



TENTATIVE AGENDA

City of Sikeston

SPECIAL CITY COUNCIL MEETING SIKESTON CITY HALL

Monday, March 10, 2014
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF CITY COUNCIL MINUTES
 - A. Regular Council Minutes February 3, 2014
 - B. Special Council Minutes February 24, 2014
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
 - A. Board of Adjustments January 27, 2014
 - B. LCRA January 21, 2014
 - C. Strategic Plan January 16, 2014
 - D. Tourism Advisory Board February 25, 2014

VII. ITEMS OF BUSINESS

- A. 2nd Reading and Consideration of Bill #5950, Request to Rezone Harry Avenue from R6-Planned Manufactured Housing District to R2-Single Family Residential District
- B. 2nd Reading, Bill #5951, Request to Rename Harry Avenue to Dockins Drive
- C. Authorization to Enter into an Agreement with Mitchell Insurance and HealthScope Benefits for Wellness Services
- D. Briefing: Authorization to Release RFP for Commercial Mowing of LCRA Lots and Specific Non-City-Owned Properties
- E. Briefing: Proposed Improvements to American Legion Park
- F. Award of Bid 14-17, Contractual Mowing of Parks, Rights-of-Way and Nuisance Properties
- G. Authorization to Seek Proposals for Bank Depository Services
- H. Establish Date and Authorize Selection of Facilitator for City Council Goal Setting Retreat
- I. Other Items As May Be Determined During the Course of the Meeting

VIII. CITY MANAGER'S REPORT

IX. ADJOURNMENT INTO EXECUTIVE SESSION



Property (RSMo 6.10.021(2))

X. ADJOURNMENT

Dated this 5th day of March 2014



Carroll Couch, City Clerk

The City of Sikeston complies with ADA guidelines. Notify Linda Lowes at 471-2512 (TDD Available) to notify the City of any reasonable accommodation needed to participate in the City Council's Meeting.

REGULAR CITY COUNCIL MEETING
FEBRUARY 3, 2014

The regular Sikeston City Council meeting of February 3, 2014 was called to order at 5:00 p.m. in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, Maude Harris, and Kathy Teachout. Staff in attendance were: City Counselor Chuck Leible, City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Public Safety Director Drew Juden, Governmental Services Director Linda Lowes, Parks Director Jiggs Moore, and Street Superintendent Brian Dial.

APPROVAL OF CITY COUNCIL MINUTES

City Council minutes of December 30, 2013 and January 6 and 27, 2014 were presented for approval. Councilman Depro moved to approve the minutes as presented. Councilman Burch seconded the motion and the following roll call vote was recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ACCEPTANCE OF BOARD AND COMMISSION MINUTES

Minutes from various board and commission meetings were presented to the City Council. Councilman Burch moved to approve the minutes as presented. The motion was seconded by Councilman Teachout and voted as follows:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ITEMS OF BUSINESS

MoDOT Briefing on 2014 Planning Efforts

David Wyman, MoDOT Area Engineer, briefed the City Council on the current status of MoDOT funding and discussed a proposed sales tax, with 10-year sunset, to fund State-wide transportation projects. The State's planning commissions will be tasked with working with local officials in the program planning and project evaluation. Public Works Director Jay Lancaster will be representing the City in the project planning efforts.

Employee Wellness Plan Presentation

Deke Lape of Mitchell Insurance presented an overview of the benefits associated with Employee Wellness Plans and various ways they can be designed to promote employee participation. Meetings with representatives of the City and BMU are scheduled to draft a wellness plan for City employees

Resolution 14-02-03, Support for Sikeston Public School's Bond Issue

Resolution 14-02-03 was presented for reading.

RESOLUTION 14-02-01

A RESOLUTION OF THE CITY OF SIKESTON, MISSOURI SUPPORTING THE PASSAGE OF SIKESTON R-6 SCHOOL DISTRICT'S APRIL 8, 2014 BALLOT AUTHORIZING THE ISSUANCE OF \$32.3 MILLION IN GENERAL OBLIGATION BONDS FOR DISTRICT IMPROVEMENTS.

WHEREAS, education is essential to the growth of this community's social and economic well-being; and

WHEREAS, to achieve the level of education needed for our residents to compete in current and future economies, they must be provided with safe and appropriate learning facilities and technologies; and

WHEREAS, the Sikeston R-6 School Board, after significant analysis and study, has determined certain existing learning facilities, due to their age and condition, are in need of improvements to benefit the safety and learning environment of our children.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI AS FOLLOWS:

The Council and Mayor of the City of Sikeston, recognizing our community's future is dependent upon the provision of quality education, urges residents to support the April 8, 2014 ballot for the issuance of \$32.3 million in general obligation bonds by Sikeston R-6 School District.

Read this 3rd day of February 2014, Councilman Depro moved to approve Resolution 14-02-01. The motion was seconded by Councilman Burch, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Bid Number 14-16, Purchase of Park Division Mowers

Bids for the purchase of 2 front-mounted Park Division mowers were reviewed by Parks Director Jiggs Moore. Councilman Gilmore moved to award Bid 14-16 to Greenway Equipment Company, trading in the 2010 Kubota and 2012 John Deere mowers for a net cost of \$17,000. The motion was seconded by Councilman Teachout, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Bid Number 14-18, Purchase of Street Division Tractor

Street Superintendent Dial reviewed the bids for the purchase of a tractor. Councilman Burch moved to award Bid Number 14-18 to Medlin Equipment Company for an M-8560 Kubota Tractor in the amount of \$41,600. The motion was seconded by Councilman Depro, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Consideration of Relocation of Airport Terminal

Information regarding the relocation of the airport terminal was reviewed by Public Works Director Jay Lancaster. Consideration was given to leaving it at its current location, moving it to the northeast area of the airport property and relocating it to the south of its present site. Councilman Teachout moved to accept staff's recommendation to build the new airport terminal just south of its current location. The motion was seconded by Councilman Depro, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Authorization to Execute Engineering Contract with Waters & Associates, Inc.

Director Lancaster requested authorization to execute a contract with Waters & Associates, Inc for engineering services associated with the construction of a new terminal building. MoDOT Aviation previously approved the City using Waters & Associates on aeronautical projects for a five year period, beginning in 2010.

Councilman Depro moved to authorize the execution of a contract with Waters & Associates, Inc. for the engineering services related to the city airport, in the amount of \$74,900. The motion was seconded by Councilman Burch and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Resolution 14-02-03, Declaration of Surplus Property, Guns

The Circuit Court has forfeited guns in the custody of Sikeston Public Safety to the City of Sikeston. DPS has no desire to keep these guns and is requesting permission to have them declared surplus so that they may either be sold or destroyed.

RESOLUTION 14-02-02

A RESOLUTION OF THE CITY OF SIKESTON, MISSOURI DECLARING CERTAIN GUNS IN THE CITY'S INVENTORY TO BE SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL.

WHEREAS, Certain guns in the City's inventory, due to their age or state of disrepair can no longer adequately perform the day-to-day operations of the City; and

WHEREAS, the City of Sikeston seeks to remove such items from its inventories to maximize it operations, and to provide a safe and efficient environment for its employees.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI AS FOLLOWS:

All of the items attached are hereby declared surplus and the City Manager is directed to proceed with the removal of these items from City inventories by sale at public auction, sale by sealed bid, or when the item is no longer usable, by disposal.

Read this 3rd day of February, 2014, Councilman Depro moved to approve Resolution 14-02-02. The motion was seconded by Councilman Gilmore, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Authorization to Execute a Change Order for Additional Work on Kingshighway

Director Lancaster reported as the Kingshighway/Malone intersection project was being completed, it was noted a section of pavement just south of the new pavement that runs south to a cross-road stormwater pipe in front of the new DPS building, has been damaged. He proposed a change order to allow the area receive new concrete pavement, the drainage structures be adjusted as necessary and the dip at the new inlet be corrected.

Councilman Teachout moved to approve the Change Order for additional work on Kingshighway in the amount of \$35,657.50. The motion was seconded by Councilman Depro, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ADJOURNMENT

There being no further business before the City Council, Councilman Gilmore moved to adjourn. The motion was seconded by Councilman Teachout and the following roll call vote was recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

APPROVED:

JERRY PULLEN, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

SPECIAL CITY COUNCIL MEETING
FEBRUARY 24, 2014

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of February 24, 2014 was called to order at 11:30 a.m., in the City Council Chambers, located at 105 East Center, Sikeston. Present at the meeting were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, Maude Harris, and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Street Superintendent Brian Dial, Public Safety Captains Bill Mygatt and James McMillan, Information Technology Director Dave Warren, Economic Development Director Ed Dust, and Parks Director Jiggs Moore.

ITEMS OF BUSINESS

Briefing: Proposed Improvements to American Legion Park

This item was tabled until the March 3, 2014 City Council meeting.

Briefing: 14-17, Mowing Program

Jiggs Moore reviewed the 2014 mowing bids for park and city right-of-way mowing as well as emergency mowing resulting from Code Enforcement declaration of a public nuisance. Staff recommendations will be presented for Council approval at the March 3 Council meeting.

Public Safety Request for Authorization to Participate in MoDOT Grant Funded DWI Check-Point Program

Captain Mygatt explained MoDOT is providing grant funds for area departments to participate in a SEMO DWI Task Force. The grant will reimburse overtime costs and other miscellaneous items associated with this program. DPS will collaborate with area agencies to conduct the DWI checkpoints in southeast Missouri. Each agency will donate 2-3 officers to each checkpoint.

Councilman Depro moved to authorize the City of Sikeston to participate in the MoDOT grant funded DWI Task Force. The motion was seconded by Councilman Burch and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Authorization to Proceed with Development of Engineering Specifications and Bid Processes, Greenbrier Ditch

Street Superintendent Brian Dial briefed the City Council on the need to develop plans and specifications for the purpose of bidding the cleanout of Greenbrier Ditch. The project will involve the removal of trees and blockages from the existing ditch, starting at the railroad going west.

Dianne Groves and Janice Hon of 116 Meadowbrook and Josh Bill of 1002 North Ranney commented about the need for the cleanup. Councilman Burch moved to authorize city staff to proceed with development of engineering specifications and the bid process for Greenbrier Ditch. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Authorize Staff to Begin Contract Negotiations with World Wide Technology for the Upgrade of CISCO Call Manager

Current phone system hardware, which interfaces with E-911 telephone communications, and provides telephone communications for the City's nine facilities is reaching end-of-life support. IT Director Dave Warren requested authorization to begin contract negotiations with World Wide Technology for the upgrade of CISCO Manager. World Wide Technology is a CISCO partner and State contract vendor, providing a 43% discount on all CISCO Global products and a 25% discount on Smartnet annual maintenance. Fees for design, engineering and installation have yet to be negotiated.

Councilman Depro moved to authorize staff to begin contract negotiations with World Wide Technology, for the purchase of the software upgrade, associated hardware and technical services associated with the installation. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Bill Number 5950, Request to Rezone Harry Avenue from R-6 Planned Manufactured Housing District to R-2 Single Family Residential District

Counselor Leible recused himself from the meeting.

Councilman Depro moved for the first reading of Bill Number 5950. The motion was seconded by Councilman Harris and the following vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

City Clerk Carroll Couch presented the bill for reading. This bill as approved shall become Ordinance Number 5950 providing for the rezoning from R-6, Planned Manufactured Housing District to R-2, Single Family Residential District, the following described Real Estate to wit: All of Lots Numbered 1-23 of Block Number 6 and all of Lots Numbered 22-43 of Block Number 5 in Felker-Sharp Addition to the City of Sikeston, Scott County, Missouri; and which are all lots abutting Harry Street, Sikeston, Missouri.

Dickie Dockins of 213 Foust provided information on his plans for the development of Harry Avenue. Donna Miles of 225 Harry presented pictures of the street and expressed concerns regarding cleanup of the area.

Bill Number 5951, Request to Rename Harry Avenue to Dockins Drive

Councilman Depro moved for the first reading of Bill Number 5951. The motion was seconded by Councilman Burch and the following vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

City Clerk Couch presented the bill for reading. This bill as approved shall become Ordinance Number 5951 changing the name of Harry Avenue to Dockins Drive.

Counselor Leible returned to the Council meeting.

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Depro moved to adjourn into executive session for the discussion of litigation [RSMO 610.021 (1)]. The motion was seconded by Councilman Harris and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, Maude Harris, and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, and Public Works Director Jay Lancaster.

Councilman Depro moved to retain Wally Duncan to review the City's legal obligation and provide advice regarding the Sikeston Memorial Airport.

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

No further action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

Councilman Burch moved to adjourn from executive session. The motion was seconded by Councilman Depro and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

ADJOURNMENT

There being no further business before the City Council, Councilman Harris moved to adjourn. The motion was seconded by Councilman Depro and the following roll call vote was recorded:

Burch Aye, Depro Aye, Gilmore Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed.

APPROVED:

JERRY PULLEN, MAYOR

ATTEST:

CARROLL L. COUCH, CITY CLERK

SEAL:

Board of Adjustments

January 27, 2014

4:00 p.m.

Sikeston City Hall

C.D. Matthews

Members Present: Galemore, Miller, Nace, Redd, and Steck

Members Absent: Black, Cooper, and Rogers

**Staff Present: Jay Lancaster, Public Works Director
Rhonda Council, Administrative Assistant
Collin Cecil, Senior Building Official**

Guests: Mr. and Mrs. Gayle Rettig

Approval of Minutes:

Minutes of November 25, 2013 were presented for approval. A motion was made by Nace to approve the minutes. Miller seconded the motion. Roll call vote was as follows:

Ayes:	Galemore, Nace, Redd, Miller, Steck
Nayes:	0
Motion Passed:	5-0

Items of Business:

Request from Gayle Rettig, for a Flood Plain Variance of 2'0", to place a metal shed at 1618 E. Kathleen, in Sikeston, Missouri.

After discussion of the request, a motion was made by Nace to approve the request from Gayle Rettig, for a Flood Plain Variance of 2'0", to place a metal shed at 1618 E. Kathleen, in Sikeston, Missouri. Redd seconded the motion. Roll call vote was as follows:

Ayes:	Nace, Redd, Miller, Steck, Galemore
Nayes:	0
Motion Passed:	5-0

There being no further business items, a motion was made by Redd to adjourn and seconded by Miller to adjourn. The vote was unanimous. The meeting adjourned.

Respectfully submitted by:

Attested by:

Rhonda Council, Administrative Assistant

Ron Galemore, Chairman

**LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY
CITY OF SIKESTON
MEETING**

January 21, 2014
11:30 a.m.

Council Chambers
105 East Center Street
Sikeston, Missouri

MEETING MINUTES

I. MEETING CALLED TO ORDER

Dan Marshall called the meeting to order at 11:46

II. ROLL CALL

Members Attending:	Emory McCauley, Bill Mitchell, Dan Marshall, and Mike Jenson
Members Absent:	Larry Williams
Council Liaison:	Steven Burch, Absent
Staff Attending:	Jon Douglass, Jay Lancaster and Angie Keller
Guest Attending:	David Crader, Carrie Lape and Edie Bartlett with Crader Law firm

III. APPROVAL OF MINUTES

Bill Mitchell made a motion to approve the minutes from the meeting of December 16, 2013 as submitted. Emory McCauley seconded the motion.
Motion carried unanimously.

IV. BILLS AND COMMUNICATIONS

Mike Jenson made the motion to approve the bills as follows:

- A. Blanton Law Firm - \$1,191.50
- B. David Crader, Attorney at Law - \$2,208.00
- C. Berkley Regional Specialty Insurance Co. - \$2,304.00
- D. City of Sikeston (Tax Bills) - \$61.27
- D. Buffalo Wild Wings - \$132.79


Bill Mitchell seconded the motion. Motion carried unanimously.

V. LCRA BUSINESS:

- A. David Crader of Crader Law Firm gave handouts on properties his office is working on as Petition to Quiet Title, Quit Claim Deed and upcoming Court dates. In addition, Crader presented a list of 237 properties that title are clear and are available to sell. The board would like more information on John Allen's possible purchase of 838 Applegate. Discussion about lots that have been replatted or need to be replatted. Discussion only. No vote.
- B. Dan Marshall stated he and Jon Douglass and Jay Lancaster had a telephone conference with the Attorney General's office regarding Banks that have walked away from properties in town; properties that JP Mortgage has liens against; and that all correspondence will go through Jon Douglass and Jay Lancaster. In addition, Dan asked that the Crader firm check the JP Mortgage properties against the active list properties. Discussion only. No Vote.
- D. Dan Marshall stated that Habitat for Humanity is currently looking for properties in the Lake Street, Heath Street or Matthews Street west of Main. Discussion only. No vote.
- E. Dan Marshall asked that the Crader firm check into the current LCRA insurance policies and confirm NSP houses (214 Dorothy and 1329 W Murray) have been added. Discussion only. No Vote

VI. ADJOURNMENT:

The next LCRA meeting will be on Tuesday, February 18, 2014 at 11:30 am in the Council Chambers. There being no further business to come before the Committee, a motion was made to adjourn. The motion was seconded and carried unanimously. The meeting was adjourned at 12:25 pm.


Edith Baalitt
, Secretary


Dan Marshall, Chairman

STRATEGIC PLAN IMPLEMENTATION COMMISSION

January 16, 2014

11:30 A.M.

Council Chambers
105 E. Center St.
Sikeston, MO 63801

I. MEETING CALLED TO ORDER

A meeting of the Strategic Plan Implementation Commission was called to order at 11:40 a.m. by Councilman Posegate.

II. RECORD OF ATTENDANCE

Members Attending: Geoff Posegate, Rick Lovall, Michael Harris, Bob Depro and Jon Gilmore. Jesse Bonner and Jerry Pullen were absent.

Staff Attending: City Manager JD Douglass, Public Works Director Jay Lancaster, Governmental Services Director Linda Lowes and Administrative Assistant Rhonda Council.

III. APPROVAL OF MINUTES

Minutes from September 3, October 17, October 24, November 21 and December 19 were presented for approval.

IV. ITEMS OF BUSINESS

- A. Material from Tim Merideth regarding Benefits of Home Ownership was presented to the group to review by Posegate. A few revisions were made:

1. Remove Caveats page
2. Add a Frequently Asked Questions page
3. Add utilities information
4. Information regarding the Consumer Finance Protection Bureau
5. Indicate how saving on gas, rent and utilities can save money

Need to decide who will be helping Tim Merideth and Fay Walberg on this project.

- B. Lovall indicated that the Executive Academy has joined with Chamber Leadership to form "Vision Sikeston". They are currently in the process of getting their list of candidates together. The first session is scheduled to start the 3rd Thursday in March. Dues to join are \$400 and there will be 6 sessions to attend. A graduation banquet will be held in September.
- C. Jonathan "J.D." Douglass, new City Manager for Sikeston, was introduced and welcomed to the meeting.

- D. After a brief discussion, it was decided that the Strategic Plan will still meet on the 3rd Thursday of each month but will change the time from 11:30 to 11:00 a.m.

V. OTHER ITEMS OF BUSINESS

- Jesse Bonner has asked to resign from the Strategic Plan Commission due to other obligations. Council will be asked to make a replacement for this position at their meeting on January 27th.
- Douglass pointed out to the group that houses for sale in Sikeston are not listed on any of the national websites. This makes it hard to know what homes are on the market for people who are not from this area.
- Harris indicated that Lisa Lane of BRI would like to be on the agenda for next month.

VI. ADJOURNMENT

There being no further business to come before the Commission, a motion was made to adjourn. The motion was second and the meeting was adjourned at 12:30 p.m.

Respectfully Submitted,

Geoff Posegate, Chairman



TOURISM ADVISORY BOARD MINUTES

MEETING OF TUESDAY, FEBRUARY 25, 2014

The Sikeston Convention & Visitors Bureau Tourism Advisory Board Meeting convened at 4:00 PM, Tuesday, February 25, 2014 in the CD Matthews Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: Board members John Tarter, Rick Justice, Charlie Ziegenhorn, Tess Marshall, and David Carnell; Ex-officio members Jiggs Moore and Lynn Lancaster; guest City Manager Jonathan Douglass, and CVB Director Linda Lowes. Those absent were Kathy Teachout, and ex-officio members Susie Lawrence, Audrey Hileman and Kyla Evans.

APPROVAL OF MINUTES:

Bob Depro made the motion to accept the minutes of October 22, 2013 and January 28, 2014 as presented. Rick Justice provided the second. The minutes were approved by a voice vote of the members present.

TOURISM FUND INCOME AND EXPENSE BRIEFING:

Members received with the CVB's income and expense report for the period ending February 12, 2014. Tax revenues collected are 3.2% over those received this time last year. Revenues for the period exceed expenditures by \$409.13.

OPERATIONS REPORT:

A. FY-14 Marketing Program:

1. FY-14 Group Tour Campaign: Three bus tours were booked and completed in the fall of 2013. One return vendor has scheduled a tour for October 2014.
2. Sikeston Travelgram: Publication of the Travelgram will resume in March.
3. Search Engine Marketing Program: Results from January 2013 and January 2014 were presented. 2014 reflects an increase in activity with a click-through-rate of 5.23%.
4. VisitSikeston.Com Analytics: January 2014 visits totaled 605 (2013 – 26), time-on-site and the number of page visits increased in 2014. A point of origin analysis reflects more in-state activity in 2014 than in 2013. In regard to the method of accessing the CVB site, 341 users used desktops, 208 used mobile devices and 56 used tablets.
5. Toll Free Calling Analysis: There was no significant different in the number of 888 calls received in January 2013 and 2014. It should be noted a greater percentage of calls were received from locations out of the CVB's in-state and primary markets in 2014.
6. FY-14 Fall Advertising Campaign: All fall promotions have been completed. Madden Fall Insert response was the greatest it's been in 3 years, with a total lead count of 6,028. 13% were in-state leads, and 65% were target market leads. CPI=\$.44. The Midwest Traveler lead count was 202 with 100% being in the CVB's target market. CPI = \$11.93.

7. FY-14 Spring Advertising Campaign: The St. Louis Magazine Spring Travel Guide edition has launched. The Midwest Traveler and Madden VacationFun.com Sweepstakes will drop next week. The Madden Spring Insert will drop in April and St. Louis Magazine Summer Getaways Edition will be released in late May.

8. Fulfillment: All print pieces have been printed and distributed. The 2014 I-Brochure is live and the mobile application has completed its first proof-reading.

B. FY-15 Marketing Program:

Lowes reported research is being completed for participation in the FY-15 Promote Missouri Fund Program. Rate cards and editorial schedules have been requested from Missouri Life, St. Louis Magazine, Midwest Living, Show-Me Missouri, Madden Media fall/spring inserts and Travel Advertising Group spring inserts.

Other items:

Rick Justice provided an update on the Battle of Sand Ridge to be held March 8 and 9. Charlie Ziegenhorn reported three bands have been confirmed for performance at the April 26 JC Crawfish Boil & Music Festival. Discussions were held on the proposed Keith Collins Band Stand in American Legion Park and amphitheater.

There being no other business, a motion to adjourn was made by David Carnell. Tess Marshall provided the second, and the meeting was adjourned.

Approved and accepted this date:

Chairman

Date

Council Letter

Date of Meeting: 14-3-10

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: 2nd Reading, Bill #5950, Rezoning from R-6, Planned Manufactured Housing District to R-2, Single Family Residential District, the following described real estate to-wit: All of Lots Numbered 1 - 23 of Block Numbered 6 and all of Lots Numbered 22 - 43 of Block Numbered 5 in Felker - Sharp Addition to the City of Sikeston, Scott County, Missouri; and which are all lots abutting Harry Avenue, Sikeston, Missouri.

Attachment(s):

1. Bill #5950
2. Map

Action Options:

1. Approve the rezoning from R-6, Planned Manufactured Housing District to R-2, Single Family Residential District, the following described real estate to-wit: All of Lots Numbered 1 - 23 of Block Numbered 6 and all of Lots Numbered 22 - 43 of Block Numbered 5 in Felker - Sharp Addition to the City of Sikeston, Scott County, Missouri; and which are all lots abutting Harry Avenue, Sikeston, Missouri.
2. Other action Council may deem appropriate

Background:

The Planning & Zoning Commission met on February 11, 2014 and voted to approve the rezoning from R-6, Planned Manufactured Housing District to R-2, Single Family Residential District, the following described real estate to-wit: All of Lots Numbered 1 - 23 of Block Numbered 6 and all of Lots Numbered 22 - 43 of Block Numbered 5 in Felker - Sharp Addition to the City of Sikeston, Scott County, Missouri; and which are all lots abutting Harry Avenue, Sikeston, Missouri.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5950 PROVIDING FOR THE REZONING FROM R-6, PLANNED MANUFACTURED HOUSING DISTRICT TO R-2, SINGLE FAMILY RESIDENTIAL DISTRICT, THE FOLLOWING DESCRIBED REAL ESTATE TO-WIT: ALL OF LOTS NUMBERED 1-23 OF BLOCK NUMBERED 6 AND ALL OF LOTS NUMBERED 22-43 OF BLOCK NUMBERED 5 IN FELKER-SHARP ADDITION TO THE CITY OF SIKESTON, SCOTT COUNTY, MISSOURI; AND WHICH ARE ALL LOTS ABUTTING HARRY AVENUE, SIKESTON, MISSOURI.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI AS FOLLOWS:

SECTION I: This Ordinance shall not be codified in the City Municipal Code.

SECTION II: The Planning & Zoning Commission met on February 11, 2014 and voted to approve the rezoning from R-6, Planned Manufactured Housing District to R-2, Single Family Residential District, the following described real estate to-wit: All of Lots Numbered 1 - 23 of Block Numbered 6 and all of Lots Numbered 22 - 43 of Block Numbered 5 in Felker - Sharp Addition to the City of Sikeston, Scott County, Missouri; and which are all lots abutting Harry Avenue, Sikeston, Missouri.

SECTION III: A plat of said real estate is marked as Exhibit "A" attached hereto and incorporated by reference.

SECTION IV: The above tract of land is hereby rezoned from "R-6" Planned Manufactured Housing District to "R-2" Single Family Residential District.

SECTION V: General Repealer Section: Any other ordinance or parts thereof inconsistent herewith, are hereby repealed.

SECTION VI: Severability: Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION VII: Record of Passage

A. Bill Number 5950 was introduced and read the first time this 24th day of February 2014.

B. Bill Number 5950 was read the second time and discussed this 10th day of March 2014, and was voted as follows:

Depro _____, Harris _____, Pullen _____, Hedrick Absent,

Teachout _____, Burch _____, and Gilmore _____,

thereby being _____, and becoming ordinance 5950.

C. Ordinance 5950 shall be in full force and effect April 10, 2014.

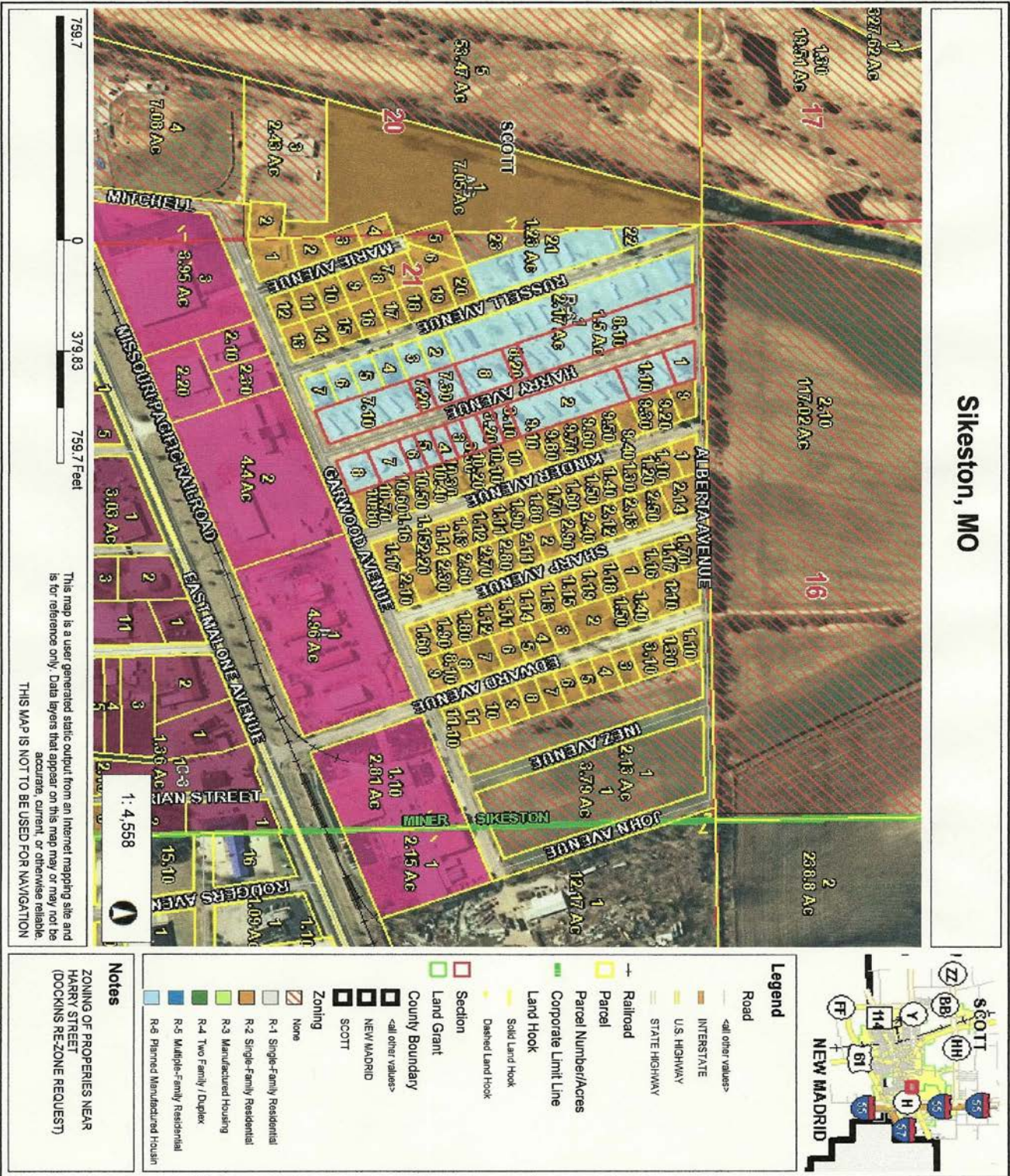
Jerry Pullen, Mayor

Approved as to form
Charles Leible, City Counselor

Seal / Attest:

Carroll Couch, City Clerk

Exhibit "A"



Council Letter

Date of Meeting: 14-3-10

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: 2nd Reading, Bill #5951, Request to Rename Harry Avenue to Dockins Drive

Attachment(s):

1. Bill #5951
2. Map

Action Options:

1. Approve the request to rename Harry Avenue to Dockins Drive.
2. Other action Council may deem appropriate

Background:

The Planning & Zoning Commission met on February 11, 2014 and voted to approve the request to rename Harry Avenue to Dockins Drive.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5951
CHANGING THE NAME OF HARRY AVENUE TO DOCKINS DRIVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIKESTON, MISSOURI
AS FOLLOWS:

SECTION I: This Ordinance shall not be codified in the City Municipal Code.

SECTION II: The Planning & Zoning Commission met on February 11, 2014 and voted
to approve the changing of the name of Harry Avenue to Dockins Drive.

SECTION III: The name of Harry Avenue is hereby changed to Dockins Drive.

SECTION IV. General Repealer Section: Any other ordinance or parts thereof
inconsistent herewith, are hereby repealed.

SECTION V. Severability: Should any part or parts of this ordinance be found or held
to be invalid by any court of competent jurisdiction, the remaining part or parts shall be
severable and shall continue in full force and effect.

SECTION V: Record of Passage:

A. Bill Number 5951 was introduced and read the first time this 24th day of February,
2014.

B. Bill Number 5951 was read the second time and discussed on this 10th day of
March, 2014, and was voted as follows:

Depro _____, Harris _____,

Pullen _____, Hedrick Absent, Teachout _____,

Burch _____, and Gilmore _____

thereby being _____, and becoming Ordinance 5951.

C. Ordinance 5951 shall be in full force and effect April 10, 2014.

JERRY PULLEN, Mayor

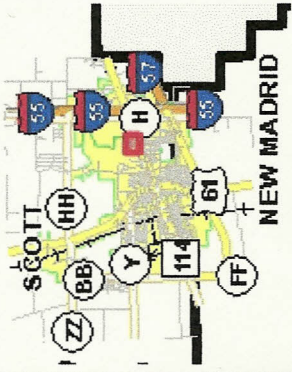
Approved as to Form:

CHARLES LEIBLE, City Counselor

SEAL/ATTEST:

CARROLL COUCH, City Clerk

Sikeston, MO

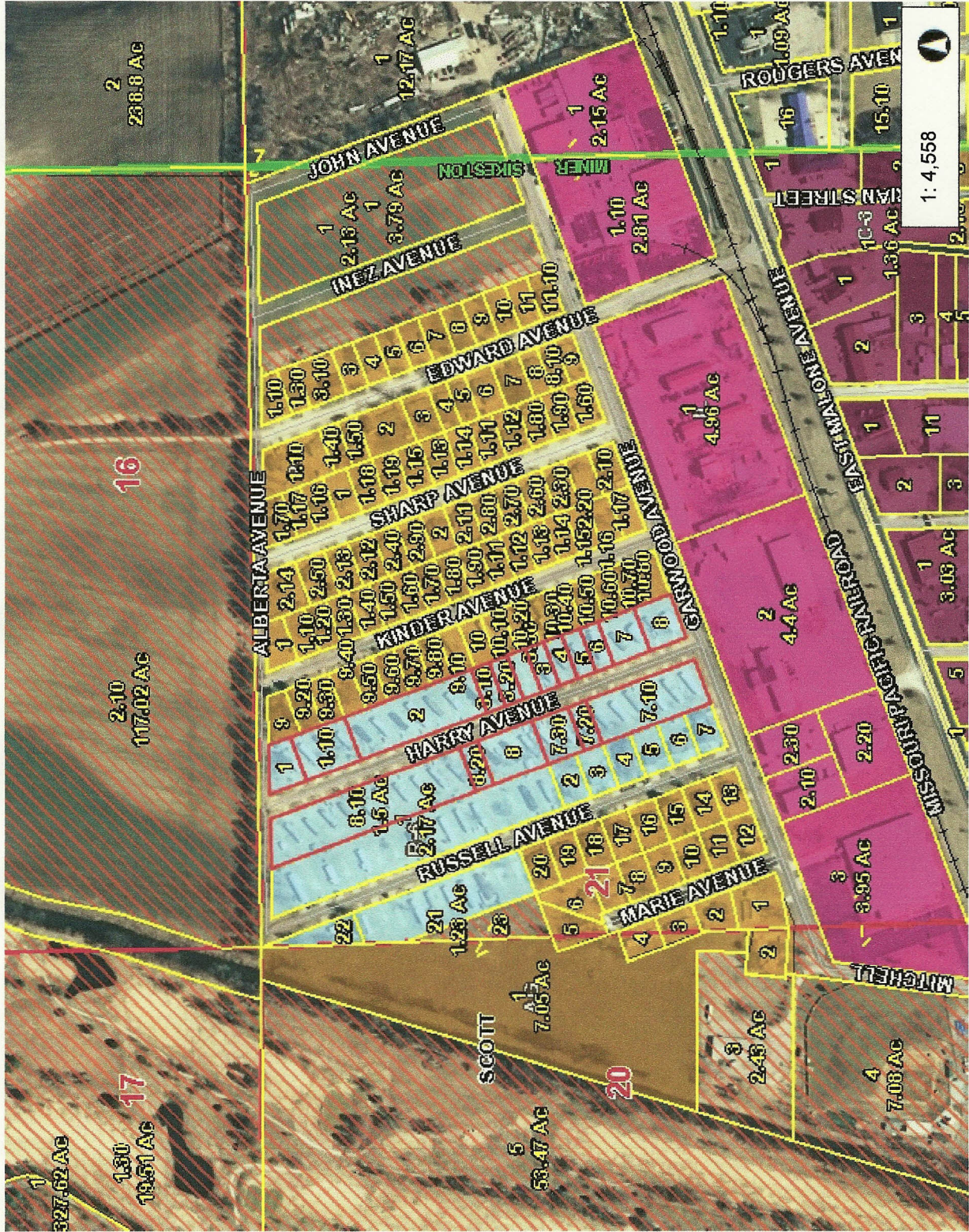


Legend

Road	<all other values>
INTERSTATE	U.S. HIGHWAY
STATE HIGHWAY	Railroad
Parcel	Parcel Number/Acres
Corporate Limit Line	Land Hook
Solid Land Hook	Dashed Land Hook
Section	Land Grant
County Boundary	<all other values>
NEW MADRID	SCOTT
Zoning	None
R-1 Single-Family Residential	R-2 Single-Family Residential
R-3 Manufactured Housing	R-4 Two Family / Duplex
R-5 Multiple-Family Residential	R-6 Planned Manufactured Housing

Notes

ZONING OF PROPERTIES NEAR
HARRY STREET
(DOCKINS RE-ZONE REQUEST)



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

759.7 0 379.83 759.7 Feet

Council Letter

Date of Meeting: 14-03-10

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: Authorization to Enter into an Agreement for Wellness Services

Attachment(s):
City of Sikeston/BMU Wellness Plan

Action Options:

1. Authorize city staff to enter into an agreement with Mitchell Insurance and HealthScope Benefits for wellness services
2. Other action Council may deem appropriate

Background:

Attached for your review is a wellness plan prepared for the City of Sikeston by Mitchell Insurance and HealthScope Benefits. Deke Lape of Mitchell Insurance presented the plan to you at the February 3, 2014 City Council meeting.

Staff is requesting authorization to enter into the agreement as presented for a cost of \$18.25/employee/month. Annual cost will be approximately \$26,000 for all employees to participate. If the benefit is only offered to employees enrolled in our health insurance plan, the cost will be \$23,000.

City of Sikeston/Board of Municipal Utilities Wellness Plan

We appreciate the fact each of our clients is unique, and wellness programs can incorporate any number of components. When it comes to a strategy that fits with corporate culture, employee diversity, and long term goals, one size does not fit all. HealthSCOPE Benefits will work with to design and implement a *customized* Wellness Program that meets your needs. We look forward to the collaboration with the City of Sikeston/Board of Municipal Utilities to promote wellness for your members.

HealthSCOPE Benefits believes in making sure our customers buy what they need to help them best manage their healthcare costs. As a result, we have worked extensively to integrate our Wellness capabilities with those of our customers. We believe a coordinated Wellness strategy, integrated with the medical plan, is essential to managing healthcare costs to create strategies for:

- Risk Identification and Prevention
- Management of Chronic Diseases
- Gaps in Care
- Member Engagement and Education
- Measurable, Quantifiable Results

Three Year Wellness Plan

Year One:

- Have Members Choose Primary Care Physician
- Consider Biometric Screenings Onsite
- Add Diabetes Value Based Benefit
- Add Gaps in Care & Birthday Cards
- Add DataSCOPE Reporting
- Add Medical Weight Management Benefit
- Make Deductibles and Out-of-Pocket not Cross Apply.

Year Two:

- Possibly Add High Risk Disease Management
- Add Biometric Screenings Onsite
- Review Cardiology Value Based Benefit
- Add Incentives for Disease Management, Case Management, Biometrics, Wellness Visit by Increasing Deductible and Using Incentives to "Buy Down" the Deductible or Funding an HRA or HSA

Year Three:

- Add High Risk Disease Management
- Additional Incentives / Sticks Around Biometric Outcomes, Activities & Exercise
- Movement Towards Healthy Rewards Plan Design:

HealthSCOPE now has the capability to design and administer different levels of benefits based on member participation in wellness activities.

Here is an example of how this plan works:

Two distinct levels of benefits

- Standard Plan = Lowest level of benefits (in this plan) and highest out-of-pocket costs (requires no action on your part)
- Preferred Plan = Highest level of benefits (in this plan) and lowest out-of-pocket costs (requires participation in healthy activities)



Healthy Activities may include:

- Completion of a health assessment
- Wellness exam
- Selection of a primary care physician
- Biometric screenings
- Mammograms
- PSAs
- Colonoscopies
- Dental cleanings
- Vision exams
- Participation in disease management and health coaching

Members that complete the required activities (for instance, an online health assessment, biometric screening, and have an annual wellness exam) are eligible for the Preferred Plan, with lower out of pocket amounts. Members who do not complete these activities are only eligible for the Standard Plan.

Flexible Solutions

Some of HealthSCOPE's employer clients require quarterly participation for their members to maintain eligibility in the Preferred Plan. Other clients have annual requirements. HealthSCOPE will partner with you to develop the right mix of activities and the proper time-lines for your population.

Some of HealthSCOPE's clients require participation not only at the employee level, but for all adult dependents. In other words, an employee who completes the required Healthy Activities will stay in the Preferred Plan, while their dependent spouse, who does not complete the required activities will stay in the Standard Plan.

Rather than basing your incentive program on just completing a health assessment, we enable you to engage your members in ongoing Healthy Activities. If you've never considered an incentive program, now is the time.

Our automated solutions make participating in Healthy Activities easy for members, by removing the need for claims forms or self reporting. Not only convenient for members, this enables you to select those incentives with the highest Return on Investment. HealthSCOPE's solutions are fully integrated with our client's medical, dental, vision, and/or EAP administrators. We offer the flexibility to design a customized program for your specific needs, powered by our experienced team and industry leading technology.

Briefing:
Authorization to
Release RFP for
Commercial Mowing
of LCRA Lots and
Specific Non City-Owned
Properties

Briefing:
Proposed Improvements
to American Legion
Park

Council Letter

Date of Meeting 14-03-10

Originating Department: Public Works

To the Mayor and City Council:

Subject: Bid Award 14-17

Attachments:

1. Bid Tabulation sheet for 14-17 w/ staff recommendations highlighted.

Action Options:

1. Award contractual mowing services as recommended by staff.
2. Other action the City Council deems appropriate.

Background:

Staff opened bids for contractual mowing services on Wednesday, February 19 for the 2014-2015 contract period. Eight mowing contractors responded, one of which had an invalid bid. A bid tabulation sheet with the results is attached. A bid review committee of Jiggs Moore, Chris Hart, and Brian Dial evaluated the bids. Staff's recommendations for the bid awards are highlighted on the bid tab sheet as follows. Amounts shown are per mowing prices.

Cox Lawn Care – Legion Park, \$40; Allen Blvd. median, \$115; Davis Blvd., \$115; Malone Ave. Right-of-Way, \$449; Tanglewood Blvd., \$59.

Custom Bush-Hogging – Clayton Park, \$70; Mary Lou Montgomery Park, \$80; R.S. Matthews, \$200; Lincoln Park, \$180; Malone Park, \$85.

S & K Lawn Care – North End Park, \$30; Veterans' Park, \$100.

Twin Cedars Tree Service – Armory Park, \$19; Central Park, \$47.50; Roberta Rowe Park, \$190; Retention Basins, \$394.25; Rose Parkway, \$123.50; Broadway median, \$68.40.

Walters Lawn Care – City Cemetery, \$525; Rotary Park, \$195; Dudley Park, \$105; Plantation Blvd., \$125.

As recommended, the 22 contracts total \$59,681.70 per mowing season or \$119,363.40 for the term of the 2-year contract. This is a decrease of \$4,200.30 per mowing season or \$8,400.60 for the term of the contract over the 2012 contract.

In addition, we requested bids from the vendors for an “emergency mowing” quote – an hourly rate to mow derelict properties on which Code Enforcement has received complaints with a response time of two business days. **S & K Lawn Care** bid \$30 per hour and will be first on the call list. We also received bids of \$30 per hour from Walters Lawn Care and \$35 per hour from Custom Bush Hogging which will be second and third on the call list, respectively.

	City Cemetery	Armory Park	Central Park	Dudley Park	Rotary Park	Clayton Park	Roberta Rowe Park	Legion Park	Malone Park	North End Park	Mary Lou Montgomery Park	Veterans' Park	R.S. Matthews Park	Malone Ave. ROW	Rose Parkway Blvd ROW	Retention Basins	Tanglewood Blvd. Median	Plantation Blvd Median	Allen Blvd Median	Davis Blvd Median	Broadway Median	Lincoln Memorial Park	Emergency Mowing
S & K Lawn Care	No Bid	\$30	\$62	\$120	\$200	\$85	No Bid	No Bid	\$90	\$30	\$85	\$100	\$210	No Bid	\$140	\$435	\$80	\$132	\$120	\$120	\$100	\$190	\$30/hr
Cox Lawn Service	\$545	\$50	\$100	\$165	\$220	\$135	\$235	\$40	\$92	\$30	\$150	\$195	\$230	\$449	\$145	\$420	\$59	\$124	\$115	\$115	\$110	\$220	\$85/hr
DW Lawn Care	No Bid	\$45	\$90	\$135	\$270	\$135	No Bid	\$45	\$75	\$45	\$110	\$100	\$200	\$800	\$120	\$600	\$150	\$250	No Bid	\$90	\$150	No Bid	\$45/hr
Walters Lawn Care	\$525	No Bid	No Bid	\$105	\$195	\$75	\$200	No Bid	No Bid	No Bid	\$80	No Bid	\$195	No Bid	\$125	\$425	No Bid	\$125	\$115	\$115	\$80	No Bid	\$30/hr
Landscape Solutions	No Bid	\$30	\$65	\$120	\$200	\$85	\$250	\$40	\$100	\$35	\$90	\$95	\$220	No Bid	\$135	No Bid	\$80	\$135	\$125	\$120	\$90	\$200	\$50/hr
Twin Cedars Tree Service	\$403.75	\$19	\$47.50	\$99.75	\$169.10	\$66.50	\$190	\$36.10	\$84.55	\$26.60	\$74.10	\$142.50	\$178.60	\$520	\$123.50	\$354.25	\$58.90	\$121.60	\$104.50	\$109.25	\$68.40	\$163.40	\$42.25/hr
Custom Bush Hogging	\$550	\$25	\$60	\$120	\$220	\$70	\$235	\$45	\$85	\$30	\$80	\$100	\$200	\$450	\$165	\$425	\$85	\$145	\$175	\$175	\$110	\$180	\$35/hr

CHAIRMAN: JIGGS MOORE VERIFIER: CHRIS HART RECORDER: ANGIE KELLER

Council Letter

Date of Meeting: 14-03-10

Originating Department: Administrative Services

To the Mayor and City Council:

Subject: Authorization to Accept Proposals for the City's Bank Depository

Attachment(s):
None

Action Options:

1. Authorize city staff to proceed with bids for bank depository services
2. Other action Council may deem appropriate

Background:

The current contract for bank depository services is with Southern Bank. It will expire June 30, 2014. Staff is requesting permission to begin the bid process for the period beginning July 1, 2014.

Council Letter

Date of Meeting: 14-03-10

Originating Department: City Manager's Office

To the Mayor and City Council:

Subject: City Council Goal Setting Retreat

Attachment(s):

1. None

Action Options:

1. Set Date and Approve Consultant Selection for Council Goal Setting Retreat
2. Authorize Staff to Secure a Location for the Retreat
3. Other Action Council May Deem Necessary

Background:

The City Manager has previously recommended that the City Council participate in a professionally facilitated goal setting retreat. The end result of the exercise would be a set of officially adopted goals and objectives that the City Council would like to accomplish, which would help city staff align our work with Council priorities. A goal setting retreat would also allow the Council to have wide ranging discussions on city issues not limited to the action items on a typical City Council Meeting agenda. The City Council and senior city staff including department heads would be invited to the retreat.

Based on prior discussions with the City Council, staff recommends a one-day retreat held on a Saturday after the upcoming Council election and after the budget adoption process, which is time intensive for both staff and Council. After speaking with Council members and candidates about their schedules, staff recommends holding the retreat on Saturday, July 12.

Staff issued a Request for Proposals (RFP) for consultant services for a goal setting facilitator. We received responses from Michelle Terrell (Sikeston), James Caldwell (Cape Girardeau), and Novak Consulting (Cincinnati). Staff recommends selection of Novak Consulting due to their extensive experience facilitating goal setting and strategic planning with local governments. A one day retreat facilitated by Michelle Ferguson at Novak Consulting would cost \$3,500 plus expenses (primarily airfare, hotel, and some materials).

Memorandum

To: Mayor & City Council Members
From: Jonathan "J.D." Douglass, City Manager
Date: 02/27/14
Re: City Manager's Report for 03/03/14 Council Meeting

Transportation Planning Meeting, March 17

The Bootheel Regional Planning Commission will be holding a public meeting in the Sikeston City Council Chambers on Monday, March 17 at 6:00 p.m. The purpose of the meeting is to gather public input on transportation needs and projects in the region that could potentially be funded by a MODOT sales tax.

Cell Tower Easement RFP Issued

The city has issued a Request for Proposals (RFP) for the purchase, lease or sublease of an easement for the cell tower located on city property adjacent to Fire Station 1 on N West Street. Responses to the RFP are due April 10, after which city staff will analyze the responses and then present them to the City Council for consideration. The RFP was sent directly to parties who have previously expressed interest, and is also posted on the city's website and a notice will be published in the Sikeston Standard Democrat.

CITY OF SIKESTON
Public Works / Street Division

Man hour report

Date: 1/27/2014

Through:

2/23/2014

	Job Description	Prior Year	Prior Month	Current Monthly	Year to Date	Overtime
	Street Repairs					0
101	Asphalt Street Repair	2	19	137	156	0
102	Concrete Street Repair	0	0	76	76	0
103	Boxblading Street	0	0	0	0	0
104	Sidewalk Replacement	0	0	0	0	0
105	Boxblading Street	0	0	0	0	0
106	Pavement Markings	0	0	0	0	0
107	Alley Maintenance/Trim	5	4	47.5	51.5	0
108	Hauling & Placing Chat	159	0	0	0	0
109	Sign Maintenance	103	115	231.5	346.5	2
110	Downtown Maintenance	2	0	10	10	0
111	Right of Way Mowing	0	0	0	0	0
	Storm water Management					
112	Snow Removal	20	49	123	172	106
113	Leaf Machine	0	32	0	32	0
114	Ditch-basin Mowing/Inspection	0	80	24	104	0
115	Storm Sewer Maintenance	4	81.5	32	113.5	0
116	GIS mapping	22	0	0	0	0
117	Line & Inlet Repair	0	76	4	80	0
118	Grate Cleaning	171	119.5	40	159.5	0
119	Street Sweeping	0	79	52	131	0
120	Special Projects(CommunityCleanUp)	0	0	0	0	0
121	Compost Operation	8	59	94	153	1
	Projects for other Departments					
122	a. Parks	185	0	0	0	0
123	b. Garage	108.5	0	0	0	0
124	c. Planning	0	0	0	0	5
125	d. Animal Shelter	6	0	0	0	0
126	e. Airport	2	14	2	16	0
127	f. Public Safety	0	0	0	0	0
128	g. City Hall	2	6	2	8	0
129	Building Maintenance	131	54	0	54	0
130	Grave Digging	14	0	0	0	0
131	Mow Lots	27	0	0	0	0
132	Mosquito Control	0	0	0	0	0
133	Tree & Stump Removal	0	0	0	0	0
134	Miscellaneous	29.5	158	152.5	310.5	4
135	community service	16	160	170	330	0
		0	0	0	0	0

Total Manhours	<u>1197.5</u>	Manhours Available	<u>1290</u>	Total Overtime	<u>118</u>
Sick	<u>25</u>	Vacation	<u>10</u>	Personal	<u>1.5</u>
Suspension	<u>0</u>	Work Comp	<u>0</u>	Funeral	<u>0</u>
Holiday	<u>56</u>				

**PUBLIC WORKS PLANNING/CODE ENFORCEMENT DIVISION
ACTIVITY SUMMARY
FOR THE MONTH ENDING JANUARY 31, 2014**

(Activity reported on calendar year basis)

BUILDING PERMITS ISSUED	<u>NUMBER OF PERMITS ISSUED</u>	<u>FEES COLLECTED</u>	<u>COST OF CONSTRUCTION</u>
A. RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-to-date	0	\$ -	\$ -
B. DUPLEX RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-do-date	0	\$ -	\$ -
C. MULTI-FAMILY RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-to-date	0	\$ -	\$ -
D. RESIDENTIAL ALTERATIONS (Additions, out-buildings)			
Current Month	3	\$ 254.00	\$ 23,000.00
Prior Month	1	\$ 92.00	\$ 45,000.00
2014 Year-to-date	3	\$ 254.00	\$ 23,000.00
E. COMMERCIAL			
Current Month	1	\$ 1,020.50	\$ 923,150.00
Prior Month	2	\$ 509.00	\$ 236,100.00
2014 Year-to-date	1	\$ 1,020.50	\$ 1,020.50

INSPECTIONS	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
A. BUILDING (new construction)			
1. Footing/under slab	6	5	5
2. Gas/sewer	12	8	8
3. Open wall	6	4	4
4. Final	5	4	4
B. BUILDING (renovation)			
1. Structure	6	8	8
2. Electrical	13	11	11
3. Plumbing	6	9	9

INSPECTIONS, Continued

	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
C. STORM WATER MANAGEMENT			
1. Public Education	2	2	2
2. Const. Phase Plan Review	2	9	9
3. Const. Site Runoff Control	11	1	1
a. Construction Site Inspection	4	2	2
b. Sediment Control	6	0	0
c. Proper Ingress/Egress	1	3	3
d. Debris on road	0	0	0
e. Const. Mat. Solid Waste	0	2	2
4. Debris in Gutter Line	0	0	0
5. Ditch Basin Inspection	0	0	0
D. Business License Application Inspection	4	9	9
E. Mobile Home Set Up	0	0	0
F. Code Compliance			
1. Owner Request	19	19	19
G. Rental Ordinance Inspections			
1. Exterior/Drive By	10	59	59
2. Interior	0	0	0

CONDEMNATIONS

A. Number Identified			
1. Residential	1	2	2
2. Commercial	0	1	1
B. Resolved			
1. Repaired	0	1	1
2. Removed	1	1	1
C. Pending			
1. Permit Issued	0	8	8
2. Investigating	0	0	0

PUBLIC NUISANCES

A. Tall weeds/grass			
1. 1st Offenders	0	0	0
2. Repeat Offenders	0	0	0
3. Violations Abated	0	0	0
4. Court Action	0	0	0

PUBLIC NUISANCES, Continued	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
B. Junk & Trash			
1. 1st Offenders	2	5	5
2. Repeat Offenders	0	1	1
3. Violations Abated	1	4	4
4. Court Action	1	3	3
C. Derelict Vehicles			
1. Total Identified	1	6	6
2. Violations Abated	0	5	5
3. Court Action	1	3	3
D. Exterior Maintenance Violations			
1. Residential	3	12	12
2. Commercial	0	0	0
3. Number Abated	1	9	9
E. Other Court Action			
1. Failure to submit application for tenancy	1	1	1
2. Failure to register Rental Property	0	0	0
3. Other Municipal Court Action	0	5	5
OTHER			
A. Animal Control Assistance	93	67	67
B. Animal Control Hours	87	66	66

PUBLIC WORKS PLANNING/CODE ENFORCEMENT DIVISION
ACTIVITY SUMMARY
FOR THE MONTH ENDING FEBRUARY 28, 2014

(Activity reported on calendar year basis)

BUILDING PERMITS ISSUED	<u>NUMBER OF PERMITS ISSUED</u>	<u>FEES COLLECTED</u>	<u>COST OF CONSTRUCTION</u>
A. RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-to-date	0	\$ -	\$ -
B. DUPLEX RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-do-date	0	\$ -	\$ -
C. MULTI-FAMILY RESIDENTIAL			
Current Month	0	\$ -	\$ -
Prior Month	0	\$ -	\$ -
2014 Year-to-date	0	\$ -	\$ -
D. RESIDENTIAL ALTERATIONS (Additions, out-buildings)			
Current Month	6	\$ 386.00	\$ 56,800.00
Prior Month	3	\$ 254.00	\$ 23,000.00
2014 Year-to-date	9	\$ 640.00	\$ 79,800.00
E. COMMERCIAL			
Current Month	0	\$ -	\$ -
Prior Month	1	\$ 1,020.50	\$ 923,150.00
2014 Year-to-date	1	\$ 1,020.50	\$ 923,150.00
F. COMMERCIAL ADD/RENOVATE			
Current Month	1	\$ 395.50	\$ 400,000.00
Prior Month	-	\$ -	\$ -
2014 Year-to-date	1	\$ 395.50	\$ 400,000.00

INSPECTIONS	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
1. Footing/under slab	5	9	14
2. Gas/sewer	8	12	20
3. Open wall	4	4	8
4. Final	4	5	9
B. BUILDING (renovation)			
1. Structure	8	10	18
2. Electrical	11	15	26
3. Plumbing	9	5	14

INSPECTIONS, Continued

	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
C. STORM WATER MANAGEMENT			
1. Public Education	2	0	2
2. Const. Phase Plan Review	9	7	16
3. Const. Site Runoff Control	1	2	3
a. Construction Site Inspection	2	1	3
b. Sediment Control	0	1	1
c. Proper Ingress/Egress	3	1	4
d. Debris on road	0	0	0
e. Const. Mat. Solid Waste	2	1	3
4. Debris in Gutter Line	0	0	0
5. Ditch Basin Inspection	0	0	0
D. Business License Application Inspection	9	8	17
E. Mobile Home Set Up	0	0	0
F. Code Compliance			
1. Owner Request	19	10	29
G. Rental Ordinance Inspections			
1. Exterior/Drive By	59	56	115
2. Interior	0	2	2

CONDEMNATIONS

A. Number Identified			
1. Residential	2	1	3
2. Commercial	1	0	1
B. Resolved			
1. Repaired	1	0	1
2. Removed	1	5	6
C. Pending			
1. Permit Issued	8	5	13
2. Investigating	0	2	2

PUBLIC NUISANCES

A. Tall weeds/grass			
1. 1st Offenders	0	0	0
2. Repeat Offenders	0	0	0
3. Violations Abated	0	0	0
4. Court Action	0	0	0

PUBLIC NUISANCES, Continued

	<u>Prior Month</u>	<u>Current Month</u>	<u>Current YTD</u>
B. Junk & Trash			
1. 1st Offenders	5	1	6
2. Repeat Offenders	1	0	1
3. Violations Abated	4	1	5
4. Court Action	3	0	3
C. Derelict Vehicles			
1. Total Identified	6	0	6
2. Violations Abated	5	0	5
3. Court Action	3	0	3
D. Exterior Maintenance Violations			
1. Residential	12	1	13
2. Commercial	0	0	0
3. Number Abated	9	1	10
E. Other Court Action			
1. Failure to submit application for tenancy	1	0	1
2. Failure to register Rental Property	0	0	0
3. Other Municipal Court Action	5	0	5
OTHER			
A. Animal Control Assistance	67	103	170
B. Animal Control Hours	66	107	173

MUNICIPAL DIVISION REPORTING FORM

I. COURT INFORMATION

Reporting Month/Year [January, 2014]

Prepared by [PAT COX] Telephone Number ([573]) [475-3705]
Municipality [SIKESTON] County [SCOTT COUNTY] Circuit [33RD]
Court Location Code [MU5B] Number of Court Staff [3.00]

II. MONTHLY CASELOAD INFORMATION

	A/D Traffic	Other	Non-Traffic
A. Cases pending - 1st Month	[113]	[1,215]	[3,012]
B. Cases filed	[1]	[77]	[121]
C. Cases Disposed			
1. Jury Trial	[0]	[0]	[0]
2. Court/Bench Trial -Guilty	[0]	[1]	[0]
3. Court/Bench Trial -Not Guilty	[0]	[0]	[0]
4. Plea of Guilty in Court	[0]	[7]	[5]
5. BF and Viol. Bureau Citations	[1]	[66]	[89]
6. Dismissed by Court	[0]	[7]	[7]
7. Nolle Prosequi	[0]	[1]	[5]
8. Certified for Jury Trial	[0]	[0]	[0]
9. TOTAL CASE DISPOSITIONS	[1]	[82]	[106]
D. Cases pending - End of Month	[113]	[1,210]	[3,027]
E. Trial de Novo - Appeal filed	[0]	[0]	[0]

III. WARRANT INFORMATION

IV. PARKING TICKETS

1. Total Issued	[63]	Issued [1]
2. Total Outstanding EOM	[393]	[] No parking tickets

V. NET REVENUE COLLECTED

Fines	[\$ 12,293.33]	Revenue Parking	[\$ 0.00]
Clerk/Court Fee (Costs)	[\$ 1,501.28]	Bond Forf	[\$ 500.00]
Peace Officer (POST)	[\$ 312.04]	TOTAL REVENUE	[\$ 19,647.29]
Crime Victims Comp (CVC)	[\$ 779.94]	-----	
Law Enf Training (LET)	[\$ 0.00]	VI. OTHER COLLECTIONS	
Domestic Viol Shelter	[\$ 208.01]		
Inmate Sec Fund	[\$ 208.02]	Jud Ed Fund	[\$ 0.00]
Restitution	[\$ 3,844.67]	[X] No JEF collection	
Other: _____	[\$ 0.00]		

Revised Jan 2005



CVB Operations Report For the Period Ending January 31, 2014

A. FY-14 Marketing Program.

1. Group Tour Marketing Operations – all tours completed; one return tour booked for October 2014.
2. Sikeston Travelgram, E-Newsletter will resume March 1, 2014.

3. Search Engine Marketing Program Results:

Search Engine Marketing Results			
Period	Clicks	Impressions	Click thru Rate
January 2013	831	22,079	2.91%
January 2014	948	18,113	5.23%

Industry standard: 2.92%

CVB Top Performing Adword (by impression): Dining, Attractions, Shopping

(AdWords are purchased from Google, and provides the CVB with preferred search result placement)

CVB Top Performing Keywords: Sikeston Attractions; Lamberts Restaurant

(A keyword is any word or short phrase that describes a website topic or page. The more a keyword is used by searchers and websites the more attraction power it has. Keywords are found in metadata and are used by search engine spiders to locate websites.)

4. VisitSikeston.Com Analytics per Google Analytics:

www.VisitSikeston.Com Monthly Activity					
Period	Total Visits	Pages/Visit	Avg. Duration	Bounce Rate	New Visits
January 2013	26	1.04	00.00.01	96.15%	84.6%
January 2014	605	2.29	00.01.28	49.89%	84.3%

www.Visit Sikeston.Com - Geographic Origination Points	
January 2013	January 2014
Cape Girardeau, MO - 3 (11.54%)	Afton, MO - 42 (19.09%)
St. Louis, MO - 3 (11.54%)	Sikeston, MO - 36 (16.36%)
Pelotas, Brazil - 2 (7.69%)	St. Louis, MO - 36 (16.36%)
St. Peters. MO - 2 (7.69%)	Cape Girardeau, MO - 22 (10.00%)
Rio de Janeiro, Brazil - 2 (7.69%)	Jackson, MO - 6 (2.73%)

www.VisitSikeston.Com - Access Device			
Period	Desktop	Mobile	Tablet
January 2013	15	10	1
January 2014	341	208	56

5. Toll-Free calling results:

FY-14 1-800 Call Statistics						
Period ending	Total Calls	In-State Market	Primary Market	Secondary Market	Collateral Market	Other
January 2013	96	61 – 64%	23 – 24%	3 – 3%	0	9 – 9%
January 2014	97	47 – 48%	20 – 20%	4 – 4%	0	26-27%

6. FY-14 Advertising, update:

Lead Analysis – Fall 2013 Campaign				
Publication	Leads Y-T-D	% In-State	% in Target Market	CPI
Madden Fall Insert	6,028	13%	65%	\$.44
Midwest Traveler, Fall	202	82%	100%	\$11.93

Overview - Spring 2014 Campaign		
Publication	Drop Date	Market/Circulation
St. Louis Magazine, March*	February 25, 2014 Spring Travel Guide	St. Louis Metro, 50,000
Midwest Traveler, Spring	February 2014	MO, IL, IN, 560,000
Madden VacationFun.Sweepstakes*	February 2014	Internet
Travelerfun.com, Spring	March 4, 2014	Great Plains, Great Lakes & South Central, 1.2 Million
Madden Spring Insert	April 6, 2014	Midwest, 1.2 Million
St. Louis Magazine, June*	May 27, 2014 Summer Getaways Edition	St. Louis Metro, 50,000

7. Fulfillment:

- Reprint, Historic Homes Brochure completed and distributed
- Visitors Guide completed and distributed
- 2014 Calendar of Events, printed and being distributed
- 2014 I-Brochure, completed and on-line
- 2014 Mobile App (I-Brochure), 1st Proof processed

B. FY-15 Marketing Program:

- Promote Missouri Fund Program effective July 1, 2014.
- Marketing Matching Funds: Scott County total funding - \$8,000; advertising must be selected from pre-approved media markets.
 1. Approved media market list released in early February; Application due May 1
 2. Staff has contacted the following for rate cards and editorial schedule:

Missouri Life	Midwest Living
St. Louis Magazine	Show Me Missouri
Madden-Media (Inserts)	Travel Advertising Group (Inserts)

March 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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April 2014

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May 2014

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