

KIRKSVILLE CITY COUNCIL **NEWSLETTER . . .**

Mari E. Macomber, City Manager
October 12, 2012

SUBJECTS:

DATES TO REMEMBER
TRU LEADERS
COUNCIL BUDGET MEETING
CITY MANAGER OUT OF OFFICE
DESIGN GUIDELINES
DREAM FINAL MEETING
FLATS ENHANCEMENT GRANT
JAYCEE PARK GRANT
WASTEWATER PLANT UPDATE
SOUTH 63 CID AND TIF
HOUSEHOLD HAZARDOUS WASTE
COUNTRY CLUB REQUEST

DATES TO REMEMBER

10/13 – Scottish Highland Games – 10:30 to 3 – Faith Lutheran
10/14 – Red, White and Blue Service – Southside Baptist Church – 10:30 am
10/15 – 19 – City Manager Out of Office
10/16 – Job Fair – 11 am – 4 pm – Fairgrounds
10/18 – Chamber After Hours – 5 – 7 pm – NRMC Cafeteria Lobby
10/19 – United Way Ribbon Cutting on the Courthouse Lawn - noon
10/20 – TSU Homecoming Parade and Game
10/22 – Hartzell Hardwood – 4 pm – introduction of plant manager Beachel Swafford
10/23 - Council on the Radio – 9 am (can assign to City Staff)
10/23 – DREAM Final Workshop – Strategic Plan – 5:30-7:30 pm ATSU Mehegan Rm
10/24 – RPC General Membership Meeting – 5:30 pm – VFW Hall in Memphis
10/25 – 27 – ATSU's Founder's Day Events

TRU LEADERS

Chuck Boughton, Truman State professor will be bringing his students to observe a City Council Study Session again. This has been an annual event for students in his Tru Leaders Class. The students and Mr. Boughton will be attending the October 15 Council meeting. They will be arriving at 5:00 p.m. The meeting will be held in the Council Chambers to accommodate the students, as we have done in the past. At the start of the Council meeting, a proclamation is presented to the students by the Mayor.

COUNCIL BUDGET MEETING

Council budget meeting will take place on Monday November 19 starting at 4:00 pm. You will break for the Council meeting at 6 pm and then return to review the budget until about 8 pm. If we are not finished with the budget, the plan would be to continue on the

following day at the same time, 4 pm. Remember that we need to have the budget finished and available to the public for review prior to the December 3 Public Hearing.

CITY MANAGER OUT OF OFFICE

The City Manager Mari Macomber will be out of the office next week on vacation. Assistant City Manager Melanie Smith will be Acting City Manager.

DESIGN GUIDELINES

The Kirksville Historic Preservation Commission and the Planning and Zoning Commission have started discussing the Design Guidelines for the downtown. As a reminder, the consensus was to explore establishing guidelines for existing structures and an ordinance requiring new construction to meet the design standards of those adjacent properties within the downtown. Brad Selby will be going to a few of the businesses downtown to meet with the business owners to discuss the guidelines and get their feedback. Correspondence will be sent to all the businesses or property owners within the area to share information and get feedback from them on the proposals. The guidelines will also be found on our website and at the beginning of the guidelines the following will appear. As noted, these are suggested guidelines to aid those owners who want to v

Kirksville Downtown Design Guidelines

Suggestions for Existing Building Renovations

The following Downtown Design Guidelines are being published for the use of property owners who are interested in retaining the historic look and architecture of their buildings in downtown Kirksville. These tips and guidelines are not a city law or ordinance. It is for those who would like suggestions or advice on what architectural features are important and what details should be retained, or how to modify sections in order to keep a historic area intact.

DREAM FINAL MEETING

The consultants who have been working with Kirksville Downtown Improvement Committee and the State of Missouri will be holding one final meeting here in Kirksville to close out the Kirksville DREAM project. A meeting will be held on Tuesday, October 23 from 5:30 to 7:30 pm in the Mehegan Classroom on the campus of A. T. Still University. Mike Hemmer, consultant with PGAV and Kim Martin with the Missouri Department of Economic Development will be there. The purpose is for Mike to share a summary of what is proposed for the Kirksville Downtown based upon previous input. The meeting is open to all who are interested with the hopes that people will provide some input into a final Strategic Plan for the downtown.

FLATS ENHANCEMENT GRANT

The FLATS organization is planning to submit a grant application to the Missouri Department of Transportation for enhancement funds that will be used to complete the third and final piece of the trail from Thousand Hills State Park. The Rotary Charitable Fund has been serving as the organizations fiscal agent and, as such, will be making the application to MoDot on behalf of FLATS. FLATS has requested that the City provide a letter of support for their application that agrees to provide maintenance to the section of the trail that is located within the City Limits once it is constructed. This section would be approximately ½ mile and the estimated cost is less than \$4,000 per year. City staff have requested additional information about the specifics included in the proposed maintenance plan and the exact distance of the portion that would be within the City. They are also aware that the City is submitting their own Enhancement Funds grant for Phase 2 of the Franklin Street Redesign Project and that is the City's first priority, which will be reflected in the letter of support.

JAYCEE PARK GRANT

In June 2012, the Council approved the submission of an application for a Land & Water Conservation Fund Grant to make improvements to Jaycee Park. On October 5, we received notification of award from the State of Missouri Department of Natural Resources. The renovation plans include replacement of the playground equipment and new impact material for this area and the area surrounding the existing swings. The renovation will also include concrete ADA sidewalks and landscaping throughout the park. The grant will pay up to 45% of the project costs, and the City's Capital Improvement Sales Tax would pay 55% of the total project balance, Parks/Street Maintenance would pay \$5,000. The City would also be contributing up to \$10,000 in in-kind services including design engineering, construction engineering, landscaping, etc.

WASTEWATER PLANT UPDATE

The Department of Natural Resources has completed a review of our proposed Wastewater Treatment Plant Project issuing a draft Water Quality Review report. Preliminarily DNR is stating that we have satisfied the requirement for minimal degradation based on the proposed treatment plan and that no further review is needed and that a final draft of this report will be completed in a few weeks. The document that is being prepared will not include our effluent limits, which will be determined as part of our operating permit. John Buckwalter will complete a review of this document and meet with HDR, our engineering consultants on the wastewater plant project. We will schedule a time to meet with the Council in the near future to give you an update.

SOUTH 63 CID AND TIF

Since the funds to pay for the building facades will not generate enough money to make it cost effective to sell bonds to finance the project, we have been working on ways to make the improvements happen within the funding constraints available. The plan at this time is to use the available cash in the TIF fund, approximately \$105,000 plus a loan from the revolving loan fund of \$100,000. Do accomplish this, the current funding agreement between the City and developer needs to be revised to reflect this financing. In consultation with the City Attorney, I requested a proposal from our bond counsel,

Gilmore & Bell to provide a letter of engagement from them to assist the city in this process. The several discussions, we have an agreeable letter of engagement which would cost no more than \$10,000 to complete the documents needed to get this project off center and façade improvements completed. There is no action needed of the Council at this time, but we will be presenting a revised agreement hopefully at the November 5 Council meeting. The work of the attorney will be paid from the TIF funds and the amount to execute the agreement is within the authority of the City Manager.

HOUSEHOLD HAZARDOUS WASTE

The twelfth and final Household Hazardous Waste drop off for this year was held on Saturday, September 22, 2012, between the hours of 9:00 and 12:00 AM. Twenty-six appointments were scheduled and four were not kept. Six people without appointments were allowed to drop material off. Many of the items brought were not in their original containers and did not include quantities of the materials. The majority of what we received was paint, of which we received 171 gallons latex and 32 gallons of oil-based. There was a variety small containers that contained normal household hazardous waste, such as pesticides, small batteries, bug spray, wood finish and weed killer. Nine man hours were used for this drop-off day, 4 hours or more will be used for preparing for another pickup from the collection company and a few hours were used to take the appointments.

COUNTRY CLUB REQUEST

The Country Club Manager, Alan Daniels has asked that a penalty assessed to the Country Club be removed. The ordinance is very clear and does not allow for the forgiveness of the penalty unless the account is signed up for a direct debit so that we get the funds when the bill is due. The Country Club has two regular accounts and then a third account which is normally closed, but Mr. Daniels opened the account up to allow the Country Club to use the water. The ongoing accounts are paid through the bank. Mr. Daniels said that he came in to close the account, but he did not ask if he owed money, and he says we did not tell him he owed money. He did receive a bill and the Country Club used the water. Since he opened and then within a short time frame closed the account, I believe he should have known whether he made any payments on this account. Mr. Daniels said he did not realize that he did not pay the bill until he received a delinquent notice. He asked that I present this to the Council, since the Council would be the only ones who could override the ordinance. The amount of the penalty was over \$300. Mr. Daniels believes that the amount should be removed because it is over \$300. There is no claims that the City made a mistake. The penalty was over \$300 because the Country Club used that much water to fill their pond. I would encourage the Council to stand by the ordinance.

Attachments

- Budget Calendar
- Sales Tax Information
- Building Permit Information for September
- Court Cases for September Compared to Previous Years
- Health Check Reminder for Employee Health Screen

Humane Society Report
United Way Ribbon Cutting
DREAM Strategic Plan Session
Santa's Kirksville Schedule
Thank You for Performance of Animal Control Officer
Trip Report from Governor's Conference

BUDGET CALENDAR FOR FY 2013 (REVISED 10/12/2012)

July 23	Budget schedule distributed to department heads.
August 6	Templates for temporary/overtime payroll projections for current and upcoming year distributed.
August 13	Temporary/overtime payroll requests due to City Manager.
August 20	Review performance measurements with departments.
August 31	Budget templates distributed to departments.
September 5	Upcoming year revenue projections and items for Council retreat due: <ul style="list-style-type: none"> • Status of FY 2012 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 2012 • Financial policies and practices
September 10	City Council retreat (4:30 pm - 8:30 pm)
September 17	Review results of Council retreat and performance measurements with department heads.
September 21	Central Garage budget proposal* due to City Manager.
September 24	City Manager budget review meeting with Central Garage.
October 1	All other Fund/departmental budget proposals* due to City Manager.
October 8-12	City Manager budget review meetings with departments and follow-up meetings as necessary.
November 19-20	Preliminary budget submittal to City Council and City Council review of budget.
November 26 December 17	Preliminary budget available on website and in Administration for public inspection.
December 3	Public hearing on FY 2013 budget and first reading. Adoption of FY 2011 amendment ordinance.
December 17	City Council adoption of FY 2013 budget.
January 1	New year begins.
January 31	FY 2013 budget document distributed.

SALES TAX COLLECTIONS
One-Cent General Sales Tax

	2008	2009	2010	2011	2012
BUDGET	2,578,240	2,584,485	2,466,000	2,476,280	2,523,820
January	241,502.73	266,740.40	259,347.52	177,293.93	231,297.39
February	219,903.17	195,734.29	200,778.78	259,901.05	229,342.20
March	132,002.16	147,892.81	156,669.64	160,805.35	147,321.44
April	253,028.44	246,130.84	232,500.31	258,496.85	288,635.98
May	220,972.61	216,847.11	233,120.21	239,462.58	216,676.28
June	148,541.83	142,964.71	143,943.57	149,702.34	141,482.89
July	279,431.55	279,236.50	265,660.28	259,437.07	285,063.79
August	222,179.31	203,838.29	208,953.81	218,429.47	203,154.15
September	140,078.56	146,129.55	131,838.50	174,444.14	
October	235,788.79	237,555.14	252,020.17	270,826.30	
November	209,464.69	222,488.00	207,549.97	223,163.42	
December	204,920.17	153,163.14	199,574.20	159,898.86	
TOTAL	2,507,814.01	2,458,720.78	2,491,956.96	2,551,861.36	1,742,974.12
VARIANCE from BUDGET					
Growth/(Loss)	(70,425.99)	(125,764.22)	25,956.96	75,581.36	(780,845.88)

2,093,429.15 2,083,069.64 2,084,832.79 2,168,799.08 1,742,974.12

SALES TAX COLLECTIONS BY FISCAL YEAR
Community Improvement District 1-Cent Sales Tax

FY 2012	
Budget	93,600.00
Actual Collections:	
January	14,402.97
February	14,140.97
March	4,231.33
April	11,552.27
May	7,727.12
June	2,671.11
July	10,473.33
August	6,034.11
September	
October	
November	
December	
Total Tax Collections	\$71,233.21
Variance	
Growth/(Loss)	(\$22,366.79)

The following is a listing of new construction in Kirksville for the period September 1, 2012 through September 30, 2012:

Date: September 6, 2012
Owner: Andy Treasure
Use: Single Family
Address: 1725 E. Normal
Permit No.: 7765
Const. Co.: Self

Date: September 11, 2012
Owner: Steve Barber
Use: Single Family - Placement
Address: W. Potter Trail
Permit No.: 7770
Const. Co.: Joe Schmid

Date: September 17, 2012
Owner: Jesse & Jessica Nelson
Use: Single Family
Address: 22680 Harrison Trail
Permit No.: 7775
Const. Co.: Adam Davis Construction

Date: September 18, 2012
Owner: Hartzell Hardwoods
Use: Storage - Commercial
Address: 3310 N. Industrial Rd.
Permit No.: 7776
Const. Co.: Sparks Constructors

Date: September 21, 2012
Owner: Rudy Riley
Use: Single Family
Address: 2508 Augusta
Permit No.: 7777
Const. Co.: Larry Hays Construction

2012

CASES FILED & DISPOSED, TRAFFIC & ORDINANCE CATEGORIES (CURRENT AND PREVIOUS YEARS)

MONTH	YEAR	CASES FILED	MT's FILED	MO's FILED	CASES DISP	MT's DISP.	MO's DISP.	OUTSTANDING FINE/COST BALANCE	TOTAL DEPOSITS OF FINE/COSTS
July	2003	74	52	22	87	46	41	\$ 16,604.82	\$9,161.30
	2004	67	42	25	63	44	19	\$ 7,744.37	\$4,069.50
	2005	80	35	45	86	46	40	\$ 9,967.50	\$7,473.50
	2006	42	32	10	76	38	38	\$ 15,549.50	\$5,032.50
	2007	73	26	47	65	32	33	\$ 17,068.50	\$9,605.50
	2008	112	59	53	105	122	34	\$ 20,225.00	\$8,303.50
	2009	74	49	25	106	72	34	\$ 28,165.56	\$7,397.00
	2010	122	72	50	100	65	35	\$ 35,832.56	\$8,634.00
	2011	158	102	56	142	83	59	\$ 41,908.94	\$12,546.80
	2012	119	52	67	99	53	46	\$ 30,284.81	\$9,360.50
August	2003	89	52	37	77	61	16	\$ 14,219.32	\$8,311.00
	2004	100	43	57	75	51	24	\$ 9,372.37	\$4,247.00
	2005	86	25	61	81	33	48	\$ 9,658.00	\$8,365.00
	2006	132	58	74	86	56	30	\$ 13,700.50	\$7,534.00
	2007	66	45	21	79	36	43	\$ 17,400.50	\$6,764.00
	2008	88	41	47	73	40	33	\$ 18,353.50	\$7,921.00
	2009	107	73	34	78	53	25	\$ 25,747.81	\$7,726.75
	2010	105	59	46	66	46	20	\$ 35,917.06	\$4,955.93
	2011	121	70	51	138	92	46	\$ 23,115.44	\$17,741.50
	2012	191	144	47	145	78	67	\$ 37,372.31	\$11,418.00
September	2003	104	66	38	115	65	50	\$ 16,116.46	\$12,309.00
	2004	97	52	45	107	49	58	\$ 10,881.87	\$7,070.50
	2005	125	38	87	97	36	61	\$ 11,845.50	\$4,489.50
	2006	84	42	42	100	34	66	\$ 14,799.00	\$7,850.00
	2007	68	46	22	86	46	40	\$ 18,561.50	\$8,954.00
	2008	71	44	27	81	41	40	\$ 20,319.00	\$7,319.00
	2009	92	39	53	72	46	26	\$ 27,232.06	\$5,286.75
	2010	94	47	47	89	48	41	\$ 40,713.11	\$7,644.00
	2011	175	98	77	171	104	67	\$ 35,082.78	\$14,617.38
	2012	108	73	35	141	85	56	\$ 39,838.81	\$11,700.00

IMPORTANT REMINDER

- Approximately nine months ago you took a Health Evaluation that was administered by Interactive Health Solutions (IHS).
- Shortly after your evaluation you received test results which included your personal IHI (Interactive Health Index) scorecard.
- Our organization has implemented an incentive program that provides you an opportunity to receive a discount on your insurance if you meet the goal that was indicated on your IHI scorecard the next time you participate in the IHS Health Evaluation.
- Attached is a sample of the IHI scorecard.

If you do not have your IHS Health Evaluation test results please log into the IHS website at interactivehs.com or call Interactive Health Solutions at 800.840.6100



ADAIR COUNTY HUMANE SOCIETY

P.O. Box 481

Kirkville, Missouri 63501

October 4, 2012

REC'D OCT 9 - 2012

TO: Kirkville City Manager

FROM: Adair County Humane Society

RE: September Shelter Report

Brought to Shelter	Dogs	14
	Cats	17
	Puppies	3
	Kittens	5

Reclaimed by Owner	Dogs	2
	Cats	0
	Puppies	0
	Kittens	0

Euthanized from City	Dogs	5
	Cats	14
	Puppies	0
	Kittens	2

Brought to Shelter Dead	Dogs	0
	Cats	4
	Puppies	0
	Kittens	0
	Other	18


Jackie Eaton, Treasurer

We were so pleased to get the Ameren grant. We will now be able to update and repair the shelter building and pens.

Board of Directors, Ambassadors, and
Community Supporters:

Please join us for a ribbon cutting for

The United Way of Adair County/Northeast Missouri

2012 Campaign Thermometer

On the Square

Kirksville, MO 63501

October 19, 2012

12 pm

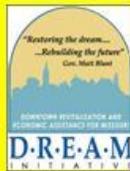
Join the Chamber as we help the United
Way of Adair County kick off their 2012
campaign. Light refreshments will be
served.

YOU ARE INVITED!

WHAT: PUBLIC MEETING TO DISCUSS
THE DOWNTOWN STRATEGIC PLAN

WHEN: OCTOBER 23, 2012, 5:30 P.M.

WHERE: MEHEGAN CLASSROOM
A.T. STILL UNIVERSITY TINNING EDUCATION CENTER



MIKE HEMMER, PGAV URBAN CONSULTING WILL BE CONDUCTING A PUBLIC MEETING ON OCTOBER 23, 2012, TO DISCUSS THE DOWNTOWN STRATEGIC PLAN AND OBTAIN COMMUNITY FEEDBACK.



Here comes Santa!



November 23, 5:00 pm, Santa arrives at the courthouse on the Kirksville fire engine.

He will be in the courthouse
2:00 – 4:00 pm



Saturday, November 24
Saturday, December 1
Saturday, December 8
Saturday, December 15
Saturday, December 22



andy john skinta III

REC'D OCT 12 2012

11 October 2012

Ms. Mari Macomber
City Manager Kirksville, Missouri
201 South Franklin
Kirksville, Missouri 63501

Dear Ms. Macomber:

A week ago today, (4 Oct), the rain storm Kirksville experienced blew open our home door and "Chase" ran away. Chase is our 14 year old dog whom is the light of our life and we consider him to be our child. As You might suspect both Dot & I were totally freaked out.

On Friday Bob, Kirksville's Animal Control Officer became involved and Chase was sighted once and yet managed to elude the three of us. Bob remained diligent in his search throughout the day but no new leads developed. On Sunday morn, between tears, the phone rang and Chase had been discovered on West Burton Street just beyond the City limits. He had gotten trapped in a ravine and likely without food and water for nearly three days. He was so worn out he needed help getting in the car and upon arriving home he literally drank over a gallon of water and massive quantities of munchies and then proceeded to sleep for 24 hrs. We are delighted to report that each day he is acting more and more like a puppy again.

The purpose of this letter is to You Ms. Macomber for having selected Bob to his position. He exhibited a high degree of compassion for our situation and pursued the search with seemingly a passion. I encourage You to commend him for his efforts. Having been K'ville residents since 1964 we candidly sometimes question why we remain since sometimes it's frustrating and yet it's events like this that make us proud to be a member of this community.

Thank You,

Andy & Dot

Andy & Dot

p.s. Now You know why "Chase" is named "Chase"!

Memo

To: Mari Macomber, City Manager
From: Melanie Smith, Assistant City Manager
Date: 10/13/2012
Re: 2012 Governor's Conference on Economic Development Summary

2012 Governor's Conference on Economic Development, September 5-7, 2012

I had my first opportunity to attend the Governor's Conference on Economic Development in early September in St. Louis. This conference was different from the MEDC conference that I have attended in the past because it was much larger and included representation from all sections of the Missouri Department of Economic Development as well as many Workforce Investment Board members and representation from the larger metropolitan areas of the state. The conference gave me a chance to meet many people working in the Economic Development industry and I am sure that those contacts will be very helpful in the future. Here is a summary of the sessions that I attended:

General Session: Ready, Set, Grow!: This session was the official kick-off of the Missouri Work Ready Communities initiative. This program had also been introduced at the Spring MEDC conference. Carolyn Chrisman is already working on this effort for Kirksville.

Turning the Entrepreneurs in Your Community into an Economic Development Engine: This session was the most informative one that I attended because I don't work with Entrepreneurs typically and it helped to categorize the types of Entrepreneurs. The session also covered the types of help that each Entrepreneur group typically needs and resource information for helping these groups. This information could be very helpful during the upcoming transition in directors for the local SBTDC/MREIC.

Target Industry Clusters – Focusing on Our Strengths and Advantages: This session focused on how and why you might want to cluster the various industry types to make recruitment easier. The types covered were Information Technology, Biosciences, Health Sciences and Services Advanced Manufacturing, Energy Solution, Transportation and Logistics, and finance & Professional Services. It is an interesting concept but not something that would be applicable for Kirksville and Adair County.

Latest Innovations in Retail and IT Incubation: This session took us on a walking tour of the relatively new T-REX IT Incubator that is located in downtown St. Louis in the former Railway Exchange Building. The Downtown CID has partnered with the Regional Economic Development Group and the City have partnered in this venture to provide low cost incubator space for IT startups. The program has grown from 12,500 square feet to almost 62,500 sf and is looking to move into the fashion incubator business also. The tour also took us to look at the redevelopment of the former St. Louis City Centre that formerly housed a mall in the 80-90s but has been abandoned and/or changed into

parking in the recent past. The street level area that faces Washington Street and the Convention Center is being changed into restaurant space and retail space for a consignment type shop featuring upper scale boutiques from the St. Louis Area. We are considering adding an incubator space to the EDA building so it was interesting to see how some other concepts are working.

Business Surveys and Business Retention Efforts: This session was presented by the KC Economic Development Corporation and discussed the Employer Survey that they sent out to 1200 of their businesses. The survey cost \$24,000 and they got back about 200; then solicited an additional 200 responses. A survey of this scale would not be something that Kirksville would need because we have a smaller group of businesses and we work with them on a regular basis through KREDI.

Lessons Learned – The Art of Practicing Economic Development: This session was a panel discussion from 4 communities located around the KCI Airport. They shared some of their experiences and how they work together and separately to promote economic development in the greater Kansas City area.