

*Regular Session of Kirksville City Council  
December 2, 2019  
following the 5:30 pm City Council Study Session  
"Preliminary Draft Minutes"*

The City Council of the City of Kirksville, Missouri, met in Regular Session on Monday, December 2, 2019, in the City Hall Council Chambers. Mayor Zac Burden called the meeting to order at 6:00 pm.

Council & Staff Present

Zac Burden	Mayor
Chuck Long	Mayor Pro Tem
Phillip Biston	Councilmember
Rick Steele	Councilmember
Jessica Parks	Councilmember
Mari Macomber	City Manager
John Slavin	City Attorney
Lindsay Leckbee	City Clerk
Ashley Young	Assistant City Manager
Lacy King	Finance Director
Len Kollars	City Engineer
Steve Farnsworth	Police Chief
Jon Cook	Fire Chief
Chayton True	City Planner
Sarah Halstead	Administrative Services Coordinator
Rodney Sadler	Parks & Recreation Director
Reid Yardley	Code Enforcement Director
Pat Meredith	Human Resources Director
John B. (J.B.) Lorey	Custodian

Council Absent

None

Invocation & Pledge of Allegiance

Pastor Jeremy Broach of Cornerstone Church proceeded with the invocation. Boy Scout Troop 404 led the Pledge of Allegiance.

Minutes

*November 18, 2019:*

Councilmember Rick Steele moved to approve the minutes as presented, of the Regular Session of November 18, 2019; seconded by Councilmember Jessica Parks.

Council Discussion:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

November 18, 2019, minutes were approved as presented.

Order of Agenda

City Manager, Mari Macomber, informed the Council that there are no suggested changes for the order of the agenda; Councilmember Phillip Biston moved to approve the Order of the Agenda as presented; seconded by Councilmember Chuck Long.

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The order of the agenda was approved as presented.

Information Presentation & Public Hearing

Public Hearing – Proposed 2020 Fiscal Year Budget

Mayor Zac Burden opened the Public Hearing to discuss proposed 2020 fiscal year budget at 6:03 pm.

Lacy King, Finance Director reviewed the Missouri Statute 67.010 requirements to prepare an annual budget. The budget shall present a complete financial plan of the City for the ensuing budget year and include a budget message, estimated revenues from all sources and proposed expenditures for each department and fund for the budget year and two preceding years, debt service and a budget summary. This budget must be approved by City Council before the end of the current fiscal year, which is December 31, 2019.

The City maintains twenty-six (26) separate active Funds categorized into six (6) sections: General Fund, Special Revenue Funds, Capital Project Funds, Internal Service Funds, Enterprise Funds and Fiduciary Funds. King gave an example of a Fiduciary Fund, citing the Nancy Reed Fugate Trust Commission, who is included for recognition further on in the agenda, as a good example.

The proposed 2020 budget includes aggregate expenditures of \$42,957,574 and does not include any transfers between funds. Funding for the following functions and their respective % of the total budget are: water, sewer, trash and stormwater services of 27%; emergency services, including police, fire and E911 of 17%; public works, streets, codes and engineering of 14%; recreation services of 18%; central garage operations and self-funded insurance of 3%; transportation services of 2%; community support, administrative services, information technology, economic development, infrastructure, grant projects and lodging tax-pass through of 19%; infrastructure improvement and capital replacement in the amount of \$17.92 million is included in the respective funds and represents 42% of the total budget allocation.

The proposed 2020 fiscal year aggregate budgeted expenditures is \$42,957,574.

Citizen Questions/Input:

None

With no public commentary regarding the proposed the proposed 2020 fiscal year budget or

Council wishing to speak, Mayor Zac Burden closed the public hearing at 6:07 pm.

*Presentation – Artifacts to the Adair County Historical Society (ACHS)*

City manager, Mari Macomber, reviewed the back story leading up to this presentation of artifacts from the former High School building to the ACHS. Explaining this is an opportunity for the City Council to bestow the contents of the time capsule to the ACHS, so they can be publicly available and on display. The ACHS requested to be the permanent home for the artifacts, and the Council agreed this was a proper home. Mayor Zac Burden commented that he was thankful that these will go to the ACHS to be publicly displayed, and asked that ACHS Board Members present come forward so he could present them with the time capsule box.

Mayor Zac Burden formally presented the ACHS members present with the time capsule artifact, and a photo opportunity was taken.

Citizen Participation

None

Unfinished Business

None

Action Presentations

*Resolution No. R2019-12-66*

The City Clerk proceeded with the first reading of a Resolution recognizing John B. Lorey (J.B.), custodian, upon his retirement after ten (10) years and four (4) months of service to the City of Kirksville, Missouri.

Councilmember Phillip Biston moved to approve the Resolution recognizing John B. Lorey; seconded by Councilmember Rick Steele.

The staff report was presented by Reid Yardley, Codes Enforcement Director. Yardley thanked Lorey for his service specifically commending him for his perfect attendance for 9 years and 8 months, and his dedication to the City. Yardley stated that Lorey is one of the most dedicated employees he's ever worked with. Lorey spoke to everyone as if he's known them for years, greeting them daily and genuinely having interest in all of his co-workers.

Council Input:

Mayor Zac Burden commented positively on the amount of support present to support Lorey at the meeting and the reflection that shows upon Lorey.

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The motion passed. This Resolution thus becomes Resolution No. R2019-12-66. Mayor Zac Burden then formally presented a framed copy of the Resolution to J.B. Lorey and the opportunity for a photo op with present staff, J.B. Lorey, and Mayor Burden.

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*Resolution No. R2019-12-67*

The City Clerk proceeded with the first reading of a Resolution recognizing the work of the Nancy Reed Fugate Trust Commission and expressing the City's sincere gratitude to all the members of the Commission.

Councilmember Rick Steele moved to approve the Resolution recognizing and thanking the Nancy Reed Fugate Trust Commission; seconded by Councilmember Jessica Parks.

Mayor Zac Burden discussed this Resolution being an opportunity to distinguish folks that have been a part of a Commission for a long time recognizing charitable good in our Community. This is a fund set up decades ago to help fund Kirksville. Some of the people on the this Commission have served steadfastly for a long time to ensure the funds were allocated in a way to benefit those in need that live in Kirksville. Based upon a request from the members of the Commission, the City Council was able to disband the Commission while still ensuring the funds go to the United Way each year. This will allow funds to continue to be used in the memory of Nancy Reed Fugate to serve the people of Kirksville

Council Input:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The motion passed. This Resolution thus becomes Resolution No. R2019-12-67. Mayor Zac Burden proceeded to read portions of the Resolution while formally presenting copies to the two (2) members present of the Nancy Reed Fugate Trust Commission, Marietta Jayne and Diana Apa. A photo opportunity was taken.

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*Resolution No. R2019-12-68*

The City Clerk proceeded with the first reading of a Resolution authorizing reimbursement payments to the developer, Kirksville Mall, LLC, from the South 63 Corridor Tax Increment Financing District Fund 22 and South 63 Corridor Community Improvement District Fund 23 for improvements made to the project area.

Councilmember Jessica Parks moved to approve the Resolution authorizing reimbursement payments to Kirksville Mall, LLC, as presented; seconded by Councilmember Chuck Long.

The staff report was presented Ashley Young, Assistant City Manager. Young reviewed in 2009, the City Council approved the creation of a tax increment finance (TIF) district for a shopping area on South Baltimore, which includes Goody's, JC Penney, Orscheln Farm & Home, etc. In

2010, the City Council approved a petition to form a community improvement district (CID) which would work with the TIF district to generate additional revenue for these improvement projects. As part of the approval process, Kirksville Mall, LLC was established as the developer of the project. The City entered into an agreement with Kirksville Mall, LLC to allow for improvements to be made to this area. The original improvements included the parking lot, building façades, landscaping and lighting improvements, along with new construction of an additional retail building.

Funds generated through the TIF did not reach expected levels and the improvement projects were scaled back allowing for the completion of the facades and improvements to the parking lot. The developer incurred the majority of the cost for these improvement projects. In addition to the parking lot improvements, the developer incurred other expenses including architectural and legal. As part of our agreement with the developer, as funds are generated, we are to reimburse those costs plus pay ongoing expenses. The South 63 Corridor TIF District Fund 22 will remit \$40,000 and the South 63 Corridor CID Fund 23 will remit \$50,000 to the developer. This brings the total reimbursement to \$90,000.

Council Input:  
None

Citizen Questions/Input:  
*Melinda Wood*

Melinda Wood asked the Council what the improvements are that reimbursement is being issued for, and whose responsibility it is to pave behind Gliks and US Cellular. Woods expressed concerns with major potholes and the horrible condition of portions of the parking lot. Woods explained that's why she would like to know whose responsibility it is to take care of those and if those were included in the improvements. Mayor Zac Burden let Woods know he would turn the answer to most of those questions over to Young, but additionally, let her know the Council and City are aware and also concerned of the condition in the area of her concern. City Staff within the Codes Department is currently working to ensure the City Code is being applied and is working to hold people accountable on that.

Young repeated the improvements already stated during his Council report. Woods asked for clarification on what the payments are going towards, and Young further explained they are reimbursing the developer for the earlier work that was completed in late 2013 and early 2014. Further explaining, the parking lot improvements were mainly in the highway facing portion of the development. In the area of Wood's concern, Young gave details on an issue complicating matters. There is a deed of easement for the that portion of the property that was put in place in 1988 between the owner of that development Raul Walters and the Kirksville College of Osteopathic Medicine, which is now Preferred Family Healthcare. City Codes Department staff is continuing to research this easement further to determine whose responsibility the piece of property in question is to maintain.

Vote:  
Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele  
Noes (0) – none  
Absent (0) – none

The motion passed. This Resolution thus becomes Resolution No. R2019-12-68.

*Resolution No. R2019-12-69*

The City Clerk proceeded with the first reading of a Resolution of the City of Kirksville, Missouri, stating intent to seek funding through the Missouri Department of Natural Resources and the Northeast Missouri Solid Waste Management District – Region “C”, and authorizing the Mayor and City Manager to serve as authorized representatives and to pursue activities in an attempt to secure funding for the City of Kirksville.

Councilmember Phillip Biston moved to approve the Resolution stating intent to see funding through the Missouri Department of Natural Resources and the Northeast Missouri Solid Waste Management District – Region “C”, and authorizing the Mayor and City Manager to serve as authorized representatives and to pursue activities in an attempt to secure funding, as presented; seconded by Councilmember Rick Steele.

The staff report was presented Sarah Halstead, Administrative Services Coordinator. Halstead reported, that the Northeast Missouri Solid Waste Management District (NEMO SWMD) has funding for grant projects in the amount of \$129,000 for FY2020, and that City Staff is interested in submitting a grant for the purchase of a Recycled Content Gazebo for the newly established Detweiler Park. Halstead reminded Council that the City has been awarded several NEMO SWMD grants in the past. Past projects include: recycled content furniture for the aquatic center, implementation of the Household Hazardous Waste (HHW) program; construction of a glass bunker; purchase of glass recycling totes; implementation of the glass recycling program, etc. Halstead noted that the purpose of the grant is to reduce waste in our landfills and it's a part of the grant requirements for items covered within the grant to have a certain percentage of recycled content used in their manufacturing. Halstead boasted regarding the recent successes in the glass recycling program added to the City services, due to a past grant award through this program.

The grant provides 75% of the funding, up to \$35,000, and the City must provide a minimum 25% match. City Staff believe the total cost of the project will exceed the grant maximum. The grant will allow for higher quality products than could be purchased without the grant, and aligns well with the mission statement that the Parks and Recreation Department will demonstrate excellence in environmental stewardship. The City will request \$35,000 in grant funds, with a local match requirement of 25%, or \$11,667. This will be allocated in the Parks and Recreation budget.

**Council Input:**

Councilmember Jessica Parks asked if Halstead knows where the recycling is processed to make the gazebo. Halstead stated there are many places to purchase; therefore, if awarded it would be put out for bid. The grant does require a strict percentage of recycled material be used to comply with the grant.

**Citizen Questions/Input:**

None

**Vote:**

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none



The motion passed. This Resolution thus becomes Resolution No. R2019-12-69.

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*Resolution No. R2019-12-70*

The City Clerk proceeded with the first reading of a Resolution authorizing the funding and awarding of the bid for the renovation and construction of the Aquatic Center, including the slide tower and two (2) slides, to Irvinbilt Constructors, Inc., Chillicothe, Missouri, supporting efforts to budget and finance said project.

Councilmember Jessica Parks moved to approve the Resolution authorizing the funding and awarding of the Aquatic Center bid, including the slide tower and two (2) slides to Irvinbilt, as presented; seconded by Councilmember Chuck Long.

The staff report was presented Rodney Sadler, Parks and Recreation Director. Sadler stated his excitement for the next two Resolutions, citing the hard work, City staff and SFS Architecture team have been putting in to identify value engineering strategies that could help to lower the total project cost without adding long term maintenance concerns for a re-bid, due to the initial bids pricing being much higher than initial estimates.

The City re-issued the updated bids on September 23, 2019 and opened bids on November 12, 2019. The City received three (3) bids with Irvinbilt Constructors, Inc. being the lowest bid with a base bid of \$7,789,250. The bid also outlined a series of add and deduct alternates including slides, outdoor lighting, and the expansion of the indoor pool roofing structure. At the direction of the City Council, the bid award includes bid alternates 5A and 5B, the slide tower, piping, flume slide and speed slide at a cost of \$321,000 for a total contract cost of \$8,011,250.00.

Sadler discussed how the financing would need to work for this option, should Council be agreeable. The City will need to borrow the funds to pay for the construction of the aquatic center through the sale of certificates of participation in the amount of \$8.5 million with the repayment of said bonds to come from the Parks and Recreation Sales Tax, \$176,023 from Capital Improvement Sales Tax and \$625,525 from the General Fund as follows: \$275,000 in 2020; \$175,000 in 2021; and \$175,000 in 2022. The project will be charged to the applicable lines in the Parks and Recreation Fund 88. The balance of the bond proceeds will be used for furnishings, equipment, the Kalwall project and funding for any contingency.

**Council Input:**

Councilmember Rick Steele commented that he has been a supporter of the Aquatic Center project from the beginning, but he believes this is too much money for it. Councilmember Rick Steele stated his belief that money from the general funds should not be used for this project, but instead for roads only, and therefore he cannot support this item.

Councilmember Jessica Parks stated appreciation for all the hard work Sadler has done. Councilmember Jessica Parks express her feeling that the City has a good project and is glad the City can do the slide because it was her belief the slides were a big deal to citizens and mentioned frequently in the community feedback Council received.

Mayor Zac Burden mentioned that going back to the drawing board presented some challenges. Mayor Zac Burden cited the difficulty involved in trying to constructing an Aquatic Center that will

meet the needs and desires of citizens, while also ensuring the facility will be of good enough quality/condition in 20 years to make improvements on, verses the last situation in which the City had to go back to the drawing board from scratch.

Citizen Questions/Input:

*Don Smith*

Don Smith expressed upset, claiming the City has money to build an Aquatic Center, and asking why they also don't have money to help people. Mayor Zac Burden explained that there was a tax passed that specifically included the Aquatic Center project. Smith further claimed that isn't helping people. Smith specifically asked how many people get to visit the facility for free. Mayor Zac Burden stated his argument that the Aquatic Center is a City service, just like water to drink, or roads to drive on, referring to the importance of "Quality of Life". Mayor Zac Burden further explained, that because the City may be working on improving an amenity, does not mean that other areas are not served. Mentioning the City can move forward with many great things at once and do a lot of good in multiple areas, and in his opinion the Aquatic Center is one of those. Smith asked again how many people get to go to the Aquatic Center and swim for free, but this time specified people over the age of 65. Mayor Zac Burden answered that he was unfamiliar with this rate structure, but those over 65 are currently utilizing the current facility are paying the rate. Mayor Zac Burden made remarks regarding the City's positive participation from this age group, and the positive remarks he has received regarding the Aquatic Center being a part their essential daily activities, and their consideration of the Aquatic Center as a value, including paying entrance fee to utilize it. Smith again stated his commitment that building a new Aquatic Center is a waste of money when you can fix streets and other things instead. Smith stated the City did good fixing streets last year, but asking who says the City is going to fix the rest of them. Councilmember Jessica Parks jumped in stating her belief is that the City is going to do both (the Aquatic Center and Street Improvements), mentioning she feels the City Public Works Department has a solid plan for moving forward and continuing to improve streets while also doing the Aquatic Center. Mayor Burden listed off several other items that can also be done next year, explaining it's a large City with a lot of different needs and tonight Council is looking at approving a large City Budget to take care of all those needs. Smith expressed Kirksville isn't little Chicago.

Vote:

Ayes (4) – Mayor: Burden; Councilmembers: Biston, Long, and Parks

Noes (1) – Councilmember: Steele

Absent (0) – none

The motion passed. This Resolution thus becomes Resolution No. R2019-12-70.

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*Resolution No. R2019-12-71*

The City Clerk proceeded with the first reading of a Resolution accepting the sole source services of Structures Unlimited, Inc. for the replacement of Kalwall panels and the expansion of the indoor pool enclosure supporting efforts to budget and finance said project.

Councilmember Jessica Parks moved to approve the Resolution accepting the sole source services of Structures Unlimited, Inc. for the replacement of Kalwall panels and the expansion of the indoor pool enclosure, as presented; seconded by Councilmember Chuck Long.



The staff report was presented by Rodney Sadler, Parks and Recreation Director. Sadler explained the next Resolution is to accept Structures Unlimited, Inc. as the sole source provider for the Kalwall panels, as they provided the original panels when the indoor pool structure was built in 1998. These panels will need to be replaced during the construction of the new aquatic center. The City of Kirksville will hold this contract directly with Structures Unlimited, Inc., and the approved general contractor (Irvinbilt) will be required to coordinate construction efforts to ensure that Structures Unlimited, Inc. will only need to mobilize on-site once during the construction of the new aquatic center, as they are coming out of Boston the desire is to ensure only one trip is needed. Sadler additionally mentioned, there have been significant advances in the technologies used to manufacture these panels over the past twenty years. The panels are now more energy efficient and less likely to delaminate or experience color fade, therefore should last longer than the first time.

City Manager, Mari Macomber, noted to Council that this is an item that would require replacement, even if a new pool was not built. These panels would require replacement to keep the current pool functioning.

Sadler continued explaining the contracted price with Structures Unlimited, Inc. for the replacement of the Kalwall panels, expansion of the indoor enclosure structure, additional bracing materials, and mobilization will be \$382,100.00. The payment for this portion of the project will be included in the financing package for the Aquatic Center with the exception of a \$10,000 deposit due to the contractor by December 20, which will come from Parks Sales Tax revenues on-hand and charged to account 88-8810-7210 and the balance charged to applicable lines in the Parks and Recreation Fund. The upfront \$10,000 is to lock in the pricing.

Council Input:  
None

Citizen Questions/Input:  
None

Vote:  
Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele  
Noes (0) – none  
Absent (0) – none

The motion passed. This Resolution thus becomes Resolution No. R2019-12-71.

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*Bill No. 2019-58*

*Ordinance No. Not assigned yet*

The City Clerk proceeded with the first reading of an Ordinance appropriating from the revenue of the City of Kirksville, Missouri, expenditures in accordance with the fiscal year 2020 budget of the City of Kirksville, Missouri, and providing for adjustments thereto. The second reading of this Ordinance will be added to the next Council meeting to allow citizens more time to review and comment.

Councilmember Rick Steele moved to approve Bill No. 2019-58 on the first reading; seconded by Councilmember Jessica Parks.

The staff report was presented by Lacy King, Finance Director. King reported since the commencement of the budget process in August, Council and staff have spent considerable time reviewing and projecting the revenues and expenditures anticipated for the 2020 year. King mentioned this is a comprehensive budget.

The 2020 budget includes aggregate expenditures of \$42,957,574 and does not include any transfers between funds. It is an overall increase of 29.4% from the 2019 budget as amended. Funding for the following functions and their respective % of the total budget are: water, sewer, trash and stormwater services of 27%; emergency services, including police, fire and E911 of 17%; public works, streets, codes and engineering of 14%; Recreation services of 18%; central garage operations and self-insurance of 3%; transportation services of 2%; community support, administrative services, information technology, economic development, infrastructure, grant projects and lodging tax-pass through of 19%.

Infrastructure improvement and capital replacement in the amount of \$17.92 million is included in the respective funds and represents 42% of the total budget allocation.

**Council Discussion:**

Councilmember Jessica Parks referenced the number of study sessions and time spent discussing the budget, as she expressed appreciation of all City staffs' work preparing items for the Council to review.

**Citizen Questions/Input:**

None

**Vote:**

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

Bill No. 2019-58 passed on the first reading. The bill will be brought back to the next meeting for the second and final reading necessary for approval.

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*Bill No. 2019-59*

*Ordinance No. 12362*

The City Clerk proceeded with the first reading of an Ordinance authorizing the execution of a contract between the City of Kirksville and the Missouri Highways and Transportation Commission for the Traffic Engineering Assistance Program (TEAP), and establishing the Mayor and City Manager as authorized representatives for the City.

Councilmember Phillip Biston moved to approve Bill No. 2019-59 on the first reading; seconded by Councilmember Chuck Long.

The staff report was presented by Sarah Halstead, Administrative Services Coordinator. Halstead reminded Council a TEAP application was submitted in September 2019 to conduct a series of corridor safety and operational analyses to examine street-oriented focus corridors identified on the adopted KAMP map. City Staff were notified on November 13, 2019, of grant award. The TEAP study will collect data on current street widths, right-of-way widths, speed limits, and traffic volumes. This data will then be used to form recommendations in the study for future MUTCD signage and pavement markings to improve circulation for all users along the

KAMP system. Streets in the KAMP Corridor need to be analyzed for possible changes in traffic patterns, which is expected to be a significant task. Ultimately, the information provided in the study would seek to ensure the safety of motorist, bicyclists, and pedestrians as the City begins to make streets more accessible to all users and all modes of transportation.

The total project cost is estimated to be \$26,500. The grant will pay 80%, up to \$8,000, and the remainder will be the City's responsibility. The City's match of \$18,500 will be budgeted from the 2020 Transportation Sales Tax (TST), line 32-3210-7520

Council Discussion:  
None

Citizen Questions/Input:  
None

Vote:  
Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele  
Noes (0) – none  
Absent (0) – none

Bill No. 2019-59 was approved on the first reading. The City Clerk proceeded with the second reading of Bill No. 2019-59. Councilmember Jessica Parks moved to approve Bill No. 2019-59 on the second reading; seconded by Councilmember Phillip Biston.

Council Discussion:  
None

Citizen Questions/Input:  
None

Vote:  
Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele  
Noes (0) – none  
Absent (0) – none

Bill No. 2019-59 passed. The bill will be distributed for appropriate signatures and necessary actions taken. Bill No.2019-59 thus becomes Ordinance No. 12362.

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*Bill No. 2019-60*

*Ordinance No. 12363*

The City Clerk proceeded with the first reading of an Ordinance amending Bill No. 8966 that provided for the re-zoning of portions of District R-2, Second Dwelling House District and District C-3, Highway Business District, as District C-P, Planned Business District as restricted, and provided for the amendment of the Zoning District Map to conform to the said re-zoning and restrictions, in the area commercially and colloquially referred to as Lincoln Square Shops.

Councilmember Phillip Biston moved to approve Bill No. 2019-60 on the first reading; seconded by Councilmember Chuck Long.

The staff report was presented by Ashley Young, Assistant City Manager. Young reported Council the area commercially and colloquially referred to as Lincoln Square Shops received its current zoning designation as District C-P, Planned Business District through City Council action on May 6, 1965, with the approval of Bill No. 8966. Young mentioned that this Bill was very specific with the type of businesses allowed within the district. Since that time, it has come to the attention of City staff that the store and business types enumerated in the aforementioned legislation are inconsistent with the Municipal Code. Additionally, this legislation is inconsistent with previous City Council action taken in the issuance of liquor licenses. City staff are proposing that the language in Bill No. 8966 be amended and brought in line with both the Municipal Code and prior City Council action, while still respecting the area's designation as District C-P, Planned Business District.

Council Discussion:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

Bill No. 2019-60 was approved on the first reading. The City Clerk proceeded with the second reading of Bill No. 2019-60. Councilmember Jessica Parks moved to approve Bill No. 2019-60 on the second reading; seconded by Councilmember Rick Steele.

Council Discussion:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

Bill No. 2019-60 passed. The bill will be distributed for appropriate signatures and necessary actions taken. Bill No.2019-60 thus becomes Ordinance No. 12363.

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*Bill No. 2019-61*

*Ordinance No. 12364*

The City Clerk proceeded with the first reading of an Ordinance of the City of Kirksville, Missouri, accepting RTS North, LLC to provide the residential waste services for RTS Waste Services and establishing the performance bond for said service at \$250,000 for the life of the agreement.

Councilmember Jessica Parks moved to approve Bill No. 2019-61 on the first reading; seconded by Councilmember Chuck Long.

The staff report was presented by Mari Macomber, City Manager. Macomber reminded Council in September the City Council awarded the solid waste services to RTS Waste Services, LLC. Since the acceptance of the bid, RTS Waste Services, LLC has entered into an agreement with Daryn Stark, who is the locally assigned manager for our community, giving him part ownership of this division of the company after one year of service. Mr. Stark is familiar with Kirksville. His wife originates from Kirksville and her parents still reside in town where they own a local business. This relationship is an added benefit to the contract that we have with RTS.

Another matter that was discussed, concerns the performance bond. When the bid document was prepared, staff used a bid document from several years ago. In that bid, it stated that the bid bond was to be a percentage of the total revenue received for the first year. First the amount is based on an estimate and not an actual number and that the amount would not increase. Even though this was the language, the amount of the performance bond for the previous Onyx and then Advanced Disposal agreements had a performance bond of \$250,000, no change. A performance bond is intended to protect the owner (City) against possible losses in case a contractor fails to perform or is unable to deliver typically on a project, and in this case on service. RTS has been providing service to the City now for two months with the implementation of their service causing minimal disruptions due to RTS buying the trash cans from Advanced. Macomber also noted that RTS has been exceptional so far at providing and responding to the City's requests and/or concerns we had had. RTS has asked if the performance bond can be lowered to the same amount that was required in previous contracts. Macomber explained City staff does not have any explanation for the increase, nor any reasons why an increase would be requested, and therefore sees no issue with lowering the requirement to match previous requirements if Council is agreeable. Macomber also stated the City does not have a policy on performance bonds, so this is something City staff will look over the next year to set for future situations.

**Council Discussion:**

Councilmember Jessica Parks commented that RTS has been doing a great job, mentioning that her glass recycling was picked up two months in a row, which has never happened before.

**Citizen Questions/Input:**

None

**Vote:**

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

Bill No. 2019-61 was approved on the first reading. The City Clerk proceeded with the second reading of Bill No. 2019-61. Councilmember Philip Biston moved to approve Bill No. 2019-61 on the second reading; seconded by Councilmember Jessica Parks.

**Council Discussion:**

None

**Citizen Questions/Input:**

None



Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

Bill No. 2019-61 passed. The bill will be distributed for appropriate signatures and necessary actions taken. Bill No.2019-61 thus becomes Ordinance No. 12364.

*Bill No. 2019-62*

*Ordinance No. 12365*

The City Clerk proceeded with the first reading of an Ordinance of the City of Kirksville, Missouri, authorizing the execution of agreements between the City of Kirksville and the Missouri Highways and Transportation Commission to allow access to the Missouri Department of Transportation’s Global Navigation Satellite Real Time Network through the City’s GPS units.

Councilmember Phillip Biston moved to approve Bill No. 2019-62 on the first reading; seconded by Councilmember Chuck Long.

The staff report was presented by Chayton True, City Planner. True reminded Council in late 2018, the City of Kirksville launched an online Geographic Information System (GIS) website through Midland GIS of Maryville, Missouri. The website is similar to google maps, but contains a significant amount of information and data that is helpful for City operations. For example, our GIS website provides information such as the location, size, material, and flow of utility lines, among other data.

In 2019, the City purchased two (2) computer tablet operated GPS units to help fully utilize the new GIS website. The GPS units have the ability work with the GIS website to locate various unmapped City assets in the field, such as water stop boxes, water/sewer taps, manholes, and much more. The GPS units can directly upload the location of an unmapped asset as a “point” onto the City’s GIS website in real time. This point will accurately locate itself on the map for City Staff to reference in the future. The two (2) GPS units purchased by the City have the ability to accurately record and upload a map point up to a few feet. However, the accuracy of the recorded and uploaded points can be dramatically improved with access to the Missouri Department of Transportation’s real time kinematic (RTK) network. This navigation network is operated by MoDOT and is accessible throughout the state. MoDOT allows public and private users to access their network to improve the performance of GPS units and other navigation instruments. To gain access to this network, MoDOT requires execution of a network user agreement.

This Ordinance authorizes the execution of two (2) agreements to allow MoDOT RTK access for each new GPS unit. There is no fee associated with gaining access to MoDOT’s RTK network.

Council Discussion:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none  
Absent (0) – none

Bill No. 2019-62 was approved on the first reading. The City Clerk proceeded with the second reading of Bill No. 2019-62. Councilmember Jessica Parks moved to approve Bill No. 2019-62 on the second reading; seconded by Councilmember Phillip Biston.

Council Discussion:  
None

Citizen Questions/Input:  
None

Vote:  
Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele  
Noes (0) – none  
Absent (0) – none

Bill No. 2019-62 passed. The bill will be distributed for appropriate signatures and necessary actions taken. Bill No.2019-62 thus becomes Ordinance No. 12365.

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*Liquor License – Shrijee of Missouri, LLC DBA QP Express 106*  
Approval was requested for a liquor license application for Shrijee of Missouri, LLC. DBA QP Express 106.

Councilmember Phillip Biston moved to approve the liquor license application for Shrijee of Missouri, LLC DBA QP Express 106, as presented; seconded by Councilmember Chuck Long.

The staff report was presented by Lacy King, Finance Director. King updated Council that Shrijee of Missouri LLC DBA QP Express 106, located at 1112 S. Baltimore St., bought pick a dilly property and applied for a business license on November 13, 2019. The license was approved and issued on November 15, 2019.

On November 14, 2019, the convenience store applied for two (2) liquor licenses, Package Liquor (includes spirits, wine, and beer) to sell intoxicating liquor in the package, not to be consumed upon the premises where sold, and a Sunday license (includes spirits, wine, and/or beer) to sell intoxicating liquor between the hours of 9:00 am and 12:00 am on Sunday. If approved, these liquor licenses will be valid through July 31, 2020.

The applicant is required to abide by Chapter 4 of the Kirksville municipal code of ordinances and the Missouri Department of Public Safety Alcohol & Tobacco Control Department and has provided a copy of the required State liquor licenses. A prorated fee of \$337.50 was collected for the period of November 2019 through July 2020.

Council Discussion:  
None

Citizen Questions/Input:  
None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The liquor license application for Shrijee of Missouri, LLC. DBA QP Express 106, was approved as presented.

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*Records Destruction Request*

Approval was requested to destroy records, per the Missouri State and Local Records Law.

Councilmember Rick Steele moved to approve the destruction of records, per the Missouri State and Local Records Law, as presented; seconded by Councilmember Chuck Long.

The staff report was presented by Mari Macomber, City Manager. Macomber updated Council that this is something staff routinely does every year, and is usually brought to Council annually to ensure records are properly maintained. Macomber explained to the Council that this is destruction list is extra, because the City Clerk did some extra cleaning of the files and re-organization this year. Additionally, it just so happened Parks and Recreation moved their offices to City Hall and worked out as a good time for them to clean out some records. This batch also includes a few random items that were missed when Municipal Court moved.

Council Discussion:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The destruction of records, per the Missouri State and Local Records Law, was approved as presented.

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*Citizen Advisory Commission Re-Appointment - Lakes, Parks and Recreation Commission (LPRC)*

Approval was requested to re-appointment of Carolyn Cox and Tony Vazzana to the Lakes, Parks and Recreation Commission (LPRC) for another three (3) year term expiring in January 2023.

Councilmember Rick Steele moved to approve the re-appointment of Carolyn Cox and Tony Vazzana to the LPRC for another three (3) year term expiring in January 2023, as presented; seconded by Councilmember Chuck Long.

The staff report was presented by Mari Macomber, City Manager. Macomber updated Council that both Dr. Carolyn Cox and Dr. Tony Vazzana both have terms expiring in January of 2020.

City staff spoke with both Cox and Vazzana and they both desire to keep serving on the LPRC. Macomber noted that both are active participants of the LPRC. If re-appointed, their new terms would expire in January of 2023

Council Discussion:

None

Citizen Questions/Input:

None

Vote:

Ayes (5) – Mayor: Burden; Councilmembers: Biston, Long, Parks, and Steele

Noes (0) – none

Absent (0) – none

The re-appointment of Carolyn Cox and Tony Vazzana to the Lakes, Parks and Recreation Commission (LPRC) for another three (3) year term expiring in January 2023, was approved as presented.

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Council Comments

None

Adjournment

There being no further business to come before the Council in the open session, Councilmember Phillip Biston moved to adjourn into a closed executive session re: RsMO 610.021 (3) Personnel Matters; seconded by Councilmember Chuck Long.

Roll Call Vote by City Clerk:

Ayes (5) –

Councilmember Jessica Parks – Aye

Councilmember Rick Steele - Aye

Councilmember Phillip Biston – Aye

Mayor Zac Burden – Aye

Councilmember Chuck Long - Aye

Noes (0) – none

Absent (0) – none

Mayor Burden adjourned the open session meeting at 7:07 pm, into a closed executive session re: RsMO 610.021 (3) Personnel Matters.

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Lindsay Leckbee, City Clerk

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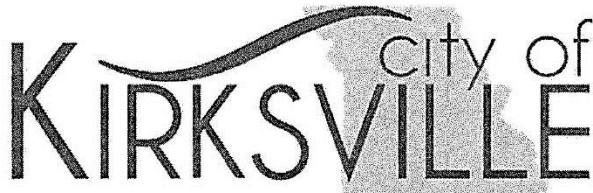
City Council Approval Date

Enclosure (1) – Citizen Participation Sign In Sheet

Records Destruction List

DRAFT





City Council Meeting  
Citizen Participation  
Sign In Sheet

Meeting Date: December 2, 2019

Please sign in below before you begin addressing the City Council.

Due to limited time during meetings the Kirksville City Council is unable to address citizen participation concerns during the meeting; however the Council would like the ability to follow up afterwards.

Please ensure the City Clerk receives your chosen contact information before you leave the meeting.

1.     *Delinda Wood*         *1800 E. Normal*
2.     *Don Smith*
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

Records Destruction Request										
Dept. Record Custodian's Name	Department	Record Description	Record Start Date	Record End Date	Estimated Amount Requested to Destroy	Proposed Destruction Method	Retention Schedule Used	Retention Schedule Reference Code # & Description	Minimum Retention Required	
Lindsay Leckbee	Admin	Certification of Candidates, Attestation of Candidates, Election Proofs, Sample Ballots	1999	2013	small file folder	Recycle	Election Authority	028.006 - Ballot Preparations Records	22 months	
Lindsay Leckbee	Admin	Statement of Exemption/Rejection, Confirmation of Paid Utilities/Taxes, Personal Financial Disclosure Statements, Notice to Candidate, Campaign Contributions and Expenditures, Personal Financial Disclosure Notice, Candidate Acknowledgment, Ethics Commission Documentation	1999	2013	full file folder (.5in thick)	Shred	Election Authority	028.008 - Campaign Finance Records and Related Documents	5 years	
Lindsay Leckbee	Admin	Statement/Declaration of Candidacy, Candidate acknowledgment, Candidate withdrawal, Declaration of Intent of Write-in Candidate, Disqualification Notice, Campaign Materials	1999	2013	1/4 box (2 large file folders)	Recycle	Election Authority	028.009 - Candidacy Records	22 months	
Lindsay Leckbee	Admin	Receipts/Purchase Orders for Election Publications	2000	2007	small file folder	Recycle	General	GS 009 - Purchasing Records	3 years	
Lindsay Leckbee	Admin	Banking RFP Bid (rejected)	2014	2014	small file folder	Recycle	General	GS 055 - Bid Records	Rejected - 3 years	
Lindsay Leckbee	Admin	Correspondence	2005	2018	2 full file folders (1.5in total)	Recycle	General	GS 012 - Correspondence - General	1 year	
Lindsay Leckbee	Admin	Sunshine Law Requests and Responses	2014	2016	full file folder (1.5in thick)	Recycle	General	GS 066 - Public Information Requests and Documentation	3 years	
Lindsay Leckbee	Admin	Affidavit of Publications, Notice of Meetings, Public Notices	1998	2016	file folder (1.5in thick)	Recycle	General	GS 022 - Public Notice Records	3 years	
Lindsay Leckbee	Admin	Citizen complaints and responses	2012	2016	small file folder	Shred	General	GS 049 - Request and Complain Files	3 years after final disposition	
Lindsay Leckbee	Admin	Commission Appointment Letters, Resignation Letters	1988	2018	full file folder (2in thick)	Shred	General	GS 044 - Commission and Appointment Records	1 year after expiration of appointment	
<b>Everything above this line fit in one box total</b>										
Pat Meredith		Receipts - Municipal Court			1 box	Shred	General	GS 007 - Accounts Payable Records	Completion of Audit	
Robin Harden	Parks & Rec	Program Registration Forms	2014	2015	1 box			GS065 - Participant Registration & At 3 years		

Robin Harden	Parks & Rec	Shelter Rentals	2014	2014 500 sheets	G5050 - Permits & Licenses (Facility & 2 years
Robin Harden	Parks & Rec	KAC Sign In Sheets	2014	2015 500 sheets	G5065 - Participant Registration & At 3 years
Robin Harden	Parks & Rec	Tournament Waivers	2014	2016 200 sheets	G5065 - Participant Registration & At 3 years