

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: October 5, 2015

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- **HEALTH INSURANCE**
- **HIKE/BIKE TRAIL**
- **PARK MASTER PLAN**
- **REVIEW CITY COUNCIL AGENDA**
- **REVIEW NEWSLETTERS**

HEALTH INSURANCE

Several years ago, the City began its employee wellness program. We started out slow by providing educational materials, wellness events and the annual biometric screenings. The initial screenings were conducted in an effort to show employees where they were health wise and arm them with information that they could use to decide whether changes needed to be made in their current lifestyle in an effort to improve their health. Our ultimate goal was to give employees time to implement needed changes before we began offering premium discounts to those employees who met the goals established from this annual screening.

After several years of screening, 2012 was the first year that the City offered the premium discount to employees. As a result of our wellness efforts, we have seen improvements in our overall health care costs. We are also continue to see a few chronic health conditions each year. We scheduling now for the next round of biometric screenings which will take place the last week of October. Previously we conducted the tests in first part of the year, but the Council was agreeable to change the screenings to October.

Health insurance is expected to cost the City \$1,088,741 this current fiscal year and about \$1.3 million in 2016. The wellness program is intended to help minimize these costs. There are other measures that we take to minimize our costs. One of those is through rebidding our reinsurance costs each year. As a self-funded plan it is important that we control our costs and limit our liability. One way that this is done is by establishing stop loss limits, or dollar amounts that we fund. We buy reinsurance for those potential claims that might exceed our stop loss limits. There are two components to reinsurance; aggregate, which is an amount set for all claims, and specific which is a set amount for individual claims. We received quotes this week from a couple of reinsurance providers,

and we want to discuss these with the Council.

Also, as part of the budget process, we look to determine whether or not we should use existing reserves to help cover the costs of premiums. The health insurance revenues and costs are contained in one fund. Therefore any remaining revenues that remain in the fund after the end of a fiscal year are used to help minimize the premium costs for both the City and employees. We propose to continue the use of these funds to reduce the overall premium costs.

We want to renew the reinsurance numbers with the Council, discuss the premium levels, and obtain concurrence on the reinsurance and the use of reserve funds to offset premium increases, so that we can prepare the notices to employees, secure the reinsurance and implement the new premium rates in time for the 2016 fiscal year.

Included is a staff report from Pat Meredith, Human Resource Director, along with two charts. The first shows the total cost of the health insurance plan over the course of the last five years. The second shows the per employee cost.

HIKE/BIKE TRAIL

Staff has been working through the process of updating the hike/bike trail map. From this process, we have obtained input and feedback from three separate City committees: Airport and Transportation Commission; Lakes, Parks and Recreation; and Planning and Zoning. For three members of the Council, you should have already seen the map and discussed changes to the Plan. Regardless, it is important that the City Council review the work of these appointed committees and determine your support for their recommendations. Once the City Council has given final direction, any changes will be incorporated into the map, and this map will be the guide that we use to determine future projects for City funding and grant opportunities.

Also, at the last Study Session, the Council was asked to think about the downtown sidewalks, the existing canopies that are tied into the sidewalk and whether or not you will require the removal of the canopies in order to replace and improve the sidewalks. The information that was provided for that meeting is still included in this Study Session packet. If the Council wishes to discuss this on Monday we can do so in conjunction with the discussion of the hike/bike trail plan.

PARK MASTER PLAN

We are also in the process of updating our Park Master Plans. Time was first spent on developing a Plan for Hazel Creek Lake, which did not have a Plan. The first question for the Council as we work our way through these, does the Council wish to consider them as they are completed, or would you prefer to consider them all at the same time?

Much like the hike/bike trail map, the Park Master Plan will seek input and comments from Lakes, Parks and Recreation. There may be components of the Plans that would require other commissions to get involved. That will be determined on a case-by-case basis.

Assistant City Manager Ashley Young will be presenting to the City Council. He has provided a summary report for the Council, and copies of the current Park Master Plans are included with this Study Session packet.

You may want to give direction upfront, as to ideas and suggestions you might want the LPRC to consider as they work their way through each park.

REVIEW COUNCIL AGENDA

REVIEW COUNCIL NEWSLETTER

Attachments

- Health Insurance Report
- Annual Health Insurance Costs
- Cost Per Employee
- Hike/Bike Trail Map Report
- Sidewalk Report / Sidewalk Replacement Policy / Sidewalk Map
- Park Master Plan Report
- Park Master Plans

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Self-Insurance Fund

STUDY SESSION MEETING DATE: October 19, 2015

CITY DEPARTMENT: Human Resources

PREPARED BY: Pat Meredith, Human Resource Director

Claims have continued to run higher than expect for 2015. Through September our plan has paid \$762,387 in medical and dental claims and \$198,197 in pharmaceutical claims or a total of \$960,584 in claims. If the last five month trend continues we expect to pay an additional \$302,918 in medical, dental and Rx claims by the end of the year for a total \$1,263,502 (95% of maximum claims liability for 2015).

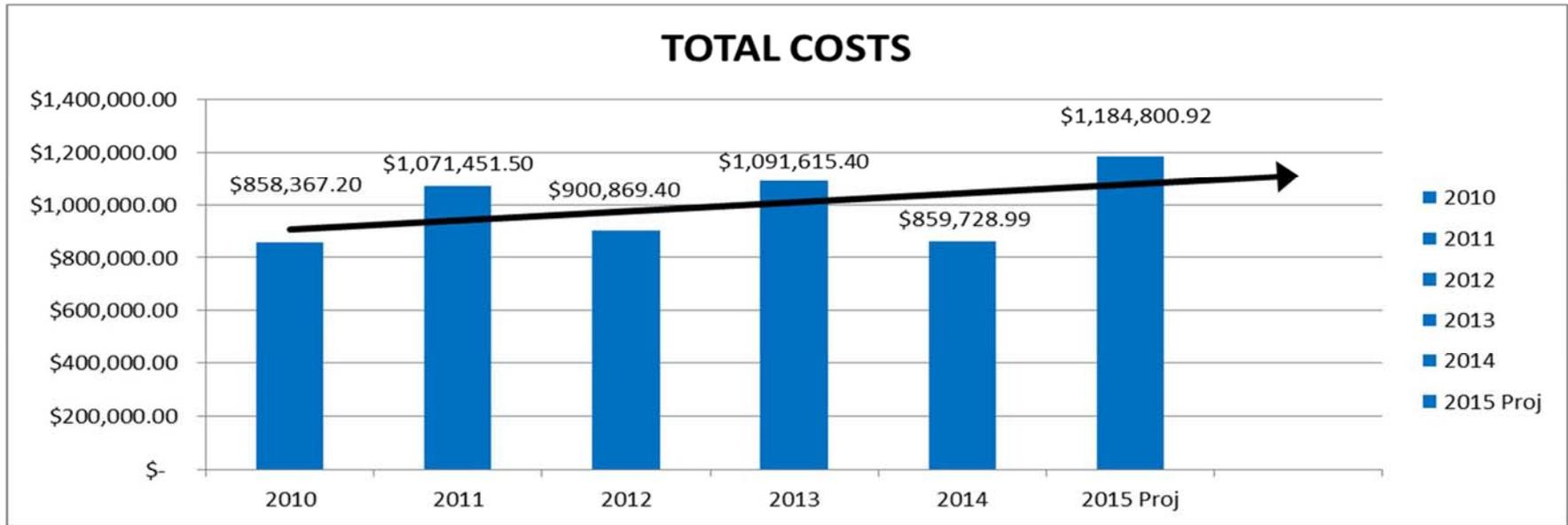
We are in the first year of a three year renewal with HealthScope Benefits as our Third Party Administrator. Although we bid Third Party Administrator's every three years we aggressively bid our reinsurance provider every year because the aggregate claims cap is what drives the overall premium costs. City staff budgeted a 20% increase in medical (including Rx) premiums and a 10% increase in dental premiums for 2016.

This week we received three quotes from reinsurance providers for 2016. HCC Life has been our reinsurance provider for several years and should have been able to provide the most competitive renewal quote. Below is a comparison of the quotes we received:

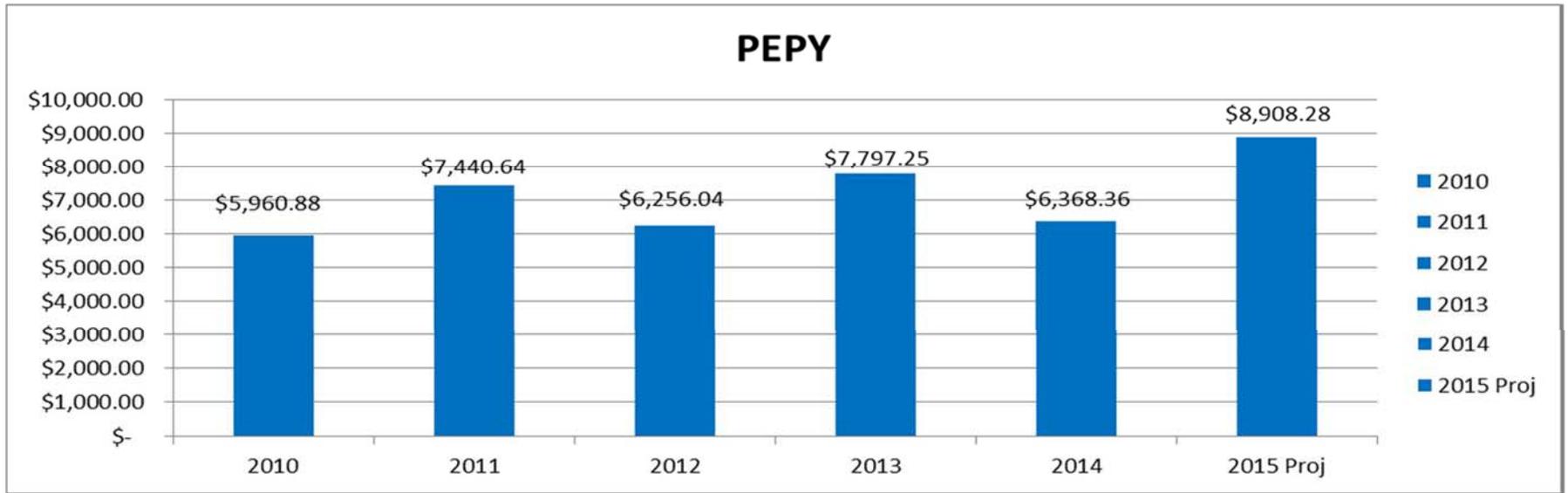
	<u>HCC Renewal</u>	<u>Creative Risk</u>	<u>Rockport</u>
Specific Stop Loss Premium	\$197,913	\$171,229	\$167,825
Aggregate Stop Loss Premium	\$ 12,738	\$ 10,630	\$ 10,595
Expected Claims Liability	\$1,170,695	\$1,062,029	\$1,135,655
Maximum Claims Liability	\$1,463,389	\$1,327,536	\$1,419,444
Laser	\$150,000	\$200,000	\$150,000
Maximum Liability	\$1,786,358	\$1,621,735	\$1,710,204

We are asking Creative Risk to lower the laser liability to \$150,000 (the same as the other two providers). Notwithstanding, we are recommending the City Council approve "Creative Risk" a subsidiary of American Fidelity as our reinsurance provider for 2016.

In addition, City Council has traditionally utilized reserves to delay premium increases until January of the new plan year and cover the cost of the laser liability (\$150,000 - \$200,000) and the aggregating specific (\$65,000) to keep premium increases down for both the City and employees which is reflected in the difference between projected Revenues (\$1,691,195) and Expenditures (\$1,946,858). The City has sufficient reserves to continue this practice if City Council desires to do so.



*2015 Projection was based on a rolling 12 months; October 2014 thru September 2015



*2015 Projection was based on a rolling 12 months; October 2014 thru September 2015

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Hike Bike Trail Map

STUDY SESSION MEETING DATE: October 19, 2015

CITY DEPARTMENT: Community Services

PREPARED BY: Ashley Young, Assistant City Manager

In order to create a more livable, attractive (both aesthetically and to those considering relocation), and healthier community, the City maintains a Hike Bike Trail Map outlining priorities for development and improvement to the City's trail system. Beginning in April, 2015, City staff began the process of revising the existing Hike Bike Trail Map to both update the document with completed improvements as well as add new areas for development. After completing this process, and receiving feedback from the Lakes, Parks and Recreation Commission (LPRC), Airport and Transportation Commission (ATC), and Planning and Zoning Commission (P&Z), the updated map is being brought to the Council for your review.

The history of trails in the City is reviewed in the *2014 Comprehensive Plan* in a section of the introduction to *Chapter 4: Transportation*, which states: "Kirksville's hike and bike trails have undergone large expansions and improvements in the past 20 years. Five foot wide asphalt trails have been expanded to the R-3 Public Schools, to the YMCA and beyond, as well as along the old Norfolk and Western Railroad right-of-way. The extensions down to LaHarpe Street, along Cottage Grove, and along Normal Avenue have enhanced the route. The Safe Routes to School Grants the city has received over the last 5-6 years have been used to construct new sidewalks along streets where no sidewalks have existed. This has also helped to connect different parts of the city with hike and bike paths and of course, specifically, to provide safe walking paths to school for the children. Zoning and subdivision ordinances have been enforced and confirmed several times by the Planning and Zoning Commission, as well as City Council, to require the construction of sidewalks in new subdivisions, some of which link to the trail system. Some of the new subdivisions have been allowed to install their sidewalks after each house is constructed. A 10-year program to assess and bring existing city sidewalks up to code began in 2008 and will be completed in 2017. This program divided the city into 10 different sections, with each section being inspected for any needed repairs and those identified repairs completed the following year. The Kirksville City Council has budgeted \$25,000 annually to assist property owners in bringing their public sidewalks up to code. This program has greatly improved sidewalk conditions in those areas. In the last year, a group called FLATS, Forest Lake Area Trail System, has begun Phase I of a 3 Phase Trail project, with a trail that would begin at the corner of Osteopathy and Washington Streets and go all the way to Forest Lake. This addition to the hike and bike trail system is highly anticipated by many in the city. The trail head for this section was recently completed in 2013."

The *2014 Comprehensive Plan* goes on to state in the *Bicycles* section of the *Transportation Inventory*: “The City initiated a program to construct and coordinate a multi-purpose trail system with the existing transportation system in 1996. This program was a response to citizen input identifying the need for bicycle and walking trails for recreation and transportation. As mentioned above, the hike and bike trails have been greatly enhanced, expanded, and approved in the last 10 years. The FLATS group (Forest Lake Area Trails System) has begun construction of a trail going from the intersection of Washington and Osteopathy Street to Forest Lake. This trail will then connect with nature trails and roads in Thousand Hills State Park, increasing the walking trails available. This project was started by private individuals and has enjoyed the community’s support. The City of Kirksville donated the ground for the Kirksville end of the trail head. Use of the hike and bike trails is moderate to heavy most parts of the year. The investment in this trail system seems to have substantial returns in resident quality of life and safety.” Additionally, in *Chapter 5: Community Facilities and Services*, the Plan states: “The City will continue to seek funding that would improve or extend our hiking and biking trail system.”

Finally, in *Chapter 8: Goals and Plans*, the *2014 Comprehensive Plan* states that Parks and Recreation will “Evaluate the existing hike/bike trail plans and develop a complete streets plan to implement.” This goal provided clear direction for City staff. It was with this goal in mind that City staff began the process of updating the Hike Bike Trail Map in April, 2015.

The following is a list of proposals included in the Hike Bike Trail Map:

- 1). A sidewalk connector from the intersection of the former Norfolk and Southern railway trail and LaHarpe Street running east along LaHarpe Street to the intersection of South Franklin and LaHarpe Streets where it would connect with newly constructed sidewalk.
- 2). A sidewalk connector from the intersection of South Cottage Grove Place and LaHarpe Street running east along LaHarpe Street to the intersection of the south end of the trail at the Adair County Family YMCA where it would connect the newly constructed sidewalk with the trail.
- 3). A sidewalk connector from the southeast corner of P.C. Mills Park running east along West Hamilton Street to the intersection of West Hamilton Street, South Osteopathy, and the middle of the former Norfolk and Southern railway trail.
- 4). A sidewalk connector from the existing Forrest Lake Area Trail System (FLATS) trailhead at the intersection of West Washington Street and Osteopathy running east along West Washington Street and connecting to the existing Downtown sidewalk system off the southwest corner of the Degenhardt Building on West Washington Street.
- 5). A sidewalk connector from the intersection of North New Street and Northtown Road running north along North New Street, and then past the northern end of North New Street, through City property, and connecting to the existing North Park Complex sidewalk system.
- 6). A trail from the intersection of Northtown Road and the former Norfolk and Southern railway running north along the former Norfolk and Southern railway to the intersection of the former Norfolk and Southern railway and West Brewington Avenue, and then running

east along West Brewington Avenue to the intersection of West Brewington Avenue and Business U.S. Highway 63 / Baltimore Street.

7). A bike route from the intersection of LaHarpe and South Halliburton Streets running north along South Halliburton Street to the intersection of South Halliburton and East Jefferson Streets connecting to existing bike routes.

8). A bike route from the intersection of West Patterson and South First Streets running east along Patterson Street to the intersection of East Patterson Street and Cottage Grove Avenue connecting to the hike bike trail around the Kirksville R-III School District campus.

9). A bike route from the intersection of West Normal Street and South Osteopathy running east along Normal Street to the intersection of East Normal Street and South Florence Avenue connecting to existing bike routes.

10). A bike route from the intersection of East Normal and Baltimore Streets / Business U.S. Highway 63 running east along East Normal Street to the southwest corner of Brashear Park and connecting to the existing Brashear Park trail.

11). A bike route from the intersection of South Osteopathy, West Hamilton Street, and the former Norfolk and Southern railway trail running north along Osteopathy to the intersection of North Osteopathy and Northtown Road.

12). A bike route from the intersection of West Michigan and South Osteopathy running east along West Michigan Street to the intersection of West Michigan Street and the northern edge of the former Norfolk and Southern railway trail.

13). A bike route from the intersection of West Jefferson and South First Streets running east along Jefferson Street to the intersection of East Jefferson and South High Streets connecting to existing bike routes.

14). A bike route from the intersection of North Marion and East Illinois Streets running east along East Illinois Street to the intersection of East Illinois and Baltimore Streets / Business U.S. Highway 63.

15). A bike route from the intersection of West Northtown Road and West Potter Avenue running east along Northtown Road to the intersection of Northtown Road and Pulliam Lane.

As mentioned previously, this Hike Bike Trail Map draft was taken to the LPRC, ATC, and P&Z for their review and input. All three bodies voted to recommend the Council approve the Hike Bike Trail Map. The LPRC would like to see the bike route on Jefferson Street, the sidewalk connector from the FLATS trailhead to the Downtown sidewalk system, the bike route on Osteopathy, and the sidewalk connector from Northtown Road to the North Park Complex prioritized over other proposals in the plan. The ATC wanted to ensure that the cost of any street widening necessary for the inclusion of bike routes on any particular street was a part of any grant application for the project, which it would be. The P&Z provided no input, other than to remind City staff that they would need permission from landowners to construct a trail along the former Norfolk and Southern railway from Northtown Road to West Brewington Avenue.

Following the process to revise the Hike Bike Trail Map, and the review process by the LPRC, ATC, and P&Z, City staff feel the updated Hike Bike Trail Map is a constructive list of improvements to continue the development of a City-wide hike and bike trail system.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: 2016 Sidewalk Replacements & Special Downtown Area

STUDY SESSION MEETING DATE: October 5, 2015

CITY DEPARTMENT: Codes Department

PREPARED BY: Brad Selby, Codes & Planning Director

The City's Cooperative Sidewalk Policy for replacement and for new sidewalks has been in place for 8 years. This is a 10-year program to repair our city sidewalks and bring them up to an acceptable condition. It has gone well, having spent over \$126,000 to-date, helping Kirksville citizens pay for their repairs.

Next year, the area where we will be assisting with sidewalk repairs includes the downtown area as well as sidewalks to the south, west, and north of downtown. When this program began, downtown sidewalks were a concern, and part of the problem downtown was the canopy/awning legs that were mounted on the sidewalks. A project was underway to try to remove the downtown awnings to improve the downtown appearance and to free up the space on the sidewalks, so we left that section towards the end of the sidewalk project. Now that it is time to work on sidewalks in this area, we still have the awnings.

The Special Downtown Sidewalk Zone (SDSZ) is bounded by the railroad right of way, to the center of Marion Street, to the south side of Jefferson Street and to the north side of Missouri Street. This area has separate requirements for the type of sidewalk that must be poured, and separate payment reimbursements. The Kirksville Engineering Department has specifications on the sidewalk design and construction. The SDSZ policy allows us to deny or delay requests for these sidewalk repairs, or to prioritize multiple requests, all depending on the funds available. \$25,000 has been requested for the 2016 budget.

It is unknown at this time if the TIFF will be able to designate funds for the sidewalks in parts of this area.

We need to determine if we will still pay cooperative costs if the old awnings are still in place for these areas. Most of the original brick sidewalks in the downtown area are in a condition where there are dips and trip points that would require repair or replacement. I would expect that the \$25,000 requested in the 2016 budget would not be enough to do all the repairs needed in this downtown area. Some would probably carry over to 2017.

Sec. 22-27. - Sidewalks.

(a) When subdivisions are developed within the city limits or when large projects cover a block or more of land the following standards for sidewalks shall be required: Major subdivisions: Principal streets shall have sidewalks constructed on one side of the street. In addition, streets that have over three (3) streets connecting shall have sidewalks on one (1) side. The determination of which side of the street the sidewalk is to be constructed shall be made at the preliminary plat approval stage. Sidewalks shall be constructed and accepted by the city at the time of final construction of the street servicing the lots under development. Sidewalks shall be completed in block length fashion. The sole costs for sidewalk construction shall be borne by the owner/developer of the subdivided tract. In determining where new subdivision sidewalks should be located, the planning and zoning commission shall consider where they will connect to planned or existing hiking and biking trails and other arterial sidewalks. Variances to this requirement shall only be issued where connection to a planned or existing hiking and biking trail or other arterial sidewalk is not possible, or where the subdivision includes no principal interior street.

(b) Sidewalk specifications:

(1) Sidewalks shall be a minimum of four (4) feet wide and four (4) inches thick. Sidewalks shall have control joints every four (4) lineal feet. Where sidewalks intersect with a street, they shall conform to the A.D.A. standards for handicapped accessibility. Sidewalks will be constructed on a subgrade compacted to the same specified density of the applicable subgrade standards for street construction. Large rocks and boulders found in the subgrade shall be removed to a minimum of six (6) inches below the bottom of the proposed concrete and the space filled with suitable materials. All sidewalks shall be required to have reinforcements installed in all concrete. Reinforcements shall be a minimum of #3 rebar (three-eighths (3/8) inch diameter bar) on no more than twenty-four (24) inch centers. If using fiber mesh in the concrete mix, the rebar reinforcement can be placed at no more than forty-two (42) inch centers. Sidewalks shall have the option of using a six (6) inches by six (6) inches welded wire mesh of ten gauge steel, minimum, for its reinforcement.

(2) Sidewalks shall be constructed of Class B concrete (six (6) bag mix). Concrete for sidewalks shall have a maximum slump of four (4) inches. Concrete shall have a minimum compressive strength of 3,000 psi within twenty-eight (28) days of placement.

(3) Sidewalks shall be placed approximately within one (1) foot of the street right-of-way line (private sector's property line), unless determined otherwise by the city planning and zoning commission or the city engineer.

(c) Large projects/developments and subdivisions other than residential subdivisions: Where large projects involve a great amount of land (one (1) block or more of street frontage) the city may require that sidewalks be constructed, if the expected volume of pedestrian traffic so warrants.

(1) If sidewalks are required, they shall be located on the side of the street fronting the development unless otherwise determined by the city.

(2) If the city determines that sidewalks are necessary for a large project, the requirements and standards for construction shall be the same as aforementioned for subdivisions. However, the developer need not meet with the planning and zoning commission; locations of large project sidewalks shall be determined by the city code administrator or city engineer.

(d) Any required public sidewalk on each lot in new city subdivisions can be delayed for construction up to one (1) year after the final occupancy permit is issued for a completed house. However, all of the required public sidewalks in the subdivision must be completed within five (5) years from the date the city council approved the final plat for the new subdivision.

(Ord. No. 11367, 2-1-99; Ord. No. 11813, 11-6-2007; [Ord. No. 12156](#), § 4, 4-20-2015)

CITY COUNCIL POLICY #4

DATE: July 1, 1994

AMENDED: August 18, 1997; July 6, 1998; May 21, 2001; July 7, 2003; Dec 18, 2007

COOPERATIVE SIDEWALK POLICY FOR NEW, REPLACEMENT AND REMOVAL

In order to encourage compliance with the sidewalk repair provisions of the Kirksville Code, it is the policy of the city of Kirksville to cooperatively assist property owners adjoining city sidewalks with the costs of the improvement, repair or replacement of said sidewalks which are determined to be in need of repair or replacement, and/or which constitute a threat to public safety.

I. COSTS

In order to help bring all sidewalks into compliance in the City, city staff has divided the City into ten different districts. By concentrating on one district each year, at the end of the ten years, all city sidewalks should be in relatively good condition. A map has been made to show the ten districts.

Where existing sidewalks are determined by the city to be a safety hazard, and where the city has not yet invoked the mandatory repair orders provided in Sections 21-146 through 21-148 of the Kirksville Code, the city will share in the cost of repair, removal and replacement of sidewalks. The city will determine, on an annual basis the average cost of removing, repairing and replacing existing sidewalks in the city of Kirksville, excluding labor costs. This amount shall be set each year by the City Manager after a reassessment of materials and other non-labor components of the costs of sidewalk repair and replacement, and this amount shall be expressed in terms of dollars per square foot of sidewalk replaced. Additionally, the City Council has recognized a need for new sidewalks in residential neighborhoods. New sidewalk construction shall be eligible for city cost participation and will be subject to the same construction and eligibility criteria.

The amount of city participation shall be calculated to include the average costs of Portland cement concrete, expansion materials, reinforcement, concrete forms, fill material, sand, tree removal and in the case of replacement, old sidewalk removal.

The city will reimburse participating property owners for the non-labor costs of new sidewalks, sidewalk repair and replacement, based on the fixed unit rate described above, after they have independently arranged for a contractor of their own choosing to perform the work, and after the contractor selected has performed the work in accordance with city requirements.

II. ELIGIBILITY CRITERIA

In order for an existing section to be eligible for the reimbursement program, it must substantially meet the following criteria:

Sidewalks will be eligible for replacement if the sidewalk has cracked, has gaps or breakages which could reasonably cause pedestrians to trip or fall and result in liability

against the City. Five (5) squares per application shall be the minimum replacement, due to concrete company delivery requirements. A square is defined as a four (4) foot wide section of sidewalk that is four (4) foot long and four (4) inches deep. Five of these would be 20 feet long x 4 foot wide x 4 inches deep. This is approximately one (1) yard of concrete, which is the minimum that most concrete companies will deliver.

Exception to the five (5) squares minimum: Several neighbors who may have small sections of sidewalk that need replacement may go together as a group in order to meet the concrete company delivery requirements. Or, a neighbor with a small section may partner with a neighbor who has a large section of sidewalk to replace. The City will work to consider and authorize these combinations of sidewalk replacements.

In addition, new sidewalk construction shall be subject to the following criteria:

- A. The minimum length of new sidewalk (parts of the City with no current sidewalk) that the City will require to be installed in order to be eligible for participation in the reimbursement program shall be one full block, i.e. from one dedicated public street right-of-way to another.
- B. Reimbursements for new sidewalk construction shall be limited to residential areas only. Residential areas are those zoned residential or where a preponderance of the structures participating in the program are used for residential purposes. Reimbursements shall be further limited to collector and arterial streets and on one side of the street only.
- C. Notwithstanding the provisions of paragraphs 1 and 2 above, reimbursements under this policy shall not be permitted in new subdivisions, approved after the date of this policy amendment, where the developer should have provided sidewalks on at least one side of the road on collector and arterial sections. Subdivisions installed prior to the effective date of this policy amendment shall be eligible for participation if all adjoining property owners participate in the initial cost of the new sidewalks.
- D. The square foot reimbursement rate for new sidewalks shall be the same as the reimbursement rate for replacement of existing sidewalks. The reimbursement shall be for a minimum of four (4') foot width, and no more than five (5') foot width, and four (4') inches depth, regardless of the actual width and depth of sidewalk poured.
- E. Streets with no outlet shall be excluded from participation in the reimbursement program for new sidewalk installations.

III. SPECIAL DOWNTOWN SIDEWALK ZONE

Sections I and II of this policy statement shall apply to all parts of the city of Kirksville with the exception of an area to be designated as the "special downtown sidewalk zone

(SDSZ)", said zone being described as follows: an area bounded by the centerline of the former Norfolk-Southern Railway to the center of Marion Street, and the south side of Jefferson Street to the north side of Missouri Street. Section III of this policy statement shall govern sidewalk and related curb and right-of-way improvements in the SDSZ.

Inside the SDSZ, described above, the city will develop a unique pattern and layout for public sidewalks and other uses of the public right-of-way. No cooperative sidewalk reimbursements will be made to adjoining property owners unless the proposed improvements conform to the pattern and layout for sidewalks and related right-of-way uses prescribed by the city. Persons and firms desiring to make improvements to the public right-of-way in the SDSZ should contact the city engineer or codes administrator to discuss their proposed project. City standards for the SDSZ may change from time to time.

The city will exercise design control over sidewalk and related right-of-way improvement projects; improvement plans must first be approved by the city to verify conformance with the City Council's current sidewalk pattern and layout designs in the SDSZ. If the city approves a SDSZ cooperative sidewalk project, then the city will reimburse the adjoining property owner(s) for fifty percent (50%) of the costs of all sidewalks, decorative bricks laid into the sidewalks, curbs, gutters and the one-time costs of installing tree and landscaping boxes. The entire cost (100%) of street lighting will be paid by the city, and no portion of landscaping costs will be reimbursed by the city to adjoining non-city property owners, with the exception of street trees. Additional storm drainage improvements other than sidewalks, curbs and gutters will be negotiated by the city and the adjoining land owner, since the public and private benefit portions of most storm water drainage projects vary widely.

The application and inspection requirements delineated in Sections I and II of this policy statement shall apply to sidewalks and other public right-of-way improvements in the SDSZ. Crosswalks and intersection treatments on city streets, between curbs and gutters on public property, will be the exclusive financial and design responsibility of the city of Kirksville.

The city reserves the right to deny and/or delay any or all requests for sidewalk reimbursement in the SDSZ based on the availability of public funds, design discrepancies and/or other factors unique to each project, and to establish per square foot maximum reimbursement amounts for sidewalk improvements, and linear foot maximum reimbursement amounts for curb and gutter improvements, based on current construction costs. The city also reserves the right to prioritize multiple requests in the event that eligible requests received exceed the annual allocation of funds for these downtown improvements.

IV. LICENSING

All construction contractors performing sidewalk work under this program must be licensed by the city in accordance with the provisions of Chapter 14 of the Kirksville Code

prior to building new sidewalks or performing sidewalk repairs and replacements. Generally, reimbursement shall also require the property owner to observe the following procedure:

- A. Citizens contact the Code Enforcement Office, 2nd floor, City Hall, 201 South Franklin, phone 627-1272, and complete a form which includes the following information:
 1. Applicant's name
 2. Applicant's address
 3. Address of property where sidewalk replacement is requested.
 4. Phone number for daytime and evening contact.
 5. Approximate footage of sidewalk, and a drawing of the lot(s) showing the location of proposed improvements.

City sets appointment with owner or owners to meet to discuss new sidewalks, sidewalk replacement, determine eligibility, amount of sidewalk to be constructed or replaced with city subsidy, special conditions, etc. Although portions of sidewalk can be repaired, at a minimum, the entire width of sidewalk panels will be replaced, and removal and replacement shall be to the nearest control joint.

When the cost forms are filled out and signed by the property owner and the City representative, stating the amount that the City will pay, the contract is complete, and the owner is authorized to get the permit and to begin the work. The City's share shall be the same dollar amount per square foot for all sidewalk projects and will include concrete, tree removal, expansion materials, reinforcement, sand, concrete forms and miscellaneous materials.

Property owner hires a qualified and licensed contractor to do the new sidewalk, or the sidewalk removal and replacement.

Existing sidewalk must be removed from the property and disposed of in an approved manner, either by the property owner, or by the owner's contractor. Where there are trees located adjacent to the existing sidewalks in the right-of-way, City staff will assess the location and condition of such trees and determine whether or not the trees and/or tree roots should be removed prior to the replacement of the sidewalk. The City will be responsible for the removal of any trees in the public right-of-way, and the property owner and/or property owner's contract will be responsible for the removal of any tree roots prior to the replacement of the sidewalk.

New sidewalks shall be constructed at the necessary elevations to allow proper drainage.

All concrete must meet City specifications. Sidewalks need to be four inches (4") thick, and driveways must have a six inch (6") thickness. A minimum of #3 rebar (3/8") must be used as reinforcement on no more than 24" centers. Wire mesh of 6" by " ten gauge steel minimum, may be substituted for the rebar. Any concrete 6" thick or more does not require any reinforcement. Control joints must be cut every four (4) lineal feet. Expansion

joints will be necessary as deemed by Code. Minimum sidewalk width is four (4) foot. To qualify for this program, any time a sidewalk meets a street, a wheelchair ramp must be installed to comply with Federal ADA regulations.

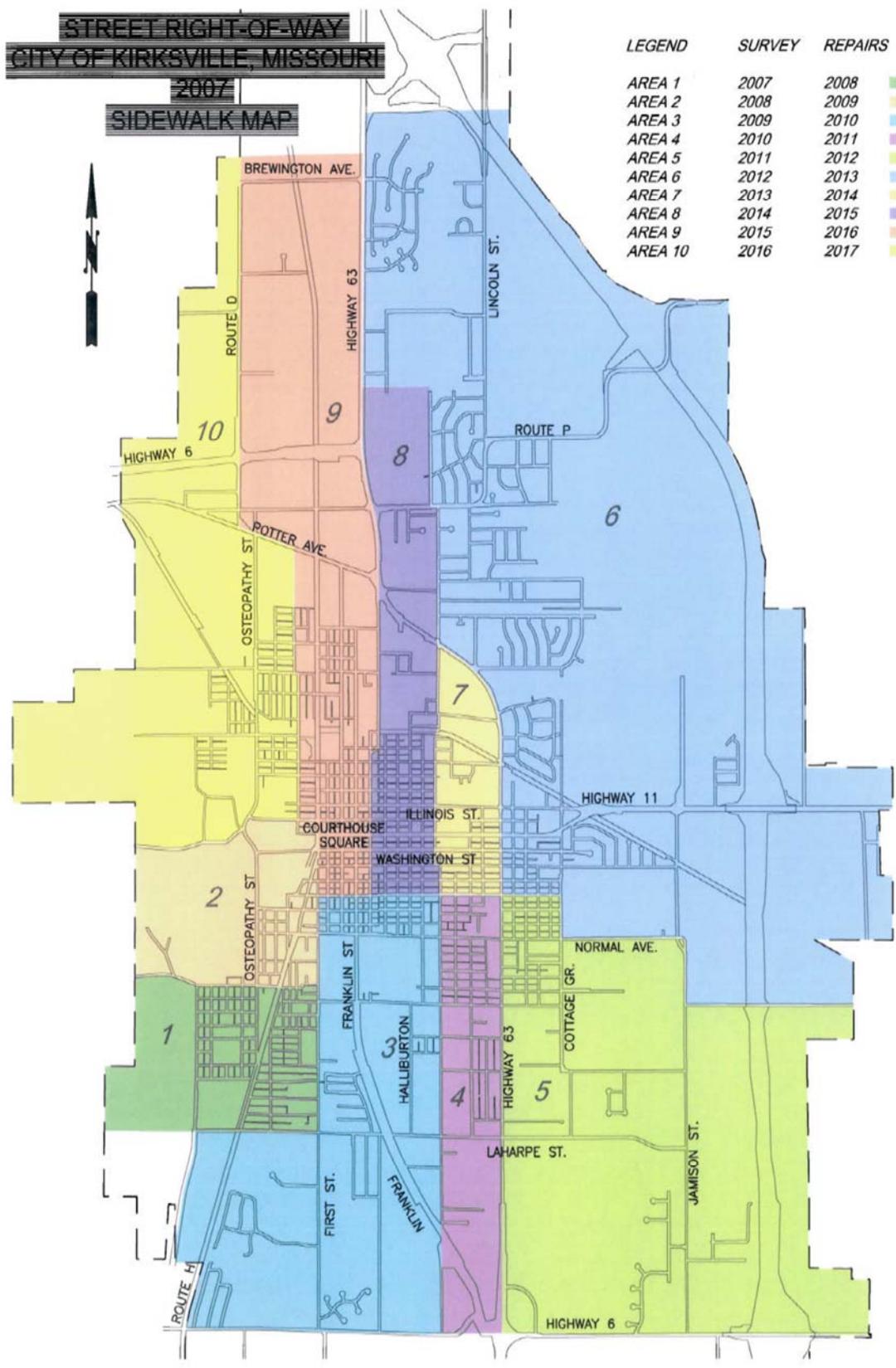
The Code Enforcement Office must be called to inspect the concrete after forming, but before it is scheduled to be poured. A one to two-hour time notice is preferred. Substantial sub-base shall be required per City of Kirksville concrete codes.

After sidewalk is inspected and final approval is obtained, the property owners must submit copies of the paid concrete bills to the Code Enforcement Department. The City will then issue a purchase order for the amount noted in the signed contract. Payment should be received by the property owner not later than three weeks after submission of bills.

STREET RIGHT-OF-WAY
CITY OF KIRKSVILLE, MISSOURI
2007
SIDEWALK MAP



LEGEND	SURVEY	REPAIRS	
AREA 1	2007	2008	
AREA 2	2008	2009	
AREA 3	2009	2010	
AREA 4	2010	2011	
AREA 5	2011	2012	
AREA 6	2012	2013	
AREA 7	2013	2014	
AREA 8	2014	2015	
AREA 9	2015	2016	
AREA 10	2016	2017	



KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Park Master Plans

STUDY SESSION MEETING DATE: October 19, 2015

CITY DEPARTMENT: Community Services

PREPARED BY: Ashley Young, Assistant City Manager

In order to continue to improve the quality of City parks, and therefore the quality of life in our community, the City maintains master plans for each park to provide guidance for improvements and future development. Beginning this year, City staff began 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 was previously in place. As City staff and the LPRC work through the master plans and prepare them for review by the Council, I wanted to take this opportunity to review the process.

The City's park system is reviewed in the *2014 Comprehensive Plan*: "Ten city-owned parks, and the hike/bike trail system, make up the City of Kirksville's Parks Department, approximately 130 acres. Parks range in size from just over 1 acre to 69 acres. Our local neighborhood parks are: Brashear Park, Jaycee Park, Memorial Park, Patryla Park/Spur Pond, P.C. Mills Park, and Rotary Park. Other parks include: North Park Complex, Hazel Creek Lake, Roadside Park, and the Adair County Veterans Memorial Plaza. City parks offer large green space for passive recreation, basketball courts, tennis courts, baseball and softball fields, fishing, Frisbee golf, skateboarding, wading pools, merry-go-rounds, swings, slides, play structures, and picnic shelters. The six neighborhood parks are located in quiet residential neighborhoods throughout the community. Rotary Park has more commercial aspects, due to the Aquatic Center, but is still in a residential area with lots of shade and quiet areas. Each park provides a beautiful and peaceful place for family reunions, birthday parties, family outings, or just a nice place for a sack lunch."

The master plan process is also mentioned in the *2014 Comprehensive Plan* within the Council goal section of *Fiscal Responsibility and Efficiency in Government* in calling for the "Develop[ment of] long-range plans for public buildings, parks and airports." With this goal in mind, City staff resolved to begin the process of revising all master plans for City parks during 2015.

As a part of this process, it is important to note that the National Recreation and Park Association (NRPA) has standards and guidelines for the development of parks and recreation areas, and they recommend that a minimum of 40% of any park or recreation area be left "undeveloped", or as green space. This is important to keep in mind during the process of balancing requests for development with the need for actual green space in City parks. Additionally, the limited funds available for improvements and future development in our City parks is an important consideration, as currently there is \$60,000 per year allocated from the Capital Improvement Sales Tax. Any additional funds must

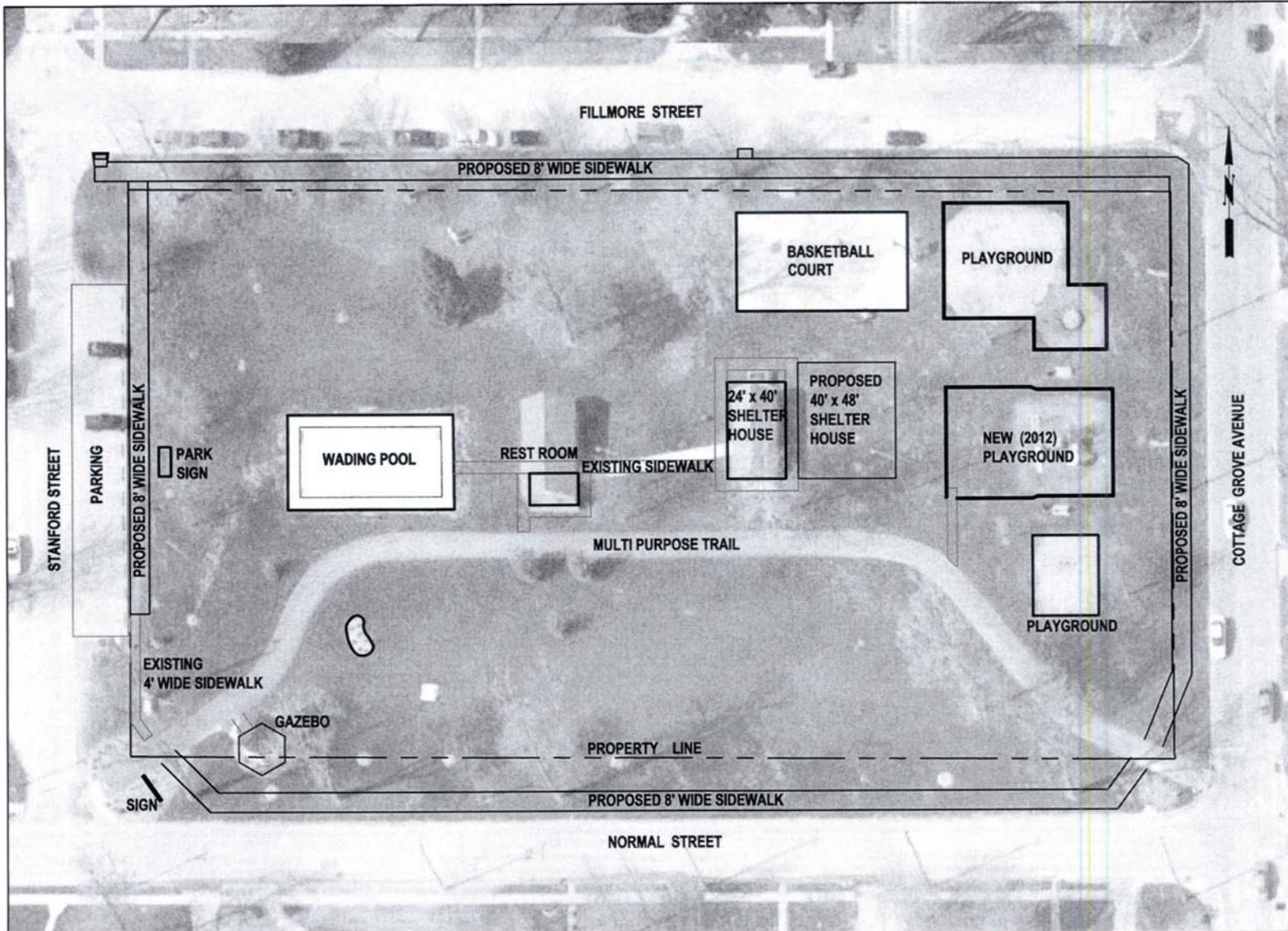
come through grant opportunities (e.g. Land Water Conservation Fund, Solid Waste Management District, etc.). With this in mind, City staff and the LPRC are working to create realistic and attainable goals as part of revising the master plans for each City park.

Thus far, City staff and the LRPC have created a master plan for Hazel Creek Lake, which 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 LRPC next turned their focus to the North Park Complex. Currently, City staff and the LRPC are working to review, with input from the Rotary Club of Kirksville's Rotary Park Committee, the master plan for Rotary Park. As the priorities for each park are determined by City staff and the LRPC, the Public Works Department's Engineering Division is involved in drawing the actual, physical maps for each park with the improvements and future developments graphically represented on a master plan map. Once these maps have been created in addition to the priorities proposed by City staff and the LRPC, they will be brought before the Council for review and possible approval. These master plans will then inform the five year capital improvement plans that are established as part of the annual budget process.

Input from the community is also an essential part of this process. For example, the Rotary Club of Kirksville's Rotary Park Committee has been involved in reviewing Rotary Park, as noted above. When City staff and the LRPC were establishing a master plan for Hazel Creek Lake, both the Missouri Department of Conservation (MDC) and the Pomme de Terre Muskie Fishermen were invited to provide input and assistance. Additionally, local media coverage of LRPC meetings has solicited input from the community. City staff and the LRPC also plan to work with other community organizations with an interest in particular City parks, such as the Dog Park Committee which helped make McKinney Bark Park a reality. This input helps to establish "buy-in" from the community and create better parks for our City.

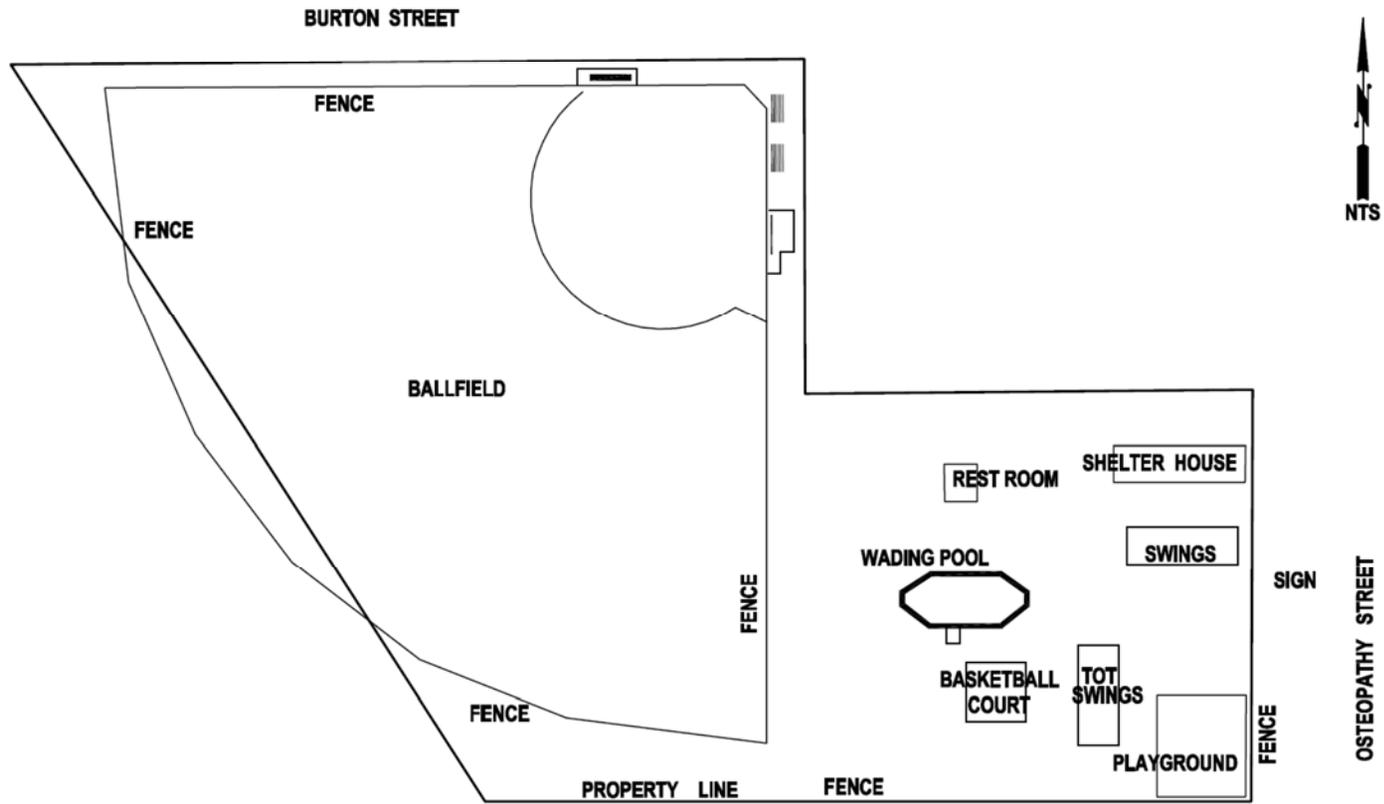
City staff and the LRPC look forward to continuing their review of the master plans for our City parks and, ultimately, presenting those plans to the Council.

BRASHEAR PARK

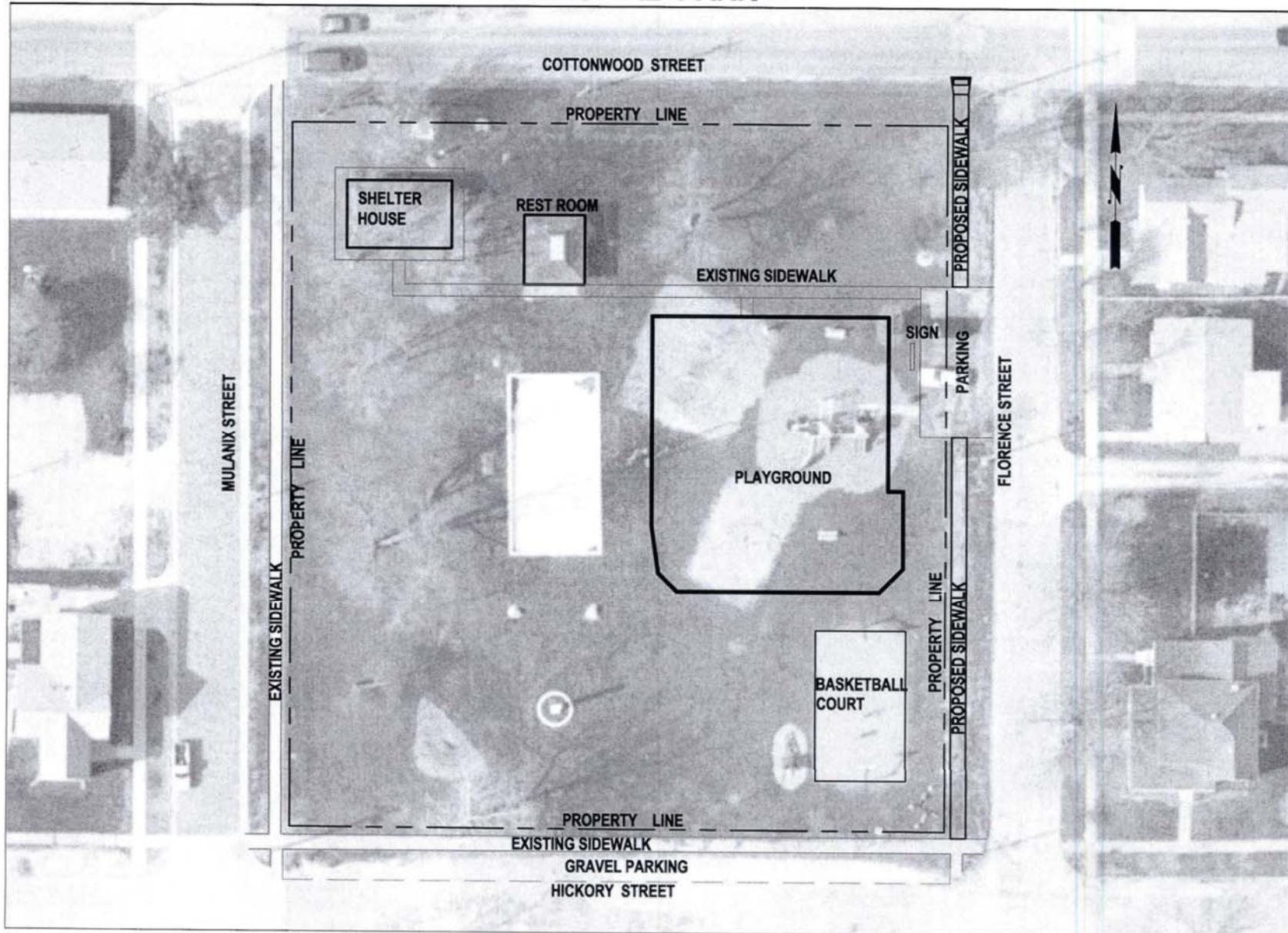


JAYCEE PARK

OPTION 1



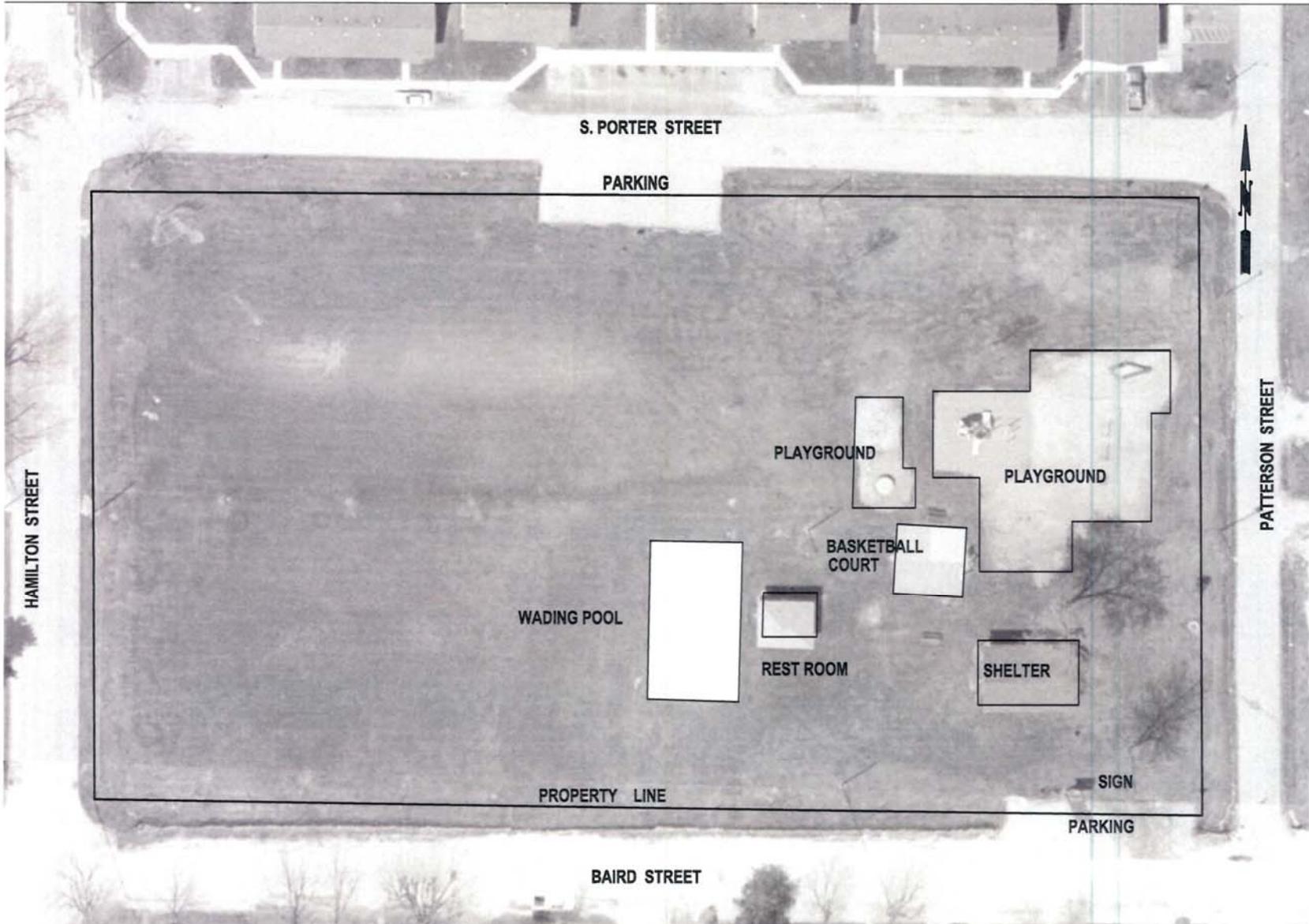
MEMORIAL PARK



PATRYLA PARK AND SPUR POND



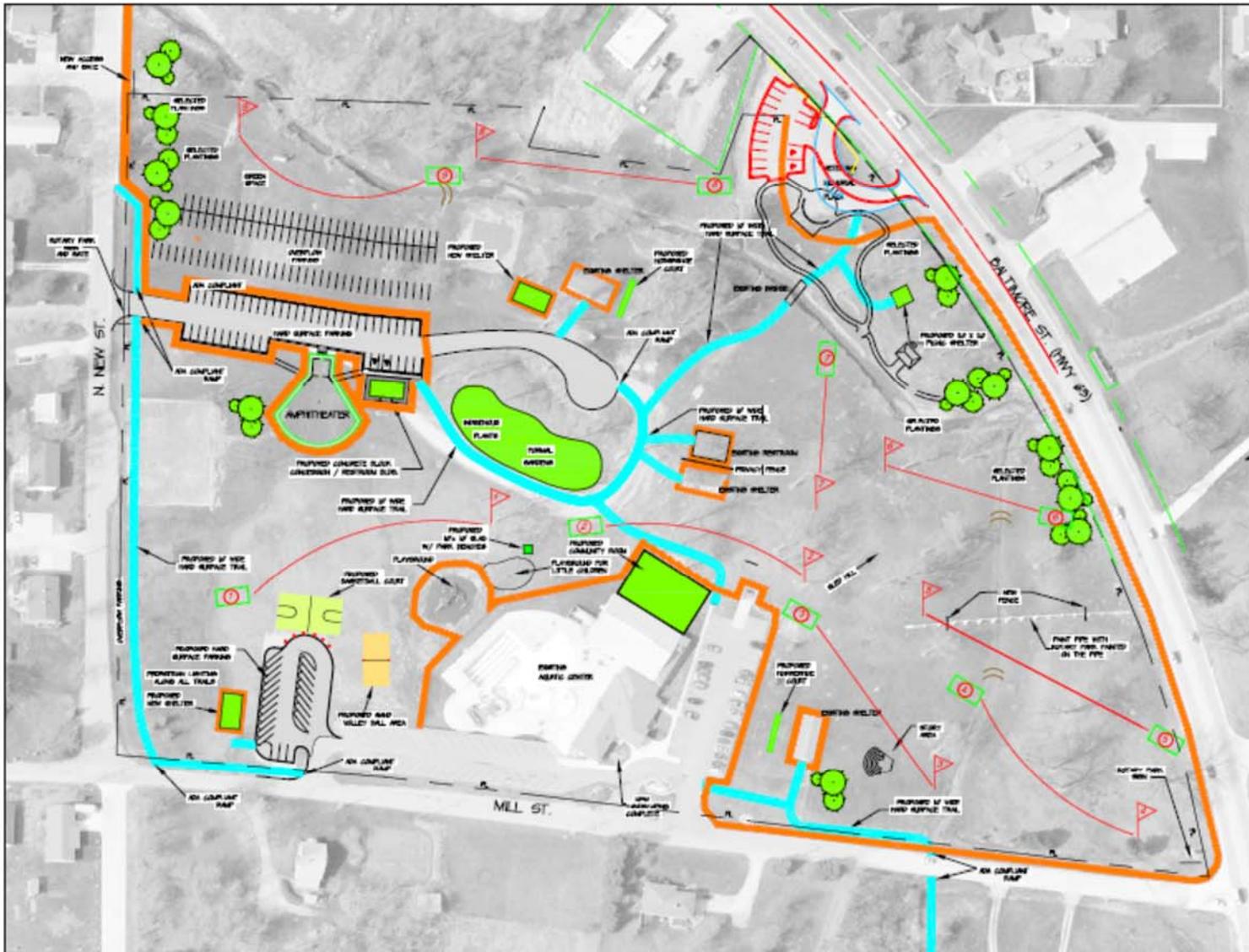
P.C. MILLS PARK



MASTER PLAN
ROTARY PARK
KIRKSVILLE, MISSOURI



PREPARED BY THE CITY OF KIRKSVILLE
ENGINEERING DEPARTMENT
DRAWN BY: G. DAWSON
MARCH 6, 2009



LEGEND	
TREE BOX	
DISK FLAG	
DISK FLIGHT PATH	
OUT OF BOUNDS	
NEW CROSSING	
BOLLARDS	

