

May 11, 2026

Strategic Planning Meeting
Missouri S&T Protoplex
1700 White Columns Drive, Room 200
Rolla, Mo 65401

Presiding Officer: Mayor Lister B. Florence Jr.

Council in Attendance: Elizabeth Sperry, Sue Brown, Amelia Markwell, Melissa Ganz, Steve Jackson, Tom McNeven, Andrew Behrendt, David Shelby, Nathan Chirban, Aaron Pace

Council in Attendance by Video Conference: Michael Dickens

Council Absent: August Rolufs

Staff in Attendance: City Administrator Keith Riesberg, Finance Director Steffanie Rogers, City Clerk Lorri Powell

1. Call to Order

City Administrator Keith Riesberg opened the meeting at 5:33 p.m. and welcomed attendees. He outlined the ground rules, encouraging full participation and engagement. He explained that the purpose of the meeting was to help set direction for city staff as they work to implement long-term goals.

2. Introductions and Expectations:

The group began with round-table introductions, during which elected officials also shared what they hoped to gain from the strategic planning meeting.

3. Roles and Responsibilities

Mr. Riesberg emphasized the importance of staying within defined roles to maintain efficiency and effectiveness. Staff will be asked to create an annual work plan outlining their projects and alignment with the City's overall strategic direction. He noted that, as a third-class city, municipal authority derives from the State of Missouri, and following proper guidelines protects the City from potential litigation.

4. Constituent Concerns

Councilmembers were reminded to forward constituent concerns to City staff for follow-up. Elected official input should be directed to the Mayor and City Administrator, never below the Director level. When emailing the City Administrator, members should copy the Mayor, the other Councilmember in their ward, and the City Clerk when appropriate.

5. Staff Communications

Mr. Riesberg asked that concerns about staff performance not be raised publicly but instead brought directly to him. Staff will continue to respect the roles of the Council and Mayor and work to address city concerns professionally. Council was encouraged to submit questions to

staff as early as possible to allow adequate time for response. Likewise, Staff and Administration will work to keep the Council informed while acknowledging the time required for proper information flow.

6. Communication Skills

Mayor Florence requested incorporating role-playing exercises in the future to help illustrate effective communication during emotionally charged situations.

7. Governing Body Rules and Procedures

- Council reviewed a draft proposal of Council Rules and Conduct, the last Resolution adopting a less detailed version was from 2008.
- Upon the adoption of the new City Code on May 18th, the introduction of legislation will be through the bill process.
- Mr. Riesberg suggested establishing a standing monthly work session for the foreseeable future; Councilmembers will need to discuss availability with their families.
- Council meeting dates may be moved from Mondays to Tuesdays. This item will be revisited in June.

8. Prayer Before Meetings

The group discussed removing the Ministerial Alliance prayer from the official agenda. The prayer would occur before the meeting begins, and recording would start afterward. The Mayor will coordinate this change. Ministerial Alliance will not appear on the agendas going forward.

9. Partnerships

The importance of strong partnerships with local and regional entities was emphasized. It was noted that Missouri S&T is a state entity and not governed by the City. Also, Rolla Housing Authority, Rolla Municipal Utilities and Rolla Public Library are unique to the other partnerships, as the Mayor and Council appoint their Board of Directors.

10. Goals and Objectives

Mr. Riesberg will email the list of proposed goals and objectives to the Council. Members were asked to provide feedback.

Adjournment

The meeting adjourned at 9:14 p.m.

Strategic Planning Meeting Minutes

May 11, 2026

Missouri S&T Protoplex, Room 200

Chairman: Mayor Lister B. Florence Jr.

Council in Attendance: Elizabeth Sperry, Sue Brown, Amelia Markwell, Melissa Ganz, Steve Jackson, Tom McNeven, Andrew Behrendt, David Shelby, Nathan Chirban, Aaron Pace

Attending by Video: Michael Dickens

Absent: August Rolufs

Staff Present: City Administrator Keith Riesberg, Finance Director Steffanie Rogers, City Clerk Lorri Powell

1. Call to Order

City Administrator Keith Riesberg called the meeting to order at 5:33 p.m. and reviewed meeting expectations and objectives.

2. Introductions

Round-table introductions were conducted, with Councilmembers sharing their goals for the strategic planning process.

3. Roles and Responsibilities

Council reviewed the importance of adhering to defined roles, proper channels of communication, and the legal authority of a third-class city.

4. Constituent Concerns

Councilmembers were reminded to route constituent issues to staff and direct policy-level communication to the Mayor and City Administrator.

5. Staff Communications

Council was encouraged to submit questions early, avoid public criticism of staff, and maintain open communication through appropriate channels.

6. Communication Skills

Mayor Florence requested future role-playing exercises to support effective communication during difficult interactions.

7. Governing Body Rules & Procedures

- Reviewed draft Council Rules and Conduct.
- Confirmed use of the bill process for introducing legislation after May 18th adoption of new code.
- Discussed establishing a monthly work session.
- Considered shifting Council meetings from Mondays to Tuesdays; item will return in June.

8. Prayer Before Meetings

Council discussed conducting the prayer before the meeting is officially called to order; the Mayor will coordinate implementation.

9. Partnerships

The group reviewed key city partnerships and clarified which boards are appointed by the Mayor and Council.

10. Goals and Objectives

Mr. Riesberg will distribute proposed goals via email for Council feedback.

Adjournment

The meeting adjourned at 9:14 p.m.