for Hazel Creek. The Council is being asked to consider the additional amenities and long range plan for each of these parks. Each of the Master Plans show a cost estimates, but these are not to be considered factual as more evaluation must be made to determine the cost of each of these improvements.

North Park Complex - This 30 acre complex is located at Charles Street and Novinger Street just east of U.S. 63 highway in northern Kirksville. This complex offers two lighted 300 foot softball fields, a lighted regulation baseball field, two 300 foot softball fields, a 270 foot softball field, and two pee wee fields. There is a concession stand, covered picnic shelter, playground structure and a paved parking lot that will accommodate 350+ cars. All fields have eight foot sidewalks leading from the parking lot to the backstop. Also included at the park are batting cages. The park also includes the Kirksville Skatepark and a 1.3 acre pond. The North Park Master Plan was approved by the Council in October 2008 and can be found at the following link.

[http://www.kirksvillecity.com/filestorage/72/166/236/north\\_park\\_map\\_craig\\_irrigation.pdf](http://www.kirksvillecity.com/filestorage/72/166/236/north_park_map_craig_irrigation.pdf)

This plan included ideas to establish North Park as a more rounded facility by adding tennis courts – indoor and outdoor, a soccer field and additional parking. The indoor tennis courts were proposed as a public/private partnership that was to be developed by local community groups. The idea was to pursue this in a similar arrangement like the one used between the city and Kent's Batting Cages.

The new proposed North Park Master Plan eliminates the tennis courts and the soccer field. It proposes to rebuild the concession stand in the middle of the complex and add fencing in various locations. It adds a concession stand and restroom between the Skatepark and the peewee field at an estimated cost of \$50,000. The City purchased a Cortez Flush Toilet Building for Brashear Park in 2009 after it was burned down and paid \$44,880 for the building. Sewer and water lines will also need to be extended. In addition to the infrastructure there would be additional staff and equipment needed to operate the facility. The plan proposes a new baseball field for 13 year olds. The reason for this is the orientation of the field. This is something that has been argued for years. When the younger boys play on the field there is concern about the orientation of the field during the 5:45 pm – 6:15 pm time of day during the summer months. No actual incidents come to mind, but the Plan proposes a new field that shifts the direction to the southwest. This orientation still leaves players facing the sun, those on the right side of the field. Major League baseball rules proscribe that home base through the pitchers plate to second base shall run East – Northeast. There is a chart on page 21 that shows the orientation of all of the major league ball parks. The green line shows the East – Northeast direction. If the Council is agreeable with the construction of a new ballfield, the orientation should be evaluated, but can remain as shown in concept. The last backstop the City installed cost over \$7,000 so the cost of \$5,000 is again a guestimate and does not reflect the cost of dirt work/grading.

Hazel Creek Lake – This property is located 7+ miles north of Kirksville on Highway 63, then 1.5 miles west on Hungry Hollow Road. The land was acquired by the City in the early 80s to establish a second source of drinking water. It was at that time, that the citizens approved an Initiative Petition that limits the use of the lake, which can be found in City Code. The park offers two boat ramps, a picnic area and restroom facilities. The land of the park is owned by the City of Kirksville and operated in conjunction with the Missouri Department of Conservation. The total watershed of Hazel Creek Lake is 5150 acres. This includes the water area of the Lake itself. The lake itself is over 500 acres. The park, in total consists of 1,327 acres, consisting of 515 acres of water and 812 acres of surrounding land.

The City and Missouri Department of Conservation entered into a Community Assistance program agreement in April 201. This Agreement outlines the responsibilities of both parties. This Agreement also outlined improvements to the park including the location of a 12' x24' courtesy dock with 45' gangway, along with a parking areas at the north and south boat ramps 16' x 30'.

The proposed Master Plan encourages the reduction of shoreline erosion, which will not only help the recreational aspects of the lake, but the drinking water needs. The Plan also proposes the construction of fire pits and shelter. The City plans to meet with the Missouri Department of Conservation to see whether or not we can partner on some of these improvements.

## **Review Council Agenda**

## **Review Council Newsletter**

### Attachments

- Staff Report – Downtown Revitalization Program
- Downtown Program Guidelines and Application
- Animal Shelter Costs and Estimated Additional Annual Expenses
- Staff Report – Economic Development Sales Tax Outline
- Staff Report – Park Master Plans
- Major League Baseball Field Orientation Chart

### Enclosures

- North Park Master Plans
- Hazel Creek Lake Master Plan

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

**SUBJECT:** Downtown Revitalization Program

**STUDY SESSION MEETING DATE:** December 21, 2015

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Ashley Young

In discussing the proposed Downtown Revitalization Program, it is useful to first provide necessary background on the Downtown Tax Increment Finance (TIF) District. The Downtown TIF was established in December 1999 and will run for either 23 years through December 2022 or until all of the projects in the Downtown Improvement Plan are completed. The creation of the TIF was a public process. The Downtown Partners, which included the City, the Downtown Improvement Committee (DIC, now known as the KDIC), Kirksville Area Chamber of Commerce, Adair County, A. T. Still University (ATSU), Truman State University (TSU), and Northeast Economic Development (NEED, now K-REDI), all contributed to funding the hiring of a consulting firm to develop the aforementioned Downtown Improvement Plan which was necessary in order to adopt the TIF. The partners hired Gould, Evans, Goodman to develop the plan and two public workshops were held with over 145 people attending one or the other event. The focus of the workshops was to discuss issues, assets, and desires for the downtown. As part of this public process, a community-wide survey was made asking citizens what they wanted to see in the downtown. Over 600 surveys were recorded. Once the Downtown Improvement Plan was completed, it was made available for review by both the public and the Downtown Partners.

With the approval of the Downtown TIF, a new City Commission was formed known as the TIF Commission, with six representatives appointed by the City, and three representatives appointed by the other taxing districts. Since January 2000, the TIF has been collecting funds from increases in sales taxes and real and personal property taxes. The TIF Commission determines which projects will be completed based upon the funds and the Downtown Improvement Plan.

Projects completed to date with TIF funds include:

- Downtown Theater Parking Lot
- Missouri-Main Street Parking Lot
- McPherson-Main Street Parking Lot
- McPherson-Marion Parking Lot
- Sidewalks in front of Travelers – 50/50 share
- Sidewalks in front of Degenhardt building – 50/50 share
- Adair County Courthouse Parking Lot
- Adair County Lawn and Sidewalks
- Downtown Corners
- Franklin Street Sidewalk – from Jefferson to Washington

- McPherson Sidewalk – from Marion to Franklin
- Jefferson Street from Post Office to Scott Street
- Franklin Street from Jefferson to Patterson
- Downtown Waterlines
- Wayfinding Signs
- Sidewalks in front of Maxwell's – 50/50 share

The City has spent over \$2.4 million through its various funds, including the Downtown TIF, on improvements to the Downtown. Since this effort began the real estate assessed valuation increased by \$4.3 million. Prior to the implementation of the TIF, the downtown assessed valuation had declined in value for 12 years.

In addition to the capital improvement work, the TIF contracted with Powers, Bowersox to complete the Downtown Design Guidelines. This document was also developed through a public process including public meetings and meetings with the Downtown Partners and stakeholders. This document took the concepts found in the original Downtown Improvement Plan and gave us more detail on how to implement the improvements. The Downtown Design Guidelines included a list of recommendations which we are working through to complete or implement. Aside from capital improvements, this document outlined the need for historic preservation, removal of downtown canopies, historic signage, and wayfinding signs.

Therefore, after significant and ongoing improvements to public infrastructure in the Downtown, City staff and the TIF Commission believe it is time to address the appearance and structural integrity of Downtown facades, including awnings, signage, and windows, which will then allow for improvements to Downtown sidewalks, pedestrian lamps, curbs, and parking. With the goal of improving the economy through this program, City staff worked with the TIF Commission and Downtown property owners to draft the Downtown Revitalization Program Guidelines which have been brought to the Council for your review.

For the pilot project, two proposed locations have been identified: the south side of Washington Street between Franklin and Elson Streets, or both sides of Elson Street between Washington and McPherson Streets. It is termed a pilot project because, if successful, the goal is to continue this work around the Downtown "Square" and elsewhere in the Central Business District. Thus far, City staff and the Chairman of the TIF Commission, Tony Fajkus, have met with eleven individuals representing eight entities who own fourteen properties in the Downtown, thirteen of which are within the two proposed locations for the pilot project. Their feedback was incorporated into the Downtown Revitalization Program Guidelines that the Council has been asked to review, and it is important to note that all feedback was very positive and supportive of the program overall.

Based on the positive feedback from property owners within the two proposed locations, and their desire to improve the economy of the Downtown and the appearance and structural integrity of the Downtown facades, the TIF Commission voted unanimously to

recommend the Downtown Revitalization Program Guidelines be approved by the Council.

While a copy of the Downtown Revitalization Program Guidelines has been included in this report, it is important to highlight some significant features of the program. Firstly, the guidelines call for TIF funds to pay for 75% of the improvements to a property, while 25%, and no less than \$2,000, will be paid for by the property owner (or the property owner's tenant if the property owner agrees to ultimately assume liability for the 25%). This 25% "buy-in" from the property owner is only for the total monies spent on the property, and not for the total monies spent on improvements to public infrastructure (e.g. sidewalks, pedestrian lamps, curbs, and parking). It is also important to note that if the property owner is financially unable to pay for the 25% "buy-in" out-of-pocket, then the guidelines call for financing to be made available to the property owner by loaning TIF funds to cover the "buy-in" at 1/3 of the prime interest rate at that time to be paid back over the course of three years.

Another highlight of the guidelines, which also addresses a concern raised by the Council during the March 16, 2015 Council Study Session, is that if the property owners sells their property within five years of the completion of work to their property, then the property owner will be expected to compensate the TIF for a prorated amount of the funds spent on the property in the amount of 1/5 of the total cost spent by the TIF on the property for each year, or partial year, left within the five year period. Again, this was included to address the Council's concern that property owners could be profiting from public monies by "flipping" properties after their appearance was significantly improved.

It should also be noted that, if approved, the property owner would be involved throughout the construction process. While the goal is to adhere to the Kirksville Downtown Design Guidelines as much as possible, we also do not want those guidelines to be an impediment to the ultimate success of the program. City staff have worked with local architect Ken Shook to draft drawings of how the two proposed locations could appear were the program approved and successful. Those drawings have been included with this report for the Council's review. It is important to emphasize that these drawings are included to give one an idea of how the two proposed location could appear, and that, ultimately, a property's appearance will be determined by the property owner working with City staff and using the Kirksville Downtown Design Guidelines as a guide. Given that the City is the developer for the Downtown TIF District, the City would also serve as the developer for this program, coordinating construction efforts.

While the aesthetic benefits from this program, and the need for improvements to the public infrastructure (i.e. sidewalks, pedestrian lights, etc.), are obvious, what may not be as immediately obvious is the program's economic impact. This program will increase the value of the commercial real estate in the Downtown. Commercial real estate has one major determinate of value: its ability to earn income. If a property is empty, then it is earning nothing, and each vacant property has a total negative impact of, on average, \$200,000 to a community. Many properties in our Downtown are caught

in a vicious cycle where low rent or income, or the loss of rent and income due to vacancy, due to the appearance and condition of the property, leads to a lack of funds for basic repairs and improvements, which exacerbates the problem and ultimately leads to further vacancy or, ultimately, condemnation, which then further fuels the downward spiral. The Downtown Revitalization Program can break this cycle, improve the value of commercial real estate in the Downtown, and improve the economy of the City through support of existing businesses and the potential creation of new businesses and new jobs.

This ultimate increase in tax revenue for the relevant taxing districts also provides a return on the investment of the TIF monies spent through the program. As a reminder, the monies collected by the Downtown TIF can only be spent in the Downtown TIF District on projects outlined in the Downtown Improvement Plan, and cannot be used in any other manner (e.g. Baltimore Street, Parks and Recreation, the Regional Airport, etc.). In further work with local architect Ken Shook, and the Public Works Department's Engineering Division, best and worst case estimates for the work in the two proposed areas were determined. For Washington Street, between Franklin and Elson Streets, the best case estimate is \$259,296.20, and the worst case scenario is \$459,296.20. For Elson Street, between Washington and McPherson Streets, the best case estimate is \$362,625, and the worst case scenario is \$642,625. Currently, the balance for the Downtown TIF is \$585,466.79, and City staff anticipate the balance will be approximately \$750,000 by the beginning of 2016. By the end of 2016 / beginning of 2017, City staff anticipate that nearly \$1 million will be available in the Downtown TIF.

On behalf of City staff, the TIF Commission, and those property owners we have worked with thus far in the two proposed locations, we appreciate your review and consideration of the Downtown Revitalization Program.

## CITY OF KIRKSVILLE

### DOWNTOWN REVITALIZATION PROGRAM GUIDELINES

(DRAFT)

#### PURPOSE

As a fundamental goal of the Downtown Improvement Plan and the Kirksville Downtown Design Guidelines (KDDG), the City of Kirksville (City) has determined that it is in the best interest of the public to promote economic growth and vitality within the Downtown District. The Downtown Revitalization Program (Program) is to provide financial assistance for property owners (Participant) to restore / renovate / improve their facades, including the replacement of awnings, in the Downtown District. Additionally, the goal is to have one hundred percent participation of property owners on one side of a given block in the Downtown District prior to that side of a given block being selected by the City for the Program. The long-term goal of the City of Kirksville Downtown Revitalization Program is to create an environment that will continue to attract new customers, investors, businesses, activities, and residents to the Downtown District.

#### PROGRAM OBJECTIVES

- To provide financial assistance to property owners in overcoming the barriers associated with the restoration / renovation / improvement of building facades;
- To provide financial assistance to property owners for the replacement of those existing awnings that are attached to the public sidewalk and prohibit the replacement of Downtown District sidewalks where present;
- To provide financial assistance to property owners for signage that meets the KDDG.
- To preserve and maintain viable older buildings located in the Downtown District;
- To reduce the rate of vacancy in the Downtown District; and
- Generally, to promote and encourage continued growth and expansion of business, residential, and community activities in the Downtown District.

#### PROGRAM ASSISTANCE

Façade Restoration / Renovation / Improvement: This program was designed to assist the Participant with the restoration / renovation / improvement of building facades and exterior structure improvements within the Downtown District. The program will provide funding for up to 75% of the total cost of the restoration / renovation / improvement of the building façade and exterior structure of each property. The Participant must cover 25% of that total cost, and that 25% can be no less than \$2,000. Funds must be provided up-front. The City will consider lending the Participant the 25% of the total cost of the restoration / renovation / improvement of the building façade and exterior structure of each property on a case by case basis. This program is subject to funding availability.

#### ELIGIBILITY

Buildings must be located within the boundaries of the Downtown Tax Increment Finance (TIF) District to be eligible (see Attached Map). The Program is open to property owners and their tenants; however, the property owner must sign the Downtown Revitalization Program Agreement and shall be held liable for the total Participant cost of participation.

#### PROGRAM REQUIREMENTS

Participants will be required to complete an application provided by the City. The following Program guidelines also apply:

1. Participant must provide proof that all property taxes are current on all property in participant's name and the subject property is properly insured.
2. All City obligations owed by Participant should be current – including, but not limited to, tax liens from code violations, utility bills, etc.
3. Participant must adhere to the Kirksville Building Code Guidelines and Kirksville Business Licensing Requirements prior to commencing work.
4. Participant's Business License, if applicable, should not be in default. If Participant becomes a successful recipient of Program funds, the Business License is not allowed to go into default if the business is still active.
5. Participant may not sell the property within five (5) years of the completion of work on the property or the participant will be expected to compensate the TIF for a prorated amount of the funds spent on the property in the amount of 1/5 of the total cost spent by the TIF on the property for each year or partial year left within the five (5) year period.
6. City will provide an estimate of cost for each property participating in the Program.
7. City must provide detailed Program financing and cost information.
8. City must provide an inspection and address any issues discovered as a part of that inspection.
9. City will waive applicable building and sign permit fees.

#### INELIGIBLE USES OF PROGRAM FUNDS

Program funds will not be utilized for any of the following uses:

1. Property acquisition costs.
2. Paying off existing debt.
3. Building demolition.
4. Property appraisal costs, legal fees or loan origination fees.

#### THE PROCESS

Applications may be obtained in person at City Hall in the office of Economic & Community Development, 201 South Franklin Street, Kirksville, MO 63501, or by calling 660.627.1224. To identify potential Participants and determine initial eligibility, City staff will screen Participants. At that time, the estimated scope of work will be discussed. The City will serve as the developer for all aspects of the Program. The City will review the proposed site or architectural plans and work with the Participant to ensure compliance with the KDDG for the Downtown District. Upon approval, an Agreement will be executed and

the project can proceed. The City will strive to ensure the project is completed in a timely manner that minimizes the disruption of business for the property owner and / or their tenant.

**RIGHTS RESERVED**

The specific Program policies and procedures herein are subject to revision or amendment by the City. The City may discontinue this Program at any time, subject to the availability of Program funding.

CITY OF KIRKSVILLE  
DOWNTOWN REVITALIZATION PROGRAM  
**APPLICATION FORM (DRAFT)**

1. Participant Information

NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. Project Information

BUILDING LOCATION: \_\_\_\_\_

BUSINESS(ES) LOCATED IN BUILDING: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF RESIDENTIAL UNIT(S) LOCATED IN BUILDING: \_\_\_\_\_

BUILDING AGE: \_\_\_\_\_ BUILDING ZONED AS: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

IF LEASED: Lease Expires: \_\_\_\_\_ Renewal Term: \_\_\_\_\_

3. Project Description

Describe in detail the proposed scope of work, including design firm selected, if applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Construction:

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

5. Other Required Documentation

- a. Property deed with legal description of property.
- b. Proof that all property taxes are paid and current.
- c. Proof of property and liability insurance.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the City of Kirksville Downtown Revitalization Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the Program, requiring any funds already disbursed to be repaid in full to the City of Kirksville.

The Participant further certifies that he/she has read and understands the Downtown Revitalization Program Guidelines. It is understood that all City funding commitments are contingent upon the availability of Program funds.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

GENERAL DESIGN STANDARDS

1. The design will be based on the Kirksville Downtown Design Guidelines (KDDG), a copy of which is on file in the office of Economic & Community Development and online at [www.kirksvillecity.com](http://www.kirksvillecity.com).
2. Changes to the façade of the buildings will not remove, alter, damage, or cover up extant significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which helps create a unified and attractive appearance to the building.
3. Changes to the façade of the building will either: (1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, and data on the building; or (2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings. Such treatments will conform to the features, material, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
4. Paint colors will be based on the KDDG.
5. The size, color, and shape of a sign shall conform to City Code.
6. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above compliance with the General Design Standards.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

# CITY ANIMAL SHELTER

## ESTIMATE OF COSTS

The costs/specifications listed below are extremely imprecise. There are many questions yet to be resolved (e.g. devote space for other partners, scope of services, combine with the County). The numbers contained herein are fashioned around a City only animal shelter (not just an "impound"). It is my belief that the shelter concept is more likely to receive broad-based community support and maximize the likelihood that impounded animals will be adopted.

The estimates do not include the cost of land, extended driveways/roads, demolition or other similar costs/improvements (and anything else I may have overlooked).

Barring some unexpected financial windfall, the costs listed here (especially construction) would be impossible to support without some supplementary form of funding (without gutting other department budgets).

### CONSTRUCTION

Typical interior office/support	2500sf	\$200,000-\$275,000
Inside animal care (pens, et.al.)	2200sf	\$110,000-\$165,000
Outside animal care (pens, runs, et.al.)	1500sf	\$60,000-\$75,000
Parking lot	(16 spaces)	\$50,000-\$77,000
Furniture, equipment, design work, etc.		\$90,000
	<b>TOTAL</b>	<b>\$510,000-\$682,000</b>
Contingency (unforeseen costs)	15%	\$76,500-\$102,300
	<b>GRAND TOTAL</b>	<b>\$586,500-\$784,300</b>

### OPERATIONS (yearly expenses, over existing budget)

#### **New positions/salaries/benefits** (which would result in 3 full time employees)

Animal Control/Care Officer	1	\$41,500
Animal Care	1	\$39,300
	<b>TOTAL</b>	<b>\$80,800</b>

Economic Development Sales Tax – The City has used this ½ cent sales tax to fund \$11.5 million to add additional driving lanes on Highway 63 from south of Kirksville to Macon. It is currently being used to pay \$7.5 million toward the construction of the Alternate Route Highway 63. The tax is set to expire in 2019.

**Use of Funds –**

Total Generated \$1,200,000 to be used as follows:

- \$600,000 - for streets
- \$300,000 - for storm drainage infrastructure – would be used first to complete the drainage projects identified through community process by Bartlett & West. Then used for other city infrastructure projects
- \$100,000 - for Revolving Loan Program for economic development projects
- \$100,000 - for City-supported Economic Development efforts – city's support to K-REDI
- \$100,000 - for matching grant funds / ED projects – funds to be used for matching grants and available for economic development projects.

The language included in the Ordinance before the City Council would allow the City to use any remaining funds between October 2016 and June 2019 on street improvements.

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

**SUBJECT:** Park Master Plans: Hazel Creek Lake & North Park Complex

**STUDY SESSION MEETING DATE:** December 21, 2015

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Ashley Young, Assistant City Manager

During the October 19, 2015 City Council Study Session, the Council reviewed the process of updating the City's master plans for each of its parks. To review, the City maintains master plans for each park to provide guidance for improvements and future development in order to continue to improve the quality of City parks, and, therefore, the quality of life in our community. Beginning earlier this year, City staff initiated the process of working with the Lakes, Parks and Recreation Commission (LPRC) to revise the master plan for each park, and, in one case, create a master plan where none previously existed. City staff and the LPRC now have two master plans, one for Hazel Creek Lake, and the other for the North Park Complex, ready for the Council to review.

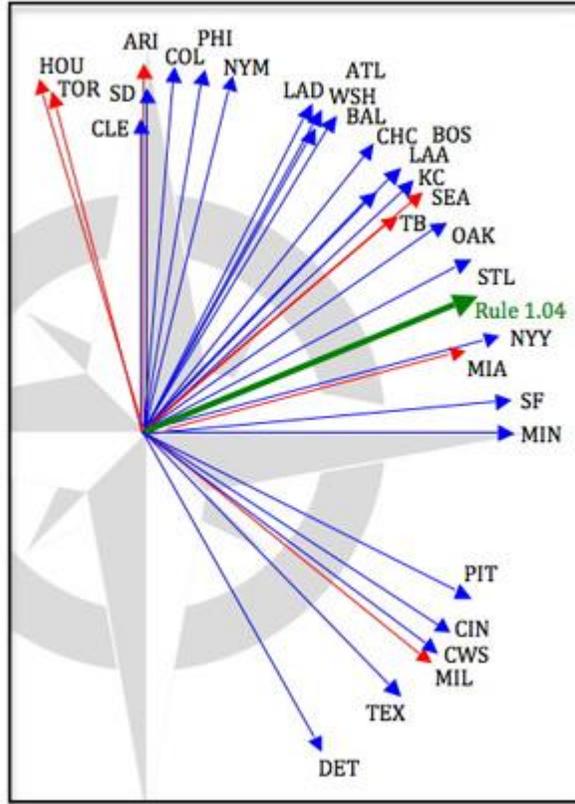
Hazel Creek Lake did not previously have a master plan. Given that all involved started the process from scratch, so-to-speak, that process did take longer than expected. Following the review of Hazel Creek Lake, City staff and the LPRC next turned their focus to the North Park Complex where significant changes were made to an existing master plan for the complex. Once the list of improvements and future developments was finalized for both parks, the Public Works Department's Engineering Division drew the actual maps for each park with the improvements and future developments graphically represented on master plan maps. If approved, these master plans will inform the five year capital improvement plan that is established as part of the annual budget process.

The master plan for Hazel Creek Lake calls for the construction of riprap at locations along the shoreline at both the north and south boat docks as well as the addition of a shelter and burn rings at the south boat dock area. The master plan for the North Park Complex calls for the construction of an additional restroom and concession stand building by the small fields in the northwest area of the park, a rebuild of the existing main concession stand and bathroom building, the addition of a practice backstop to eventually be further expanded into an additional 70 foot field for 13 year olds, and the purchase of temporary fencing for special events.

While some of these additions may be ambitious, City staff and the LPRC were mindful of costs while still acknowledging the potential for grant funding which would allow for the construction of more expensive projects in the years to come. You may also note that, for the first time, engineer's estimates of cost have been added to the master plan maps for each improvement or future development. This more realistic approach is further reflected in the modest developments called for in the first master plan for Hazel Creek Lake, and in the master plan for the North Park Complex through the removal of such improvements

as indoor tennis courts and soccer fields which were called for in the park's previous master plan.

After months of work between City staff and the LPRC, these two park master plans are ready for your review. City staff look forward to discussing these master plans with the Council.



Proposed Field oriented Southwest - Northeast

