



TENTATIVE AGENDA
REGULAR CITY COUNCIL MEETING
SIKESTON CITY HALL

City of Sikeston

Monday, July 7, 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 City Council Meeting June 2, 2014
 - B. Special City Council Meeting June 9, 2014
 - C. Special City Council Meeting June 30, 2014
- VI. ACCEPTANCE OF BOARD AND COMMISSION MINUTES
 - A. Board of Adjustments April 14, 2014
 - B. Department of Economic Development May 14, 2014
 - C. Housing Authority April 16, 2014
 - D. Housing Authority May 12, 2014
 - E. LCRA April 21, 2014
 - F. Tourism Advisory Board March 25, 2014
 - G. Tourism Advisory Board April 29, 2014
 - H. Tourism Advisory Board May 27, 2014
 - I. Tourism Advisory Board June 24, 2014
- VII. PRESENTATIONS

Employee of the Third Quarter
- VIII. ITEMS OF BUSINESS
 - A. Award Bid , Wakefield Bridge Project
 - B. 1st Reading, Bill #5963, Amending City Traffic Code to Establish No Parking Zones on Ingram Road
 - C. Briefing: Request to Reduce the Speed Limit on Lake Street
 - D. 2nd Reading and Consideration of Bill #5959, Amending City Code 600, Liquor License Violations
 - E. Council Consideration of Appointments to Liquor License Review Board
 - F. Briefing: Cell Tower Lease
 - G. Other Items As May Be Determined During the Course of the Meeting
- IX. COMMUNICATIONS FROM CITY COUNCIL
- X. ADJOURNMENT INTO EXECUTIVE SESSION

Property (RSMo 6.10.021(2))



XI. ADJOURNMENT

Dated this 1st day of July 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
JUNE 2, 2014

The regular Sikeston City Council meeting of June 2, 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, John Graham, Maude Harris, and Kathy Teachout. Councilman Jon Gilmore was absent. Staff in attendance were: City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Public Safety Director Drew Juden, Public Works Director Jay Lancaster, Governmental Services Director Linda Lowes, Network Administrator Dave Warren, Parks Director Jiggs Moore, Chief Building Inspector Collin Cecil, and Street Superintendent Brian Dial.

APPROVAL OF CITY COUNCIL MINUTES

City Council minutes of May 5, May 9, and May 19, 2014 were presented for approval. Councilman Depro moved to approve the minutes as presented. Councilman Harris seconded the motion and the following roll call vote was recorded:

Burch Aye, Depro Aye, Graham 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 Depro moved to approve the minutes as presented. The motion was seconded by Councilman Harris and voted as follows:

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

ITEMS OF BUSINESS

Bill Number 5955, Authorizing Amendment of the FY-14 Budget

Councilman Depro moved for the second reading of Bill Number 5955. The motion was seconded by Councilman Burch and the following vote recorded:

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

Counselor Leible presented the bill for reading.

BILL Number 5955

ORIDINANCE Number 5955

THIS BILL AS ADOPTED SHALL BECOME AN EMERGENCY ORDINANCE NUMBER 5955,
AND SHALL AMEND ORDINANCE NUMBER 5913, THE FY-14 BUDGET.

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

SECTION I: GeneralA. Codification:

1. This ordinance shall not be codified as part of the SIKESTON MUNICIPAL CODE.
2. Ordinance Number 5913 is hereby amended to read as follows:

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,613,123 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services.
- B. Transportation Sales Tax 025: The sum of \$1,644,619 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, to provide financial support for construction, reconstruction, repair and maintenance of streets, street drainage, roads, bridges and equipment necessary for same, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- C. Essex Fund 031: The sum of \$958,387 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- D. Park Fund 040: The sum of \$511,596 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds and available fund balance for the payment of operating and capital expenses designated for public park functions.
- E. Municipal Court Fund 050: The sum of \$310,987 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items and capital improvements.
- F. Tourism Fund 065: The sum of \$67,830 is hereby appropriated out of revenues accruing to the Tourism Tax Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for tourism promotion and marketing functions.
- G. E-911 Fund 070: The sum of \$182,000 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses related to E-911 operations.
- H. Capital Improvement Sales Tax Fund 075: The sum of \$1,318,180 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.

SECTION III: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION IV: 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: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date is prior to the end of FY-14.

SECTION VI: Record of Passage:

A. Bill Number 5955 was introduced to Council and read the first time this 19th day of May 2014.

B. Bill Number 5955 was read the second time this 2nd day of June 2014. Councilman Depro seconded moved to approve Bill Number 5955. The motion was seconded by Councilman Teachout, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed,
becoming Ordinance 5955.

C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5955 and shall be in full force and effect.

Authorization to Proceed with Park Division Change Orders

Councilman Teachout moved to authorize proceeding with change orders to remove the chat on the side of the recently paved walking trail and back fill it with soil and to remove and replace the concrete flume located in the sports complex at the Kennedy and Ingram intersection with piping at an estimated total cost of \$23,000. The motion was seconded by Councilman Depro and the following roll call vote recorded:

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

Bill Number 5956, Approving the FY-15 Budget Ordinance

Councilman Harris moved, second by Councilman Graham, for the first reading of Bill Number 5956. The following vote was recorded:

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

Counselor Leible presented the bill for reading. This bill as adopted shall become emergency Ordinance Number 5956, and shall be referred to as "The FY-2015 Budget" (July 1, 2014 through June 30, 2015), it shall repeal Ordinance 5913, being the "FY-14 Budget" and all amendments thereto, it shall provide for the appropriation of monies and administration of expenditures of monies received by the City of Sikeston in accordance with the ordinance.

Councilman Graham moved to transfer \$20,000 from the LCRA line item to DPS vehicles. The motion was seconded by Councilman Harris, discussed and the following roll call vote recorded:

Burch Nay, Depro Nay, Graham Aye, Harris Aye,
Teachout Nay, and Pullen Nay, thereby being defeated.

Bill Number 5957, Establishing the Employee Compensation Plan and Staffing Levels, and the Administration Thereof for Fiscal Year 2015

Councilman Harris moved, second by Councilman Teachout, for the first reading of Bill Number 5957. The following vote was recorded:

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

Counselor Leible presented the bill for reading. This bill as adopted shall become emergency Ordinance Number 5957 and shall repeal Ordinance Number 5914 being the FY-14 Compensation Plan and Employee Staffing Level Authorization, and all amendments thereto; and shall establish the Employee Compensation Plan and Staffing Levels, and the administration thereof for Fiscal Year 2015 (July 1, 2014 through June 30, 2015).

Briefing: FY-15 Street and Stormwater Management Improvement Program

Director Lancaster briefed Council on his department's development of a 5-year plan to address drainage issues and street repairs.

Briefing, DPS Data Mapping Request

City Manager Douglass briefed the City Council regarding a request from Peggy Grimes to implement a crime mapping program. DPS will be upgrading its E911 system and records management software during the next year; he suggested waiting until that project was complete, then staff could explore crime mapping software that would be compatible with the new system.

Interim Appointment to the Tourism Advisory Board

Councilman Graham nominated Sue Rogers to fill the unexpired term of Tess Marshall on the Tourism Advisory Board. The nomination was seconded by Councilman Burch. There being no further nominations, the following roll call vote was recorded:

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

Authorization to Participate in Justice Assistance Grant (JAG)

Director Juden reported the City and Scott County have shared a Local Solicitation Grant from the Justice Department for several years. The City's share of the \$27,000 grant will be \$18-\$19,000. Funding would be used to purchase Taser units, Taser accessories and equipment for roadway safety.

Councilman Depro moved to authorize the Mayor to sign the memorandum of understanding with Scott County and for staff to proceed with the necessary steps to acquire the grant. The motion was seconded by Councilman Graham, discussed, and the following roll call vote recorded:

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

Council Discussion, Date of Goal-Setting Retreat

Following discussion, it was agreed the City Council would establish August 16, 2014 as the date for their goal setting retreat.

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Burch moved to adjourn into executive session for the discussion of personnel [RSMO 610.021 (3)]. The motion was seconded by Councilman Graham and the following roll call vote recorded:

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

Councilman Depro moved to authorize the City Manager and Economic Development Director to receive the additional \$500 compensation given to all employees in the FY2015 Budget. The motion was seconded by Councilman Graham, discussed and voted as follows:

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

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

ADJOURNMENT

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

Burch Aye, Depro Aye, Graham 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
JUNE 9, 2014

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of June 9, 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, John Graham, Maude Harris, and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, DPS Captain James McMillan, Street Superintendant Brian Dial, and Senior Building Official Collin Cecil.

ITEMS OF BUSINESS

Bill Number 5956, the FY-15 Budget Ordinance Providing for the Appropriation of Monies and Administration of Expenditures of Monies Received During Fiscal Year 2015

Councilman Burch moved for the second reading of Bill Number 5956. The motion was seconded by Councilman Depro and the following vote recorded:

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

Counselor Leible presented the bill for reading.

BILL NUMBER 5956

ORDINANCE NUMBER 5956

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5956, AND SHALL BE REFERRED TO AS "THE FY-2015 BUDGET" (JULY 1, 2014 THROUGH JUNE 30, 2015), IT SHALL REPEAL ORDINANCE 5913, BEING THE "FY-14 BUDGET" AND ALL AMENDMENTS THERETO, IT SHALL PROVIDE FOR THE APPROPRIATION OF MONIES AND ADMINISTRATION OF EXPENDITURES OF MONIES RECEIVED BY THE CITY OF SIKESTON IN ACCORDANCE WITH THE ORDINANCE.

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

SECTION I: General

A. Ordinances Repealed:

1. Ordinance Number 5913 and all amendments to the FY-14 Budget are hereby repealed.

B. Codification:

1. This ordinance as may be amended and the attached detailed financial plan shall not be codified as part of the SIKESTON MUNICIPAL CODE.

C. Purpose and Responsibility:

1. This financial plan or budget, as submitted by the City Manager of the City of Sikeston, hereinafter referred to as "MANAGER" and "CITY" respectively and approved

by the City Council, hereinafter referred to as "COUNCIL", shall represent the entire financial plan of anticipated revenues, fund balances and expected expenses of the CITY for the period aforesaid, and shall be referred to collectively as the "FY-2015 BUDGET".

SECTION II: Appropriations

- A. General Fund 010: The sum of \$9,416,800 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment of operating and capital expenses, for designated governmental services as itemized, to wit;
- B. Sales Tax Fund 020: The sum of \$2,885,200 is hereby appropriated out of Sales Tax Revenue accruing to the CITY and available Fund balance, for payment of operating and capital expenditures for designated governmental functions, in accordance with the provisions of the Sales Tax Ordinance Number 3798.
- C. SAHEC Sales Tax 022: The sum of \$65,000 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of expenditures relating to the construction, furnishing, and debt service of the Sikeston Area Higher Education Center.
- D. Transportation Sales Tax 025: The sum of \$1,661,061 is hereby appropriated out of Sales Tax Revenue accruing to the City and available Fund balance, for payment of capital item purchases and capital improvements for designated governmental projects and related equipment only, in accordance with the provisions of the Transportation Sales Tax Ordinance Number 4775.
- E. Economic Development 030: The sum of \$232,936 is hereby appropriated out of revenues accruing to the City, transfers from other funds, and available fund balances for the payment of operating expenses designated for economic development functions.
- F. Essex Fund 031: The sum of \$5,000 is hereby appropriated out of revenues accruing to the City, available fund balances, and transfers from other funds for the purpose of maintaining the Essex building, and other economic development functions.
- G. Park Fund 040: The sum of \$531,016 is hereby appropriated out of revenues accruing to the Park Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for public park functions.
- H. Municipal Court Fund 050: The sum of \$317,059 is hereby appropriated out of revenues accruing to the CITY, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items and capital improvements.
- I. Tourism Fund 065: The sum of \$45,947 is hereby appropriated out of revenues accruing to the Tourism Tax Fund, transfers from other funds, and available Fund balance, for the payment of operating and capital expenses designated for tourism promotion and marketing functions.
- J. 911 Fund 070: The sum of \$923,646 is hereby appropriated out of revenues accruing to the CITY, transfers from other Funds and Fund balance, for the payment or expenses related to E-911 operations.

- K. Capital Improvement Fund 075: The sum of \$453,750 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment or expenses resulting from designated capital items.
- L. 60/61 TIF District Fund 090: The sum of \$26,500 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Bond issuances.
- M. Main & Malone TIF District Fund 095: The sum of \$124,700 is hereby appropriated out of revenues accruing to the City, transfers from other funds and fund balance, for the payment of TIF Note issuances.

SECTION III: Administration

A. The MANAGER shall be responsible for:

1. Ensuring compliance with the provisions of this ordinance; the general and specific administration of the FY-2015 Budget plan and may adopt any supportive policy or procedure he deems appropriate to and in support of such administration.
2. Monitoring revenues, fund balances and expenditures to ensure compliance with this ordinance and appropriate use of City funds.
3. Disapproving any expenditure and/or disallowing any claim, which in his sole opinion is not justified or not in compliance with this ordinance or City Code or established policy or procedure.
4. Authorizing minor transfers, re-appropriation and/or expenditure in excess of specific accounts or Divisional appropriations, provided Fund appropriations based on revenue receipts plus fund balance are not exceeded.
5. Drafting or causing to be drafted for Council consideration any amendment to this Ordinance when 1) significant change may be required; 2) to address Council action; revenue(s) and/or expenditure(s) which differ from estimates by greater than ten percent (10%) of the estimates or plan.

B. The CITY CLERK shall be responsible for:

1. Confirming and certifying that total expenditures plus encumbrances shall not at any time exceed the total of actual revenue received plus fund balances.
2. Providing monthly financial statements to the:
 - a. Council and Manager, summarizing all financial activity of all Funds, in a format to be approved by the Manager.
 - b. Manager containing detailed budget summaries of all Fund, Department and Division financial activity, including direct expenditures and encumbrances, in a format to be approved by the Manager.
 - c. Department heads containing detailed budget summaries of all Personnel, Maintenance and Operation accounts, and Capital Items/Improvements, by line item, for which they are responsible, including expenditures and encumbrances, in a format to be approved by the Manager.
3. Ensuring no expenditure is authorized from the Capital Improvement Fund, except as approved by Council and/or Manager action as appropriate and in compliance with the Municipal Code Title 3 et. seg.
4. Developing, implementing, monitoring, revising and/or upgrading the City's accounting system and purchasing policy and procedures, at the direction and with the approval of the Manager.

- C. All Department Heads are responsible for:
1. Exercising prudent management control over each account assigned to their respective department.
 2. Ensuring compliance with this ordinance and policy and procedure currently or as may be established.
 3. Continually striving for the most cost effective method(s) of operation of their department, in all areas including personnel, maintenance, operations and capital expenditures.
- D. No expenditure shall be made for any fund which is not in compliance with this ordinance and/or with the formal detailed financial plan or Budget, City Code and policy or procedure as approved by the Manager.

SECTION IV: Compensation and staffing levels.

- A. Shall be in accordance with the provisions of Ordinance Number 5957.
- B. Administration of Compensation and Staffing Levels shall be in accordance with Ordinance Number 5957.

SECTION V: Repealer. Any other ordinances or part(s) 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: Emergency Clause. This Ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION VIII: Record of Passage:

- A. Bill Number 5956 was introduced to Council and read the first time this 2nd day of June 2014.
- B. Bill Number 5956 was read the second time this 9th day of June 2014. Councilman Teachout moved to approve Bill Number 5956. The motion was seconded by Councilman Graham, discussed and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed,
becoming Ordinance 5956.

- C. Upon passage by a majority of the Council, this Bill shall become Ordinance 5956 and shall be in full force and effect from and after July 1, 2014.

Bill Number 5957, Establishing the Employee Compensation Plan and Staffing Levels and the Administration thereof for Fiscal Year 2015

Councilman Burch moved for the second reading of Bill Number 5957. The motion was seconded by Councilman Depro and the following vote recorded:

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

Counselor Leible presented the bill for reading.

BILL Number 5957

ORDINANCE Number 5957

THIS BILL AS ADOPTED SHALL BECOME EMERGENCY ORDINANCE NUMBER 5957 AND SHALL REPEAL ORDINANCE NUMBER 5914 BEING THE FY-14 COMPENSATION PLAN AND EMPLOYEE STAFFING LEVEL AUTHORIZATION, AND ALL AMENDMENTS THERETO; AND SHALL ESTABLISH THE EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS, AND THE ADMINISTRATION THEREOF FOR FISCAL YEAR 2015 (JULY 1, 2014 THROUGH JUNE 30, 2015).

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

SECTION I: General

- A. This ordinance shall not be codified as part of the Sikeston Municipal Code.
- B. This ordinance and all attachments hereto as may be amended shall be incorporated with and become part of the FY-15 BUDGET CODE.

SECTION II: Administration.

- A. The City Manager hereinafter referred to as "MANAGER" shall be responsible for the general and specific provisions of this Ordinance, including but not necessarily limited to:
 1. Development, implementation, monitoring and revision of supporting policy and procedure he deems necessary for proper administration and good business practices.
 2. Certifying employee compensation records for compliance to the provisions set forth herein and with supporting policy and procedure of II.A.I. Above.
- B. The MANAGER may:
 1. Approve higher initial compensation for any staff position authorized, when in his sole opinion such action is appropriate based on:
 - a. Degree of difficulty in attracting the most wholly qualified applicant at the published beginning rate; or
 - b. Specific or special qualifications are required for the position; or
 - c. Preferred/best candidate(s) background, experience and/or special qualifications result in extreme difficulty in recruiting at the regular entrance rate; or
 - d. The current local compensation trend for the skills required is substantially greater than the published beginning rate.
 2. Approve the hiring at a lesser initial compensation when, in his sole opinion, such action is appropriate based on:
 - a. An otherwise eligible candidate will require a period of specialized training; or
 - b. The current local compensation trend for the skills required is substantially less than the published beginning rate.
 3. Increase any employee's paid compensation when sustained performance indicates such action is appropriate:

- a. Within the guidelines of the merit pay plan, employee or supervisor of the year program; or
 - b. When a given position responsibility and/or scope is significantly broadened; or
 - c. When a specific employee displays consistent and noteworthy performance, behavior and supportive attitude, which in the MANAGER'S sole opinion, collectively warrant such action.
 4. Decrease any employee's paid compensation:
 - a. When sustained or severe single case performance or behavior is below expected standards or represents severe disregard or violation of policy or procedure; or
 - b. Upon employee demotion or transfer as appropriate.
- C. Changes to and Offers of Compensation:
1. No change to any part of any employee's compensation in total or in part, either increase or decrease, may be made without the approval of the MANAGER.
 2. No offer shall be made to any prospective or current employee of paid compensation or benefits, either greater or lesser than those allowed by this ordinance, except as may be approved by the MANAGER.
 3. Entry range compensation and benefits as specified herein may be discussed with potential employees, including whatever action a respective Department Head may intend to make, provided no actual offer is made without the approval of the MANAGER.
- D. DEPARTMENT HEAD shall be responsible for:
1. Becoming and remaining knowledgeable with the provisions of this Ordinance including any amendment thereto and supporting policy or procedure as in effect currently or as may be established or revised in future.
 2. Ensuring compliance with the provisions of this Ordinance and supporting policy or procedure, as currently in effect or as may be amended.
 3. Training their Division Heads and Supervisors on the provisions of this Ordinance and supporting policy and procedure.
 4. Recommending any change to the compensation of each employee assigned to their Department, in support of the provisions of this Ordinance and supporting Personnel Policy.
 5. Ensuring timeliness and accuracy of any change, either increase or decrease, upon:
 - a. Each Anniversary Date
 - b. Upon Hiring, Promotion, Transfer, Discipline or Termination
 6. May suspend any employee within their Department, pending an appeals hearing in accordance with the provisions of the Discipline Policy, without pay.
- E. CITY TREASURER shall be responsible for:
1. Ensuring compliance with the provisions of this Ordinance and supporting policy, reporting any violation of either, immediately to the MANAGER.
 2. Generating and maintaining employee compensation records as needed including any change thereto, in a timely fashion.
 3. Generating and maintaining personnel rosters, in a format to be approved by the MANAGER, and shall contain as a minimum:
 - a. A complete POSITION listing, including current status of each, as authorized by this Ordinance or the MANAGER under the provisions of

- this Ordinance.
- b. Current EMPLOYEE information including, department/division assignment, pay classification code, FLSA Classification code, hiring date, anniversary date, date of eligibility for next increase, and any other as required by the MANAGER.
 - c. Said roster to be updated at least monthly and a working copy updated daily, as may be required, and maintained by the City Treasurer.
 4. Generating and forwarding to responsible Department Head, any employee compensation record as needed to support the provisions of this Ordinance and ensuring the completeness and accuracy of any such compensation record.
 5. Ensuring timely entry and/or change, as approved by the MANAGER, to any employee's compensation as specified in the compensation record.

SECTION III: Paid Compensation.

A. Pay Plan (See Tables IIA or IIB as applicable.)

1. Shall be a merit (performance) plan.
2. Shall be constructed of twenty-three (23) levels called GRADES for all employees, and sixteen (16) ranges called STEPS for all employees except Commissioned Public Safety Officers, which have eighteen (18) STEPS. STEPS are based upon years in service and the ability to maintain compliance with ongoing job requirements associated with the merit pay plan. (Please note: Commissioned Public Safety employees are subject to an alternate compensation plan. See Table IIB).
3. Employees must be eligible in all respects on the appropriate anniversary date to receive the indicated increase in paid compensation.
4. Employees ineligible for any reason on the appropriate anniversary date shall be awarded as follows:
 - a. The appropriate STEP assignment without any resulting increase in salary or wages.
 - b. Any benefit in terms of sick leave, vacation or other such, as would otherwise be awarded had the ineligibility not occurred.
 - c. Employees shall not have their eligibility restored to receive a merit raise.

B. Allowances are hereby authorized as follows:

1. Clothing allowance for employees of the Department of Public Safety serving in the positions of Communications Officers, Communications Supervisor, all Public Safety Officers, Investigators, Sergeants, Lieutenants, Captains and Director at a rate of \$650.00 annually. This will be paid by installment, with one-half (1/2) of the clothing allowance being paid on the first pay date in March and the second one-half (1/2) of the allowance to be paid on the first pay date in September, excluding new hires which will receive the first portion of their uniform allowance on their first pay check and the second portion either on the first pay date in March or the first pay date in September.
2. Clothing allowance for Entry Level Maintenance Workers, Skilled Workers, Mechanic, DPW Supervisors and Code Enforcement Officers at a rate of \$250 annually with an additional \$150 per year for steel-toed boots.
3. Clothing allowance for administrative assistants, account clerks, deputy city treasurer, city collector, city treasurer, secretary/receptionist, IT technician, network administrator, court clerk and deputy court clerk at a rate of \$250 annually.
4. Car allowance for City Manager to be paid in either twenty-six (26) or twelve (12)

equal installments at the election of the recipient.

- a. The annual amount of this allowance to be individually established, by position.
 - b. Payment of this allowance shall only be made, after the completion of the time period of the pro-ration as elected by the employee.
 - c. No additional claim for mileage or other operating or maintenance expense shall be authorized for persons receiving this allowance.
5. Mileage in the amount currently established by the United States Internal Revenue Service (IRS) Regulations per documented mile, when a privately owned vehicle is required to be used for CITY business, upon the responsible Department Heads certification of the claim for reimbursement. Said certification to be both for requirement of use and accuracy of the respective claim.
 6. Direct reimbursement of "out-of-pocket" expenses of any employee incurred in the performance of their duties subject to Per Diem rates and completion/submission of appropriate claim and required supporting documentation within three (3) working days of return to work.

SECTION IV: Benefits:

A. Vacation banking shall be limited to two (2) times the annual accrual rate.

1. Vacation in excess of this amount shall be lost, without compensation, on the employee's anniversary date of employment.
2. An employee may submit a request to cash-in vacation time, to the MANAGER. The MANAGER may authorize the payment (cashing in) of vacation, it is warranted. An employee may request the cashing in of no more than two weeks of vacation within a fiscal year. Council approval is required for the Manager, City Clerk and City Treasurer to cash-in vacation time.
3. Vacation in excess of the limits as herein established, shall be forfeited on the appropriate anniversary date, without recourse or grievance to or by the employee so affected.
4. Vacation shall be earned and accrued monthly after the first anniversary date as follows:
 - a. Employment at first anniversary, six (6) days or two and ½ (2.5) shifts provided however, employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment) and further, employees leaving the service of the City prior to their first anniversary, as established in Section VII of this Ordinance, shall forfeit any and all claim to any vacation time.
 - b. Beginning year two (2) to end of year four (4), eleven (11) days or four and ½ (4.5) shifts.
 - c. Beginning year five (5) to end of year eight (8), thirteen (13) days or five and ½ (5.5) shifts.
 - d. Beginning year nine (9) to end of year twelve (12), fifteen (15) days or six and ½ (6.5) shifts.
 - e. Beginning of year thirteen (13) to end of year sixteen (16), seventeen (17) days or seven and ½ (7.5) shifts.
 - f. Beginning of year seventeen (17) to end of year twenty (20), nineteen (19) days or eight and ½ (8.5) shifts.
 - g. Beginning of year twenty-one (21) to end of year twenty-five (25), twenty-one (21) days or nine and ½ (9.5) shifts.
 - h. Beginning year twenty-six (26) to end of employment, twenty-six (26)

- days or twelve and ½ (12.5) shifts.
6. Employees shall not accrue any vacation until the end of their initial employment qualifying period (first anniversary with recommendation for continued employment).
 - a. Employees leaving the service of the City prior to their first anniversary as established in Section VII of this Ordinance shall forfeit all claims to any vacation time.
 7. Accrued banked vacation shall be bought back at the employee's regular rate of pay when the employee leaves the service of the City.
 8. After the first anniversary of employment, vacation earned at the rates as set out herein above, shall accrue to the employee as follows:
 - a. Initial year's (six (6) days) shall be accrued (provided employee is recommended for continual employment) as a lump sum (in hours), the first pay period immediately following the anniversary date as set forth in Section VII of this Ordinance.
 - b. An amount in hours, equal to the rates established herein above, shall be accrued on a one-twelfth (1/12) per year pro-rata, to each eligible employee's vacation bank and stated on the employee's check stub on the first pay date immediately following the month the vacation time was earned. Vacation time used, as indicated on the employee time cards, shall be deducted from this balance on the pay date immediately following use.
 9. For the purpose of this Ordinance, a work month shall be defined as thirty (30) consecutive days.
 10. Accrual of vacation time shall continue up to the end of the first work month of authorized sick leave usage. Accrual of vacation time shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of vacation time shall resume, as herein above set forth, upon the employee's return to work, upon doctor's release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.

Vacation Earned Per Year, Accrued Monthly

Assigned Hours Per Shift	Leave Based on Years of Completed Service							
	Year 1	2-4	5-8	9-12	13-16	17-20	21-25	26+
	6 Days/ 2.5 Shifts	11 Days/ 4.5 Shifts	13 Days/ 5.5 Shifts	15 Days/ 6.5 Shifts	17 Days/ 7.5 Shifts	19 Days/ 8.5 Shifts	21 Days/ 9.5 Shifts	26 Days/ 12.5 Shifts
8	48	88	104	120	136	152	168	208
8.3	49.8	91.3	107.9	124.5	141.1	157.7	174.3	215.8
24	60	108	132	156	180	204	228	300

- B. Sick leave shall be considered an insurance type benefit, the use of which represents a claim against the City and the banking of which shall be limited to 1,040 hours for general and supervisory personnel, 1079 hours for patrol and communication hourly employees and 1404 hours for fire division personnel assigned to 24 hour shifts.
1. Abuse of sick leave shall be considered a false claim against the City and sufficient reason for immediate discharge of any employee when, in the sole opinion of the MANAGER, any such abuse may exist.
 2. Sick leave in excess of banked limits shall be lost, without compensation, on the employee's anniversary date of employment. Employees, which have exceeded

the bank limit, shall only be reduced to the bank limit. Employees, who have received their sick leave bank limit and forfeited the excess, shall begin to accrue sick leave in the routine manner until their next anniversary.

3. The MANAGER may authorize carry over, not to exceed one (1) additional year of sick leave accrual when, in his sole opinion, such action is warranted, upon receipt of an appropriate request at least thirty (30) days prior to the anniversary date the employee would otherwise forfeit sick leave time accrued.
4. Trading, transferring or giving of sick leave time between employees is not authorized.
5. Sick leave shall be accrued monthly beginning after the first six (6) months of employment, upon department head recommendation and MANAGER approval as follows:

Sick Leave Earned Per Month

Assigned Hours Per Shift	<u>Leave Based on Years of Completed Service</u>			
	< 6 months	6 months -2 years	3-4 Years	5+ Years
	0	1/2 day/shift	3/4 day/shift	1 day/shift
8	0	4	6	8
8.3	0	4.15	6.225	8.3
24	0	6	8	10

6. Unused sick leave banked at the time the employee leaves the service of the City shall be forfeited and no paid compensation is authorized for any such time, unless the employee has at least 10 continuous years of service and leaves in good standing, then the employee will be paid for 25% of his accrued sick leave bank at his regular hourly rate.
 7. Accrual of sick leave shall continue up to the end of the first work month of authorized sick leave usage. Accrual of sick leave shall cease upon the completion of the first work month of sick leave usage, medical leave or leave of absence. Accrual of sick leave shall resume, as hereinabove set forth, upon the employee's return to work; upon doctor's release. Accrual rates may be prorated, to reflect actual work hours, if less than full-time.
- C. Holiday time shall be provided at a rate of twelve and one-half (12 1/2) days per year, which shall be:
- New Year's Day (January 1)
 - Martin Luther King, Jr. Day (3rd Monday in January)
 - President's Day (3rd Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Columbus Day (2nd Monday in October)
 - Thanksgiving Day (4th Thursday in November)
 - Friday following Thanksgiving (4th Friday in November)
 - Christmas Eve, one-half (1/2) day, (December 24)
 - Christmas Day (December 25)
 - Floating Holidays (City offices remain open)
- Good Friday and Veteran's Day
1. When any authorized holiday shall fall on a Saturday, that holiday shall be observed on the preceding Friday. When any authorized holiday shall fall on a Sunday, that holiday shall be observed on the following Monday.

2. Whenever an eligible employee is required to work or whenever a scheduled City Holiday shall fall on an eligible employee's regularly scheduled day off then that holiday (in hours) shall be credited to the employee's Personal Hours as follows:

Holiday/Personal Hours Banked Per Shift

	Salaried/40 E (8 Hour Shifts)	171E (8.3 Hour Shifts)	212E/Fire Div. Sgt. (24 Hour Shifts)
Leave Hours Banked	8 Hours	8.3 Hours	12 Hours

3. Banked holiday/personal hours shall be reflected in the appropriate box on the next paycheck stub.
 4. Banked holiday time shall accrue until the employee's anniversary date, at which time all banked time shall be bought back from the employee at the employee's regular hourly rate except for an amount equal to one (1) day or one (1) shift as appropriate, which shall be retained in the employee's holiday time bank.
 5. The MANAGER may authorize a carryover of greater than that referenced in C(4) above, when in his sole opinion such action is warranted and upon written request at least thirty (30) days prior to the employee's anniversary date, and with Department Head recommendations.
 6. Banked holiday time shall be bought back at the employee's regular rate of pay, when any employee leaves the service of the City.
 7. Employees absent for more than 30 consecutive days will not accrue holiday/personal hours.
- D. The City shall participate in the Local Government Employee Retirement System (LAGERS) LT8-65 (65)-retirement plan. This retirement plan increases employee benefits to 1.50% for a life allowance; plus an additional 50% allowance to age 65. Effective FY-92 the City changed from a "Contributory" to "Non-Contributory" Plan, and is subject to the administrative requirements of State Statute and LAGERS regulations.
- E. The City shall provide an employee health insurance plan and pay eighty percent (80%) of the established premium contribution amount to be effective the first of the month following ninety (90) days of continued employment.
1. Employees shall contribute twenty percent (20%) of the established premium amount.
 4. Employees have the opportunity to enroll, when hired, for the health insurance coverage for themselves and any dependents. If coverage is declined at initial employment, employees can only enroll under special circumstances as a special enrollee or late enrollee. Please see the Alliance Benefits booklet for descriptions of special enrollee and late enrollee.
- F. The City shall offer a public employees' cafeteria plan, as allowed under Internal Revenue Code Section 125. All full time employees of the City are eligible for participation in the cafeteria plan. Benefit categories to be offered are as follows:
1. City sponsored medical insurance
 2. Flexible medical benefits
 3. Dependent care assistance
 4. Additional features or benefits the City may desire to add

SECTION V: Classification.

- A. Each employee shall be assigned a compensation code; it shall be a three (3)-part code

to track, in order: grade, step and longevity. The Compensation Code shall be upgraded at least annually, with an effective date the same as the employee's anniversary date, or upon any compensation change with the new anniversary date as herein set out, as follows, the:

1. First two (2) digits designate Pay Grade.
2. Letter Designation indicates Pay Step.
3. Last two (2) digits designate completed years of service.

B. In general, higher pay grades reflect:

1. Greater responsibility
2. Hierarchy with the Organization
3. Higher pay and/or allowances

SECTION VI: Eligibility.

A. Eligibility shall encompass any and all criteria established by this Ordinance, and/or City policy and procedure. The absence or loss of any such or part of such eligibility shall limit or disallow pay increase as herein or otherwise authorized. Employees ineligible for, at the time they might normally expect to receive a pay increase, shall be assigned the next higher step designator and forfeit any claim to such compensation increase.

B. Ineligibility may occur, but may not be limited to the following:

1. Qualifying Periods
- a. Initial employment qualifying period for MERIT adjustment only.
- b. An employee under investigation which may result in disciplinary action or who is under assignment to a disciplinary qualifying period shall:
 1. Have the outcome of the investigation applied retroactive to the date of eligibility.
 2. Not be eligible for any compensation increase, but shall be assigned the next STEP as appropriate or as determined by due process.
 2. When the overall evaluation grades for the most recent past six (6) evaluations average five point five (5.5) or less.
 3. When repeated or severe violations of policy or procedure occur.
 4. Upon department head or MANAGER recommendation.

C. Merit Eligibility:

1. Generally:
 - a. All positions except MANAGER and DEPARTMENT HEADS shall be eligible for merit increase upon completed service (see Tables II-A and II-B), and compliance with all criteria established by ordinance and/or City policy and procedure.
 - b. Merit increases shall be based on the mathematical average of all evaluations received since the employee's last merit increase, as determined in the Pay Plan Tables II-A and II-B.
 - c. Merit increases for the MANAGER and DEPARTMENT HEADS shall be individually determined
2. General Service Employees, for purposes of this ordinance, shall be defined as all employees of the City of Sikeston other than Commissioned Employees. Merit increases shall be awarded to General Service Employees, when eligible in all respects, as set forth in Pay Plan Table II-A.

3. Commissioned Employees, for the purposes of this ordinance, shall be defined as all rookie and commissioned public safety officers employed within the Sikeston Department of Public Safety. Merit increases shall be awarded to Commissioned Employees, when eligible in all respects, as set forth in Pay Plan Table II-B.
 - a. Completion of Police Certification and OJT/FTO Police Program, assigned an AP step, compensation per Pay Plan Table II-B.
 - b. Completion of Fire Fighter I training and fire OJT/FTO Program, assigned an AF step, compensation per Pay Plan Table II-B.
 - c. Completion of both Police and Fire Training and respective OJT/FTO programs, assigned B step, compensation per Pay Plan Tables II-B.
 - d. Eligibility for additional merit increase(s) shall occur as set forth in Table II-B.

D. Reclassifications and Other Compensation Increases:

1. General Service Employees:
 - a. Entry Level Maintenance Workers shall be assigned to Grade 9. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee shall be reclassified to Skilled Worker, Grade 11, and receive appropriate compensation for that grade.
 - b. Public Works Skilled Workers and Mechanic, when classified as a leadman by their Department Head shall receive an additional \$.75 per hour.
 - c. Rookie Communications Officers shall be assigned to Grade 11. Upon successful completion of their training, and upon Department Head recommendation and City Manager approval, the employee will be reclassified to Communications Officer, Grade 13, and receive appropriate compensation for that grade.
 - d. Communications Field Training Officer (FTO) - Communications Officers filling this position shall receive an additional one dollar and twenty-five cents (\$1.25) per hour. This additional compensation will only be paid when training a rookie communications officer.
2. Commissioned Employees:
 - a. Public Safety FTO – Additional compensation of One Dollar and twenty-five cents (\$1.25) per hour is available for any commissioned Public Safety Officer trained, and designated as a Field Training Officer. This additional compensation will only be paid when training a rookie public safety officer.
 - b. Canine Officer – Any commissioned Public Safety Officer trained and designated as the City's Canine Officer shall receive additional, annualized, compensation of three thousand six hundred dollars (\$3,600).
 - c. Firefighter - A sub-classification of "Firefighter" will exist within the general classification of PSO. This class is used solely for part-time firefighters (working 1500 hours or less during a calendar year). Compensation for these employees shall be set by the City Manager, as determined by their training, education and performance.

SECTION VII: Anniversary Date.

- A. Shall be rounded to the first day of the month when the employee begins employment on

or before the sixteenth (16th) day of the employment month, or to the first of the month following the employment month when the employee begins work after the sixteenth (16th) day of the employment month.

- B. This anniversary date shall be used when computing all eligibility times throughout the employee's employment.
- C. Merit changes, (pay or benefits) shall be based on employment anniversary dates of consecutive years of service.
- D. Employees leaving the service of the City prior to their 1st anniversary shall forfeit any and all claim to any vacation time.

SECTION VIII: Less Than Full Time Employees.

- A. The MANAGER shall determine hourly rates for employees working part time or temporary (seasonal) in accordance with sound business practices, the minimum wage laws and provisions of FLSA.
- B. The MANAGER may authorize up to one-half (1/2) the holiday time benefits to such employee when in his opinion such is warranted by the nature of the position and the specific employee's performance both warrant such action and provided said employee(s) is/are regularly scheduled for twenty-five (25) or more hours per week.

SECTION IX: Staffing Generally

- A. The City Manager shall be authorized for the following, including but not limited to:
 - 1. Development, monitoring and revision of supporting policy and procedure.
 - 2. Ensuring best-qualified candidate is selected for any given position.
 - 3. Appropriate discipline including removal from the City employ any person he deems necessary, in his sole opinion.
 - 4. Elimination of any position he deems appropriate due to lack of work, changing work process, or reorganization.
- B. The MANAGER shall not be required to fill any position simply because a vacancy exists.
- C. The MANAGER may amend staffing levels or authorized positions within any specific department, provided
 - 1. Such amendment does not exceed the total number of City employees established herein.
 - 2. Such amendment does not cause the anticipated appropriation budgeted for Personnel Services within said department to be exceeded.
- D. The MANAGER may employ additional temporary personnel when regular employees are not available (illness, injury, medical or military leave) or a specific increase in a work process requires such action to maintain levels of service.

SECTION X: Authorized Staffing Levels & Compensation Classifications.

FY-2015 Authorized Staffing Level Totals,

- 1. 121 Full Time Employees
- 2. 7 Part Time Employees

3. 33 Seasonal/Temporary Employees

SECTION XI: Repealer. Any other ordinances or part(s) thereof inconsistent herewith are hereby repealed.

SECTION XII: 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 XIII: Emergency Clause. This ordinance is adopted as an emergency measure so that the effective date corresponds with the fiscal year.

SECTION XIV: Record of Passage:

1. Bill Number 5957 was introduced to Council and read the first time this 2nd day of June 2014.
2. Bill Number 5957 was read and discussed the second time this 9th day of June 2014. Councilman Burch moved to approve Bill Number 5957. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

Burch Aye, Depro Aye, Gilmore Aye, Graham Aye, Harris Aye,
Teachout Aye, and Pullen Aye, thereby being passed,
becoming Ordinance 5957.

3. Upon passage by a majority of the Council, this Bill shall be in full force and effect from and after July 1, 2014.

Authorization to Execute Engineering Contract for Applegate Street/Drainage Project and John R. Blvd. Drainage Project

Public Works Director Jay Lancaster briefed the City Council on proposed street and drainage projects proposed for summer 2014. The first project involved designing and letting a simple project to clean out the Applegate ditch, reset its channel and apply adequate erosion control measures, while reconstructing Applegate. The project is estimated to cost between \$150,000 and \$200,000.

Drainage for John R Boulevard will be analyzed in an effort to improve the median and reduce flooding during heavy rains. This may involve enlarging pipes, rerouting pipes, or creating a ditch along the median. The construction costs are estimated between \$60,000 and \$100,000.

Councilman Depro moved to authorize a contract for engineering services with Lambert Engineering of Sikeston to address stormwater drainage issues on Applegate and John R. Boulevard. The motion was seconded by Councilman Burch and the following roll call vote recorded:

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

Local Vendor Policy

The Local Vendor Policy was reviewed with the City Council. Alternative policies were discussed and the Council agreed to take the matter under consideration for action at a later date.

Other Items

Council requested a meeting with the Miner Board of Alderman to issues of mutual concern.

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Gilmore moved to adjourn into executive session for the discussion of personnel [RSMO 610.021 (3)]. The motion was seconded by Councilman Depro and the following roll call vote recorded:

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

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, Maude Harris and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, and City Treasurer Karen Bailey.

Councilman Burch moved to amend the City Manager's contract to include a \$500 cost of living adjustment and a vehicle allowance of \$5,000 per year. The motion was seconded by Councilman Teachout and the following roll call vote recorded:

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

No additional action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

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

Burch Aye, Depro Aye, Gilmore Aye, Graham 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, Graham 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
JUNE 30, 2014

CALL TO ORDER/RECORD OF ATTENDANCE

The special Sikeston City Council meeting of June 30, 2014 was called to order at 1:30 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, John Graham, Maude Harris, and Kathy Teachout. Staff in attendance were: City Manager Jonathan Douglass, City Clerk Carroll Couch, City Treasurer Karen Bailey, Governmental Services Director Linda Lowes, Public Works Director Jay Lancaster, Economic Development Director Ed Dust, DPS Director Drew Juden, City Collector Vicky Lewis, Park Director Jiggs Moore, Street Superintendant Brian Dial, and Senior Building Official Collin Cecil.

ITEMS OF BUSINESS

Greenbrier Ditch Clean-out

DPW Director Lancaster briefed the city council on the three bids received for the Greenbrier Drainage Ditch. The low bidder was Schlosser Construction Company.

Councilman Graham moved to award Bid Number 14-21 to Schlosser Construction Company in the amount of \$30,000. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

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

Authorize Execution of the Animal Shelter Services Contract

City Manager Douglass reported city staff had negotiated a contract with the Sikeston Area Humane Society to provide animal shelter services. Changes to the contract included establishment of when animals could be sheltered outdoors and a reduction in the amount of Fire Legal Liability Insurance. The proposed contract is for a period of six months and the fee remained \$5,250 per month.

Councilman Depro moved to authorize the City Manager to execute the Animal Shelter Housing Agreement with the Sikeston Area Humane Society. The motion was seconded by Councilman Burch and the following roll call vote recorded:

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

Project Update, Three Rivers Community College/Larcel Drive Intersection

The bid for MODOT Project #J9S3085 has been awarded to Lappe Cement Finishing, Inc. in the amount of \$764,221.76. The City is responsible for 50% of the cost, with 80% of the City's share coming from Surface Transportation Programs. The project will begin this week and is scheduled for completion by October 1, 2014.

Bill 5959, Amending Chapter 600 Alcoholic Beverages of the City Code

Councilman Burch moved for the first reading of Bill Number 5959. The motion was seconded by Councilman Teachout and the following vote recorded:

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

Counselor Leible presented the bill for reading. This bill as approved shall become Ordinance number 5959 and shall amend Chapter 600 Alcoholic Beverages of the City Code of the City of Sikeston, Missouri.

Bailey explained Bill Number 5959 provides for the City Manager to suspend or revoke a liquor license of an establishment within the City of Sikeston and provides an appeal process to the Liquor License Review Board.

Briefing on Cell Tower RFP

The City Council was briefed on the RFP process to sell, lease or sublease long term rights for the cell tower property adjacent to Fire Station 1 on North West Street. An analysis of proposals was provided. Staff will continue to research and provide a recommendation for award at the July 7 City Council meeting.

Councilman Harris left the meeting.

MODOT Sales Tax Initiative, Public Comment Period

MODOT has released a draft of projects that would be funded with a proposed ¾ cent sales tax ballot initiative, to be voted on in August 2014. Proposed projects include a new interchange at South Ingram Road and resurfacing of HH in the Sikeston area.

DRA Grant Application

Do It Best officials asked the City to look at another entrance/exit from their site on Rose Parkway. It was determined the extension of Rose Parkway to the north to County Road 468 was most preferable.

After speaking to DRA officials, it was decided a DRA Grant and local government/private sector partnership efforts would be the most desirable way to fund this project.

Councilman Depro moved to authorize city staff to proceed with completing the DRA Grant Application for \$350,000. The motion was seconded by Councilman Burch and the following roll call vote recorded:

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

Village Green RFP

Economic Development Director Dust reviewed the proposed RFP for development of the Village Green property.

Resolution 14-06-01, Declaration of Surplus Property

Three air conditioner units have been salvaged from the Village Green Demolition, city staff is requesting they be declared surplus and sold.

RESOLUTION 14-06-01

A RESOLUTION OF THE CITY OF SIKESTON, MISSOURI DECLARING CERTAIN EQUIPMENT, HVAC UNITS SALVAGED FROM THE VILLAGE GREEN PROPERTY TO BE SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL.

WHEREAS, certain equipment, three (3) HVAC Units that were salvaged from the demolition of the Village Green Property and in the City's inventory; and

WHEREAS, the City of Sikeston seeks to remove such items from its inventories to maximize operations.

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

All of the items enumerated below 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.

HVAC UNITS:

<u>Manufacturer</u>	<u>Model Number</u>	<u>Serial Number</u>	<u>Year</u>	<u>Size</u>
*Lennox	KCA036S4DN2Y	5612H00517	2012	3 TON
*Lennox	KCA036S4DN2Y	5612H11078	2012	3 TON
*Lennox	CHA16-048-1Y	5602G05264	2002	4 TON

Read this 30th day of June, 2014, Councilman Depro moved to approve Resolution 14-06-01. The motion was seconded by Councilman Gilmore, discussed and voted as follows:

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

ADJOURNMENT INTO EXECUTIVE SESSION

Councilman Depro moved to adjourn into executive session for the discussion of property [RSMO 610.021 (2)]. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

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

Present were: Mayor Jerry Pullen and Councilmen Steven Burch, Bob Depro, Jon Gilmore, John Graham, and Kathy Teachout. Councilman Maude Harris was absent. 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, DPW Director Jay Lancaster, and DPS Director Drew Juden.

Councilman Burch moved to authorize a Phase 1 Study on the rail road right-of-way. The motion was seconded by Councilman Gilmore and the following roll call vote recorded:

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

No additional action was taken in executive session.

ADJOURNMENT OUT OF EXECUTIVE SESSION

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

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

ADJOURNMENT

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

Burch Aye, Depro Aye, Gilmore Aye, Graham 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

April 14, 2014

4:00 p.m.

Sikeston City Hall

C.D. Matthews

Members Present: Galemore, Miller, Rogers, and Steck

Members Absent: Black, Cooper, Nace, and Redd,

**Staff Present: Angie Keller, Administrative Assistant
Collin Cecil, Senior Building Official**

Guests: Nicole Woolsey

Approval of Minutes:

Minutes of February 24, 2014 were presented for approval. A motion was made by Steck to approve the minutes. Rogers seconded the motion. Roll call vote was as follows:

Ayes:	Galemore, Miller, Rogers, Steck
Nays:	0
Motion Passed:	4-0

Items of Business:

Request, from Antoinette Debo, for a Flood Plain Variance of 3' 0" for a shed located at 907 Glenn Drive, in Sikeston, Missouri.

After discussion of the request, a motion was made by Rogers to approve the request from Antoinette Debo for a flood plain variance of 3' 0" for a shed located at 907 Glenn Drive in Sikeston, Missouri. Miller seconded the motion. Roll call vote was as follows:

Ayes:	Miller, Rogers, Steck, Galemore
Nays:	0
Motion Passed:	4-0

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

Respectfully submitted by:

Attested by:

Angie Keller, Administrative Assistant

Ron Galemore, Chairman

SIKESTON DEPARTMENT OF ECONOMIC DEVELOPMENT

Tuesday, May 14, 2014 – 11:30 A.M.

128 N. New Madrid St., Sikeston, MO 63801

BOARD OF DIRECTORS MEETING

CALL TO ORDER/RECORD OF ATTENDANCE

Chairman Jerry Pullen called the meeting to order at 11:50 A.M. Board Members Present: Ed Throop, Jeff Sutton, Jerry Pullen, Bob Depro, Steven Burch and ex-officio member Jonathan Douglass. Also in attendance: Ed Dust, DED director, Kathy Medley, DED administrative assistant, and City Counselor Chuck Leible.

ITEMS OF BUSINESS:

Jeff Sutton made a motion to approve the April 8, 2014 minutes. The motion was seconded by Ed Throop and the following roll call vote was recorded: Sutton Aye, Burch Aye, Throop Aye, Depro Aye, Pullen Aye, thereby being passed.

Ed Dust gave an update on the Village Green demolition. The contractor is starting the asbestos removal. The businesses have until June 1, 2014 to vacate the property. City staff is working on the RFP for the Village Green property.

Ed Dust reported on proposed road improvements to the Industrial Park. For safety reasons, Do It Best Corp. would like to have Rose Parkway extended to an improved County Road #468 to give their employees another exit out of the Industrial Park. Ed Dust and Jon Douglass have visited with Scott County officials and representatives of the Delta Regional Authority and Scott County Special Road District. All entities have voiced their support of the project. Bob Depro made a motion for Mayor Jerry Pullen, Ed Dust, Jon Douglass and Jay Lancaster to fly to Fort Wayne, Indiana to visit with Do It Best officials regarding the project. The motion was seconded by Steven Burch and the following roll call vote was recorded: Sutton Aye, Burch Aye, Throop Aye, Depro Aye, Pullen Aye, thereby being passed.

Ed Dust informed the board that Orgill is looking at a possible expansion of their building if they are able to acquire a Free Trade Zone. The next DED meeting will be held on June 10.

There being no other business to discuss, Ed Throop made a motion to adjourn at 12:35 P.M. The motion was seconded by Steven Burch and the following roll call vote was recorded: Sutton Aye, Burch Aye, Throop Aye, Depro Aye, Pullen Aye, thereby being passed.

Respectfully Submitted By:

ED DUST, Secretary

JERRY PULLEN, Chairman

MINUTES OF THE REGULAR MEETING

HOUSING AUTHORITY OF THE

CITY OF SIKESTON, MISSOURI

HELD ON THE SIXTEENTH OF APRIL 2014

On the Sixteenth Day of April 2014, at 12:00 Noon, the Board of Commissioners of the Housing Authority of the City of Sikeston, Missouri met in regular session at the Housing Authority Office Building in Sikeston, Missouri.

The Meeting was called to order and upon roll call, the following members of the Body were present:

Present: Chairman Mike Jensen, Commissioner David Hay, and Commissioner Alice Tharp

Absent: Vice-Chairman Larry Tetley, and Commissioner Michele Knickman

Also Present: Bobby K. Henry, Executive Director

Being a quorum present, the following business was transacted:

Minutes of the Regular Meeting of March 10, 2014 were presented and upon a motion duly made by Vice-Chairman Larry Tetley, and seconded by Commissioner Alice Tharp, and unanimously carried, the Minutes were approved as presented.

Thereupon the following bills were presented for payment:

Aramark	193.25	Menards	653.98
AT&T	239.15	Meyer Supply	91.46
Beaver Janitor Supply	115.20	Mid-South Office Supply	75.20
BMU	35,822.03	Plumbmaster	224.84
C&K Building Materials	148.65	Raben Tire	42.50
Charter Communications	84.99	RAM	300.00
Cintas	874.55	Santie Wholesale	397.95
C&K Building Materials	374.56	Scheffers	417.99
Computer Smarts	70.00	Sonny's Solid Waste	2,000.00
Delta Document Shredding	30.00	Steward, Rebecca	1,738.00
G&D Communications	72.00	The PI Company	350.00
J&K Floor Cleaning	586.63	Tri-County Recycling	1,155.00
Liberty Utilities	5,340.09		
Lowes	57.67	Total for MARCH	\$51,307.04

Motion duly made by Commissioner David Hay to pay bills as presented, seconded by Commissioner Alice Tharp. Motion carried unanimously.

The Capital Fund report and requisitions for the period ending March 2014 were presented. The requisitions included \$6,350.00 to Sikeston Housing Authority for prorated salaries (501-13), \$2,400.00 to Dunker Consultants (501-13), and \$14,412.00 to Ryan Excavating (501-13). Motion duly made by

Commissioner David Hay, to pay requisitions for a grand total of \$23,162.00, seconded by Commissioner Alice Tharp. Motion carried unanimously.

The following Resolution No. 674 was introduced for consideration:

RESOLUTION NO. 674

A RESOLUTION APPROVING THE CHANGES IN THE PUBLIC HOUSING PROGRAM FLAT RENTS ONCE PROMULGATED BY THE U.S. DEPARTMENT OF HOUSING DEVELOPMENT (HUD) FOR THE HOUSING AUTHORITY OF THE CITY OF SIKESTON

Commissioner David Hay, duly made the motion to adopt Resolution No. 674, seconded by Commissioner Alice Tharp, and on roll call the "Ayes" and "Nays" were as follows:

Ayes: Chairman Mike Jensen, Commissioner David Hay, and Commissioner Alice Tharp

Nays: None

Resolution No. 674 was declared adopted by the Chairman.

The Commissioners were informed about the bi-annual inspection of public housing sites and units conducted by the Real Estate Assessment Center of the U.S. Department of Housing and Urban Development (HUD). The Sikeston Housing Authority received an overall score of 88%. The REAC inspection score would have been higher except the inspector found a small amount of broken glass in the yard of one unit and that was a deduction of 6.1 points.

Being no further business to come before the Body, Commissioner David Hay moved to adjourn seconded by Commissioner Alice Tharp. Meeting adjourned.

Mike Jensen, Chairman

Bobby K. Henry, Secretary

RESOLUTION NO. 674

**A RESOLUTION APPROVING THE CHANGES IN THE PUBLIC HOUSING PROGRAM FLAT RENTS ONCE
PROMULGATED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE
HOUSING AUTHORITY OF THE CITY OF SIKESTON**

WHEREAS, the Housing Authority of the City of Sikeston is a Housing Authority duly organized and operating as a municipal corporation under Missouri Revised Statutes, Chapter 99.101 – 99.230; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) required all Public Housing Authorities to establish flat rents to be effective on or about October 1, 2002; and,

WHEREAS, the Housing Authority of the City of Sikeston did establish flat rents as a reasonable rental amount for each bedroom size for Public Housing; 1) to encourage self-sufficiency; and, 2) to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient; and,

WHEREAS, the Consolidated Appropriations Act of 2014 includes a provision establishing new Flat Rent requirements for public housing pending regulations from the U.S. Department of Housing and Urban Development (HUD).

**NOW THEREFOR, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF SIKESTON, THAT**

The Consolidated Appropriations Act of 2014 requires PHAs to establish new flat rents at no less than 80 percent of the HUD issued fair market rents by bedroom size and limits annual flat rent increases to 35 percent of the existing flat rent amount. The Housing Authority will comply with this requirement on the date specified, and any additional requirements once the final federal regulations are promulgated by the U.S. Department of Housing and Urban Development (HUD).

Adopted this 16th Day of April 2014.

Mike Jensen, Chairman

Bobby K. Henry, Secretary

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE
CITY OF SIKESTON, MISSOURI
HELD ON THE TWELTH OF MAY 2014

THE MEETING WAS CANCELED DUE TO LACK OF AGENDA ITEMS FOR DISCUSSION

Mike Jensen, Chairman

Bobby K. Henry, Secretary

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

Monday, April 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 11:39 a.m.

II. ROLL CALL

Members Attending:	Mike Jenson, Emory McCauley, Bill Mitchell, Dan Marshall, and Larry Williams
Members Absent:	None
Council Liaison:	Kathy Teachout
Staff Attending:	Jon Douglass, Jay Lancaster, Angie Keller, and Collin Cecil
Guest Attending:	Carrie Lape and Edie Bartlett, Crader Law Firm Joy Lawrence John Graham

III. APPROVAL OF MINUTES

Emory McCauley made a motion to approve the minutes from the meeting of March 17, 2014 as submitted. Mike Jensen seconded the motion.
Motion carried unanimously.

IV. BILLS AND COMMUNICATIONS

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

- A. David Crader, Attorney at Law- \$2,525.00
- B. Blanton Law Firm- \$1,700.00
- C. City of Sikeston- \$209.51
- D. Buffalo Wild Wings- \$107.86

Emory McCauley seconded the motion. Motion carried unanimously.

V. LCRA BUSINESS:

A. Dan Marshall presented a status report on Felker Street property. Lincoln University is still proceeding with purchase of the entire block. Discussion only. No vote.

B. Jay Lancaster presented maps and handouts regarding LCRA properties throughout the City. Discussion only. No vote.

C. Jay Lancaster presented the Board with possible developers wanting properties for rental housing. Discussion only. No Vote.

D. Dan Marshall gave a report on the status of the NSP grant properties from emails sent from Jim Hailey. Discussion only. No vote.

E. Carrie Lape passed out new property lists and handouts of LCRA properties. The law office is working on Petition to Quiet Title, Quit Claim Deed and upcoming court dates for 307 Lee and 206 Jaycee. Discussion only. No vote.

F. Carrie Lape informed the Board that Harry Pratt accepted the offer of a Quit Claim Deed to 131 Fifth Street and he will proceed with Quiet Title Petition. Dan Marshall signed Quit Claim Deed. Discussion only. No vote.

G. Carrie Lape informed the Board of an offer to purchase 508 W. Gladys. Bill Mitchell made a Motion to sell property to Mrs. Mary Green for \$4,000.00, as is and Mrs. Green is to pay all title and closing fees; with Dan Marshall, as Chairman being authorized to execute all closing documents on behalf of the LCRA. Emory McCauley seconded the Motion. Motion carried unanimously.

H. Carrie Lape informed the Board of the status of title on the Scott/Stoddard/Kathleen compound. Crader Law Firm is to proceed with reviewing the files from Blanton Law Firm, determine if title is clear on Scott Street properties, and confirm status of Kathleen Street properties. Discussion only. No vote.

I. Carrie Lape informed the Board of status on replats. Board members and staff discussed procedure for getting approval from the Planning and Zoning Commission and City Council; and discussed location of replats. Discussion only. No Vote.

VI. ADJOURNMENT:

The next LCRA meeting will be on Monday, May 19, 2014 at 11:30 a.m. in the C.D. Matthews Room. 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 1:01 p.m..

Angie Keller, Administrative Assistant

Dan Marshall, Chairman



TOURISM ADVISORY BOARD MINUTES

MEETING OF TUESDAY, MARCH 25, 2014

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

APPROVAL OF MINUTES:

David Carnell made the motion to accept the minutes of February 25, 2014 as presented. Tess Marshall 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 March 19, 2014. Year-to-date bed taxes exceed those collected this time last year. Expenditures exceeded revenues by \$7,715.97. This deficit results from the timing between publication of advertising and receipt of quarterly State reimbursements.

INDUSTRY REPORT:

Lowes reported data from the Missouri Division of Tourism indicates Kansas and Illinois generate more visitors to Missouri than any other state. 32% of Missouri's travel occurs between June and August. Per the Division, every dollar spent in the State's 2013 advertising budget generated \$3.21 in tax revenue.

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: Edition was released March 4 to 1,733 Missouri/Illinois leads, resulted in a 19.4% open rate and 8.4% click-thru rate.
3. Search Engine Marketing Program: Results from February 2013 and January 2014 were presented. 2014 reflects increased clicks and impressions.
4. VisitSikeston.Com Analytics: February 2014 visits totaled 2,637 (2013 – 24), 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, 1,404 users used desktops, 1,003 used mobile devices and 230 used tablets.

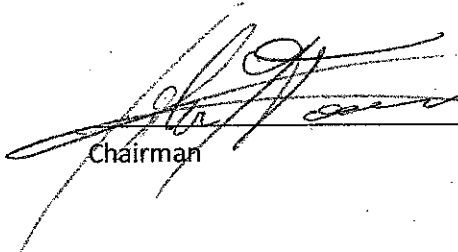
5. Toll Free Calling Analysis: There was no significant different in the number of 888 calls received in February 2013 and 2014. It should be noted a greater percentage of calls were receive from locations outside the CVB's in-state and primary markets in 2014.
6. FY-14 Fall Advertising Campaign: All 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, The Midwest Traveler and Madden VacationFun.com Sweepstakes have launched. 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 on research being completed for the FY-15 Promote Missouri Fund Program. A draft of the CVB's FY-15 budget and Marketing campaign was presented. Brief discussion was held on the continued use of billboards. Carnell requested traffic data be obtained to assist in planning for billboard purchased.

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

Approved and accepted this date:


Chairman

6/24/2014
Date

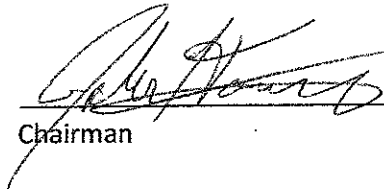


TOURISM ADVISORY BOARD MINUTES
MEETING OF TUESDAY, APRIL 29, 2014

The Sikeston Convention & Visitors Bureau Tourism Advisory Board Meeting convened at 4:00 PM, Tuesday, April 29, 2014 in the CD Matthews Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: Board members John Tarter and Tess Marshall; Councilman John Graham and City Manager JD Douglass; ex-officio member Jiggs Moore; and CVB Director Linda Lowes. Those absent included David Carnell, Charlie Ziegenhorn, Rick Justice, and Councilman Steven Burch.

Due to the lack of a quorum, minutes were not approved. Director Lowes provided an overview of the CVB's monthly activities.

Approved and accepted this date:

 6/24/2014
Chairman Date



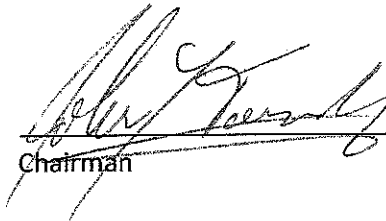
TOURISM ADVISORY BOARD MINUTES

MEETING OF TUESDAY, MAY 27, 2014

The Sikeston Convention & Visitors Bureau Tourism Advisory Board Meeting convened at 4:00 PM, Tuesday, May 27, 2014 in the CD Matthews Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: Council members John Graham and Steve Burch, ex-officio member Lynn Lancaster and Director Linda Lowes.

Due to the lack of a quorum, minutes were not approved.

Approved and accepted this date:

 6/24/2014
Chairman Date



TOURISM ADVISORY BOARD MINUTES

MEETING OF TUESDAY, JUNE 24, 2014

The Sikeston Convention & Visitors Bureau Tourism Advisory Board Meeting convened at 4:05 PM, Tuesday, June 24, 2014 in the DED Conference Room of Sikeston City Hall, 105 E. Center Street, Sikeston, Missouri. Those attending were: Chairman John Tarter, board members David Carnell, Rick Justice and Sue Rogers; Council member John Graham; ex-officio members Jiggs Moore and Susie Lawrence; and Director Linda Lowes. Board members absent were Charlie Ziegenhorn and Steve Burch.

APPROVAL OF MINUTES:

March 24, 2014 – Rick Justice made a motion to approve the minutes of March 24, as submitted. Sue Rogers provided a second. The minutes were approved.

April 29, 2014 - Sue Rogers made the motion to approve the minutes of April 29, as submitted. Rick Justice provided a second. The minutes were approved.

May 27, 2014 – John Graham made a motion to approve the minutes of May 27, as submitted. Rick Justice provided a second. The minutes were approved.

FINANCIAL REPORT:

Director Lowes presented the CVB's financial report for the period ending June 10, 2014. Since the financial report was compiled, \$2,300 in additional tax receipts has been received. Due to the delay in the Holiday Inn Express opening, lodging tax receipts are \$11,838 under the FY-14 annual revenue projection. Upon notification of the construction delay, CVB staff reduced maintenance and operations expenditures.

Lowes reported a comparison of FY-13 and FY-14 lodging tax receipts reflect FY-14 receipts exceed those collected in FY-13 by \$3,600. In FY-14, Sikeston had 159 rooms that generated \$32,661.18 in lodging tax, or \$205.41 per room. With the addition of Holiday Inn Express's 73 rooms, Sikeston will have 232 rooms available. If Day's Inn can maintain their market share, the City should be on-track to collect approximately \$47,665 in lodging taxes.

OPERATIONS REPORT:

The operations report for the period ending May 31, 2014 was presented, providing a comparison of FY-13 and FY-14 search engine marketing (SEM) results, website performance and the CVB's toll-free number statistics. An overview of the FY-14 marketing program was reviewed. FY-14's fall/winter campaign generated 5,230 leads of which 15% were in-state leads and 66% were target-market leads. Cost per inquiry (CPI) for the fall campaign was \$.81. The spring/summer campaign, which is still in progress, has generated 5,284 leads of which 19% are in-state and 73% are in the target market. CPI for this on-going campaign is currently \$3.55.

The Board was briefed on the FY-15 advertising campaign. The CVB is awaiting notification from the State on the status of its funding request. Contracts for non-state funded advertising have been executed. Staff briefed the Board on significant projects to be undertaken in FY-15. These include the redesign of the CVB website, and

development of "101 things to do in Sikeston" promotion. During discussions, it was suggested the promotion be changed to "55 things to do on I-55". The Board also suggested the CVB identify communities located within 4 hours of Sikeston, to promote Sikeston as an overnight site for travels to Branson/ St Louis or Memphis. The Board asked staff to pursue developing a partnership with Branson CVB for the promotion of Sikeston as an overnight stop when traveling to and from that location.

In other discussions, the Board would like to pursue a promotion similar to the "100-mile" garage sale held along Highway 61 on Memorial Day weekend. The local promotion would be a "city-wide" garage sale on a specified weekend. Lowes indicated the CVB would be happy to promote this event, however, sponsorship would have to be undertaken by a not-for-profit entity such as the Chamber, Kiwanis or Lions.

David Carnell reported "Ride the Fault" bike ride had approximately 300 registered rides. (Riders left from Sikeston on June 22). This exceeded the prior year's turn-out.

Sue Rogers suggested the CVB add Puxico VFW Days to its calendar of events.

Rick Justice reported the 2015 Battle of Sand Ridge Re-enactment will be held March 13, 14 and 15.

At the request of the Director, the Board discussed their preference for meeting date and time. The Board will now meet every-other month, with the next meeting scheduled for 4 PM, Tuesday, August 26.

A motion and a second were made to adjourn the meeting.

Approved and accepted this date:

Chairman

Date

Award Bid:

Wakefield Bridge
Project

(Bids are scheduled
to be open July 2nd)

Council Letter

Date of Meeting: 14-07-07

Originating Department: Public Works Department / Street Division

To the Mayor and City Council:

Subject: 1st Reading, Bill #5963, Amending City Code Section 365.030, Schedule IV to Prohibit Parking on North Ingram Road from the intersection of Kennedy Drive at North Ingram to the intersection of North Ingram and Smith Avenue.

Attachment(s):

1. Bill #5963
2. Map

Action Options:

1. Discuss request to Prohibit Parking on North Ingram Road from the intersection of Kennedy Drive at North Ingram to the intersection of North Ingram and Smith Avenue.
2. Other action Council may deem appropriate

Background:

The Traffic Committee did meet on June 25, 2014 and voted favorably to amend the uniform traffic code by placing no parking signs on North Ingram Road from the intersection of Kennedy Drive at North Ingram to the intersection of Smith Avenue at North Ingram Road, on both sides of the street. Staff received a request from Jerry Pullen to prohibit parking, due to vehicles blocking traffic on North Ingram Road.

BILL Number 5963

ORDINANCE Number 5963

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5963 AND SHALL AMEND TITLE III, CHAPTER 365 OF THE UNIFORM TRAFFIC CODE ESTABLISHING ADDITIONAL TRAFFIC CONTROL MEASURES WITHIN THE CITY OF SIKESTON, MISSOURI.

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

SECTION I: This Ordinance shall be codified in the City Municipal Code.

SECTION II: The Traffic Committee did meet on June 25, 2014 and voted favorably to amend the uniform traffic code by placing no parking signs on North Ingram Road from the intersection of Kennedy Drive at North Ingram to the intersection of Smith Avenue at North Ingram Road, on both sides of the street.

SECTION III: Title III – Chapter 365 – Section 365.030 – Parking Prohibited at all Times on Certain Streets (Schedule IV); shall be amended by including the following:

<u>Name of Street</u>	<u>From</u>	<u>To</u>	<u>Side of Street</u>
North Ingram Road	Kennedy Drive	Smith Avenue	Both

SECTION IV: General Repealer Section: Any 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, then the remaining part or parts shall be severable and shall continue in full force and effect.

SECTION VI: Record of Passage:

A. Bill Number 5963 was introduced and read the first time this 7th day of July, 2014.

B. Bill Number 5963 was read the second time and discussed this 28th day of July, 2014, and voted as follows:

Harris, _____, Burch, _____, Depro, _____,
Graham, _____, Teachout, _____, Gilmore, _____,
Pullen, _____, thereby being
_____,
becoming ordinance 5963.

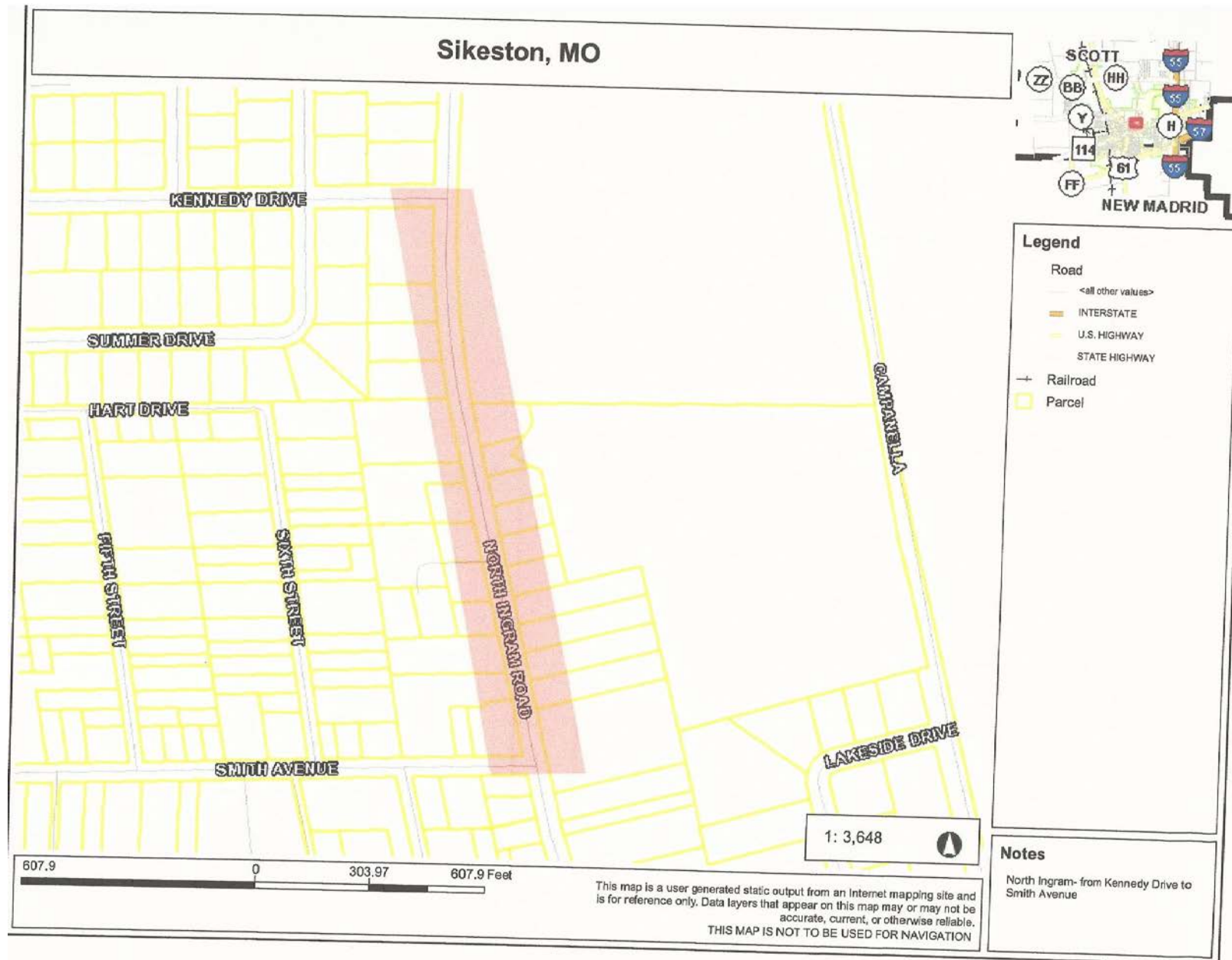
C. Ordinance 5963 shall be in full force and effect from and after Thursday, August 28, 2014.

Jerry Pullen, Mayor

Approved as to form
Charles Leible, City Counselor

Seal / Attest:

Carroll Couch, City Clerk



Council Letter

Date of Meeting: 14-07-07

Originating Department: Public Works Department / Street Division

To the Mayor and City Council:

Subject: Briefing, Speed Limit Reduction and Children at Play Signs on Lake Street.

Action Options:

1. No action required at this time

Background:

Staff received a request from Marie Pigg to lower the speed limit and to place Children at Play signs on Lake Street. The Traffic Committee did meet on June 25, 2014 and after discussion, voted unanimously against a speed limit reduction on Lake Street. The Street Department will, however, place Children at Play signs on both ends of the street.

Council Letter

Date of Meeting: 14-07-07

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: 2nd Reading, Bill 5959 Amending Chapter 600 Alcoholic Beverages of the City Code

Attachment(s):

1. Bill 5959

Action Options:

1. Approve Bill Number 5959
2. Other action Council may deem appropriate

Background:

With the reduction in staffing and budget by the Missouri Division of Alcohol and Tobacco Control, increased supervision and enforcement of liquor control by municipalities is ever more important. In an effort to streamline the hearing process for suspensions and revocations, Bill Number 5959 was drafted.

Attached for your review is Bill Number 5959, Amending Chapter 600 Alcoholic Beverages, of the Sikeston Municipal Code. With the passage of this ordinance, the City Manager will have the authority to suspend/revoke the liquor license of an establishment within the city limits of Sikeston.

Bill 5959 establishes when the City Manager may suspend or revoke a license and the notification process. In addition, a Liquor License Review Board is created. The board will consist of two city employees appointed by the City Manager and a member appointed by the City Council. The Liquor License Review Board will serve as the appeals board for businesses suspended or revoked by the City Manager.

Staff asks for Council approval of Bill 5959.

THIS BILL AS APPROVED SHALL BECOME ORDINANCE NUMBER 5959 AND SHALL AMEND CHAPTER 600 ALCOHOLIC BEVERAGES OF THE CITY CODE OF THE CITY OF SIKESTON, MISSOURI.

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

SECTION I: This Ordinance shall be codified in Chapter 600 of the Sikeston Municipal Code.

SECTION II: Chapter 600 Alcoholic Beverages, Section 600.010 Definitions, shall be amended to include the following definitions:

"CHIEF REVIEW OFFICER

Means the first of two (2) city employees appointed by the city manager to serve on the liquor license review board.

CITY MANAGER

Means the current city manager of the City of Sikeston, Missouri, or his/her designee."

SECTION III: Chapter 600 Alcoholic Beverages is amended to include the following:

"Section 600.089. Liquor License Review Board. A three-member liquor license review board is hereby established consisting of the chief review officer appointed by the city manager, another city employee appointed by the city manager and a member appointed by the city council to serve a three-year term. The city manager's appointees shall be current city employees and shall serve at the pleasure of the city manager."

SECTION IV: Chapter 600 Alcoholic Beverages, Section 600.090. Administration of Law – License Suspension/Revocation. Subsection A. Suspension or Revocation of License, When-Manner, is amended as follows:

"A. Suspension or Revocation of License, When-Manner

(a) *Suspension or revocation.* The city manager may suspend or revoke the license of any licensee under this chapter who has failed to meet the standards of conducting business set forth in this chapter or who has made any false, misleading or fraudulent statement in the license application.

(b) *Notice of suspension or revocation.* The city manager shall suspend or revoke a license issued under this chapter by sending notice of the suspension or revocation to the licensee by first class mail or by personal service on the licensee or the person in charge at the licensed premises. Mailed notice shall be presumed received three (3) days after it is mailed. The notice shall contain:

- (1) A statement of the grounds for the suspension or revocation.
- (2) The effective date of the suspension or revocation, which shall be at least ten (10) days after the notice is received.
- (3) In the case of a suspension, the length of the suspension.
- (4) Instructions on how to appeal the suspension or revocation.

(c) *Appeal to liquor license review board.* The licensee may appeal the suspension or revocation by requesting a hearing before the liquor license review board. The appeal must be in writing, addressed to the chief review officer and received by the chief review officer within ten (10) days after the notice of suspension or revocation was received. Receipt of an appeal by the chief review officer shall automatically stay enforcement of the suspension or revocation until after the hearing.

SECTION V: Chapter 600 Alcoholic Beverages, Section 600.090. Administration of Law – License Suspension/Revocation. Subsection D. Effect of Suspension, is amended as follows:

"D. Effect of Suspension. No person whose license shall have been suspended by

order of the City Manager shall sell or give away any intoxicating liquor during the time such suspension is in effect. Any licensee desiring to keep premises open for the sale of food or merchandise during the period of suspension shall display the City Manager's order of suspension in a conspicuous place on the premises so that all persons visiting the premises may readily see the same."

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

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

SECTION IX: Record of Passage:

- A. Bill Number 5959 was introduced and read the first time this 30th day of June 2014.
- B. Bill Number 5959 was read the second time and discussed this 7th day of July, 2014, and voted as follows:

Burch _____, Depro _____, Gilmore _____, Harris _____, Graham _____,
Teachout _____, and Pullen _____, thereby being _____,
and becoming Ordinance _____.

- C. Ordinance _____ shall be in full force and effect from and after August 7, 2014.

Jerry Pullen, Mayor

Approved as to form
Charles Leible, City Counselor

Seal / Attest:

Carroll Couch, City Clerk

Council Letter

Date of Meeting: 14-07-07

Originating Department: City Manager

To the Mayor and City Council:

Subject: Appointments to Liquor License Review Board

Attachment(s):

1. None

Action Options:

1. Appoint an individual to serve on the Liquor License Review Board
2. Other Action Council May Deem Necessary

Background:

At the July 7 City Council meeting, Council will be asked to consider adopting on second reading Ordinance Number 5959, establishing a liquor license review board. That ordinance calls for the liquor license review board to consist of the following three appointees:

- A Chief Review Officer, to be a city employee appointed by the city manager
- A second city employee to be appointed by the city manager
- An individual to be appointed to the City Council

As Chief Review Officer I intend to appoint the City Clerk/Administrative Services Director. As the second city manager appointee I intend to appoint the City Treasurer. The City Council is free to appoint any individual they see fit to serve on the liquor license review board, whether that be a city employee, a citizen of Sikeston, or a member of the City Council. Council may appoint an individual at this time, make an appointment at a later Council meeting, or direct staff to seek interested volunteers through the Citizens Resource Bank.

Council Letter

Date of Meeting: 14-07-07

Originating Department: Governmental Services

To the Mayor and City Council:

Subject: Briefing on Cell Tower RFP

Attachment(s):

1. None

Action Options:

1. Briefing only
2. Other action Council may deem appropriate

Background:

The City of Sikeston allowed Roberts Tower Company to construct a cell tower on land leased from the City adjacent to Fire Station 1 on North West Street. In exchange for the lease, Roberts Tower agreed to pay \$200 per month for the land lease and pay 10% of the rent collected by Roberts Tower from telecommunications companies with antennas located on the tower. In 2010, Roberts Tower Company was purchased by American Tower Corporation. The City currently receives \$1,300 per month in revenue from American Tower Company or \$15,600 annually. During the remaining eleven years of the current lease, that will total \$171,600, based on current rents.

The current lease expires in 2025. At that time, American Tower will assign rights to the tower to the City with a fair market value assessment and the City of Sikeston will give American Tower a tax receipt reflecting that fair market value.

Two companies, American Tower and TriStar Investors, Inc. had contacted the City seeking to purchase long term rights to locate the tower on the leased City property. The City therefore sought proposals from interested parties interested in either purchasing, leasing or subleasing a long term easement for the tower. American Tower Corporation and TriStar Investors, Inc. were the only respondents, with each providing a number of proposals. A summary of their proposals follows.

TriStar Investors, Inc.

Option 1:

- 40 year easement to the site
- A onetime payment now of \$100,000
- 50% of net revenues (expenses capped at 5%) after the lease expiration (based upon rent the City is receiving, current gross revenues are \$132,000/year).
- City continues to use the tower at no cost

Option 2:

- 40 year easement to the site
- Annual payments of \$15,000 until the lease expiration
- City continues to collect all rents from American Tower (\$15,600/year) until 2026.
- 50% of net revenues (expenses capped at 5%) after the lease expiration (based upon rent the City is receiving, current gross revenues are \$132,000/year).
- City continues to use the tower at no cost

American Tower

Option 1:

- Lump sum payment of \$400,000 for a perpetual easement
- No rents or ground lease payments
- City continues to use the tower at no cost

Option 2:

- Lump sum payment of \$300,000 for a perpetual easement
- 10% of new revenue (tower is full, unlikely to have new revenue)
- City loses existing 10% revenue share through 2025 (\$1,100/month or \$13,200/year)
- City continues to use the tower at no cost

Option 3:

- 40 year lease extension, signing bonus of \$50,000
- Continue existing 10% revenue share for future collocation
- After expiration of current lease in 2025, 30% of gross rental revenues
- City continues to use the tower at no cost

Option 4:

- 40 year lease extension
- Immediate increase to current base rent (currently \$2,400/yr) to \$12,000 per year
- Continue existing 10% revenue share for future collocation
- After expiration of current lease in 2025, 30% of gross rental revenues
- City continues to use the tower at no cost

A final option available to the City is to allow the current lease to expire in 2025, at which time the City takes complete ownership of the tower. The City would then receive all rental income now collected by American Tower (currently \$132,000/yr), but would also have to manage the tower -- including physical maintenance and management of the contractual relationships with the telecommunications companies who have equipment located on the tower.

Unknown Factors

Analysis of the proposals is complex due to a number of unknown factors. We do not know how long cell towers will be necessary telecommunications infrastructure -- although the companies' interest in long term rights to the tower and ground underneath it seem to indicate that they feel there is long term value in them. We do not know the useful life of the tower itself before it will need major maintenance or replacement. We do not know the revenue potential of the antenna space on the tower. We only know what is collected at this moment, but once long term rights to the tower are secured by one of the interested companies, they may be able to charge higher rents since they can offer longer term assurances to the telecommunications companies.

Analysis - TriStar

Option 1 from TriStar pays \$100,000 now; the City continues receiving \$15,600/year for 11 years (\$171,600) with the potential to collect \$62,700/yr for 40 years, beginning in 2025.

Option 2 from TriStar pays \$15,000 in annual payments until the lease expires in 2025 (\$165,000). The City continues to collect the \$15,600/year for 11 years with the potential to collect \$62,700 for 40 years, beginning in 2025.

Analysis -- American Tower

Option 1 from American Tower was disregarded because the loss of \$15,600 for 11 years at present value of approximately \$160,000 leaves a net of \$240,000. In addition, there was no real potential for additional revenue and the city loses the tower.

Option 2 from American Tower only pays \$300,000. The City continues to receive \$13,200 for next eleven years. There is no real potential for additional revenue and the city loses the tower. Using net value of \$140,000, total revenue is \$285,200.

Option 3 from American Tower provides a signing bonus of \$50,000. 10% rents continue until 2025. There is a potential in 2026 of receiving \$39,600/year for 40 years. The City retains the tower.

Option 4 from American Tower offers no upfront buyout. Rent is \$12,000 per year (less than currently received). There is a potential in 2026 of receiving \$39,600/year for 40 years. The City retains the tower.

Council Questions and Comments Requested

The evaluating committee consisted of City Manager JD Douglass, City Counselor Chuck Leible, City Clerk Carroll Couch, Director of Public Safety Drew Juden and City Treasurer Karen Bailey.

The evaluating committee feels that more analysis is needed on certain legal questions relating to the proposals, and we are not asking the Council to agree to any new lease terms at this time. Due to the complexity of this issue, the committee desires only to brief the Council and solicit their questions and comments as we continue our analysis.

CITY OF SIKESTON
CELL TOWER PURCHASE, LEASE OR SUBLEASE
RFP 14-22

VENDOR	OPTION	TERM	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
TriStar Investors	1	40 year easement	115,600	131,200	146,800	162,400	178,000	193,600	209,200	224,800	240,400	256,000	271,600	50% of net revenues, 5% cap on expenses ¹
	2	40 year easement	30,600	61,200	91,800	122,400	153,000	183,600	214,200	244,800	275,400	306,000	336,600	50% of net revenues, 5% cap on expenses ¹
American Tower		perpetual												
	1	easement	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	no tower, no revenue
	2	perpetual easement 40 year lease	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	no tower, 10% of new revenue, likely \$0, no room for growth
	3	extension 40 year lease	65,600	81,200	96,800	112,400	128,000	143,600	159,200	174,800	190,400	206,000	221,600	30% of gross revenues ²
	4	extension	23,000	46,000	69,000	92,000	115,000	138,000	161,000	184,000	207,000	230,000	253,000	30% of gross revenues ²

¹ Could receive \$62,700 per year for 40 years, beginning in 2025, based upon current rent

² Based upon current revenues, city would receive \$39,600 per year for 40 years, beginning in 2026

MUNICIPAL DIVISION REPORTING FORM

I. COURT INFORMATION			
Contact information same as last report			
Municipality:SIKESTON		Period:June, 2014	
Mailing Address:105 E. CENTER ST.		Vendor: Tyler Technologies	
Physical Address:105 E. CENTER ST.		County:SCOTT COUNTY	Circuit:33RD
Telephone Number: (573) 475-3705		Fax Number: (573) 471-1526	
Prepared by:PAT COX		E-mail:courtclerk@sikeston.org	
Municipal Judge(s):FRANKLIN MARSHALL		Prosecuting Attorney:DANIEL F. NORTON	
Notes			
II. MONTHLY CASELOAD INFORMATION			
	A/D Traffic	Other	Non-Traffic
A. Cases pending - 1st Month	109	1,239	2,975
B. Cases filed	1	116	124
C. Cases Disposed			
1. Jury Trial	0	0	0
2. Court/Bench Trial -Guilty	0	0	1
3. Court/Bench Trial -Not Guilty	0	0	0
4. Plea of Guilty in Court	0	6	6
5. BF and Viol. Bureau Citations	3	88	84
6. Dismissed by Court	0	7	19
7. Nolle Prosequi	2	1	10
8. Certified for Jury Trial	0	0	0
9. TOTAL CASE DISPOSITIONS	5	102	120
D. Cases pending - End of Month	105	1,253	2,979
E. Trial de Novo - Appeal filed	0	0	0
III. WARRANT INFORMATION			
1. Total Issued	41	IV. PARKING TICKETS	
2. Total served/withdrawn EOM	45	Issued 3	
3. Total Outstanding EOM	371	[] No parking tickets	
V. NET REVENUE COLLECTED			
Fines	\$ 16,160.13	Restitution	\$ 4,691.22
Clerk/Court Fee (Costs)	\$ 1,436.23	Parking Ticket	\$ 0.00
Jud Ed Fund	\$ 0.00	Bond Forf	\$ 0.00
[X] No JEF collection			
Peace Officer (POST)	\$ 359.15	Bond refunds	\$ 6,333.00-
Crime Victims Comp (CVC)	\$ 897.58	Other Disbursements	
Law Enf Training (LET)	\$ 0.00	OCVC	\$ 0.00
Domestic Viol Shelter	\$ 239.41	OILF	\$ 0.00
Inmate Sec Fund	\$ 239.15	OCOURT COST	\$ 0.00
Sheriffs' Retirement Fund	\$ 312.41	Tot Disbursements	\$ 18,002.28

Office of State Court Administrator, Statistics
 2112 Industrial Drive, P.O. Box 104480, Jefferson City, MO 65110
 OSCA Help Desk: 1-888-541-4894 Research Unit Fax: 573-526-0338
 E-mail: swjis.reports@courts.mo.gov



CVB Operations Report For the Period Ending May 31, 2014

A. FY-14 Marketing Program.

1. Group Tour Marketing Operations -- all tours completed; one return tour booked for October 2014.
2. Travelgram:

Travelgram – Email Promotion Program				
Release Date	Quantity Released	Open Rate	Click Rate	Opt Out Rate
06/12/14 (all new leads)	376	20% (75)	2.7%(2)	1.1% (4)
06/02/14 (all new leads)	444	10.8% (48)	11% (3)	.6% (3)
05/16/14 (all new leads)	68	17.2% (11)	9.0% (1)	0
05/12/14 (all Spring leads)	4,282	17.2% (736)	3.5% (26)	41.5% (78)
04/10/14 (all new leads)	23	48% (13)	9.1% (1)	0
04/04/14 (All Spring leads)	1,969	20% (384)	10.9% (42)	.4% (9)
03/04/14 (MO & IL Only)	1,733	19.4% (323)	8.4% (27)	.8% (14)
Spring Campaign Results	8,895	Average: 21.5% (Industry Avg. – 13.25%)	Average: 7.8% (Industry Avg. – 11.31%)	Average: 1.2% (Industry Avg. – .16%)

Open and click rates were analyzed using the Travelgram's day of distribution. Travelgrams issued late Thursday afternoon generate the best results. Future distribution will target Thursday afternoon for release.

Travelgram subject matter and presentation were also examined to identify trends. Open rates are much higher when emphasis is placed on multiple events, rather than focusing on our 2 major events (rodeo and Cotton Ramble). Travelgram presentation will be changed to appeal to a greater audience with the goal of increasing the Click Rate.

3. Search Engine Marketing Program Results:

Search Engine Marketing Results			
Period	Clicks	Impressions (views)	Click thru Rate
January 2013	831	22,079	2.91%
February 2013	838	21,427	3.91%
March 2013	850	23,070	3.66%
April 2013	853	22,211	3.84%
May 2013	835	17,874	4.67%
January 2014	948	18,113	5.23%
February 2014	1,072	36,076	2.97%
March 2014	1,745	52,153	3.35%
April 2014	1,428	42,163	3.39%
May 2014	1,343	35,866	3.74%

Industry standard: 2.92%

4. VisitSikeston.Com performance 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%
February 2013	24	1.33	00:00:27	70.83%	91.67%
March 2013	39	1.15	00:00:31	84.62%	97.44%
April 2013	31	1.48	00:00:11	80.65%	100%
May 2013	23	1.35	00:00:21	78.26%	100%
January 2014	605	2.29	00:01:28	49.89%	84.3%
February 2014	2,637	2.34	00:01:49	55.21%	78.9%
March 2014	4,077	2.16	00:01:39	59.26%	79.6%
April 2014	3,487	2.12	00:01:45	59.91%	77.6%
May 2014	3,463	2.23	00:01:33	57.58%	79.87%

www.VisitSikeston.Com – Top 5 Geographic Origination Points			
May 2013		May 2014	
St. Albans	1 - 4.35%	Cape Girardeau	227 -6.56%
Monument	1 - 4.35%	Sikeston	196 – 5.66%
Chicago	1 - 4.35%	St. Louis	169 – 4.88%
Downers Grove	1 - 4.35%	Wichita	129 – 3.73%
Edwardsville	1 - 4.35%	Memphis	106 – 3.06%

www.VisitSikeston.com 2014 Viewer Demographics

Viewers by Sex	
Male	Female
54.15%	45.85%

Viewers by Age Group			
Age Group	Percent	Age Group	Percent
18-24	27.5%	45-54	12.5%
25-34	33.5%	55-64	5.5%
25-44	15.5%	65 +	5.5%

5. Toll-Free calling results:

1-800 Call Statistics						
Period: - July 1 through	Total Calls	In-State Market	Primary Market	Secondary Market	Collateral Market	Other
May 2013	157	87	44	7	0	19
May 2014	178	87	42	6	0	43

6. FY-14 Advertising Campaign Update:

Lead Analysis – Fall 2013 Campaign (completed)				
Publication	Leads Y-T-D	% In-State	% in Target Market	CPI
Madden Fall Insert	6,028	13%	65%	\$2,635.00 - \$.44
Midwest Traveler, Fall	202	82%	100%	\$2,410.52 - \$11.93
Campaign Totals	6,230	925 – 15%	4,099-66%	\$5,045.52 - \$.81
Lead Analysis – Spring 2014 Campaign (In progress)				
Publication	Leads Y-T-D	% In-State	% in Target Market	Ad Cost - CPI
VacationFun Sweepstakes Dropped 3/12/14	1,207	104 - 9%	775 - 64%	\$5,000.00 - \$4.14
Midwest Traveler Spring Dropped 3/14/14	354	281 - 79%	351 - 99%	\$2,410.52 - \$6.81
Madden Spring Insert Dropped 4/10/14	3,279	559 – 17%	2,398 - 73%	\$5,742.00 - \$1.75
TravelerFun Insert Dropped 4/8/14	444	40 – 11%	336 - 88%	\$5,640.00 - \$12.70
St. Louis Magazine, June Dropped May 15, 2014	No Lead Tracking provided by vendor			
Campaign Totals	5,284	984 – 19%	3,860 – 73%	\$18,792.52 \$3.55

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), completed and on-line
- Hospitality Bags: 140 provided for Mission Missouri conference and a 5K charitable run
- Provided brochures/pens for 70-80 attendees of Retired Teachers Assn. conference

8. Other:

Submitted blog for VisitMo.Com, will appear in July 2014

B. FY-15 Marketing Program:

1. Marketing Plan finalized, awaiting State approval of funding application.
2. Non- State funded advertising contacts executed.
3. Advertising placed – Missouri Life Magazine, August/Sept. (Drops mid-July)
4. Ads being designed:
 - a) Show-Me Missouri (August)
 - b) St. Louis Magazine (Sept.)
 - c) Madden Fall Vacation Guide Insert (Sept.)

City of Sikeston
Monthly Report for June - 2014
Public Works Department

STREET

- Street Division is active in mowing approximately 200 LCRA lots. It is proving to be an effective use of time and resources. Staff has also continued to remove trees and debris from the 115 lots being maintained by the Youth Program.
- The Wakefield Bridge project has received its final approval, and is currently out for bids. We will be opening bids on the project on July 2nd.
- The MoDOT TRC/Larcel intersection project has successfully bid last month. Lappe Cement Finishing was the low bidder. The project came in under the engineer's estimate. Work should begin soon, and the project is scheduled to be completed in October of this year.
- Staff has met with Lambert Engineering to begin planning for the Applegate and John R Blvd Street and Drainage projects.
- Street Division has been patching sidewalks in various locations. Summer temperatures have caused some areas of sidewalks and curb to 'pop-up'.
- Street Division has been active patching potholes. This will continue for some time. The severe winter created many potholes and rough areas of pavement that we will continue to address.
- Street Division has assisted BMU in the asphalt patching of BMU service cuts and water leak areas in numerous locations
- Crews have spent several days performing storm inlet maintenance throughout town, clearing debris from recent storm events. We plan to work on these areas all over the community.
- The street sweeper has operated several days in various areas of town.
- The Greenbrier Ditch project has completed design, and has successfully been bid out. Schlosser Construction was the low bidder. We anticipate the project beginning very soon.
- Staff from Street Division have been cleaning up numerous alleys, removing debris and trees.
- Staff from Street Division have overseen community service workers to pick up trash and paper.
- Several depressed 'sink-hole' areas have been repaired by Street Division staff, as well as, various areas of rutting caused by recent snow and ice events.
- Staff has worked to replace, repair and maintain the various signs in town.

- Staff has worked to maintain the city right of way, with mowing, and some addressing some areas to control erosion.
- Staff has worked routine maintenance at the Compost Site per the City Schedule
- Staff has performed regular maintenance on snow plows in preparation for next winter.
- Staff has conducted routine mosquito fogging measures.
- Staff has participated in digging graves for city cemetery.

CODE ENFORCEMENT/ANIMAL CONTROL

- Staff worked with Sikeston Area Humane Society staff to negotiate a contract for services.
- Attended LCRA meeting. Continued to reveal new data and GIS maps to better coordinate the priorities. Also met with Methodist Men's group to discuss potential non-profit organization that may rehabilitate properties.
- Code Enforcement issued a total of eleven (11) building permits with a total construction valuation of \$452,580.00. There were one multi-family building permit issued for a four-plex dwelling. There were no new single family home starts for this period.
- Code Enforcement also conducted 204 inspections, responded to 19 violations of property maintenance, and responded to 251 calls for animal control.
- We continue to drive the LCRA areas to make detailed notes of each area. We hope to provide detailed recommendations to the LCRA at the next meeting for several lots.
- We continue to monitor the demolition and cleanup efforts on Harry Street. We are also working with Scott County to work to prepare new parcel numbers for the lots that will be sold on the newly named Dockins Drive.
- We continue to work with State Economic Development to capture funds for demolition of condemned structures. We hope to produce a large scale demolition project in the near future.

FLOOD PLAIN MANAGEMENT

- We have amended our contract with Algeier Martin, so that their staff can speak directly with AMEC on the city's behalf. We hope to have some matters resolved soon with the proposed LOMR. Prior to its official submission, we will present everything to council and plan to host a public meeting.

AIRPORT

- The Airport Terminal Building Advisory Committee was officially established, and has met several times to fine-tune the floorplan of the new terminal building.
- Continuing to work toward updating the AWOS to report weather information (be a 'green dot' on the map). Hope to have this resolved in near future.
- Working with FAA and MoDOT Aviation to coordinate sale of 'back-nine' property to Foxhaven Country Club.

PARKS

- Continuing to work with Downtown Group in the planning for a new band shell in Legion Park, including the removal of a sweetgum tree in Legion Park.
- Hauled sand, and prepared volleyball pits for Corporate Games
- Prepared tug-of-war pit for Corporate Games
- Staff provided assistance to City of Matthews for playground equipment maintenance
- Repaired lights at VFW ballfield
- Performed maintenance to lake at complex
- Repaired players benches at ball fields
- Conducted routine park cleanup
- Performed necessary maintenance on numerous scoreboards, ballfield fences, and ballfield lights preparing for ball season.
- Conducted routine mowing mowing of parks, removed trees, repaired grills, gutters, water leaks, and other various maintenance issues of all parks.
- Staff Organized and Coordinated Sikeston Corporate Games
- Staff assisted with Trailblazers walking clubs
- Set up, maintenance and cleaning of Clinton Building.

GENERAL

- Attended Downtown Merchant's Meeting.
- Working to establish FY15 budget, including replacement of numerous capital improvement needs. Still meeting with staff to establish some lease purchase options for equipment replacement.
- Continue to work with builders and suppliers to assess the needs of the PW complex building. Hope to provide staff recommendation to City Council in July.
- Working with DED to prepare DRA application for proposed Rose Parkway extension project in Sikeston Industrial Park
- Participated in MoDOT's regional planning meetings in conjunction with the sales tax initiative.

July 2014

Monthly Planner

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																
<div>Jun 2014</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>			S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						1 Special Strategic Plan Meeting 11:00 a.m.	2	3	4 Independence Day - City Offices Closed	5						
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6	7 Library Board Meets 4:30 p.m. Regular Council Meeting 5:00 p.m.	8 BMU Board Meets 4:00 p.m. DED Board Meets 11:30 a.m.	9	10 Stormwater Management Board Meeting 2:00 p.m.	11	12																																																	
13	14 Housing Authority Board Meets 12:00 p.m.	15	16	17 Strategic Plan Implementation Commission Meets 11:00 a.m.	18	19																																																	
20	21 LCRAMeets 11:30 a.m. Public Safety Meets 6:00 p.m.	22	23	24	25	26																																																	
27	28 Special Council Meeting 11:30 a.m.	29	30	31	<div>Aug 2014</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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August 2014

Monthly Planner

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September 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1 Labor Day - City Offices Closed Library Board Meets 4:30 p.m. Regular Council Meeting 5:00 p.m.	2	3	4	5	6																																																																																											
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