

KIRKSVILLE CITY COUNCIL **NEWSLETTER . . .**

Mari E. Macomber, City Manager
April 30, 2014

SUBJECTS:

DATES TO REMEMBER

GROSS RECEIPTS

COUNCIL WORK SESSION

AIRSTREAM CAMPER RALLY

HOUSE FIRE RESOLUTION

MOTOR FUEL TAX

PINE BROOK DEVELOPMENT

INSURANCE RENEWAL INCREASE

TSA FEE INCREASE AND CAPE AIR RATE INCREASE

MISSOURI HOUSE BILL 1867: "UNDERGOURND FACILITY SAFETY"

MISSOURI HOUSE BILL 1865: "SALES AND USE TAX EXEMPTION"

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APRIL PERSONNEL UPDATE

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TRIM GRANT REIMBURSEMENT

WEEK OF THE YOUNG CHILD

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JESSE KIRK PROJECT

PARK BLOCK PARTIES

K-REDI MEMBERSHIP SURVEY

"BARK PARK" DOG PARK

NEMO RAAWKS PARTNERSHIP

DATES TO REMEMBER

5/2 – Arbor Day Tree Planting Ceremony in North Park – 10 am

5/3 – Dog Park Fundraiser at Brashear Park – 8:30 am to 12 pm

5/5 – Council Study Session – 4:30 pm at EDA; Council Meeting at City Hall – 6 pm

5/9 – Celebrating the Legacy Mural at the Kirksville Arts Association – 3:30 pm

5/12 – Council Work Session with ATSU President – 4 pm

5/13-16 – Auditor's Visit

5/18 – Naming of Kirksville/Jesse Kirk Stone Setting Dedication -2 pm

5/19 – Council Study Session – 4:30 pm; Council Meeting at City Hall – 6 pm

5/21 – City Blood Drive in Honor of David Hall 12 pm – 6 pm Fairgrounds

GROSS RECEIPTS

Finance Director Lacy King has proposed removing the proof requirement and changing the signature verification line as part of gross receipts collection in order to streamline the process for both local businesses and the City. For further information, please see the report attached to this Newsletter.

COUNCIL WORK SESSION

The City Council continues to meet in a Work Session with a different agency - TSU and ATSU Presidents, the School District Board, Adair County Library Board and the County Commissioners - each month to discuss items of mutual interest. These Work Sessions are usually held at 4:00 pm on the second or fourth Monday, but times and days can vary depending on the availability of the representative the meeting is being held with. No Work Session is held in April due to the election and re-organization of the Council; or in November and December due to the holidays. The Council is scheduled to meet with the ATSU President on Monday, May 12, at 4:00 pm in the second floor conference room of City Hall.

AIRSTREAM CAMPER RALLY

Kirksville is the location of Airstream Camper Rally for the next few days through this Sunday, May 4. Councilmember Russell welcomed the group this Wednesday. The Mayor was asked to give the Welcome remarks on Wednesday at the Fairgrounds, but he was already scheduled to attend a Solid Waste Management meeting in Edina. Mayor Pro Tem Detweiler was scheduled to work, so Councilmember Bob Russell was happy to offer Welcoming Remarks to the campers visiting our city.

HOUSE FIRE RESOLUTION

There is a house that sustained substantial fire in March. The house is located on Teal Drive. As part of city ordinance, when a house is damaged to this extent, the insurance company provides a check to the City in the amount of 25% of the insurance proceeds for deposit into an interest bearing account. The property owner must then repair the damages before the City will release the funds. The purpose of this program is to insure that the home will be repaired or demolished. The homeowners no longer live here and used the house as a rental property. They are getting a divorce and wish to sell the home. A local individual wishes to buy the home and repair it. The City Attorney has been asked if the City can release the insurance funds to the property owners, enter into an agreement with the new property owner who would execute a promissory note and we would place a deed of trust on the property in the amount of the insurance proceeds. Once the new owner makes substantial repairs, we would release the property, but in the meantime the value of the property would serve as our leverage to obtain the improvements. If the City Attorney determines this is an acceptable approach, we would like the City Council to consider approving this so that the home can be restored and not sustain any more damage, as there is a hole in the roof from the fire and water is getting into the home. The Council will be asked to add this to the agenda on Monday evening.

MOTOR FUEL TAX

During the last meeting of the Northeast Missouri Regional Transportation Advisory Council (TAC) a question was raised regarding the State of Missouri's Motor Fuel Tax. The State receives fuel tax of 17 cents a gallon on motor fuel (gasoline, diesel fuel, kerosene, and blended fuel) from licensed suppliers on a monthly basis. The tax is passed on to the ultimate consumer purchasing fuel at retail. The tax is distributed to the Missouri Department of Transportation (MODOT), Missouri cities, and Missouri

counties, for road construction and maintenance. There are about 700 licensees, including suppliers, distributors, transporters and terminal operators. Consumers may apply for a refund of the fuel tax when fuel is used in an exempt manner, such as off-road use like farming or construction.

PINE BROOK DEVELOPMENT

The City accepted into inventory the streets constructed as part of the Pine Brook Development. When a developer builds a subdivision, they are responsible for constructing infrastructure to City standards. The City Council then accepts the infrastructure into the City's inventory and the developer is required to provide a one year warranty. Before the end of the one year warranty for the Pine Brook Development, the concrete streets began to fail. The City made contact with the developer to inform him of the necessary repairs. Public Works Director, Alan Griffiths has evaluated the situation and will communicate with the developer to get the matter resolved.

INSURANCE RENEWAL INCREASE

The City's insurance provider, Midwest Public Risk (MPR), is raising the City's insurance rates at renewal. Workers' Compensation rates, which are primarily based on a member's own loss history and payroll classifications, will increase by a net percentage from Fiscal Year 2013-14 by 53% (over \$90,000) The Property/Liability rates for next year will increase 4.86%, which is within market trends and ranges. An evaluation of each budget will need to be made to determine if through already known savings are there enough funds to absorb this significant increase this year or will we have to make some changes.

TSA FEE INCREASE AND CAPE AIR RATE INCREASE

In January the United States Congress passed a Transportation Security Administration (TSA) fee increase that will take effect this July. The TSA fee increased from \$2.50 to \$5.60 each way. As a result of this fee increase, Cape Air will increase their advertised fares from \$50 to \$53 at some point this summer. Cape Air estimates that despite the increase, it will actually cost Cape Air 10 cents more per ticket, plus increase credit card processing costs, as a result of the TSA fee increase.

MISSOURI HOUSE BILL 1867: "UNDERGROUND FACILITY SAFETY"

Missouri House Bill 1867, regarding "underground facility safety", puts the responsibility of locating private sewer service lines on municipalities. This proposal would further require the City to install a trace wire, access point, and cleanout at the edge of the right of way where the lateral lines are located. Then, if a contractor breaks the lateral, the City must pay for the repair. These lines, or laterals, are how property owners receive service to their home. Currently, the property owners are responsible to maintain it. This legislation would force municipalities to pay for what has traditionally been private work. One additional issue is that the majority of sewer pipes are either plastic or clay. Without a tracer wire connected throughout the mainline system, this requirement is not financially feasible for any entity or person to accomplish. In addition, a cleanout located at the property line or right of way is not a requirement at this time and would not only be an additional cost for construction, but if the legislation doesn't address existing

laterals, a large and unexpected mandate. City staff is concerned about the affect this bill would have on the City if it became law. Request for support has been sent to our representative, but as of this newsletter no response has been received.

MISSOURI HOUSE BILL 1865: “SALES AND USE TAX EXEMPTION”

Missouri House Bill 1865, regarding “sales and use tax exemption”, would treat retail food establishments similar to manufacturing facilities by allowing sales and use tax exemption for the preparation and production of food items. This bill would significantly reduce municipal revenues by authorizing a state and local sales and use tax exemption for electricity, water, gas, coal, other energy sources, chemicals, machinery, equipment, supplies, parts and materials, and other utilities used or consumed in preparing/producing food sold to customers for consumption on or off the premises of a restaurant, cafeteria, fast food restaurant, delicatessen, bakery, grocery store, convenience store, or other similar facility engaged in selling prepared food or that is used in research and development related to the activities. City staff is concerned about the affect this bill would have on the City if it became law. At this point we are awaiting a possible amendment that may occur that would exclude cities from this legislation.

RANDY SINGLETON APPOINTED DEPUTY CHIEF OF FIRE DEPARTMENT

Randy Singleton has been appointed Deputy Chief of the Fire Department. DC Singleton will be overseeing operations and training. This promotion took effect on April 28 replacing Rick Anderson who retired on April 11.

APRIL PERSONNEL UPDATE

We are interviewing an Engineer from Olathe, KS for the City Engineer position. Firefighter testing with written and practical testing took place on Saturday, April 26. The Fire Chief and HR are working on the promotional process to fill Randy’s vacated BC position. Bill Middleton, Customer Service Representative will be retiring on May 1. Billy Scott was promoted to the Customer Service Representative position. Cody Fuller, Maintenance Worker was awarded a firefighter position leaving a vacancy in the Street Department. We will be interviewing for Maintenance Workers in both Street and Water Distribution. We are also hiring several seasonal positions in Parks and Recreation. Staff is currently working on updating the Administrative Policy Manual followed by an update to the Employee Handbook. Historically, we updated the handbook every five years; however rapidly changing laws and City policy changes have required more frequent updates the past several years.

ICMA-RC

Last October, the City Council elected to designate ICMA-RC as the City’s sole deferred compensation provider. Staff has been in the process of eliminating plans with Mass Mutual (formerly Hartford) and Nationwide. All 457 funds have been moved to ICMA-RC. However, terminating the inactive 401a plans with both Mass Mutual and Nationwide have been more complicated resulting in our need to hire a Tax Attorney to assist us with the termination process. Larry Sewell, tax attorney with Armstrong & Teasdale has reviewed our 401a information and will be providing us with a

recommendation shortly. City Council action will be required as we move forward with the termination process.

MUNICIPAL COURT AUDIT

The Court audit is complete and we have received a draft of their findings. The final audit will be presented to us on May 1. We are very happy with the results of the audit. The State Auditor has identified only one finding relating to ticket number tracking that we are working to address prior to our audit review on May 1. Judge Herrin, John Slavin and the court staff have done an excellent job.

TRIM GRANT REIMBURSEMENT

The City will receive a check from the Tree Resource Improvement and Maintenance (TRIM) grant, through the Missouri Department of Conservation (MDC), on Monday, May 5, for \$5,233.75. MDC has requested a photo opportunity for the presentation of the check to Mayor Moritz at 4 pm, prior to the City Council Study Session. The TRIM grant reimburses the City for the planting of thirty-six trees in Forest-Llewellyn Cemetery, which completed the Cemetery tree plan.

WEEK OF THE YOUNG CHILD

During the week of April 21 – 25, the Parks and Recreation Division partnered with the Kirksville Child Development Center to host events as part of the Week Of The Young Child. To help advertise the week, ten local businesses hung artwork from four local preschools. Events included:

- Monday - Touch Our Trucks: Cancelled due to rain, but rescheduled for Friday.
- Tuesday - Kid's Concert: Over 300 in attendance from local preschools.
- Wednesday - Story Book Trail: Posted *Dr. Seuss's Wacky Wednesday* around the hike bike trail from 10 am to 8 pm. Several classes from the Primary School and local preschools participated.
- Thursday - Park Scavenger Hunts: Attendance was low due to rain, but approximately ten participants completed the hunt.
- Friday - Family Dance & Touch Our Trucks: Over 250 in attendance with picnics in the park, the Touch our Trucks event, and the many lawn games available.

BRIGHT BEGINNINGS DAYCARE

The Bright Beginnings Daycare moved into the City-owned Lambert Building in April to ensure a continuity of service to the families who utilize the daycare. The City allowed Bright Beginnings to rent a portion of the Lambert Building after their previous location was sold and the new owners gave them notice to leave the building. Please see pictures of the move attached to this Newsletter.

JESSE KIRK PROJECT

Friends of the Forest-Llewellyn Cemetery Committee met last week to finalize plans for the Jesse Kirk Stone Setting Ceremony on Sunday, May 18. Kirksville R-III Schools third grade classes are assisting with a penny drive fundraising campaign. The original stone, which is now illegible, has been removed and will be presented to the Adair County Historical Society for display in the Museum. An Invitation is attached.

PARK BLOCK PARTIES

This summer the Parks and Recreation Department will be offering block parties in each of the neighborhood parks – Memorial Park June 7, Jaycee – June 21, PC Mills – July 19 and Brashear – August 2. The Department will have activities for attendees. This would be a good opportunity, if the Council were interested to use these as a way for the City Council and Department Managers to get out and meet with the citizens in these areas to meet, greet and learn if there are ways that we can assist the residents or improve our services. Would the Council like to take advantage of these four dates? The time for each event will be 6 – 8 pm. For more information and to see what other activities are being planned for this summer, see the Parks and Recreation Program brochure attached to this Newsletter.

K-REDI MEMBERSHIP SURVEY

K-REDI is conducting a membership survey, and would like to remind the City Council to fill out their survey. For more information, or for a copy of the survey, please contact the K-REDI /SBTDC/MREIC Administrative Assistant Sara Stubbart at (660) 665-2003.

“BARK PARK” DOG PARK

The Kirksville Dog Park Committee is actively raising funds and is approximately \$2,000 away from their \$20,000 goal. Public Works Director Alan Griffiths is working with the Committee to address their concerns regarding certain design aspects of the park. See the logo for the park.

NEMO RAAWKS PARTNERSHIP

The City has partnered with NEMO RAAWKS, a part of NEMO Heart Health, to place high quality, long term, and weatherproof stickers on play equipment at Jaycee Park. These stickers are designed to encourage proper use of the equipment by children. The design of the stickers is currently underway.

Attachments:

- Gross Receipts Report
- Bright Beginnings Daycare
- Blood Drive Flyer
- Kiwanis Thank you
- Citizen Thank you
- Invitation to Jesse Kirk Stone Setting
- Building Permits Report for April

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Gross Receipts Statement requirement of proof of receipts and changing signature statement line.

STUDY SESSION MEETING DATE: May 5, 2014

CITY DEPARTMENT: Finance

PREPARED BY: Lacy King, Finance Director

On January 28, 2013, the Council amended Section 14-20 of the code of ordinances that addresses licenses, permits and miscellaneous business regulations. Previously, businesses that sold merchandise and filed sales tax returns to the Missouri Department of Revenue were only required to file and pay gross receipts. With the amendment, we have a new pool of businesses required to file and pay gross receipts that provide taxable services.

The requirement was made for businesses that must file and pay gross receipts statements to show proof of their receipts when filing their quarterly report. This requirement took effect for the first quarter (January 1st-March 31st) of 2014.

Over the last year, the finance department has had many challenges from businesses with the amendment, but has been able to assist and proceed with the gross receipts process. However, with the added requirement of showing proof of their receipts, this quarter has produced many new challenges from business owners not wanting to file, having to return filed statements for lack of proof, and businesses bringing in proof from bank statements, check stubs, receipts, etc. and asking assistance from the finance department to sort through and copy all of the relevant documentation.

The question, herein, lies with what would be acceptable proof. Businesses with retail or wholesale sales, regardless of their required sales tax return filing frequency, would be able to show proof of sales through copies of their Missouri Department of Revenue sales tax returns. Businesses with retail services are only required to prove their income when filing income tax returns.

If we asked a business to summarize its receipts on a document as proof, whether computer generated or hand written, it does not seem to have any more validity than having a business representative sign the gross receipts statement. Therefore I would like to modify the signature line statement to read, "The information given on this application is true and complete, to the best of my knowledge and belief. As stated in Chapter 14 of the Code of Ordinances of the City of Kirksville, Missouri, I hereby acknowledge that as a business licensee I shall keep all records and books necessary to the computation of the gross receipts fee, if applicable, and to the enforcement of this article. The city clerk shall make his own determination as to the financial statement for

any business where the licensee has failed to keep books and records as required herein.”

Removing the proof of receipts requirement would allow businesses who file sales tax returns annually or for income tax purposes only to adjust their gross receipts in the final quarter of the year with correct annual amounts, if they have estimated the previous three quarters for filing requirements.

Personnel Update

April 2014





McKinney

BarkPark

Happiness unleashed

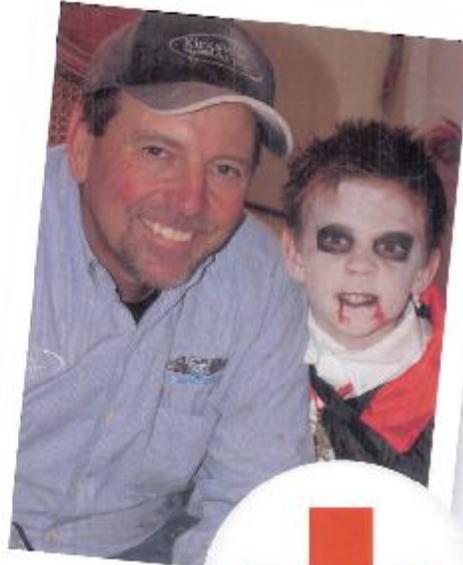
Donate Blood In Memory of David Hall

Wednesday, May 21

Noon to 6:00 p.m.

Nemc Fairgrounds Multi Purpose Building
2700 E. Illinois Street, Kirksville, MO

*Sponsored by the City of Kirksville, Kirksville
Masonic Lodge #105 and Adair Lodge #366*



About David

David Hall was an extraordinary husband, father, brother and friend to many. He was very actively involved in the Kirksville community and was always willing to lend a hand to anyone in need. Last year, David lost his battle with acute myeloid leukemia. David is deeply missed by all of those who knew him.

Please come and donate blood in David's memory to show your support and to help those in need.

* Pizza will be donated by Domino's, Bellacino's and Pizza Hut.

* Soda will be provided by Pepsi Cola Memphis Bottling Co.

Please schedule an appointment by calling
Sonya at (660) 627-1272. You may also schedule online
at redcrossblood.org.

American Red Cross

REC'D APR 30 1994

Dear City of Kirksville,

Thank you so much for helping to make our first annual Kirksville Kiwanis Club Easter Parade a success!

It is great working with our community partners to give back to the local children we serve! We hope to see you on December 13, 2014 for the Annual Kirksville Kiwanis Club Christmas Parade.

Felix & Kathy Adler

EMPLOYEE THANK YOU

-----Original Message-----

From: Scudder, Elaine [<mailto:escudder@truman.edu>]

Sent: Thursday, May 01, 2014 10:44 AM

To: Alan Griffiths

Subject: Thanks to Linda Jepson

Alan,

I keep meaning to write to let you know how grateful I am for all the work Linda Jepson put in to help me clear up a property line issue. She went way above and beyond normal service to clear up why our property line was redrawn. Due to her diligence, the county mapping office and surveyor were so impressed I didn't have to do anything else. I still don't know when or why it was redrawn but at least I know it's correct now.

She was so nice, so professional, and very thorough. I know it probably wasn't a high priority for the city but she treated me like it was important. (It was bugging my husband and now I don't have to listen to it anymore.)

Just wanted you to know that even though you probably gets lots of complaints, you do have some excellent, outstanding employees that put people first. She is one of those and deserves to have you know it.

Thank you,
Elaine Scudder

INVITATION

The public is invited to the Jesse Kirk Stone Setting Ceremony on Sunday, May 18, at 2:00 p.m. at the Forest-Llewellyn Cemetery gravesite. Kirksville was named after Jesse Kirk on May 18, 1842 when it became the Adair County Seat. A new stone to mark Jesse Kirk's grave has been purchased through donations to replace a broken stone. The community is encouraged to come together on a memorable day. Kirk family members will be present along with Adair County and City of Kirksville representatives, Friends of the Forest-Llewellyn Cemetery Committee, Eagle Scouts and Kirksville R-III School District students.

Forest-Llewellyn Cemetery is located a block west of the downtown square with gate entrance directly from Harrison Street.

May 1, 2014

Engineer/Manager
AT&T/Southwestern Bell Telephone
820 Broadway
Hannibal, MO 63401

To Whom It May Concern:

The following is a listing of new construction in Kirksville for the period April 1, 2014 through April 30, 2014:

Date: April 15, 2014
Owner: Mary Francis Easterwood
Use: Single Family
Address: 3315 N. Lincoln
Permit No.: 8052
Const. Co.: Adam Davis Construction

Date: April 16, 2014
Owner: Matt & Melody Stocks
Use: Single Family
Address: 2701 Sunset Cove Dr.
Permit No.: 8054
Const. Co.: Century Developers

Date: April 17, 2014
Owner: Steve & Cheryl Easterwood
Use: Single Family
Address: 3305 N. Lincoln
Permit No.: 8057
Const. Co.: Adam Davis Construction

Date: April 23, 2014
Owner: Habitat for Humanity
Use: Single Family
Address: 1416 S. Baird
Permit No.: 8061
Const. Co.: A & J Construction