

**Open Citizen Comment Procedure**

- 1) Public Hearings – Any citizen is allowed to ask questions and/or make comments during any public hearing scheduled for a particular issue.
- 2) “Citizen Communication” – Public comment can be provided on any item on the agenda or on issues affecting the City not on the agenda. Public comments should generally be limited to 3-5 minutes. Citizens are encouraged (but not required) to contact City Administration one week prior to the meeting, preferably in writing, to be placed on the agenda. Doing so provides Council an opportunity to give consideration to the issue/comment.

**Rolla City Council Meeting  
Monday, March 19, 2018  
901 North Elm Street  
City Hall Council Chambers  
6:30 P.M.**

**COUNCIL PRAYER**  
Ministerial Alliance

**PLEDGE OF ALLEGIANCE**  
Councilman Monty Jordan

**I. PUBLIC HEARINGS**

- A) Public Hearing to Rezone East Half of Lot 4, Block 7, Cowan’s Addition Subdivision (aka 106 S. Rucker) from Neighborhood Business District (C-1) to Highway Commercial District (C-3) (Sonic) – (City Planner James Shields) – **First Reading**

**II. SPECIAL PRESENTATIONS**

- A) Ms. Constance Hoffman, Director, Disaster Crisis Manager, Show Me Hope Missouri

**III. OLD BUSINESS**

None.

**IV. NEW BUSINESS**

- A) **Ordinance** Consolidating Lots 3, 4, 5 & 6, Block 7 & Lots 4, 5 & 6, Block 8, Cowan’s Addition & the Vacated Right-of-Way That Lies Between Lots 4, 5 and 6, Blocks 7 & 8 Cowan’s Addition (Sonic) – (City Planner James Shields) – **First Reading**
- B) Review of “No Left Turn” off Strobach – (City Administrator John Butz) – **Discussion**

**V. CLAIMS and/or FISCAL TRANSACTIONS**

- A) **Motion** Awarding Bid for Diesel Tractor with Loader – (Parks & Recreation Director Floyd Jernigan) - **Motion**

**VI. MAYOR/CITY COUNCIL COMMENTS**

- A) City Administrator’s Goals – 2018 - (City Administrator’s Review Committee)

**VII. CITIZEN COMMUNICATION**

- A) Open Citizen Communication

**VIII. COMMENTS FOR THE GOOD OF THE ORDER**

**IX. CLOSED SESSION**

Pursuant to Section 610.021 RSMo. the City Council will discuss the following issues in Closed Session:

Real Estate and Personnel

**X. ADJOURNMENT**

**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPARTMENT:** Community Development      **ACTION REQUESTED:** First Reading & Public Hearing

**SUBJECT:** A request to rezone the east half of Lot 4 of Block 7 of the Cowan's Addition Subdivision, which is a parcel that is also known as 106 South Rucker Avenue, from the Neighborhood Business District (C-1) to the Highway Commercial District (C-3).

(SONIC)

**MEETING DATE:** 03-19-2018

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**GENERAL INFORMATION:**

**CASE NUMBER:** ZON18-01 (Related to SUB18-02)      **SUBMISSION DATE:** 02-02-2018  
**LEGAL AD DATE:** 02-25-2018      **185 FOOT NOTICE:** 02-27-2018

**APPLICANT:** The parcel subject to the proposed ordinance (the subject parcel) is owned by D.L. Rogers Corporation, which is a Sonic Restaurant operator. On behalf of D.L. Rogers, Michael Calkins (the applicant, who could be understood as the project manager) submitted the rezone application.

**LOCATION:** The subject parcels are located in the City of Rolla, Missouri, approximately 450 feet northeast of the intersection of U.S. Highway 63 and State Highway Route 72 (See Figure 1-A for general location map and Figure 1-B for specific location map). The current address of the subject property is 106 South Rucker. The legal description of the parcel is the east half of Lot 4 of Block 7 of the Cowan's Addition Subdivision.

**CURRENT USE, ZONING, AND FLUM DESIGNATION:** The latest use of the subject parcel was residential. However, the home is currently being demolished. The subject parcel is located in the Neighborhood Business District (C-1), which is meant to contain retail stores and businesses that offer convenience goods/services that residents of nearby neighborhoods typically frequent often. The Future Land Use Map (FLUM) designation is Community Commercial, which is meant to contain regional retail and commercial services (See Figure 1-C for a zoning map).

**PROJECT DESCRIPTION:** The proposal is to amend Rolla's Official Zoning Map that covers the subject parcel in a way that changes the designation of the subject parcel from C-1 to the Highway Commercial District (C-3), which is meant to contain businesses that provide essential commercial services of regional significance and is meant to be located along arterials. If approved, the applicant proposes to establish the land use of "Drive-in, pick-up, and drive-through restaurants." on the subject parcel and surrounding parcels by constructing a Sonic restaurant (See Figure 1-D for the newest version of the site plan).

**ANALYSIS:**

**HISTORY & SITUATION:** The house on the subject parcel was built in 1930. This house exists in a small cluster of other single-family houses built from 1900 to 1950 within the block that the subject parcel is located within (the subject block). The subject block is as deep as a typical residential lot of the time the area was platted (1909). The abutting block to the west of it is similar in deepness, except that it fronts a major commercial arterial (created in the 1920s) on its west

*I.A.I.*

side. The subject block, on the other hand, fronts two smaller residential streets. A 1942 zoning map shows that much of the subject block was zoned for industrial activity. It is likely that while platted for residential purposes, the area was zoned industrial after the highway was built, to accommodate the most viable use for the area, which was presumed to be industrial. To the east of the subject block exists a 320-foot deep parcel that separates the subject block from a single-family subdivision. This parcel and the subject block have been zoned C-1 as far back as 1971. In 1998, this parcel to the east of the subject block was zoned to the General Retail District (C-2). The property is currently vacant and contains a dilapidated commercial structure from the 1950s.

**MAP CORRECTION AND CHANGING CONDITIONS:** Once the commercial viability of U.S. 63 became apparent, it should be presumed that the C-1 zoning of this area, as opposed to a C-3 zoning, was applied to, in part, buffer the single-family residential areas to the east from the heavy commercial activity along U.S. 63. However, the subject block was never populated with less intense C-1 uses. Instead, for the most part, the early 20<sup>th</sup> Century homes continued to exist in seclusion from other residential areas. The most obvious wall to inclusion was the large strip mall placed between the subject block and the single-family subdivision to the east, which is now vacant and dilapidated. Thus, the intent of the C-1 zoning of the subject block was never realized. In part, this was due to the insufficiency of the subject block to meet the site demands of modern suburban development, such as being large enough to accommodate drive-thru facilities and abundant parking requirements. Another contributor was the lack of frontage on U.S. 63. The subject block and similar skinny blocks that lie parallel to U.S. 63 are increasingly becoming attractive to commercial developers due to the prospect of such blocks being consolidated with the other skinny blocks of the same orientation and size to create viable sites along U.S. 63. Thus, a C-3 zoning facilitates changing conditions and corrects the zoning map's failed attempt to create a buffer.

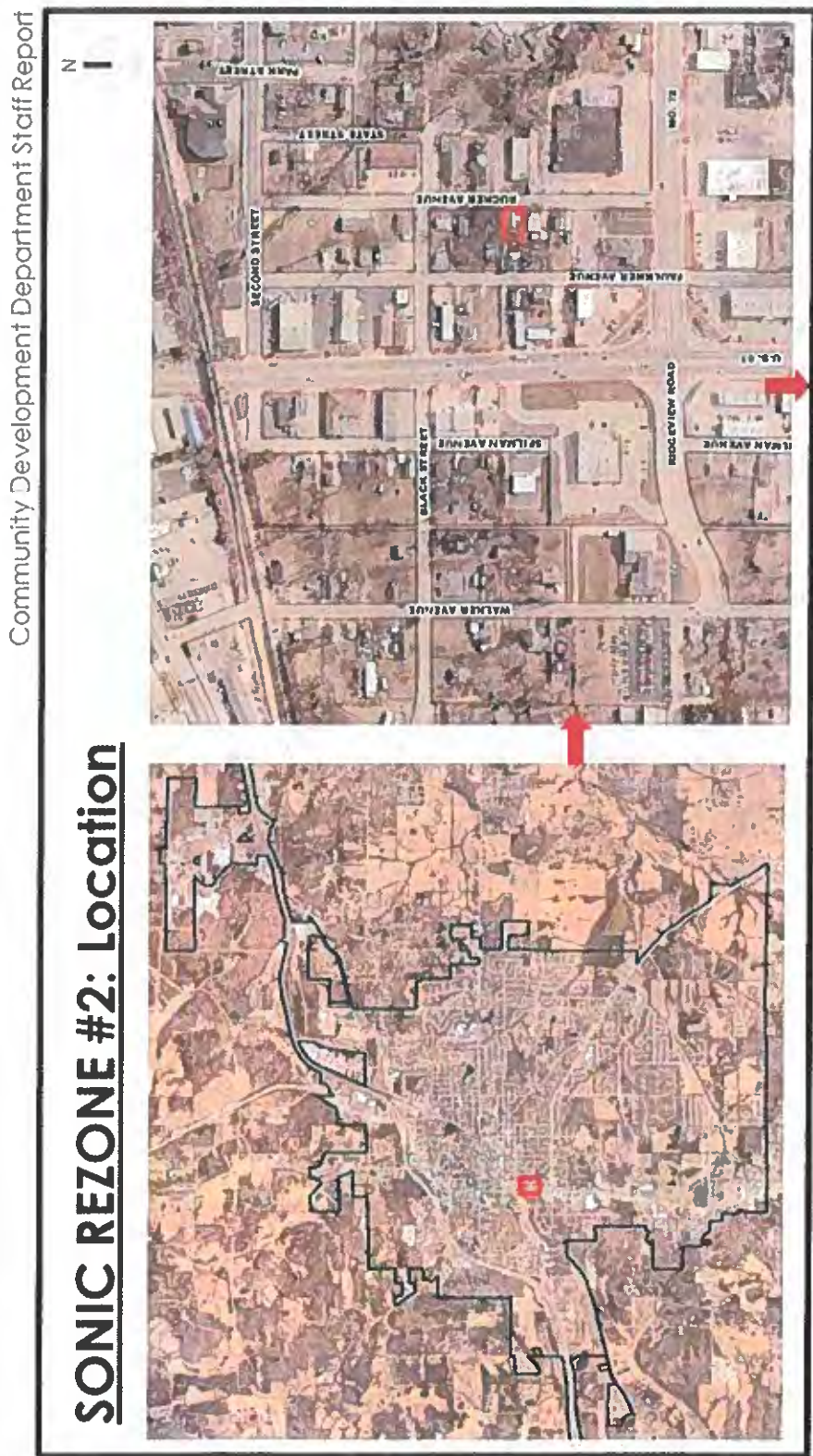
**INTENT OF COMPREHENSIVE PLAN:** Within *Rolla 2020*, the latest update to Rolla's comprehensive plan, under a description of the FLUM land use category of Community Commercial, it is stated that as existing uses and buildings become obsolete along major highway corridors, Community Commercial redevelopment should be encouraged and that Community Commercial Activity Centers require 10 to 30 acres of land (*Rolla 2020*, 2005, p. 65). Being situated between heavy commercial to the west and a vacant/dilapidated strip mall to the east, the viability of new single-family residences being located here implies obsolescence. While this small group of small old houses were able to exist in this pocket for a significant amount of time, some had become dilapidated as well. By amending the zoning map along U.S. 63 in a way that allows large blocks to be created, the above-stated intent of *Rolla 2020* is being realized. In addition, the FLUM designation is consistent with the C-3 zoning district because of their similarities in intent.

**PUBLIC & INTERNAL COMMENTS:** No petitions have been filed to the community development department. In addition, the Development Review Committee (met on 02/27/18) concluded that no issues exist with this case.

**ACTION REQUESTED:** Unanimously, the Planning & Zoning Commission recommends approval. The action requested from the City Council is to conduct the first reading of and a public hearing on an ordinance that would approve the applicant's proposal to rezone the subject property from C-1 to C-3.

I. A. 2.

Figure 1-A, General Location Map



I.A.3.

## **SONIC REZONE #2: Location and Details**

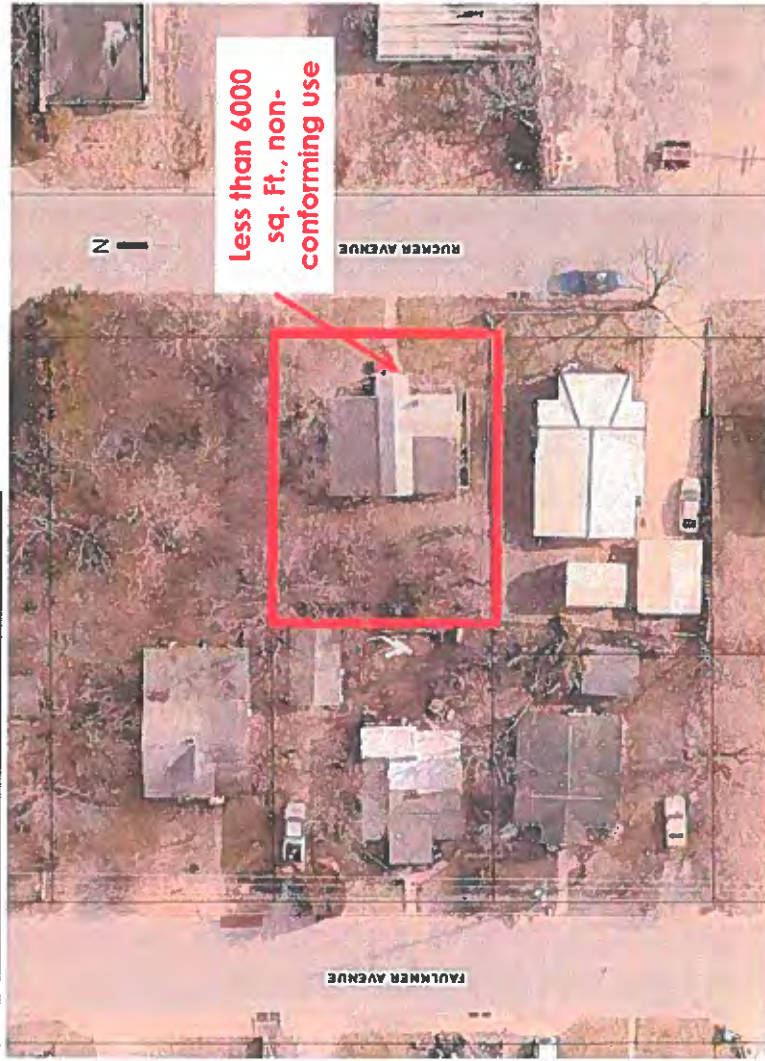
•**Applicant:** On behalf of D.L. Rogers (SONIC Operator), Michael Calkins submitted a rezone application

•**Proposal:** Rezone parcel from the Neighborhood Business District (C-1) to the Highway Commercial District (C-3)

•**Notice Details:** Legal ad ran on 2-25-18, neighbor notice sent out on 2-27-18

•**Use & Structure Status:**

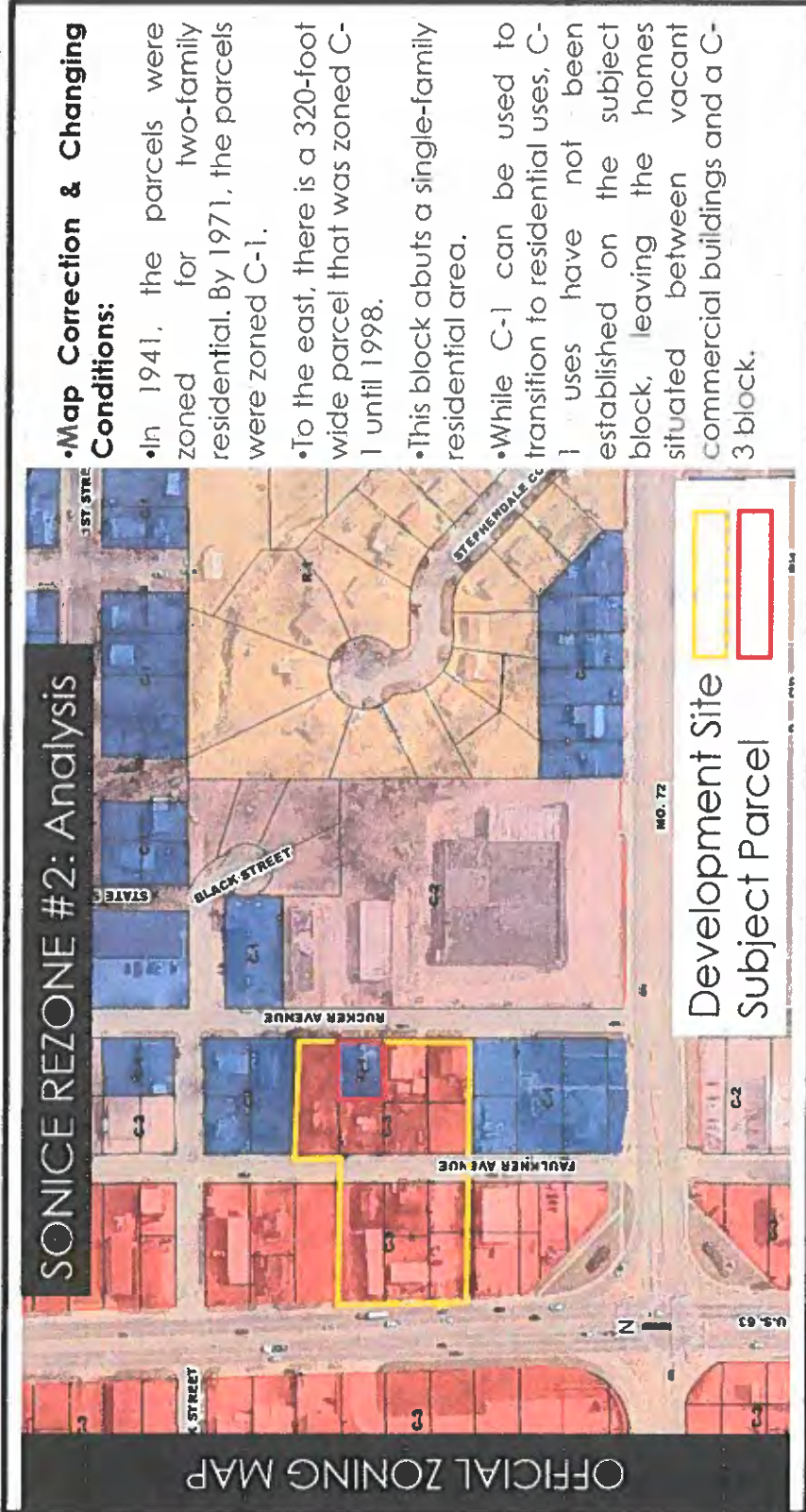
- Current use is residential, which is not permitted in current or proposed district.
- House is in the process of being demolished.
- Rezone is being processed a lot consolidation, which will create a development site that meets the area requirements of C-3



03/13/2018 - Roll's Planning & Zoning Commission Meeting

I.A.4.

Figure 1-C, Zoning Map



03/13/2018 - Rolla's Planning & Zoning Commission Meeting

I.A.S.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO REZONE THE EAST HALF OF LOT 4 OF BLOCK 7 OF THE COWAN'S ADDITION SUBDIVISION, WHICH IS A PARCEL THAT IS ALSO KNOWN AS 106 SOUTH RUCKER AVENUE, FROM THE NEIGHBORHOOD BUSINESS DISTRICT (C-1) TO THE HIGHWAY COMMERCIAL DISTRICT (C-3). (SONIC)

WHEREAS, an application for a rezoning was duly filed with the Community Development Department on February 2, 2018, requesting the property described above be rezoned according to the Planning and Zoning Code of the City of Rolla, Missouri, so as to change the class of the real property hereinafter described; and

WHEREAS, a public notice was duly published on February 25, 2018 in the Rolla Daily News that in accordance with law provided notice that a public hearing would be held at Rolla City Hall, 901 North Elm Street, Rolla, Missouri; and

WHEREAS, the City of Rolla Planning and Zoning Commission met on March 13, 2018 at 5:30 p.m. The Planning and Zoning Commission recommended the City Council approve the rezoning of the subject property as proposed by the applicant; and

WHEREAS, the Rolla City Council, during its March 19, 2018 meeting, conducted a public hearing for the first reading of this ordinance;

WHEREAS, after consideration of all the facts, opinions, and evidence offered to the City Council at the hearing by those citizens favoring the said change of zoning and by those citizens opposing said change, the City Council found the proposed rezoning would promote the public health, safety, morals, and general welfare of the City of Rolla, Missouri, and would be for the best interest of said City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AS FOLLOWS:

SECTION 1: That the Rolla Planning and Zoning Code, Ordinance No. 3414, which is Chapter 42 of the Code of the City of Rolla, Missouri, and a Code that, in accordance with the Comprehensive Plan, controls the regulation of zoning districts, the boundaries of zoning districts, and the Official Zoning Map, is hereby amended by amending the zoning classification of the following described property from the Neighborhood Business (zoning) District (C-1) to the Highway Commercial (zoning) District (C-3):

The east half of Lot 4 of Block 7 of the Cowan's Addition Subdivision, which is a parcel that is also known as 106 South Rucker Avenue

*I.A.6.*

SECTION 2: This Ordinance shall be in full force and effect from and after the date of its passage and approval. Building permits may not be issued by the Community Development Department until the rezoning process has been completed by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR 19<sup>th</sup> DAY OF MARCH 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

I.A.7.



**CITY OF ROLLA  
CITY COUNCIL AGENDA**

**DEPARTMENT:** Community Development      **ACTION REQUESTED:** First reading

**SUBJECT:** A request to consolidate all of Lots 3, 4, 5, and 6 of Block 7 of Cowan's Addition and all of Lots 4, 5, and 6 of Block 8 of Cowan's Addition together with the vacated right-of-way that lies between the fourth, fifth, and sixth Lots of Blocks 7 and 8 of the Cowan's Addition Subdivision through the resubdivision process.

(SONIC)

**MEETING DATE:** 03-19-2018

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**GENERAL INFORMATION:**

**CASE NUMBER:** SUB18-02 (Related to ZON18-02)

**SUBMISSION DATE:** 02-13-2018

**APPLICANT:** The parcels subject to the proposed ordinance (the subject parcel) are owned by D.L. Rogers Corporation, which is a Sonic Restaurant operator. On behalf of D.L. Rogers, Michael Calkins (the applicant, who could be understood as the project manager) submitted the first draft of a Final Plat Map and a set of development plans.

**LOCATION:** The subject parcels and vacated right-of-way are located on the west-central side of the City of Rolla, Missouri, approximately 250 feet northeast of the intersection U.S. Highway 63 and State Highway Route 72 (See Figure 1-A for general location map and see Figure 1-C for an outline of the subdivision area, which equates to the "development site" in the zoning map in Figure 1-C).

**CURRENT USE & ZONING:** The current use of the subject parcel is residential and commercial. However, the six existing primary buildings on the subject parcels have been issued demolition permits. The subject parcels are located in the Neighborhood Business District (C-1) and the Highway Commercial District (C-3). However, the one parcel that is located in C-1 is in the process of being rezoned to C-3.

**PROJECT DESCRIPTION:** The proposal is to consolidate seven platted lots together with an area of vacated right-of-way. The purpose of this subdivision is to create a site suitable to establish the land use of "Drive-in, pick-up, and drive-through restaurants" by constructing a Sonic restaurant (See Figure 2-B for an image of part of the first draft of the Final Plat Map).

**ANALYSIS:**

**AREA AND BULK REQUIREMENTS:** The new lot that will be created from this consolidation will meet the lot width and minimum area requirements of both the C-1 and C-3 zoning districts. This lot consolidation will not affect the setbacks of the existing buildings on the subject parcels, all of which are intended to be demolished.

**PARKLAND DEDICATION:** Parkland Dedication or fee in lieu of such dedication is only required when a lot split occurs of more than two lots. Because this is a consolidation, this provision does not apply to this proposal.

IV. A. 1.

**PROCESS:** In order for a Final Plat Map to be considered for approval by the Planning & Zoning Commission (i.e. put on the docket), development plans must be submitted with a Final Plat map, if they are needed. The Public Works department indicated at the Development Review Committee meeting that development plans are needed. The appropriate departments have received development plans (See Figure 2-A for the site plan from the development plans and Figure 2-B for an image of the main part of the first draft of the Final Plat Map). Furthermore, there are additional stipulations that shall be applied to this subdivisions process that derive from conditions of the ordinance that conditionally approved the vacation of Faulkner Avenue, which is the section of right-of-way that is being consolidated together with the subject parcels. The vacation ordinance states that "Said vacation will not take effect until a subdivision plat that addresses all utility easements is approved...[and] no building permits will be issued until all platting issues, easements, and utility relocation are addressed". Thus, the vacation and subdivision approval will occur concurrently. The final approval of the subdivision is dependent on all utility easement issues being resolved. The approval of the subdivision implies that all easement and platting issues have been resolved. A condition of the subdivision approval could be that all utility relocation issues shall be resolved before building permits are issued since this could be the only type of issue left unresolved by the time final plat map is approved.

**PUBLIC & INTERNAL COMMENTS:** No petitions have been filed to the community development department. In addition, the Development Review Committee (met on 02/27/18) have submitted two memos which can be viewed in Figures 2-C and 2-D.

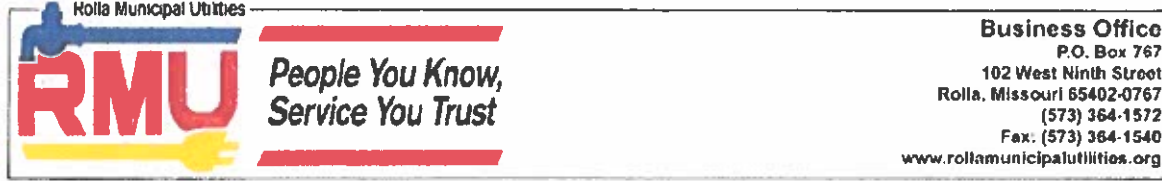
**ACTION REQUESTED:** Unanimously, the Planning & Zoning Commission recommends approval. The action requested from the City Council is to conduct the first reading of an ordinance that would approve the applicant's proposal to consolidate seven platted lots together with an area of vacated right-of-way.

IV. A. 2.





Figure 2-C, Rolla Municipal Utility Comment Memorandum



# MEMO

**To:** James Shields  
**From:** Vicki Cason *Vicki Cason*  
**Subject:** Development Review Committee  
**Date:** February 26, 2018

RMU has reviewed the articles submitted for discussion at the February 27<sup>th</sup> meeting and provides the following comments:

1. **Rezone East half of Lot4, Block 7 Cowan's Addition(Sonic):** RMU has no comments with regards to the rezoning.
  2. **Sonic Consolidation Plat(Sonic):** RMU has discussed easements with the developer for the water and electric relocations that will be required as part of the development. The easements should be shown on the plat. RMU has provided a cost estimate for the overhead electric relocation. It will be the developer's responsibility to relocate the water main with RMU providing approval of the plan and inspection of the work as it is completed.
- c: Rodney Bourne, RMU General Manager  
Chad Davis, RMU Operations Manager

*IV.A.5.*

## Figure 2-D, Public Works Department Comment Memorandum

- E) The eighth call is running across said right of way along the north line of the vacated Faulkner Avenue. Also since the platted width of Faulkner Avenue is 40 feet wide it would appear that the listed distance of 39.38 feet is too short.
- 9) There are no easements shown of any kind
- 10) Faulkner Avenue was vacated by ordinance number 4354 retaining utility rights over the vacated area. This ordinance requires that all utility adjustments be worked out for it to become effective. This should be shown on the plat.
- 11) We have not received any development plans showing how the existing utility infrastructure will be adjusted to accommodate the new construction.
- 12) The notes and information under the heading "UTILITY NOTES" are all useful information but are not required on the subdivision plat. Perhaps they would be better on the development plans.
- 13) The single lot being created needs to be labeled as Lot 1.
- 14) Two permanent reference monuments need to be shown on the plat and set in the field per Section 42-29 of the City of Rolla Subdivision code.
- 15) A line and symbol chart should be added to include the symbol to be used for the permanent reference monument.
- 16) The Rolla city codes can be accessed online at [www.rollacity.org](http://www.rollacity.org) and then click on the city ordinance button.

**DEPARTMENT OF PUBLIC WORKS**  
 901 North Elm St.  
 P.O. Box 979  
 Rolla, MO 65402

Phone: (573) 364-8659    FAX: (573) 364-8602    e-mail: [publicworks@rollacity.org](mailto:publicworks@rollacity.org)



# Memo

**TO:** Community Development  
**FROM:** Everett Briggs/Public Works Staff *EB*  
**Cc:** Buckley D. Blew, SR, DJ, DF, TF, AM, File  
**DATE:** February 27, 2018  
**SUBJECT:** Review of Final Plat of Somic Consolidation

The public works staff has completed review of the above referenced plat and except for the following finds it to be in accordance with City of Rolla, Missouri Subdivision codes

- 1) The Land Development Permit (LDP) fee for this C-3 zoned property would be calculated as follows: \$600 + (\$150 x 1.75 acres) = \$862.50
- 2) This is a minor re-subdivision of an existing platted subdivision and as such a fee in lieu of Storm Water Detention facilities will not be necessary.
- 3) I understand it is a technicality but not all of this property is under one ownership. The east half of Lot 4, Block 7 of the Cowan's Addition is currently still owned by Clifford Holt. The sale of this property won't take place until the zoning changes but what happens if the zoning change is not approved.
- 4) The parcels labeled P5 and P6 are also incorrectly labeled as being in Block 8 of the Cowan's Addition and they are actually in Block 7.
- 5) The lived out boundary in the consolidated parcel description meets closure requirements.
- 6) Street names and widths need to be shown on the plat.
- 7) All of the calls of the out boundary of the plat, listed in the Consolidated Parcel Description, should be shown on the plat with dimensioned arrows.
- 8) There are a number of errors and/or omissions in the consolidated parcel description:
  - A) The P.O.B. is not the northwest corner of Block 7.
  - B) The third call of the description ends at a 5/8" capped rebar on the eastern right of way of Faulkner Avenue not the northern.
  - C) The fourth call is running across said right of way along the south line of the vacated Faulkner Avenue to the western right of way line of Faulkner Avenue. Also as by plat Faulkner Avenue is 40 feet wide it would appear that the listed distance of 39.11 feet is too short.
  - D) In the seventh call it can't be the northeast corner of Block 3 and it is not the southern right of way of Faulkner Avenue but the western

IV.A.6.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO CONSOLIDATE ALL OF LOTS 3, 4, 5, AND 6 OF BLOCK 7 OF COWAN'S ADDITION AND ALL OF LOTS 4, 5, AND 6 OF BLOCK 8 OF COWAN'S ADDITION TOGETHER WITH THE VACATED RIGHT-OF-WAY THAT LIES BETWEEN THE FOURTH, FIFTH, AND SIXTH LOTS OF BLOCKS 7 AND 8 OF THE COWAN'S ADDITION SUBDIVISION THROUGH THE RESUBDIVISION PROCESS. (SONIC)

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AS FOLLOWS:

SECTION 1: A consolidation of all of Lots 3, 4, 5, and 6 of Block 7 of Cowan's Addition and all of Lots 4, 5, and 6 of Block 8 of Cowan's Addition together with the vacated right-of-way that lies between the fourth, fifth, and sixth Lots of Blocks 7 and 8 of the Cowan's Addition Subdivision through the resubdivision process.

SECTION 2: That this ordinance shall be in full force and effect from and after the date of its passage and approval. Building permits may not be issued by the Community Development Department until the revised plat has been filed with the Phelps County Recorder of Deeds.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AND APPROVED BY THE MAYOR THIS 19<sup>th</sup> DAY OF MARCH 2018.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

IV. A. 7.

CITY OF ROLLA  
CITY COUNCIL AGENDA

DEPARTMENT HEAD: John Butz, City Administrator ACTION REQUESTED: Discussion

ITEM/SUBJECT: Review of "No Left Turn" off Strobach

BUDGET APPROPRIATION (IF APPLICABLE) N/A

DATE: March 19, 2018

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COMMENTARY:

At the February 5<sup>th</sup> Council Meeting a request was made to consider permitting off-peak hour left turn movements from Strobach onto Bishop Avenue. The "no left turn" issue was initially addressed 18 years ago due to complaints on safety. The restriction was also adopted due to the lighting improvement at Walgreens (Ridgeview/Highway 72 Extension).

RPD/RFD have looked at accident history at that location and fortunately responded to very few accidents since the restriction was adopted. Public Works has monitored traffic flow on that stretch of Bishop Ave. and has confirmed that the traffic counts drop off significantly between 9 p.m. and 7 a.m. Public Works believes it is reasonable to allow left turns from 9 p.m. to 7 a.m. at this location but their recommendation is to delay taking action until the Hwy. 72 extension is complete and we can best assess new traffic patterns. Ultimately, the safest way to enter the five lane Bishop Ave. is through the new traffic control light at Walgreens.

Discussion needed.

IV.B.1.

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CITY OF ROLLA  
CITY COUNCIL AGENDA

DEPARTMENT HEAD: Floyd Jernigan, ACTION REQUESTED: Bid Award  
Parks and Recreation Director

ITEM/SUBJECT: Tractor with loader

BUDGET APPROPRIATION (IF APPLICABLE) \$35,000 DATE: March 19, 2018

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COMMENTARY:

The following bids were received Feb. 28, 2018, for a 2017/2018 Diesel Tractor 4x4 with loader for the Parks Department. This will replace a 1994 John Deere 5200 model tractor 4x4 with 6,100 plus measured hours. At 5,000 usage hours, many tractors tend to need engine work. Our research of tractors also shows that hydraulic pumps and clutches and injectors tend to start having issues at 2500 hours. We did replace the clutch in January 2005, rebuilt the steering cylinders in 2006 and again in 2015. Installed a starter in 2016. Clutch is slipping currently. Our tires are needing replacement due to dry rot/weather crack. Twenty-eight different companies spanning a variety of brands in the region were mailed specs and were asked to bid. Diesel tractors tend to hold up far longer and better than gasoline versions, based on the wear and tear and longevity needed for the various usages this piece of equipment is needed for – primarily working and leveling the ballfields.

Company	Model	Price
Schaeperkoetter Sales & Service Owensville, MO	2018 Kubota M7060 HD tractor with loader	\$32,316
Wayde's Equipment Cuba, MO	2018 Kubota M7060 HD tractor with loader	\$33,697.10
Rosebud Tractor Co. Rosebud, MO	2017 New Holland T4-75 tractor with loader	\$35,467
Larson Farm & Home Rolla, MO	2018 JD 5075E tractor with loader	\$35,520
Heavy Duty Equipment Chesterfield, MO	2018 Kubota M7060 HD tractor with loader	\$39,793
Crown Power & Equipment Jefferson City, MO	2018 Kubota M7060 tractor with loader	\$39,950

ITEM NO.         V.A.1.



**DRAFT**

(Final Draft – March 12, 2018)

City Administrator's Goals & Objectives  
January 2018 – December 2018

Continuous Development Process:

The Mayor and City Council are responsible for determining the vision, priorities and general policies of the City while the City Administrator and management staff are responsible for implementation of the strategic plan. Such guidance is achieved through the establishment of measurable goals and objectives – a critical element of any continuous improvement/development process. A fundamental belief in performance management is “if goals are not measurable they cannot be managed.” The annual review should take place in December. A mid-year review will be conducted in June/July to assess progress and to modify any action items that have changed due to circumstances beyond the City Administrator’s control. The annual performance review will reflect a composite score or rating on a 100 point scale which may serve as a basis for salary review. For example a rating of “< 70 points” would suggest a 0% salary increase while a “90 - 100 point” rating would suggest a 3% salary increase (i.e. 70 – 79 pts. = 1%, 80 – 89 points = 2%, 90 – 100 points = 3%) though the actual increase will be established by City Council based on budgetary limitations. Any such performance increase is in addition to an annual C.O.L.A. (which all qualifying city employees may receive). In addition to the composite score the Council will also factor the overall satisfaction of the Administrator’s behavior and day-to-day actions.

Weighted Priority: (100 points total)

40% Goal No. 1 – Economic Development

Objectives:

- 1) Airport Development Opportunities
  - a. Establish land value policy for Airport (lease)
  - b. Prepare a report on the costs and benefits of all aviation buildings and major assets (i.e. runways, taxiways). Explore options for sustained maintenance by December 2018.
  
- 2) Rolla West/Hwy 72 Extension Project
  - a. Project Mgmt - Hwy 72 extension: monthly progress meetings; quarterly reports to MRTDD and City Council; coordinate bi-monthly drone footage and distribution; contract completion date of Dec 2018.
  - b. Transportation/TDD implementation: Complete Kingshighway access plan with quarterly public meetings; complete TDD modeling for primary routes with Core Team;
  - d. Finalize Hwy E ped bridge design by Fall 2018 for MoDOT/FHA review
  - e. Tax monitoring/reporting systems in place: March MSRB; DOR/DED TDD (date needed)
  
- 3) Westside MarketPlace TIF project
  - a. Complete project acceptance (substantial completion by April 2018); Final report to Council by June.
  - b. Tax monitoring/reporting systems in place – July filing
  
- 4) Successful implementation of Hartmann US
  - a. Coordinate EEZ property tax abatements for plant addition between Hartmann & Assessor
  - b. Tax monitoring/reporting system in place by June
  
- 5) Miscellaneous ED efforts
  - a) Maintain tracking system and statutory reporting requirements of the Kohl’s TIF project, Westside MarketPlace TIF, TDD, Ch 353, Forum Plaza CID, EEZ and IDA
  - b) Ensure Forum Plaza CID compliance; review/coordinate CID budget

VI. A. 1.

10% Goal No. 2 – Strategic Planning

Objectives:

- 1) Report on milestones for Animal Shelter Fund-raising Committee by March 2018. Complete public campaign by December 2018.
- 2) Identify all sewer districts adjacent to City by March 2018; discuss future service agreements w/ district representatives; review rate structure to recover all costs + from outside city limits and review with City Council by June 2018.
- 3) Prepare a comprehensive zoning plan for McCutcheon property by June 2018; conduct neighborhood meeting
- 4) Narrow review of City Comp Plan – analyze future zoning within 1 mile of campus/downtown
- 5) 10 Year Fiscal Plan – Sustainable financing for City Council workshop by August 2018

25% Goal No. 3 – Park & Rec Center Issues

Objectives:

- 1) Achieve 90% recapture of operating expenses for the Centre (less capital expense);
- 2) CIP plan - prioritize years 3 – 8 of Prop P Cap X funding – review with Advisory Board by June and City Council by September
- 3) Finalize Sales/Marketing Plan – Committee review by May; Council presentation by July

15% Goal No. 4 – Internal Operations & Fiscal Oversight

Objectives:

- 1) Submit budget for FY2019 with 23% General Fund Balance (Unrestrictive fund balance of \$1.8 million) – 4<sup>th</sup> year to obtain 25% General Fund Balance
- 2) Maintain \$500,000 min. reserve balance for Street/Cap Imp Fund in FY 2018; \$800,000 min. reserve balance for Sewer Fund (\$500,000 restricted fund balance)
- 3) Complete FY2018 budget within 2% expenditures
- 4) Develop a management succession plan for all City operations including organizational chart and fiscal impact. Review with City Council by August 2018.
- 5) Maintain 33% recapture of health insurance costs for three-year average (2015 – 2017); Implement wellness plan and present to Council annually; Increase employee participation in Healics; monitor pilot membership program.
- 6) Perform complete review of the City's Personnel Manual including legal review by June 2018. Finalize review of Police SOP Manual by April 2018 (initiate accreditation process by June 2018 – 3 yr. effort).

10% Goal No. 5 – Performance Evaluation

Objective: To represent the City of Rolla in an exemplary manner.

Council feedback will be obtained on a prescribed "performance evaluation" form. Evidence of meeting this objective shall be submitted to the review committee and may include such items as elected or appointed positions in professional associations, municipal associations or other relevant organizations, objective citizen survey results, formal Council reviews, consultation with other municipalities or professional associations, or other evidence that the City has been represented in an exceptional manner. This objective recognizes that representing the City in a professional manner is an expected duty and responsibility of the City Administrator while recognizing that the City benefits or suffers from the image of the Administrator

VI. A. 2.