

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council

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

**SESSION DATE:** January 4, 2016

**TIME:** 4:30 pm

**PLACE:** City Council Chambers

## **AGENDA:**

- **Brush Site Program Review**
- **Identify 2016 Study Session Topics**
- **Economic Development Sales Tax Discussion**
- **Review City Council Agenda**
- **Review Newsletter**

## **Brush Site Program Review**

The City Council discussed the brush site on multiple occasions this past year. In May, staff outlined a plan and presented it to the Council with approval to move forward.

Since we were not able to get things implemented, we chose to hold off and establish the requirements as part of the licensing process. Business license notifications went out with license paperwork and fees due back by the end of February. So to avoid confusion, the new process, and new license fee will all be implemented at the same time.

The objective of the program are as follows: 1) be able to manage this site, and the amount of brush that is coming in from all over the county and beyond is not manageable; 2) provide a place for our citizens to take their brush; 3) support or local business by assisting them with a way to eliminate the brush at an affordable cost to their operation; 4) meet State requirements in how we manage brush; and 5) be able to afford the program we implement.

The brush site will be closed and only available to those contractors who have been issued a key. Kirksville City residents will have access and gates will be open the 2<sup>nd</sup> and 3<sup>rd</sup> weekends of each month, Friday 8:00 am until Monday 8:00 am.

We will also open the site if warranted after severe weather events. If this occurs times will be announced and posted.

We will have everything in place in time for the business license renewal process.

## Identify 2016 Study Session Topics

At the end of this Study Session document is a list of Study Session topics that will be presented in 2016. It would be great to identify other topics of interests and issues that the Council wishes to explore, discuss and evaluate.

What topics are you interested in? What topics have others brought before you? Issues that you believe our community will be facing our community? Is there a facility that you would like to tour? Is there an organization that you would like to meet with to determine if there is a possible partnership?

## Economic Development Sales Tax Discussion

Now that the City Council approved the placement of the ½ cent Economic Development Sales Tax on the April ballot, there needs to be a discussion on how we proceed to get the information out to the public.

Previous measures:

- 2007 – ¼ cent Capital Improvement Sales Tax – passed 66%
- 2008 - ½ cent Economic Development Sales Tax – passed 54%
- 2009 – ¼ cent for Fire Protection Services – failed 33%
- 2010 - \$2.2 million bond issue for stormwater – passed 65%
- 2012 – Use Tax – passed 52%
- 2013 - \$18 million bond issue for WWTP – passed 83%
- 2014 – ½ cent Transportation Sales Tax – passed 78%

The following is a list of things that we have done in the past to provide information to the public.

- Press Releases – general and more specific to address questions
- Letter from City Council – explaining why
- Public Presentations – before service clubs
- Website
- Area Scene
- Informational Brochure
- Informational Poster
- Fact Sheet – with talking points for City Council and City Management

The following is information on sales tax rates in comparison cities.

Kirkville: 7.85%
Columbia: 7.975%
Quincy: 8.00%
Sedalia: 8.10%
Warrensburg: 8.35%
Moberly: 8.475%
Macon: 8.60%
Mexico: 8.60%
Hannibal: 8.85% in Marion County
Hannibal: 9.475% in Ralls County

Additional Sales Tax Rates

Columbia: 8.975% in the 14 CIDs and TDDs located within the City\*

Hannibal 9.85% in SCZ Development District CID

Kirksville: 8.85% (Goody's – Orscheln shopping center CID)

Moberly: 9.475% in the Moberly Crossing CID

Warrensburg: 8.85% (Hawthorne Development Transportation Development District (TDD))

\*City of Columbia has 14 locations where they have special sales tax rates using CIDs and TDDs to support development, a couple of locations whose sales tax are one-cent higher (\$0.895) include Bass Pro Shop, Macys-Dicks Sporting Goods and other shopping areas

The City is restricted from promoting any measure on the ballot, which includes

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

**Two Components:**

1) Renew the tax allowing the City to use the funds for streets, storm drainage, and economic development. Estimated \$1.2 million per year in revenues – 75% to streets and stormwater; and 25% to community and economic development.

2) Use the surplus funds that remain each year after the City makes its payment for street improvements. The estimated amount is about \$1 million total over the next few years.

**Review Council Agenda**

**Review Council Newsletter**

Attachments

Brush Site Agreement

Letter to Contractors

Study Session Topics

## Brush Disposal Agreement

This Agreement is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Kirksville, Missouri (City), 201 S. Franklin Street, Kirksville, Missouri, and \_\_\_\_\_, the contractor/business. The contractor/business must have or be able to obtain a valid Kirksville business license. This Agreement will be renewed every calendar year with the concurrence of both parties, at the same time business license is renewed. Contractor/Business must be insured in accordance with city policy and will not hold the city liable for damage or injury that occurs while executing this agreement or at the city brush disposal site location. The city maintains the right to refund the annual payment and cancel this agreement at any time.

This agreement outlines the terms and responsibilities for disposing of brush at the City of Kirksville's brush disposal site located on Highway 6 West, Kirksville, Missouri or other location designated by the city. This agreement is designed to establish a contract between the City of Kirksville and \_\_\_\_\_ (Contractor/Business) for brush disposal.

1. \_\_\_\_\_ (Contractor/Business) agrees to pay \$500.00 annually, **non-refundable**, for disposing of brush as described below.
2. The City will issue a numbered key to unlock the gates at the brush disposal site. Contractors/Businesses will be allowed to enter the brush disposal site at any time but must close the gates behind them to prevent unauthorized entry. Contractor/Business will report lost keys immediately and will incur a \$20.00 fee for the issuance of a new key. If the contractor fails to return the key or renew this annual agreement, the contractor will be billed \$500.00 until the key is returned or fee is paid. Keys are not to be copied, shared or loaned. Anyone found copying, sharing or loaning a brush disposal site key or sharing privileges will lose disposal site access for a minimum of one year, their key, and will forfeit the \$500.00 fee. Key number issued: \_\_\_\_\_.
3. **No mulched, chipped, shredded wood or wood chips will be allowed. No brush/limbs larger than 18" in diameter will be allowed. No trash or construction material of any kind, plastic bags, or stumps of any size with root balls will be allowed. Violation of this section will result in loss of brush disposal site privileges as specified above.**
4. Tree limbs and brush only will be accepted. Leaves and grass clippings will only be accepted loose or in paper bags (**no plastic bags**). Leaves and grass clipping will be placed in the designated area.
5. Kirksville City residents will have access and gates should remain open during the following timeframes: The 2<sup>nd</sup> and 3<sup>rd</sup> weekends of each month, Friday 8:00 am until

Monday 8:00 am. The site may also be opened following severe weather events. If this occurs times will be announced and posted.

6. The City of Kirksville reserves the right to cancel or adjust this agreement at any time or eliminate contractor/business access due to abuse or excessive problems not mentioned in this agreement. The City will provide 30 days' notice of any changes to this agreement. Abuses and excessive problems will be addressed immediately.

7. **DISCLAIMER**

a. \_\_\_\_\_ ***(Contractor/Business) assumes full responsibility for actions taken in accordance with this agreement by their employees, and any person of firm contracted in support of this agreement.***

b. ***This includes, but is not limited to, liability, worker's compensation insurance and other employee issues arising from the actions taken.***

**City:**

\_\_\_\_\_  
Mari E. Macomber  
City Manager

**Contractor/Business:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

**TO:** All Contractor/Businesses using the City of Kirksville Brush Disposal Site

**FROM:** The City of Kirksville, Public Works Department

**SUBJECT:** New Contractor/Business Annual Brush Disposal Site Usage Fee and Agreement

The Kirksville City Council has approved a new Brush Disposal Site usage policy. This policy will limit the Kirksville resident's usage hours and require all contractors/businesses to sign an agreement and pay a \$500.00 annual usage fee.

This policy is necessary due to the insurmountable amount of brush, trees, and limbs coming from contractors/businesses and people from outside the city limits.

Contractors/businesses will be required obtain a Kirksville business licenses before purchasing a brush disposal site permit. Once the agreement is signed and fee paid, a numbered key will be issued for 24/7 access. Duplicating or sharing access keys is not permitted. Violations of the agreement will result in loss of privileges and forfeiture of all fees.

Brush disposal site access permits should be purchased during business license renewal. Access to the brush disposal site will be restricted beginning 1 March 2016.

Attached is a draft copy of the Brush Disposal Agreement for your review. This agreement must be signed in order for any contractor/business to access and use the brush disposal site. Contractors/businesses are not allowed to use the site during residents use hours without a permit. Brush disposal site permits can be purchased at the City Finance Department located at the Kirksville City Hall beginning 1 February 2016.

Glenn Balliew  
Director,  
Kirksville Public Works Department

## PROPOSED 2016 Study Session Topics

- Brush Site Policy Review – 1/4
- Economic Development Sales Tax – 1/4
- Study Session Topics – 1/4
- No Study Session / Council Meeting – 1/18
- State of the City – 2/1
- No Study Session/ Council Meeting – 2/15
- Municipal Court Issues – 2/1
- Sale of Alcohol at North Park– 3/7
- Proposed Body Camera Policy - 3/7
- Summary Report of Roadway Evaluation – 3/21
- TEAP Report – 3/21
- Fire Truck Report – 3/21
- Comprehensive Plan Review – 3/21
- Comprehensive Airport Report – 4/4 (EAS, Apron Project, Capital List, Marketing Grant)
- Downtown Facades – Guidelines and Awnings Update – 4/4
- Street Program Review – 4/18
- Public Information Branding – 4/18
- Review Results of Legislative Session – 6/6
- Economic Development Partners Report – 6/6
- No Study Session / Council Meeting – 7/4
- Humane Society Report - 7/18
- Audit Report and Review of CAFR - 7/18
- Property Tax Levy Review – 8/1
- Aquatic Center Evaluation Report - 8/15
- No Study Session / Council Meeting – 9/5
- Planning Meeting – 9/19
- Wastewater Plant Update – 10/3
- Review Capital Equipment Replacement - 10/3
- Health Insurance Report - 10/17
- Trap/Neuter/Return Report - 10/17
- Utility Rate Review – 11/7
- Budget Review – 11/21
- 12/5 – Mari Out

Other Items (dates to be determined) - Shooting Range, Final Park Master Plan Updates, Website Update, Stormwater Projects

Tours –

Partner/Company/Organization -