

KIRKSVILLE CITY COUNCIL

NEWSLETTER . . .

Mari E. Macomber, City Manager
October 29, 2010

SUBJECTS:

**DATES TO REMEMBER
BUDGET MEETING
MML LEGISLATIVE CONFERENCE
2011 HOLIDAY SCHEDULE
KIRKSVILLE DAY AT THE CAPITOL
JAMISON STREET
KDIC ANNUAL MEETING
DOWNTOWN WATER TOWER
CITY HALL RADIO TOWER
APPLIANCE PICKUP
BECOME A "LET'S MOVE CITY"
TOURISM BUDGET
ANIMAL CONTROL
SCHOOL BOARD MEETING
ALTERNATE ROUTE UPDATE
WEBINAR ON EXCELLENCE IN GOVERNMENT
CGI VIDEO COMPANY
STORMWATER UPDATE
NOTIFICATION FOR BOIL ORDER OR ADVISORY
BUSINESS UPDATE**

DATES TO REMEMBER

11/1 – Council Study Session @ 4:30 pm
11/1 - City Council Meeting @ 6 pm
11/2 – LPRC and ATC @ noon
11/2 – KDIC Meeting @ 5:30 pm
11/3 – KHPC @ 4:00 pm
11/8 – Budget Meeting 4:00 pm
11/8 – Water Tower Lighting @ 6:00 pm
11/ 8 – 12 – Appliance Pickup
11/9 – Budget Meeting @ 4:00 pm
11/9 – KREDI Meeting @ 4:00 pm
11/9 – KDIC Annual Meeting @ 5:30 pm at Kirksville Arts Association Building – RSVP needed
11/11 – 20 – Council Member Fajkus Out of Town
11/11 – Veterans Day – City Hall Closed
11/12 – Ribbon Cutting NEMO Area Health Education Center – 312 S. Elson at 11:30 am
11/19 – State of the Judiciary @ 8:00 am - Adair County Annex
11/25 and 26 – Thanksgiving Holiday – City Hall Closed

BUDGET MEETING

The budget meetings are scheduled for November 8 and 9, and are planned to begin at 4:00 pm. With the downtown water tower lighting starting at 6:00 pm, the question is whether the City Council would be willing to come back for additional discussion. We would like to get through all but the Community Service and Public Works Budgets.

MML LEGISLATIVE CONFERENCE

The MML Annual Legislative Conference will be held February 16-17, 2011, at the Jefferson City Capitol Plaza Hotel. Registration material will be included with the January *E-Newsletter*. We urge all city officials to attend this important, informative Conference.

2011 HOLIDAY SCHEDULE

The 2011 Holiday Schedule for the City is included with this Newsletter. There are four (4) dates that fall within the Council's regular meeting schedule. They are Martin Luther King Jr. Day, Presidents' Day, Independence Day and Labor Day holidays. If the Council does not object, I would like to observe these dates and if necessary schedule a special meeting on a different Monday if City business needs to be addressed.

KIRKSVILLE DAY AT THE CAPITOL

The third floor of the Rotunda has been reserved for March 29 for our annual Kirksville Day at the Capitol. We will want to have as many people from Kirksville participate in this event, as there will be so many new legislators that will need to be educated about Kirksville.

JAMISON STREET

Jamison Street has opened. This project completes the last of the major street projects for the City for a few years. There are a few things that will need to be completed including guardrails at the pond and at two culverts.

KDIC ANNUAL MEETING

The City is invited and encouraged to attend the annual downtown meeting on November 9 at the Kirksville Arts Association. The meeting will begin at 5:30 p.m. There will be a business meeting followed by presentation by Dr. Cole Woodcox, professor of English at Truman State University. He will be talking about the importance of historic preservation.

DOWNTOWN WATER TOWER

With the completion of the painting of the downtown water tower and the upcoming installation of lights on the downtown tower, President Magruder would like to hold a water tower lighting celebration under the water tower, and invite the town of Kirksville and have KTVO there to film the official lighting. The tentative date for this is Monday, November 8, at 7:00 or 7:30 p.m.

CITY HALL RADIO TOWER

The City has been contacted by T-Mobile, who has been trying to find a suitable location for a cell tower. T-Mobile is interested in exploring a partnership with the City for the installation or a new monopole adjacent to city hall to replace the existing tower that currently serves the E911 Center and Police Department. The engineer representing the company was to provide an Entry and Testing Agreement for presentation and consideration to the City Council. This would be the first step in exploring this proposal by determining its feasibility. After reviewing the basic concept with staff, we believe the monopole would be sufficient, and since the City has an

existing tower, a replacement tower would be allowed and could go up to the height of 150 feet. Things to consider would include whether it is to our advantage to have another company come in with a new tower eliminating the City's responsibility and possibly receiving compensation from the company for the use of the land, etc.

APPLIANCE PICKUP

Perfect Metals USA will do the fall appliance pickup again for the City of Kirksville. We have selected the week of November 8-12 to do all the pickups. There will be no separate zones established for the pickup. This year, the company will pick up all appliances, even ones with Freon, for no fee. There will be no stickers to sell. Perfect Metals is asking any citizen with an appliance to be picked up, to call their business at 660-665-8000, or 660-651-0290 to schedule a pickup of their appliance during the November 8-12 week. There will be no street-by-street canvas of the town this year. Perfect Metals will come to the citizen's house on the scheduled time and date and make the pickup. This is a great service for the citizens of Kirksville. The pickup is for metal appliances such as washers, dryers, freezers, refrigerators, air conditioners, dishwashers, and stoves.

BECOME A "LET'S MOVE CITY"

The First Lady is calling on mayors and elected officials across the country to join her Let's Move! campaign. [Let's Move Cities and Towns](#) engages mayors and other municipal leaders in the campaign to solve the problem of childhood obesity within a generation. [Let's Move Cities and Towns](#) emphasizes the unique ability of communities to solve the challenge locally, and the critical leadership mayors and elected officials can provide to bring communities together and spur action. [Let's Move Cities and Towns](#) is designed to encourage mayors and elected officials to adopt a long-term, sustainable and holistic approach to fight childhood obesity. This initiative recognizes that every city is different, and every town will require a distinct approach to the issue. For more information and to sign your community up to participate in this important effort visit <http://www.letsmove.gov/officials.php>.

TOURISM BUDGET

Included with this Newsletter is the proposed 2011 Tourism Budget. The Budget has been presented and approved by both the Tourism Advisory Committee and the Chamber of Commerce Board of Directors. The Budget proposes conservative revenue based on the average annual tourism tax received since its inception in 2007. The budget retains a small reserve of revenues over expenditures of almost \$3,000. The Tourism office has operated well within the revenues raised leaving a balance each year of operation.

ANIMAL CONTROL

The City has agreed to offer support and assistance to the Adair County Sheriff's Office for animal calls when the deputies believe the situation warrants additional expertise and assistance. This support will be provided during Animal Control Officer's normal work schedule. We will assist with capture. The Adair County Humane Society has also informed the County that the Shelter will begin charging the County for the services they provide. The City has an agreement with the Shelter that outlines the services and fees. The Shelter has provided similar services to the County absent an agreement and without fee.

SCHOOL BOARD MEETING

Council Member Chrisman provided information from the recent City Council/School Board meeting. The Board expressed appreciation for how well the water main under the hike/bike trail

went. They all appreciate the work that has been completed on Jamison Street. The Board is looking forward to the Safe Schools grant. The high school water tower painting is progressing. Once complete the words Kirksville Tigers will be painted on the tower. There was some discussion concerning the Raul Walters project and its status. An update will be sent to all taxing districts after the City Council meeting on Monday. A tour of the Tech Center will be arranged for the City Council in the near future.

ALTERNATE ROUTE UPDATE

A public meeting was held this past week at the Kirksville RIII High School Cafeteria to give the community an update on the status of the Alternate Route project. There were aerial displays of the project site showing the work completed thus far. These pictures will be available to the Council. The project has been a little disruptive for some residents and businesses due to changes in schedules and limited notifications. Concrete work has been done on the route from Route P to Patterson. Highway 11 is expected to be reopened in the next two weeks. If any member of the City Council would like to take a tour of what has been done thus far, I am sure that we can arrange this with MoDOT. Much of the information from the briefing is available at MoDOT's website at <http://www.modot.org/northcentral>. As a reminder Lincoln Street is now closed. We had one resident, who is just north of the alternate route location on Lincoln Street express concern about snow removal, emergency service access and people using the private driveway as a turn around. There will be a turnaround for people constructed. The City will continue to provide snow removal, and according to our fire department, even if Lincoln were opened, the route that they would take to get to this house would have been up Highway 63 to Benton Way and down Lincoln as opposed to taking North Town Road, Route P and Lincoln Street. The deck will be placed on the Patterson bridge next week, probably Tuesday and Wednesday. The subcontractor does not need to close the road. The guard rail will be installed under the bridge, and will allow future overlay of Patterson. The overhead clearance today is 15'3"; the required clearance is 14'11". We are working with the subcontractor, general contractor, and MoDOT to determine the extent of damage to Patterson. We have requested that the loaded truck cease running on Jamison Street now that it is finished. The east entrance to the Fairground will be paved this fall. The West entrance (old main entrance) will remain rock and be used as the truck route for hauling concrete and materials. It will be paved later. The earthwork on the north end of the project is nearing completion, and bridge decking will start in near future. Earthwork on the south project is underway. They plan to close Laurel Lane in mid to late November.

WEBINAR ON EXCELLENCE IN GOVERNMENT

Laura Guy was able to sit in on the webinar - Developing Excellence in Government During a Time of Cutbacks. It was geared mainly to the elected leader's perspective – on how to not focus on short-term goals that are derived from political pressures, but on long-term goals that last beyond an elected official's term. Sustainability should be the objective and a means is to simplify and prioritize programs as to public impact and cost. Within that context, the focus is on producing a quality product and not on cost. A complete summary of the presentation is included in this Newsletter. Mayor Kuhns sat in on the webinar, as well. He provided each of you a link to the full presentation.

<https://asq.webex.com/asq/lr.php?AT=pb&SP=TC&rID=2869697&act=pb&rKey=b5fd669a1bba0eda>

CGI VIDEO COMPANY

The city is currently working with CGI Communications on a video program that will provide 6 short videos on our Web site. These videos are intended to give people interested in relocating

or visiting, a visual picture of our community. The company is now beginning to approach area businesses to see if they would be interested in purchasing a sponsorship ad for their business that would be linked to the City's videos. We have already had a few phone calls regarding this because the sales people from CGI always state that they are "working with the City" on this project and that is correct (they should not be telling people that they work for the city). If you get calls about this program, you can verify that the sales people are with CGI Communication and we are working with them on a video project. The names of the CGI employees that will be making sales calls in our area are: Tom Frisbee, Kathryn Cannizzaro, and Mike Askins. They are asking businesses to listen to a 15 minute presentation about the program. There is no obligation to purchase an advertisement.

STORMWATER UPDATE

Bartlett & West Inc began surveying the watershed area of Bear Creek 9 (BC-9) this past week. The areas included in Bear Creek 9 are from the west side Boundary Street, north to Dodson Street, east to First Street and south to Hildreth Street. The surveyors will be surveying for two weeks in BC-9. The surveyors will knock on the front doors of property owners before the surveyors would enter the side or back yards of the property. After surveying the Bear Creek 9 area, the surveyors will start surveying Suburban-Monte Carlo Streets in the Floyd Creek 2 watershed. The City submitted an application to the MoDOT Transportation Enhancement Grant program. We are requesting \$240,000 which is the maximum amount allowed for the Baltimore Washington Project. The project was selected because it was in the MoDOT right of way, and was a priority project. The Regional Planning Commission Directors determine which grants are funded. We have been in contact with three of the five Directors, along with MoDOT officials.

NOTIFICATION FOR BOIL ORDER OR ADVISORY

Two weeks ago, the Index did an article on a recent water boil notice for an event that occurred on Jefferson Street. The City sent out a press release, posted the notice on the website and used the reverse 911 notification system, but did not use door hangers. We had reduced the use of the door hangers because the individual phone calls had been considered more effective, especially in larger areas. We should have used hangars in this area but did not. The notice was for a boil advisory, which is different than a boil order. It affected two blocks, and potentially seven (7) addresses. With more and more people moving to cell phones, we are seeing this method of notification less efficient. The City will insure that use of hangers is increased, especially in the areas around the campus and areas with predominantly student housing.

BUSINESS UPDATE

Two new businesses will be opening. La Salon will be opening up on North Baltimore at 701 N. Baltimore. Cost Cutters will also be opening up at 2408 N. Baltimore. Both are salons. Colton opened its doors.

Attachments

- Budget Calendar
- Tourism Budget
- Developing Excellence in Government During a Time of Cutbacks
- Adopt A Child Flyer
- Ribbon Cutting Event
- 2011 Holiday Schedule

Enclosures

- KHA Annual Report

BUDGET CALENDAR FOR FY 2011

(REV 8/18/2010)

August 31	Budget templates distributed to departments.
September 10	Upcoming year revenue projections and items for Council retreat due: <ul style="list-style-type: none">• 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• Financial policies and practices
September 20	City Council retreat (4 p.m.-8 p.m. and September 21 if necessary)
September 22	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 8-9	Preliminary budget submittal to City Council and 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.

2011 Holidays

General Employees

1. *New Year's Day - December 31, 2010 (observed)*
2. *Martin Luther King Jr. Day – January 17, 2011*
3. *President's Day – February 21, 2011*
4. *Good Friday - April 22, 2011*
5. *Memorial Day – May 30, 2011*
6. *Independence Day – July 4, 2011*
7. *Labor Day – September 5, 2011*
8. *Veteran's Day – November 11, 2011*
9. *Thanksgiving – November 24, 2011*
10. *Thanksgiving Friday – November 25, 2011*
11. *Christmas Day – December 26, 2011 (observed)*

Fire union Employees

1. *New Year's Day – January 1, 2011*
2. *Martin Luther King Jr. Day – January 17, 2011*
3. *Washington's Birthday – February 22, 2011*
4. *Truman's Birthday – May 8, 2011*
5. *Memorial Day – May 30, 2011*
6. *Independence Day – July 4, 2011*
7. *Labor Day – September 5, 2011*
8. *Patriot's Day – September 11, 2011*
9. *Veteran's Day – November 11, 2011*
10. *Thanksgiving – November 24, 2011*
11. *Christmas Day – December 25, 2011*

2011 Tourism Budget

2011 Estimated Income = \$139,800

2011 Estimated Expenses = \$139,800

Salary	\$40,000	
Payroll Taxes	4234	
Health Insurance	3600	
Chamber Support Staff	9589	20 hours per week
Accounting Services	1620	
Small Equipment	750	
Miscellaneous	1000	
Cell Phone Reimburse.	300	
Website	1120	
Trade Shows	10,000	
Advertising/ Mktg.	30,000	
Printing and Design	3000	
Meetings/Travel Conf.	5000	
Mileage Reimburse.	2500	
Office Supplies	700	
Rent	4800	33% of Office Rent
Postage	800	
Office Phone	1100	33% of office phone
Utilities	900	33% of office utilities
Janitorial Services	360	33% of office janitor services
Copy Machine	665	33% of office copy machine
Dues and Subscriptions	2000	
Hospitality/Entertain.	1500	
Other Insurance	1300	workers comp/event/furniture
Advertising Partnership	<u>10,000</u>	
Cash reserve	2962	



CITY OF
KIRKSVILLE

Fire Department Ph: 660.665.3734 Fax: 660.627.7011

Adopt A Child

Annual Christmas Program

October 11, 2010



Council Member Martha Rowe
City of Kirksville
Kirksville MO 63501

RE: 2010 Annual Adopt A Child Christmas Program

Preparation is once again underway for the *Annual Adopt A Child Christmas Program for the 2010 Christmas Season*. The 2009 program provided for approximately 400 Adair County children.

Your participation in last year's program was very much appreciated (Assistance at the Gift Table at the Party) and we look forward to working with you again this year if you are interested in assisting. The actual program will take place mid December.

Your continued generosity and support to this program makes it the success it is providing a Christmas to those who might otherwise not have one.



Sincerely

Teresa Attebery!
Teresa Attebery, KFD/AAC Program Coordinator
Randy Behrens, Fire Chief



Adams, KTUF Program Coordinator



Adair County Family Support Division

Developing Excellence in Government During a Time of Cutbacks
ASQ Government Division Webinar, October 26, 2010
Presenter: Richard Malloy

This session was geared towards elected leaders and how to redirect their focus from being primarily on cost to scope (quality) of government projects or services. Per the presenter, there is a crisis in government caused by elected officials who have added more programs due to constituents or failed to set priorities which has spread government monies thin. This has left governments unable to create sufficient resources to pay for all programs created.

In project management, there is a triple constraint of any project: time, budget and scope or quality. There has been a meltdown in the public sector due to focus primarily on cost, not quality. Elected leaders need to act as a private sector board of directors with the focus being on the big picture, long-term results and quality and not on politics or short-term perspectives.

Project management, not program management, should be the strategy used to negotiate scope and allocate resources. The concept of process flowcharting will simplify and prioritize each program and department based on its public impact and cost. Each manager and supervisor will be held accountable for results through the use of key process mapping and corresponding metrics.

Solutions offered include: usage of performance management and measurable outcomes; reinventing government and negotiating scope of work and allocation of resources for each department or program; elected leaders sharing accountability with government managers like a board of directors; professional standards set for each political leader and manager; and negotiated goals and two-way feedback between elected officials and government managers.

The objective should be to restructure government and the public sector to ensure sustainability and due to its widespread impact on the economy and business environment.

Northeast Missouri Area Health Education Center

312 South Elson

Kirksville, MO 63501

Friday, November 12, 2010

11:30 am

Open House 11 am – 1 pm