

City Council Study Session



Dear Citizen:

Welcome to our City Council Study Session. As the name implies, City Council Study Sessions are an opportunity for the City Council to study issues facing the City. It is their time to learn from those invited to present. Study materials and presentations are primarily the responsibility of City staff. Individuals outside the City's organization may be asked to present information to the City Council.

In these meetings, the City Council members listen, learn, ask questions, and discuss how they wish to proceed. While citizens are encouraged and welcome to attend, it is not a time for open engagement. There are times in the City Council Meetings for citizen input. The City Council Meetings are held on the first and third Mondays of each month, excluding Martin Luther King Day, Presidents Day, and Labor Day.

The City Council thanks you for your attendance and invites all citizens to join them in listening and learning.

Online Viewing:

<https://www.youtube.com/user/KirksvilleCity>

SESSION DATE: June 9, 2025

TIME: 6:00 pm

PLACE: Council Chambers

Tentative Agenda:

- Factory Addition Update
- Water Meter Project
- Prescription Drug Drop Boxes
- Complete Streets Policy Implementation
- Q2 Municipal Code Changes
- Kirk's Capital Campaign
- Administrative Warrants – semi-annual
- Newsletter Review

FACTORY ADDITION UPDATE

The City applied in January 2022 for \$500,000 in CDBG funding for infrastructure improvements in the Factory Addition. Hamilton, First, LaHarpe, and Osteopathy Streets generally bound the project. It consists of street and stormwater improvements to South Orchard, West Friedman, West Hildreth, and West Shelby within the subdivision known

as the Factory Addition. The scope of improvements includes street reconstruction, curb and gutter installation, an enclosed storm drainage system, ADA-compliant sidewalk connectivity at intersections, and driveway approaches at residential homes. The residential street improvements are necessary to minimize flooding and ensure access for city services, including fire, ambulance, police, and school bus routes, which serve the residents. As part of the grant process, we had to demonstrate that at least 51% of the project beneficiaries met the low- and moderate-income (LMI) wage criteria. The completed survey showed that the beneficiaries within the target area consisted of 73% LMI families and 64% LMI individuals.

The total project cost for the infrastructure improvements was \$1,650,319, with the grant providing \$500,000 in match. The City hired Klingner and Associates to provide the engineering services for the street and associated storm sewer work. This firm delayed and held up our project, as noted, since Klingner is not one of the current on-call engineering firms due to their inability to complete their work promptly.

Another delay has been our ability to obtain a necessary easement for the project. We have met property owners and received all other easements but one. It has been challenging to connect with this individual. All easements were obtained voluntarily and without compensation, except for this last one. The owner wishes to be compensated for the easement. The City has been following the required guidelines to ensure compliance with federal laws on property acquisition.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

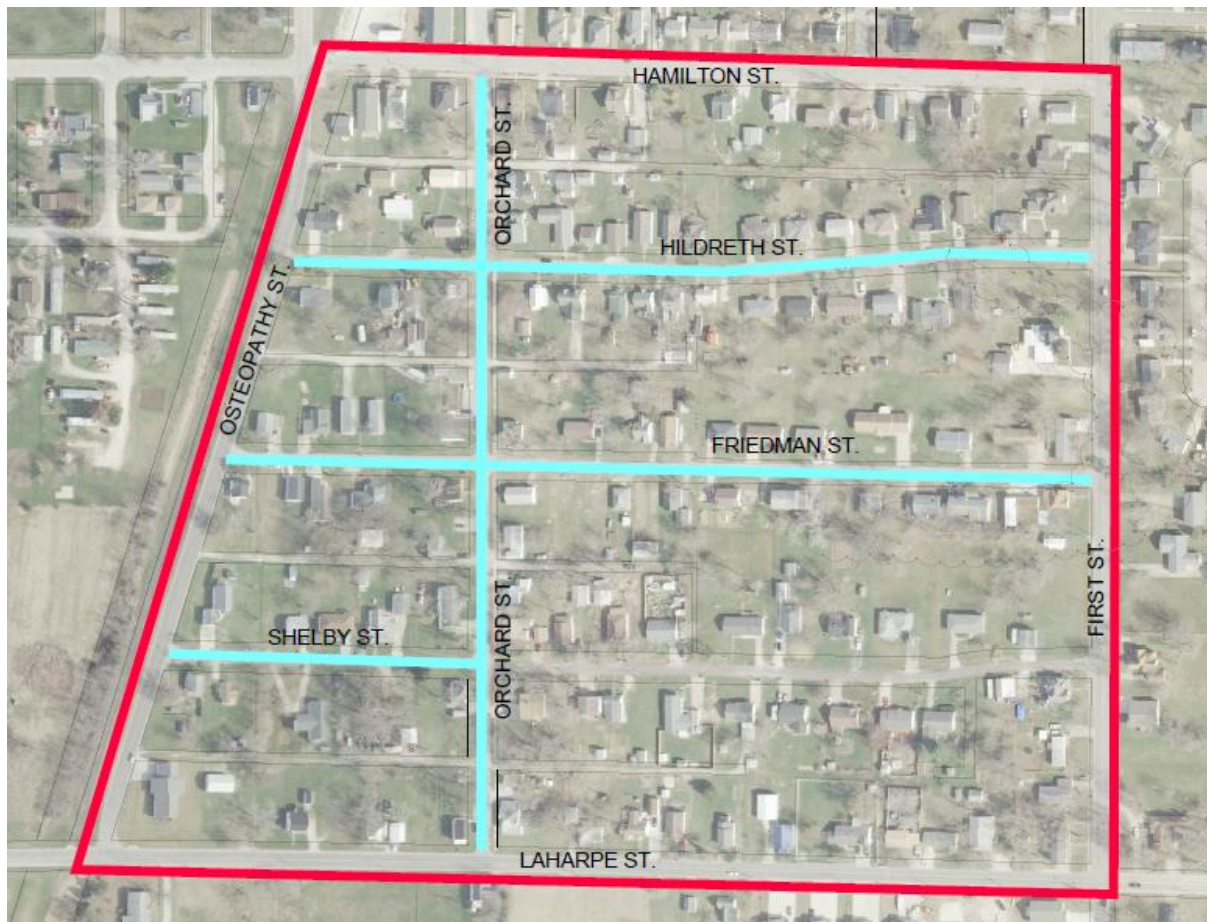
DATE: June 9, 2025

SUBJECT: Factory Addition Streets and Drainage Improvements

CITY DEPARTMENT: Public Works

PREPARED BY: Adam Dorrell, Director of Public Works

Planning and preparation for the Factory Addition Improvements has been ongoing for some time now. A \$500,000 Community Development Block Grant (CDBG) was secured to pay for a portion of the improvements. Plans and Specifications are complete and have been approved by CDBG. All Environmental and Cultural reviews and clearances required by CDBG have been completed. Due to CDBG requirements, easement acquisitions cannot take place until all clearances have been obtained making them essentially the last step in the process prior to bidding.



As of today, all but one easement has been obtained. The final easement is related to the drainage improvements and thus critical to the project. Staff has had some contact with the owner and had what we thought were fruitful discussions, yet no easements have been signed, and no contact has taken place since early April. As soon as this final easement has been secured, the project is ready to be advertised and bid.

At this point, it is unlikely that work could begin until late Summer or early Fall, which may mean that the streets will remain unfinished until spring. Public Works staff have begun discussing contingency plans in the event of this scenario, and have backup plans in place to maintain a compacted aggregate surface throughout the winter months.

WATER METER PROJECT

In 2012, the City initiated the process of replacing all water meters in its water utility system, with the actual meter replacements occurring in 2013. The goals were numerous: to ensure accurate readings, to facilitate accurate customer charges for water usage, to enhance efficiencies in the meter reading operation, to improve customer service, to increase safety for meter readers, and to recover lost annual revenue. The cost to replace the meters at that time was several million dollars, which included the cost of both the meters and their installation.

Due to the age of the existing meters, and the expected life of the batteries that are part of these meters, staff has begun looking into meter replacement. The meters that were purchased in 2013, have batteries that transmit the data, however, the batteries based on the use by other water suppliers, start to fail at around 15 years. City staff will discuss their efforts in identifying needs and meeting with vendors as they explore the necessary water meter replacement program and share what they have learned thus far in their meetings with various vendors.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: June 9, 2025

SUBJECT: Water Meter Replacement Project

CITY DEPARTMENT: Public Works / Finance

PREPARED BY: Adam Dorrell, Director of Public Works
Lacy King, Finance Director

The City's current residential water meters were installed in 2013. The system is a drive-by radio read system. The meters transmit a radio signal with the meter readings and staff drive routes once per month to obtain the data for billing. The meters consist of two parts, the mechanical water measuring portion and the electronics that registers and transmits the data. The batteries that power the transmitter are not replaceable, requiring the electronic portion of the meter to be replaced when they ultimately fail. Other water systems in our area with the same meters installed before ours started experiencing substantial battery failures at the 14 to 15-year mark. With this looming in the very near future, staff has begun investigating the metering options available for the City.



Since our system was installed, water meter companies have advanced the technology that is available. The disc type meters are still widely in use and production, but major manufacturers now offer ultrasonic or magnetic reading which is considered more accurate for very low flows. Some manufacturers now offer meters with automatic shut-

off built into the meter, and others offer it as a stand-alone device that communicates via radio or cellular systems.

Meter reading options are also varied. A drive-by radio reading system is still available, but all manufacturers now offer reading via cellular service. Another option is a “fixed base” radio reading system. In a fixed-base system the meters communicate via radio to fixed points which then transmit the information to our billing system.

Each manufacturer also has their own software for handling the reading data and interacting with the meters. This software creates the billing files that are uploaded into our Tyler Technology software for billing purposes and all the manufacturers we met with claim to be compatible. Regardless of the meters that are installed, staff intends to convert from measuring and billing in cubic feet to gallons. Ordinance changes relating to meter reading, such as requiring all new and reconstructed service connections to have a meter installed in a pit outside of the residence, would eliminate staff entering houses or crawlspaces to work on or replace meters in the future. Another ordinance changes to consider is to eliminate shut-offs for everything but failure to pay. Substantial staff time is spent turning on and off water service when renters are moving in and out of residences, as well as, unnecessary wear on stop boxes.

Each manufacturer has its own proprietary subtleties for its systems and minor differences in the way they operate.

To start the planning for our meter replacement, City staff has met with representatives from four-meter manufacturers to learn about their equipment, processes, software, and options for our needs.

Badger Meters, Neptune, Zenner, and Sensus all presented information on their systems and meters to staff from Finance and Public Works/Utility Maintenance. Each system has pros and cons for usage, but based on discussions of the information, research, and City needs, we have outlined the following priorities for our next water metering system:



- Fixed Base System is the preferred option. With our relatively small coverage area and access to City water towers for receiver placement, a radio-based reading system is compatible with our area needs. The system will send meter readings at a minimum of once per day. A system that allows two-way communication between the base and the meters, instead of one-way, will allow staff to query the meter for near instantaneous readings and provide the ability to install remote shut-off meters, if desired.
- Ultrasonic meters are preferred over mechanical meters. Ultrasonic meters have no moving parts and are better at detecting very low flows. Some systems would allow for retrofitting the existing mechanical meters, but due to the age of the bases and amount of waterflow, industry standards recommend replacement for most within the following 5 years.
- Installation should be completed by a contractor. The manpower required to complete the installation in a timely manner would require a majority of Utility Maintenance staff to focus solely on this project for nearly a full year. In addition, staff may not have the experience and knowledge necessary to perform work on residential plumbing. Shifting the liability of performing installation to an experienced contractor makes the most sense.
- It would be beneficial to relocate the existing meters to pits outside of residences so that entering basements or crawlspaces would not be necessary. However, this may prove to be cost prohibitive. Further discussions with providers of these services will be necessary to make this determination.
- Avoiding systems that require an exterior mounted transmitter is preferred.
- Selecting a system with a good history of successful installations and satisfied customers will be a primary consideration. We will be following up with references that were provided and discussions with other groups with direct knowledge of these systems.

We are aware that no system will be perfect for our needs and compromises will be necessary when making a final selection, but are confident that we can identify a system that will meet our current and future needs. This includes the overall cost for the meter replacement project, which is projected to cost between \$3.5 million and upwards of \$6 million based on preliminary estimates from providers. Cost will be determined by the meter type, reading system, location, installation, and annual maintenance costs.

PRESCRIPTION DRUG DROP BOXES

In the fall of 2021, the City Council authorized the City's participation in nationwide settlements that were being pursued by various attorneys general and states across the

nation. Missouri's Attorney General Eric Schmitt negotiated settlements based on the impacts of opioids on cities across Missouri.

These settlements are intended to assist communities in addressing the effects of opioids. The City of Kirksville has been receiving small amounts of revenue from these settlements since 2021. The funds will be distributed over 18 years. The funds received reflect the level of impact based on the opioid's effects on the community.

Initially, the Police and Fire Chiefs were tasked with developing a proposed plan for using these funds. The funds must be used to combat the effects of opioids. The original thought was to offer a camp for students, but the State did not accept this idea. Since then, we have been exploring ways to utilize these funds. As of the end of May, we have received a little over \$70,000.

One idea that Chief Williamson has identified is to use the funds for a prescription drug drop-off. Following is a report from the Chief, who will present this proposal to the City Council on Monday.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: June 9, 2025

SUBJECT: Prescription Drug Drop Boxes

CITY DEPARTMENT: Police Department

PREPARED BY: Scott Williamson, Police Chief

After reviewing the very restrictive ways the opioid settlement funds can be used by the city, we are proposing one use that fits the requirements and provides a long-term benefit to all citizens of Kirksville. The purchase of two secure prescription drug drop boxes to be installed at the police department and the fire department for public use. The company providing the drop-boxes also provide a paid disposal service that is DEA compliant.

The benefits from these drop-boxes include:

1. Preventing Drug Misuse and Abuse:

- Accessibility: Drop boxes provide a safe, convenient, and anonymous way for individuals to dispose of unused or expired prescription medications, preventing them from falling into the wrong hands.
- Reducing Diversion: Unused medications in homes are a source of diverted drugs, which can be misused, abused, or sold illegally, contributing to addiction and overdose risks.

- Addressing Opioid Crisis: A significant portion of heroin users started by misusing prescription pain medications. Safe disposal options help address the opioid crisis by reducing access to these medications.
2. Protecting Public Health and Safety:
 - Preventing Accidental Poisoning: Children and pets can accidentally ingest medications left unsecured, leading to serious health risks, including overdose.
 - Reducing Overdose Deaths: Accessible disposal options can help reduce the availability of prescription drugs, potentially leading to fewer accidental overdoses.
 - Safe Disposal of Controlled Substances: Drop boxes provide a safe way to dispose of controlled substances, which pose a higher risk of misuse and abuse.
 3. Environmental Protection:
 - Preventing Water Contamination: Flushing medications down the toilet or throwing them in the trash can lead to pharmaceuticals entering waterways and potentially contaminating drinking water, impacting aquatic ecosystems.
 - Reducing Environmental Harm: Safe disposal methods, like drop boxes, help prevent drugs from contaminating the environment and harming wildlife.
 4. Promoting Responsible Behavior:
 - Community Responsibility: Drop boxes encourage responsible medication disposal, fostering a culture of public safety and awareness about the risks associated with unused medications.
 - Reducing Stigma: Providing anonymous disposal options can reduce the stigma associated with medication disposal and addiction, potentially encouraging individuals to seek help if needed.

The initial cost for two boxes and disposal services is about \$6,250 and the ongoing year costs would be approximately \$450. These initial funds would come from the opioid settlement and the annual costs would come from the Police Departments annual budget.

COMPLETE STREETS POLICY IMPLEMENTATION

In 2011, the City worked on a “Get Active Kirksville” project, which was intended to address the lack of bicycle and pedestrian infrastructure in Kirksville. The hope at this time was to establish a Complete Streets policy that would enable a more thorough evaluation of transportation needs in conjunction with the larger street and stormwater improvement projects.

Although the decision at the time was not to implement a Complete Street policy, work on the actual problem continued with the development of other tools, including the Kirksville Active Mobility Plan, which was adopted in 2019.

Through the efforts of the Airport and Transportation Commission’s Sidewalk Working Group, the concept of Complete Streets was revisited. As a result, reception and interest in pursuing a Complete Streets policy have been endorsed by the Lakes, Parks and Recreation, Airport and Transportation, and the Planning and Zoning Commissions.

The next step in the process was to present a proposed policy for City Council consideration. Ashley Young, Community & Economic Development Director, has been working on the development of a Complete Street Policy. Mr. Young will review the proposed policy with the City Council on Monday.

Should the City Council be interested in moving forward, the policy will be revised/updated based on City Council direction. The proposed policy has been presented to and reviewed by various City Boards and Commissions.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: June 9, 2025

SUBJECT: Complete Streets Policy Update

CITY DEPARTMENT: Community & Economic Development

PREPARED BY: Ashley Young, Community & Economic Development Director

The drafting of a “Complete Streets Policy” for the City of Kirksville has been in process now for some time. To review, according to the United States Department of Transportation (USOT), *“Complete Streets are streets designed and operated to enable safe use and support mobility for all users. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and rights of way with all users in mind to make the transportation network safer and more efficient.”* It is the desire of City staff to formalize this approach through the adoption of a City Council Policy.

A “Complete Streets Policy” has been drafted and reviewed by the City’s Airport and Transportation Commission (ATC) twice; the City’s Lakes, Parks and Recreation Commission (LPRC) three times; and the City’s Planning and Zoning Commission (P&Z) twice. During the last review by the LPRC, certain members advocated for adding a section on enforcement; identifying specific standards that should be followed for the various components of Complete Streets; and identifying and citing relevant programs, policies, and Municipal Code sections. However, in reviewing the balance of City Council policies, and except for references to the United States Code (U.S.C.) and the Revised Missouri State Statutes (RSMo), this has not been the practice of the City Council. Nor has it been the practice of the City Council to specify who specifically within City operations is responsible for holding City staff accountable (as suggested by the LPRC), when it is understood that the City Council, through the City Manager, ensures the policies it adopts are enforced. Additionally, specific standards evolve over time, and are generally referenced in the Municipal Code itself as opposed to City Council Policy. In general, the LPRC – like the ATC and P&Z – was supportive of the draft “Complete Streets Policy,”

and City staff both appreciate their input, and believe their proposed changes are handled elsewhere, or in a different manner than they had suggested.

Please see the draft “Complete Streets Policy” attached to this report. If ultimately adopted, and then implemented by City staff, this City Council policy would result in a safer and more efficient transportation network for all users. City staff look forward to reviewing this draft policy with the Council.

Complete Streets Policy

PURPOSE:

The purpose of this policy is to set forth guiding principles and practices for use in all transportation projects, where practicable, fiscally responsible, and otherwise in accordance with applicable law, so as to encourage walking, bicycling, and other nonmotorized forms of transit, in addition to normal motorized transit, including personal, freight, and public transit vehicles. All uses must be designed to allow safe operations for all users regardless of age or ability. The ultimate goal of this policy is the creation of an interconnected network of Complete Streets that balances the needs of all users in pleasant and appealing ways in order to achieve maximum functionality and use.

COMPLETE STREET DEFINED:

A Complete Street is designed to be a transportation corridor for all users: pedestrians, cyclists, and motorists. Complete Streets are designed and operated to enable safe continuous travel networks for all users. Pedestrians, bicyclists, and motorists of all ages and abilities are able to safely move from destination to destination along and across a network of Complete Streets. Transportation improvements, facilities, and amenities that may contribute to Complete Streets and that are considered as elements of a "Complete Street" may include: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act (ADA); public transit facilities accommodation including, but not limited, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities.

VISION:

The City of Kirksville, Missouri will provide a safe and efficient transportation system that provides mobility choices for all users, modes, ages, and abilities, connects the community, and improves the quality of life for all citizens by:

- Accommodating all users, ages, and skill levels in the community.
- Planning for future growth that protects environmental resources and maintains quality public services at affordable costs.
- Creating and implementing a practical bicycle and pedestrian infrastructure system that connects public spaces and provides access to transit services.
- Including active recreation and active transportation opportunities for journeys to work, school and key destinations in the community.

- Using public engagement and outreach to provide citizens and decision-makers with appropriate information about Complete Streets, the benefits of Complete Streets, and the benefits of an active community.
- Providing for all transportation projects guidelines, policies, and processes that will improve infrastructure efficiently creating access and mobility for all users and reducing costs to the community and its residents.
- Expanding and enhancing the City's trail system to provide connections to City parks from neighborhoods and to the overall transportation system.
- Identifying parking needs for all users including bicyclists.
- Incorporating Complete Streets into all departments, processes, plans, and codes.

GUIDING PRINCIPLES:

The City of Kirksville, Missouri will consider the following principles in design of all projects:

1. Accessibility and ease of use
 - a. Projects should maintain or improve the usability of the transportation network.
2. Fiscal Responsibility
 - a. All projects should be worthwhile and fiscally responsible.
3. Connectivity
 - a. Projects should improve mobility for all users.
4. Aesthetics
 - a. All projects shall maintain or improve the aesthetics of the City wherever possible.
5. Environment
 - a. No project shall cause harm to the environment of the City.
6. Safety
 - a. Projects should maintain or improve the safety of all users regardless of age, background, or mode.

EXPECTATIONS:

The City of Kirksville, Missouri will pursue Complete Streets through improvements in four categories:

1. Education
 - a. The City will improve safety and awareness by educating all users to interact safely and courteously and raising awareness of the benefits of Complete Streets through public information / communications.
 - b. The City will train pertinent City staff on the technical aspects of Complete Streets principles.
2. Enforcement
 - a. All projects, regardless of funding source, and all private or public developments, shall adhere to the Complete Street Policy.
3. Engineering
 - a. The City will use the latest design guidance, standards, and recommendations available in the implementation of Complete Streets.
 - b. The City shall design and operate an efficient, convenient, and safe multi-modal transportation network.
4. Evaluation
 - a. The City will evaluate Complete Streets implementation, track progress, and modify recommendations and actions as needed.

- b. The City will establish standards that will measure the effectiveness of the overall transportation system.

TOP PRIORITIES

The City will prioritize projects that address urgent, critical problems, such as:

1. Maintain existing street pavements.
2. Remove sidewalk trip hazards.
3. Achieve Americans with Disabilities Act (ADA) compliance.
4. Connect missing links in the sidewalk network.
5. Develop the Kirksville Active Mobility Plan (KAMP).

IMPLEMENTATION

The City's existing THINK Kirksville 2040 Comprehensive Plan includes strategic objectives (i.e. goals) for the implementation of Complete Streets.

The "Goal Statement" for "Chapter 4: THINK Mobility & Transportation" of the Plan states: *"Kirksville's multimodal transportation network safely and conveniently moves people and goods."* The second objective of Chapter 4 – "Objective 2" – states: *"Provide a more complete and accessible multimodal transportation system."* The first strategic direction for "Objective 2" reads as follows: *"Develop a reliable multimodal transportation system that allows people to use a variety of transportation modes, including walking, biking, and other mobility devices, as well as public transit where practical."*

What follows that Strategic Direction are a total of seventeen (17) strategic objectives – or goals – for the implementation of Complete Streets in the City.

Q2 MUNICIPAL CODE CHANGES

On Monday, we will focus on several proposed code changes related to discussions with the City Council regarding variances. The areas of focus include the location of accessory buildings, permits for sheds, types of materials considered for hard-surface parking, and the depth of hard-surface for secondary drives. A review of existing code provides satisfactory information regarding the drive approach. Upon reviewing cases explicitly related to driveways, staff felt that these will continue to be brought forward due to the unique nature of some properties, for example, the recent driveway for the house on West Missouri.

One other area that the City Council will be asked to consider is a few changes to the use of the tractor-trailer parking lot. Following discussions with a few local individuals and a review of the parking lot's operations, the following proposed changes are presented.

The addition of "grain haulers" will allow them to use the parking lot. However, these will need to be parked empty, without grain. Vehicle haulers were also not allowed; however, based on the number of auto dealerships in town, allowing them to park should have a minimal impact. Chief Williamson will discuss these changes.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: June 9, 2025

SUBJECT: Q2 2025 Municipal Code Changes

CITY DEPARTMENT: Community & Economic Development

PREPARED BY: Ashley Young, Community & Economic Development Director

Following the May 12, 2025, City Council Study Session, City staff have researched and discussed potential changes to the Municipal Code to address some of the root issues that, from time to time, result in residents or businesses requesting a variance. The following is a summary of that work thus far:

Garages and Detached (Accessory) Buildings, Distance from Main Building

The City's Municipal Code – in multiple sections within Chapter 44 – ZONING – currently requires garages and detached buildings (i.e. any building not attached to the main building) to be a minimum of ten feet from the main building. City staff cannot find a justification for this change, which dates back to November 6, 2007. The memory of City staff from this time recalls safety as the reason (e.g. the storage of gas cans, for instance, within these buildings). However, common sense would dictate that this cannot be the reason, as there is no provision for gas cans (or like containers or substances) being stored in *attached* buildings.

Prior to the adoption of this change in 2007, the required separation for garages and detached buildings was three feet. City staff would like to discuss a return to the pre-2007 standard of separation, or the elimination of the minimum distances altogether.

Permits for Placing Sheds

Currently, the City's Municipal Code and corresponding Fee Schedule requires the purchase of a permit, at a cost of \$250, for the placement, or building, of a "House, Garage, Shed, Small building ... less than 650 sq. ft." City staff are proposing that a permit, and the corresponding fee, no longer be required for a shed equal to or less than 25 sq. ft.

Required Hard-Surfaced Parking

The City's Municipal Code – also in Chapter 44 – ZONING – contains requirements for hard-surfaced parking for various uses (e.g. fraternities and sororities, hospitals, restaurants, etc.). The section that results in the most unnecessary parking is Sec. 44-97.(a)(10) Retail establishments. This section reads, in part "... shall provide at least one

parking space for each employee on the largest shift, and one parking space for every 400 square feet of gross building area.”

As an example, based on square footage, Menards should have constructed 514 parking spaces. Menards received a variance from this requirement and only constructed 370 parking spaces. In the instance of Menards, at least, the parking lot is still quite large and rarely – if ever – full.

One approach towards hard-surfaced parking requirements would be to require that commercial businesses meet the requirements of the Americans with Disabilities Act (ADA), ensure adequate parking for their employees during the largest shift, and then let the prospective business inform the City as to how many hard-surfaced parking spaces they believe they will need to operate effectively. After all, the business will, ultimately, want to ensure adequate parking to be successful. If customers cannot find adequate parking, then they will acquire what they need elsewhere. This would be a “radical” change to our Municipal Code, but City staff feel it is at least worthy of discussion.

Materials Available to Construct Hard-Surface

Different sections of the City’s Municipal Code make reference – explicitly or otherwise – to concrete and asphalt as the only two materials with which to construct hard-surface driveways and parking. However, within the International Building Code (IBC), hard-surface is defined as concrete, asphalt, or “other approved material.” Additionally, within the IBC, “approved” is defined as “Acceptable to the Building official.” With sufficient updates to different sections of the City’s Municipal Code, to remove the prohibition of alternatives to concrete and asphalt (where appropriate), the ability to allow alternative materials for the construction of hard-surface would then rest with the Code Enforcement Director. These changes would allow versatility for property and business owners while still ensuring proper oversight by Code Enforcement.

Hard-Surface Driveway Approaches

In reviewing the Municipal Code, and outside of the aforementioned discussion regarding alternative materials for hard-surface, City staff are not proposing any changes to these requirements. Those variances that have been granted during the past five years have been very situational, and have involved driveways of an unusual length for property within the City limits. Additionally, there are properties known to City staff of similar lengths whose owners did not apply for a variance based upon their hardship, but actually proceeded to pave the entire length of their driveway.

For any secondary drive, the Municipal Code currently reads as follows: *“Any new secondary drive onto the property must be hard-surfaced from the edge of the street to the property line. If the distance from the edge of the street to the property line is less than six feet, a minimum of six feet of the drive must be hard-surfaced, starting at the street edge.”* City staff would like to see that a minimum of six feet of the drive be hard-surfaced from the property line, regardless of the distance from the street itself.

Dimensions of Lot Split and Lot Combination Plats

The City's Municipal Code has included a typo for some time that is ignored, but should be cleaned up for clarity's sake. Sec. 34-108.(b) and Sec. 34-133(b) both list the required dimensions for Lot Split and Lot Combination plats, respectively, as 18.5" x 14", when, in reality, the dimensions of the plats should be 18.5" x 24".

KIRK'S CAPITAL

The community came together with more than 500 ballot submissions providing feedback to the City Council on the community's support for various capital projects. Funds for some of the selected projects have been allocated in the 2024 budget, and the implementation of each project will vary accordingly.

The following list includes the projects selected for funding under the American Recovery and Reinvestment Act. The total funds to be allocated are \$3,574,148. As a reminder, all of the project areas, except for housing rehabilitation, were entirely funded. The housing rehabilitation fund was funded to \$724,148 after each project description is a status report.

North Park Soccer Fields base funding – \$1,000,000

This project's rendering and pricing information will be listed in the upcoming parks and recreation comprehensive plan. The estimate provided is over \$3 million and includes the field space, concessions, restrooms, a playground, and a parking lot that will be accessible from an extension of Maple Street. This is a very large development that will require the City to seek outside funding support to assist with development. Once completed, these improvements would provide additional space for the Northeast Missouri Futbol Club, host local and regional tournaments, and provide additional recreational activities and programming opportunities.

Status:

In February 2025, a Request for Qualifications was issued for the development of a site plan for the North Park Soccer Complex. Thirteen responses were received, and a selection committee invited two consultant teams to present their project approach, emphasizing community engagement and collaboration with key stakeholders, including representatives from the Northern Missouri Futbol Club, Parks and Recreation staff, and an LPRC Member. The committee selected SWT Design to lead the project, and following negotiations, the contract was finalized at \$58,890. A kickoff meeting was held on April 22, 2025, with the SWT project team and key stakeholders to discuss the site's goals and priorities. Based on that input, SWT is developing concept drafts for stakeholder review. Once feedback is received, the concepts will be refined and presented at a community open house scheduled for Monday, June 23, 2025, from 5:00 PM to 7:00 PM at the North Park Shelter. The draft concepts will also be available on the City's website, ensuring that residents who cannot attend in person have an opportunity to provide feedback.

Housing Demolition - \$40,000 each year for 5 years = \$200,000

This funding would be used to assist homeowners with the removal of houses that have been condemned or otherwise found to be unsafe for human occupation. These types of houses not only present a safety concern to the owners but the general public. A recent Housing Needs Analysis conducted by Bowen National Research for the City identified 297 properties within the City considered to be blighted. This funding could address those properties for which demolition is the only realistic option. This project would help achieve several goals of the THINK Kirksville 2040 Comprehensive Plan, including strategies 1.4.G, 2.1.A, 2.1.C, and 2.1.D.

Status: The Affordable Housing Board approved four applications for the Demolition Grant Program in 2024, fully utilizing the \$40,000 budgeted for the program. The paperwork has been completed for three of those four applications, while the paperwork for the fourth is awaiting the applicants' approval and signatures. No new applications have been received for 2025 yet. Publicizing the success of this initial group of projects will hopefully help promote the project to other interested parties.

Trail Funding – East Side Rail Trail from Cottage Grove to Florence St. - \$450,000

This trail project will utilize the former Burlington Northern Santa Fe Railroad bed to connect to the Cottage Grove Trail, which runs north and south of Illinois Street, and provide pedestrian access to HyVee, the Adair County Public Library, and Rotary Park. This connector would be the first leg of a longer trail that would connect Jamison/Pfeiffer to Osteopathy Street. This 0.7-mile trail is identified as a priority 3 in the Parks and Recreation Master Plan New Trail Segments. Funding will be used to acquire the land from the railroad, followed by the construction of the trail. This project is identified in the THINK Kirksville 2040 Comprehensive Plan 4.2.P to preserve and develop the railroad right-of-way into a bicycle and pedestrian trail. Other Strategic Objectives are found in 4.2 "Provide a more complete and accessible multimodal transportation system," including 4.2.F, 4.2.H, 4.2.L, 4.2.N, 4.3.E, and 5.5.C.

Status: The North Park Trail is nearly complete and is expected to be ready for use by July. The Rotary Park and Washington Street trails required environmental evaluations. Rotary is further along in this process, but both should be bid out by this fall. There are two railroad projects. Allstate Engineering is working on the environmental aspects for the first phase. A meeting will be held soon with City staff and the engineering consultant to outline the timeline.

Sidewalk Improvement - \$90,000 each year for 5 years = \$450,000

These funds will be used to bring private/public sidewalks into compliance with the Americans with Disabilities Act (ADA). Installing curb ramps, repairing the slope and cross slope, repairing gaps, and repairing trip points. This project would help achieve several goals of the THINK Kirksville 2040 Comprehensive Plan, including nearly all Strategic Objectives with Objective 4.2 "Provide a more complete and accessible multimodal transportation system," including 4.2.F, 4.2.H, 4.2.L, 4.2.N, and 4.3.E, as well as 5.5.C later in the Comprehensive Plan.

Status: The tentative plan for these monies in 2025 is to cover the cost of two projects: 1). the addition of sidewalks in the new Dogwood Subdivision (i.e. the “Tiny Home” subdivision), and 2). to connect the new trail at North Park to the sidewalk along the south side of Emmett Street, along the northern edge of the Gasperi Subdivision.

~~Purchase and Improvements to the Armory Emergency Training Center – \$750,000~~

~~The City has been using the building since the State of Missouri announced it would no longer. The building ownership reverts to the Kirksville R-III School District, which does not wish to keep the building but requires the City to purchase the building. The City's last formal offer was \$228,804, which was rejected. Though the building is old, it provides space for public use. The City currently has a lease but is unable to and does not wish to make improvements to a building that is not owned by the City. However, if the City can acquire the building for no more than \$300,000, the balance of these funds \$450,000 would go toward the costs to address the sidewalks, accessibility, a kitchen, and exterior painting. Kirksville has one of the only fully funded full-time emergency service operations that include Police, Fire, and 911. During the pandemic, access to required emergency training was either halted or conducted virtually. For vital hands-on applications, this approach was insufficient. These City Departments have identified the critical and necessary training needs and outlined a plan for in-house training. The next thought was to expand these services to other departments across northern Missouri. The City had already budgeted funds to construct a storage building for emergency service equipment. The idea is to expand this building and establish Kirksville as a regional emergency training location. The location will be on city-owned land at Highway 6 and Industrial Road. This land is strategically located and just a few miles from the new law enforcement shooting range. These funds would be used to help offset increases in steel and other building material costs and ensure the interior amenities are met. Long term, this facility would also house fire and police personnel to allow for improved response time as outlined in the THINK Kirksville 2040 Comprehensive Plan strategy 6.5.K.~~

Status:

The Kirksville R-III School District notified the City that they would be selling the Armory building on the open market and hired a realtor to complete that task. All City property was removed, and keys were delivered to the School District. This left the use of Kirk's Capital funds for the Armory. The decision was to use those funds for the Community Center. With the failure of Proposition B, the community center project is not being pursued. The next project receiving the most votes was the Emergency Services Training Site. The balance of the funds, which is less than \$750,000 will be applied to the implementation of a burn building and site improvements at the Burton Street location.

Housing Restoration Projects – \$144,830 each year for 5 years = \$724,148

This project would help homeowners make the necessary repairs to their homes, bringing them into compliance with the International Code Council Property Maintenance Code. These repairs will make the properties safer for the occupants, reduce blight, and help protect the property values of the adjacent property owners. A recent Housing Needs Analysis conducted by Bowen National Research for the City identified 297 properties within the City considered to be blighted. This funding could address those properties that only require repair to be brought into compliance, instead of complete demolition. This

project would help achieve several goals of the THINK Kirksville 2040 Comprehensive Plan, including 1.4.G, 2.1.A, and 2.1.C.

Status: One application for 1517 E. Washington St. has been recommended by the Affordable Housing Board and approved by the City Council, but the property owner is now concerned about the cost. City staff are continuing to work with her to ensure we find an affordable path forward with this project. Two additional applications have been received and deemed eligible by City staff. City staff are currently scheduling in-person inspections of these properties as part of the process of soliciting bids, reviewing the applications and bids with the Affordable Housing Board for approval, and so on.

ADMINISTRATIVE WARRANTS

This item is the semi-annual report that the City Council requested after the passage of Article XIV.-Administrative Warrants. To date, the City has not issued any warrants.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: June 9, 2025

SUBJECT: Administrative Warrant Update

CITY DEPARTMENT: Community and Economic Development, Codes Division

PREPARED BY: Reid Yardley, Code Enforcement Director

In October of 2022, the Council approved an ordinance creating the process to obtain administrative warrants. This ordinance ensures that the Fourth Amendment rights of our citizens are protected and that City staff are able to legally inspect and resolve unsafe conditions or ordinance violations within the City.

To date, the Codes Division of the Community and Economic Development Department has not been issued a warrant.

Codes staff have submitted applications to the City's Attorney for a total of five warrants since July of 2024. All applications were to bring properties into compliance with grass and weeds violations. Codes staff was either unable to find a responsible party or bring these properties into compliance through other means. Since applying, all five of these properties have changed ownership and/or have been brought into compliance without the use of an administrative warrant.

The City's Attorney has worked with the Associate Circuit Judge to ensure the approved required paperwork is submitted for future properties that are in violation of City

Ordinance. Codes staff will also continue to file the appropriate charges against the responsible parties for these violations.

Codes staff will continue to seek administrative warrants as necessary to investigate and bring properties into compliance only after all other alternative methods have been exhausted.