

City Council Study Session



TO: Mayor and City Council

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

SESSION DATE: May 14, 2018

TIME: 6:00 pm

PLACE: Council Chambers, Kirksville City Hall

AGENDA:

- Parking Ordinance Review
- Aquatic and Community Center Update
- Bowcock Park Update
- Downtown Revitalization Update
- Airport Update
- Board of Adjustment
- City Council Health Insurance
- Newsletter Review

Parking Ordinance Review

Prior to Monday evening's meeting, a couple of members of the City Council were asked questions about the new parking ordinance, and specifically about the requirement to use the alleys for access. Because this was discussed early on there was some confusion as to what the requirements were as they related to the alleys. In addition to this question, the City Council received comments and questions concerning the effective date, whether or not the City Council knew what it was approving, and who would be maintaining the alleys.

This process began last fall with staff looking at the existing practices and issues that were resulting from excessive use of hard surface parking and its impact to not only the streetscape but to the City's storm drainage system and compliance with federal accessibility law. An invitation to meet for the purpose of discussing proposed parking changes was sent out to both contractors and realtors. The meetings were held the week of December 5 through the 8th. Five individuals attended these meetings. The list of who was invited to these meetings, along with handouts provided is included.

Those who attended the meeting did express concerns, however staff did take their comments seriously and incorporated some into the draft ordinance. After doing so, staff reached out to one of those individuals who attended the first meeting, and one who had not attended to gauge feedback. The received feedback was improved. City staff felt that the end product was a compromise, and moved forward with the code changes.

The matter was sent to the Planning and Zoning Commission who held a public hearing on January 10, 2018. The Commission then met in February, reviewed the proposed parking ordinance and sent it on to the City Council for consideration. There was no public input at this Commission for or against the parking. The City Council began discussing the parking ordinance in February. One of the

comments made by the City Council was that the language in the first draft was unclear. Revisions were made and returned to the City Council for a final review. All-in-all, attention was paid to ensuring as open a process as possible. The City Council discussed the matter at two study sessions and three City Council meetings (includes pre-Council meeting).

As with any type of change there are going to be questions once implementation begins. Staff has developed a reasonable list of exceptions that would allow someone to use off street parking in the front as opposed to the alley. This list would allow a couple of those in attendance to start their projects.

Staff has developed a Parking Location Tool that can help anyone determine where they can establish parking and driveways on their property. It is staff's desire to protect the assets of the City, minimize the liabilities and costs to the City and ultimately the citizens, and serve the citizens. Staff is available to meet with anyone who has questions and to answer any questions.

A map is included that shows the area where there are alleys. This is a concentrated area of the City.

Aquatic and Community Center Update

A second meeting was held with the consultants and staff to determine the survey questions that will need to be asked to determine interests of the community; the process that will be used to provide information to the public; and what is the overall budget for the project.

When the sales tax was being discussed, there were various numbers thrown out for repairing the pool and replacing the pool with a new facility. Council set on the idea that whatever happens, if the facility could be repurposed in some way that would be ideal. This thought led to the possibility of locating a community center in this location. Through various meetings and conversations, the City Council agreed to not only pursue a new aquatic facility but also a community center. Because

As we continue, the consultants are wanting to know what to design for, meaning how much money will be available. Original thoughts on the Aquatic Center were \$4 to \$6 million. By adding in the community center and offices for staff, the cost increases. Please review the staff report from Parks and Recreation Director, so we can discuss Council thoughts on this matter and then communicate that information back to the consultants.

Bowcock Park Update

The City Council gave staff the latitude to explore the possibility of revitalizing Bowcock Park as a way to recognize the centennial of Armistice Day, which will be this November 11. Though a fitting tribute to those young men who served. The opportunity has passed.

Please review the staff report from Assistant City Manager Ashley Young. We included this as a Study Session item so that we could report our findings and close this project.

Downtown Revitalization Update

Since 1998, the City has concentrated a significant amount of resources both in terms of cash and in-kind support to the downtown. Including improvements to the courthouse square, downtown theater block, water and sewer improvements, new sidewalks, wayfinding signs, etc. In August of 2014, we dusted off the Downtown Revitalization Plan to review the work that had yet to be done. One of the projects that remained was façade improvements. The Council met again in March of 2015 and at that time decided that improvements to the façade were important and needed to be pursued. In December of that same year, staff provided a program to the Council that would allow the City to partner with

property owners within the downtown to make needed façade improvements. Two target areas were initially identified the south side of the square between Franklin and Elson and Elson Street between McPherson and Washington. Contact had been made with the majority of property owners within these two blocks expressing support and interest in the program. After this the City Council gave final approval to the program in March 2016.

Since then staff has been trying to secure 100% support from one block or the other so that a project could proceed. Almost 100% participation has been received for the Washington Street block and we are close to receiving full support on the Elson Street block.

This is an opportunity to update the City Council on the status of this project. Since it has been in process for over two years since Council approved the guidelines.

Airport Update

Since April 2015, the management of the airport has been overseen by the Public Works Director Glenn Balliew. At the time of this appointment, the City Council also agreed to the formation of a foreman position within the airport operations, allowing for Mr. Balliew to manage both operations knowing someone else would be on hand at the airport. This organizational change has worked well and the overall operations and maintenance of the airport facilities has improved.

As a reminder, in June 2016 the City Council approved a recommendation to the U.S. Department of Transportation to select Cape Air for another four years. The essential air service is an important component of the airport serving not only business but leisure travelers.

Airport personnel are currently in the process of preparing for the Part 139 annual Federal Aviation Administration Inspection. This inspection will take place in June of this year.

In addition to the inspection, the work on the apron was completed last year, but additional warranty work will be completed this construction season. Other improvements last year include the thermoplastic taxiway hold markings, and the purchase of a new John Deere Gator. This year, through support from MoDOT aviation, it is planned that we replace the aviation fuel system. We will also be doing some electrical improvements to the south t-hangar building. Other infrastructure improvements are needed with the next improvement being the airport terminal building. As it stands today, some maintenance has taken place but the facility's roof is in need of replacement. This is the next project that we plan to pursue, and will need to figure out how to pay for the cost of the roof.

There are many good things taking place at the airport, and this is an opportunity to share those things with the City Council.

Board of Adjustment

The City Council has mentioned an interest in learning more about the Board of Adjustment (BOA). The BOA hears and decides appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the code administrator in the enforcement of Chapter 89 of the State Statutes. This Board can chose to reverse, affirm wholly or in part, or modify decisions made by the code officer.

The BOA was established in the City of Kirksville in 1997 and was established by combining the Construction Board of Appeals and the Zoning Board of Appeals. The make-up and responsibilities of the BOA are determined by State Statute Chapter 89. Within the City of Kirksville Code, Appendix A – Zoning, Article II outlines the powers and responsibilities the City of Kirksville has given to the Board of Adjustment.

Aside from stating that the BOA has the authority to hear appeals of decisions made regarding the interpretation of the City Code, it also gives them power to provide alternate decisions on a laundry list of items that are not based on interpretations of the code official, but are allowances to ignore the existing code.

Sec. 25-18. - Appeals to board.

(a) Appeals may be taken to the board as follows:

By any person affected by an order, requirement, interpretation, decision, or determination made by the zoning administrator, provided that variances from the regulations and standards of this chapter shall be granted by the board only in accordance with the regulations and standards set forth in this section, and may be granted in the following instances only and in no others.

In exercising the above-mentioned powers such board may, in conformity with the provisions of sections 89.010 to 89.140, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the officer from whom the appeal is taken. The concurring vote of four (4) members of the board shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance or to effect any variation in such ordinance.

(b) The board shall have the authority:

- (1) To permit any yard, court, protective buffer or spacing between buildings of less dimension than required by the applicable regulations;
- (2) To permit any structure to exceed the height limitations imposed by the applicable regulations;
- (3) To permit greater building to lot ratio coverage than required by the applicable regulations;
- (4) To permit the use of a lot for a use otherwise prohibited solely because of the insufficient area of the lot;
- (5) To permit a reduction in the minimum habitable floor area of a dwelling unit or lodging unit;
- (6) To permit a reduction in the minimum or an increase in the maximum floor area of a building imposed by the applicable regulations;
- (7) To permit the construction of a nonconforming structure which has been destroyed or damaged to an extent of more than seventy-five (75) percent of its value, by fire, an act of God or the public enemy, where the board shall find some compelling necessity requiring a continuance of the nonconforming structure;
- (8) To extend the time for completion of the construction of improvements as set forth in section 25-12 and section 25-114;
- (9) To permit a variation from applicable provisions of any of the current building, plumbing, electrical, or mechanical codes adopted by the city.

(c) A public hearing is held as follows:

- (1) After at least fifteen (15) days, but not more than thirty (30) days, public notice of the time and place of the hearing of a proposed variance shall be published in an official paper or a paper of general circulation in the city. The notice of such hearing shall contain the address and location of the property for which the variance is sought as well as a brief description of the variance sought. The applicant shall pay the cost of such publication;
- (2) Each application for a variance shall be accompanied by a fee of seventy-five dollars (\$75.00) to be paid by the applicant.

(d) Request for variation and relief from provisions of this chapter other than those listed in this section shall be considered by the planning and zoning commission and city council. The board of adjustment shall not hear appeals of decisions made by the planning and zoning commission or city council.

The BOA is comprised of five individuals and two alternates. The alternates serve in the absence of the full members. According to the records of the City Clerk, four of the five members have served since

1997. The newest member was appointed in 2016. The current chair of the BOA is Preston Sparks. Mr. Sparks will be stepping down this year and a new chairman will be determined.

BOARD OF ADJUSTMENT

MEETS: ON CALL

TERM: 5 YEARS

To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of the zoning ordinance.

Burnell Helton – served since 1997

Jim Baumgartner – served since 1997

Bob Ehrlich served since 1997

Preston Sparks – served since 1997

Andy Grimm – served since 2016

Alternates:

David Rouser – served since 2017

Gary Rogers – served since 2012

Possible Date was created: September 13, 1979

12/18/72 Ordinance No. 9989, City code 25-15 to 25-19, RsMO
89.080 to 89.110

City Code also outlines an appeal process of the Board's decisions.

Any person, jointly or severally aggrieved, by any decision of the board of adjustment or any officer, department, board, bureau or commission of the city may present to the circuit court of the county or city in which the property affected is located a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the board.

Recent decisions by the BOA to allow buildings to be located closer to the property lines beyond the required setbacks have raised concerns, as have previous rulings of the BOA to allow similar situations.

City Council Health Insurance

The City Council expressed interest in learning more about health insurance coverage for the City Council. The Council was given health insurance through the City's plan. The City paid the Council member's portion, and at that time there was no wellness incentive. So if this were to move forward, the City would pay 70% of the employee coverage and the Council member would pay 30%. Once the wellness goal was reached, the City would pay 100%. Dependent coverage was paid at the same rate as paid for other employees. The one issue that the Council would need to know is that the current City Council, if the Council added this as a benefit, would not be eligible to receive the benefit until after they were elected again.

Consideration would need to be made in regard to whether individuals would seek the office of City Council to obtain health insurance coverage. There is a potential for significant liability, and something for the City Council to consider.

Because we are in a current plan year, if this is something the City Council would decide to pursue, we would need to amend our plan in January.

- Would they be eligible for COBRA coverage – yes?
- Would the City pay 100% of their premium? Yes, because there is not enough salary to cover the cost of their premium.
- Would they be expected to pay something if they were tobacco user?
- Would their spouse be eligible for coverage if they have coverage available with their employer?
- Would they be required to participate in the wellness program?
- Would they consider the City paying for a different fully insured plan?
- Will citizens support this action?

2018 Annual Premium:

Individual Only	Medical - \$ 9,329.04	Dental - \$377.28
Individual/Spouse	Medical - \$18,658.08	Dental - \$754.56
Individual/Child	Medical - \$16,325.88	Dental - \$660.24
Family	Medical - \$23,322.60	Dental - \$943.20

My Estimated Cost:

Biston	\$24,265.80 (family)
Mills	\$24,265.80 (family)
Long	\$19,412.64 (individual/spouse)
Detweiler	\$19,412.64 (individual/spouse)
Steele	\$ 9,706.32 (individual only)
Total	\$97,063.20 Total Projected Cost

A copy of the policy is included with this Newsletter.

May 14, 2018 NEWSLETTER REVIEW

ATTACHMENTS

Parking Exceptions List
 Response to Contractor Questions
 List of Contractors and Realtors
 Handouts for Contractors and Realtors
 Map of City showing Alleyways
 Staff Report Aquatic Center and Community Center
 Staff Report Bowcock Park
 Staff Report Downtown Revitalization
 Staff Report Airport Update
 Board of Adjustment Statutes
 Terminated City Council Health Insurance Policy

Exceptions to requiring parking in the rear yard per “when possible”:

1. No alley exists.
2. The alley is an unimproved grass surface with no gravel.
3. The alley is not a through alley.
4. There is an existing driveway or driveway approach in the front yard.
5. At least fifty percent of the lots on both sides of the street within one block have existing driveways or driveway approaches in the front yard. In some instances where the roadway splits between two different subdivisions whose layout design differ, a new driveway or driveway approach can be installed when at least fifty percent of the lots along the same street and within the same block have existing driveway or driveway approaches in the front yard.
6. The dwelling meets Americans with Disability standards and therefore needs special driveway accommodations that would be meet with front access.
7. Existing structures or utility poles located along the alley will not allow appropriate maneuvering and access to the rear yard for parking or driveways.
8. A section of the alley is less than twelve feet wide due to obstacles, such as structures, trees or utility poles, which inhibit through traffic to a lot.

NOTE: New Driveways and driveway approaches will be reviewed and approved by the City Engineer for appropriate street geometrics, street design standards, utility locations, and storm drainage.

Who will take care of the alleys?

Public Works will blade an alley to improve driving conditions upon a citizen request. Rock is also added when a citizen calls requesting it. Public Works does not blade alleys for snow removal at this time due to a higher priority for snow removal on City streets. However, snow plows for hire are available within Kirksville that may fill that need for alley/driveway snow removal.

The code was changed overnight, it can be fixed overnight.

The City must first hold a public hearing to amend City Code Chapters 22 Subdivision and 25 Zoning. These hearings are before the Planning and Zoning Commission (P&Z). A notice of public hearing must be posted in the local newspaper at least fifteen days before the public hearing date. The newspaper requires notices to be prepared several days in advance of its actual posting date, therefore the timing of this notice and the next P&Z meeting date may not align. The P&Z either concludes its review submitting a recommendation onto the City Council, or may choose to discuss the matter at future P&Z meetings. Once submitted to the City Council, depending upon the length and complexity of the changes, the City Council may choose to discuss the matter in Study Session. Study Sessions are held the second Monday of the month and are a time for the City Council to review, discuss, obtain clarification and determine whether or not they wish to move forward with the recommendations of P&Z. If the Council wishes to make the changes, an ordinance is prepared and the item is placed on the Agenda for the following Monday. Typically, the City Council choses to consider the measure that night, but can also chose to various actions including removing the item from the agenda, tabling the item, or postponing the item to some specified date. The City Council sets the tone on how long it takes before a measure is passed.

The Council should have delayed the effective date to one year.

The majority of ordinances presented and approved by the City Council of the City of Kirksville have been effective immediately upon passage. However, it is acceptable for the City Council to choose a different implementation date. The effective date process was confirmed with the Missouri Municipal League noting that it is standard for ordinance changes to take effect immediately upon passage by a City Council / Board of Alderman / etc.

The Code is unclear.

The code revisions were broken down to be as simple as possible. Simplicity was kept in mind when developing the revisions. However, city code can be very complex. It is legal language that if not careful can be interpreted many different ways. Making language too simple can enable multiple interpretations that can lead to conflict.

Additionally, City Staff have developed a Parking Location Tool that can help anyone determine where they can locate parking and driveways on their property. This tool is in the form of a word document and can potentially be given to developers and builders in town to use as needed.

The Council didn't know what they were approving.

First off, this statement was based on limited information. This was not the sentiment of all City Council members. The discussion concerning the use of the alleys took place by the City Council in February. It was during the February Study Session that the requirement to use the alley was introduced, along with other changes.

Questions arose from City Council based on staff recommendations on the following: 1) the number of parking spaces per bathrooms; 2) allowing the use of the City's right-of-way to be included for parking; and 3) the amount of greenspace vs. concrete to be allowed in the front yard.

Since the City Council discussed this matter on multiple occasions, not remembering all aspects of something is common if it hadn't been discussed or reviewed in the recent past.

The following language was the original proposal but had been modified to address other concerns of the City Council.

This was the original language presented to the City Council back in February.

(b) Residential, Office, and Central Business Zoned Districts:

(1) Corner Lots with Alley Access

(a) Rear Yard Setback – Parking and driveways shall be located within the rear yard setback when possible.

(b) Side Yard Setback – Parking and driveways shall not be located within a side yard setback, where a side yard setback is fronting a street on a corner lot. A driveway may be constructed in the side yard setback on a corner lot where the nearest edge of the driveway is no closer than twenty-five (25) feet from the front building line.

(c) *Front Yard Setback* – Where all options for parking locations within the rear and side yard setbacks have been utilized, a driveway may be located within the front yard setback. A driveway within the front yard setback shall be located parallel and adjacent to an interior side lot line.

(3) Interior Lots with Alley Access

(a) *Rear Yard Setback* – **Parking and driveways shall be located within the rear yard setback when possible.**

(b) *Side Yard Setback* – Parking and driveways may be located within the side yard setbacks.

(c) *Front Yard Setbacks* – Where all options for parking locations within the rear and side yard setbacks have been utilized, a driveway may be located within the front yard setback. A driveway within the front yard setback shall be located parallel and adjacent to an interior side lot line.

The below is just an example of multiple slides that were presented during the first PowerPoint presentation. Numerous slides did reference the use of the alleyway as acceptable parking.

THE CHANGES

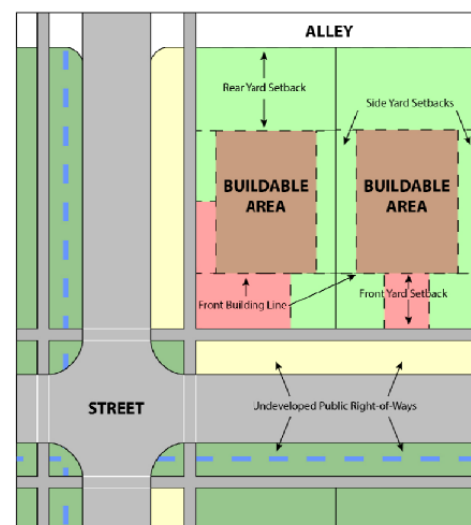
REQUIRED GREENSPACE

Impacts residential, office, and central business zoned districts.

Greenspace must cover at least 60% of the front yard setback.

Beginning at the front building line, greenspace must cover the first 25 feet of a side yard setback on a corner lot.

PARKING LOCATIONS



— **PARKING ALLOWED (with exceptions)**
— **PARKING PROHIBITED**
— **PARKING ALLOWED (with R.O.W. permit)**
— **CITY UTILITY**

CONTRACTORS

Anchor Contractors LLC
Benton and Associates, Inc.
Boyer Construction
Century Developer
Davis Construction, Adam
Deleon Construction LLC
Ebeling and Martin Construction
Gordon & Motter Construction
Hays Construction Company Inc.
Helton Construction, Terry
Howard Construction , Steven
JD Custom Contractors
Jacob's Houses (Bleything Construction LLC.)
James Custom Homes
PSR Construction Inc.
Petre Construction Company
Porterhouse Company LLC
Property Concepts LLC
Read Homes LLC., AP
Rogers Construction, Gary
Sizemore Construction
Sparks Contractors Inc.
Stanton Contracting LLC
WE-Wagner Construction LLC.
K .A. Shook Design, LLC
David & Valinda Terrell

REALTORS

Heritage House Realty, Inc.
Heritage House Rentals, LLC.
Kirksville Property Management
Little Blue Properties LLC.
RE/MAX Home Team (Vicki Benson Real Estate Prof. LLC)
Show-Me Realty
United Country Midwest Realty
Wayman Realty
Century 21 - Whitney Agency Inc.
Four Horizons Realty

Portion of the letter sent to the above list.

Dear Stakeholder,

The City of Kirksville will be holding an informational meeting on Tuesday December 5th, 2017 to hear from developers and builders regarding **proposed changes to the parking and driveway code**. The informational meeting will be held at 4:00 pm at Kirksville City Hall in the City Council Chambers.

Information presented to those who attended the meeting

CITY OF KIRKSVILLE 2017-2018 CODE REVISIONS

Parking – Driveways – Yards – Sidewalks

MAIN POINTS:

These changes are not expected to impact the way new single family homes are developed.

These changes will impact multifamily infill occurring within central Kirksville.

Locating parking in the front yard setback will be prohibited.

Developers will still be able to build multi-unit developments on older lots.

Driveways will be more regulated.

Required parking has been reduced.

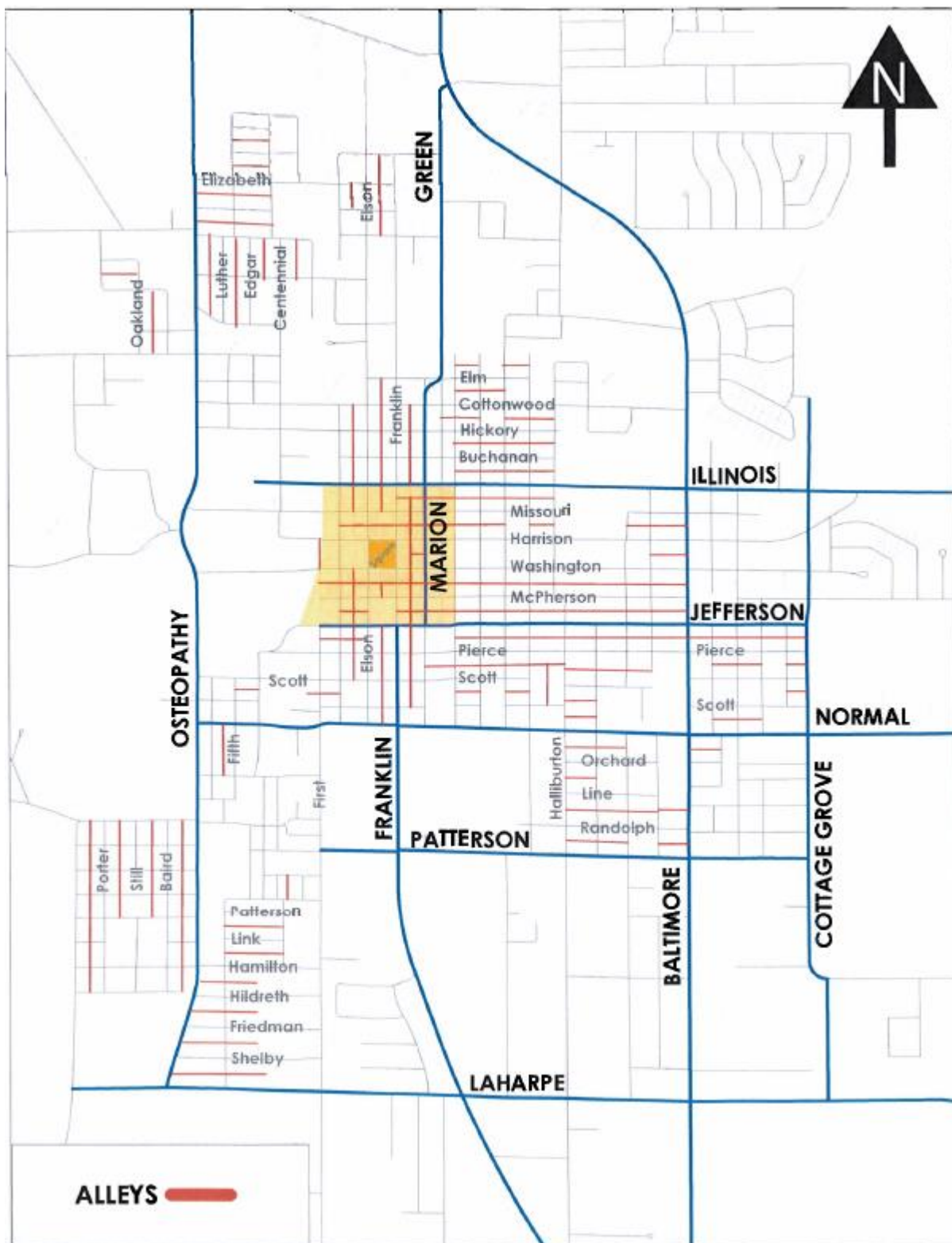
More options for developers to achieve parking requirements.

THE CHANGES:

1. Off-street parking will no longer be allowed within the front yard setback.

Exceptions include:

- A driveway extending from the front property line to at least forty (40) feet beyond the property line to allow multiple cars to park in tandem without blocking the front sidewalk. This only applies to single family and two-family dwellings, where tandem parking is allowed.
 - Driveways leading directly to a garage or other parking area, given that the parking area is not located within the front or side yard setback, where the side setback is fronting a street on a corner lot.
 - Where a lot has no rear access from an alley and it is not possible to extend a driveway into a side yard setback.
2. A portion (25 feet from the front building line) of the side yard setback on corner lots will no longer be allowed for off-street parking. This area will be reserved for greenspace.
 3. Driveways will have minimum and maximum widths, depending on the lot width and area of the front yard.
 - Minimum Width: 10 feet.
 - Maximum Width: 40% of the lot width.
 - Driveways cannot cover more than 40% of the front yard setback or side yard setback on corner lots.
 - Driveways and parking areas in rear setbacks will have no maximum widths.
 4. Greenspace must cover at least 60% of the front yard setback.
 5. Beginning at the front building line, greenspace must cover the first 25 feet of a side yard setback on a corner lot.
 6. Required parking for new developments will have minimums and maximums.
 - Minimum: .80 parking spaces per bedroom
 - Maximum: 1 parking space per bedroom
 7. In certain circumstances, the undeveloped public right-of-way may be utilized for parking and half the spaces may count toward the development's parking requirement.
 8. Tandem parking may be utilized to achieve parking requirements in single family and two family developments.



KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 14, 2018

SUBJECT: Aquatic Facility and Community Center Project Update

CITY DEPARTMENT: Parks and Recreation

PREPARED BY: Rodney Sadler, Parks and Recreation Director

City staff has met with the project team twice during the past month to discuss the Aquatic Facility and Community Center Project. Much of the time in these meetings has been spent preparing for the first community engagement session that will take place at the Economic Development Alliance building on Tuesday May 22 in the form of an open house. The event will allow community members to meet the project team and discuss ideas about facility amenities and desired layouts and locations, and also give the attendees an opportunity to participate in a community survey.

Other topics at these meetings have included goals for the project, potential challenges, and the project budget. A review of the sales tax innovative public information campaign from 2017 indicates that the original cost projections for the construction of a new aquatic facility would range from four to seven million dollars. After reviewing some very preliminary cost estimates, the project team understands that a new aquatic center construction cost will fall closer to the higher end of the projected range. Additionally, the cost of the proposed community center was not identified in the informational campaign. The current construction cost of other similar community center projects that allow for meeting rooms and seating of larger groups of people is currently projected at \$275 per square foot. A community center large enough to seat 250 individuals at round tables with a warming kitchen and on-site storage could cost as high as 1.2 million.

The project team currently asks that the city council determine a total project budget to allow the team to move forward with the evaluation phase of the project. A total project budget to include desired maximum construction costs will help determine the associated soft costs and architectural and engineering fees that will be necessary for construction and completion. A maximum construction budget will also allow for a better evaluation of potential cost savings or associated challenges with the current facility located in Rotary Park.

Another important topic to consider at this stage of the process is how the facilities will be managed. Parks and recreation department staff currently operates out of the existing aquatic center, city hall, and public works. The various locations of offices and work spaces proves difficult to sufficiently supervise facilities and staff. The inclusion of staff offices and meeting space in the planning of this project should be in close proximity to the facilities that will be open during all seasons, including the indoor swimming pool and the community center. The outdoor pool could be constructed at a separate location from the other facilities, but having all facilities in the same location would be beneficial for both staffing and operations.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 14, 2018

SUBJECT: Bowcock Park Update

CITY DEPARTMENT: Economic & Community Development

PREPARED BY: Ashley Young, Assistant City Manager

The current City Council was first presented with a proposal to explore the purchase of Bowcock Park during the City Council's annual Planning Meeting on September 11, 2017. During that meeting, after learning about the park and its significance to local history, the Council directed City staff to explore the opportunity and bring their findings back to the Council.

City staff proceeded to meet with the representative of the current owner of Bowcock Park, located on Hope Street in Kirksville. Initial meetings were encouraging and the representative was willing to discuss options for the City's acquisition of the property. The City Planner created a draft plan for the park, the land was appraised, and discussions were held with relevant community partners regarding a partnership for the park. However, due to a disagreement over an unrelated City project, the representative of the current owner is no longer willing to discuss the City's acquisition of the property. City staff now consider the project, for all intents and purposes, closed.

City staff appreciate the Council's willingness to explore this idea nonetheless. Although the exploration of the City's acquisition of Bowcock Park was ultimately unsuccessful, City staff feel it is important to always be on the lookout for potential opportunities to improve our community if and when they may arise.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 14, 2018

SUBJECT: Downtown Revitalization Program Update

CITY DEPARTMENT: Economic & Community Development

PREPARED BY: Ashley Young, Assistant City Manager

I was asked to update the City Council on the progress of the Downtown Revitalization Program's Pilot Project. To review, a fundamental goal of the Downtown Improvement Plan and the Kirksville Downtown Design Guidelines (KDDG) is to promote economic growth and vitality within the Downtown District. The Downtown Revitalization Program is designed to provide financial assistance, using Downtown Tax Increment Finance (TIF) District funds, for property owners or tenants to restore / renovate / improve their facades, including the replacement of awnings, in the Downtown District, or more precisely, the area colloquially known as the Square and those properties within one block of the Square. In those areas, the sidewalk, curb, and pedestrian lamps would also be replaced using TIF District funds. The long-term goal of the program is to create an environment that will continue to attract new customers, investors, businesses, activities, and residents to the Downtown District. This program is subject to funding availability.

The two areas selected for the Pilot Project of the Downtown Revitalization Program were the south side of the 100 block of West Washington Street, and both sides of the 100 block of South Elson Street. All of the property owners in these two areas were mailed the Downtown Revitalization Program Guidelines, along with a cover letter and other relevant paperwork, on July 28, 2017. Since that time, I have worked with the property owners to answer any and all questions and concerns they may have with the program, including in-person meetings, telephone calls, emails, and re-mailing the relevant documents in one case.

Of the buildings on the south side of the 100 block of West Washington Street, there are thirteen (13) storefronts, on nine (9) eligible properties, owned by six (6) different property owners. Of those six property owners, four (4) have completed, signed, and returned the Downtown Revitalization Program Application Form. Of the two (2) remaining property owners in this area, only one (1) needs improvements made to their façade. Therefore, I am consistently working with the one remaining property owner whose property is in need of improvement to address their concerns while keeping the door open, so-to-speak, for the other property owner in the event they elect to participate – keeping in mind that their participation is not necessary. The goal is to work with the property owner whose property is in need of improvement to complete the Application Form and move forward with the program.

Of the buildings on both sides of the 100 block of South Elson Street, there are thirteen (13) storefronts, on ten (10) eligible properties (one of which is also included in the count for the 100 block of West Washington Street), owned by six (6) different property owners. Of those six property owners, four (4) have completed, signed, and returned the Downtown Revitalization Program Application Form. Of the two (2) remaining property owners in the area, both need improvements made to their façade. Therefore, I am working with one of the two remaining property owners to address their concerns, as the other property owner is unresponsive. The goal is to work with the former property owner to

complete the Application Form and then come to the Council and ask how you wish to proceed with the latter property owner.

To review, after City staff receive the completed Application Forms, the process is as follows: the City will serve as the developer for all aspects of the Program. City staff will screen applications. At that time, the estimated scope of work will be discussed in conjunction with an architect. Through working with an architect, bid specifications and an estimate of cost will be determined. The project will then be released for bid and the lowest bidder selected. The City will also review the proposed architectural plans and work with the participant to ensure compliance with the KDDG. Upon approval, a Downtown Revitalization Program Agreement will be executed and the project can proceed. The City will strive to ensure the project is completed in a timely manner that minimizes the disruption of any existing businesses.

I am cautiously optimistic that the Downtown Revitalization Program will be able to move forward in at least one of the two Pilot Project areas this year. Obviously, our goal is to move forward with the program in both Pilot Project areas and then proceed to the next target area, which has yet to be officially determined. In terms of dollars and cents, the 2018 Budget includes \$1,175,000 for the project, which is inclusive of architectural services, for the two Pilot Project areas.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 14, 2018

SUBJECT: Airport Update

CITY DEPARTMENT: Airport

PREPARED BY: Glenn Balliew, Airport & Public Works Director

The airport continues to see progress. For the first time Jet Fuel out sold 100LL Aviation Fuel last fiscal quarter. Profit margins on fuel sales were up again in 2017. This trend may level off but with the airport staff continuing to provide outstanding service, fuel sales should remain steady. The airport is on track to sell over 190,000 gallons of fuel in 2018.

Cape Air passenger number have be well above last year's numbers. Numbers are averaging over 100 more passengers per month from 2017 numbers. Marketing, reliability, changing unreliable pilots, and adding spare aircraft to the fleet have contributed to the increase in ridership.

The new airport parking ramp seen some cracking over the winter. The ramp is under warranty and will be repaired this summer. Jviation, Phillips Hardy, and MoDOT have been notified and, as of now, all are on board. Repairs are scheduled for July/August time frames.

The Airport Director is working with Jviation and MoDOT Aviation on the new fuel system. Engineering documentation has been presented to MoDOT and Geo-tech testing is scheduled for June. The Airport Director, MoDOT, and Jviation has had several meetings regarding the system. Unless federal funds are pulled for some unforeseen reason the new system should be built and installed this year. This will be a 95%/5% grant funded project.

The abandoned aircraft bill is still alive. The bill passed both house and senate committees and has been attached to two transportation bills. If one of the bills make it to the floor for a vote the bill should pass. If another transportation bill is put up for a vote we will push to have the bill attached. If it does not get passed we will resubmit again next year.

The FAA has moved up the CFR part 14, Part 139 inspection by over a month. The inspection is scheduled for 5-7 June 2018. The airport staff is in full training and prep mode for the short notice inspection. There should be no issue that will prevent the airport from passing the inspection.

The Airport Director and TSA rewrote, in accordance with new federal standards, the airport security plan. This plan is confidential in nature and will go into effect if the national threat level is raised. The plan includes several new measures to increase passenger and airport safety. One notable change, if the threat level is increased KPD will be required to cover every flight. As of now KPD covers 2 out of 3 flight daily. It may also require additional airport staff during the heightened alert. The Kirksville plan has been used as an example and adopted by several other airports in Missouri.

89.080. Board of adjustment — appointment — term — vacancies — organization.

— Such local legislative body shall provide for the appointment of a board of adjustment, and in the regulations and restrictions adopted pursuant to the authority of sections 89.010 to 89.140 may provide that the board of adjustment may determine and vary their application in harmony with their general purpose and intent and in accordance with general or specific rules therein contained. The board of adjustment shall consist of five members, who shall be residents of the municipality except as provided in section 305.410. The membership of the first board appointed shall serve respectively, one for one year, one for two years, one for three years, one for four years, and one for five years. Thereafter members shall be appointed for terms of five years each. Three alternate members may be appointed to serve in the absence of or the disqualification of the regular members. All members and alternates shall be removable for cause by the appointing authority upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. The board shall elect its own chairman who shall serve for one year. The board shall adopt rules in accordance with the provisions of any ordinance adopted pursuant to sections 89.010 to 89.140. Meetings of the board shall be held at the call of the chairman and at such other times as the board may determine. Such chairman, or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board and shall be a public record. All testimony, objections thereto and rulings thereon, shall be taken down by a reporter employed by the board for that purpose.

89.090. Board of adjustment — powers, exception for Kansas City. — 1. The board of adjustment shall have the following powers:

(1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of sections 89.010 to 89.140 or of any ordinance adopted pursuant to such sections;

(2) To hear and decide all matters referred to it or upon which it is required to pass under such ordinance;

(3) In passing upon appeals, where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of such ordinance, to vary or modify the application of any of the regulations or provisions of such ordinance relating to the construction or alteration of buildings or structures or the use of land so that the spirit of the ordinance shall be observed, public safety and welfare secured and substantial justice done, provided that, in any city with a population of three hundred fifty thousand or more inhabitants which is located in more than one county, the board of adjustment shall not have the power to vary or modify any ordinance relating to the use of land.

2. In exercising the above-mentioned powers such board may, in conformity with the provisions of sections 89.010 to 89.140, reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the officer from whom the appeal is taken. The concurring vote of four members of the board shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance or to effect any variation in such ordinance except as provided in section 305.410.

CITY COUNCIL POLICY #19

CITY COUNCIL INSURANCE BENEFITS

Effective April 1, 2000 City Council members and their dependents will be eligible for health and dental insurance benefits during their term of office. The following terms and conditions apply:

- Enrollment will be subject to the same eligibility requirements as active employees.
- The City will pay for 100% of the Council Member's premium.
- Council Members will be required to pay 100% of optional dependent premiums.
- Elected City Council Members (and their dependents) will be covered during their term of office only.
- Elected City Council Members (and their dependents) coverage will terminate at 11:59 p.m. on the last day of the month that the Council Members term has ended.
- City Council Members (and their dependents) are not eligible for Retiree benefits.
- City Council Members (and their dependents) are eligible for COBRA benefits.
- Dependent's insurance benefits would be covered under the same terms as active employee dependents.
- All provisions are subject to change to meet State and Federal regulations.