

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council

FROM: Mari E. Macomber, City Manager

SESSION DATE: April 18, 2016

TIME: 4:30 pm

PLACE: City Council Chambers

AGENDA:

- Sale of Alcohol at North Park
- Public Information Policy
- FLATS Grant Letter of Support
- Downtown Sidewalk
- Council Agenda Review
- Council Newsletter Review

Sale of Alcohol at North Park

In discussions with the City Council, one item that the Council asked be explored is the sale of alcohol at North Park. At a minimum the Council wanted to discuss whether or not, at least during adult softball leagues if that was a service that should be considered. Aside from potential revenue generation, there were concerns expressed about the individuals who visit the park and bring the alcohol in, anyway leaving it in their cars.

Some preliminary discussions have occurred and staff has outlined several options for the Council to consider, including selling alcohol only during adult league nights, but the option that staff is recommending is simply allowing the sale of alcohol at North Park without differentiating the night of the week or the type of teams in the field. Staff's recommendations identify selling alcohol in glass and/or cans.

The steps to get us to the point of being able to offer alcohol for sale at North Park does not seem monumental. The most important decision is whether or not the City Council wants to offer this for sale. Staff will present our preliminary research to the Council on Monday. Based on that information and Council discussion, it is hoped that you will be able to direct staff on the direction you want us to take.

Assistant City Manager Ashley Young and his staff have gathered information from other parks and recreation professionals, as well as with a local bar operator.

Public Information Policy

As a municipal government, we have a responsibility to insure that we our operations are transparent, and that we perform our public business in an open and public manner. Some of the policies and procedures for how we conduct that business in that open and public

manner is provided for us through State and Federal laws including the Freedom of Information Act and the Missouri Sunshine Law. Freedom of Information Act requires that we provide the inspection of public records to further our accountability to the public. The Sunshine Law, not only covers records, but meetings, how we conduct public meetings, required notices, limitations on what can be discussed in closed session, etc.

In addition to these, we also work to provide public information to keep our citizens informed and over the years have provided information through the Kirksville Connection, Public Information Channel 3, Rebroadcast of Council Meetings, City of Kirksville website, Facebook (Parks & Recreation and Police Department), Textcaster, press releases, participation in Area Scene and Good Morning Heartland, to name just a few.

Developing communication strategies for government organizations is different for government than it is for business. While the general principles are the same for both, the decision making process and operations in the public sector creates challenges and opportunities that don't exist in the private sector.

The City is here to serve the public good and in doing this the expectation is that all the business of the City should be open. More and more there is an expectation of transparency meaning they want information on matters of public concern. Providing public information is a way that we as public servants can present an accurate picture of what is happening in our City. We have an obligation to communicate in an open, honest and timely way to our citizens.

We began talking with the Council about improving our public information approach in July 2013. Over the course of 2014, we began looking at streamlining the press release process, implementing this approach at the beginning of 2015. We also renegotiated our contract with Truman Media Network to continue to record Council meetings, and in addition allow the rebroadcast of their News 36 on our Cable Channel. This opens up opportunities for us to get City news out through another venue. Another change that occurred was the use of consistent branding on information presented by the City, the most recent example was the public information pieces prepared for the ½ cent Economic Development Sales Tax.

These last few months, staff has been working on revising our Cable Channel 3 Policy expanding it into a more comprehensive public information policy. Our goal for this policy is to have the tools in place that will guide department personnel. One component of this public information policy will be the Style Guide, which is a set of standards for writing and designing documents. As a City we need to present a uniform presence from the letterhead that is used to the format of informational brochures. One reason is to easily identify that it is from the City and the other is for efficiency. Individual departments do not need to be spending time developing their own flyers, brochures, website pages, press release forms, etc. The Policy will also make it clear on expectations of everyone who communicates with the public.

It is still a work in progress, but before we get too far down the road we would appreciate City Council feedback. For our meeting on Monday, we want to review the components of the Public Information Policy.

We are also working toward determining whether the public information policy or components of the policy should be established Council Policies, or part of the Administrative Policy Manual. The Administrative Policy Manual provides guidance to employees and largely internal operations, while components of a public information policy will guide us on who outside of the City we will work with and allow access to some of our services (Textcaster, Kirksville Connection and Cable Channel 3).

Finally, before we conclude this conversation, as Councilmembers you may want to discuss your participation in and responsibility to insuring that appropriate information is shared.

Examples of things that you may want to consider for inclusion in a policy.

- ▶ Disclosing confidential information is a no-no
- ▶ When presenting information to the public should you identify the capacity in which you are providing the information – as Mayor, as Councilmember, etc.
- ▶ Should you individually be able to accept speaking engagements to represent the Council if you are not the Mayor, or should they be brought to the Council first
- ▶ Should you each be allowed to use the word Councilmember when you are speaking as an individual, it could imply you are speaking for the Council when you may not be
- ▶ Once a decision of the Council is made, it has been the practice that there is no second guessing the policy. Certainly individuals, may express that they disagreed, if voted in public meeting, but should you allow members of the Council to openly express dissatisfaction with a decision of the Council, in other words should they be allowed to undermine the Council.
- ▶ Should you consider writing out your comments before giving them to the media?
- ▶ Other issues?

FLATS Grant Letter of Support

In 2012, the City Council issued a letter of support for the Forest Lake Area Trail System (FLATS) for that portion of trail from Osteopathy west to the city limits. The trail is less than one-mile (0.7 miles). FLATS will be applying again for an enhancement grant from the Missouri Department of Transportation.

Included is a map of their proposed trail. The City Council recently approved an updated City trail/sidewalk map, which included a sidewalk on the north side of Washington that would connect to the trailhead currently located on the northeast corner of Osteopathy and Washington. FLATS has not reconciled the location of the trailhead, which was placed on city property two years ago. The map that is included shows the trailhead in a different location. So that is an issue that they have to resolve.

A letter of support does not commit the City Council to anything in regard to this project. City staff will need to work with FLATS on the location of the trail, as it currently shows

the trail crossing our West Missouri Street lift-station. Should the City ever consider assuming responsibility for that portion of trail inside the City, one concern would be the overall construction of the trail. There are several lengthy bridges designed into this project. We just completed the construction of a bridge in Rotary Park, the cost \$17,000 plus, currently we are having to check the bridge to removed debris and to repair erosion.

Details of the trail project: The application is to fund approximately .7 miles of trail along the route shown on the map. They are proposing 8' wide with signage and water crossings (bridges/culverts). The trail will be at least 4" deep 4000 PSI Type 1 concrete with 1.5 pounds polypropylene fibrous reinforcement per cubic yard and a 4" rock base. The map does not show the complete project for this funding request. The section that would be funded by this grant would go all the way to the west end of ATSU's property.

Letter of support: If the Council is agreeable the letter will be much like the one included with this Study Session Report. We will include the fact that we plan to eventually construct sidewalk on Washington Street to connect to this trail. We will emphasize that the Franklin Street project was completed and would benefit from this project. We will also tie in our other newly added sections of sidewalk to show that you can walk from one end of Kirksville to another and eventually to the lake. The City would be agreeable with the trail constructed in unused city right-of-way. We will also tie into the Patryla/Spur Pond facilities. Finally, if the Council were agreeable the letter could also indicate that the City would be willing to apply for a Land Water Conservation Fund grant (LWCF) for this project.

Downtown Sidewalk Work

In 1999 the City Council adopted a redevelopment plan and implemented tax increment financing for the downtown. Our plan, all along, has been to pay for projects as we go. Part of that process has required that we establish priority projects for the funds that we have available. We have done a good job of moving through the projects, and plan to complete façade renovations this year.

The 2016 budget also includes funds to improve the downtown streets and to replace a water main on Main Street. The Council awarded Willis Brothers with the contract to do the waterline replacement and as they began working on this project, we realized that the contractor is going to have to replace the curbing along the street.

Sidewalk replacement is also part of the Downtown TIF Plan, but we did not discuss or consider replacing sidewalks this year. However, with the water main work it seemed logical to go ahead and move forward with replacing the sidewalk in this area. That consideration then led us to looking at other sidewalks in the area.

City staff has put together a plan to replace much of the sidewalk in the downtown this year. The sidewalk includes areas throughout the downtown and can be seen on the map found on page 20. The majority of the funds set budgeted for this year is for the façade and streetscape work for possibly two blocks in the downtown. Because we are trying to get business/property owners to participate in façade renovations and removal

of the old awnings, we do not want to move forward with sidewalk replacement in these areas until we have mutual support from the property owners.

However, it seems that we can make improvements to some of the sidewalks based on the following criteria.

- ▶ Replace those sections of sidewalk where the curb will have to be replaced due to the water main project – (Main Street – from Jefferson North; 100 W. McPherson)
- ▶ Based on Council interest in possibly changing traffic patterns into and out of the downtown, complete the sidewalks along those streets to allow for a change, right now the curbing restricts a change – (100 blocks of E. Washington and Harrison; and the 200 block of West Harrison)
- ▶ The City already replaced the sidewalk that runs along the Police station but stopped at the alleyway. The final sections would be those that once completed finish the block – (100 S. Marion (east side); 300 W. McPherson; 200 S. Elson; 200 W. McPherson south side only; 200 W. Washington south side only; 200 N. Elson and Franklin partial replacement)

These areas will be reviewed with the Council on Monday. Certainly we could spend money until we do not have it to spend, but we need to keep money for the façade projects.

Attachments

- Alcohol Sales at North Park - Staff Report
- Public Information Policy – Staff Report
- Council Policy #17 – Cable Channel 3
- Council Policy #25 – Airport Data Sign
- 2012 Letter of Support
- Downtown Sidewalk – Staff Report
- Downtown Street Map
- Downtown Sidewalk and Street Map

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Alcohol Sales at the North Park Complex

STUDY SESSION MEETING DATE: April 18, 2016

CITY DEPARTMENT: Parks and Recreation

PREPARED BY: Ashley Young & Heather Darrah

At the direction of the City Council, Parks and Recreation staff have been investigating the sale of alcohol at the North Park Complex. Listening to what the public would like to see at their City parks, as well as finding additional sources of revenue, are important to the Parks and Recreation Department. To that end, three initial options for the sale of alcohol at the North Park Complex are as follows:

1. Allowing alcohol during private rentals for a flat fee: Upon reserving a ball field (for adult tournaments), the renter could purchase a permit at a set fee, giving permission for the consumption of alcohol during the hours of the field rental. In addition to the permit fee, all rental fees would still apply.
2. Selling alcohol at North Park in an approved fenced area (Beer Garden): Creating a fenced area at the North Park Complex where patrons would be carded at the gate. Patrons could purchase and consume alcohol only within the confines of that designated area.
3. Selling alcohol during predominantly adult league nights: Selling alcohol on designated adult league nights, but allowing the consumption in the entire complex.

After discussing these initial options, staff believe the last, and perhaps best, option is to simply add alcohol to our menu and sell it when the concession stand is open, regardless of league type. Logistically, concession stand staff would sell bottles and/or cans, not tap beer, as there is no room for such equipment, nor funds budgeted to purchase said equipment. Staff would dedicate one window at the concession stand for alcohol sales only and staff that window with a 21+ employee as the checking of ID's would slow down the normal food ordering process at other windows. Alcohol distributor(s) would be selected through the bid process. Additional training would be required of our staff in order to serve alcohol. We would also be required to obtain a liquor license.

The pros of such a move include the potential to increase revenues. We reached out to several recreation departments statewide, and the two who sell alcohol at their stadiums stated that doing so has increased their revenue. The sale of alcohol at the North Park Complex is also a frequent request from park patrons, especially from players in the adult league.

The cons of such a move include the potential for incidents involving alcohol at the park where law enforcement may need to become involved. Additionally, while this is a frequent request at the North Park Complex, there may also be many in the city who feel differently. It is submitted to you for your discussion.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Public Information Policy

STUDY SESSION MEETING DATE: April 18, 2016

CITY DEPARTMENT: Public Information

PREPARED BY: Ashley Young, Assistant City Manager

Having a defined Public Information Policy is essential to the process of providing guidance to City staff on how best to keep the public informed. With this in mind, City staff are working to create a Public Information Policy, and accompanying Style Guide, for the City to not only provide guidance on how to best inform the public, but also to rebrand the City's image.

Currently, the only two council policies that exist relating to public information are Council Policy #17 Cable TV – Channel 3 and Council Policy #29 Airport Entrance Road Data Sign. These policies are insufficient as they do not relate to other communication channels (e.g. website, email, social media, etc.). The new Public Information Policy, if approved, will replace these two council policies, as they will provide guidance for both topics as well as additional communication channels.

The new Public Information Policy provides guidance for City employees, thus ensuring professionalism and consistency in both the City's information and the City's aesthetic or public image. Additionally, the policy provides guidance on content, ensuring that the content is relevant. The policy outlines the roles and responsibilities of the Public Information Division in this process. It also specifies the communications channels the policy applies to, which are Channel 3, the City website, TextCaster, all social media sites, City email, and signage. The policy is concise in size, but specific enough to provide clear guidance.

Reference is made to the Style Guide throughout the Public Information Policy. A style guide, in general, a set of standards for the writing and design of documents, either for general use or for a specific publication, organization, or field. As it relates to the public information policy, the City's Style Guide will direct a rebranding of the City's image. You have already seen this new image, or aesthetic, recently as it was used in the public information campaign for the renewal of the Economic Development Sales Tax. This Style Guide provides not only a new City logo, color scheme, fonts, etc., but also provides guidance for City staff on everything from business cards to apparel, from vehicle decals to stationary. While largely complete, a draft of the Style Guide is not yet complete for your review.

We are presenting you with a draft of this new Public Information Policy to review. City staff are continuing to work within the City to finalize different facets of the Style Guide as part of this process. Your input and guidance as part of this process is appreciated!

CABLE TV - CHANNEL 3

I. MISSION STATEMENT

To provide the public with a consistently reliable means of receiving information concerning Kirksville City government. To provide information about government services, resources, activities, ballot issues and policies concerning how residents can utilize these services. To make the deliberations of legislative and advisory bodies accessible to Kirksville area residents by providing coverage of the meetings of these bodies. To facilitate emergency response information to the general public in cooperation with appropriate agencies. To provide the public with a means of receiving information concerning Kirksville community events, through the use of "text only" messages shown at select times during the day.

II. ELIGIBILITY FOR AIR TIME

Departments, divisions, agencies or other official organizational units of the following government entities are eligible to utilize time on Cable Channel 3 in accordance with rules and regulations established by the City Council of Kirksville, Missouri:

- A. City of Kirksville
- B. Adair County (subject to City Council policies and available staff and air time)
- C. The State of Missouri (may be restricted to local Kirksville information offices only and subject to City Council policies and available staff and air time)
- D. Federal Government (may be restricted to local Kirksville information offices only and subject to City Council policies and available staff and air time)
- E. Adair County Public Library (subject to City Council guidelines and available staff and air time)
- F. Boards, Commissions or Currently Functioning Committees or Task Forces appointed or established through action of the Kirksville City Council shall also be eligible for time on Cable Channel 3 to provide information relative to their capacity and/or responsibilities.

- G. Information on public meetings shall be made available in accordance with City Council policies. City staff may also provide other public informational programming from outside sources as long as said programming meets City Council's stated objectives and criteria.

III. PROGRAMMING ELIGIBILITY FOR AIR TIME

- A. Coverage of official meetings, such as public hearings, commission meetings and meetings of the Kirksville City Council.
- B. Recordings of meetings not specifically listed herein that are prepared, produced or provided by City or other eligible governmental departments may be shown on Cable Channel 3 if time permits, and the recording adheres to the criteria and guidelines utilized by the City itself to prepare recordings for broadcast. All other programming criteria must be met by such recordings before they will be considered for air time on Cable Channel 3.
- C. The City reserves the right to modify or edit programs produced by outside entities to insure their compliance with aforementioned standards for programming. City staff shall have creative editing control of all other informational Cable Channel 3 programs in accordance with City Council policies and priorities.

IV. PROHIBITED MATERIAL OR PROGRAMMING

- A. Any material designed to promote the sale of commercial products or services shall not be shown or made a part of programming on Cable Channel 3. Brief credit, however, may be given at the end of a program when special materials, funding or other assistance have been donated or provided by a commercial or charitable enterprise. Such mention shall be limited to the name of the provider and the service that was provided.
- B. *Exception to promoting sale of products or services:* programs which offer City surplus for sale, under the purchasing guidelines of the City.
- C. Any message, program or other material which promotes a publicly declared candidate for elected public office, or advocating the cause, viewpoint or proposed policy of a partisan nature shall not be shown on Cable Channel 3. This exclusion does not apply to participants in a public meeting being cablecast on Cable Channel 3, nor to elected officials acting in their official capacity when such actions do not involve partisan politics. This exclusion shall not apply to any person who is a candidate for office who is acting only in an informational capacity about

a phase of government service intended to provide the public with needed information about a government program, agency or service.

- D. Any lottery information, advertisements of lotteries, raffles, games of chance for money or prizes shall not be permitted.
- E. Any matter which is legally obscene or otherwise unprotected by the Constitution of the United States pursuant to applicable Federal, State or City laws shall not be included in any program to be produced or shown on Cable Channel 3.
- F. Technically unusable material, as determined by City staff, shall not be shown.
- G. Material copyrighted by any other entity, unless a written release to use it has been obtained, shall not be included in the production or the final product to be cablecast on Cable Channel 3.
- H. Material of a defamatory nature or likely to invade an individual's privacy shall be refused for showing on Cable Channel 3. The determination of defamatory nature or invasion of privacy shall be made in the discretion of the City Manager, or their designee.
- I. Any other material which in the judgment of the City Attorney or outside legal counsel is inconsistent with any Federal, State or Local law, ordinance or rule and/or which subjects the City of Kirksville unreasonably to potential liability, shall not be cablecast.

V. SCHEDULING AIR TIME

The management and scheduling of the programs on Cable Channel 3 shall be the responsibility of City staff under the direction of the City Manager of Kirksville.

Cablecasts of City Council meetings and other such relevant board or committee meetings shall have priority in their airing over pre-produced programming.

Priority over all previously scheduled programming will be given to governmental agencies for use during an emergency when such emergency or disaster has been declared by the Mayor of the City of Kirksville, or the City Manager. During such emergencies, Cable Channel 3 will also permit and accept character generated informational announcements from non-governmental entities when such announcements are deemed important public information pertinent to the emergency or other conditions requiring protection of the public health, safety or welfare.

When in the public interest, copies of selected programs may be made available to the Adair County Public Library in accordance with City Council guidelines.

VI. CHARACTER GENERATOR OR TEXT MESSAGES

Cable Channel 3 will telecast "text only" messages for City departments, agencies, committees, boards and for certain non-profit organizations as mentioned below. These messages, in terms of content, must comply with previously mentioned standards for programming and certain prohibitions. These messages should be sent to City Hall in written form. Such "text only" messages may be edited at the discretion of City staff for purposes of clarity and time and space available for such messages. Time and date sensitive material will be given priority in terms of display.

Information about all events to be included on the Community Announcements must be submitted in writing (by letter, fax, e-mail or in person) to City Hall. The information should be made available several days prior to the event. Only events being conducted by non-profit organizations will be included in the Community Announcement. Only events occurring in Kirksville or involving Kirksville organizations, will be included in the Community Announcements.

Cable Channel 3 will not cablecast announcements for regular worship services.

The Community Announcements may be pre-empted by other programming originated by the City of Kirksville.

VII. AMENDMENTS – DISCLAIMERS

The aforementioned policies, procedures and guidelines are subject to the review and discretion of City Council and the City Manager, and may be changed at any time.

Should human or technical error result in the cablecast of incorrect information over Cable Channel 3, the City of Kirksville shall not be liable for the inaccuracy of the information. IN the event cablecast of materials prepared by anyone other than the City of Kirksville result in the infringement of a copyright, the City of Kirksville shall not be liable for the infringement.

Videotapes of public meetings are retained for two (2) weeks following the last broadcast, then erased. The City Attorney may request copies for review. These copies will not be considered as a legal record of the meetings recorded.

An audio cassette copy of public meetings is kept by the City Clerk's office for purposes of preparing minutes and, to the extent considered such by the City Clerk, who is the custodian of official city records, may be available in that office. Audio cassettes of city meetings are kept for one (1) year, and are then erased and reused.

City produced programs (not of public meetings) may be retained for up to two (2) years, but may be kept as little as five (5) days.

VIII. GLOSSARY OF TERMS

- A. **BALLOT ISSUES:** Any item which appears on a ballot including special and regularly scheduled elections, such as names of candidates, bond issues and amendments to existing constitutions or charters. This may include items on other than city ballots, such as school board, fire district, county or state elections, but is not required.
- B. **INFORMATIONAL CAPACITY:** A public office holder acting as a spokesperson for a governmental unit providing information to the public about a governmental program, agency or service.
- C. **OFFICIAL CAPACITY:** A public office holder acting within the definition and confines of that office.

AIRPORT ENTRANCE ROAD DATA SIGN

IX. MISSION STATEMENT

To provide the public with a consistently reliable means of receiving information concerning the Kirksville Regional Airport.

X. ELIGIBILITY FOR DISPLAY

Departments, divisions, agencies or other official organizational units of the following government entities are eligible to display information on the Airport Data Sign in accordance with rules and regulations established by the City Council of Kirksville, Missouri:

- A. City of Kirksville
- B. Federal Government (may be restricted to local Kirksville information offices only and subject to City Council policies and available staff and air time)
- C. Current Boards, Commissions or Task Forces appointed or established through action of the Kirksville City Council.
- D. Public Events

XI. PROGRAMMING ELIGIBILITY FOR DISPLAY

- A. All programming will be in promotion of the Kirksville Regional Airport and shall remain free from advertising for private advantage.
- B. Information that is deemed to be beneficial to the Kirksville Regional Airport will be considered for display, however the programming criteria must be met before they will be considered for display on the Airport Data Sign.
- C. The City reserves the right to modify or edit event listings produced by outside entities to insure their compliance with aforementioned standards for programming. City staff shall have creative editing control of all sign programming in accordance with City Council policies and priorities.

XII. PROHIBITED MATERIAL OR PROGRAMMING

- A. Any material designed to promote the sale of commercial products or services shall not be shown or made a part of programming on the Airport Data Sign.
- B. *Exception to promoting sale of products or services:* The current Essential Air Service provider may, in a cooperative effort with city staff promote its services.
- C. Any message, program or other material which promotes a publicly declared candidate for elected public office, or advocating the cause, viewpoint or proposed policy of a partisan nature shall not be displayed on the Airport Data Sign. This exclusion shall not apply to any person who is a candidate for office who is acting only in an informational capacity about a phase of government service intended to provide the public with needed information about a government program, agency or service.
- D. Any lottery information, advertisements of lotteries, raffles, games of chance for money or prizes shall not be permitted.
- E. Any matter which is legally obscene or otherwise unprotected by the Constitution of the United States pursuant to applicable Federal, State or City laws shall not be included in any program to be produced or shown on Airport Data Sign.
- F. Technically unusable material, as determined by City staff, shall not be shown.
- G. Material copyrighted by any other entity, unless a written release to use it has been obtained, shall not be included in the production or the final product to be displayed on the Airport Data Sign.
- H. Material of a defamatory nature or likely to invade an individual's privacy shall be refused for showing on the Airport Data Sign. The determination of defamatory nature or invasion of privacy shall be made in the discretion of the City Manager, or her designee.
- I. Any other material which in the judgment of the City Attorney or outside legal counsel is inconsistent with any Federal, State or Local law, ordinance or rule and/or which subjects the City of Kirksville unreasonably to potential liability shall not be published.

XIII. SCHEDULING DISPLAY TIME

The management and scheduling of the displayed information on the Airport Data Sign shall be the responsibility of the Airport Director under the direction of the City Manager of Kirksville.

XIV. AMENDMENTS – DISCLAIMERS

The aforementioned policies, procedures and guidelines are subject to the review and discretion of City Council and the City Manager, and may be changed at any time.

Should human or technical error result in the display of incorrect information over the Airport Data Sign, neither the Kirksville Regional Airport, or the City of Kirksville shall not be liable for the inaccuracy of the information. In the event that the display of information prepared by anyone other than the City of Kirksville result in the infringement of a copyright, the City of Kirksville shall not be liable for the infringement.

PROPOSED FLATS TRAIL SECTION FROM OSTEOPATHY ALONG MISSOURI STREET





October 30, 2012

Forest Lake Area Trail System Steering Committee
Royce Kallerud, Chair
513 East Scott Street,
Kirksville, MO 63501

Dear Mr. Kallerud,

On behalf of the Kirksville City Council, I wish to express Kirksville's support of the Forest Lake Area Trail System (FLATS). We are very pleased with the FLATS Steering Committee's efforts to date, and are delighted with the outstanding level of community-based support we are seeing for this important initiative.

The Kirksville City Council believes that the proposed application for Transportation Enhancement funds from the Missouri Department of Transportation is an important opportunity toward completing the final phase of trail construction and connecting the FLATS multiuse trail to the City of Kirksville. We wholeheartedly support the FLATS request for Enhancement funding that will make the future expansion of the trail from the State Park into Kirksville city limits a reality.

The City of Kirksville hereby confirms our standing commitment to assist with ongoing planning/development that will ultimately join the scenic FLATS multiuse trail with the pedestrian/biking trails throughout Kirksville, including those leading to the downtown business district and providing safe access to local health and wellness centers, the universities and public schools, parks, and other key City amenities. Once completed, the City will work with FLATS to maintain the section that is located within the City. Melanie Smith, Assistant City Manager, will continue to serve on the FLATS steering committee and various working groups as needed to advance this important project. Mrs. Smith is a strong advocate for a more active, healthy lifestyle throughout our community.

The City of Kirksville has submitted a project for 2012 Enhancement Funds to complete the Franklin Streetscape project. Our streetscape project would be enhanced by the FLATS project. These two projects will help make the Kirksville Master Trail Plan come to life. If you need further evidence of the ongoing collaboration between the City of Kirksville and FLATS, please don't hesitate to contact us.

Sincerely,

Richard L. Detweiler
Mayor

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: City Sidewalk Repair

STUDY SESSION MEETING DATE: April 18, 2016

CITY DEPARTMENT: Public Works

PREPARED BY: Glenn Balliew, Public Works Director

The 2016 downtown street program is underway. Water main replacement on Missouri, McPherson and Main Streets are part of the program. Concrete work is also on its way. The street concrete work includes curb/gutter, slab, and storm water/drainage work. All this work is being completed in anticipation of street milling and asphalt repairs beginning on or about the first week of June 2016.

As we began replacing curb and gutter it was determined that there is a stark difference between the new concrete curb and the deteriorating sidewalks. Working with the City Manager and using the 2016 concrete bid documents, that includes sidewalk repair, the City Engineering Department determine a substantial amount of downtown sidewalks that are in need of repair. It is also much simpler to replace curb and sidewalks together, verses forming new curb against old dilapidated sidewalk.

This is a perfect opportunity to repair a large amount of the downtown sidewalks that are in dire need of restoration. The contractors are onsite and contract pricing per square foot has been approved. If not repaired we will end up with good curb, gutter, and streets, but bad and unsightly sidewalks in parts of the city.

The Public Works and Engineering Staffs have walked all downtown streets in Kirksville. Although not all inclusive, we have determined that there is approximately 34,981 square feet of sidewalk in need of repair for this project. The repairs include ADA compliance and brick band installation at a cost of \$290,895.00. These funds would come from the Downtown TIF Infrastructure Budget Line 21-2110-7160. There is \$750,000.00 in this budget line for sidewalks, facades, and awnings. We request the \$300,000.00 be allocated to make up for any unforeseen problems leaving \$450,000.00 still available.

The number above include sidewalks involved in the downtown facade program. These sidewalks would be pushed to the end to allow time for City/Business Owner agreements to be put in place. If no agreement can be reached the sidewalks can be pushed to 2017 if necessary.

These sidewalk improvement will be overseen by the Public Works Department and will greatly increase the downtown appearance and small town environment. Time is of the essence because we are working vigorously to have the downtown streets/sidewalks revitalized by the 4th of July Celebration. We need Council approval now to meet this aggressive timeline.

Legend

STORM_SEWER
INLET_TYPE

- AREA INLET
- CURB INLET
- TYPE M - SPECIAL / NON TYPICAL
- TYPE M INLET
- EX STORM_PIPE

STREETS, AREA

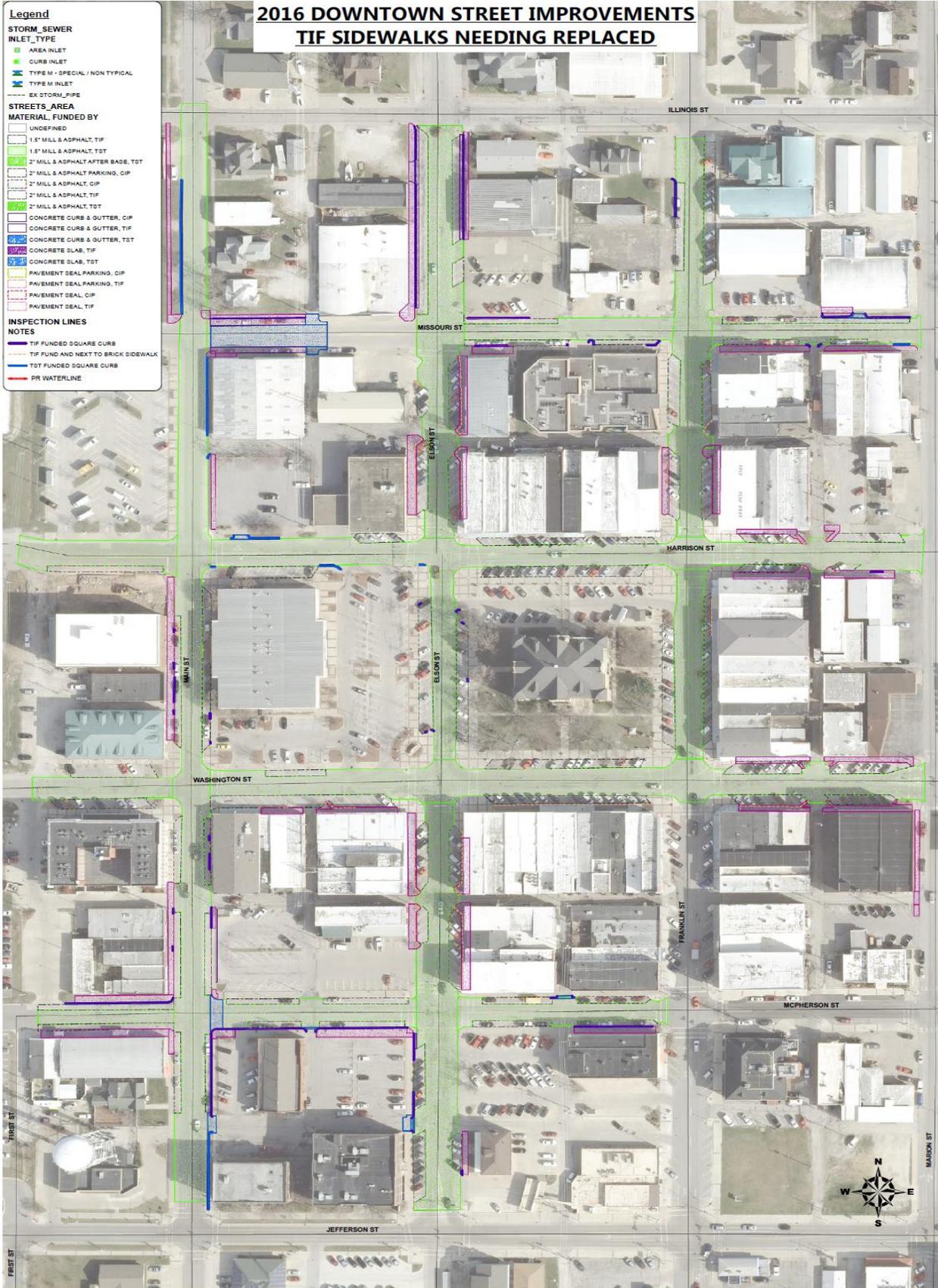
MATERIAL FUNDED BY

- UNDEFINED
- 1.5" MILL & ASPHALT, TIF
- 1.5" MILL & ASPHALT, TOT
- 2" MILL & ASPHALT AFTER BASE, TOT
- 2" MILL & ASPHALT PARKING, CIP
- 2" MILL & ASPHALT, CIP
- 2" MILL & ASPHALT, TIF
- 2" MILL & ASPHALT, TOT
- CONCRETE CURB & GUTTER, CIP
- CONCRETE CURB & GUTTER, TIF
- CONCRETE CURB & GUTTER, TST
- CONCRETE SLAB, TIF
- CONCRETE SLAB, TOT
- PAVEMENT SEAL PARKING, CIP
- PAVEMENT SEAL, CIP
- PAVEMENT SEAL, TIF

INSPECTION LINES
NOTES

- TIF FUNDED SQUARE CURB
- TIF FUND AND NEXT TO BRICK SIDEWALK
- TOT FUNDED SQUARE CURB
- PR WATERLINE

2016 DOWNTOWN STREET IMPROVEMENTS TIF SIDEWALKS NEEDING REPLACED



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