

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: March 2, 2015

TIME: 4:30 pm

PLACE: Second Floor Conference Room

AGENDA:

- **JUDGE PHOEBE POWELL-SUTTON REPORT**
- **WASTEWATER TREATMENT PLANT UPDATE**
- **CITY SECURITY DISCUSSION**
- **ECONOMIC DEVELOPMENT COMMITTEE DRAFT**
- **COUNCIL AGENDA REVIEW**
- **COUNCIL NEWSLETTER REVIEW**

JUDGE PHOEBE POWELL-SUTTON REPORT

Phoebe Powell-Sutton has served as the City's Municipal Court Judge since 1995. Prior to Judge Powell-Sutton, the City was served by Associate Judge Joyce Otten. Due to demands on the Associate Circuit Court Judge, the City began to solicit for a possible Municipal Court Judge. After completing the process, the City selected Judge Powell-Sutton to serve. At the time of her appointment, Judge Powell-Sutton had served as the Municipal Court Judge for the City of Macon. She had previously served as the City Attorney for the City of Macon and has provided legal services to the cities of Bevier, Callao and Atlanta.

The agreement between the City and Judge Powell-Sutton is for a three-year period. It was just renewed by the City Council at your February meeting.

The Judge is interested in meeting with the Council at least once annually to talk about the Court system, insure that there is understanding between the separation of powers and the authority that Judge Powell-Sutton has as the Municipal Court Judge. It will be an opportunity for the Council to ask any questions that you might have regarding the municipal court operation.

WASTEWATER TREATMENT PLANT UPDATE

In April 2013, citizens approved a bond issue in anticipation of required improvements needed so that our wastewater treatment plant could meet State of Missouri permitting requirements. Almost two years later we are getting closer to completing the permitting process. The public notice process for the Operating Permit is expected to take place at the end of February. The public notice process is a required 30 day period. The City also expects DNR to issue the construction permit in March, which would allow us through our engineering firm, HDR, to begin the bid solicitation process.

Wastewater Treatment Plant Supervisor, Brad Eitel will be in attendance at the Study Session to give the Council an update and answer questions.

CITY SECURITY DISCUSSION

About a year ago, campaign signs were left at the door of City Hall and the City's next door neighbor the Kirksville Daily Express. There was some surprise expressed by a couple of members that the City did not have any cameras. During your planning meeting, the issue of security was identified as something that the Council wished to discuss in more detail.

Included in your packet is information from Chief Jim Hughes concerning a system that would include both external and internal cameras for City Hall. The estimate shown on the last page of this packet is under \$10,000 but does not include all costs that may be necessary to complete the project. As noted in the staff report, no funds were budgeted for security.

Council should be aware that we are seeing more and more aggressive behavior at the front counter which has included both verbal and physical threats. There have also been some concerns expressed by Municipal Court staff regarding the openness of the Council Chambers and access to the staff. Since the Judge will be in attendance, it would be good to get her input on the matter of security.

After a brief introduction and explanation of the system, we would like direction from the City Council as to whether or not you wish to proceed.

ECONOMIC DEVELOPMENT COMMITTEE DRAFT

The City Council held a special Study Session on January 26 to discuss and work out the terms that the City Council could agree upon regarding the K-REDI agreement. Much of the conversation centered on the number of representatives appointed by the City Council. It was during that meeting, that it was suggested that if the City Council wanted more community input, that maybe the Council would want to have its own economic development advisory committee. It was further explained that K-REDI is not the only entity working on economic development and that our efforts included much more.

Based on the response from the Council, it seemed like this approach was agreeable and that the issue of adding more positions in the K-REDI agreement was no longer necessary. So when the support for the K-REDI agreement was not unanimous, it was not clear whether or not the suggested committee resolved the concerns and whether or not the City Council was interested in such a committee. Also, I know a few members of the Council expressed concern about identifying additional individuals who might be willing to serve on a committee. As it stands today, there are about 79 individuals serving on various City boards and committees. This number does not include Council members.

I have gone ahead and drafted some ideas for the Council to consider, but did not want to move too far forward if this was not the direction desired by the City Council.

Idea One – Invite the Chairs and Vice Chairs of those City Committees who play a role in forming and fostering community and/or economic development to meet at least once a year to learn about the work that each group is doing and to discuss how they can work together to make things happen in the area of community and economic development. There are seven (7) City Committees that could participate: Affordable Housing Board, Airport and Transportation Commission, Kirksville Historic Preservation Commission, Kirksville Industrial Development Authority, Lakes, Parks and Recreation, Planning and Zoning and TIF Commission.

Idea Two – Establish a Community and Economic Development Committee, and again because of the number of appointments, maybe invite members of existing City committees whose work impacts community and economic development.

Idea Three – Encourage community attendance and participation at the K-REDI Town Hall meeting insuring opportunities during that meeting to obtain community input.

Idea Four – Conduct a community wide survey that would seek input from all across the community on ideas for community and economic development. We could utilize the services of CASE – Center for Applied Statistics and Evaluation. This would certainly be independent, could reach a larger cross section of the community and would allow anonymous input. This approach would require the City to expend some funds upfront for the services of CASE.

COUNCIL AGENDA REVIEW

COUNCIL NEWSLETTER REVIEW

Attachments

- Staff Report – Municipal Judge
- Staff Report – Wastewater Treatment Plant
- Staff Report – Security Plan

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Municipal Court Update

STUDY SESSION MEETING DATE: March 2, 2015

CITY DEPARTMENT: Administration

PREPARED BY: Pat Meredith

Judge Phoebe Powell-Sutton will review court activities with the City Council and will be available to answer questions. Judge Powell-Sutton has served as the City's Judge since March 1995. The City Council renewed Judge Powell-Sutton's agreement in March for an additional 3-year term.

Working with Judge Powell-Sutton and court staff the City Prosecutor and Police Department amended the parking ordinance to give citizens appeal rights when they receive a parking ticket.

Effective January 1, 2015 Court processing has been upgraded to the State Justice Information Systems (JIS) software. This change has simplified reporting convictions to the State heard in Municipal Court and will allow court staff additional access to Case Net and other amenities including the use of a State approved collection agency and processes. The cost of using the JIS software is a \$7 fee included in fines and costs.

State law prevented us from adopting a fine for Public Drunkenness or incarceration for Personal Protection. The City attorney is working on an Ordinance giving code enforcement inspectors the ability to issue tickets and the Judge the ability to issue warrants for enforcement of City code violations including potable water, housing code violations, health and safety violations, and trash and nuisance violations.

In addition court staff has developed community services procedures to insure need consistently and utilized community service workers to assist departments when work is available.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Wastewater Treatment Plant Update

STUDY SESSION MEETING DATE: March 2, 2015

CITY DEPARTMENT: Public Works

PREPARED BY: Alan Griffiths and Brad Eitel

The City's Wastewater Treatment Plant (Plant) was constructed in 1976, and was last upgraded in 1986. The Plant utilizes rotating biological contactors supplemented with a pack tower for secondary treatment. The Plant was originally designed to treat 5 million gallons per day (MGD), but has been de-rated by the Missouri Department of Natural Resources (DNR) to its current permitted treatment capacity of 3.16 MGD. The Plant currently has a second, wet-weather outfall which is no longer permitted under DNR rules. In order to permit future residential and industrial growth in Kirksville, the Plant's capacity must be increased, and the new Plant is designed to treat up to 12 MGD.

The Plant's operating permit expired in 2011 and the City has been working with DNR and HDR, our consultant, to insure compliance with new state and federal standards and regulations. In December 2012, the City Council met with HDR to review the completed Wastewater Treatment Plant Facility Plan and based on that presentation, gave direction to HDR to proceed. In November 2013, plans were submitted to DNR for review and permitting of the new Plant.

The new Plant will be an activated sludge treatment plant, and with ever changing technology and environmental requirements, this type of plant best meets state and federal requirements regarding the quality of water discharged into Bear Creek. Several structures at the existing Plant will be retained, rehabilitated and reused, including the main building where offices, laboratory and maintenance functions are performed; and the digesters.

Over the past year, there have been several meetings with DNR, HDR and the City regarding status of the permitting and construction process with the most recent of those meetings occurring on Friday, February 13th. HDR has been working through several permitting issues with DNR dealing with new EPA regulations and how the regulations will be dealt with at the new Plant. These new regulations have come about since the design of the new Plant was completed and submitted to DNR in November 2013.

It was expected that DNR's review process would be complete by spring 2014, but completion of the review is now expected in Spring 2015. Plant design is complete with only minor changes being made during final reviews by the City and DNR. HDR completed their update on the rate study, and as of this time there is no anticipated change to the previously estimated construction cost of around \$18 million.

As of last week, DNR is moving ahead with the new Plant permitting process after discussions with HDR and the City's Plant Superintendent on operating parameters and testing requirements, and DNR has completed their financial evaluation. The SRF Funding, Operating Permit and Construction Permit issues have been addressed and to the City's knowledge, there are no outstanding issues needing resolution before issuance

of the Operating Permit and Construction Permit. The revised Financial Capability Analysis was submitted in December 2014.

Bear Creek is now a 'classified stream' by the state and additional testing will be required with the issuance of the new Operating Permit with final testing limits to be determined within 8 years. With these new testing limits, addition of the second phase at the new Plant now could be beneficial for the City; however, local funding is not available. The City and HDR have discussed with DNR about a state grant to perform this work now, and the City intends to pursue this option. If state grant funding is made available for the City's use, the future 'Disinfection' phase can be added at this time.

The 'draft' Operating Permit is scheduled to be issued for the required 30-day public notice period beginning February 27, 2015. The Construction Permit is expected to be issued about the second week of March 2015 at which time the City can begin advertising the project for bid. It is the City's desire to award a construction contract about mid-May 2015 with construction to begin shortly thereafter. DNR has been working diligently to parallel-track several items in an effort to expedite the process for the City to begin construction.

KIRKSVILLE CITY COUNCIL STUDY SESSION

ATTACHMENT SUBJECT: City Hall Security Cameras

STUDY SESSION MEETING DATE: March 2, 2015

CITY DEPARTMENT: Police

PREPARED BY: Chief Jim Hughes

At least one member of City Council has expressed an interest in equipping City Hall with video/surveillance camera(s). The Police Chief met with a local specialist and, together, they walked through City Hall.

The estimate to follow is based on individual component parts (with estimated labor). It does not include quotes from potential bidders. The local consultant does not install such systems. For comparison purposes the estimates were based on off-the-shelf packages (not tailored to anyone's individual needs).

As would be expected, the price of such systems is reflective of the total areas of coverage, uncertainties in installation, and the technical/quality of equipment. At its most basic the system consists of 8 exterior cameras, 4 cameras for the basement, 8 cameras for the first floor and 4 cameras for upstairs (with associated support equipment/installation). The camera positions are limited to common areas.

Attached is a rough estimate of costs for a complete system. Estimates for acceptable video systems range from \$9,361 - \$11,230. However, there may be additional costs if the project is put out to bid. There may also be other expenses to upgrade specific components based on conversations with City Council and Staff (e.g. require certain cameras to also record sound).

One question to consider is the purpose of installing such a system. Although there may be some deterrent impact on those (mostly members of the public) who realize that the system exists, it is unlikely to stop an active shooter, anyone who does not care if they are recorded, someone who is out-of-control/angry, takes steps to conceal their identity and/or are determined. There is also a down-side to the perception, by some, of "big brother."

Assuming everything works as it should, the system will record what has taken place (past tense).

The system that is specified here will not be actively monitored by anyone in real-time.

In addition, there is a question of data storage, and that associated expense, which is not included in these estimates.

The police department is requesting guidance on how/if to proceed. No money was budgeted for this fiscal year.

Kirksville City Hall Camera Estimate External Cameras

Eight cameras are needed to the outside of the City Hall. Exposure to the elements means that each camera needs to be mounted in a water tight, heated housing and that housing mounted on a bracket that is attached to the building.

MEDIUM OUTDOOR HOUSING PROTECT YOUR CAMERA FROM THE HOT AND COLD

The OH 2 HB is a medium outdoor housing that is made of aluminum. It is designed to protect your camera from the weather. It has a weatherproofing seal that comes in at 59°F to help protect your camera from the weather. It has a heater/blower that is powered by a 24VAC power source.



- Weatherproof
- Aluminium
- 4.5" x 4.5" x 4.5"
- Beige In Color
- Heater/Blower (OH2HB)
- 24VAC (OH2HB)



CABLE MANAGEMENT BRACKET OUTDOOR HOUSING BRACKET W/ CABLE MANAGEMENT FOR SLEEK LOOK

The CBR6 is a metal bracket for outdoor camera housing. It has a cable management system, so you can have a sleek look without the clutter of your camera's cables. It has a max load of 22 lbs, so it can hold most any camera housing.



- Max load of 22 lbs
- Dimensions 2.75" (H) x 4.5" (L) x .5" (T)

MEDIUM OUTDOOR HOUSING	OH2	\$29
MEDIUM OUTDOOR HOUSING W/ CABLE MANAGEMENT	OH2CM	\$34
MEDIUM OUTDOOR HOUSING WITH HEATER/BLOWER	OH2HB	\$39

CABLE MANAGEMENT BRACKET	CBR6	\$19
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Eight cameras that mount inside the housings:

C/CS DN WDR BOX CAMERA 700TVL VIDEO ANALYTICS & WDR

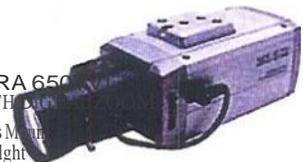
- 1/3" Sony Super HAD II DS 960H CCD
- 700 TVL LOR for Vivid Color Images
- Digital PTZ w/ 4X Digital Zoom
- True Day/Night w/ IR Cut Filter
- 0.14 Lux Low Light Ability @ F1.2
- Dual Voltage (12VDC/24VAC) @ 300mA



SONY WDR DUAL VOLT C/CS BOX CAMERA 700TVL CCS5 \$219

C/CS DUAL VOLT BOX CAMERA 650TVL HIGH RESOLUTION BOX CAMERA WITH WDR

- 1/3" Sony Super 760H HAD CCD w/ C/CS Lens Module
- 650 TVL Super High Resolution & True Day/Night
- On-Screen Display for Fast and Easy Setup
- 2DNR (CCS4) 30-ONR (CCS3)
- 0.11 Lux Low Light Ability @ F1.1
- Digital Image Stabilizer and Privacy Masking
- DWDR (CCS4), SSWDiI (CCS1)
- On/Off 12VDC/24VAC @ 200mA



COLOR HAWK II WDR DUAL VOLT C/CS BOX CAMERA 650TVL	CCS3	\$199
COLOR OWDR DUAL VOLT C/CS BOX CAMERA 650TVL	CCS4	\$139

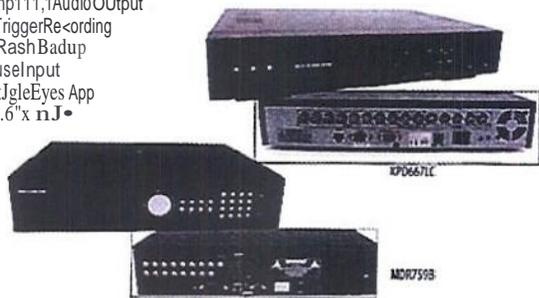
External Cameras

The eight outside cameras will need a DVR to record the video and a 24 volt power supply box to power the cameras and the heaters in the housings.

8 & 16 CHANNEL H.264 DVR NETWORKABLE ACCESS

- Real-time 240FPS (KPD677LC) @ CIF
- Real-time 480FPS (MDR7598) @ CIF
- H.264 Video Compression Up To 2TB Per Bay
- 4 Audio Input 11.1 Audio Output
- Motion Trigger Recording
- USB 2.0 Remote Backup
- USB Mouse Input
- View with iGle Eyes App
- 16.9" x 2.6" x 1.1"

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8 CHANNEL H.264 DVR	KPD677LC	\$299
16 CHANNEL H.264 DVR	MDR7598	\$399

DVD REAL-TIME DVR WITH AUDIO EASILY OFFLOAD YOUR VIDEO

- Real-time 480FPS @ CIF (OVR16DVD)
- Rear-111240FPS @ 0.1 (OVR30VD)
- Real-Time 120FPS @ 0.1 (OVR40VD)
- H.264 Video Compression
- 4 Standard 16 Audio & Sensor Inputs
- USB 2.0 Quick Offload
- Advanced Event Search
- VGA & BNC Video Output
- Built-in DVD-RW
- Simultaneous Functioning
- USB Mouse & IR Remote Control
- 17" x 14" x 3"



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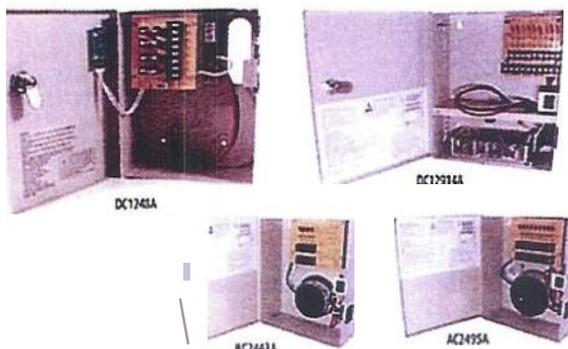
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4 CHANNEL H.264 DVR WITH AUDIO	DVR4DVD	\$349)j8f'
8 CHANNEL H.264 DVR WITH AUDIO	DVR8DVD	\$449)M1'
16 CHANNEL H.264 DVR WITH AUDIO	DVR16DVD	\$549)S'Jf

12 VDC AND 24VAC AMP POWER SUPPLY FUSED PROTECTION FOR YOUR SYSTEM

Complete your security system with our Multi-Gauge Power Supplies. Each circuit is protected with individual fuses that ensure the safety of your wiring. Each circuit is protected with individual fuses that ensure the safety of your wiring.

- Output 4, 9, 16 or 18 Camera
- UL listed 12 Volt Operation
- Individual PTC Fuse Protection
- Individual LED Light Indicator
- Housing is Easily Mountable & Weatherproof



4 CAMERA 24VAC POWER SUPPLY	AC2443A	\$69
9 CAMERA 24VAC POWER SUPPLY	AC2495A	\$89
18 CAMERA 24VAC POWER SUPPLY	AC241822A	\$129

Inside Cameras

First Floor Dispatch

Four dome cameras, a DVR, and a monitor should cover the dispatch area.

4 CAMERA SYSTEM W/DVD DVR

EASY ARCHIVING

- 1) 0VR4DVD
 - 1) HD01T8
 - 4) (06V0
 - 4) (18100PV
 - 1) OC1245A
 - 1) LED18.S
- 4 Channel H.264 DVR w/ Audio
 - 1TSSKJrity Hatd Drivr (Prt-lmlled)
 - Color60FTIR Vandal Domt Camera, 3.6mm 700TVL
 - 100 Foot fwfrNICeo Cable
 - 4Camtn 12VD< S Amp Power Supply
 - 18SIEOYGAMollitor



**YOU SAVE
\$139⁰⁰**



4-CAMERA COMPLETE DVOSYSTEM SK4DVD

\$1,099

Inside Cameras

Water Department Level

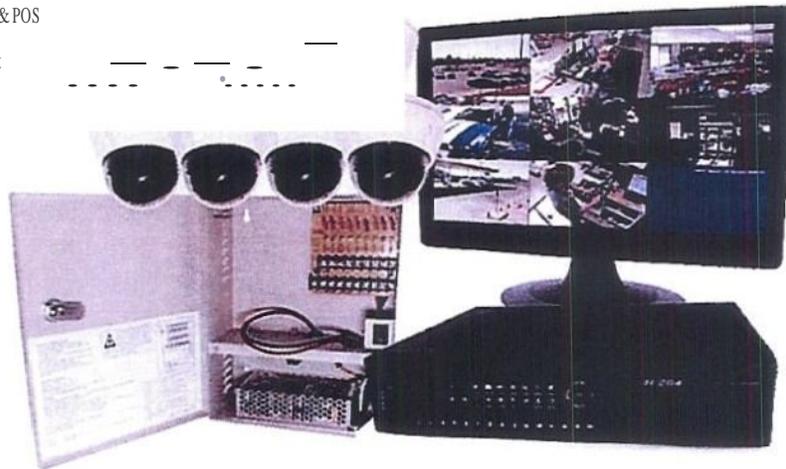
Eight dome cameras, a DVR, and a monitor should cover the entire floor, including back stairwell, front stairwell and offices.

8 CAMERA POINT OF SALE SYSTEM NETWORKABLE EASY CASH REGISTER INTERFACE

The SK8 POS & per tct for CD I fillie fct! litesreta: t<., basith handles uiltrans Ktians. With POS wppott theincklded DVR! DVDPVRwSl ovlliy POS Inlomwii Dnen your rKOrdedrideo to help stop tploytt theft. Tllumart vian. llytia and fOS warth mateilqvkk Mdea! Ytoldfdify MpldouuctMty. Withhf/1.264comprtsllon format. INs amwiD producun M! Wingple111ttq! Witywhiltgyfng thald driwuce. TlltOVRwill Mnlf<Didinrtal- timti!! Oiullonandcomrsv. lllta2T8Ndddvt. Pro: <t> Ollllomeorlrce willileyouruw Ywillll !his IM'snetwott a billties. 01loafngll1 u.lbnideomdtncisa breeu withthebwIHnrJV1). frilld US12.0sloes. Youcan also CHMe<tttoyournetwrttd prinwforimartlt upturtofa rideo event. Youwillalsohm lhtabilil) roconnect4SNAHDDdrivr f<addiliovdto sto,.. Tile right CVDSV amHas llmtbe 1/3" SonySjper llADII CCD tNtwi Ugivtyouanamazlllg 700M of rHOknion. Tilt housing! sbuilt ofcfltnblulurnlaum tov. ilhlacdalltypes ofndttotntv. NIIH (ratd! >. Isfoganis wtll notwi!bW! fCillltn. theft is. bvit ind9Wcle109! JFWt will give youan dtarinlagt Youwillbr tniewa DSc. wnen onthissuperlimie018.SLE0111Cnitor. ThisS) Itemis completewith indutdvici! Oipower ubtllid U Usted9camtli powtrsupply.

- IIOVRaDVOP 8(ilallneiH.264DVD Real-timt OVRw/Audio & POS
- 1)HDD2TB 2TBSKurii Y Hard Drive(Prf-Installd)
- S)CVOSV SSYDR2.8-12mmDef4g Vandal0ome 700TVt
- 8)ICL B100W 100footPowtt/VideoCalt
- 1)OC12914A 9Camera 12YDC14AmpPo)m' Supply
- 8)PLM Power!, tad Male 2.1x5.5mm
- III€018.5 18SIE D VGAMonitor

**YOU SAVE
\$201⁰⁰**



8 Camera Point of Sale System

SK8 POS

\$3,199

Inside Cameras

Top Floor

Four dome cameras, a DVR, and a monitor should cover the entire floor, including back stairwell, front stairwell and offices.

4 CAMERA SYSTEM W/DVD DVR

EASY ARCHIVING

- 1) DVR 4 Channel H.264 DVO Real-time DVR w/Audio
- 1) HDD 1TB 1TB SK Unity Hard Drive (Pre-Installed)
- 4) (D6VD) Color 60FT IR Yandal Do camera, 3.6mm 700TVL
- 4) 1Q.8100PV 100 Foot Power/Video cable
- 1) DC124SA 4 Camera 12VDC 5 Amp Power Supply
- 1) 1E018.5 18.5" LED VGA Monitor



**YOU SAVE
\$139⁰⁰**



4CAMERACOMPLmDVDSYSTfM

SK4DVD

\$1,099

COST ESTIMATES

Box camera: \$219.00 each X eight cameras = \$1752.00

Camera Housing: \$39.00 each X eight housings = \$ 312.00

Camera Bracket: \$19.00 each X eight brackets = \$ 152.00

8 Channel DVR: \$ 299.00 or \$ 449.00

24 Volt power source: \$89.00

First Floor (dispatch) camera system: \$1099.00

Water Department Level camera system: \$3199.00

Top Floor camera system: \$1099.00

1000 foot roll of coaxial cable: \$250.00

Labor: Minimum of \$40.00 per hour at least 24 hours of work: \$960.00

Because of the multiple levels of the building it would be difficult to put in one master system that covered everything. It can be done but the cost would increase significantly because of the labor involved and extra coaxial cable needed to run all the camera feeds to one central location.

Total expense: \$9361.00