

CITY GOVERNMENT

A History

Founded in 1808 by Moses Austin and Samuel Hammond, the town of Herculaneum underwent rapid growth and became a shipping point for lead being mined in the area. Within a few years, the city boasted 35 homes, four stores, a post office, a jail, a schoolhouse, an inn, warehouses and a ferry across the Mississippi River. By 1815, the town was large enough to support its first public school. As a result of its economic importance and geographic location, local leaders named Herculaneum the first county seat of Jefferson County. County court records show that papers to incorporate the town of Herculaneum into a city were filed on July 27, 1918. For unknown reasons, the incorporation papers were never acted upon and Herculaneum remained an unincorporated town. In 1832, the Jefferson County Court voted to move the county seat to a more centrally located town. Seven years later, the Missouri legislature moved the county seat from Herculaneum to the more centrally located town of Hillsboro. The town of Herculaneum ceased to exist in the middle years of the nineteenth century, but came back to life when the St. Joe Lead Company chose Herculaneum to build their modern lead smelter. Herculaneum once again existed as an unincorporated town. In 1972, a group of citizens, known as the Neighborhood Improvement Association, sought to have the town of Herculaneum incorporated. Acting on the original 1819 incorporation papers, the Jefferson County Court designated the town of Herculaneum a fourth class city in the County of Jefferson and the State of Missouri.

The City of Herculaneum held the first city election in 1972 to elect the Board of Aldermen, a Mayor, a City Marshal and City Judge. Lester Boyer, Robert Turley, James Evans, Donald Kelley and Donald Stotler were elected to the first aldermanic board. Donald Stotler was then chosen to serve as the first Mayor of Herculaneum. John "Hoot" Douglas was elected as the first City Marshal and Nicholas Bates was elected the first Municipal Judge. The first City Hall was established in the old Douglas School Building located at the intersection of Curved Street and Wedge Street (now Burris Drive).

City Government Today



In 2005, the City of Herculaneum continues to exist as a fourth class city and now has a population of 2,805 (based on 2000 Census Bureau statistics). With the continued growth to the western area of the City, the population will pass three thousand (3,000) in the very near future. The City of Herculaneum is governed by a six member Board of Alderpersons and a Mayor. In 2006, the City of Herculaneum employed a City Administrator to assist with the day-to-day activities of the City. Most city services are headed by department supervisors who report to the Board and Mayor. Most city offices and services are located in City Hall, located at #1 Parkwood Court.

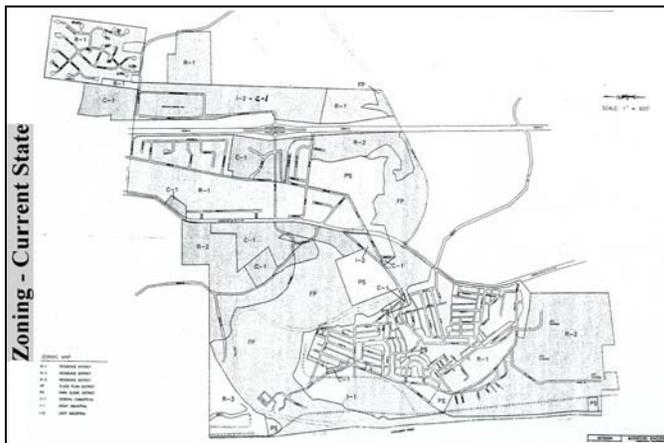
City Mayor

The Mayor of Herculaneum is elected by a majority vote of the City residents to serve a two year term. The Mayor is responsible for the leadership of the Board of Alderpersons and will chair all aldermanic meetings. The Mayor votes on issues

brought before the Board of Alderpersons only in the event of a tie vote. The Mayor appoints members of the Board of Alderpersons and citizens to serve on various boards and commissions under the government of the City of Herculaneum. The Mayor will also appoint a member of the Board of Alderpersons as the Mayor Pro-Tem, who will serve as Mayor in the event of the Mayor's absence.

Board of Alderpersons

The City of Herculaneum is governed by a six member Board of Alderpersons who are elected by a majority vote of the residents in one of the City's three aldermanic wards. Two individuals from each ward are elected to the position of Alderperson and serve for a period of two years.



The City of Herculaneum is divided into three (3) aldermanic wards based on the number of registered voters in the City. Ward I consists of all that part of the City north of Joachim Creek and east of the centerline of Joachim Avenue. Ward II consists of that part of the City lying between the centerline of Joachim Avenue and Interstate 55 which are to the north of McNutt Street and to the north or east of

Riverview. All persons living on Riverview Drive and Mississippi Drive shall be in Ward II. Ward II excludes the property owned by Buchheit's near the intersection of McNutt Street and US Highway 61-67. Ward III consists of the remainder of the City not described in Ward I or Ward II and shall include that part of the City to the south of McNutt Street and to the south or west of Riverview and Ward III shall also consist of all of the part of the City to the west of Interstate 55. The current ward alignment in the City of Herculaneum needs to be updated due to the continued growth west of Interstate 55 (Ward III) and the continued decline of the population in Ward I due to the voluntary Doe Run buyout program.

Recommendations:

- a) The City of Herculaneum should realign the wards to reflect the changes in the number of residents in the existing three wards.

City Administrator

The City of Herculaneum employs a City Administrator who oversees daily activities of City government (with the exception of the Police Department) and serves as the chief liaison to the Mayor and Board of Alderpersons. The City Administrator monitors each department daily through the department heads, ensures that jobs are completed and assigned, follows up on Board of Alderpersons requests for work, handles media contact, works with the financial assistant to ensure budget compliance, prepares periodic alderpersons work sessions, prepares the agenda for

all meetings and researches all agenda items prior to board consideration. In addition, the administrator oversees all economic development activity of the City, carries out all long range and/or strategic activities of the City, assumes total budget responsibility, handles all public relations for the City, oversees the bidding process and contracts for all City projects and oversees all personnel functions for the City.

City Clerk

The City Clerk is hired as either a salaried or hourly employee of the City of Herculaneum, as determined by the Board of Alderpersons. The City Clerk performs duties to provide administrative support for the Mayor and Board of Alderpersons. The City Clerk attends all meetings of the Board of Alderpersons and records minutes of all proceedings held thereof.

The City Clerk will safely and properly keep all records of the City which may be entrusted to the City Clerk's care. The City Clerk has the power to administer official oaths and oaths to persons certifying to demands or claims against the City. The City Clerk serves as the City's election official for municipal elections.

The City Clerk safeguards the seal of the City to be used for official acts only. The City Clerk countersigns, per Board instruction, and maintains all official acts of the City to include ordinances, resolutions, minutes, contracts and agreements. The City Clerk maintains all necessary data and documents entrusted in an efficient and easily accessible manner per state Statute and as specified in the Missouri Municipal Records Manual. The City Clerk will attest and affix the City seal on all orders, drafts and warrants drawn on the City treasury for money.



The City Clerk will administer the oath of office to all duly elected and appointed officials for the City. The City Clerk will maintain records of all duly elected and appointed officials for the City.

The City Clerk serves as the Purchasing Officer for the City. The City Clerk is responsible for the collection of City real estate and personal property taxes. In addition, the City Clerk is responsible for the collection of City sales taxes, CART taxes and utility taxes.

The City Clerk administers the City's payroll, taxes and employee benefits programs. The City Clerk processes weekly, monthly and quarterly payroll for City employees and records and pays all taxes due to State and Federal departments.

The City Clerk processes all employee authorized deductions and pays appropriate providers. The City Clerk also administers the employee health and pensions plans according to State and Federal laws.

The City Clerk handles accounts payable and balances City bank accounts monthly or quarterly.

Assistant City Clerk

The Assistant City Clerk is hired as an hourly employee of the City of Herculaneum. The Assistant City Clerk performs duties to provide administrative support for the City Clerk, and the Mayor and Board of Alderpersons in the absence of the City Clerk.

The Assistant City Clerk collects and codes bills from each department head. The Assistant City Clerk inputs all bills in the computer system, creates the pay ordinance and prints and mails all payments after board approval. The Assistant City Clerk maintains files for all invoices and checks. The Assistant City Clerk prepares all manual checks as needed.

The Assistant City Clerk processes weekly and monthly payroll for City employees. In addition, the Assistant City Clerk maintains records of employee vacations, personal leave, and compensation time and holiday hours. The Assistant City Clerk will process and report federal taxes for each payroll period.

The Assistant City Clerk performs additional duties as requested by the Mayor, Board of Alderpersons and City Hall staff.

Financial Officer

During the year 2005, changes in the law were made that no longer allows the City Auditor to reconcile the City's bank account statements and other financial records. The City Auditor recommended that the City of Herculaneum hire an accountant to review the City's financial statements on a monthly basis. At this time, the City of Herculaneum has not hired an accountant to assist the City Clerk in reviewing the City's financial accounts.

Recommendations:

- a. The City of Herculaneum should hire an accountant to serve as the City's Financial Officer with the duties of reviewing the City's financial status on a monthly basis.

Water Clerk

The Water Clerk is an hourly employee of the City of Herculaneum. The Water Clerk is responsible for the billing, collection and posting of customer accounts including water, trash and sewer services. The Water Clerk serves as the department coordinator, acts on calls received from employees via radio and prepares service calls for employees in the field. The Water Clerk serves as the liaison between the City residents and the trash company.



The Water Clerk performs the duties of the City Clerk/Assistant City Clerk and Receptionist in their absence and additional duties as requested by the Mayor, Board of Alderpersons and City Hall staff.

Receptionist/Public Works Secretary

The City Hall Receptionist is an hourly employee of the City of Herculaneum. The receptionist performs duties to provide administrative support for City Hall staff, the Mayor and the Board of Alderpersons. The Receptionist answers incoming calls, retrieves e-mail for the City, maintains information for business licenses, contractor licenses, liquor licenses and animal licenses. The receptionist prepares the monthly calendar for City Hall, orders supplies and is responsible for the content of the City's newsletter and web site. The receptionist performs additional duties as requested by the Mayor, Board of Alderpersons and City Hall staff. Also, such duties as necessary to assist the Public Works Director.

Treasurer

The City Treasurer is appointed by the Mayor and Board of Alderpersons. The Treasurer reviews the financial reports of the City on a monthly basis.

Municipal Judge

The Municipal Judge is elected by a majority vote of the residents of Herculaneum to serve a two (2) year term. The Municipal Judge presides over municipal traffic and ordinance violations.

Clerk of the Municipal Court

The Clerk of the Municipal Court is an hourly employee of the City of Herculaneum. The Clerk of the Municipal Court is hired by the Mayor and Board of Alderpersons and is under the direct supervision of the Municipal Judge. The Clerk of the Municipal Court provides administrative support for Municipal Judge.



The Clerk of the Municipal Court collects fines for violations of such offenses as may be described, and the Court costs thereof. The Clerk of the Municipal Court takes oaths and affirmations. The Clerk of the Municipal Court accepts signed complaints and allows the same to be signed and sworn to be affirmed before him/her. The Clerk of the Municipal Court signs and issues subpoenas requiring the attendance of witnesses and signs and issues subpoenas duces tecum. The Clerk of the Municipal Court accepts the appearance, waiver of trial and plea of guilty and payment of and costs in Traffic Violations Bureau cases or as directed by the Municipal Judge. The Clerk of the Municipal Court also acts as the Violations Clerk of the Traffic Violations Bureau. The Clerk of the Municipal Court performs all other duties as provided by ordinance, by rules of practice and procedure adopted by the Municipal Judge; and by the Missouri rules of Practice and Procedure in Municipal Court and Traffic Courts and by Statute.

City Prosecuting Attorney

The City of Herculaneum contracts the services of an attorney to serve as the City Prosecuting Attorney. The City Prosecuting Attorney prosecutes violations of the City's ordinances before the Municipal Judge, or before any Circuit Judge hearing violations of the City's ordinances.

City Attorney

The City of Herculaneum contracts the services of an attorney to serve as City Attorney. The City Attorney represents the City and City personnel in any litigation that may be brought against the City or its employees. The City Attorney, under the direction of the Mayor and Board of Alderpersons, prepares new ordinances, revises existing ordinances, reviews contracts and researches all legal issues brought before the City. The City Attorney also provides legal support to the Planning & Zoning Commission and Board of Adjustment.

Public Works Coordinator

The Public Works Coordinator is a salaried employee of the City of Herculaneum. The Public Works Coordinator is appointed by the Mayor and Board of Alderpersons as an employee at will.

The Public Works Coordinator is responsible for the coordination of the activities and tasks of all public works functions of the City of Herculaneum. The Public Works Coordinator has direct supervision of the Street Department Supervisor and Water Works Supervisor and reports to the Board of Alderpersons regarding the performance of said supervisors, and exercises indirect supervision of all employees working in the Water and Street departments, or exercises direct supervision of said employees in the absence or unavailability of said supervisors.

The Public Works Coordinator prepares and proposes to the Board of Alderpersons a budget for all public works within the City of Herculaneum, prepares estimates of the cost of public works projects, prepares any desired grants related to public works projects and provides any assistance necessary for the City to obtain bids on projects.



The Public Works Coordinator coordinates the functions of the Public Works Department with the functions of the Planning and Zoning Commission and serves as a resource to the Planning and Zoning Commission and Board of Alderpersons on zoning issues: by revising and maintaining accurate City maps, plans, profiles, field notes and designs; by reviewing plans of any construction project or subdivision of real estate and by consulting with the Planning and Zoning Commission regarding same; by establishing familiarity with City ordinances regarding Planning and Zoning issues; and by reviewing land records and documents.

The Public Works Coordinator reviews and provides direction to the Board of

Alderspersons or other relevant City officials regarding any and all plans for public and/or private engineering projects; provides technical assistance to other City officials; coordinates departmental activities with consulting engineering firms and other private contracting agencies; provides pertinent information to contractors, developers and the general public regarding the various codes and regulations adopted by the City of Herculaneum; inspects any construction projects as they are being performed in the City including, but not limited to, the construction of structures, streets, utilities and drainage facilities; and indexes and stores information regarding project plans, profiles and field notes.

The Public Works Coordinator oversees the maintenance and upkeep of all real estate owned or possessed by the City of Herculaneum, including, but not limited to, City Hall, City Library, City parks and all storage, shop and work facilities of all public works departments.

Street Department Supervisor

The Street Department Supervisor is responsible for providing administrative direction to varied street and sewer programs including, but not limited to, street services, equipment service and repair; municipal buildings and grounds including parks, municipal inspections and related operations. Responsibilities include the implementation of short and long-term maintenance programs which may be instituted by the Board of Alderspersons with the guidance of the Public Works Coordinator. The Street Department Supervisor will be responsible for supervising and coordinating activities of the departments subject to his/her direction, exercising supervision over those departments, employees and related activities.



The Street Department Supervisor assigns and exercises specific supervision over municipal employees engaged in a wide variety of public works activities including street construction, maintenance and repair, storm sewer maintenance and repair, sewer and lift station maintenance and repair, equipment maintenance and repair and municipal inspections.

The Street Department Supervisor reviews departmental organization and personnel distribution to effect the most efficient and economical utilization of available personnel.

The Street Department Supervisor makes recommendations for the repair and replacement or renewal of equipment. The supervisor writes proposals and specifications for materials, supplies and equipment required for City projects. The Street Department Supervisor makes annual budget proposals, prepares required reports, prescribes general rules and regulations and administrative policies for programs under his/her supervision.

He/she is under the direction of the Public Works Coordinator. The Street Department Supervisor initiates all budget requests and recommendations to the City for the hiring of personnel and purchase of equipment.

The Street Department Supervisor supervises any work related to maintenance and up-keep of City parks and works in coordination with the Water Department Supervisor concerning leaks and water line problems and water line construction and maintenance.

Water Works Supervisor



The Water Works Supervisor is responsible for providing supervisory direction to water works within the City of Herculaneum including, but not limited to, water equipment, service and repair, municipal inspections and related operations; initiating and administering short and long-term maintenance programs for the City water works as mandated by the Board of Alderpersons at the direction of the Public Works Coordinator. The Water Works Supervisor is responsible for supervising and coordinating the activities of the Water Department and exercising supervision over employees of the Water Department, subject to the direct supervision of the Public Works Coordinator and the general direction of the Mayor and Board of Alderpersons. The Water Works Supervisor addresses all issues related to the operation of the water system including, but not limited to: contacting customers when leaks develop in City lines connected to homes or businesses, addressing all issues concerning repair and maintenance related to the water works, drawing samples and taking any other steps necessary for the testing of the City's water supply, reading meters, responding to customer complaints and concerns and any other specific duties as may be set forth by the Public Works Coordinator. The Water Works Supervisor is on call twenty-four (24) hours a day, seven (7) days a week, except during vacations.

The Water Works Supervisor works in close harmony with and coordinates equipment and personnel with the Street Department Supervisor and Public Works Coordinator. The Water Works Supervisor exercises general supervision over municipal employees in the water works of the City, including maintenance and repair. The Water Works Supervisor reviews departmental organization and personnel distribution and shall effect the most efficient and economical utilization of available personnel.

The Water Works Supervisor reviews equipment needs and makes recommendations for the repair and replacement or renewal of equipment. The Water Works Supervisor investigates major and controversial complaints with respect to the Water Department. The Water Works Supervisor helps to develop an annual budget proposal and prescribe general rules and regulations and administrative policies for the Water Department under the direction of the Public Works Coordinator and with the guidance of the Board of Alderpersons and the Mayor where appropriate.

Public Works Department

The Public Works Department of the City of Herculaneum is comprised of fourteen (14) employees, including two (2) supervisors and one Coordinator. Although the employees are assigned on a daily basis to either the street department or the water works department, they are capable of working in either department as the need arises. Three additional employees are assigned to the Waste Water Treatment department.



The Public Works Department currently has an equipment fleet consisting of:

- six (6) pick up trucks,
- six (6) dump trucks,
- two (2) passengers cars
- one (1) SUV.

Other equipment includes:

- two (2) backhoes,
- one (1) crack sealer,
- one (1) roller,
- one (1) chipper,
- one (1) excavator,
- one (1) tractor,
- one (1) skid steer,
- one (1) sewer jest machine,
- one (1) sewer field gymmy
- various types of lawn and brush equipment.

Several times during a budget year, the Public Works Department will rent heavy equipment that is needed to complete a project. The City currently does not own a street sweeper for street maintenance, although the need will continue to increase as the City adds more residential streets.

As the City continues to expand to the west and future development occurs in the historic sections of the City, the number of employees in the Public Works Department and the amount and type of equipment required will also increase.

Recommendations:

- a) Additional personnel should be hired for all divisions of the Public Works Department as the population and size of the City increases.
- b) Additional vehicles and heavy equipment should be purchased for the Public Works Department as the population and size of the City increases.
- c) Additional equipment for grass cutting, maintenance and street cleaning should be purchased as the population and size of the City increases.

- d) A fleet management program should be implemented to insure that public works vehicles and equipment are rotated in a manner that reduces repair costs and allows for a reasonable trade-in value of public works vehicles.
- e) Mobile radios should be purchased for all public works vehicles. Radios should include frequencies that will allow for interagency communication in the event of an emergency incident.
- f) Hand held radios or an equivalent means of communications should be purchased for the public works employees for use when the mobile radios are not accessible.

Building Commissioner

The Building Commissioner is responsible for performing skilled inspections of existing structures and new buildings, including residential and commercial buildings, streets, utilities and drainage facilities. The Building Commissioner reviews and approves building plans and issues building permits, certificates of compliance and occupancy permits. The Building Commissioner performs skilled building, plumbing, mechanical, electrical, construction and major renovation inspections to assure compliance with City codes. The Building Commissioner enforces all building code and City codes with respect to public health and safety. The Building Commissioner is responsible for the condemnation of hazardous or dangerous properties. The Building Commissioner interacts directly with the public by receiving and resolving citizen complaints.

The Building Commissioner is directly supervised by the Public Works Coordinator.

Recommendations:

- a) The Building Commissioner should be removed from under the direct supervision of the Public Works Coordinator.
- b) The Building Commissioner should be appointed the Coordinator of a stand alone Building Department.
- c) The Building Commissioner should be given the power to issue summons for the violation of City ordinances and codes.
- d) A mobile radio should be purchased for the Building Commissioner's vehicle. Radio should include frequencies that will allow for interagency communication in the event of an emergency incident.
- e) A hand held radio or an equivalent means of communications should be purchased for the Building Commissioner for use when the mobile radio is not accessible.

City Police Administrator

The City Police Administrator is a contracted employee and is selected by and serves at the pleasure of the Board of Alderpersons. The City



Police Administrator serves as the Chief of Police.

The City Police Administrator is responsible for the enforcement of all municipal traffic ordinances, all municipal health ordinances and health regulations, and any other ordinances which have not been delegated to any other City Officer. The City Police Administrator supervises and initiates all training of police officers and ensures that the appropriate educational requirements established by the State of Missouri are met by each officer each year. The City Police Administrator supervises all investigations and reviews all official police reports. The City Police Administrator initiates the effective pursuance of funds for legitimate uses within the Police Department, including applications for federal grants for law enforcement purposes. The City Police Administrator coordinates with other law enforcement agencies, including enforcement of the law, keeping other agencies informed and learning about developments outside the City that could impact the City of Herculaneum.

The City Police Administrator will promulgate, monitor, revise and enforce such regulations, operating procedures, work schedules and other internal procedures within the department that are fair and effective. The City Police Administrator develops a departmental budget, including initiating budget requests and recommendations to the Board of Alderpersons regarding the hiring of personnel for the Police Department and for purchase of equipment for same. The City Police Administrator supervises the service of all summons and other processes by the Police Department.

Other duties of the City Police Administrator include: serving as the connection between the Board of Alderpersons and the Police officers; working closely with the Mayor and Chairman of the Police Board, to representing the Police Department in communication with the Board of Alderpersons and the Police Board, serving as a spokesperson for the Police Department in representing the department to the media, cooperating with other City departments and the school system to address their respective concerns and needs relative to law enforcement, seeking input from the citizens of the City and communicating clearly and authoritatively with the officers and the supervisors in the department about said concerns about the department, and communicating the direction and plans of the Police Department by establishing a department vision and how it will be pursued in consultation with the Police Board.

City Fire Protection

The City of Herculaneum does not operate a City owned fire department. Two agencies provide fire protection and rescue services to the City of



Herculaneum. The Herculaneum Fire Department, a private corporation,

provides fire protection to the area east of Interstate 55 and a small area west of Interstate 55. The City of Herculaneum contracts with the Herculaneum Fire Department, Inc. for this service. The Dunklin Fire Protection District provides fire protection and rescue services to the area west of Interstate 55, excluding the area under the Herculaneum Fire Department jurisdiction. The Dunklin Fire Protection District is funded by a property tax paid by the residents in their jurisdiction. The City of Herculaneum has no governmental control or direction over either fire agency.

City Fire Marshal/Investigator

The City Fire Marshal functions to control and safeguard life as well as property, for the public welfare, from the hazards of fire or explosions arising from the handling or storage of materials and devices; and from conditions hazardous to life, property, or public welfare in the use or occupancy of buildings, structures or premises. The City Fire Marshal investigates fires to determine the cause. Currently, the City of Herculaneum does not employ a certified fire marshal or fire investigator.

Recommendations:
a) The City of Herculaneum should employ a state certified City Fire Marshal.

City Librarian

The City Librarian is a part time hourly employee hired by the Board of Alderpersons and Mayor. The City Librarian is responsible for the organization, cataloging and inventory of the library collection. The City Librarian recommends the purchase of new materials for the library and deletes out-dated or damaged materials from the library collection. The City Librarian is responsible for loaning of materials to the public, returning of materials and levying and collecting fines for overdue or damaged materials.

The City Librarian is responsible for the general and daily maintenance of the City Library.

Recommendations:
a) The City of Herculaneum should hire a full-time librarian with a basic knowledge of library science, computer and clerical skills.

Boards & Commissions

The City of Herculaneum has numerous Boards and Commissions established to assist and make recommendations to the Mayor, the Board of Alderpersons and the Department Heads.

Planning & Zoning

The City of Herculaneum established a Planning & Zoning Commission composed

of nine (9) members, one of whom shall be a member of the Board of Alderpersons, appointed by the Mayor with the consent of the majority of the elected members of the Board of Alderpersons and the Mayor, if he/she decides to serve as member of the Planning & Zoning Commission. The remaining seven (7) members are appointed by the Mayor, with the consent of the majority of the elected members of the Board of Alderpersons. Three (3) members are appointed for four (4) year terms, two (2) members are appointed for three (3) year terms and two (2) members are appointed for two (2) year terms. The Chairman and Secretary of the Planning & Zoning Commission are elected by the members of the Commission.

The Planning & Zoning Commission has the duties and powers as described by state statute or by ordinance. The Planning & Zoning Commission meets with City planners and reviews plans for large commercial projects, new residential subdivisions and annexations. The Planning & Zoning Commission can recommend contracts between City Planners and other professionals and the Board of Alderpersons. The Planning & Zoning Board meets monthly.

The Planning & Zoning Commission has the responsibility by State Statute #89-310 for initiating the writing of a Community Master Plan.

Recommendations:

- a) The City of Herculaneum should provide training for the members of the Planning & Zoning Commission with regards to the City ordinances and regulations that guide the decision-making process of the commission.
- b) The Planning & Zoning Commission should continue to meet on a monthly schedule to conduct Commission business and receive training.

Board of Adjustment

The City of Herculaneum has established a Board of Adjustment composed of five (5) members appointed by the Mayor and elected members of the Board of Alderpersons. The members of the first Board of Adjustment appointed shall serve respectively, one (1) for one (1) year, one (1) for two (2) years, one (1) for three (3), one (1) for four (4) years and one (1) for five (5) years. Thereafter, members are appointed for terms of five (5) years each. Three (3) alternate board members may be appointed to serve in the absence of or the disqualification of the regular members.

The Board of Adjustment hears and decides appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of any zoning or building ordinance.

Recommendations:

- a) The City of Herculaneum should provide training for the members of the Board of Adjustment with regards to the City ordinances and regulations that guide the decision-making process of the commission.

b) The Board of Adjustment meets on a monthly schedule to conduct Board business and receive training.

Police Review Board (Police Personnel Board)



The City of Herculaneum established a Police Personnel Board composed of five (5) members, one of whom shall be a member of the Board of Alderpersons, appointed by the Mayor for a one (1) year term with the consent of the majority of the elected members of the Board of Alderpersons. The other four (4) members of the Police Personnel Board shall be appointed by the Mayor with the consent of the majority of the elected members of the Board of Alderpersons for a term of two years each. Members of the Police Review Board do not receive any compensation.

The Police Review Board is empowered to consider and recommend police personnel policies. When referred to it by the Mayor or Board of Alderpersons, the Police Review

Board shall hear complaints by citizens directed against the Chief of Police, City Police Administrator or other members of the Police Department of the City. The Police Review Board, if requested by the Mayor or Board of Alderpersons, shall interview prospective applicants for the job of Police Chief, Police Administrator or Police officers in the City. The Police Review Board shall make recommendations to the Board of Alderpersons; however, the appointing authority remains with the Mayor with the consent of a majority of the elected members of the Board of Alderpersons.

If requested by the Mayor or the Board of Alderpersons, the Police Review Board shall hold a hearing with reference to the disciplinary action against any member of the Police Department, as long as it is in accordance with the policies set forth in the City of Herculaneum Municipal Code.

Employee Review Board

The City of Herculaneum established an Employee Review Board composed of five (5) members, one of whom shall be a member of the Board of Alderpersons, appointed by the Mayor with the consent of the majority of the elected members of the Board of Alderpersons for a term of one year. The other four (4) members of the Employee Review Board shall be appointed by the Mayor with the consent of the majority of the elected members of the Board of Alderpersons for a term of two (2) years each. Members of the Employee Review Board do not receive any compensation.

The Employee Review Board is empowered to consider and recommend employee personnel policies. When referred to it by the Mayor or the Board of Alderpersons, the Employee Review Board shall hear complaints by citizens directed against employees of the City. The Employee Review Board, if requested by the Mayor or Board of Alderpersons, shall interview prospective candidates as employees within

the City. The Employee Review Board shall make Recommendations to the Board of Alderpersons; however, the appointing authority shall remain in the Mayor with the consent of the elected members of the Board of Alderpersons.

If requested by the Mayor or the Board of Alderpersons, the Employee Review Board shall hold a personnel hearing with reference to the disciplinary action against any employee of the City as long as it is in accordance with the policies set forth in the City of Herculaneum Municipal Code.

Park and Recreation Board

The City of Herculaneum established a Park and Recreation Board composed of nine (9) members appointed by the Mayor with the consent of the majority of the elected members of the Board of Alderpersons. Three (3) members are appointed for three (3) year terms, three (3) members are appointed for two (2) year terms and three (3) members are appointed for one (1) year terms. No member of the Park and Recreation Board receive any form of compensation.



The Park and Recreation Board will prepare an annual budget for consideration by the Mayor and Board of Alderpersons and make recommendations for improving the parks and recreation programs and facilities. The Park and Recreation Board will also plan for the use of the Park and Recreation facilities and areas.

City Buildings



City Hall

The current City Hall for the City of Herculaneum is located at #1 Parkwood Court, situated between North Main Street and

Mott Street in the most eastern area of the City. The main vehicular access to the City Hall building is through a one lane street off of Mott Street. Access is also possible from the rear of the building off of Main Street. At the time of its construction, the building was centrally located in the heart of the City and located near the schools, the churches, the fire department and the downtown commercial area. At the present time, the City Hall building remains close to the Herculaneum schools, the fire department and the churches, but most of the commercial buildings and some churches have relocated to other areas of the town and the population growth in the City is to the west. In addition, the current City Hall building is situated in the voluntary Doe Run Company buyout area, and many of the residences in the area have undergone demolition. The future of the area around City Hall is unknown at this time.

Constructed in 1977, the City Hall building design was based on design plans for residential use. The City Hall building is the location for most of the Administrative

Offices of the City. Essentially a two story structure with six thousand (6,000) square feet of space, the upper floor houses eight offices, one reception area, one small kitchen area, two restrooms, a storage room and the Board of Alderpersons chambers.

At present, the offices are occupied by the Mayor, the City Administrator, the City Clerk, the Assistant City Clerk, the Municipal Court Clerk, the Water/Sewer Clerk, the Public Works Coordinator, the Building Commissioner and the Public Works Assistant. The entrance to the upper floor is from the parking lot area of the complex.

The Board of Alderpersons chambers is at the south end of the upper level and has seating capacity for approximately 35 visitors. The Board of Alderpersons chamber also serves as the Municipal Court Room. Egress from the upper level is possible from five exits - two on the front side and one each of the other three sides.

The lower level of the City Hall is occupied by the Herculaneum Police Department. The lower level of City Hall houses the offices of the Chief of Police/Police Administrator, the Police Captain, the Office of the Detective Division, the Officer's area,



a meeting room, an interrogation room, an evidence room, the Police Clerk and storage areas. The lower level can be accessed from a stairwell from the upper level or from an outside entrance on the rear side of the building. The stairway entrance and outside entrance essentially are the same entrance to the lower level. Unfortunately, there is only one means of egress from the lower level which is the entrance area.

Parking spaces at the Herculaneum City Hall are currently at a premium. Parking for visitors, patrons and employees is permitted on an asphalt parking area located in the front of the City Hall building. At the present time, there are nineteen (19) marked parking spaces, including one handicapped space. During business hours, ten (10) spaces are used by City Hall employees. The parking lot is filled to capacity for Board of Alderpersons meetings and Municipal Court sessions. The Herculaneum Police Department vehicles are parked behind the City Hall building in an unprotected area.



The current City Hall building needs major improvements in technology. The present phone system needs to be updated to present day standards. Likewise, the

computer system in the City Hall building needs updating. Computers in the business offices need to be replaced and networked so electronic communication is possible between offices. At the present time, the security and video surveillance systems are outdated and inadequate. Entry doors to the building are secured by standard lock and key systems and the current video surveillance system affords only four (4) video images of the building.

The present City Hall building meets the minimum requirements of the Americans with Disabilities Act. However, there are several improvements that should be made to the City Hall building to assist those visitors with disabilities.

Safety of the visitors to City Hall is another issue. Uneven sidewalks and entrance ramps are a potential danger to individuals visiting City Hall. Handrails located at the entrances to the building are loose and in need of repair. Some external doors are solid and do not allow visitors entering and leaving the building to see what is on the opposite side of the door.

The City Hall building is an all-electric building. At the present time, there is no emergency generator in place at the City Hall building. If the electrical service to the City Hall building is interrupted, the functions of City Hall basically come to a standstill without a back up generator. Attention should also be given to the current electrical wiring system of the building. With the constant addition of offices and technological equipment, the usage load of the electrical system is approaching capacity. Battery operated emergency lighting was recently installed in the building. Additional battery operated fire-smoke alarms were also recently added to the building along with additional fire extinguishers.

Aesthetically, the current City Hall building is severely lacking. Externally, the general appearance of the building is in need of serious attention. Trash dumpsters sit at the main entrance to the building, shutters have never been replaced, the green area is lacking and signage is inadequate. There is a need for new guttering and downspouts, external doors and a new roof. Recent improvements have been made internally, but the Board of Alderpersons' chambers remains in need of attention. Visitor seating is unattractive and limited, cinder block walls are drab, and file cabinets sit in the corner of the room. The seating area of the Board of Alderpersons is unattractive and does not face the public audience. Visitors to the Board of Alderperson's meeting often have trouble hearing the proceedings. There is little evidence of or space for the City's historic preservation and minimal wall décor.

Due to the age of the building, the non-centralized location and the physical deficiencies associated with the building, serious consideration should be given to the construction of a new modern facility in a more centralized area of the City.

Recommendations:

- a) A new City Hall/Municipal Complex should be planned and constructed to include all City offices, the Police Department, the City library, a Municipal Courtroom, a reception area and meeting rooms. Chambers for the Board of Alderpersons with a seating capacity for ten percent (10%) of the City population should also be part of the complex.
- b) Land in a more centralized area of the City should be acquired for the construction of the new City Hall/Municipal Complex.
- c) State of the art technological systems should be incorporated in the new City Hall/Municipal Complex. These technological systems should include a computer network plan, a telecommunications plan, a keyless security system and a digital video surveillance system.
- d) Training of all personnel in the new technology will be essential.
- e) A protected parking facility for Police Department vehicles should be included in the new City Hall/Municipal Complex.
- f) A new City Hall/Municipal Complex should also include space for the preservation of the City’s historical treasures.
- g) Emphasis should be placed on landscaping, signage, lighting and parking externally. Internally, emphasis should be placed on furniture and fixtures, a state of the art audio and video system and wall décor.

City Maintenance Building

The Maintenance Building for the City of Herculaneum is located at North Joachim Avenue near the northern most entrance to the City; housing both the City Street Department and Water Works Department. Due to the inherent nature of the functions of the building and surrounding area, the City Maintenance Operation does not present an inviting first impression to visitors and residents entering the City from the north. During working hours, employee vehicles are parked on both sides of the street in front of the maintenance building. During the evening hours, City street department and water department vehicles are parked near the building. Other maintenance materials are also visible to passers-by along Joachim Avenue. In addition, there is no signage on the



building or surrounding area to designate its function. A chain link fence that enclosed the Maintenance Building area has been removed leaving the area open to the general public. Security at the Maintenance Building is limited with the absence of the fence, lack of a video surveillance system and only a lock and key system on the door.

Constructed in 1978 on the property of the old Lead Belt Water reservoir and water

tower, the one story Maintenance Building is essentially a four (4) bay garage building with twenty four hundred (2,400) square feet of space. The building houses the office of the Street Department Supervisor, a small restroom and a small storage area. The garage bays are used to store Public Works equipment and for vehicle repair and maintenance. Public Works employees report to this building each day for assignments and also eat in the bay areas. Improvements are being made to the restroom, wash area and dining area.

A small building behind the main Maintenance Building serves as the office area for the Water Works Supervisor and Water Works Department storage. At this time, there are plans to move the office of the Street Department Supervisor to this building.



Most of the Public Works Department vehicles and heavy equipment are parked in unprotected areas surrounding the Maintenance Building.

The Public Works Department stores many types of materials and supplies in an unprotected area on Riverview Drive toward the southeast portion of the City. Among the materials left unprotected are sign posts, fire hydrants, steel railings, pipe, materials for road repair and maintenance and road salt.



Recommendations:

- a) The City Maintenance building should be expanded and relocated to a less visible area of the City.
- b) The City Maintenance building should include needed offices, a dining room, wash rooms, restrooms, and storage areas for small equipment.
- c) Hazardous materials should be stored separately, but on the same property as the maintenance building.
- d) A protected facility should be constructed to house all City Maintenance vehicles and heavy equipment.
- e) The City Maintenance Building complex should provide adequate parking for all employee vehicles.

- f) The City Maintenance Building complex should provide a protected area for the storage of street signs, barricades and stock supplies of pipes, fire hydrants, guard rails, sign posts, etc.
- g) The City Maintenance Building complex should provide a covered area for the storage of the City's salt supplies and other chemicals for the treatment of the city streets.
- h) The City Maintenance Building complex should include appropriate signage and landscaping compatible with the surrounding area. The Maintenance Building complex should be completely enclosed with fencing.
- i) The City Maintenance Building complex should be included in the technological systems that are incorporated in the new City Hall/Municipal Complex.
- j) The City Maintenance Building complex should have a keyless security system and a digital video surveillance system.

City Library



Organized in 1939 by the Joachim Study Club, a Public Library has been located in the City of Herculaneum. Officially open to the public in 1942, the library was located in a building located at the intersection of North Main Street and Curved Street. The Public Library remained open until 1967 when it was closed due to the lack of funding. Eventually reopened, the Public Library was moved to the north end of the City Hall in 1978 where it remained until 2005. Poorly funded for many years, the Public Library collection was woefully inadequate and outdated and was used very little by the residents of the City of Herculaneum. With renewed interest in the Public Library and increased funding, the library was moved to a renovated house located at the intersection of Curved Street and Mott Street. The entire collection was removed and replaced with new books and materials. Computers and internet access have been added to the library. Although the library still offers only a few services to the public, the library is moving in a positive direction. Unfortunately at this time, the library is open only a few hours a week and is staffed by a part-time librarian/clerk with no formal library science training.

Recommendations:

- a) Funding should be increased for the purchase of printed books, audio books, reference materials, magazines, newspapers, periodicals and other materials for the library collection.
- b) A full time librarian with a basic knowledge of library science, computer skills and clerical training should be employed.
- c) The library should be opened six (6) days a week and for eight (8) hours a day.
- d) The library should provide additional services for the citizens of Herculaneum including story hours and special reading programs.

- e) The library should have reciprocal agreements with other local libraries for the interchange of materials.
- f) The library should provide various governmental functions including voter registration.
- g) Plans for a new City library should be incorporated in the construction of a new City Hall/Municipal Complex.

City Cemeteries



Located within the city limits of Herculaneum are three cemeteries – the Herculaneum Cemetery, the Assumption Cemetery and the Rankin Cemetery. Of the three cemeteries, only the Rankin Cemetery is owned by the City of

Herculaneum. The Rankin Cemetery was donated as a City cemetery in 1881 by the Rankin family. The City of Herculaneum eventually took ownership of the cemetery and closed it to further burials. The City is responsible for the maintenance and upkeep of the cemetery located near the intersection of Burris Drive and Brown Street.

The Herculaneum Cemetery is located on North Scenic Drive between Joachim Avenue and Highway 61-67. The land for the cemetery was donated to the town of Herculaneum for use as a public cemetery in 1914 by the St. Joe Lead Company. The Herculaneum Cemetery was governed by a cemetery board consisting of five (5) prominent citizens. The cemetery continues to be owned and maintained by the Herculaneum Cemetery Association (which currently consists of one individual). The City of Herculaneum does not have any ownership or control of this cemetery.



The Assumption Catholic Cemetery is located at the intersection of North Scenic Drive and Golf Course Drive. The cemetery is owned and maintained by the Assumption Catholic Church. The City of Herculaneum does not have any ownership or control of this cemetery.

Recommendations:

- a) The City of Herculaneum should make improvements to the Rankin Cemetery.
- b) The City of Herculaneum should assist the Herculaneum Cemetery Association to make necessary improvements.
- c) The City of Herculaneum should assist the Assumption Catholic Church in helping to maintain the Assumption Catholic Cemetery.

Community Relations

For many years, the city limits of Herculaneum remained relatively unchanged and occupied the area between the Mississippi River and just to the west of Highway 61-67.

The City's population was located in close proximity to City Hall, the Herculaneum public schools, the churches and other city services. As growth in the size of the City and population occurred, many Herculaneum citizens chose to locate in areas that were distant from basic City services. In fact, many Herculaneum residents were located in different school and fire protection districts than the residents in the historic areas of Herculaneum. Physically, the City of Herculaneum is "divided" by Interstate 55 and to a lesser degree Highway 61-67. As a result, many of the citizens in the "new" Herculaneum feel detached from the historic sections of the City.

The City of Herculaneum needs to take the necessary steps to bring all areas of the City together and help develop a sense of belonging to all citizens. One of the major methods by which these goals can be accomplished is to establish better lines of communications with all citizens. Currently, the City of Herculaneum attempts to publish a community newsletter that is mailed to all residents on a quarterly basis. In 2005, the City of Herculaneum launched a city web site with many sections still under construction. The City also publishes a brochure with important contact information and general information regarding the City. The only City message board is located in an area that is sparsely populated as a result of the voluntary buyout program. Currently, there is no updated city street guide showing all areas of the City and points of interest.



At the present time, there is only one "Welcome" sign in the City allowing individuals to know that they are in Herculaneum. Installation of "Welcome" signs at all entrances to the City will help give the City an identity to residents and visitors alike.

Beginning in 2005, the Herculaneum Board of Alderpersons has made a conscious effort to make sure all three wards are equally represented on the various appointed committees of the City. Several City-appointed committees and organizations have sponsored various City-wide activities to involve citizens from all areas of the City.

Recommendations:

- a) Effort should be made to publish the City newsletter four times a year.
- b) Effort should be made to update the City web site on a weekly basis. New features should be added to the web site as the need arises.
- c) The City informational brochure should be under constant revision and include a City street guide.
- d) Community message boards should be installed at various locations throughout the City.
- e) "Welcome" signage should be installed at all entrances to the City.
- f) City-appointed committees and local organizations should be encouraged to sponsor special events and activities in the City.
- g) A Welcome Committee should be established to welcome new residents to the City.
- h) A public relations committee for the promotion of the City to the residents and the surrounding area should be established.