

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 a time for the City Council to learn from those invited to present. City staff typically make the presentations, and from time to time, other individuals from outside of the City's organization are invited to present information to the City Council.

It is in these meetings that the City Council listens, learns, asks questions, and discusses amongst the City Council how they wish to proceed on a matter. While citizens are encouraged and welcome to attend, it is not a time for open engagement. There are times in the regular meetings for citizen input. These meetings are held on the first and third Mondays of the month. Citizens can also reach out directly to councilmembers or the appropriate City office via email, letter, or phone.

The City Council thanks you for your attendance and invites all citizens to listen and learn with them.

Online Viewing:

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

SESSION DATE: May 13, 2024

TIME: Immediately following the 5:30 Interagency Meeting for the Interagency Meeting on Commerce at the Economic Development Alliance

PLACE: Kirksville City Hall Council Chambers

Tentative Agenda:

- Police Department Report
- Fire Department Operations
- Solid Waste Handling Contract
- KHPC Roof & Window Matching Grant Program
- Special Event Report
- Factory Addition Update
- Citizen Participation Follow-up
- Newsletter Review

POLICE AND FIRE DEPARTMENT UPDATES

The City Council has received reports from both Police and Fire over the last few months, with much of it focused on building needs. Included with this Study Session packet are reports from

both Police Chief Scott Williamson and Fire Chief Jon Cook providing updates on their progress in implementing their respective departmental strategic plans. Both will be in attendance on Monday evening to give a report to the City Council and answer any questions.

SOLID WASTE HANDLING CONTRACT

The City currently contracts with RTS Waste Services, LLC. This relationship began back in September 2019, after the City solicited bids for the residential trash service. That contract can either be renewed for a period of up to five years, or the City will need to solicit bids for this service.

Included with this Study Session packet is a Report from Reid Yardley, who outlines who we have had service with, and some of the issues that we need to discuss. At the time, we went with RTS, the company we had been using raised its rates significantly. That company was Advanced Waste Disposal, now Waste Management.

KHPC ROOF & WINDOW MATCHING GRANT PROGRAM

In an effort to support the preservation of historic properties, a proposed roof and grant match program is being proposed. Community and Economic Development Director Ashley Young has prepared that program and submitted to the Kirksville Historic Preservation Commission.

SPECIAL EVENT REPORT

As the City Council is aware, there is a process for individuals and groups to request and possibly obtain permission to host a special event using city property. City staff have been reviewing the process and applicable forms and will discuss recommendations.

The one issue that the City Council is the late applications that leave staff to scramble to help these individuals with their events. And in many cases, those same organizers are already advertising their events, or may not realize they are required to obtain permission to use a street or city property.

FACTORY ADDITION UPDATE

The City received funds to complete drainage and street improvements to the Factory Addition subdivision located between Hamilton, Osteopathy, LaHarpe, and First Streets. We are working to keep the project moving forward and will give the City Council an update on our progress.

CITIZEN PARTICIPATION FOLLOW-UP

At the April 15 City Council Meeting, the City Council was presented with an ordinance from the City of Springfield regarding recreational marijuana. The next individual addressing the City Council expressed support to encourage the hospital to add a trauma nurse to the emergency room to be able to assist individuals experiencing sexual assault eliminating the need for the victim to be transported to Columbia or elsewhere for examination and applicable testing. Another individual spoke about establishing the Willard School as a homeless shelter. A final individual spoke about the City violated his fourth amendment rights.

Information - The City Attorney was asked to review the ordinance to determine if any or all of the provisions would be something a third-class city could consider. In visiting with Patrick Avila,

Chief Executive Officer of Northeast Regional, he and Chief Scott have discussed this need and Mr. Avila is looking in to this.

At the May 6 City Council meeting there were two individuals who spoke. The first individual previously suggested the City acquire the former Willard School to provide housing and various other community services to homeless individuals. The second individual asked if the City had an easement for a portion of Steer Creek. This individual also wanted to know if the City would get someone to clean the ditch.

Information – The City does not have responsibility for all ditches, unless we obtained an easement, the maintenance of the ditch is the responsibility of the adjoining property owners. The City could try to facilitate conversation with the adjoining property owners of land between Baltimore and the Kellwood/Kings trail.

NEWSLETTER

Attachments

- Staff Report – Police Department Update
- Staff Report – Fire Department Update
- Staff Report – Solid Waste Management Contract
- Staff Report – Roof & Window Matching Grant Program
- Roof & Window Matching Grant
- Staff Report – Special Event

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Police Operations Update

CITY DEPARTMENT: Police Department

PREPARED BY: Scott Williamson, Police Chief

Kirksville Police Strategic Goals 2023 – 2028 Update

Goal 1 – Crime Reduction

Goal 2 – Reduce traffic-related injuries and accidents

Goal 3 – Develop, strengthen, and sustain partnerships

Goal 4 – Develop personnel, increase retention rates, expand recruiting, and maintain staffing levels

Goal 5 – Enhance infrastructure to meet current and future community needs

The following is an update of police operations related to the strategic goals.

Staffing (Goals 1 and 4)

With expected attrition we are currently short eight officers. There is one officer completing Field Training this week and two cadets in the academy expected to graduate mid-June. After completing the academy, the cadets will start their 16-week Field Training. These three bring the shortage down to five openings. There are several applicants being screened for a possible academy start in June and we continue to focus on finding qualified POST licensed officers. At the time of this report, there are over forty-five postings for Police Officer positions within 100 miles of Kirksville and although the police staffing crisis is ongoing, the police academy has held its largest two classes in the last 12 months indicating there may be some relief coming. Included in these totals is the retirement of Officer Ray Jagger on May 15, 2024. His wealth of knowledge and experience will be missed.

Training (Goals 1 and 4)

The following training is in addition to the annual state mandated 24 hours of POST training each officer completes.

- Internal Affairs Training for Administrative Lieutenant - 40 hours
- One officer to Firearms Instructor Training - 40 hours (Two more scheduled for September 2024)
- Two officers to Glock Armor training - 8 hours each
- Two Officers to Field Training certification – 40 hours each
- School Resource Officer Annual Training – 40 hours

- Two detectives to Computerized Voice Stress Analysis training – 70 hours total (40 hours new certification and 30 hours recertification)
- Detective to Phone Forensic Training – 40 hours
- Two detectives to Death and Homicide Investigations training – 32 hours each
- Detective Sergeant and Detective to various Internet Crimes Against Children training – 100 hours total (Grant funded)
- One officer to Less Lethal Instructor training – 40 hours
- Detective Sergeant to K-9 Legal Update and Management training – 8 hours
- SWAT Team leader to Tactical Team Leader Development course – 40 hours
- This year we will be conducting an in-service training day with all officers in June and July. This will be a ten-hour training day and will include physical fitness training, recertification on several weapons platforms, classroom training, legal updates, tactical training, and several other critical updates. (Goal 1 and 4)

Lake Patrol (Goals 1, 2, 4, and 5)

Our new Lake Patrol boat should arrive soon. Our Lake Patrol will be significantly more robust with four assigned Marine Officers and a sergeant assigned to oversee scheduling, coordination, and training. The primary focus will be boating safety, boating while intoxicated, and boat registration.

The Marine Officer position is a responsibility in addition to patrol duties. The four assigned Marine Officers volunteered for this additional duty and will receive specialized training.

Additionally, all KPD officers are going through the basic boating course to further enhance our response to any emergencies on the water.

Patrol Vehicles (Goals 1, 2, and 5)

We received the two new Dodge Durangos and are arranging the upfitting with emergency equipment, lights, and transport partition. We expect to receive the two scheduled Ford Interceptors and will go through the same process. These four vehicles will catch us up on vehicle purchases from a two-year delay and will stabilize the current aging fleet of patrol vehicles. It will also allow us to transition an existing patrol vehicle into a K-9 vehicle until next year when we will explore a new dedicated K-9 vehicle.

Crime Statistics (Goal 1)

Criminal activity tends change throughout the year and can be affected by the economy, weather, time of year, and many other social influences, making it difficult to predict how 2024 is going to end. However, it appears that we are off to a good start. Most of the measured markers are on par with last year or slightly lower. We will continue to actively seek out prevention methods and cooperation with neighborhood watches throughout the city.

Other Significant Highlights

- On May 13, Detective Sergeant Feeney was honored by the US department of Justice for his interstate investigation of a child sex assault resulting in a conviction and a sentence of 80 years. The award ceremony took place at the Thomas F. Eagleton U.S. Courthouse in St. Louis. (Goal 4)
- The department completed a large paper file clean up by combing through paper records dating back to the 1980s and scanning all records with retention requirements under the

Missouri Sunshine Law. This allowed us to preserve the required records and destroy the over eighty banker boxes of paper files, freeing up much needed space. (Goal 5)

- We have started exploring an updated records management system to replace the existing system. The existing system is over twenty years old and the provider has not kept up with updates making it very cumbersome and inefficient. Our goal is to find a system that is economically and functionally better for the officers and the community. This new system would provide a seamless tie into the dispatch system and with several other area law enforcement agencies that have shown an interest in switching systems. (Goals 1, 4, and 5)
- There has not been an officer at-fault patrol vehicle accident in over two years. This outstanding safety record is even more even more amazing when we consider the type of driving our officers do when responding to an emergency. (Goal 2)
- The KPD conducted four “Active Assailant” training sessions for the RIII school district and the Kirksville campus of the Moberly Area Community College. (Goals 1, 3, and 4)

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Fire Department Operations/Strategic Plan Update

CITY DEPARTMENT: Fire Department

PREPARED BY: Jon Cook, Fire Chief

Goal 1 – Staffing

Goal 2 – Retention

Goal 3 – Regional Training Program

Goal 4 – Infrastructure

Goal 5 – Resourcing Emergency Management

Goal 6 – Strengthen/Sustain Partnerships

Staffing/Retention (Goals 1 and 2)

Staffing has been relatively stable with no shortages for two (2) years. One firefighter will be relocating out of the area in July. The recruitment process has been completed, with multiple viable candidates on an eligibility roster for hiring. The addition of one firefighter position in 2022 will allow the new candidate to be trained without causing a shortage on shift. Funding for a minimum of two additional firefighters is still needed to provide for 24-hour, seven day a week, 365 days a year 6-person minimum staffing, with SAFER grant applications completed annually. The Reserve Firefighter program continues to be ineffective, with alternatives being evaluated and will be recommended for the 2025 budget year.

Training (Goal 3)

The Fire Department continues to expand its internal training program with in-house deliveries of Firefighter I and II, EMT-Basic, and required specialty training to fully qualify any new hires at minimal cost. In addition to introductory training for Fire Department personnel, the Department has expanded training capabilities with the addition of training center accreditation for the National Association of Emergency Medical Technicians (NAEMT), allowing us to deliver courses such as Prehospital Trauma Life Support, Emergency Pediatric Care, and many others, improving our internal continuing education options for KFD personnel. Our accreditation with NAEMT and training center alignment with ATSU for American Heart Association courses allows us to deliver courses to the community, filling training gaps not provided by other local agencies. As the average tenure of our personnel increases, the complexity of monthly training has increased, improving crew cohesion and competence on routine and complex emergencies. Lack of appropriate training facilities for structural firefighting training remains the biggest challenge for quality training and development of a regional training facility.

Infrastructure (Goal 4)

Preliminary architectural work continues for development of a storage building and regional training facility on Industrial Road. The grant application for a training structure is still under review; no grant awards have been made.

Flooding at the Fire Station remains a concern. Drywall repairs to from the August 2023 flooding are expected soon. The rain event on 27 April caused minor water intrusion into the apparatus bay, but not in the office area of the station. At this point, no viable drainage control projects have been identified, and we expect annual incidents of water intrusion into the fire station. As part of the Strategic Plan, Fire Department leadership continue to evaluate deployment models and identify opportunities to provide improved response times to all areas of Kirksville and prepare for planned or expected future growth.

Partnerships (Goal 6)

Emergency Medical Response Agency (EMRA) licensure was received in 2023 and has been fully implemented and integrated with ACAD, allow KFD Paramedics to provide advanced life support care to citizens when necessary at no cost to the City.

Significant Highlights

- All specialty equipment, including the Hazmat Trailer (2023), Technical Rescue Trailer, and Command Center will be replaced this year with grant funding, with no local funds required. These items replace equipment in excess of 20 years old and beyond their useful life span.
- The grant-funded inflatable rescue boat has been received, with training underway for deployment prior to the Memorial Day holiday. This vessel will complement KPD's boat to provide a wide range of water rescue and recovery capability.
- New records management system implemented with streamlined inspection tracking, incident reporting, and statistical reporting.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Solid Waste Handling Contract

CITY DEPARTMENT: Community and Economic Development, Codes Division

PREPARED BY: Reid Yardley, Code Enforcement Director

Since 2019, the City of Kirksville has contracted with RTS Waste Services, LLC for residential garbage collection for City residents. The City had contracted this service with Advanced Disposal (or their previous company entity) for around two decades before 2019 (Advanced Disposal is now Waste Management).

The current contract with RTS includes the option to renew for another five (5) years, with any changes negotiated through written agreement of all parties.

According to the current (as well as previous) contracts, the City awarded residential weekly collection services for single family homes and structures with up to four (4) dwelling units to a contractor. Structures with more than four (4) dwelling units were considered "Residential Commercial" accounts and are not covered by these contracts. Owners of "Residential Commercial" and other commercial accounts are free to contract service with any waste service company licensed with the City of Kirksville.

As part of the contract, the contractor is also required to offer free recycling services to the same residential properties. This service includes plastic, paper, and various types of metal. This service is collected every other week. Glass recycling is offered separately on the first Monday of each month.

The contractor also supplies garbage and recycling services for City-owned buildings and garbage service for the North Park Complex. In addition, the contractor also supplies glass recycling dumpsters for different locations approved by the City. The recycled glass is collected and then stored in a shelter at the City's Public Works Complex. This glass is then transported to the Kansas City area by another contractor as a free service.

Citizens also have the option to have an additional tote container at their location or a courtesy dumpster placed at their location, instead of totes, through an additional agreement with the contractor.

Another requirement of the current contract, and City Ordinance, is a garbage truck cannot weigh over 60,000 pounds or have four axles or auxiliary axles. This restriction was in an effort to decrease possible damage to City streets and rights-of-way.

The Code Enforcement Director has been the contact person managing the contract for the last two contractors. Like any business, these contractors cannot make every customer completely

happy. As a department, we have received similar types and volumes of complaints regarding both contractors. Both contractors have a route supervisor that always quickly attempts to resolve any complaints that we have received.

In the past, various recycling center locations would accept recycled materials from the contractor. In recent years, with the decline in demand for recycled materials, these locations are either not accepting recycled materials or are limiting type and volume of the materials they are willing to accept. If this trend continues, the contractor will either have to pay to recycle materials and/or travel further to a location that does recycle. This may result in the contractor being unable to offer this as a free service.

Another issue to consider is the contamination of recycling materials. The recycling center may reject truck loads if they find unapproved materials, dirty materials, or garbage in the collected loads. City staff have gone to great effort to educate citizens on how to recycle properly. If the load is rejected, the contractor may have no other option except to take the contaminated load to the landfill. There is an additional cost to the contractor to take this to the landfill and the efforts of many citizens to recycle are nullified by this contamination.

At this time, we are asking for Council's recommendation whether to move forward with negotiating a contract extension with RTS, or to put this service out to bid.

Either way, the contracted price may increase for residents. An increase may come from simple cost-of-living increases, transportation costs, or a possible additional charge for recycling. This increase in price would be reflected on residents' utility bills.

Bidding this service allows for the chance of competitive pricing and allows alternative contractors the opportunity to serve our community.

If Council recommends bidding this service again, a short extension of the contract with RTS may be necessary if RTS were not awarded the contract. This extension may be necessary to allow the awarded contractor to mobilize their service. In the last transition to RTS from Advanced Waste Disposal, Advanced sold their existing totes to RTS. This saved valuable time and resources for RTS. If another company is awarded the contract, this company may not be interested in this option or RTS may keep their cans for the other communities they serve.

If the awarded contractor does not have enough totes and other containers at the time of the bid process, they would need to obtain these containers. We have been told that the tote containers alone may cost as much as \$100 a piece. The awarded contractor would need to buy over 5,000 tote containers for garbage and recycling as well as dumpsters to replace any courtesy dumpsters. This investment may be prohibitive to many contractors until they knew they were awarded the contract. The availability of these containers would dictate if extension time was necessary.

Comparing the last two contractors' service records and the complaints received against both, I believe that these contractors are equal in their ability to complete the contracted service. I believe that both companies have kept the majority of our citizens satisfied with the service provided.

If Waste Management or another company, other than RTS, is chosen through the bid process, there may be some minor interruptions in service similar to the last transition to RTS. This possible interruption would be to change out garbage totes and courtesy dumpsters as necessary. Handled correctly, this should have very little impact on our citizens.

As a third option, City staff have also met with a local business owner who has shown interest in starting a company to supply this service. The owner explained that the financial investment in this venture would almost be cost prohibitive without creating a partnership with the City or other financial assistance. They explained that route trucks, garbage totes, hiring staff, and purchasing other necessary equipment would be approximately a two-million-dollar investment. This owner also stated that starting this company would create at least nine (9) new jobs. To ensure that this investment was successful, they stated that the contract period would need to be longer than five (5) years and individual rates would need to increase significantly if a partnership or other financial assistance was unavailable. City staff have advised them to contact Anastasia Tiedemann with Kirksville Regional Economic Development Inc. and the Missouri Rural Enterprise and Innovation Center to discuss. They also thought this may take several months to a year.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Roof and Window Matching Grant Program

CITY DEPARTMENT: Community & Economic Development

PREPARED BY: Ashley Young, Community & Economic Development Director

In the interest of providing an incentive for historic preservation in our community – as well as an incentive to participate in the City’s Local Landmark program – City staff have worked to draft both “Roof and Window Matching Grant Program Guidelines” along with an accompanying “Application Form.” Following the April 3 and April 30, 2024, meetings of the Kirksville Historic Preservation Commission (KHPC) – which resulted in substantive discussion and some modifications to the Guidelines – City staff are now bringing these to the City Council for review and discussion.

The Roof and Window Matching Grant Program will provide financial assistance to property owners of locally designated historic properties (i.e. Local Landmarks). The grant will match fifty (50) percent, up to \$7,500, for roof and/or window replacement projects for these specific properties. The program will be offered annually with one (1) project being awarded each year. In the event the first project to take advantage of the program within a calendar year does not utilize all available funds, a second project to utilize the remaining funds may be considered within that same year.

The process is as follows:

- Applicants who qualify will be taken on a first-come, first-served basis.
- The grantee must obtain and submit with the grant application a minimum of two (2) bids from City licensed contractors for the proposed work to be completed. In the event that the grantee wishes to select the higher bid, the grantee must include a statement in the application justifying this selection.
- Once the grantee has submitted and identified which bid they would like to award, the KHPC City Staff Representative shall calculate the grant award for the project, as outlined by the program.
- The KHPC City Staff Representative shall then submit the application and bids to the KHPC for review and approval. If approved, the applicant shall be notified that they may proceed.
- Once approved, and the project completed, the grantee shall send a dated letter and copy of the final invoice to the KHPC City Staff Representative for review by the team made up of the KHPC City Staff Representative, KHPC Chair, and Code Enforcement Director. They shall visit the property to review and inspect the final work.
- After inspection, payment to the contractor will be made within 30 days. Any deficiencies found must be corrected within 30 days before payment will be made. If the owner is paid directly, they will receive a 1099 from the City.

During their April 30, 2024 meeting, the KHPC did recommend this program to the City Council for approval. City staff look forward to discussing this program with the City Council.

Kirksville Historic Preservation Roof and Window Matching Grant Program Guidelines

PURPOSE

The City of Kirksville consists of many properties which are considered historic through their unique styles and craftsmanship. Our historic properties communicate how Kirksville has developed over time and link our past through enduring structures. To keep these properties a part of our City's future, it is vital to assist property owners in maintaining these unique landmarks.

This program is intended to contribute to the longevity of local landmarks and minimize the potential for structural deficiencies. Securing roofs and windows will maximize this effort. The grant program will complement the Kirksville Historic Preservation Commission's (KHPC) mission and incentivize the local designation of historic properties.

PROGRAM OBJECTIVES

- To provide financial assistance to property owners of locally designated historic properties to overcome the barriers associated with the replacement and restoration of roofs and windows;
- To preserve and maintain the historic built environment of the City;
- To prevent the penetration of moisture and wildlife in locally designated historic properties which can cause irreversible damage to the integrity of said properties;
- To eliminate blight and encourage neighborhood redevelopment in the City.

PROGRAM ASSISTANCE

The KHPC's Roof and Window Matching Grant Program will provide financial assistance to property owners of locally designated historic properties within the city limits of the City of Kirksville. The grant will match fifty (50) percent, up to \$7,500, for roof and/or window replacement projects for these specific properties. The program will be offered annually with one (1) project being awarded each year. In the event the first project to take advantage of the program within a calendar year does not utilize all available funds, a second project to utilize the remaining funds may be considered within that same year.

ELIGIBILITY

To be eligible for the Program, a grantee's property must be designated a local landmark within the city limits of Kirksville, Missouri at the time of application submission. The grantee must consent in writing to the Roof and Window Matching Grant Program Guidelines and shall ultimately be held liable for their

portion of the project cost, which shall be no less than fifty (50) percent of the total project cost. The City's portion of the project cost shall not exceed \$7,500.

PROGRAM REQUIREMENTS

Grantees are required to complete an application provided by the City. The following guidelines also apply:

1. Grantee must provide proof that all current property taxes are paid on the applied for property and must be in the grantee's name and provide proof that the applied property is properly insured.
2. All City obligations owed by the grantee shall be paid, including, but not limited to, tax liens from code violations, utility bills, etc.
3. Grantees must adhere to the City's Municipal Code for work completed as part of the program and remain in compliance with business license requirements for any contractor hired to make repairs prior to commencing work, if applicable.
4. Grantee's business license, if applicable, shall not be in default. If a grantee receives Program funds, the business license is not allowed to go into default if the business is still active.
5. City will provide an inspection prior to the start of work on the grantee's property and notify the grantee of any issues discovered as a part of that inspection. City reserves the right to conduct this inspection and reserves the right to revoke the grant award based on that inspection.
6. City will provide an inspection following the completion of work on the grantee's property and notify the grantee of any issues discovered as a part of that inspection. City reserves the right to conduct this inspection and reserves the right to revoke the grant award based on that inspection if issues are not resolved within thirty (30) days.
7. City will waive any applicable building permit fees for the work on grantee's property.

APPLICATION AND SELECTION PROCESS

1. This is a voluntary program. All interested persons must apply before any action can take place.
2. Applicants who qualify will be taken on a first-come, first-served basis.
3. The grantee must obtain and submit with the grant application a minimum of two (2) bids from City licensed contractors for the proposed work to be completed. In the event that the grantee wishes to select the higher bid, the grantee must include a statement in the application justifying this selection.
4. Once the grantee has submitted and identified which bid they would like to award, the KHPC City Staff Representative shall calculate the grant award for the project, as outlined by the program.
5. The KHPC City Staff Representative shall then submit the application and bids to the KHPC for review and approval. If approved, the applicant shall be notified that they may proceed.
6. Once approved, and the project completed, the grantee shall send a dated letter and copy of the final invoice to the KHPC City Staff Representative for review by the team made up of the KHPC City Staff Representative, KHPC Chair, and Code Enforcement Director. They shall visit the property to review and inspect the final work.

7. After inspection, payment to the contractor will be made within 30 days. Any deficiencies found must be corrected within 30 days before payment will be made.

** if the owner is paid directly, they will receive a 1099 from the City

RIGHTS RESERVED

The City of Kirksville reserves the right to reject any and all applications. The specific Program policies and procedures herein are subject to revision or amendment by the City of Kirksville. The City of Kirksville may discontinue this Program at any time and is subject to the availability of Program funding.

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Special Events

CITY DEPARTMENT: Administration

PREPARED BY: Rodney Sadler, Deputy City Manager

Over the past eight years, there has been an average of 48 special events held on City property annually. These events include 5K road races, parades, baseball tournaments, fundraisers, downtown festivals, fishing tournaments, concerts, and many others. These special events utilize City streets, parks, and facilities to bring the community together, while also welcoming many visitors to Kirksville.

Event organizers who are interested in hosting a special event on City property are currently directed to review the [Use of City Facilities Council Policy](#) (City Council Policy #25), and instructed to complete the special event application. The current City Council Policy #25 and special event application have been included with this report. For most events, the applicant must provide a brief description of the event, list requested dates and times for when the event will take place, and answer a variety of questions that help City departments better understand the impact that the event will have to City operations.

Some events also require additional documentation, such as a Marine Regatta Permit issued by the Missouri State Highway Patrol for fishing tournaments, Adair County Health Department permits for certain cooking apparatuses, and fireworks permits from the Kirksville Fire Department for certain classes/size of fireworks. Applications must also include a certificate of liability insurance listing the City of Kirksville as both the certificate holder, and as an additional insured party. If the applicant is not able to obtain a certificate of liability insurance, the applicant has the option to apply for coverage through the City's Tenant Users Liability Insurance Policy (TULIP) program.

Once all documentation has been submitted and all appropriate City departments have reviewed the application, the City Manager then performs a final review. Based on City Council policy, some events require that the application be reviewed and approved by the City Council prior to the applicant receiving approval from the City Manager. These events include any that require the closure of a City street, sale of merchandise, sale or consumption of alcohol, or any event that includes a request that asks for special provisions that are in conflict with current City Council Policy or Municipal Code. Events that have been approved by the City Council that are recurring with no significant changes may be approved by the City Manager in subsequent years.

Over the past few months, City staff have reviewed the current special events application and [City Council Policy #25](#), as well as similar applications and policies from other communities in Missouri. Additionally, staff from all departments involved with reviewing applications met in

February to discuss challenges that are associated with the current application process. Also, City staff have reached out to current and past special event organizers to discuss the application process, and to determine where improvements can be made.

While there are very few issues with most special event applications that are received, there have been some instances of staff needing to rush to receive all necessary information based on the late timing for receiving an application. Some applicants have also expressed some frustration with submitting the current fillable pdf form from certain web browsers and their phones, as well as difficulty locating requirement for events that will include alcohol or vendors. Based on conversations with City staff and previous applicants, the following changes have been proposed for implementation.

Proposed Internal Process Changes:

- Update and shorten the application to remove unnecessary sections such as alternative contacts, additional proposed dates and time, duplicated sections, and expanded check-list items.
- Consolidate the security/safety plan and emergency planning sections of the application.
- Update the application from a fillable pdf document to a forms-based application integrated with the City's website that consolidates questions that are asked based on the event type. For example, an event organizer who selects "fishing tournament" would see event specific information populate about the Marine Regatta Permitting process. A full hard copy of the application will remain available for organizers who prefer not to use an online form. A fillable form will be easier to update if needed in the future.
- Additional information will be created and posted on the City website specific to temporary/picnic licenses for the use of alcohol at events, as well as the process for having food trucks and other vendors at events. This will be available to applicants prior to starting the application process.
- The TULIP program will have an online application available later this year from Midwest Public Risk. This information will be added to the City's website and made available for special event applicants. The online TULIP application will provide the event organizer an estimate for coverage at the time of application.
- Upon application submission, an email confirmation will be sent to confirm receipt and outline the next steps in the review process. Additionally, once the final approval process is complete, all City departments will receive notification of approval and a reminder of the date of the event.
- Events that qualify as a special event based only on their estimated attendance (large family reunion or gathering at a park shelter) will not include approvals from departments who are not impacted.

- City staff will contact all special event organizers in the weeks after their event to discuss potential improvements or changes, and to encourage recurring applicants to submit future applications earlier.

Proposed External Process Changes:

- Require that all recurring applications, or applications that would not require City Council approval, be turned in no later than 45 days prior to the event.
- Require that all event applications that require City Council review and approval, or will include a TULIP program application, be submitted no later than 60 days prior to the event.
- Only fully completed/submitted applications with all requested documentation will be considered for approval. Applications will be processed for events in which the organizer is waiting on preliminary approval prior to purchasing event insurance.
- All new road races, downtown festivals, parades, or large events that include road closures will include a meeting with the organizer and City representatives to ensure the event can be successful before proceeding with City Council review.

To facilitate an easier transition of an updated special event application process, City staff will develop and plan to implement the new application at the end of 2024 when there are less special event applications submitted. Any proposed changes to the Use of City Facility Council Policy (Council Policy #25) will be submitted for City Council Review prior to the application process changing.

[Use of City Facilities Policy](#)

[Special Event Application Form](#)

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: May 13, 2024

SUBJECT: Factory Addition Update

CITY DEPARTMENT: Director of Public Works

PREPARED BY: Adam Dorrell, Director of Public Works/City Engineer

The preparations for the Factory Addition Street and Drainage project continues to move forward. The Environmental clearances were granted at the end of last year which allowed Utility relocations to begin. We anticipate them being completed within the next 30 days. City crews are on track to finish relocation of the watermain by the end of May. Final Contract Documents are expected from our consulting engineer, Klinger and Associates, this week.

Of the 13 easements required for the project we have received six (60 executed documents and will be following up to secure the remainder of them as soon as possible.

Once contract documents have been reviewed and approved by CDBG the project will be bid and awarded early this summer with construction to follow soon after.