



MoCCFOA

Notice of Executive Board Special Meeting

Sunday, September 12, 2022, at 7:30 a.m.

Margaritaville at Lake of the Ozarks

494 Tan Tar A Drive, State Road KK

Osage Beach, MO 65065

To: All members of the Missouri City Clerks and Finance Officers Association

In accordance with the Association Bylaws, please accept this as official notification of the Semi-Annual Business Meeting of the Missouri City Clerks and Finance Officers Association to be held Monday, September 12, 2022, beginning at 7:30 a.m.

Attached is the tentative agenda and meeting materials.

I hope to see all members at the meeting.

Respectfully,

A handwritten signature in black ink that reads "Melissa J. Burton". The signature is fluid and cursive.

Melissa J. Burton, MMC/MPCC

President



MoCCFOA

Notice of General Membership Meeting
Monday, September 12, 2022, at 7:30 a.m.

Meeting Room: TBD
Margaritaville Lake Resort
494 Tan Tar A Drive
Osage Beach, MO 65065

Please be advised that a Special Executive Board Meeting will be held on Monday, September 12, 2022, at 7:30 a.m. at the Margaritaville at Lake of the Ozarks. Specific meeting room to be determined

Tentative Agenda

- I. Determine a Quorum Present (35)
- II. Call to Order
- III. Introduction of Officers
- IV. Approval of Minutes
 - March 15, 2022
- V. Treasurer/Budget Report – Corey Snead
 - Treasurer Report 2022/2023
- VI. Executive Board Meeting Report
 - Rules of Procedures Amendments
- VII. Committee Reports
 - By-laws – Jeff Faust – *attached*
 - Certification – Leesa Ross – *attached*
 - Education – JoAnn Cova & Laura Burbridge (tentative)
 - Historian – Khianna Ward DeGarmo – *attached*
 - Nominating – Deletra Hudson – *attached*
 - Oversight – Lindsay Krumpelman (tentative)
 - Scholarship – Melissa Ziemianin (tentative)
 - Strategic Plan – Leesa Ross – *attached*
 - Technology – Melissa Stradt – *attached*
- VIII. MML Report – Sheryl Morgan
- IX. IIMC Report
 - Vote for IIMC Region VII Director (term May 2023 - May 2026)
- X. Unfinished Business

XI. New Business

XII. Announcements

- Regionals – November 2022
 - Springfield – November 3 & 4
 - Saint Louis – November 10 & 11
 - Kansas City – November 14 & 15
- Spring Institute – March 12-16, 2023
 - Hospitality hosts: South Central & Southwest Divisions
- IIMC Annual Conference: Minneapolis, MN – May 14-17, 2023

XIII. Adjourn

**MISSOURI CIY CLERKS AND FINANCE OFFICERS ASSOCIATION
GENERAL MEMBERSHIP BUSINESS MEETING
HOLIDAY INN EXECUTIVE CENTER, COLUMBIA, MISSOURI
TUESDAY, MARCH 15, 2022
12:00 P.M.**

President Pitman called the meeting to order at 12:03 p.m. and declared a quorum was present (35).

OFFICERS

Octavia Pittman, President
Melissa Burton, President-Elect
Amy Edwards, Secretary
Deanna Jones, Treasurer- Virtual
Renee Kingston, Immediate Past President

PRESIDENTS REPORT

Report from the Executive Board Meeting March 14, 2022

President Pittman provided a brief report from the Executive Board Meeting.

APPROVAL OF MINUTES

The minutes of the September 27, 2021, General Membership Meeting were presented for approval. A motion was made by Lisa Westfall, Branson and seconded by Theresa Pfyl, Calverton Park to approve the minutes of September 27, 2021, business meeting. Unanimous vote in favor taken; **MOTION PASSED.**

TREASURER'S / BUDGET REPORT

Budget Report 2021-2022

Deanna Jones, MoCCFOA Treasurer, presented the treasurer report for the current fiscal year. Reporting that the president's debit card was hacked and the fraud division from US Bank shut the card down and refunded fraudulent charges. The following fund balances as of February, 2022, the executive board approved an amendment in the amount of \$9,126.35 were reported:

Checking Account	\$ 77,268.46
Money Market Account	\$120,421.08
<u>2020 IIMC Account</u>	<u>\$ 18,742.09</u>
Total	\$216,431.63

COMMITTEE REPORTS

Budget and Finance Committee, Deanna Jones, Chair: Treasurer Jones presented the proposed budget for approval. The only adjustment to the budget is to increase the Retreat costs to reimburse executive board and committee chairs ½ of hotel costs to attend if their City will not provide funding.

A Motion was made by Leesa Ross, Frontenac and seconded by Karen Goodwin, Florissant to approve the Fiscal Year 22/23 Budget. Unanimous vote in favor taken; **MOTION PASSED**

Bylaws Committee, Jeff Faust, Chair- written report attached

Certification Committee, Leesa Ross, Chair – written report attached.

Circle of Friends Committee, Helen Ingold, Chair – written report attached

Education Committee, Joann Cova/Bill Hanks, Co-Chairs: JoAnn Cova, Maryland Heights and Bill Hanks, reported that they are working on an education curriculum.

Historian Committee, Tammy Casey, Chair - No Report

Mentoring/Membership, Corey Snead/Bev Baker, Co-Chairs – working on a tenure membership recognition.

Newsletter, Brooke Bell, Chairman – No Report

Nominating Committee, Deletra Hudson, Chair – written report attached

President Pittman asked if there were any nominations from the floor

A motion was made by Sheryl Morgan, Blue Springs and seconded by Leesa Ross, Frontenac to accept the slate of officers as presented. Unanimous vote in favor; **MOTION PASSED**

Outstanding City Clerk Committee, Karen Robinson, Chair – written report attached

Oversight Committee, LaRette Reese, chair – LaRette Reese, Chair reviewed oversight report. President asked to look at creating some protocols and a written document going forward.

Public Relations Committee, Justin Klocke, Chair – No Report

Scholarship Committee, Melissa Ziemianin, Chair – written report attached

Silent Auction, JoAnn Cova/Savanna Burton, Co-Chairs – No Report

Technology Committee, Melissa Stradt, Chair – No Report

IIMC Report- No Report

MML Director Report- Sheryl Morgan, MML 2021 audit completed, Elected Officials mentoring committee is rolling out this month. Events June elected officials conference.

UNFINISHED BUSINESS –

There was not unfinished business scheduled

NEW BUSINESS

- A. **Executive Board Meeting Update:** President Pittman reviewed items from the Executive Board Meeting.
- B. **Certification Presentation by Leesa Ross, Chairperson- Committee** certified 36 members in the last year. Application changes allowing for out of state education certification based on a case by case basis. Certification guidelines have been updated to make the process clearer and more streamlined.
- C. **IIMC 2025 (Hosted in St. Louis)- Karen Goodwin-** Talked about getting the planning for the conference will begin soon. Mark your calendars for May 2025 we are going to need all the help we can get.

ANNOUNCEMENTS

- Retreat – May 1-2, 2022
- IIMC Conference- May 22-25, 2022 Little Rock, Arkansas
- Regionals – TBD
- 2023 Spring Institute – March 12-16, 2023, Holiday Inn, Columbia, MO
 - Hospitality Room hosted by Southwest/South Central Divisions

ADJOURNMENT

Upon a motion by **Cortney Doyle**, and second by **Melissa Strat**, President Pittman declared the meeting adjourned at 8:05 a.m. Unanimous vote in favor taken; **MOTION PASSED.**

Respectfully Submitted

A handwritten signature in blue ink that reads "Amy Edwards". The signature is cursive and fluid, with the first name and last name clearly distinguishable.

Amy Edwards, MRCC/CMC
MoCCFOA Secretary



MoCCFOA

Bylaws Committee Report
2022-2023

To: Madam President Melissa Burton, Executive Board, and MoCCFOA Members

From: Jeff Faust, Bylaws Committee

Date: August 5, 2022

Re: Bylaws Committee, MML Report 2022

Madam President,

The 2022-23 Bylaws Committee of the MoCCFOA has proposed six (6) changes to the Association Bylaws for approval at the September 2022 Missouri Municipal League (MML) business meeting.

Attached to this memo are the proposed changes with some additional comment. In those changes, **Blue** is for additions and **Red** is for subtractions. There is also a redlined copy available for the membership, as well.

Additionally, at the end of this memo are the eight (8) amendments to the Association Rules of Procedure that were approved by the Executive Board at their March 14, 2022 meeting. Per Article XI of the Rules of Procedure, the Board has the authority to make the amendments, but said amendments shall be presented to the Association at its next meeting.

The Bylaws Committee is also planning to address a few other items over the following months, which will be presented to the Association at the Spring Institute 2023 general business meeting. Should anyone have any suggestions for the Committee, please forward them to Committee, by emailing me directly at jfaust@cityofcrestwood.org.

Committee Members:

Hillary Briand, Branson
Shannon Hance, Moberly
Kellie Henke, Creve Coeur
Deletra Hudson, Jennings
Marilyn Sanders, Kansas City
Lisa Westfall, Branson

Respectfully Submitted,

Jeff Faust
City of Crestwood

MoCCFOA Bylaws 2022-23

Below are the following five (5) amendments to the Association Bylaws:

Amendment 1

Article V, Dues

Changing: the dues payable date from **May** 1 to **June** 1 of each year.

This is based off the idea that the new treasurer officially starts on April 30 and dues are already past due two days later; this will allow members to send checks to the proper treasurer and not feel like they are falling behind.

Amendment 2

Article V, Dues

Changing: **If a member is six (6) months delinquent in payment of dues, written notification shall be sent to him/her by the Treasurer and if payment is not then made, the member shall be suspended...**, to **If a member has not paid their dues by November 1, written notification shall be sent to him/her by the Treasurer and if payment is not made within thirty (30) days, the member shall be suspended...**

This change is designed to make the language less ambiguous for members. It clearly spells out dates instead of doing extra math.

Amendment 3

Article VII, Section "The Executive Board shall"

Removal of entire section.

After the development/separation of the Rules of Procedure from the Bylaws back in 2018, this language was accidentally left in both documents (Page 1 in the Rules of Procedure; Page 7 of the Bylaws). As it is more a procedural section, it appears to be more fitting in the Rules of Procedure.

Amendment 4

Article XI, Committees

Addition of language: **All Committee Chairs are to be selected by the President of the Association, unless otherwise noted in the Bylaws. Each committee chair shall complete a transition memo due to the Executive Board by April 30. If for any reason, the Chairperson of a Committee cannot fulfill their duties, the President can replace the Chairperson, if deemed necessary.**

This language formally adds three aspects. 1, a reminder that committee chairs are appointed by the President; 2, that committee chairs must complete a transition memo before they leave office; and 3, the President can replace a chairperson that is not fulfilling their duties.

Amendment 5

Article XI, Section "Life Member"

Addition of language: As a matter of practice, upon approval of the President, any Life Member wanting to participate on the Circle of Friends Committee as a liaison to the Committee may be allowed to do so, on a non-permanent basis.

This language allows for life members to participate with Circle of Friends on a volunteer basis, but in a non-permanent capacity should there be years with 1, 2, or 0 volunteers.

Amendment 6

General Change; multiple locations

Changing: **Chairman** to **Chairperson**

This is simply updating to more modern language, without changing intentions.

MoCCFOA Rules of Procedures 2021-22

Below are the eight (8) changes that were passed by the Executive Board in March 2022:

Amendment 1

Article IV, The President Shall, No. 3

Adding the language: Assign committee chairs prior to committees being announced, with the exception of the Budget Committee, which is chaired by the Treasurer, **within sixty (60) days of taking office on May 1.**

An amendment was made to strike ~~within sixty (60) days of taking office on~~, and replacing that with the addition of by. Upon voice vote, motion passed. The final approved language shall read:

3. Assign committee chairpersons prior to committees being announced, with the exception of the Budget Committee which is chaired by the Treasurer, by May 1.

Amendment 2

Article IV, The Secretary Shall, No. 3

Adding the language: Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws **and Rules of Procedures. Association Bylaws and Rules of Procedures shall be sent to the Executive Board and the chair of the technology committee to be posted to the website within thirty (30) days of any approved changes by the members and/or Board.**

Upon voice vote, motion passed. The final approved language shall read:

3. Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws and Rules of Procedures. Association Bylaws and Rules of Procedures shall be sent to the Executive Board and the chair of the technology committee to be posted to the website within thirty (30) days of any approved changes by the members and/or Board.

Amendment 3

Article IV, The Secretary Shall, No. 6

Adding the language: Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body. Draft minutes of a meeting should be sent to the Executive Board within thirty (30) days of the past meeting.

Upon voice vote, motion passed. The final approved language shall read:

6. Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body. Draft minutes of a meeting should be sent to the Executive Board within thirty (30) days of the past meeting.

Amendment 4

Article IV, The Secretary Shall, No. 7

Changing the language: Maintain the official calendar of the Association. All scheduled events, deadlines, etc. should be sent to the Secretary. The Secretary should quarterly bi-monthly publish the calendar on the Listserv and keep it updated on the website as well as publish the calendar in the newsletter, based on deadlines as determined by the Newsletter Committee.

Upon voice vote, motion passed. The final approved language shall read:

7. Maintain the official calendar of the Association. All scheduled events, deadlines, etc. should be sent to the Secretary. The Secretary should bi-monthly publish the calendar on the Listserv and keep it updated on the website as well as publish the calendar in the newsletter, based on deadlines as determined by the Newsletter Committee.

Amendment 5

Article IV, The Treasurer Shall, No. 3

Adding the language: Review bank card transaction receipts for appropriateness and reconcile with bank statements on a monthly basis. This should occur and be sent to the Executive Board and Audit Committee by the 10th of every month.

An amendment was made to add the Budget and Finance Committee. Upon voice vote, motion passed. The final approved language shall read:

1. Review bank card transaction receipts for appropriateness and reconcile with bank statements on a monthly basis. This should occur and be sent to the Executive Board, Budget and Finance Committee, and Audit Committee by the 10th of every month.

Amendment 6

Article IV, The Treasurer Shall, No. 4

Adding the language: Pay all properly approved Association bills and invoices by the date due or within thirty (30) days of receipt, unless approval is required.

Upon voice vote, motion passed. The final approved language shall read:

2. Pay all properly approved Association bills and invoices by the date due or within thirty (30) days of receipt, unless approval is required.

Amendment 7

Article IV, The Treasurer Shall, No. 9

Adding the language: Maintain a roster of all members and provide the names of updated members to the Membership Committee, the Secretary, [Division Directors](#), and Technology Committee, [on a bi-monthly basis, starting on May 30](#).

An amendment was made to replace May 30 with June 30. Upon voice vote, motion passed. The final approved language shall read:

9. Maintain a roster of all members and provide the names of updated members to the Membership Committee, the Secretary, Division Directors, and Technology Committee, on a bi-monthly basis, starting on June 30.

Amendment 8

Article V, Committees, The Technology Committee shall, No. 2

Adding the language: [Work with the Secretary to ensure that the current Association Bylaws and Rules of Procedures are posted to the website within thirty \(30\) days of any approved changes by the members and/or Board](#).

Upon voice vote, motion passed. The final approved language shall read:

2. Work with the Secretary to ensure that the current Association Bylaws and Rules of Procedures are posted to the website within thirty (30) days of any approved changes by the members and/or Board.



Strategic Plan Committee Report
2022-2023

MoCCFOA

To: Madam President Melissa Burton, Executive Board, and MoCCFOA Members

From: Leesa Ross, Certification Committee Chairperson

Date: August 3, 2022

Re: Semi-Annual Report

The Certification Committee meets frequently via email. Currently we have approved ten applications and have denied eight applications.

Applications approved:

MRCC Applications – 4

MRCC-Continuing Applications – 4

MRCC-Sustaining Applications – 2

MPCC Applications – 0

The Committee is continuing with the review of the certification application, to make sure the instructions on the application are clear, as we have had some questions regarding different sections of the application.

One certification process presentation has been made to one division. If any division wishes for a member of the certification committee, to attend a meeting, please contact me or a member of the certification committee. We will explain the application process and answer questions. The committee will present information on available education hours and a MoCCFOA event calendar with annual training dates. At spring institute, the committee hopes to give a short presentation on the certification process to all attendees.

I would like to thank the certification committee members for their hard work and dedication, serving on the committee.

Gayle Conrad, City of Cape Girardeau
JoAnn Cova, City of Maryland Heights
Renee' Kingston, City of Camdenton
Melissa Mattson, City of Albany
Beth Anne West, City of Battlefield
Lisa Westfall, City of Branson



HISTORIAN COMMITTEE REPORT

August 5, 2022

Officers 2022-2023

President

Melissa Burton
City of Overland
mburton@overlandmo.org
(314) 428-4321

President-Elect

Amy Edwards
City of Platte City
aedwards@plattcity.org
(816) 858-3716

Secretary

Deanna Jones
City of Berkeley
cityclerk@ci.berkeley.mo.us
(314) 400-3756

Treasurer

Corey Snead
City of Butler
csnead@cityofbutlermo.com
(660) 679-4182

Immediate Past

President

Octavia Pittman
City of Ferguson
opittman@fergusoncity.com
(314) 524-5152

Training Manager

Belinda Pearson
Missouri State University
bpearson@missouristate.edu
417-836-6866

The Historian Committee has nothing to report at this time.

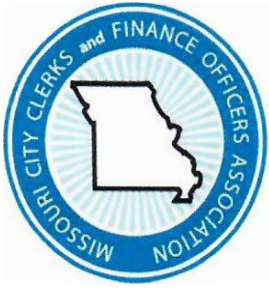
An introductory email was sent to members of the Historian Committee on May 13, 2022, informing the members that the MoCCFOA MemberClicks website would be utilized to communicate with the committee.

The Historian Committee has yet to meet, but I hope to connect with the committee members early September 2022, before the Missouri Municipal League Annual Conference.

Committee members:

Khianna Ward DeGarmo, City of Jennings - Chair
Helen Ingold, City of Crestwood
Hillary Briand, City of Branson
Michael Stolze, City of Raytown
Shannon Hance, City of Moberly

Best Regards,
Khianna Ward DeGarmo



Nominating Committee 2022-2023

MoCCFOA

To: Madam President Melissa Burton, Executive Board, and MoCCFOA Members

From: Deletra Hudson, Nominating Committee Chair

Date: August 2, 2022

Re: Nominating Committee 2022-2023 Report

The 2022-2023 Nominating Committee has not met since our appointment. As Chair, I sent an introductory email to all the committee members on August 2, 2022. I plan to schedule a committee meeting during the month of August to introduce the committee members to one another and coordinate the issuance of Statement of Interest form for all open positions. At which time, the Nominating Committee will discuss inviting the MoCCFOA active members to complete and submit a Statement of Interest form for consideration to serve as an officer for the year beginning May 1, 2023 through April 30, 2024. The open positions will be President-Elect, Secretary and Treasurer. The election will take place at the annual business meeting during the 2023 Spring Institute. Applications will be accepted beginning November 28, 2022 through December 16, 2022. It is also my plan to discuss the Division Director positions that are up for expiration.

The Association's by-laws state the President-Elect automatically moves to President while other officer positions require a Statement of Interest be submitted. This applies to the current President-Elect. The Association's bylaws state qualifications for officers are:

1. Have attained Missouri Registered City Clerk (MRCC) or Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks Association.
2. Have attended at least four (4) MoCCFOA Spring Institutes; or
3. Be or have been an officer in a local division; or
4. Previously held the position of Director.
5. **Candidates for Treasurer must have served one (1) year on the Budget Committee.**

A Statement of Interest form is included with this report. All completed applications should be sent to Nominating Committee Chair, Deletra Hudson, City Clerk, 2120 Hord Avenue, Jennings, MO 63136. (fax: 314-388-3999, email: cityclerk@cityofjennings.org) **beginning November 28, 2022 and no later than 5:00 p.m. December 16, 2022.** The application will also be available on the Association's website at www.moccfoa.org.

If there are any questions about the nomination process, please contact one of the Nominating Committee members: Deletra Hudson (Chair) – Jennings; Becky Schimmel – Grandview; Danette Henderson – Perry; Beth Anne West – Battlefield; Suzanne Welsch – Ava; Leesa Ross – Frontenac; Donna Barger – Brookfield; Melissa Mattson – Albany; Jaki Welker – Union; and Lori Lemons – East Prairie

If you have additional questions or concerns for the Nominating Committee, please contact me, Deletra Hudson at cityclerk@cityofiennings.org or 314-388-1164.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Deletra Hudson". The signature is fluid and cursive, with the first name "Deletra" being more prominent than the last name "Hudson".

Deletra Hudson
MOCCFOA Nominating
Committee Chair



Strategic Plan Committee Report
2022-2023

MoCCFOA

To: Madam President Melissa Burton, Executive Board, and MoCCFOA Members

From: Leesa Ross, Chairperson Strategic Plan Committee

Date: August 3, 2022

Re: Semi-Annual Report

The Strategic Plan Committee has not met. The Rules and Procedures Manual passed in 2020, state there should be an update to the plan every 5 years, and the next update is scheduled in 2024.

I will pass the current plan to the committee members and there may be additional items to report in the spring.

Strategic Plan Committee Members

Gayle Conrad, City of Cape Girardeau

Lisa Westfall, City of Branson

Renee' Kingston, City of Camdenton



MoCCFOA

Missouri City Clerks and Finance Officers Association

moccfoa.org

General Membership
Business Meeting September
2022

Technology Committee Update

The Technology Committee is constantly working behind the scenes to ensure the most accurate information is available to our fellow clerks. We have great participation numbers in Memberclicks - Thank you to our AWESOME City Clerks!!

Please do not hesitate to reach out to any Technology Committee Member with any questions you may have. Thank you for the support and allowing us to serve you!

Melissa Stradt
Technology Chair



Missouri City Clerks and Finance Officers Association

moccfoa.org

MoCCFOA

Officers 2022-2023

President

Melissa Burton
City of Overland
mburton@overlandmo.org
(314) 227-2912

President-Elect

Amy Edwards
City of Platte City
aedwards@plattcity.org
(816) 858-3716

Secretary

Deanna Jones
City of Berkeley
cityclerk@ci.berkeley.mo.us
(314) 400-3756

Treasurer

Corey Snead
City of Butler
csnead@cityofbutlermo.com
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Immediate Past

President

Octavia Pittman
City of Ferguson
opittman@fergusoncity.com
(314) 524-5152

Training Manager

Belinda Pearson
Missouri State University
bpearson@missouristate.edu
417-836-6866

August 11, 2022

Subject: IIMC Region VII Director

Dear MoCCFOA Membership,

In response to the call for Statements of Interest for IIMC Region VII Director, I have received one Statement of Interest.

Leesa Ross, City of Frontenac, provided the attached letter expressing her interest, along with her resume. Leesa has been active in IIMC for many years and has served in numerous positions within MoCCFOA, as well as being a Past President. I believe she is abundantly qualified for consideration as IIMC Region VII Director and would represent Missouri in a dignified manner to the International Institute of Municipal Clerks Board of Directions.

At the September 12, 2022, General Membership Meeting, the membership will vote to provide a Resolution of support for Leesa's candidacy for IIMC Region VII Director. This Resolution will be then forwarded to the IIMC Nominating Committee for their action.

I look forward to seeing all of you at the MML Annual Conference next month!

Respectfully,

Melissa J. Burton, MPCC/MMC
MoCCFOA President
City Clerk, City of Overland

CITY OF FRONTENAC



Kate Hatfield
Mayor

Jaysen Christensen
City Administrator

June 1, 2022

Ms. Melissa J. Burton, President MoCCFOA
City of Overland
9119 Lackland Road
Overland, MO 63114

Sent Via Email: mburton@overlandmo.org

Dear President Burton:

I am submitting my resume and would like consideration for the position of Region VII Director for IIMC. With my vast municipal experience of over 31 years, and my 22 years' experience as City Clerk for the City of Frontenac, I feel I am qualified for the position. I have served both the eastern division and state associations extensively, having served as division and state officers of both associations, and have served on multiple committees of both associations.

I have attended nine IIMC conferences, including the most recent conference in Little Rock. The experience gained is invaluable. I would like to continue serving, not only in my division and at the state level but also through IIMC. I hope I am able to represent the city clerks of Missouri, Illinois and Kansas.

Again, please accept my resume and this letter as a candidate for Region VII Director.

Sincerely yours,

Leesa Ross, MPCC/MMC
City Clerk, City of Frontenac

LEESA ROSS

City of Frontenac, 10555 Clayton Road, Frontenac, MO 63131

314-373-6504 or 314-640-6848

lross@cityoffrontenac.org · [Leesa Ross - LinkedIn Profile](#)

Methodical City Clerk with very strong organizational and communications skills, with a good rapport with elected and appointed officials, residents, business owners, and colleagues.

EXPERIENCE

JUNE 2000 - CURRENT

CITY CLERK, CITY OF FRONTENAC

- Assists in the preparation of ordinances and resolutions, including meeting agendas and minutes for governing body, notify legal organizations of meetings, dates and times and distribute communications to appropriate parties, including all Boards and Commission members, and responsible for posting of information at City Hall and on website.
- Responsible for all licensing, including business, liquor, solicitors and itinerant merchants.
- Responsible for all aspects of municipal elections.
- Official keeper of all records and city seal.

FEBRUARY 1991 – MAY 2000

COURT CLERK & POLICE DISPATCHER, CITY OF FRONTENAC

- Responsible for processing all municipal summonses, including processing payments, reconciling bond account, issuance and cancellation of warrants, and working closely with the municipal judge, prosecuting attorney and police department.
- Worked dispatching both police and fire departments as calls were received.

EDUCATION

MAY 2005

BACHELOR OF SCIENCE, PUBLIC POLICY ADMINISTRATION

UNIVERSITY OF MISSOURI-ST. LOUIS

PROFESSIONAL ACCOMPLISHMENTS

- Served MoCCFOA, 2014-2019, serving as Treasurer, Secretary, President-Elect, President, and Immediate Past President.
- Served MoCCFOA Eastern Division 2004-2010, serving as Director, Treasurer, Secretary, Vice-President, President and Past President.
- Current serving as MoCCFOA Eastern Division Director, and Chairperson of both the Certification and Strategic Plan Committees and serving on the Nominating and IIMC 2025 Host Committees.
- Currently hold designations of Missouri Professional City Clerk and Master Municipal Clerk. Member of MoCCFOA and IIMC since 2000.