



City of Sikeston

TENTATIVE AGENDA

REORGANIZATIONAL MEETING  
SIKESTON CITY HALL  
Wednesday, April 15, 2015  
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. COUNCIL REORGANIZATION
  - A. Presentation & Acceptance of Verification Board for Election of Mayor, Ward 2 and Ward 3 Council Representatives
  - B. Oath of Office Ceremony –Mayor, Ward 2 and Ward 3 Council Representatives

*Presentations:*

Mayor & Out-Going Council Members

- C. Nomination and Election of Mayor Pro Tem
- D. Oath of Office Ceremony of Mayor Pro Tem

*Executive Session*

Personnel (RSMo 6.10.021(3))

*Business Session, re-convened*

- E. Appointment of At-Large Council Representative
- F. Oath of Office Ceremony, Interim At-Large Council Representative
- G. Nomination and Election of Council Representatives to Professional Consulting Committee
- H. Nomination and Election of Council Representative to Liquor License Review Board
- I. Nomination and Election of Council Representatives to the Planning and Zoning Commission
- J. Nomination and Election of Council Representatives to the BMU Board of Commissioners
- K. Nomination and Election of Council Representative to DED Executive Board
- L. Nomination and Election of Council Representative to Library Board of Trustees
- M. Nomination and Election of Council Representative to Housing Authority Board of Commissioners
- N. Nomination and Election of Council Representative to LCRA Commission
- O. Nomination and Election of Council Representative to Park Board
- P. Nomination and Election of Council Representatives to Strategic Plan Implementation Commission
- Q. Nomination and Election of Council Representative to DPS Advisory Board
- R. Nomination and Election of Council Representative to Tourism Advisory Board
- S. Nomination and Election of Council Representative to Stormwater Management Board




- T. Nomination and Election of Council Representative to Capital Improvements Plan Committee
- U. Other Items As May Be Determined During the Course of the Meeting

*Council Study Session Convene*

- A. Preliminary Discussion of Budget Issues
- B. Other Items as May Be Determined During the Course of the Meeting

VI. ADJOURNMENT

Dated this 13th day of April 2015.

  
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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.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Administrative Services

Subject: Presentation and Acceptance of Verification Board for election of Mayor, Ward 2 and Ward 2 Council Representatives

To the Mayor and City Council:

Attachments:  
None

Action Options:

1. Accept Verification Board findings
2. Other action as may be deemed appropriate

Background:  
City Clerk Carroll Couch will present the findings from the April 7, 2015 City Council election. Upon Council acceptance, the Mayor, Ward 2 and 3 candidates will be sworn into office.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Nomination and Election of Mayor Pro Tempore

To the Mayor and City Council:

Attachments:  
None

Action Options:

1. Nominate and elect Council representative to serve as Mayor Pro Tempore
2. Other action as may be deemed appropriate

Background:

The City Charter, Section 3.3 – Mayor, directs the Council to elect annually from its members a mayor pro tempore who shall act as mayor during the absence or disability of the mayor. Councilmembers who have served in this position are

2014-2015: Steven Burch  
2013-2014: Maude Harris,  
2012-2013: Mike Bohannon, and  
2011-2012: Kathy Teachout.

Staff requests the nomination and election of a member to serve in this capacity.

# **Council Letter**

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Appointment of Interim At-large Council Representative

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Nominate and elect interim at-large Council representative
2. Other action as may be deemed appropriate

Background:

With At-Large Council Representative Steven Burch being the sole candidate for mayor, his at-large position becomes vacant upon the completion of his oath of office as Mayor.

Sikeston's Charter, Section 3.6(d), states the Council shall fill a Council vacancy with a candidate, possessing all the qualifications for a Council member, by a majority vote of Council's remaining members. This appointee shall hold the position until the next regular municipal election unless such period exceeds one (1) year.

Staff is requesting the appointment of an At-Large Council Representative for an interim term ending in April 2016.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Nomination and Election of Professional Consulting Committee

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Nominate and elect three Council members to serve on Professional Consulting Committee.
2. Other action as may be deemed appropriate

Background:

Chapter 140 of the Municipal Code establishes a Professional Consulting Committee consisting of three City Council members that reviews and makes recommendation on the award of all professional services contracts when the fees for these services exceed \$10,000.

Professional services are defined as those services performed by and within the scope of the practice of accountants, architects, engineers, municipal planners, land surveyors, managerial consultants, attorneys and other independent services of like professional nature which may or may not be licensed and regulated by the State.

The following Council members have served in this capacity:

2014-2015: Jon Gilmore, Maude Harris and Bob Depro,  
2013-2014: Jon Gilmore, Maude Harris and Bob Depro,  
2012-2013: Mike Conway, Maude Harris and Tom Hedrick, and  
2011-2012: Mike Conway, Maude Harris and Tom Hedrick

Staff requests the appointment of a Professional Consulting Committee to serve during the 2015-2016 term.



## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Interim Council Appointment to Liquor License Review Board

To the Mayor and City Council:

Attachments:  
None

Action Options:

1. Appointment to fill remaining term of Councilman John Graham,
2. Other action as may be deemed appropriate

Background:

The Liquor License Review Board created by Municipal Code Section 600.089, adopted in July 2014, hears and rules on appeals to the City Manager's suspension or revocation of a City liquor license. Councilman John Graham was appointed to an initial 3-year term in 2014. With the election of Gerald Settles as Ward 2 Councilman, this position is now vacant. Council action is requested to fill the remainder of this term expiring in April 2017.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Selection of Planning & Zoning Commission Representatives

Attachments:  
None

Action Options:

- A. Confirm Mayor's service on Commission or name designee;
- B. Appoint member to serve as Council representative on Commission; or
- C. Other action as may be deemed appropriate

Background:

Municipal Code Chapter 130.1310 establishes an eleven-member Planning & Zoning Commission. This number includes the Mayor or his designee, and one other member of Council. The Planning & Zoning Commission is an advisory body charged with making recommendations on City's physical development, land use, general location of streets, public grounds and utilities. It also makes recommendation to Council on all zoning issues and subdivision development. The Planning & Zoning Commission meets on the first Tuesday of the month at 4 PM.

Council members who have served on the Planning & Zoning Commission are as follows:

2014-2015: Jon Gilmore (Mayor's rep) and Bob Depro  
2013-2014: Jon Gilmore and Bob Depro  
2012-2013: Kathy Teachout and Bob Depro  
2011-2012: Mayor Pullen and Bob Depro.

Staff requests:

1. The Mayor confirm his intention of serving on the Planning & Zoning Commission. If not, Council will appoint a member to serve in his stead on the Commission.
2. Council appoints a representative, from their members, to serve on the Commission.



# **Council Letter**

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Nomination and Election of Ex Officio Representative to the Board of Municipal Utilities Commission

To the Mayor and City Council:

Attachments:  
None

Action Options:

1. Nominate and elect Council representative to serve as ex-officio member of the Board of Municipal Utilities Commission
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.250 establishes an ex officio position on the BMU Board of Commissioners for a City Council representative. This position may be filled by the Mayor, Mayor Pro Tem, any Council Member, or the City Manager. The Commission provides general oversight over BMU operations which include the development, production, purchase and distribution of electricity and water, and operation of the City's sanitary sewer system. The Commission meets at 4:30 PM on the second Tuesday of each month.

Councilmembers who have served in this capacity include:

2014-2015: Jon Gilmore  
2013-2014: Steven Burch  
2012-2013: Mike Conway  
2011-2012: Tom Hedrick

Staff requests action taken on this appointment.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Nomination and Election of DED Executive Board Representatives

Attachments:  
None

Action Options:

- A. Confirmation of Mayor's service on DED Board:
  - 1) If the Mayor wishes to serve on the DED Board, no further action is required; or
  - 2) Mayor names a Council designee to serve in his position.
- B. Confirmation of Mayor Pro Tem's service on DED Board:
  - 1) If Mayor Pro Tem wishes to serve on DED Board, no further action is required; or
  - 2) Mayor Pro Tem names a Council designee to serve in his position.
- C. Nomination and election of Council representative to serve on the DED Board; or
- D. Other action as may be deemed appropriate.

Background:

Municipal Code Section 130.690, as amended, establishes a six-member DED Executive Board consisting of the Mayor, Mayor Pro Tem and a Council person. Other Board members include the BMU Board Chairman, BMU Board Vice Chairman and the Director of Municipal Utilities. This board is charged with promoting the City's economic development, including general oversight of the Sikeston Business, Education and Technology Park.

Prior year Council representatives include:

- 2014-2015: Mayor Pullen, Mayor Pro Tem Burch and Councilman Depro
- 2013-2014: Mayor Pullen, Mayor Pro Tem Harris, and Councilman Gilmore
- 2012-2013: Mayor Pullen, Mayor Pro Tem Bohannon, and Councilman Conway
- 2011-2012: Mayor Pullen, Mayor Pro Tem Teachout, and Councilman Bohannon

Staff requests Council action on these appointments.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Appointment of Council Representative to the Library Board of Trustees

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Appoint ex-officio Council representative to the Library Board of Trustees
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.590 establishes the Sikeston Library Board of Trustees, which consists of nine citizen members. This group is charged with general oversight of all municipal library operations. The Board meets on the first Monday of each month at 4:30 PM.

Council representation on the Board of Trustees follows:

2014-2015: Bob Depro  
2013-2014: Bob Depro  
2012-2013: Bob Depro  
2011-2012: Bob Depro

Staff requests appointment of a Council representative to the Library Board of Trustees.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Sikeston Housing Authority Board

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Council appointment of non-voting representative to the Housing Authority Board of Commissioners
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.550 establishes the Sikeston Housing Authority's 5-member Board of Commissioners who are responsible for the management and operation of the Housing Authority. Council appoints an ex-officio member to attend Commission meetings held at noon on the second Tuesday of each month.

Past Council representation on the Commission follows:

2014-2015: Kathy Teachout,  
2013-2014: Kathy Teachout,  
2012-2013: Kathy Teachout, and  
2011-2012: Kathy Teachout.

Staff requests an appointment for Council's continued ex-officio representation on the Sikeston Housing Authority Board of Commissioners.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Land Clearance Redevelopment Authority Commission

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Make Council appointment of non-voting representative to the LCRA Commission
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.1160 establishes the Land Clearance Redevelopment Authority Commission, which consists of five citizen members charged with redevelopment of areas identified in the City's redevelopment plan. The Commission meets on the third Monday of each month at 11:30 AM.

Council members who have served as an ex-officio representative include:

2014-2015: Bob Depro

2013-2014: Steven Burch

2012-2013: Maude Harris

2011-2012: Mike Bohannon

Staff requests an appointment to the LCRA Commission.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Park Board

To the Mayor and City Council:

Attachments:  
None

Action Options:

1. Council appointment of non-voting representative to the Park Board;
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.500 establishes the Sikeston Park Board whose nine (9) citizen members are charged with the development of short and long range plans for the provision of park and recreational facilities, and making recommendation on policies and procedures associated with park operations and facility use. The Board meets at 5:15 PM on the second Monday of each month at the Clinton Building.

Previously, no Council representative appointment has been made to the Park Board. With Council's new policy of Council representation of each City board and commission, Staff requests an appointment be made to the Sikeston Park Board.

# Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointments to Strategic Plan Implementation Commission

To the Mayor and City Council:

Attachments:  
None

Action Options:

- A. Confirmation of Mayor or his Designee:
  - 1. If Mayor wishes to serve, no further action is needed, or
  - 2. Mayor names designee to fill his position on Commission;
- B. Appointment of 2 members to fill Council positions on Commission;
- C. Other action as may be deemed appropriate

Background:

City Code Section 13.980 establishes the Strategic Plan Implementation Commission's 7-member body, consisting of the Mayor, 2 Council members and 4 citizen appointees. The Commission is charged with promoting the findings and goals of the VISION Strategic Plan; making recommendations to Council on prioritization of municipal projects; providing assistance with implementation of the strategic plan; and communicating the plan's progress to the community. The Commission meets on the third Thursday of each month at 11:30 AM.

Council members who have served on the Commission include:

2014-2015: Mayor Pullen, Bob Depro and John Graham  
2013-2014: Mayor Pullen, Bob Depro and Jon Gilmore,  
2012-2013: Mayor Pullen, Bob Depro and Tom Hedrick, and  
2011-2012: Mayor Pullen, Bob Depro and Tom Hedrick.

Staff requests Council action on these appointments.



## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Public Safety Advisory Board

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Make Council appointment to Public Safety Advisory Board
2. Other action as may be deemed appropriate

Background:

Municipal Code Section 130.800 establishes the Public Safety Advisory Board, consisting of eight citizens, a Council member and the Director of Public Safety (a non-voting member). The Board may recommend to the City Manager such administrative actions and to the City Council such legislative actions as believed necessary to increase the effectiveness of the Public Safety Department. The Board shall recommend such programs as believed necessary to enhance the public cooperation and acceptance of the Public Safety Department. It meets at 6 PM, bi-monthly.

Council members who have served on this board include:

2014-2015: John Graham  
2013-2014: Steven Burch,  
2012-2013: Mike Conway, and  
2011-2012: Mike Conway.

Staff requests a Council appointment to the DPS Advisory Board.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Appointments to Tourism Advisory Board

Attachments:  
None

Action Options:

1. Appoint two Council Representatives to Tourism Advisory Board
2. Other action as may be deemed appropriate

Background:

City Code 130.870 establishes the Tourism Advisory Board. Consisting of seven members, two of which are Council members, it is charged with providing advice and recommendation on tourism marketing. This Board meets on the fourth Tuesday of the month at 4:30 PM.

Council members serving on this board include:

2014-2015: Steven Burch and John Graham  
2013-2014: Bob Depro and Kathy Teachout,  
2012-2013: Mike Bohannon and Kathy Teachout, and  
2011-2012: Maude Harris and Mike Bohannon.

Staff is seeking two Council appointments.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Stormwater Management Board

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Council appointment of representative to the Stormwater Management Board
2. Other action as may be deemed appropriate

Background:

The Stormwater Management Board meets on an as-needed basis to consider actions for municipal compliance with DNR Stormwater Management Regulations and to design/implement on-going public education campaigns. It is composed of a Council representative, members of all City Departments and a representative from the BMU.

Council members who have served on this board include:

2014-2015: John Graham  
2013-2014: Maude Harris (Partial Term)  
2012-2013: Tom Hedrick, and  
2011-2012: Tom Hedrick.

Staff requests an appointment this board.

## Council Letter

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Council Letter: 15-04-15

Originating Department: Department of Governmental Services

Subject: Council Appointment to Capital Improvements Plan Evaluation Committee

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Council appointment to Capital Improvements Plan Evaluation Committee,
2. Other action as may be deemed appropriate

Background:

In December 2014 the City Manager proposed the creation of the Capital Improvements Plan Evaluation Committee. It will consist of the City Manager, all department heads, and a member of City Council. The Committee's purpose is to evaluate and rank capital project submissions. Project rankings will be communicated in the City's Annual Capital Plan (submitted to Council each December). They will also be used to determine capital purchase priorities and future funding requirements.

Staff requests a Council appointment be made to this committee.

# **Preliminary Discussion of Budget Issues**

**Information will be distributed at  
the Council Meeting**