

**November 28, 2023**  
**Board of Aldermen Meeting**  
**Tentative Agenda Packet**



**Greg Parker, Mayor**  
Shawn Bolerjack, East Ward Alderman  
Kala Sisco, East Ward Alderman  
Kyle Williams, West Ward Alderman  
Amanda Duncan, West Ward Alderman

**MINUTES**  
**BOARD OF ALDERMEN MEETING**  
**202 N. Washington**  
**November 14, 2023**

**Call Meeting to Order**

The regular season meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Mayor Greg Parker at 6:00 p.m.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Greg Parker.

**Opening Prayer**

Opening prayer was led by Public Works Director Mark Nash.

**Roll Call**

Council Members present included Shawn Bolerjack, Kyle Williams, and Amanda Duncan. Alderwoman Kala Sisco was absent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Chief of Police Joe Chase, Public Works Director Mark Nash, Finance Director Stacey Houston, Water Department Supervisor Donnie Moore, WWTF Josh Hunt, Electric Department Supervisor Josh Kotschedoff, Building Inspector Jarred Brown, and Parks and Recreation Director Melissa Dubois. City Attorney James Weber was absent.

Citizens in attendance were: James Vance, Angela Vance, Mary Ann Curley, Mike Murphy, Debbie Murphy, Sue Woods, D. Jadwin, Beverly Jacobs, and Linda Harris.

**Approve Agenda**

Alderman Bolerjack moved to approve the agenda.

Seconded by Alderman Williams.

The vote was 3 Aye-Bolerjack, Williams, and Duncan. 0 Nay. Motion Carried.

**Consent Agenda**

October 24, 2023, Regular Meeting Minutes

Municipal Court Report October 2023

Police Department Monthly Report, October 2023

Parks and Recreation Staff Report, October 2023

Alderman Bolerjack moved to approve the Consent Agenda.

Seconded by Alderman Williams.

The vote was 3 Aye- Bolerjack, Williams, and Duncan. 0 Nay. Motion carried.

## **Hearing of Persons**

Debbie Murphy states her first hearing of person request is regarding her previously asked questions. She states she has not received a response to those questions and she would like those questions answered. She believes there is no foundation for not having a town hall meeting. She would like to see an open agenda; she states towns surrounding Salem have an open agenda and believes everyone that wishes to speak should be able to do so. She states she has not heard an update on the DCAWS contract, the animal control facility, the contract that was signed for maintaining the city pumps, or any plans for recycling. She also requested redistricting the city, saying she believes the town needs more aldermen.

Debbie Murphy states her second hearing of person request is her concerns for the purchase of the Hydrovac truck. She believes this is an unnecessary purchase. Stating her concerns with training employees on the operation of the vehicle, winterization, and safety.

## **New and Miscellaneous Business**

### **Resolution No. 24-2023- A resolution providing for the Municipal Election for the City of Salem, Missouri, on April 2, 2023.**

Alderman Bolerjack moved to approve Resolution No. 24-2023.

Seconded by Alderman Williams.

The vote was 3 Aye-Bolerjack, Williams, and Duncan. 0 Nay. Motion carried.

### **Resolution No. 25-2023-A resolution authorizing the mayor to execute contract change Order No. 1 between Welch Constriction, the City of Salem, and Daniel Evans of property located at 503 W. Rolla Rd, Salem, Missouri.**

Alderman Williams moved to approve Resolution No. 25-2023.

Seconded by Alderwoman Duncan.

The vote was 3 Aye-Williams, Duncan, and Bolerjack. 0 Nay. Motion carried.

## **PD Vehicles to be auctioned on Purple Wave**

Alderman Williams moved to approve the sale of the 2018 Dodge Charger and the 2017 Ford Explorer on Purple Wave.

Seconded by Alderman Bolerjack.

The vote was 3 Aye-Williams, Bolerjack, and Duncan. 0 Nay. Motion carried.

## **Police Department Buyer Order**

Alderman Bolerjack moved to approve the buyer order from Behlmann Chrysler Dodge Jeep Ram in the amount of \$36,806.00.

Seconded by Alderwoman Duncan.

The vote was 3 Aye-Bolerjack, Duncan, and Williams. 0 Nay. Motion carried.

## **Hydro-Vac Truck Bid Approval**

Alderman Williams moved to approve the Hydro-Vac Truck bid from Key Equipment for \$195,487.50

Seconded by Alderman Bolerjack.

The vote was 3 Aye-Williams, Bolerjack, and Duncan. 0 Nay. Motion carried.

## **Copier for Administration Building Bids**

Alderman Bolerjack moved to approve the copier bid from SumnerOne for the Kyocera 5054ci at a purchase cost of \$7,503.87 with a 5-year maintenance and supplies contract for \$1,584.00 annually. Seconded by Alderman Duncan.

The vote was 3 Aye-Bolerjack, Duncan, and Williams. 0 Nay. Motion carried.

#### **Planning & Zoning Commission-Conditional Use Permit-1509 S. Louise**

Alderman Williams moved to approve the conditional use permit at 1509 S. Louise.

No second.

Alderman Bolerjack moved to table this item until the November 28 Board of Aldermen meeting.

Seconded by Alderman Duncan

The vote was 2 Aye-Bolerjack, and Duncan. 1 Nay-Williams. Motion carried.

#### **Emergency Purchase-Substation Recloser-Agenda Amended Tuesday, November 14, 2023, at 9:00 A.M.**

A squirrel caused unrepairable damage to one of four reclosers at the substation at the corner of W. Third Street and N. Walker Street the morning of November 11, 2023. An invoice for the replacement was not received from Sho-Me Power until November 14, 2023, in the A.M.

Alderman Bolerjack moved to approve the invoice from Sho-Me Power for \$26,347.16.

Seconded by Alderman Duncan.

The vote was 3 Ayes-Bolerjack, Duncan, and Williams. 0 Nays. Motion carried.

#### **Reading of Bills (First Reading)**

##### **Bill No. 3578-An ordinance to name streets in the Masters Industrial Park in the City of Salem, Missouri.**

City Clerk Koller read the first reading of Bill No. 3578 by caption only.

No vote was taken.

#### **Reading of Bills (Second Reading)**

##### **Bill No. 3575-An ordinance to authorize the mayor to sign the administrative procedures guide for floodplain management and flood hazard reduction for the City of Salem, Missouri.**

City Clerk Koller read the second reading of Bill No. 3575 by caption only.

Alderman Bolerjack moved to approve Bill No. 3575

Seconded by Alderman Duncan.

The vote was 3 Aye-Bolerjack, Duncan, and Williams. 0 Nay. Bill No. 3575 passed as Ordinance No. 3575.

#### **Reports of City Officials, Boards and Committees**

City Administrator Sally Burbridge reminded everyone city offices will be closed November 23 and 24, for the Thanksgiving Holiday.

City Administrator Sally Burbridge asked the Board for feedback on the Second Street bridge that has been closed to vehicle traffic due to being struck by a semi-truck several years ago. This bridge is on MoDot's list of bridges with a registry number. It was rated as fair in the most recent inspection this past Spring. City Administrator Burbridge says it was rated as fair, but an inspector stated that it should not be opened. She believes that it was inspected based on current use which is basically pedestrian traffic. If re-inspected for

vehicle use and scores below fair, it could be eligible for state bridge funding. It is a match program, but she is unsure what that match would be.

Mayor Greg Parker announced that he will be running for re-election in 2024.

Public Works Director Mark Nash reported they have received the asphalt. They will be working on fixing potholes. He asked anyone with one on their street to please be patient.

Public Works Director Mark Nash reported they will be pouring the pad for the underground transformer at the Trades Building at the Highschool.

Public Works Director Mark Nash reported the McDonalds project is moving along, he does not believe they will be open as soon as McDonalds would like.

Public Works Director Mark Nash reported there have been water main breaks on Truman Street and Louise Street. He asked that citizens living on those streets to be patient with the repairs. The street department is unable to asphalt the area until the ground has sufficiently packed.

Public Works Director Mark Nash reported he plans to retire on January 31, 2024.

Parks and Recreation Director Melissa Dubois reported they have 166 athletes for their basketball registration. That number is up from last season. She had to add another set of games for the first and second graders so there would be four games each night.

Parks and Recreation Director Melissa Dubois reported all restrooms have been winterized and closed.

Parks and Recreation Director Melissa Dubois reported registration is now open for Light up the Park. The fee is \$50.00 and includes a timer and electricity for the display. All displays need to be set up by December 1<sup>st</sup> so displays can be checked on December 2<sup>nd</sup>. Questions may be emailed to [salemparks@salememo.com](mailto:salemparks@salememo.com).

Alderman Shawn Bolerjack had nothing to report.

Alderman Kyle Williams had nothing to report.

Alderwoman Amanda Duncan had nothing to report.

### **Closed Session**

**Pursuant to Section 610.021(3) of the Revised State Statutes of the State of Missouri pertaining to the hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.**

**Pursuant to Section 610.021(12) of the Revised State Statutes of the State of Missouri pertaining to sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.**

Alderman Bolerjack moved to go into closed session for personnel and contracts.

Seconded by Alderwoman Duncan.

The vote was 3 Aye-Bolerjack, Duncan, and Williams. 0 Nay. Motion carried.

The Board went into closed session at 7:15 P.M.

No action was taken.

### **Adjournment**

Mayor Greg Parker adjourned the meeting at 8:23 P.M.

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Tammy Koller  
City Koller

APPROVED:

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Greg Parker  
Mayor

ATTEST:

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Tammy Koller  
City Clerk



MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION  
PO BOX 3380  
JEFFERSON CITY, MO 65105-3380

Date: November 07, 2023

## SALES TAX DISTRIBUTION DEPOSIT NOTICE

0007-000



SALEM  
CITY CLERK  
400 N IRON ST  
SALEM MO 65560-1429

POLITICAL SUBDIVISION ID: 65234000

Notice Number: 2043621687

Distribution Month: October 2023

Telephone: 573-751-4876  
Fax: 573-522-1160  
Email: [localgov@dor.mo.gov](mailto:localgov@dor.mo.gov)

The Missouri Department of Revenue distributed your local sales tax by electronic funds transfer (ACH) for your credit and use for the October 2023 collections as follows

|                                   |               |
|-----------------------------------|---------------|
| Deposit Date                      | 11/07/2023    |
| Tax Type Code                     | 200           |
| TaxType Name                      | CITY          |
| Bank Name                         | BANK OF SALEM |
| Account Number (Last Four Digits) | 0117          |
| Tax Distribution                  | \$123,835.49  |
| Interest Distribution             | \$0.00        |
| Amount Deposited                  | \$123,835.49  |

Below is your recent account history. You can compare this month's distribution with the same month in prior years for this account. You can also compare the year-to-date distribution with the same year-to-date in prior years.

| Account History |                |                |                |                             |                             |
|-----------------|----------------|----------------|----------------|-----------------------------|-----------------------------|
| Period          | 2021           | 2022           | 2023           | 2022<br>Compared to<br>2021 | 2023<br>Compared to<br>2022 |
| October 2023    | \$107,886.71   | \$108,210.70   | \$123,835.49   | \$323.99                    | \$15,624.79                 |
| Year-to-Date    | \$1,098,141.40 | \$1,205,320.46 | \$1,271,606.68 | \$107,179.06                | \$66,286.22                 |

You can access the Department's "Local Taxes Financial Statement" for this month at <http://dor.mo.gov/business/citycounty>.

If you do not receive your distribution or if you require additional information, contact the Taxation Division at the above address, telephone number, fax number, or e-mail.

A city must notify the Department if their boundaries change. Failure to notify the department can result in lost revenue.

The Department is authorized by Section 32.057 RSMo, to release local sales/use tax information to cities that have imposed a sales or use tax. The Department has made this information available in three reports: the Open Business Locations Report, the Financial Sales Tax Distribution Report, and the Financial Use Tax Distribution Report. A portal account must be created on the Department's portal at <https://mytax.mo.gov/rptp/portal/home/> and a Request for Information/Audit of Local Sales and Use Tax Records (Form 4379) may be completed to request access to these reports. This form is available on our web site at <http://dor.mo.gov/forms/>.





MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION  
PO BOX 3380  
JEFFERSON CITY, MO 65105-3380

Date: November 07, 2023

## SALES TAX DISTRIBUTION DEPOSIT NOTICE

SALEM  
CITY CLERK  
400 N IRON ST  
SALEM MO 65560-1429

POLITICAL SUBDIVISION ID: 65234000

Notice Number: 2043622097

Distribution Month: October 2023

Telephone: 573-751-4876  
Fax: 573-522-1160  
Email: [localgov@dor.mo.gov](mailto:localgov@dor.mo.gov)

The Missouri Department of Revenue distributed your local sales tax by electronic funds transfer (ACH) for your credit and use for the October 2023 collections as follows

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Deposit Date                      | 11/07/2023                      |
| Tax Type Code                     | 260                             |
| TaxType Name                      | CITY STORM<br>WATER/LOCAL PARKS |
| Bank Name                         | BANK OF SALEM                   |
| Account Number (Last Four Digits) | 0117                            |
| Tax Distribution                  | \$46,438.08                     |
| Interest Distribution             | \$0.00                          |
| Amount Deposited                  | \$46,438.08                     |

Below is your recent account history. You can compare this month's distribution with the same month in prior years for this account. You can also compare the year-to-date distribution with the same year-to-date in prior years.

| Account History |              |              |              |                             |                             |
|-----------------|--------------|--------------|--------------|-----------------------------|-----------------------------|
| Period          | 2021         | 2022         | 2023         | 2022<br>Compared to<br>2021 | 2023<br>Compared to<br>2022 |
| October 2023    | \$40,458.33  | \$40,579.04  | \$46,438.08  | \$120.71                    | \$5,859.04                  |
| Year-to-Date    | \$412,083.37 | \$451,929.49 | \$476,836.45 | \$39,846.12                 | \$24,906.96                 |

You can access the Department's "Local Taxes Financial Statement" for this month at <http://dor.mo.gov/business/citycounty>.

If you do not receive your distribution or if you require additional information, contact the Taxation Division at the above address, telephone number, fax number, or e-mail.

A city must notify the Department if their boundaries change. Failure to notify the department can result in lost revenue.

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MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION  
PO BOX 3380  
JEFFERSON CITY, MO 65105-3380

Date: November 07, 2023

## SALES TAX DISTRIBUTION DEPOSIT NOTICE

SALEM  
CITY CLERK  
400 N IRON ST  
SALEM MO 65560-1429

POLITICAL SUBDIVISION ID: 65234000

Notice Number: 2043619005

Distribution Month: October 2023

Telephone: 573-751-4876  
Fax: 573-522-1160  
Email: [localgov@dor.mo.gov](mailto:localgov@dor.mo.gov)

The Missouri Department of Revenue distributed your local sales tax by electronic funds transfer (ACH) for your credit and use for the October 2023 collections as follows

|                                   |                 |
|-----------------------------------|-----------------|
| Deposit Date                      | 11/07/2023      |
| Tax Type Code                     | 201             |
| TaxType Name                      | ADDITIONAL CITY |
| Bank Name                         | BANK OF SALEM   |
| Account Number (Last Four Digits) | 0117            |
| Tax Distribution                  | \$6,879.10      |
| Interest Distribution             | \$0.00          |
| Amount Deposited                  | \$6,879.10      |

Below is your recent account history. You can compare this month's distribution with the same month in prior years for this account. You can also compare the year-to-date distribution with the same year-to-date in prior years.

| Account History |        |        |            |                             |                             |
|-----------------|--------|--------|------------|-----------------------------|-----------------------------|
| Period          | 2021   | 2022   | 2023       | 2022<br>Compared to<br>2021 | 2023<br>Compared to<br>2022 |
| October 2023    | \$0.00 | \$0.00 | \$6,879.10 | \$0.00                      | \$6,879.10                  |
| Year-to-Date    | \$0.00 | \$0.00 | \$6,879.10 | \$0.00                      | \$6,879.10                  |

You can access the Department's "Local Taxes Financial Statement" for this month at <http://dor.mo.gov/business/citycounty>.

If you do not receive your distribution or if you require additional information, contact the Taxation Division at the above address, telephone number, fax number, or e-mail.

A city must notify the Department if their boundaries change. Failure to notify the department can result in lost revenue.

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MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION  
PO BOX 3380  
JEFFERSON CITY, MO 65105-3380

Date: November 07, 2023

## SALES TAX DISTRIBUTION DEPOSIT NOTICE

SALEM  
CITY CLERK  
400 N IRON ST  
SALEM MO 65560-1429

POLITICAL SUBDIVISION ID: 65234000

Notice Number: 2043620033

Distribution Month: October 2023

Telephone: 573-751-4876  
Fax: 573-522-1160  
Email: [localgov@dor.mo.gov](mailto:localgov@dor.mo.gov)

The Missouri Department of Revenue distributed your local sales tax by electronic funds transfer (ACH) for your credit and use for the October 2023 collections as follows

|                                   |                           |
|-----------------------------------|---------------------------|
| Deposit Date                      | 11/07/2023                |
| Tax Type Code                     | 210                       |
| TaxType Name                      | CITY CAPITAL IMPROVEMENTS |
| Bank Name                         | BANK OF SALEM             |
| Account Number (Last Four Digits) | 0117                      |
| Tax Distribution                  | \$61,917.71               |
| Interest Distribution             | \$0.00                    |
| Amount Deposited                  | \$61,917.71               |

Below is your recent account history. You can compare this month's distribution with the same month in prior years for this account. You can also compare the year-to-date distribution with the same year-to-date in prior years.

| Account History |              |              |              |                             |                             |
|-----------------|--------------|--------------|--------------|-----------------------------|-----------------------------|
| Period          | 2021         | 2022         | 2023         | 2022<br>Compared to<br>2021 | 2023<br>Compared to<br>2022 |
| October 2023    | \$53,943.25  | \$54,105.44  | \$61,917.71  | \$162.19                    | \$7,812.27                  |
| Year-to-Date    | \$549,070.00 | \$602,660.28 | \$635,804.07 | \$53,590.28                 | \$33,143.79                 |

You can access the Department's "Local Taxes Financial Statement" for this month at <http://dor.mo.gov/business/citycounty>.

If you do not receive your distribution or if you require additional information, contact the Taxation Division at the above address, telephone number, fax number, or e-mail.

A city must notify the Department if their boundaries change. Failure to notify the department can result in lost revenue.

The Department is authorized by Section 32.057 RSMo, to release local sales/use tax information to cities that have imposed a sales or use tax. The Department has made this information available in three reports: the Open Business Locations Report, the Financial Sales Tax Distribution Report, and the Financial Use Tax Distribution Report. A portal account must be created on the Department's portal at <https://mytax.mo.gov/rptp/portal/home/> and a Request for Information/Audit of Local Sales and Use Tax Records (Form 4379) may be completed to request access to these reports. This form is available on our web site at <http://dor.mo.gov/forms/>.

# **Staff Summary Report**

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|                      |                                |
|----------------------|--------------------------------|
| <b>MEETING DATE:</b> | November 28, 2023              |
| <b>AGENDA ITEM:</b>  | New and Miscellaneous Business |
| <b>AGENDA TITLE:</b> | Public Comment Policy          |

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|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>ACTION REQUESTED BY:</b> | Shawn Bolerjack                       |
| <b>ACTION REQUESTED:</b>    | Approval of Policy for Public Comment |
| <b>SUMMARY BY:</b>          | Shawn Bolerjack / Sally Burbridge     |

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## **PROJECT DESCRIPTION / FACTS**

The public comment policy is designed to streamline public engagement by establishing a structured approach for sharing views and concerns during regular Board of Aldermen meetings. Drawing insights from other cities' practices, this policy outlines that public comments will be solely for listening purposes, with no immediate responses from the board or staff during the meeting. Placing public comments toward the end of the agenda ensures comments come after the formal business portion of the meeting. To address agenda-related queries or concerns, citizens are encouraged to reach out to elected officials or city staff outside the meeting. The policy also details steps for necessary follow-up and emphasizes the expectation for everyone to be treated with respect.

Assuming adoption of the proposed Policy for Public Comment, staff recommend discontinuance of the "Request To Be Heard At A City Council Meeting" form and instead adopt a policy of having citizens or groups who need permission for use of facilities, blocking of roadways, or other related issues that require a board decision, to work directly with staff to develop the request as an agenda item to bring before the board.

## **PROCUREMENT**

NA

## **FISCAL IMPACTS**

NA

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|                           |   |
|---------------------------|---|
| <b>SUPPORT DOCUMENTS:</b> | Policy for Public Comment<br>Speaker's Card<br>Request to be Heard at a City council Meeting Form |
|---------------------------|---|

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|   |   |
|---|---|
| <b>DEPARTMENT'S RECOMMENDED MOTION:</b> | Move approval of the Policy for Public Comment as presented and discontinuance of the current "Request To Be Heard At A City Council Meeting" form. |
|---|---|

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## **Policy for Public Comment at City of Salem Board of Aldermen Meetings**

### **1. Introduction**

This policy outlines the procedures for public comment during regularly scheduled Board of Aldermen meetings. The purpose of public comment is to provide a platform for the general public to express their views and concerns to the Board. Please note that this is a listening session only, and no immediate response from the Board and staff will be provided during the meeting. The public comment session will be placed at the end of the agenda, immediately prior to any closed sessions or adjournment.

### **2. Duration of Public Comment**

Each speaker is allotted a maximum of two (2) minutes to address the Board of Aldermen. A speaker's time cannot be transferred to another individual. This time limit ensures that as many speakers as possible have the opportunity to speak during the public comment period.

### **3. Speaker Registration**

To participate in the public comment session, speakers must complete a speaker card provided by the city clerk. This card must be submitted to the city clerk ten (10) minutes prior to the beginning of the meeting. The card should include the speaker's name, contact information, and the specific topic they wish to address. This registration process helps in organizing the speakers and ensures that everyone gets a fair chance to speak. Only one (1) speaker card will be issued per person.

### **4. No Immediate Response**

During the public comment session, the Board of Aldermen and city staff will not respond to or engage in a discussion with the speakers. The purpose of this session is for the Board to listen to the concerns and opinions of the general public.

### **5. Follow-Up and Resolution**

If any follow-up is required regarding the concerns raised during the public comment session, the City Administrator will be responsible for coordinating any necessary actions. The City Administrator will gather the relevant information and initiate any investigations or actions needed to address the speakers' concerns.

### **6. Respect and Decorum**

All speakers are expected to address the Board of Aldermen and fellow members of the public with respect and decorum. Hate speech, personal attacks, or disruptive behavior will not be tolerated, and the mayor or presiding officer may intervene to maintain order.

## 7. Order of Speakers

The public comment session will be conducted in the order in which speaker cards were received by the city clerk.

## 8. Accommodation for Special Needs

The city will make reasonable accommodations for speakers with disabilities, as required by law, to ensure they can effectively participate in the public comment session.

## 9. Conclusion

This policy for public comment at Board of Aldermen meetings is designed to ensure an efficient and respectful process for members of the public to share their views with the Board while allowing for adequate follow-up and resolution of concerns. We encourage the general public to participate in this democratic process to help shape our community.

#



DATE: \_\_\_\_\_

CITY OF SALEM, MISSOURI  
BOARD OF ALDERMEN MEETING  
SPEAKER'S CARD

Members of the public are welcome to speak at the regularly scheduled Board of Aldermen meetings during a special section of the agenda designated as "Public Comment". The Board of Aldermen meeting is the city's business meeting; therefore, the Public Comment section is the last item covered.

(please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

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If you wish to be heard, submit this card to the City Clerk no later than 10 minutes prior to the meeting start. The following guidelines govern the Public Comment session:

1. Speakers will speak in the order called by the presiding officer.
2. When your name is called, step to the mic and state your name and address.
3. Each speaker is allotted a maximum of two (2) minutes. A speaker's time cannot be transferred to another individual.
4. Speakers will address their comments to the board. This is a listening session only, and no immediate response from the board and staff will be provided during the meeting.
5. All speakers are expected to address the board and fellow members of the public with respect and decorum.

NOTE: All meetings are open to the public and provide an opportunity for public comment. Individual board members and staff can be communicated with prior to or after meetings and are happy to discuss issues.

**CITY OF SALEM**

**REQUEST TO BE HEARD AT A CITY COUNCIL MEETING**

**NOTE: All petitions, remonstrance, complaints and requests shall be limited to five minutes per speaker.**

Request filed by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Council meeting that you request to be heard: \_\_\_\_\_

Check the levels of administrative people that you have discussed this request with:

Mayor              City Administrator              City Clerk              Superintendent

Other (specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Mayor and City Council reserves the right to defer and redirect this request to the appropriate administrative level(s).

**The agenda closes and forms need to be submitted to the City Clerk’s office by 5:00 p.m. on the Wednesday preceding the council meeting.**



# **Staff Summary Report**

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|                      |                  |
|----------------------|------------------|
| <b>MEETING DATE:</b> | 11/28/2023       |
| <b>AGENDA ITEM:</b>  |                  |
| <b>AGENDA TITLE:</b> | FINANCIAL UPDATE |

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|                             |                |
|-----------------------------|----------------|
| <b>ACTION REQUESTED BY:</b> | STACEY HOUSTON |
| <b>ACTION REQUESTED:</b>    | FOR REVIEW     |
| <b>SUMMARY BY:</b>          | Stacey Houston |

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## **PROJECT DESCRIPTION / FACTS**

Financial update:

Sales Tax Revenues collected through November 2023 are \$1,180,457 (includes General Fund, Parks & Rec Fund, Capital Improvement fund, and fuel & vehicle tax)- that is up 2% from same time frame as last year.

Utilities Usage & Revenues are through October 2023

Electric kWh's sold are just under 17.8 million, that is down compared to the same time frame as last year. Revenues billed are \$2.5 million.

Water consumption sold is at 43.9 million gallons, that's down compared to same time frame as last year. Revenues billed are \$285,864.

Sewer consumption sold is 39.3 million gallons. Revenues billed are \$369,749.

Fund Balance Summary shows data through October 31, 2023. The total of all funds is at \$8,087,897.

## **PROCUREMENT**

NA/

## **FISCAL IMPACTS**

N/A

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|                           |   |
|---------------------------|---|
| <b>SUPPORT DOCUMENTS:</b> | Sales Tax Collected through Nov 2023 / Utility Consumption & Revenues / Fund Balance Summary. |
|---------------------------|---|

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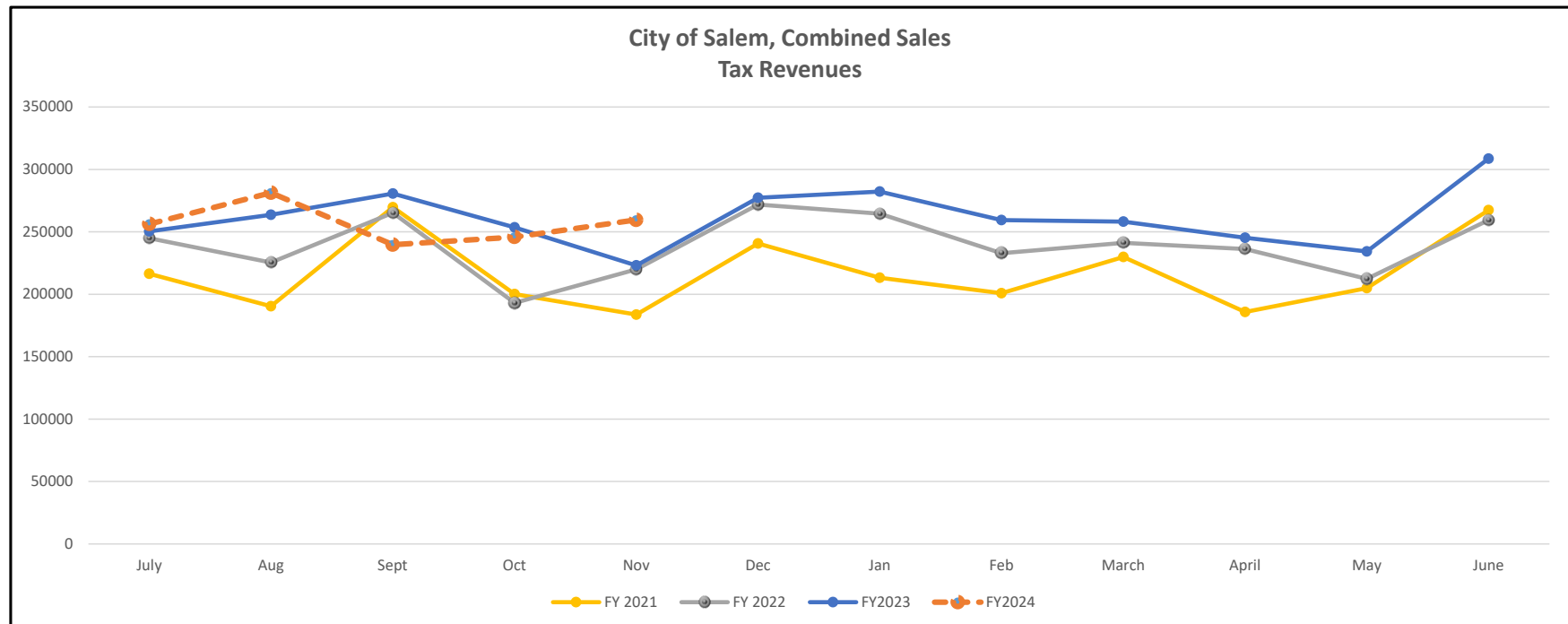
|   |     |
|---|-----|
| <b>DEPARTMENT'S RECOMMENDED MOTION:</b> | N/A |
|---|-----|

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# SALES TAX REVENUE

|             | 2020-2021    | 2021-2022    | 2022-2023    | 2023-2024  | 2023-2024    |
|-------------|--------------|--------------|--------------|------------|--------------|
|             | Actuals      | Actuals      | Actuals      | Actuals    | Budget       |
| Gen'l Fund  | \$ 1,310,248 | \$ 1,435,953 | \$ 1,546,208 | \$ 632,789 | \$ 2,261,941 |
| July-Nov    | \$ 518,754   | \$ 564,156   | \$ 622,950   | \$ 632,789 |              |
| Parks & Rec | \$ 491,424   | \$ 538,432   | \$ 579,811   | \$ 234,713 | \$ 579,811   |
| July-Nov    | \$ 194,533   | \$ 211,572   | \$ 233,602   | \$ 234,713 |              |
| Cap Imp     | \$ 655,124   | \$ 717,977   | \$ 773,105   | \$ 312,955 | \$ 773,104   |
| July-Nov    | \$ 259,377   | \$ 282,078   | \$ 311,475   | \$ 312,955 |              |

\*\*Through Nov 2023 (Pending Adjustments & Year End Transfers)



| UTILITY USAGE & REVENUE    |                     |                     |                       |                  |                       |                      |
|----------------------------|---------------------|---------------------|-----------------------|------------------|-----------------------|----------------------|
|                            | 2021-2022<br>ACTUAL | 2022-2023<br>ACTUAL | 2022-2023<br>JULY-OCT | 2023-2024<br>YTD | 2023-2024<br>BUDGETED | Percent of<br>Budget |
| Electric Consumption Sold  | 52,787,837          | 52,732,043          | 18,664,102            | 17,775,224       |                       |                      |
| Electric Sales Rev.        | \$ 5,388,796        | \$ 7,105,213        | 2,388,011             | \$ 2,516,634     | \$ 7,111,608          | 35%                  |
| Electric Revenue Collected | \$ 5,309,157        | \$ 6,950,178        |                       | \$ 2,439,585     |                       |                      |
| Purchase of Power          | \$ 4,135,284        | \$ 4,423,590        | \$ 1,688,768          | \$ 1,577,446     | \$ 4,884,189          | 32%                  |
| Water Consumption Sold     | 133,720,064         | 149,352,518         | 51,871,322            | 43,924,568       |                       |                      |
| Water Sales Rev.           | \$ 839,084          | \$ 975,956          | \$ 333,614            | \$ 285,864       | \$ 906,470            | 32%                  |
| Water Revenues Collected   | \$ 882,471          | \$ 930,781          |                       | \$ 291,790       |                       |                      |
| Sewer Consumption Sold     | 121,145,016         | 128,052,344         | 44,728,275            | 39,343,561       |                       |                      |
| Sewer Sales Rev.           | \$ 777,868          | 1,087,415           | \$ 292,950            | 369,749          | \$ 1,179,027          | 31%                  |
| Sewer Revenues Collected   | \$ 832,558          | \$ 1,008,308        |                       | \$ 377,156       |                       |                      |

\*\*As of 10/31/2023 (Pending Transfers & Adjustments)

## City of Salem- Total All Funds

|                     | BEGINNING<br>BALANCE | YEAR-TO-DATE<br>31-Oct-23 | 2023-2024<br>APPROVED<br>BUDGET | FUND BALANCE<br>31-Oct-23 | % of Budget |
|---------------------|----------------------|---------------------------|---------------------------------|---------------------------|-------------|
| REVENUE             |                      | 4,862,245                 | 19,457,901                      |                           | 27%         |
| EXPENDITURES        |                      | 4,673,536                 | 18,661,084                      |                           | 27%         |
| NET GRAND<br>TOTALS | 7,899,188            | 188,709                   | 796,818                         | 8,087,897                 |             |

**FISCAL YEAR 2023-2024 ACTUALS (as of 10/31/2023)**

**SUMMARY OF REVENUES & EXPENSES**

| <b><u>Fund</u></b>            | <b><u>Beginning Bal</u></b> | <b><u>Revenues</u></b> | <b><u>Expenses</u></b> | <b><u>Xfers In</u></b> | <b><u>Xfers Out</u></b> | <b><u>Ending Balance</u></b> |
|-------------------------------|-----------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------------|
| 100-GENERAL FUND              | 544,015                     | 668,352                | 993,497                | -                      | -                       | 218,870                      |
| 120-EMERGENCY FUND            | 39,002                      | -                      |                        |                        |                         | 39,002                       |
| 130-POST COMMISSION           | 1,775                       | 500                    | -                      |                        |                         | 2,275                        |
| 201-SPECIAL STREET            | 490,184                     | 81,782                 | 19,657                 |                        |                         | 552,309                      |
| 210-PARK & RECREATION         | 563,271                     | 230,262                | 241,921                | -                      | -                       | 551,611                      |
| 220-POLICE DEPT.LAW ENF.FUND  | 3,603                       | 231                    | -                      |                        |                         | 3,833                        |
| 230-OFFICERS TRAINING FUND    | 1,483                       | 84                     | -                      |                        |                         | 1,567                        |
| 240-FIREWORKS FUND            | 2,111                       | -                      | -                      | -                      |                         | 2,111                        |
| 250-INMATE SECURITY FUND      | 1,255                       | 84                     | -                      |                        |                         | 1,339                        |
| 255-CHDC GRANT FUNDS          | 39                          | (39)                   | -                      |                        |                         | 0                            |
| 260-LOCAL LAW ENF. GRANT FUND | 5                           | 0                      | -                      |                        |                         | 5                            |
| 290-BUILDING PERMIT FUND      | 27,757                      | 76,279                 | 85,395                 | -                      |                         | 18,641                       |
| 299-POLICE CONTRIBUTION FUND  | 441                         | -                      | -                      |                        |                         | 441                          |
| 301-CAPITAL IMP SALES TAX     | 895,092                     | 251,274                | 206,066                | -                      | -                       | 940,300                      |
| 501-ELECTRIC FUND             | 412,442                     | 2,654,903              | 1,990,181              | -                      | -                       | 1,077,164                    |
| 502-ELECTRIC D & R FUND       | 78,151                      | -                      |                        |                        |                         | 78,151                       |
| 503-ELECTRIC RESERVE FUND     | 753,598                     | -                      | 3,660                  | -                      | -                       | 749,938                      |
| 510-WATER FUND                | 736,051                     | 303,863                | 324,785                | -                      | -                       | 715,130                      |
| 511-WATER D & R FUND          | 210,299                     | -                      | -                      |                        | -                       | 210,299                      |
| 512-WATER RESERVE             | 710,131                     | 31,083                 | 31,400                 | -                      | -                       | 709,814                      |
| 520-SEWER FUND                | 181,488                     | 378,304                | 494,308                | -                      | -                       | 65,484                       |
| 521-SEWER D & R               | 181,294                     | -                      | -                      | -                      | -                       | 181,294                      |
| 522-SEWER RESERVE FUND        | 108,672                     | 19,604                 | 19,800                 | -                      |                         | 108,476                      |
| 530-SANITATION                | 51,897                      | 135,853                | 121,913                |                        |                         | 65,837                       |
| 540-CEMETERY FUND             | 38,392                      | 20,800                 | 43,929                 | -                      |                         | 15,263                       |
| 550-LANDFILL                  | 407,637                     | -                      | -                      |                        |                         | 407,637                      |
| 560-AIRPORT FUND              | 195,098                     | 3,544                  | 8,986                  | -                      |                         | 189,655                      |
| 601-INSURANCE CONTINGENCY     | 143,672                     | -                      | -                      |                        |                         | 143,672                      |
| 701-UTILITY DEPOSIT FUND      | 475,430                     | -                      | -                      |                        |                         | 475,430                      |
| 702-CEMETERY ENDOWMENT FUND   | 626,076                     | -                      |                        |                        |                         | 626,076                      |
| 703-ECONOMIC DEVELOPMENT      | 18,828                      | 5,482                  | 88,037                 | -                      |                         | (63,727)                     |
| <b>TOTAL ALL FUNDS</b>        | <b>7,899,188</b>            | <b>4,862,245</b>       | <b>4,673,536</b>       | <b>-</b>               | <b>-</b>                | <b>8,087,897</b>             |

# **Staff Summary Report**

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|                       |  |
|-----------------------|--|
| <b>MEETING DATE:</b>  | November 28, 2023, 6:00 PM   |
| <b>AGENDA ITEM:</b>   | Old Business   |
| <b>ANGENDA TITLE:</b> | Planning & Zoning Commission-Conditional Use Permit-1509 S. Louise |

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|                             |  |
|-----------------------------|--|
| <b>ACTION REQUESTED BY:</b> | Planning and Zoning Commission                   |
| <b>ACTION REQUESTED:</b>    | Reject Conditional Use Permit for 1509 S. Louise |
| <b>SUMMARY BY:</b>          | Jarred Brown – Building Inspector                |

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## **PROJECT DESCRIPTION / FACTS**

On October 18, 2023, the Planning and Zoning Commission held a public hearing regarding a request for a Conditional Use Permit to allow operation of a motorcycle detail shop at 1509 S. Louise. After closing the public hearing, the Planning and Zoning Commission voted to table the vote on the Conditional Use Permit until the following meeting.

On November 7, 2023, the Planning and Zoning Commission voted 6-1 to deny recommendation of the Conditional Use Permit.

Section 405.060 of the Salem City Code of Ordinances lists the procedure to apply for a Conditional Use, as well as requirements necessary for approval by the Board of Aldermen.

Subsection A seems to indicate that a recommendation from the Planning and Zoning Commission is necessary for Board of Aldermen to approve or deny the Conditional Use Permit Application.

## **DEPARTMENT'S RECOMMENDED MOTION:**

**Move to accept the recommendation of the Planning Zoning Commission to deny the Conditional Use.**

# **Staff Summary Report**

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|                      |                                  |
|----------------------|----------------------------------|
| <b>MEETING DATE:</b> | November 28, 2023                |
| <b>AGENDA ITEM:</b>  | Reading of Bills (First Reading) |
| <b>AGENDA TITLE:</b> | Bill No. 3579                    |

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|                             |  |
|-----------------------------|--|
| <b>ACTION REQUESTED BY:</b> | Kala Sisco   |
| <b>ACTION REQUESTED:</b>    | Approval of Ordinance Amendment Changing the Community Services Committee to the Community Involvement Committee |
| <b>SUMMARY BY:</b>          | Sally Burbridge  |

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## **PROJECT DESCRIPTION / FACTS**

Since the original enactment of the Community Services Committee in 1980, many of the topics assigned to the committee no longer require such oversight or have other committees or staff who now oversee those topics.

The committee itself has been primarily inactive for at least the last 5 years.

Aldерwoman Sisco has put forth efforts to revive the committee under a new vision and has worked to recruit community members who are interested in fulfilling this newly defined role.

## **PROCUREMENT**

NA

## **FISCAL IMPACTS**

NA

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|                           |                            |
|---------------------------|----------------------------|
| <b>SUPPORT DOCUMENTS:</b> | Ordinance or Bill No. 3579 |
|---------------------------|----------------------------|

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|   |  |
|---|--|
| <b>DEPARTMENT'S RECOMMENDED MOTION:</b> | Move approval to amend Section 110.410 Mayor to Appoint Standing Committees, changing the Community Services to Community Involvement Committee. |
|---|--|

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## BILL NO. 3579

## ORDINANCE NO. 3579

AN ORDINANCE RENAMING THE COMMUNITY SERVICES COMMITTEE TO THE COMMUNITY INVOLVEMENT COMMITTEE AND GIVING IT NEW DIRECTION FOR THE CITY OF SALEM, MISSOURI.

WHEREAS, THE COMMUNITY SERVICES COMMITTEE WAS CREATED IN 1980 TO OVERSEE SANITATION OPERATION; POLICE SERVICES; USE OF CITY PROPERTY AND PARKS AND RECREATION AND THE CITY DESIRES TO GIVE THIS COMMITTEE NEW DIRECTION TO REFLECT CURRENT CONDITIONS IN THE CITY;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

### **Section 1.**

Section 110.410 of the Salem City Code shall be amended as follows:

The Mayor shall have the power to appoint the following committees which shall be standing committees: Finance, Utility, Community ~~Services~~ Involvement, and Capital Programs. Each committee shall consist of at least two (2) members of the Board of Aldermen, with one (1) such member named as its Chairman. The Mayor shall serve as ex officio member of each committee without the right to vote. Such committees shall serve the function of long-range planning for the City of Salem; budget preparation for Board approval; and such other duties as might be assigned to them by the Mayor or Board of Aldermen. Such committees shall have the power to call upon all City employees for information in their investigations and planning as well as from the private sector. The committees shall be appointed at a meeting following the annual municipal election and the members thereof shall serve for a term of one (1) year. Such committees shall be responsible for the following areas, which are not exclusive:

|                                |  |
|--------------------------------|--|
| Finance:                       | Preparation of budget annually; audits; tax collection and levies; bond proposals; salaries and classification of City employees.  |
| Utility:                       | Operation of all utility services; rate structures; street construction, maintenance and repair; conservation programs; long-range utility policy making.  |
| Community <u>Involvement</u> : | <del>Services Sanitation operation; police services; use of City property; parks and recreation.</del><br><u>The purpose of the committee will be to support organizations and/or events in our community that members will voluntarily assist with donation solicitation and activities. The intent is to support activities that benefit the community in a positive social or economic way.</u> |
| Capital Improvement Programs:  | Prepare all capital improvement programs for the City; Federal and State grant processing; downtown renovation programs; priority assessment of all capital improvement projects.  |

### **Section 2.**

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

**Section 3.**

This Ordinance shall be in full force and effect from and after December 12, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND  
APPROVED BY THE MAYOR, THIS 12<sup>TH</sup> DAY OF DECEMBER 2023.

APPROVED:

ATTEST:

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**Greg Parker**  
**Mayor**

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**Tammy Koller**  
**City Clerk**

APPROVAL AS TO FORM:

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**James Weber**  
**City Attorney**

# **Staff Summary Report**

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|                       |                                   |
|-----------------------|-----------------------------------|
| <b>MEETING DATE:</b>  | November 28, 2023                 |
| <b>AGENDA ITEM:</b>   | Reading of Bills (Second Reading) |
| <b>ANGENDA TITLE:</b> | Bill No. 3578                     |

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|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>ACTION REQUESTED BY:</b> | Building Inspector                |
| <b>ACTION REQUESTED:</b>    | Approve Street Names              |
| <b>SUMMARY BY:</b>          | Jarred Brown – Building Inspector |

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## **PROJECT DESCRIPTION / FACTS**

The names of the streets in the Master's Industrial Park do not exist on any official document or plat. Because of this, there has been some ambiguity as to the proper addresses for the various businesses located there, causing delivery and digital mapping issues. The purpose of this ordinance is to create an official record of the approved street names.

## **DEPARTMENT'S RECOMMENDED MOTION:**

Move to approve Bill No. 3578

**BILL NO. 3578**

**ORDINANCE NO. 3578**

AN ORDINANCE TO NAME STREETS IN THE MASTERS INDUSTRIAL PARK IN THE CITY OF SALEM, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

**Section 1:**

That the names of the streets are listed on the map as ‘Attachment A’ and as follows:

Street running West to East-Pines Industrial Drive.

Streets running North to South-Carnett Industrial Drive and Mullnack Industrial Drive

**Section 2:**

All Ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**Section 3:**

This Ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 28<sup>th</sup> DAY OF NOVEMBER 2023.

APPROVED:

ATTEST:

\_\_\_\_\_  
Greg Parker  
Mayor

\_\_\_\_\_  
Tammy Koller  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
James Weber  
City Attorney