

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Approval of the Agenda

IV. Convene Into Closed Session Pursuant to Sections 610.021-610.022RSMo for the Purpose of Discussing the Following: Purchase of Real Estate as Defined by Section 610.021(2) and Personnel Matters as Defined by Section 610.021(3)

V. Regular Business

- A. Reading and Consideration of Approval of Resolution No. 9060: A Resolution Re-appointing the Honorable Judge Scott Sifferman as the Monett Municipal Court Judge
- B. Discussion Regarding the RFQ for the City Attorney (Review Directive)
- C. Discussion Regarding Ordinance 8342: An Ordinance Amending Section 600.030 License Regulations (Paragraph A) Package Sales Limitations
- D. Discussion Regarding Economic Development Council
- E. Discussion Regarding the Roundabout Resolution
- F. Discussion Regarding Tournament Rates for the Windmill Golf Course for the 2025-2026 Year
- G. Discussion Regarding Current Large City Projects:
 - MoDot
 - Chapell Drive Overpass
 - Central Avenue

VI. Adjournment

**A RESOLUTION RE-APPOINTING THE HONORABLE JUDGE SCOTT
SIFFERMAN AS THE MONETT MUNICIPAL COURT JUDGE**

WHEREAS, the Monett City Code, Chapter 135.030, calls for the appointment of a Municipal Judge and the City deems it necessary to appoint a person to the position of Monett Municipal Judge.

WHEREAS, Honorable Scott Sifferman's two-year term expired on the 31st of December, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Monett, Missouri, meeting in regular session this 28th day of March 2025, that the Honorable Scott Sifferman is hereby re-appointed to the position of Monett Municipal Judge to complete the two-year term. This appointment is effective from January 1, 2025 through December 31st , 2026, to serve according to Chapter 135 Municipal Court.

Whereupon, a motion was made by _____, seconded by _____ to approve Resolution Number 9060.

Roll Call Vote:

AYES: _____.

NAYS: _____.

Passed and approved this twenty-eighth (28th) day of March 2025.

James R. Burke, Mayor

Attest:

Kelley McMillan, City Clerk

City of Monett, Missouri
Request for Qualifications



Professional Services
City Attorney

Submittal Deadline
?????, 2025 @ 3:00 pm

NOTICE
Request for Qualifications
City Attorney/General Counsel

The City of Monett, Missouri is seeking law firms to respond to a Request for Qualifications (RFQ) for a City Attorney. The City prefers to contract with a single law firm to provide all City Attorney services, including general counsel to the City and oversight of all City legal activity. The City reserves the right to separate the responsibilities as general counsel and a second firm as special counsel if it is determined doing so would be advantageous to the City. The City anticipates entering into negotiations for a professional agreement with the responding firm(s) selected as best suited to effectively provide services to the City.

Qualification documents shall be received by the City Clerk at City Hall, 217 5th Street, Monett, MO 65708 until 3:00 pm, ????????, 2025.

Applicants may obtain qualification information and application documents at City Hall, 217 5th Street, Monett, Missouri, or from the City's website @ www.monettmo.gov, or by contacting City Clerk Kelley McMillan, kmcmillan@monettmo.gov or (417) 235-3763.

The City of Monett anticipates completing the selection and award process in ?????, 2025.

City of Monett, Missouri

Instructions:

1. **Application Forms:** Applicants must complete and return application form, Attachment A to this packet. Applicants may submit any other supporting documents in the applicant's own format.
2. **Submittal Address:** Applications must be submitted by mail, hand delivery, or email to:

City of Monett
Attn: City Clerk
Legal Services RFQ
217 5th Street
Monett, MO 65708
3. **Submittal Opening:** No public opening is scheduled for this item. City Staff shall be solely responsible for selecting the time, date, and venue to open submittals for review, except the opening of any submittal shall not occur until the submittal deadline is passed.
4. **Waiver of Irregularities:** The City, may, at its sole discretion, waive any minor informalities or irregularities in qualifications and/or the City may, at its sole discretion, reject any or all qualification submittals.
5. **Application/Submittal Deadline:** Application submittals shall be received by the City Clerk at City Hall until 3:00 pm, ??????, 2025.
6. **Review, Determination and Award:** Qualification review shall occur in accordance with the evaluation criteria listed in Attachment B to this packet. However, the City Council of the City retains the sole right and authority to approve the award of a contract for City Attorney/Legal Services and may not be bound by the recommendations of any reviewer or other party.
7. **Agreement Document:** City anticipates negotiating a professional services agreement with selected respondent based on the agreement document included as Attachment C to this packet.

Request for Qualifications

Background: The City of Monett is seeking to contract with a law firm to provide the following legal services:

City Attorney Services: The attorney designated as the City Attorney shall serve as the City's primary attorney and general legal counsel with specific duties and responsibilities as stated in the scope of service section of this document.

Appointment and Term: The appointment and term of the City Attorney and other appointed positions shall be in accordance with Section 115.010 of the City Code. The Mayor, with the consent and approval of a majority of the members of the Council, shall have the power to appoint a City Attorney. The term of the appointment of the City Attorney shall be in accordance with the terms of the agreement attached as Exhibit C but shall generally conform with Section 115.020 and continue until their successors are duly appointed and qualified.

Compensation: Compensation shall be negotiated between the City and the law firm selected through this RFQ process. Compensation levels and formulas identified during the negotiation process shall be included in the completed agreement document presented to the Council for consideration and approval. The negotiated fee schedule shall be incorporated into the completed agreement document.

Scope of Service: The legal services to be provided by firms replying to this request for qualifications are:

City Attorney Services: Designation of attorney to serve as the City Attorney. City prefers that City Attorney designee be a principal, managing partner, equity partner (or similar position) in the submitting firm. Such designation shall be subject to City approval.

The City Attorney, or their designee approved by the City, shall represent the City in all legal matters in which the City is a part of or has an interest in or in which any of its officers are parties in their official capacity. The level of involvement of the City Attorney (or approved designee) shall be defined by the Mayor, the City Administrator, or by a majority vote of the Council. The City Administrator shall be the City's primary contact with the City Attorney.

Professional services provided by the City Attorney shall include but are not limited to:

- General legal counsel and advice
- General legal services
- Legal advice on special projects

- Principal contact between the City and other legal professionals within the selected firm
- Advice in selection and technical oversight of special counsel when needed

Specific Duties and Responsibilities shall include:

- The city attorney shall attend selected meetings of the Council.
- Upon request, the City Attorney shall attend meetings of the Council's subcommittees or other Subordinate City Boards, Commissions, or Entities.
- Serve as legal advisor and counsel to Mayor, Council (as a whole), Special Committees, Boards, Commissions and the City Administrator. Provide legal advice and counsel to Department Directors and other City staff as authorized by the City Administrator, Mayor or Board of Aldermen.
- Upon request, provide guidance on personnel matters, including employee discipline, termination, and grievances.
- Upon request, draft, review, or present all agreements, bonds, contracts, resolutions, ordinances, staff reports, letters, or other written instruments related to City activities, or which will be considered by the Council. Provide a legal opinion relative to the consequences of said documents/associated actions.
- Provide legal services related to land use including counsel and advice on planning, zoning, variances, board of zoning adjustment procedures, land acquisition, easements, condemnation, annexation, stormwater, and right of ways.
- Conduct legal research and provide legal opinions on a variety of municipal and general law topics as may be required. Specifically related to a Commission Form of Governance as it relates to Monett, Missouri.
- Advise Mayor, Board, Committees, and Staff on applicability, relevance and compatibility with federal law, state statutes, municipal code, board procedures and city land use/development and planning documents. Specifically related to a Commission Form of Governance as it relates to Monett, Missouri.
- Represent the City and elective and appointive officers in any legal and judicial proceedings related to actions or omissions occurring while serving in their official capacities.
- Advise Mayor, Board, and Staff on need for special counsel, assist in selection of special counsel, provide technical assistance to Mayor, Board, and Staff in working with or providing oversight of special counsel.
- Prepare, draft, or review correspondence or legal documents on behalf of the City.
- Provide general management and technical oversight of other members of the firm providing legal service, assistance, advice or duties for the City.
- Provide for and oversee necessary support staff.

Firm and Attorney Qualifications:

Firm Qualifications: Submitting firm must be of a sufficient size to meet the City's requirement for the necessary support staff.

The City prefers that the attorney designated as the City Attorney be a principal, managing partner, equity partner or equivalent in the submitting firm.

City Attorney Qualifications: In accordance with Section 115.010 & 115.020 of the City Code, the Attorney designated as the City Attorney shall be a licensed and practicing member of the Missouri Bar.

In addition to the minimum qualifications established in the City Code, the City prefers that the attorney serving as the City Attorney meet or exceed the qualifications below:

- Licensed to practice law in the State of Missouri for at least ten years
- Graduation from an accredited law school with a Juris Doctor degree or equivalent
- A minimum of five years' experience practicing municipal law in Missouri
- Demonstrated knowledge of municipal codes and state statutes, especially those related to municipal governance and Missouri Open Records and Open Meetings Act requirements

Contact City Administrator Mickey Ary @ mmary@monettmo.gov, (417)235-4615 with any questions related to this request for qualifications.

Attachments:

Attachment A:	Legal Services Application
Attachment B:	Qualification Review Criteria
Attachment C:	Draft Agreement

Attachment A
Legal Services Application

Part 1: Firm Information

Firm Name: _____

Physical address of branch/office providing service to Monett, Missouri:

_____	_____	_____	_____
Street	City	State	Zip

Firm Point of Contact for this Service:

Name, Title

Point of contact phone: _____

Point of contact email: _____

Firm website address: _____

Firm's date of establishment (year only): _____

Main areas of practice: _____

Attach additional response as needed

Missouri Circuit Courts in which firm has significant numbers of appearances:

Attach additional response as needed

Remainder of Page Deliberately Left Blank

Part 2: Individual Staff Information for the position desired

City Attorney designee: _____

Attach resume

Other professional and paraprofessional staff who may be tasked with supporting this agreement:

Attach names, positions and professional certifications/CV

Part 3. Relevant Firm Experience

Briefly state firm experience providing legal services to municipal clients generally and third-class cities in Missouri specifically. Please note that Monett follows a Commissioner form of Governance. Response should specifically address:

- Specific duties and responsibilities identified for the City Attorney in the Scope of Service on pages 3, 4 and 5 of this documents.
- City Attorney Municipal service to Missouri city(ies) of similar population and complexity as Monett.
- Experience working as City Attorney for Missouri municipalities with a Commissioner form of Governance.

Respond below or on separate document as is convenient.

Part 4: Firm References

Provide a minimum of three client references for work of similar scope and complexity.

Submit references and reference contact information on separate documents.

Attachment B

Qualification Review/Evaluation Criteria

Proposals shall be evaluated in accordance with the following criteria:

- City Attorney designee experience and practice qualifications.
- Firm's knowledge, familiarity, proximity and history with the City of Monett, Missouri.
- Firm structure and size are sufficient to provide the desired legal services.
- Knowledge of and experience in applying the City Code of the City of Monett or similar Missouri Third Class cities.
- Firm knowledge of and experience in providing legal services to third-class cities in Missouri.
- Availability of firm to provide short notice legal advice and support.
- References as submitted and other client history from city due diligence.
- Quality, experience and reputation of the firm's support staff.
- The city's overall judgement of the capacity and availability of firm and the professional staff designed to provide proposal services.
- Fee structure

Remainder of Page Deliberately Left Blank

Attachment C

Draft Legal Services Agreement

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Appendix A Scope of Services

The actual 'scope of services will be finalized during negotiations with the selected firm.

Appendix B General Terms and Conditions

A. Procedures

The extent and character of the services to be performed by the Attorney/Firm shall be subject to the general control and approval of the City Administrator in consultation with the Mayor and Council or their authorized representative(s). The Attorney/Firm shall not comply with requests and/or orders issued by any other person. The City Administrator will designate his/her authorized representatives in writing. Both the City and the Attorney/Firm must approve any changes to the contract in writing.

B. Contract Period

Award of this contract is anticipated prior to the end of _____ and subject to automatic renewals upon the agreement of both parties.

C. Hold Harmless Clause

The Attorney/Firm shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Attorney/Firm or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

D. Insurance Requirement

The Attorney/Firm shall provide proof via Certificate of Insurance of the following coverage:

- Workers' Compensation at statutory limits.
- Professional Liability - Errors & Omissions: \$1,000,000 per occurrence with an aggregate of \$2,000,000;

The City of Monett should be named as an Additional Insured for the Professional Liability and General Liability coverages.

E. Employment Discrimination by Contractors Prohibited/Wages/ Information

During the performance of a contract, the Attorney/Firm shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Attorney/Firm; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Attorney/Firm, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Attorney/Firm will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each sub Attorney/Firm or vendor used by the Attorney/Firm.

F. Invoicing and Payment

The Attorney/Firm shall submit invoices to City Finance Directo in hard copy or electronically to the email addresses specified in Appendix. Invoices shall provide an itemized statement of services in sufficient detail to identify specific work products or cases. The level of such details may be mutually agreed upon by the parties but must be acceptable to the City.

In the event the City disagrees or disputes one or more items in the itemized statement of services, the City shall notify the Attorney/Firm in writing regarding the items in dispute but shall pay the undisputed invoice balance in accordance with the City's standard accounts payable process and schedule.

G. Cancellation

The City reserves the right to cancel and terminate this contract in part or in whole without penalty upon 60 days written notice to the Attorney/Firm. Any contract cancellation notice shall not relieve the Attorney/Firm of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

H. Contractual Disputes

The Attorney/Firm shall give written notice to the City of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Attorney/Firm within thirty (30) days of receipt of the claim.

City decision shall be final unless the Attorney/Firm appeals within thirty (30) days by submitting a written letter of appeal to the City Administrator, or his designee. The City Administrator shall render a decision within sixty (60) days of receipt of the appeal.

I. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such a ruling shall not invalidate the entire contract but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

J. Applicable Laws

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City codes and ordinances.

K. Drug/Crime Free Workplace

The Attorney/Firm acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Attorney/Firm further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City in addition to any criminal penalties that may result from such conduct.

L. No Escalation of Fees

The pricing of services contained in the contract for the selected Attorney/Firm shall remain in effect for the initial term of the agreement. Requests for fee adjustments may be presented to the City no less than 90 days prior to the end of any contract term. Adjustments to fee schedule must be in writing and by mutual agreement of the parties.

M. Rejection of Qualifications

The City reserves the right to reject any and all qualifications, to waive technical defects in the qualification processor submitted documents, and to select the agreement submittal deemed most advantageous to the City.

N. E-Verify Compliance and Affirmation:

By entering into this agreement, Attorney/Firm affirms that all employees working on or assigned to duties related to City are in compliance with all requirements required by the federal E-Verify program. Further Attorney/Firm shall upon request provide City with affidavit of work authorization and any other documents required in accordance with the provisions of 285.530 RSMo.

QUALIFICATION FORM A

Authorization to Bind the Firm

I (authorized agent) _____ having authority to act on behalf of
(Company name) _____ do hereby
acknowledge that (Company name) _____ will be bound by all
terms, costs, and conditions of this proposal for a period 90 days from the date of submission; and
commit to sign the Agreements if selected to provide the professional services requested in this
solicitation.

FIRM NAME: _____

ADDRESS: _____

Street

ADDRESS: _____

City

State

Zip

PHONE: _____ E-MAIL: _____

Signature and Title of Officer

Date



Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

www.cityofmonett.com
217 Fifth Street • Monett, Missouri 65708
(417) 235-3763

Staff Report

To: Commissioners

From: City Staff

Date: March 28, 2025

Re: RFQ (request for qualifications) for City Attorney services

Forum: Work Session

GENERAL INFORMATION

The City of Monett currently operates with legal services through multiple providers. The criteria is the need and demand of the services. **Weber Law Office** in Monett, Missouri is the appointed attorney by the elected body to serve as the City Prosecutor and City Attorney. The firm's specialty is not municipal law. Discussions have been held with Weber Law Office concerning dividing the duties.

The City of Monett also uses the services of **Cunningham, Vogel & Rost, P.C.** | *legal counselors to local government* | St. Louis Missouri.

PROPOSAL

The city would send out an RFQ for the services as City Attorney with a background in municipal law with staff knowledgeable in the field. The ability to have access to legal services for the city staff.

RECOMMENDATION

Send the RFQ to the current legal service providers and other legal services. Use resources to target specialty firms. Resources would include but not limited to Missouri Municipal League, other Missouri cities of similar populations, and staff resources.

ATTACHMENTS

- RFQ attached





Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

www.cityofmonett.com
217 Fifth Street • Monett, Missouri 65708
(417) 235-3763

Staff Report

To: Mayor & Commissioners

From: City Staff

Date: March 28, 2025

Re: Proposed ordinance revision of

GENERAL INFORMATION

The city was notified by a retailer with concerns over city code related to alcohol sales and delivery. The code states delivery is prohibited outside the licensed business of the vender. This creates a hardship with the delivery services provided by the vender. The products are selected and delivered through the customer online request.

The ordinance has been reviewed by the City Administrator and the Chief of Police. The City Attorney needs to provide final legal opinion.

PROPOSAL

Removal of the final statement

Section 600.030**License Regulations.**

A.

Package Sales, Limitations. No license shall be issued for the sale of intoxicating liquor in the original package, not to be consumed upon the premises where sold, except to a person engaged in, and to be used in connection with, the operation of one (1) or more of the following businesses; a drug store, a cigar and tobacco store, a grocery store, a general merchandise store, a confectionery or delicatessen store, not to any such person who does not have and keep in his/her store a stock of goods having a value according to invoices of at least one thousand dollar (\$1,000.00), exclusive of fixtures and intoxicating liquors. Under such license, no intoxicating liquor shall be consumed on the premises where sold nor shall any original package be opened on the premises of the vendor except as otherwise provided in this Chapter or law. **Delivery of package liquor by a vendor to a customer, other than within the vendor's licensed place of business, is prohibited.**

[Ord. No. 8342 §§1 — 2, 5-20-2015]



RECOMMENDATION

Staff will continue to review to determine if changes to the ordinance are warranted.

ATTACHMENTS

Staff Report

To: Mayor & Commissioners

From: City Administrator

Date: March 28, 2025

Re: Economic Development

Forum: Work Session

GENERAL INFORMATION

The City of Monett has a rich history of economic development. This includes a variety of economic sectors which contribute to the economic stability of the community. The sectors include 1) industrial/manufacturing 2) health care 3) retail 4) technology 5) education 6) entertainment. The city has organizations focused on an aspect of economic growth. Those include the Chamber of Commerce, Monett Main Street, Monett Industrial Development Council, TIF Commission, and civic organizations.

PROPOSAL

The city needs to build a collaborative strategy to enhance the overall economic development. The city has a tradition of building on the Proud & Progress moto of the city.

RECOMMENDATION

The following items have been discussed.

- Economic Development Director position (city, regional)
- Economic Development Council
- Organization for Economic Development made up of key organizations

ATTACHMENTS

- Flier of recent EDC event.
- City of Monett Strategic Plan

Please join us to provide your leadership, expertise, and input as we work to establish the:



MONETT AREA

ECONOMIC DEVELOPMENT COUNCIL

This initiative seeks to unite local business and industry leaders, the Monett Area Chamber of Commerce, and the City of Monett Mayor's Office to collaboratively address policies, regulations, and projects that will enhance the economic landscape of our community.



DATE:

MARCH 18TH, 2025



LOCATION:

**MONETT CASINO
101 S LINCOLN AVE, MONETT, MO**



TIME:

11:30 AM - 1:00 PM

AGENDA

- 11:30 AM - 12:00 PM: Arrival, Mingle, Lunch (Provided) - RSVP required
- 12:00 - 12:05 PM: Welcome
- 12:05 - 12:25 PM: Proposition A update - Mitch Boggs
- 12:25 - 12:45 PM: City Update - Serena Anderson and Randy Burkes
- 12:45 - 1:00 PM: Q&A and follow up discussion
- 1:00 PM: Dismissal

PLEASE CONTACT JASMINE BURKS
TO RSVP

417-235-7919

FOR MORE INFORMATION CONTACT THE MONETT
AREA CHAMBER OF COMMERCE

chamber@monettchamber.com

CITY OF MONETT

Missouri



Prepared by: Arndt Municipal Support, Inc.



City of Monett, Missouri
Strategic Plan
2024

INTRODUCTION

01

The City of Monett, Missouri conducted two Strategic Planning Sessions in September 2023. The first planning session was conducted on Thursday, September 23, 2023, and the second session was conducted on the following day Friday, September 24, 2023. Both sessions were held in the Casino in Monett South Park.

Those present and participating in the Day 1 strategic planning session were:

**Mayor Mike Brownsberger
Commissioner Al Dohmen
Commissioner Ken Gaspar
City Administrator Chris Weiner
City Clerk Angie Irwin
Superintendent of Public Works Dave Dunn
Airport Manager Howard Frazier
Director of Community Development Serena Anderson
Court Clerk Mechele James
Director of Emergency Management Kelley McMillan
Fire Chief John Vincent
Police Chief George Daoud
Golf Course Superintendent Brian Bauer
Assistant Building Inspector Trent Thompson
Utilities Superintendent Skip Schaller**

Those present and participating in the Day 2 strategic planning session were:

**Mayor Mike Brownsberger
Commissioner Al Dohmen
Commissioner Ken Gaspar
City Administrator Chris Weiner
City Clerk Angie Irwin
Director of Community Development Serena Anderson**

A special thanks go out to Serena Anderson, City Administrator Chris Weiner, and Commissioner Ken Gaspar for orchestrating the strategic planning process.

PURPOSE

The City of Monett, Missouri desired to:

- 1. Develop a City Vision Statement.**
- 2. Create a City Mission Statement.**
- 3. Establish clearly defined broad goals and objectives for the City to accomplish over the next five years.**
- 4. Complete an alignment and prioritization exercise for the identified goals.**
- 5. Assign a champion(s) to manage each goal.**

Methodology

Before participating in the September 2023 Strategic Planning Sessions, the City of Monett, Missouri desired to hear from community stakeholders. A brief online survey was sent to thirty-three stakeholders in August 2023. Twenty-eight (85%) of these community stakeholders participated in the survey. A summary of the data collected during the survey process was shared with and thoughtfully considered by the planning session participants during Day 2 of the strategic planning process.

In early September 2023, planning session participants were invited to participate in a brain dump exercise over a two-week period to get each participant engaged in the process. Each participant was asked to consider the following:

- **What is your vision for the City of Monett? When you think about the future of Monett, what does it look like? What do you want it to be?**
- **What is the mission of the City of Monett? What is the primary purpose of the organization? What should the City be working on?**
- **What one to three things do you want to see the City accomplish over the next five years?**

Day 1: During Day 1 of the City's Strategic Planning Process, the session participants participated in the following organized activities:

1. Introductory Ice Breaker
2. Vision Setting Exercise
3. Mission Setting Exercise
4. Department Director Presentations of Goals and Requests



Prior to setting a Vision and Mission for the City, the session participants reflected upon the following:

1. Brain dump exercise participant responses.
2. Vision statements from other cities and villages.
3. Mission statements from other cities and villages.

VISION STATEMENT

A vision statement was defined in this session as a statement describing where the organization wants to be as a result of what the organization does. It is the roadmap for the City. The vision is what, where, or whom you want the City to become. The participants worked together as a team to develop the following vision statement for the City of Monett:

“To be a safe, progressive, vibrant, and thriving destination community for all generations and backgrounds. A place to put down roots.”

MISSION STATEMENT

A mission statement was defined in this session as a statement describing the means of successfully achieving the vision. How you get to where you want to be. What the City of Monett does. The participants created the following Mission Statement for the City of Monett:

“Professionally provide superior city services and economic development, while enhancing quality of life.”

DEPARTMENT DIRECTOR PRESENTATIONS

Each Department Director was invited to present their departmental goals and items that they determined were important for the City to consider prior to establishing the City's Goals for the next five years. Each Director was permitted fifteen minutes to share these items with the planning session participants. A summary of the department requests is included herein and attached as Exhibit A to this report.

ADMINISTRATION

05

- Implementation of a 4-Ten Hour Day work week schedule for all departments except for Fire and Police.
- Deployment of online forms and a document management system.
- Update the employee handbook and conduct a human resources audit.
- Complete the City Hall remodel to include a second conference room, an employee breakroom with seating, and improvements to the electrical service in the Council Chambers.
- Provide a utility payment kiosk.
- Explore a pedestal payment platform for water and electric customers.
- Construct EV Charging Stations.
- Employ a self-funded health insurance program with a third-party administrator.
- Complete a strategic master plan for each department.
- Update the City's Comprehensive Plan.
- Conduct a City-wide Employee Christmas Party.

AIRPORT

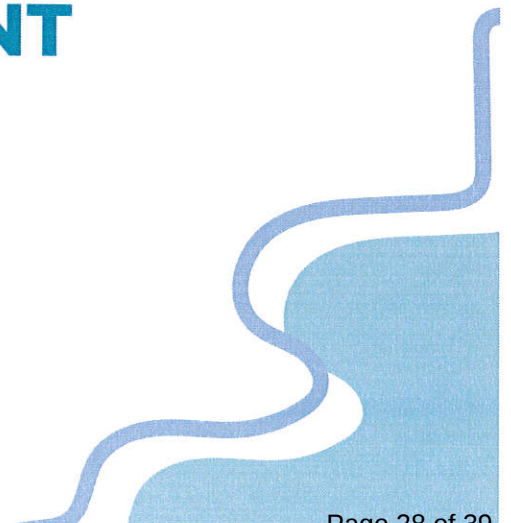
- Purchase a 100 HP Tractor and Batwing Mower.
- Develop a full-service restaurant at the Airport.
- Construct additional hangars.
- Relocate the Automated Weather Station.

BOCA

- Maintain four full-time staff members.
- Provide additional training and professional development opportunities for the staff.
- Improve internal communications with the Administration and the City Council.
- Replace the Ford Ranger with a newer used or new vehicle.
- Update the building, planning, and zoning ordinances.
- Adopt a uniform downtown theme and design standards.
- Pursue annexations for future development.
- Create a downtown mural incentive program.
- Develop a home improvement incentive program.
- Employ a software portal program to serve our customers.

COMMUNITY DEVELOPMENT

- Implement online building permit and inspection services.
- Develop a city-wide marketing plan.
- Develop and promote a city-wide brand.
- Employ geo-fencing software such as Tracer AI.
- Enhance social media engagement.
- Complete a website update.
- Develop and implement a business retention and engagement program.
- Update the City's Comprehensive Plan.



- Recruit new industry and investment.
- Create and operate a SERT.
- Develop housing to support business expansion.
- Partner with local manufacturers to expand housing opportunities.
- Recruit and hire a full-time human resources professional.

COURT MUNICIPAL DIVISION

- Recruit and hire a full-time human resources professional.
- Create and implement a Court Clerk succession/backup plan.
- Recruit attorneys.
- Conduct an employee classification and compensation study for the Court Clerk and Judge position to make sure it is competitive in the market.
- Hire part-time support staff.

EMERGENCY MANAGEMENT

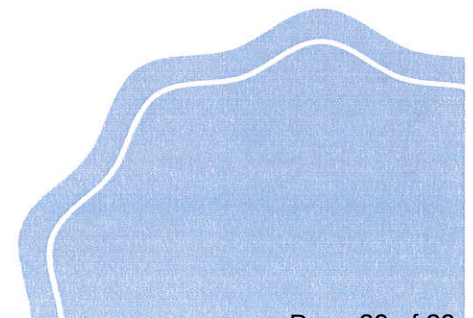
- Develop a Kelly Creek Flood Mitigation Plan to protect the downtown.
- Purchase and install water depth sensors along Kelly Creek.
- Conduct disaster educational programs in elementary schools.
- Improve the City's Tornado Warning System.
- Develop a local CERT.
- Update the City's Emergency Operation Plan.
- Make the Emergency Management Director position a full-time staff position and provide additional administrative staff support.
- Strengthen mass casualty and sheltering capacity and venues.

FIRE

- Provide additional training and professional development opportunities.
- Replace three aging pieces of Fire Apparatus: Engine 1112, Ladder 1128, and Rescue 1115.
- Continue to replace obsolete equipment as needed including hoses, mobile radios, and portable radios.
- Update extrication equipment with battery-operated extrication equipment.
- Complete an employee classification and compensation study to retain and recruit employees.
- Create a pay scale with performance and longevity incentives.
- Design and construct a fire training facility.

GOLF COURSE-WINDMILL RIDGE

- Construct course upgrades to remain competitive.
- Upgrade the equipment.
- Construct a restroom on the Back 9.
- Repair the Eastside Cart Path.
- Construct a new maintenance facility with an employee breakroom near the soccer fields.
- Improve the irrigation system.
- Explore leasing mowers and equipment.
- Purchase/lease a tractor with a loader attachment.
- Construct a storage facility/location for sand.
- Develop a new water source for the irrigation system.
- Renovate bunkers and remove aging trees.
- Increase use rates/fees.



POLICE

07

- Conduct regularly scheduled Department Director and City Council workshops.
- Complete a classification and compensation study and offer equal to or above market rates in compensation for recruitment and retention.
- Create Patrol Corporal positions to increase supervision.
- Enhance the use of technology by developing and implementing digital forensics, a drone program, and next-generation identification systems.
- Increase Patrol Officer shift staffing to four.
- Add an additional Animal Control Officer.
- Add one Lieutenant position to help with administrative duties.
- Add a K-9 unit (drugs and tracking).

PUBLIC WORKS

- Conduct regularly scheduled Department Director and City Council workshops.
- Their departmental goal is to maintain an exemplary level of service at all times.
- Construct a new park facility in North Park.
- Purchase a new rear loader trash truck.
- Expand the South Park Maintenance Facility (air conditioning, bathroom, employee breakroom).
- Purchase a new street sweeper.
- Purchase a pneumatic roller.
- Commit to a multi-year street improvement plan.
- Construct a facelift for the recycle/compost facility.
- Construct a flagpole columbarium.

UTILITIES

- Conduct an Employee Classification and Compensation Study to assist with employee recruitment and retention in the Water and Wastewater Division.
- Create advancement Opportunities in Water and Wastewater.
- Create a Capital Improvements Plan for each Treatment Plant.
- Mitigate Inflow and Infiltration Issues.
- Create an employee performance pay program.
- Complete a water system study.
- Complete a water and sewer cost of service study and rate study.
- Improve communications internally within the City.

Day 2: During Day 2 of the City's Strategic Planning Process, the session participants participated in the following organized activities:

- 1. A review of Day 1.**
- 2. A team building exercise.**
- 3. A review of the stakeholder survey data.**
- 4. A review of the brain dump exercise.**
- 5. Goals and objective setting.**
- 6. Priority and alignment setting.**
- 7. Assigning goal champions.**
- 8. Defining reporting requirements.**

TEAM BUILDING EXERCISE RESULTS

08

The following is a summary of the opinions of the Day 2 planning session participants captured during the team building exercise:

What do you love about Monett:

- The Parks.
- The friendliness of the people.
- The government historically makes good decisions.
- The potential. Our people, diversity, passion, resiliency, and location.
- The city is welcoming. A wonderful community to make differences and improvements. It is a blank canvas.

What challenges does Monett have:

- We need a plan to accomplish our goals.
- Housing.
- A lack of involvement and engagement. We need something to provide a level of excitement.
- Poor road quality.

Why do you serve Monett:

- It is a great place to work. Great benefits.
- To help make a difference. To make Monett a greater place for years to come.
- To make a positive difference in the lives of our residents, city team, and business leaders.

What is one thing you would change about Monett:

- We need more sit-down restaurants.

What is one thing you would not change about Monett:

- The people.

If you had \$100,000,000 to spend on Monett, how would you spend it:

- Housing
- Roads and Infrastructure
- Infrastructure for housing and development



Organizational Goals: After reviewing the brain dump exercise responses and the goals and needs of the Department Directors, the participants completed a goal-setting exercise designed to identify goals they want the City to accomplish over the next five years. During the exercise, objectives were also developed for each goal. Each participant assigned a priority ranking for each goal. Champions were assigned to each goal to ensure accountability and progress.

The priority ranking scale was described to the participants as the following:

Priority Ranking	Description
5	Full support of the goal.
4	Good goal, but not 100% support.
3	I can go either way on this goal.
2	I am not a fan, but the group wants it.
1	I do not support this goal.

The City created the following **six** goals. The goals are listed in priority order. It is important to note the identified goals scored between 4.33 and 5. All six of the goals were considered by the session participants as good goals that are worthy of being pursued. Two of these goals were considered goals that the session participants fully supported. Housing was a constant theme during the planning process and the priority ranking for this goal affirms the importance of this goal for the City.

The following goal achievement philosophy was submitted by the Community Development Director Serena Anderson:

- 1. Sustain:** Build relationships with stakeholders to sustain elements that are working well.
- 2. Create:** Create opportunities for change and enhancement to do new and better things for the increased vitality of the community.
- 3. Rehabilitate:** Take stock of areas in need of rehabilitation to build a plan for city-wide efforts for rehabilitation.

Category	Goal	Champions	Number of Objectives	Priority Ranking
(H) Housing	Actively pursue, support, and create residential housing development within the City.	Mayor Brownsberger and Community Development Director Anderson	6	5/5
(F) Finance	Pursue and maintain financial stability.	Commissioner Dohmen and City Clerk Irwin	5	5/5
(I) Infrastructure	Plan, design, fund, and complete City infrastructure improvements.	Commissioner Gaspar and City Administrator Weiner	5	4.83/5
(C) Communications	Improve and consistently maintain internal and external communications.	Mayor Brownsberger and Community Development Director Anderson	5	4.83/5
(P) Planning	Strategically update, create, and implement plans and studies.	Commissioner Gaspar and City Administrator Weiner	3	4.83/5

(HR) Human Resources	Pursue and implement human resources initiatives to support Team Monett.	Commissioner Dohmen and City Clerk Irwin	2	4.33/5
----------------------	--	--	---	--------

OBJECTIVES

The strategic planning participants created twenty-six objectives for the City to complete in the pursuit of the six established goals. The charts below depict the objective identifier and the objective assigned to each goal and indicate if the objective also aligned with the desires of the Day 1 session participants.

Goal (H): Actively pursue, support, and create residential housing development within the City.

ID	Objective	Day 1 Session Alignment
H-1	Review and consider zoning ordinance changes for new residential zoning districts.	Yes
H-2	Explore and consider financial incentives for residential housing development infrastructure costs.	Yes
H-3	Explore the possibility of the development of a housing authority or housing department to promote and build residential housing.	
H-4	Explore partnering with local industries to financially support residential housing development.	
H-5	Partner with the community to complete a comprehensive housing study.	
H-6	Share an openness for annexation of properties as conditions become amenable.	

Goal (F): Pursue and maintain financial stability.

F-1	Create a 5-year financial plan.	Yes
F-2	Research additional revenue sources and rate increases.	
F-3	Complete an employee class and compensation study.	Yes
F-4	Pursue and obtain voter approval to extend the ¼ cent sales tax for parks and recreation purposes.	
F-5	Create a list of future capital parks and recreation projects to be supported by the 1/4 cent sales tax extension.	Yes

Goal (I): Plan, design, fund, and complete City infrastructure improvements.

I-1	Plan, design, and construct a municipal solar farm.	
I-2	Improve the city streets through the implementation of the streets improvement plan.	
I-3	Improve utility infrastructure through the implementation of a utility infrastructure improvement plan.	
I-4	Continue to install new sidewalks and replace deteriorated sidewalks.	
I-5	Develop Electric Vehicle (EV) charging infrastructure plan.	

Goal (C):Improve and consistently maintain internal and external communications.

C-1	Improve communications with citizens through digital process improvements and online forms.	Yes
C-2	Update the City's website.	Yes
C-3	Establish and implement a City communications plan.	
C-4	Conduct regularly scheduled City Council and Department Director workshop meetings.	Yes
C-5	Develop the City's identity, brand, and marketing plan.	Yes

Goal (P):Strategically update, create, and implement plans and studies.

P-1	Update the City's Comprehensive Plan.	Yes
P-2	Develop a strategic plan for each Department on an annual basis.	Yes
P-3	Create a City-wide 20-year Strategic Plan.	

Goal (HR):Pursue and implement human resources initiatives to support Team Monett.

HR-1	Support and encourage professional development for team members across all departments.	Yes
HR-2	Upon completion of F-3, design and implement a comprehensive employee compensation plan.	Yes

REGULAR PERIODIC REPORTING SYSTEM:

The Day 2 session participants agreed on the importance of routinely updating the Mayor, City Council, and the Community on the progress made toward each goal within this plan on a regular basis. The participants agreed to provide scheduled reports every three months during the first year of this plan and then report on the plan's progress every 6 months beginning in year two.

The Day 2 session participants agreed to meet again after the completion of the first year to check on the plan's progress and update the plan as desired.

SUCCESS RECOMMENDATIONS:

The following are recommendations to assist the City in achieving the successful completion of these goals:

- Regularly discuss each goal with the champion(s) assigned to the goal.
- Link goals and objectives to the annual budget process.
- Link goals and objectives to the agenda action forms for each City Council meeting.
- Incorporate language into the recital clauses (whereas verbiage) of City ordinances and resolutions when the ordinance and resolution are linked to a specific goal and/or objective.
- Create a one-pager scorecard that can be checked off when substantial progress is made, or the goal is completed and publish that scorecard on the City website.
- Celebrate the accomplishment of each goal and/or objectives.
- Evaluate the City's commitment to the goals on an annual basis and modify as required.



Randy Burke, Mayor
Ken Gaspar, Commissioner • Darren Indovina, Commissioner
Mickey Ary, City Administrator

www.monettmo.gov
217 Fifth Street • Monett, Missouri 65708
(417) 235-3763

WINDMILL RIDGE GOLF COURSE TOURNAMENT CONTRACT

EVENT TITLE/GROUP: _____ EVENT DATE: _____

PERSON OF CONTACT: _____ PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

NUMBER OF TEAMS: _____ at \$25 per Golfer=\$_____

FORMAT: _____ START TIME: _____

WINDMILL RIDGE WILL PROVIDE UP TO 40 GOLF CARTS, HOW MANY OVER 40 WILL BE
NEEDED? _____ AT \$42.00 PER CART PLUS DELIVERY

(Arrangements must be made prior to 2 weeks before the tournament date for extra carts)

WINDMILL RIDGE WILL BE EXCLUSIVE PROVIDER OF BEER, SOFT DRINKS AND WATER

CASE PRICES ARE MADE BY CASE QUANTITY WITH APPRECIATION TO ORGANIZERS.

Windmill Ridge Golf Course Tournament Policies

- **Deposit & Cancellation:** A \$500 deposit is required 7 days before the event. Cancellations must also be made 7 days in advance.
- **Rescheduling:** In case of weather or uncontrollable cancellations, a rescheduling date must be agreed upon before the tournament starts.
- **Course Equipment & Vehicles:** Any tents, tables, chairs, or cooking equipment must be approved by Windmill Ridge Golf Course. Non-traditional vehicles on the course also require approval.
- **Damages:** The tournament organization will be responsible for the cost of repairing any damaged property.
- **Setup & Cleanup:** Organizers are responsible for signage, trash disposal, and removal of all items after the event.
- **Payment:** Event payments may be made to the City prior to the event. An invoice will be mailed to the tournament organizer and must be paid within 30 days.
- **Participation Limits:** Maximum of 120 players for a 3-man team format or 100 players for a 4-man team format.

EVENT TERMS AND CONDITIONS AGREED TO: A signature below indicates that I/We Fully Consent with all the terms and conditions put forth by Windmill Ridge Golf Course, Monett Missouri, including PAYMENT, PLAYER COUNT, BEVERAGES, and INCLEMENT WEATHER, And CANCELLATION POLICIES.

SIGNED:

TOURNAMENT DIRECTOR: _____ DATE: _____

WINDMILL RIDGE REPRESENTATIVE: _____ DATE: _____