

# KIRKSVILLE CITY COUNCIL

## ***NEWSLETTER . . .***

Mari E. Macomber, City Manager *MEM*

Copies to: City Attorney  
Media

July 30, 2010

### **SUBJECTS:**

**DATES TO REMEMBER  
BUDGET CALENDAR  
CITY MANAGER ABSENCE  
SALES TAX HOLIDAY  
WATERSHED MEETING  
BUSINESS ANNIVERSARY  
BOARDS AND COMMISSIONS  
EMERGENCY DECLARATION  
GROUNDSTORAGE TANK  
FARMERS MARKET  
PERFORMANCE CONTRACTING SERVICES  
TCRC UPDATE**

### **DATES TO REMEMBER**

8/2 to 8/6 – City Manager out of office  
8/2 – Study Session @ 4:30  
8/2 – City Council Meeting @ 6:00  
8/3 – ATC and LPRC @ noon  
8/3 – KDIC @ 5:30 pm  
8/5 – Ribbon Cutting – Shoe Sensation @ 9:00 am 2210 S. Baltimore  
8/10 – KREDI Meeting at 4:00 pm  
8/11 – Planning and Zoning @ 7 pm if agenda items

### **BUDGET CALENDAR**

Includes with this Newsletter is the proposed budget calendar. There are several tentative dates included which will require City Council attendance. Please check your calendars and discuss whether or not the dates are suitable. The first date is September 18, which is a Saturday for the City Council retreat. The next dates would be November 15 and 16 as possible dates to review the budget. Again, please check your availability to let us know. The Budget Calendar is included with this Newsletter.

### **CITY MANAGER ABSENCE**

I will be out of the office next week. If you have questions or need assistance please contact Laura Guy. Laura will be at both the Study Session and City Council meeting.

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## **SALES TAX HOLIDAY**

The City of Kirksville is again participating in the upcoming Sales Tax Holiday. Shoppers looking for a bargain on clothes, computers and school supplies can look forward to savings on these items in less than three weeks as part of Missouri's annual "Back-to-School" Sales Tax Holiday. By state law, the sales tax holiday begins on the first Friday in August and continues through the following Sunday. This year, the three-day holiday begins at midnight on Friday, Aug. 6, and runs through Sunday, Aug. 8. During this time period, the state's 4.225 percent sales tax will not be assessed on certain purchases made in Missouri. All local governments are participating. This means that consumers will pay no sales tax on qualifying purchases. With our location, shoppers from both Illinois and Iowa could take advantage of this opportunity and shop in Kirksville. A total of 171 cities, 51 counties and 46 special districts have voted not to participate in the holiday.

## **WATERSHED MEETING**

Chairman Dillavou, on behalf of the Watershed Management Commission, has requested a meeting with the City Council, Adair County Commission and the Missouri Department of Natural Resources to discuss a potential watershed issue. A letter from Chairman Dillavou is included with this Newsletter. A company on Potter, outside the city limits has received a notice of violation from the Missouri Department of Natural Resources (DNR) for some of their businesses practices. There is a concern that contaminants are not being handled properly and the business is located within the Forest Lake Watershed. Mr. Dillavou, Chairman of the Commission wishes to discuss possible options to make sure that we are doing what can be done to protect the watershed. We will be inviting the Adair County Commission and someone from the DNR District office in Macon to the August 16 City Council Study Session.

## **BUSINESS ANNIVERSARY**

Jim's Gems will be celebrating 25 years of business in Kirksville on August 5. No anniversaries this year for September.

## **BOARDS AND COMMISSIONS**

In an effort to attract interest from citizens to serve on the City committees and boards, we will be posting a Wanted paragraph on the cable Channel 3. After running for awhile to see what kind of response we receive, then a press release will be posted in the news section on the City's main page of the web. Interested citizens will be asked to call Vickie to be considered for a current vacancy, or to be placed on a waiting list.

## **EMERGENCY DECLARATION**

Kirksville received as much as 6 inches of rain late Monday evening July 19 and early Tuesday morning July 20. Heavy intense rainfall overtopped the Spur Pond dam, causing severe erosion in the emergency spillway. All the rip-rap erosion control was washed downstream and a 6foot wide by 3 foot deep channel was cut down the face of the dam. The City had water 3 to 4 feet over several roads which caused damage to several culverts. The most damaged culverts were at Halliburton & LaHarpe and Cottage Grove and Harrison and also Leisure Drive. The sidewalk running over the

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culvert on Cottage Grove was completely destroyed. Washed the rock off of Boundary St down on too Missouri Street. On First Street the Road is giving away at man hole. As a result, we submitted this information to the State Emergency Management office. The Governor and Senators Bond and McCaskill have requested the President to declare an emergency declaration. Once we receive more information we will let the City Council know the status of these requests and what it will mean for both the City and the citizens.

### **GROUNDSTORAGE TANK**

Hogan Painting and Sandblasting finished painting the interior of the Ground Storage Tank on Thursday. The tank was disinfected on Friday, and closed. We began filling the tank at about two pm, at a rate of one foot per hour. The tank is not yet connected to the distribution system. When the water level reaches 8 feet flow to the tank will be stopped. The lines from the tank to the pump manifold will be flushed, and a sample will be taken. This test measures residual chlorine, and tests for bacteria. Results of that test will be available in 24 hours. If the sample passes, we will resume filling the tank, and reconnect it to the distribution system. The tank will initially be filled with chlorinated water. We will draw the level back down on Tuesday night, and begin the transition to Chloramines on Wednesday. A letter has been sent to the Dialysis clinic, hospital, and water district advising them that we plan to change back to Chloramines during the week of August 2. On Monday we will begin public notification of the transition if the schedule above is confirmed. Hogan will return next week to finish clean up of the work area, to paint the logo on the exterior of the tank, and to touch up painting on the top of the tank and the vent. This work can be done while the tank is full or filling. Included with this Newsletter are a couple of pictures that were taken of the inside of the tank after the work was completed.

### **FARMERS MARKET**

We were asked by the Farmers Market to place a sign on the theater property at the corner of Elson and Harrison Street. The City has an agreement with the theater owner that states that the theater may place a sign in this location. The Farmers Market representatives have asked the theater owner for permission to place the Farmers Market sign at this location. Once we receive written permission from the theater owner, City staff will install the sign for the Farmers Market. A letter will be sent to the Farmers Market Committee asking that they evaluate the recent ordinance changes and consider the comments that the City Council has received with a response back to the City Council by January.

### **PERFORMANCE CONTRACTING SERVICES**

The City has been contacted by three companies who provide performance contracting services. This process involves auditing city buildings and services and analyzing possible savings in equipment or processes that can be paid for out of savings in a 5-15 year time span. This would include guarantees of cost savings and implementation costs. Brad Selby and John Buckwalter have met with a these companies. If we wish to pursue this, we would ask the companies to complete a feasibility assessment to determine if we are a candidate. There is an entire process that is followed. This

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process is intended to improve our efficiency. Missouri Enterprises outlined a proposal that would evaluate our operations and help develop some internal assessment skills. The Missouri Enterprise program had an upfront cost to it, while the companies that spoke to City staff would see no cost through the first steps of the process. Aside from the upfront cost difference, the performance contracting services would not provide any tools for employees to use to self-evaluate. We will need to evaluate this offering compared to the Missouri Enterprise, identifying similarities and differences.

## **TCRC UPDATE**

The TCRC just finished its fiscal year and has provided a brief highlight report, which is attached to this Newsletter. The TCRC will also be hosting a meeting of its Advisory Committee on August 18 to obtain feedback on how the TCRC might serve Kirksville and the surrounding community. If any member of the City Council has any ideas or suggestions, please send them to me before the 18<sup>th</sup>.

### Attachments

- Budget Calendar
- Sales Tax Holiday Qualifying Purchases
- Letter from Chairman Dillavou
- Request for Disaster Declaration
- Pictures of the Ground Storage Tank
- TCRC 2009-2010 Highlights
- Semi-Annual Financial Statement

### Enclosures

- June Financial Report

# BUDGET CALENDAR FOR FY 2011

July 26	Budget schedule distributed to department heads.
August 2	Templates for temporary/overtime payroll projections for current and upcoming year distributed.
August 9	Temporary/overtime payroll requests due to City Manager.
August 20	Distribute examples of performance measurements to departments.
August 31	Budget templates distributed to departments.
September 10	Upcoming year revenue projections and items for Council retreat due:
•	Status of FY 2010 budget goals
•	General Fund revenue projections
•	Utility Fund revenue projections
•	Multi-year capital plans: streets; utilities; rolling stock; CIST-building maintenance, computers, radios, Airport, parks, etc.
•	City Council goals for FY 2011
September 18	City Council retreat
September 21	Review results of Council retreat and performance measurements with department heads.
September 24	Central Garage budget proposal* due to City Manager.
September 27	City Manager budget review meeting with Central Garage.
October 4	All other Fund/departmental budget proposals* due to City Manager.
October 11-19	City Manager budget review meetings with departments and follow-up meetings as necessary.
November 8	Preliminary budget submittal to City Council.
November 15-16	City Council review of budget.
November 24- December 20	Preliminary budget available on website and in Administration for public inspection.
December 6	Public hearing on FY 2011 budget and first reading. Adoption of FY 2010 amendment ordinance.
December 20	City Council adoption of FY 2011 budget.
January 1	New Year begins.
January 31	FY 2011 budget document distributed.

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The appropriate sales tax will not be charged on the following items during the holiday:

**\*Clothing that does not have a value of more than \$100.** The state's definition of clothing includes traditional apparel, including footwear, which is worn on or about the body. It also includes material to make school uniforms or other school clothing. It does **NOT** include accessories such as watches, jewelry, handbags, handkerchiefs, umbrellas, scarves, ties, headbands and belt buckles.

**\*School supplies, not exceeding \$50 per purchase, that are used in a standard classroom for educational purposes.** School supplies include, but are not limited to, textbooks, notebooks, paper, pens, pencils, crayons, art supplies, rulers, book bags, backpacks, handheld calculators, chalk, maps and globes. The definition for school supplies does **NOT** include watches, CD players, headphones, sporting equipment, portable telephones, copiers or other office equipment.

**\*Personal computers that don't cost more than \$3,500 and computer peripheral devices that don't exceed \$3,500.** A personal computer can be a laptop, desktop or tower computer system which consists of a central processing unit, random access memory, a storage drive, display monitor, keyboard and other related devices. Peripheral devices include items such as a disk drive, memory module, CD drive, microphone, modem, motherboard, mouse, speakers, printer, scanner, sound card or video card. ***Computer software is considered a school supply and is free from sales tax if its value is less than \$350.***

TO: ✓ The Kirksville City Council, C/O Mari Macomber, City Manager, 201 S. Franklin St.,  
Kirksville, MO, 63501  
Gary Jones, Presiding Commissioner, Adair County Courthouse, 106 W Washington  
Street, Kirksville, MO, 63501  
Irene Crawford Director, Northeast Regional Office of the Missouri DNR, 1709  
Prospect Drive, Macon Missouri, 63552-2602:

At the April 2010 meeting, the Kirksville Watershed Management Commission discussed a DNR Compliance Inspection Report, dated November 19, 2009 on out of compliance operation of the Kirksville, Recycle-It" company. This company is a salvage operation, located just outside the city limits in Adair County. It is located across the street from the Kirksville water treatment plant and most importantly just above a steep gulley which drains into Forest Lake, one of our two drinking water reservoirs,. The report lists repeated and ongoing violations of the Missouri Clean Water Law by the Recycle-It Company, both at this location and at its prior location, which was in the City limits. I will not detail these violations of Missouri law here as they are outlined in the DNR report which has been provided to the Council by the City Manager, Mari Macomber. I request that a copy of this report to be forwarded to the Adair County Commission by Kirksville city hall.

To my knowledge, no specific local ordinances, either City or County are in effect for Kirksville water sources. The City and County currently depend on state and local health ordinances to serve this purpose and voluntary company compliance with Best Management Practices. One significant problem is that the Recycle-It facility as stated earlier, is just out of the City limits in Adair County property. Forest Lake however is owned by the city of Kirksville and any pollution of our water supply is of vital concern to the residents of the city of Kirksville and Adair County. I believe that a Joint Meeting of the Kirksville, City Council, a representative of the Adair County Commission and a representative of the Regional Office of the DNR in Macon and me, the Chair of the Watershed Management Commission would be productive. I further believe that with all these creative minds working together, we can come up with a workable plan to ensure that the Recycle-It company gets into and continues to stay, in full compliance with all Missouri Clean Water Regulations.

The Watershed Management Commission was formed in 2005 to monitor the state of the watersheds and reservoirs and advise the Kirksville City Council on matters relating to correcting delineated problems, developing DNR approved Source Water and Watershed Management Plans and maintaining water quality. The Commission members agreed that we needed to bring this matter to the attention of the Kirksville City Council and Adair County Commissioners for discussion and development of a course of action to correct this ongoing and potential threat to water quality. I am available to meet with the group, hopefully at the August 2nd City Council work session or at the latest at the August 19th work session.

Sincerely yours,

Clayton L Dillavou Chair,  
Kirksville Watershed-  
Management Commission  
665-7944  
claytondillavou@sbcglobal.net



## **Gov. Nixon requests major disaster declaration to assist communities and residents impacted by flooding and severe storms**

JEFFERSON CITY, Mo. - **Gov. Jay Nixon** yesterday requested from President Barack Obama a major disaster declaration for 32 Missouri counties to assist individuals, to speed recovery and to help get Missourians back to work in the aftermath of flooding, excessive rain and severe storms that have affected much of the state.

The State Emergency Management Agency and the Federal Emergency Management Agency continue to perform joint damage assessments in nine other Missouri counties and the city of St. Louis. Additional jurisdictions will be added to the request based on the results of these assessments.

"Since the spring, Missouri communities have been hit by flooding, strong winds and excessive rainfall which have left severe damage in their wake," **Gov. Nixon** said. "I am asking the President to issue a major disaster declaration so that counties, local governments and individuals that have sustained severe damage because of the storms and flooding will have the resources to rebuild and recover."

Gov. Nixon's request for public assistance includes the following counties: Adair, Andrew, Atchison, Buchanan, Caldwell, Carroll, Cass, Chariton, Clark, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Howard, Jackson, Lafayette, Lewis, Livingston, Mercer, Nodaway, Putnam, Ray, Schuyler, Scotland, Sullivan and Worth.

Based on assessments performed as of July 26, Gov. Nixon's request for individual assistance includes the following counties: Andrew, Buchanan, Cass, Daviess, Holt, Jackson, Livingston, Marion, Miller, Ralls and Schuyler.

Joint damage assessments are still being performed in the following counties: Audrain, Callaway, Knox, Linn, Monroe, Pike, Randolph, Shelby, St. Louis and the city of St. Louis.

Citing the extraordinary hardship and losses caused to agricultural areas, Gov. Nixon also has asked **Secretary of Agriculture Tom Vilsack** to designate 55 Missouri counties as primary disaster areas, which will permit assistance for farmers from the USDA's Farm Service Agency.

"Agriculture is a vital part of our economy, and it is essential that Missouri's farmers have the support they need to keep their operations running after being affected by storms," **Gov. Nixon** said. "I've requested a designation from Secretary Vilsack that would assist our of our state's central industries in moving forward."

Counties for which agricultural assistance is being requested are: Adair, Andrew, Audrain, Benton, Caldwell, Callaway, Carroll, Cass, Chariton, Clark, Cooper, Crawford, Daviess, Dekalb, Dunklin, Gentry, Grundy, Harrison, Henry, Hickory, Holt, Howard, Jackson, Jefferson, Laclede, Lafayette, Lewis, Lincoln, Linn, Livingston, Macon, Maries, Marion, Mercer, Mississippi, Moniteau, Monroe, Montgomery, Pemiscot, Perry, Pettis, Pike, Platte, Putnam, Ralls, Ray, St. Charles, Ste. Genevieve, Saline, Schuyler, Scotland, Sullivan, Vernon, Warren and Worth.

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# UNITED STATES SENATE

Washington, D.C.

**For Immediate Release**  
July 28, 2010

**Contact:** Laura Myron (McCaskill) – (202) 228-6502  
Shana Marchio (Bond) – (202) 224-0309

## **MCCASKILL AND BOND ASK FOR DISASTER DECLARATION IN NORTHERN MISSOURI**

*Senators send letter to President asking for help for Missouri  
communities affected by recent storms*

**WASHINGTON, D.C.** – Following massive storm systems that caused severe flooding, high winds, hail and tornadoes throughout the state in June of 2010, U.S. Senators Claire McCaskill and Kit Bond joined together to ask the president to grant Governor Jay Nixon’s request to declare 41 counties in Missouri and the city of St. Louis a federal disaster area. In order to access the resources the federal government provides for recovery from natural disasters to help businesses and families get back on their feet, the area must be declared a federal disaster area.

“In addition to the deaths and injuries, these systems created significant problems with damages to roads, bridges, critical utilities and debris removal,” the senators wrote. The continued “It is our hope that you will grant Governor Nixon’s request promptly, to help state and local governments recover from this disaster.”

Affected counties include Adair, Andrew, Atchison, Audrain, Buchanan, Caldwell, Callaway, Carroll, Cass, Chariton, Clark, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Howard, Jackson, Knox, Lafayette, Lewis, Linn, Livingston, Marion, Mercer, Miller, Monroe, Nodaway, Pike, Putnam, Ralls, Randolph, Ray, St. Louis, Schuyler, Scotland, Shelby, Sullivan, and Worth Counties and the city of St. Louis.

*The full text of the letter is below.*

July 28, 2010

The Honorable Barack Obama  
President  
The White House  
Washington, DC 20005

Dear President Obama:

On July 27, 2010, Governor Jay Nixon requested a disaster declaration for the State of Missouri as a result of the storm systems that began moving through Missouri on June 12, 2010 and are continuing. These storm systems have generated flooding, flash flooding, high winds, hail and tornadoes throughout the state. These storm systems resulted in two deaths and several storm-related injuries. Utility companies and cooperatives across the area reported more than 19,700 customers without power, some for longer than five days. In addition to the deaths and injuries, these systems created significant problems with damages to roads, bridges, critical utilities and debris removal.

The Governor has requested 41 counties in the disaster request. The amount of damage caused by these storm systems is significant throughout the affected area. As a result, Governor Nixon has determined that this incident is of such severity and magnitude that an effective response is beyond the capabilities of the state and the affected local governments and is requesting Individual and Household Program, Public Assistance and Hazard Mitigation.

It is our hope that you will grant Governor Nixon's request promptly, to help state and local governments recover from this disaster. Along with our fellow Missourians, we eagerly await your decision on this request for assistance.

Sincerely,

Claire McCaskill

Christopher S. Bond



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## **2009 – 2010 Kirksville TCRC Highlights**

Approximately 30 non-political science major students attended to learn about government positions in their field of interest. The Truman State University Career Center held a panel discussion via ITV and SKYPE on Careers in Government. Panel members included persons from Uruguay, Washington DC, and local government.

A group from Truman State connected via ITV with Tikrit.

The Kirksville TCRC worked with the Green Team and Iowa State University to offer: Home and Office Energy Conservation (ISE 582) via Adobe Connect November 18. Participants attended in Iowa and Northeast Missouri.

The Missouri Council on Economic Education partnered with Operation Outreach to teach via interactive videoconference, a combined 40 teachers in Kirksville, Joplin, Poplar Bluff and Cape Girardeau a personal finance curriculum: Missouri Performance Challenge.

Missouri Livestock Symposium, technology support including audio video for the main auditorium and presentation support in education session rooms.

This is the second year the Truman State University Arabic class was held at the Kirksville TCRC via ITV from Montana State University. Approximately 14 students attended the class.

Three new classes were presented: Facebook, Blogging, and Google Docs.

We provided Screen Capture training. This offering included capturing windows, snipping content from screens, screen prints, and capturing desktop demonstrations with audio.

In conjunction with the Tri-Lakes TCRC and Mineral Area TCRC we recorded the monthly County Council Training presented by Tony DeLong. The recordings were encoded and placed on the County Council section of the MU Extension website.

Presented off site at the Adair County Library: Publisher, PC Maintenance, and using the web.

### **Testimonial:**

Assists in helping community members learn new skills, cope with changing technology, meet required needs without having to leave the community. Provides an excellent meeting place to meet community needs. Because of the staff's caring, persons who would normally feel intimidated to learn new skills - love the accepting attitude and friendliness of staff.

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**CITY OF KIRKSVILLE**  
**SEMI-ANNUAL FINANCIAL REPORT (CASH BASIS UNAUDITED)**  
**January 1, 2010 – June 30, 2010**

**GENERAL FUND**

**Revenues**

Taxes and Franchise Fees	1,539,797
Licenses and Permits	141,681
Intergovernmental	268,241
Charges for Services	8,942
Fines and Costs	48,540
Management Fees	122,140
Other Revenue	<u>149,365</u>
	2,278,706

**Expenses**

Council/Boards and Committees	276,619
Administration	89,991
Human Resources	35,796
Economic Development	140,241
Finance	122,173
Information Systems	226,353
Legal and Municipal Court	66,315
Public Building Maintenance	107,923
Police	895,467
Fire	624,654
Public Works/Streets	928,292
Code Enforcement	124,825
Engineering	68,006
Recreation Administration	<u>53,710</u>
	3,760,365

**OTHER FUNDS**

	<b><u>Revenue</u></b>	<b><u>Expense</u></b>
Community Development Block Grant	49,077	55,600
Walking and Cycling Trail Grant	1	155,963
Southeast TIF District	33	0
Downtown TIF District	21,971	5,998

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S Hwy 63 CID		0	1,939
Enhanced 911		240,816	216,777
Public Transit		35,072	27,156
GIS Consortium		15,631	27,494
Community Partnership		1	0
Capital Improvement Sales Tax		258,230	136,346
Transportation Sales Tax		402,140	56,638
Industrial Park		0	21,770
Central Garage		271,559	259,213
Insurance		642,349	514,338
Utility		4,069,142	3,849,359
Airport		392,528	326,320
Aquatic Center		86,825	150,691
North Park		32,409	44,414
Veterans Memorial		303	0
Tri-Centennial Trust		0	0
Forrest-Lewellyn Cemetery Trust		982	4
Nancy Reed Fugate Trust		49	49
Revolving Loan		19,798	0
Highway 63		<u>381,968</u>	<u>381,968</u>
		<u>6,920,884</u>	<u>6,232,037</u>
	TOTAL	<u>9,199,590</u>	<u>9,992,402</u>

<u>2009 Property Tax Levy</u>	.6547/\$100	Assessed Valuation
<u>2009 Assessed Valuation</u>	115,395,750	Real Estate
	31,591,080	Personal Property
	<u>8,078,217</u>	Railroad and Utilities
TOTAL	<u>155,065,047</u>	
<u>Cash Assets</u>	3,351,272	Pooled
	432,648	Health Insurance
	2,251,260	Restricted-Bonds
	<u>48,456</u>	Certificates of Deposit
TOTAL	<u>6,083,636</u>	

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Indebtedness

Bonded	5,355,000	Waterworks
	7,887,917	Sewerage
	2,274,000	Stormwater
Capital Lease	367,029	Airport (12/2024)
	<u>216,605</u>	General(09/2013)
TOTAL	<u>16,100,551</u>	

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