

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 receive information from those invited to present. Study Sessions are intended to provide information to the City Council on current City matters, education on new ideas, or regulatory impacts. From time to time, Study Sessions will include discussions of mutual interest with a City partner.

It is in these meetings that the City Council listens, learns, asks questions, and formulates City policy and direction on how the City should proceed. Citizens are welcome to attend these Sessions to learn alongside the City Council. If you have questions or wish to provide feedback on any Study Session topic, the City Council is accessible after the meeting, or via email at kvccouncil@kirksvillecity.com. The City Council also welcomes visitors to its regular City Council meetings held on the first and third Mondays of the month at 6:00 pm.

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>

STUDY SESSION DATE: March 11, 2024

TIME: 6:00 pm

Tentative Agenda:

- Asphalt Sales Policy
- Board and Commission Banquet
- Kirk's Capital Campaign Update
- THINK Kirksville 2040 Plan Annual Report
- Continuity/Succession Planning Report
- Municipal Code Changes
- Citizen Participation Review
- Newsletter Review

ASPHALT SALES POLICY

The City Council has discussed selling asphalt to others at various times since the City acquired the asphalt plant. In September there was a focused discussion with an emphasis on the possible sale of asphalt to repair city infrastructure. That need and possible usefulness were heightened when a resident came forward with a specific example of how costly repairing a city street is to a resident.

Follow-up was required to determine if there were any legal issues regarding the sale of asphalt. In speaking with the City Attorney, selling asphalt to individuals and businesses for application and benefit to city infrastructure would not be an issue. However, if we opened up sales to the general public more research and evaluation would be needed in large part due to the private

benefit received from a public service. For our purposes, we wish to only focus on the sale of asphalt for use on public land and rights-of-way, excluding private driveway approaches.

As the only locally funded and continuously operating facility in this area, it makes sense to consider our ability to offer and sell asphalt to those doing work in the City for use on City streets. Issues for consideration as to why this makes sense include a timely repair of the City's infrastructure, a decrease in existing roadway hazards, more timely improvement and restoration for aesthetics, support to the local community, and potential increased understanding of the benefits of use to have our asphalt plant.

Included in this Study Session packet is a Report from Public Works Director Adam Dorrell. We will discuss the process and expectations and if the City Council is agreeable will prepare a City Council Policy on the sale of asphalt for repairs to City infrastructure to be presented at either the March 18 or April 1 City Council meeting.

BOARD AND COMMISSION BANQUET

As we approach the Second Annual Board and Commission Banquet, the City Council should take some time to review the proposed agenda and plans for the evening. Talking Points were distributed to City Councilmembers for presentation. This year awards will be given for years of service. We want to make sure that we are organized and have the details planned out to ensure a professional, well-coordinated, and enjoyable evening. RSVPs are trickling in and a better count for the event will be known more closer to the date. Included is the Program for the event.

THINK KIRKSVILLE 2040 Annual Report

Included with this Study Session packet is the annual Think Kirksville 2040 Report. We do wish to take time to review the report and would then like to discuss some challenges with its implementation with the City Council.

The City has been without a City Planner for some time first due to medical leave with the expectation of return to work, which did occur for a brief period. We have been working to fill the position offering the job to three (3) different individuals all of whom have declined for various reasons.

Why is this relevant? The City Planner was the individual tasked with managing the City's comprehensive plan ensuring follow-through and subcommittee meetings.

There is also a concern regarding our ability to sustain the required work. For most of the committees, the follow-up work is done with City staff.

The final item to bring forward is the individuals participating in the committee work consist largely of the same community individuals. There is minimal diversity.

Staff would like to visit with the City Council about expectations. For this project to move forward we would like to discuss the current approach of using these subcommittees. In visiting with one City Councilmember, one thought expressed was whether or not some of these strategies should be rolled into the work of existing boards and commissions. "At the very least bringing these before the commissions regularly keeps them at the forefront of the work they do."

Finally, not all strategies require subcommittee work. For example, the work to move forward progress on safety improvements on Highway 63. There is already a regional group that has direct contact with the Missouri Department of Transportation. That group and the work of the Regional Planning Commission have been used to make efforts, along with public outreach to seek public support. This particular strategy is one the City Manager undertook and most likely she determined a path to move forward without seeking approval elsewhere. It may also be necessary to review the strategies to determine which ones could be implemented within existing guidelines and public input that may not need to be part of a subcommittee.

KIRK'S CAPITAL CAMPAIGN UPDATE

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 budgeted in the 2024 budget and the implementation of each of the selected projects will vary.

The following list is of those projects selected for funding from 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 completely 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 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: Provided funding is to establish seed money for the establishment of a soccer complex on the east side of North Park. Parks and Recreation Director Rodney Sadler has been in contact with the leadership of the North Missouri Futbol Club to discuss their needs. We requested services to complete a drone survey for the soccer project, and then the two splash pad projects. This survey information will help us figure out drainage and the lay of land. This information will also be provided to Bryne&Jones who will then prepare a rough cost estimate. That information will then take us into the budget planning meeting and further discussions with the futbol organization.

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: Funds have been budgeted in 2024 budget for \$40,000. A program policy is in process, with a draft attached to this Study Session packet. Once it is finalized, it will be brought forward for City Council approval. Staff is currently identifying properties to target based on the housing study that was completed and feedback from property owners. Since the 2024 Budget Planning Meeting, several local contractors have expressed interest in this potential program, and eagerly await the City's acceptance of applications.

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

This trail project will use the former Burlington Northern Santa Fe Railroad bed to connect to the Cottage Grove Trail that runs north and south of Illinois Street and allow for 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 City has received approval for funding for the sidewalk around Rotary Park. We are in the process of finalizing details to bid out the trail project at North Park. The Washington sidewalk to connect the FLATs trailhead with the downtown is in design. The section of trail between New Street and Baltimore using the Burlington Northern Santa Fe (BNSF) railway has been funded in part by a grant. We are waiting for the granting agency to review current administrative submissions. Finally, BNSF has been contacted for an updated purchase price. The Missouri Department of Transportation District Engineer has been contacted to provide support to the City to move forward with a Transportation Alternative Program grant to purchase, survey, and begin construction on all or a portion of the remaining trail.

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: There are several projects in play relating to sidewalk improvements. The Kirksville Active Mobility Plan (KAMP) is being implemented in coordination with the street program some components of this plan impact pedestrian access/walkability. Develop and Implement a Complete Street Policy. Discussions have occurred at various times to implement a policy. More interest exists today and the policy needs to be finalized for presentation to the City Council. Various sidewalk inventories have been conducted with a recent one provided by a student volunteer group from Truman. These inventories, along with the assessments from the MoDOT TEAP grant are being analyzed to determine an approach.

Purchase and Improvements to the Armory – \$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.

Status: The land was transferred from the State of Missouri to the Kirksville R-III School District sometime in January. The School now owns the property. Though not communicated directly to the City Manager, a member of staff did communicate that the School has decided to hire a realty company to market and sell the property. Until more is known about this, the City is unable to move forward. As previously discussed, the City offered \$135,000±. The balance of the funds allocated from this program would be used to make immediate improvements to the kitchen, clean up the upstairs for use, restore the restrooms on the second floor, address the sidewalk access to the building, etc. Because the City has not been given a solid commitment on the future of this building no plans have been made as to obtaining cost estimates to implement improvements. The City, however, uses the building as often as possible.

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

This project would be used to help homeowners make the necessary repairs to their homes to bring 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: The City Council approved a revised Housing Rehabilitation Loan Program Guidelines and Application in 2023. Funds for \$150,000 have been included in the 2024 budget. Work is needed to promote the program and develop interest. However, using the housing study, the staff is looking to identify possible candidates.

CONTINUITY/SUCCESSION PLANNING REPORT

The City Council was last updated on our progress regarding our efforts toward establishing and moving forward with a continuity and succession plan for the City.

Additional efforts that are now being looked at for implementation include:

- Job Descriptions are being updated to include potential areas for future advancement.
- During onboarding/orientation take time to explain to new hires the opportunities for advancement that exist within and outside the department for which they were hired.
- Identify and Implement training on Career Development/Career Planning.

- Possible Lunch and Learns on Leadership. The first step is to identify funds in the current budget that could be used to cover the cost of the lunch and learn. The second step is to identify leadership topics and encourage senior employees to host.
- A section is being added to the Performance Pro Employee Evaluation form that requires both the employee and supervisor to discuss future career enhancements.
- The final effort is for Human Resources to meet one-on-one annually with individuals to discuss Career Advancement.

MUNICIPAL CODE CHANGES

At least two changes are being proposed to the City's Code of Ordinance. The first relates to traffic. This past week, there was an accident that resulted in part due to a vehicle parked too close to the curb. The Police Department was unable to issue a citation as no Ordinance existed allowing the issuance.

At some time, a change was made to the Municipal Code that eliminated the language needed to prohibit vehicles from parking too close to an intersection and blocking the site distance.

Proposed language to add:

Sec. 38-463. - Stopping, standing, or parking prohibited. (2) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge passengers.

h. In the area between the backside of the curb and the sidewalk, or if no sidewalk exists, within the unimproved portion of the street right-of-way. In no event shall any vehicle be parked within the unimproved portion of the street right-of-way closer than thirty (30) feet to any intersection;

i. In the area between the edge of the road surface (if no curb is present) and the sidewalk, or if no sidewalk exists, within the unimproved portion of the street right-of-way, unless said area has been adequately surfaced by pavement, asphalt, concrete, or aggregate in a manner approved by the city. In no event shall any vehicle be parked within the unimproved portion of the street right-of-way closer than thirty (30) feet to any intersection.

We had someone operating a temporary rental stating that their property was an Apartment hotel.

Definition of Apartment Hotel means an apartment house which furnishes for the use of its tenants services ordinarily furnished by hotels, but the privileges of which are not primarily available to the public.

Definition of a Hotel is a building occupied or used as a more or less temporary abiding place of individuals or groups of individuals who are lodged with or without meals, and in which there are more than 12 sleeping rooms, and no provisions for cooking in individual rooms.

Hotels have more than 12 sleeping rooms and may furnish meals, while temporary rentals do not include that number of rooms, and the preparation of meals is prohibited.

In a discussion with the City Attorney, it was discussed that this language is archaic and should be removed.

~~Sec. 44-1. Definitions.~~

~~*Apartment hotel* means an apartment house which furnishes for the use of its tenants services ordinarily furnished by hotels, but the privileges of which are not primarily available to the public.~~

Dwelling means a building or portion thereof designed exclusively for residential occupancy, including single-family, two-family and multiple-family dwellings, boardinghouses and lodginghouses, apartment houses and ~~apartment hotels~~, but not hotels.

Dwelling, multifamily, means a building or portion thereof arranged, intended or designed for occupancy by three or more families, including apartment houses, row houses, tenements and ~~apartment hotels~~.






~~Sec. 44-139. Apartment hotels.~~

~~There shall be permitted such facilities as are required for the operation of an apartment hotel, when conducted and entered from within the building, provided that no window or display or sign on the exterior of the building shall be used to advertise such use.~~

The final proposed change concerns Temporary Rentals and the Permitted Use Table. The Permitted Use Table permits Temporary Rentals in four (4) and special use permit allowance in another five (5).

The City Council is asked to consider allowing Temporary Rentals in all zones and those zones that currently do not allow a temporary rental be modified to allow consideration through a Special Use Permit.

The City Council has discussed Temporary Rentals and has expressed some concern regarding the number of temporary rentals and has asked for ongoing updates on the number of these. The City Council has also been asked about allowing temporary rentals in other zones. The proposal is solely for those properties that are constructed or upgraded to meet residential building code requirements.

USES	DISTRICTS																		Additional Conditions
	R-1	R-2	R-2-S	R-3	R-3-S	R-4	R-4-S	RP-5	OP-1	C-1	CBD	C-3	M-1	M-2	CMD-SQ	CMD-G	CMD-C	CMD-MF	
Temporary rental	S	S	S	P	P	P	P			S	S								

Because we have had at least one property owner ask about establishing a temporary rental for a property that was not constructed for housing, staff also wanted to provide information to the City Council about issuing Special Use Permits for buildings that are not constructed for that particular use, or changing the use of the building.

CITIZEN COMMENT REVIEW

During each City Council meeting, individuals are allowed to address the City Council on topics that are not on the Agenda. In thinking about this and to close the loop, it is proposed that each month during the Study Session, the City Council discuss any of those items that were brought forth to determine if you wish to take any further action, or if communication should be given to the individual who spoke with the City Council. At the last meeting, an individual brought forth an Ordinance that was considered and implemented by the City of Springfield concerning the use of marijuana with specific provisions concerning youth. Would this be something the City Council would like to discuss in more detail? Would the City Council be interested in hearing from the Police Chief to determine if this type of legislation is needed? Another item raised at the last meeting was the sale of asphalt, which is on the Study Session Agenda. That individual was interested in buying asphalt for personal property. Before the City provides public service

for private benefit, there would need to be more discussion concerning the legal authority to do so. But at least the issue of asphalt sales will be discussed. Finally, a resident brings forward the idea regularly that the City should purchase vacant homes, provide those to individuals, educate them, and work with them on filling out job applications and other needs. Should a response be provided directly to this individual?

NEWSLETTER REVIEW

ATTACHMENTS

- Staff Report – Asphalt Sales
- Board and Commission Program Draft
- Staff Report - 2040 Think Kirksville Annual Report
- Kirk's Capital Improvement Results
- Kirk's Capital Bracket
- Kirk's Capital Demolition Program
- Staff Report – Special Use Permit and Change in Building Use

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: March 11, 2024

SUBJECT: Asphalt Sales

CITY DEPARTMENT: Director of Public Works

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

Current City ordinances require that all surfaces disturbed within the Right-of-Way (ROW) be restored to equal or better than the original condition. On asphalt streets we require that hot mix asphalt pavement be used to patch work where the roadway has to be cut. Roadway removal by outside contractors typically occurs during utility work. For example:

- Replacing a residential sanitary sewer lateral
- New residential construction utility service lines
- Installation of new private utility lines such as fiber optic cables
- Repair of private utility lines such as natural gas mains.

Occasionally street cuts are necessary for the construction or repair of driveways

The City also has ownership of facilities such as the Cenveo building and parking lot that require the renter to maintain the parking lot.

Recently we have been hearing from contractors and utility owners that obtaining hot mix asphalt for these repairs is becoming increasingly difficult if not outright impossible. There are private asphalt plants in our area, but they are typically only operational if the owner is working on a large paving project. The small quantities that these types of repairs require will not maintain the required temperatures for placement if they are being delivered from Columbia, Trenton, or another community that has regular availability of asphalt paving material.

As a result, these repairs are either put off until suitable material can be sourced or they are made with improper material.

After discussions with the Street Superintendent and the Finance Director, it is my recommendation that the City consider selling asphalt paving materials to private contractors for the repair and maintenance of city-owned facilities.

Material would be available by appointment during normal operation of the City's asphalt plant. We would allow contractors that need to make repairs to City streets or other facilities to schedule a time while we are producing asphalt for our street program to acquire the material directly from the plant. The City would not be responsible for hauling or placing the material, we would only be supplying it. It is anticipated that these purchases would typically be relatively small quantities and should not negatively impact the City's own construction needs. Invoicing would be handled through the Public Works Department. The asphalt price would be based on

our costs to produce including material, labor, and operational expenses as well as sales tax. The price will be adjusted as necessary to reflect our actual expenses.

The regular operation of the asphalt plant would be to produce material for the City's street program. Outside sales will only be allowed as long as they do not interfere with this regular operation. The sale of asphalt material would begin on a trial basis and we may need to modify our policy as we move forward.

By allowing the sale of asphalt paving material we would be ensuring that a quality product is being used to repair City infrastructure.



Board and Commission Recognition Banquet

March 25, 2024
6:00 PM

Georgian Room, Student Union Building
Truman State University Campus
901 S. Franklin, Kirksville, MO



Thank You for Volunteering!

*We thank you with deepest
gratitude for your commitment to
serve, on behalf of the City of
Kirksville and its citizens.*

Zac Burden *John Gardner*
Pick Steele
Kabir Bansal *Jennifer Walston*

Menu

Hors D'oeuvres:

Bacon Wrapped Chicken
Grilled Chipotle Shrimp
Cream Cheese Stuffed Cucumber Rounds
Caprese Skewers
Cranberry Punch

Salad:

Market Salad

Entrees:

Apricot & Goat Cheese Stuffed
Chicken Breast
Beef Pot Roast

Sides:

Wild Rice
Roasted Fingerling Potatoes
Montreal Grilled Green Beans

Dessert:

Carrot Cake with Cream Cheese Icing
Lemon Layer Cake with White Icing

Program

Welcome

Mayor Zac Burden

Moment of Silence

Dinner

Recognition and Accomplishments

Mayor Pro Tem Dr. John Gardner

Affordable Housing Board
Lakes, Parks and Recreation Commission
Tax Increment Financing Commission

Councilmember Jennifer Walston

Airport and Transportation Commission
Friends of Forest-Llewellyn Cemetery Committee
Tourism Advisory Board

Councilmember Kabir Bansal

Kirksville Housing Authority
Planning and Zoning Commission

Mayor Zac Burden

Kirksville Historic Preservation Commission
K-REDI
Watershed Management Commission

Commitment to Service Recognition

Final Remarks

Mayor Burden

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: March 11, 2024

SUBJECT: *THINK* Kirksville 2040 Comprehensive Plan - 2023 Annual Report

CITY DEPARTMENT: Community & Economic Development

PREPARED BY: Ashley Young, Assistant City Manager

The implementation of the THINK Kirksville 2040 Comprehensive Plan began in 2021. In 2022, the thirty-three (33) prioritized strategic objective Strategy Teams were combined into *Beautification and Connection, Downtown, Jobs, Neighborhoods, and Infrastructure* to improve the efficiency of meetings. Ultimately, four (4) of the 33 prioritized strategic objectives were marked as completed in 2022 (1.5.B; 2.1.I; 4.2.E; and 4.3.K).

In 2023, progress on the implementation of the Comprehensive Plan slowed considerably, primarily due to the lack of a City Planner for the second half of the year (a position that remains vacant), as the City Planner is the staff member assigned to ultimately implement the Comprehensive Plan. Despite this vacancy, progress *has* been made. For example, another prioritized strategic objective was completed during 2023, which is listed below:

6.2.E	Rodney Sadler	Encourage tree plantings throughout the community wherever possible to provide shade, which encourages outdoor activity and reduces damaging direct sunlight on infrastructure, and to improve the appearance of the community, which helps increase property values.
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There are now twenty-eight (28) remaining prioritized strategic objectives as part of the Comprehensive Plan implementation (meaning a total of five <5> prioritized strategic objectives have been completed since implementation began). City staff continue to not recommend prioritizing any additional objectives at this time without a corresponding increase in capacity.

In addition to the prioritized strategic objectives, City staff have completed an additional four (4) (non-prioritized) strategic objectives identified in the Comprehensive Plan. They are listed below:

1.1.F	Partner with Main Street Kirksville and Adair County to enhance the Courthouse lawn as an important communal gathering space Downtown that would attract residents, students, and visitors while providing opportunities for interaction and building relationships.
1.2.E	Host an annual event to recognize City volunteers.
1.5.F	Continue to incorporate mental health training into emergency service response systems to ensure that individuals receive comprehensive care.
3.2.C	Educate the community youth on local post-graduation opportunities to encourage their retention.

Added to the eighteen (18) (non-prioritized) strategic objectives completed in 2022, this makes a total of twenty-two (22) (non-prioritized) strategic objectives completed since implementation began.

Moving forward through 2024, the focus continues to be – first and foremost – on identifying a candidate for the position of City Planner. Once hired, our full implementation efforts will resume in earnest. Additionally, there are two areas worthy of discussion in this report: prioritized and non-prioritized strategic objectives designated as “ongoing,” and the efficiency of the combined Strategy Teams identified above.

There are currently nine (9) remaining prioritized strategic objectives designated as “ongoing.” This means that it is very unlikely they will ever be designated as “completed” in this or any future Annual Report. There are also an additional thirty-five (35) (non-prioritized) strategic objectives designated as “ongoing,” for a total of forty-four (44) strategic objectives designated as “ongoing.” This is not to say that these prioritized and non-prioritized strategic objectives are not important, nor is it to say that work is not occurring. To the contrary, it is to note that work on these objectives does not cease and is – or should be – incorporated into the normal workflow of City staff.

Regarding the efficiency of the combined Strategy Teams, the most recent meetings (for the *Downtown, Neighborhood*, and *3.1.L & 3.3.A* teams at least) were held at the end of the second quarter of 2023. None of these meetings included prioritized strategic objective 6.2.E: the one prioritized strategic objective that was completed during 2023. The point is that the limited time of City staff is better spent working to accomplish the prioritized and non-prioritized strategic objectives (e.g. creating and implementing the Residential Street Tree Program, in the example above) as opposed to the hours involved in scheduling, convening, and attending meetings: hours that could be spent working to accomplish the City’s goals. More than even money, our most valuable – and limited – resource is time.

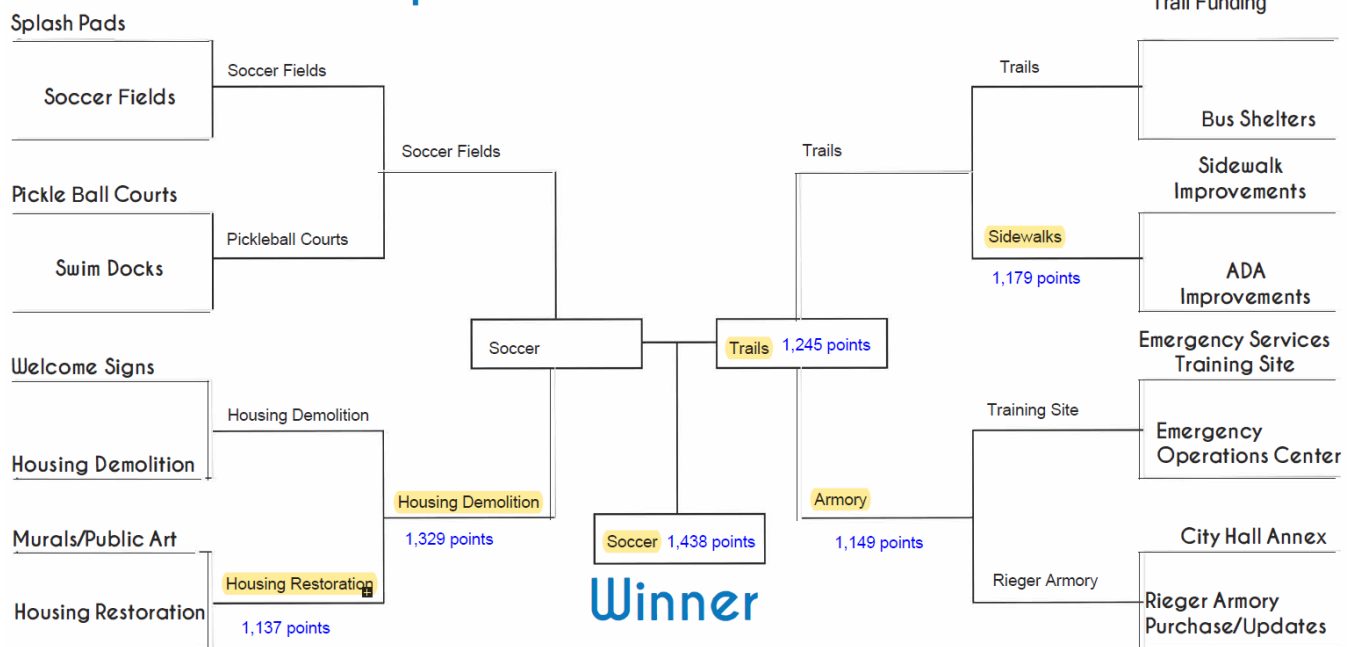
City staff look forward to discussing this Annual Report with the City Council.

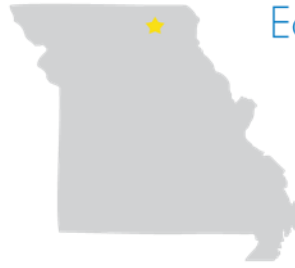
Kirk's Capital Improvement Tournament Results

- | | |
|--|--|
| ★ North Park Soccer Fields (1,438 points) | Emergency Operations Center (938 points) |
| ★ Housing Demolition (1,329 points) | Splash Pads (929 points) |
| ★ Trail Funding (1,245 points) | City Hall Expansion (856 points) |
| ★ Sidewalk Improvements (1,179 points) | Swim Docks (842 points) |
| ★ Purchase and Improvements to Armory (1,149 points) | Murals/Public Art (791 points) |
| ★ Housing Restoration (1,137 points) | ADA Accessibility (779 points) |
| Emergency Services Training Site (1,028 points) | Bus Shelters (778 points) |
| Pickleball Courts (1,023 points) | Welcome Signs (670 points) |
| ★ Funded projects | |
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Kirk's Capital Improvement Tournament





Demolition Grant Program Guidelines

PROGRAM OBJECTIVE

The City Kirksville Demolition Grant Program is designed to eliminate residential structures that are in such a state of disrepair that they constitute a safety concern, and rehabilitation is not a viable option. This program offers an incentive to property owners to demolish these structures, thereby making infill residential development more affordable.

ELIGIBILITY CRITERIA

1. Applicants and/or owners must own the property or (in the applicant(s)'s case) have a written agreement to purchase the property.
2. The property must be a residential property.
3. Applicants must provide a tax statement and have a title that is free of liens and legal questions as to ownership of the property. Applicants cannot owe back taxes on the property or have outstanding adverse judgments, encumbrances, or liens with the City of Kirksville.
4. All City obligations in the applicant's name shall be current - including, but not limited to, tax liens from code violations, and utility bills.
5. The property must be the subject of a demolition order or in such a deteriorated condition as to be designated as "blight" by the City.
6. Applicants must provide an infill residential development plan on the property at the time the application is submitted.

GRANT TERMS

1. The maximum grant amount is \$10,000. Consideration will be given to additional monies based on the impact on the surrounding neighborhood and the availability of public utilities (or lack thereof).
2. If construction does not begin within one year following demolition, then repayment of the grant funds will be required, with interest effective from the date of the grant, at an interest rate set at the Wall Street Journal Prime Rate on the date of the grant.

APPLICATION AND SELECTION PROCESS

1. This is a voluntary program. All interested persons must apply before any action can take place.
2. The Community and Economic Development Department will complete an inspection of the property before approval.
3. The Community and Economic Development Department will complete a review of the plan for infill residential development before approval.

4. Applicants must provide a quote for the demolition work to the City from a contractor licensed with the City of Kirksville before approval.

5. If City staff determines an application for a grant cannot be approved, a written statement of the reasons for the determination will be sent to the applicants and/or owners.

Funding will be determined by the receipt of qualified applications in the order they are received.

RIGHTS RESERVED

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

ADDITIONAL INFORMATION

1. This grant is payable directly to the applicant(s) following the submittal of an invoice for the approved demolition.
2. Successive owners of property will be responsible for the repayment of the grant upon the death of applicant(s) if construction has not begun within one year following demolition.
3. The contractor chosen to do demolition work must be pre-approved by the Community and Economic Development Department and hold a current City of Kirksville Business License as a contractor.
4. Payments will be made to the applicant(s) within 10 business days after the presentation of an invoice for services and verification of work performed, up to the amount granted to the applicant(s).

CITY OF KIRKSVILLE
DEMOLITION GRANT PROGRAM
APPLICATION FORM

Office Use Only:

Application Number: _____

Application Date: _____

NAME: _____ DATE: _____

ADDRESS OF APPLICANT: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

ADDRESS OF PROPERTY TO BE DEMOLISHED:

TOTAL PROJECT COST: _____ AMOUNT REQUESTING: _____

IS THE PROPERTY THE SUBJECT OF A DEMOLITION ORDER?

YES _____ NO _____

DO YOU OWN THIS PROPERTY OR HAVE A WRITTEN AGREEMENT TO PURCHASE?

YES _____ NO _____

DO YOU HAVE A PLAN FOR INFILL DEVELOPMENT? IF YES, PLEASE ATTACH PLAN.

YES _____ NO _____

NOTE: Acceptance of this application is contingent upon the provision of all required information and the applicant's agreement to abide by all applicable procedures and policies of the Demolition Grant Program.

The Applicant(s) agrees that the City of Kirksville neither assumes nor acknowledges any liability of any kind, directly or indirectly, as might be incurred from this program. Authorization is hereby granted to support and/or verify statements contained in this Application. It is agreed that this application will remain the property of the City of Kirksville, once submitted.

Agreement: The undersigned applies from the grant indicated in the application to be secured by a deed of trust on the property described herein, and represents that the property will not be used for any illegal or restricted purpose and that all statements made in this application are true and correct to the best knowledge of the applicant. Verification may be obtained by any source named in this application.

I/We fully understand that it is a federal crime punishable by fine and/or imprisonment, to knowingly make any false statements concerning any of the above facts as applicable under provisions of Title 18, United States Code, Section 1014. Also, the applicant(s) have read and understood the application and the narrative explaining the program.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

CITY USE ONLY

Application Received by: _____ Date: _____

Verification date: _____

Eligible _____

Ineligible _____

Reason for Ineligibility: _____

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

DATE: March 11, 2024

SUBJECT: Special Use Permits/Converting Building Use

CITY DEPARTMENT: Community and Economic Development, Codes & Planning Division

PREPARED BY: Reid Yardley, Code Enforcement Director

There are many requirements to consider when converting an existing commercial building to be used for residential purposes. These requirements may vary depending on many different issues.

Originally, a building may have been constructed before building codes existed or because the use of the building was designed to protect customers and employees in case of an emergency. This design would have not been to protect a sleeping resident in case of an emergency.

Depending on the age of the building, the current condition, how it was originally constructed, how the building was previously used, and the scope of the project; an investigation of the building would be required to ensure that the existing building meets the code requirements for residential use. If the building was originally constructed before building codes were adopted in our area, or not originally designed to be occupied as a dwelling, there may be significant changes that need to be addressed in the conversion. These requirements may include the foundation, structural, electrical, plumbing, HVAC, egress, and other life safety concerns.

If an existing building is being modified to create three or more dwellings or if the building includes a commercial space, an architect and possibly an engineer would be required to investigate these items. From the results of this investigation, a set of plans would be designed to address the requirements of the International Code Council (ICC) Building Code. The ICC Existing Building Code also helps to address these requirements and gives options based on existing elements of the building.

If the existing building is being modified to create one or two dwellings, the Codes & Planning Division would work with the owner, and possibly their contractor, to address any changes that may be necessary to meet the current ICC Residential Code. Major changes to the electrical system, to the existing plumbing, and changes to address live safety, may be needed to serve the building for residential use. If there is a question if a structural or other design element meets the current Residential Code, the Codes & Planning Division can require testing to ensure compliance.

The requirements of the International Code Council differ by design in their protection of the occupants based on the use of the space and building.