



City Administrator Report

The Honorable Mayor
and Members of the Board of Aldermen
City of Camdenton, Missouri

March 27, 2014

Letter No. 14-003

SUBJECT: City Administrator Report

Dear Mayor and Board Members:

The following City Administrator Report, while respectfully submitted to the Camdenton Mayor and Board of Aldermen, is provided and available to the general public, media, friends, and fellow co-workers to better inform them of our community activities.

**Inspire a Shared Vision
Challenge the Process
Enable Others to Act
Encourage the Heart
Model the Way**

"There's something in every leader that yearns to try things in new ways, to test the status quo—to challenge the process....":

— Andy Stanley

This quotation centers on the leadership concept of
"Challenge the Process."

April 1, 2014 BOARD OF ALDERMEN MEETING

Agenda Format – I previously mentioned to you that I would be reviewing possible new formats, reports, and memos that go to you in your Board Meeting Agenda packets. An example of this change was the two City Administrator memos for the two agenda items that were included in your last Board Agenda packet. While it may not always be needed, the Department Director's have incorporated this format into the memos and reports within this upcoming Agenda.

CITY ADMINISTRATOR COMMENTS for the UPCOMING BOARD MEETING

- A. The outline for the contract for the Missouri Conservation Weather Station was received yesterday and is not ready for this Board Meeting.
- B. Rather than discuss the authorization of membership dues and payment of a bill to participate in the Lake of the Ozarks Council of Local Governments at this upcoming meeting, we worked out an arrangement to be billed quarterly and this quarterly bill has been included on this month's bill's list. Upon approval, I plan to begin participating as a board member in the organization. My first meeting is Monday, April 7 at 10:00 a.m. at the Osage Beach City Hall. I am convinced that our participation is good for Camdenton. I will keep you informed of my participation and their activities.
- C. Corey and I anticipate, (subject to a quorum, etc.) that an Airport Advisory Board Meeting will be held next Thursday, April 3 at 4:00 p.m. to review the Airport Identifiers for their recommendation to you at the April 15, 2014 Board Meeting. This Airport Board meeting would take the place of the regular quarterly May board meeting.
- D. I plan to briefly discuss the Budget Process at this meeting under the City Administrator Report section.
- E. The date for final comments on the Environmental Assessment to extend the runway has ended and I will brief the Board on the next steps in my verbal report at this Board Meeting.
- F. I also plan to discuss a request from the Mid-County Fire Protection District to assist them in their building inspections. Their Building Inspector turned in his resignation effective April 1. I propose that we help informally until a formal agreement can be approved at the April 15 Board Meeting. Preliminary items to be included in the memorandum of understanding would be:
 - 1. At all times the City of Camdenton job requirement will take precedent over any Mid County requirement;
 - 2. The City Fire Marshal will not exceed 30% of his scheduled duty hours assisting with fire district issues;
 - 3. The City Fire Marshal will have full authority and powers as if he were the District Fire Marshal;
 - 4. The district agrees to provide a vehicle for the City Fire Marshal to use when performing district inspections and business and will provide liability insurance for the Fire Marshal when operating a district vehicle;
 - 5. The City would agree to provide workmen's comp insurance for the Fire Marshal while performing duties for the district;
 - 6. The agreement would be in effect for 60 days unless terminated by either entity. There will be a review of the agreement, work schedules and duties preformed every two weeks while the agreement would be in effect;
 - 7. The district would agree to pay an agreed to sum of money for these services. The amount agreed to would be based on a per week sum, payable monthly to the City.

TAXI LANE RECONSTRUCTION SHOULD BEGIN NEXT WEEK!

TENNIS COURT DAMAGE and UPDATE of INSURANCE COVERAGE

We received notice from MOPERM that we will soon receive a \$78,000 check for the recent damage at the Tennis Courts. Our Public Works Director informed me that the mat will be torn off and that we will keep some of the material for use by the Water and Sewer Departments. MOPERM will pick up the old mat and handle disposal. The Public Works Director has informed me that he plans to develop specifications to bid out a project and will request funds in this upcoming budget that would allow for a more permanent upgrade to the tennis courts.

Last Tuesday, we met with our insurance broker and toured the City facilities to update all of our insurance coverage.

ECONOMIC DEVELOPMENT

Before proceeding with additional discussions with the City, the proposed lessee is waiting on a building inspection report on the Old City Hall/Butler Buildings.

A proposal from a business owner interested in leasing the "Galva Foam" building is scheduled to be discussed in Executive Session at this meeting.

Recent City Administrator Activities, Meetings and Events

Since our last meeting on March 18; on Tuesday I attended a Department Director's Meeting and met with Charlie McElyea and Scott Frandsen on their need for building inspection assistance. On Wednesday I attended the Lake of the Ozarks Regional Economic Development Council (LOREDC) Meeting. I also reviewed the administrative budget with Renee and attended an open house function at Old Kinderhook. Friday afternoon I attended a funeral and met with representatives from Laclede Electric in Lebanon. We also interviewed a pool manager applicant.

During the week of March 24, on Monday I met with Gary Braman on the Disc Golf Course, interviewed a pool manager applicant, met with our Building Official, discussed pool operations with our final pool manager candidate, and met with an industrial prospect on a City owned building. On Tuesday I met with our insurance broker Warren Collins, toured our city facilities, and attended a TAC Meeting at the Court house. Wednesday I worked on the budget, agenda packet, pool advertisements, and met with our Building Official. Thursday morning the Mayor and I attended a Lake Chamber Area Eggs and Issues Breakfast and also visited with a ball park concession operation candidate. That Thursday evening my wife and I attended the Lake of the Ozarks Convention and Visitors Association Banquet. Friday, I worked on the agenda packet, pool issues and advertisements, and attended a Heritage Bank Ribbon cutting ceremony!

Upcoming City Administrator Activities, Meetings and Events

Throughout next week I plan to meet with our Department Directors on their budgets. In addition, on Monday of next week I plan to attend and give a presentation and economic update to area REALTOR® members at a "Lunch and Learn" program in Osage Beech.

On Tuesday I will be meeting with a local banker to discuss a local industrial building. That Tuesday evening is our first monthly Board of Aldermen Meeting. On Wednesday we will have our bi-monthly Department Director's meeting. On Thursday I plan to attend an Airport Construction Meeting and perhaps an Airport Advisory Board meeting and a Chamber "Meet the School Board Candidates" forum. Friday, I plan to leave early to attend a weekend bird dog training event in Illinois.

The week of April 6 includes attendance at a Lake of the Ozarks Council of Local Governments Board Meeting, a pay and compensation meeting, an Economic Development presentation in Lebanon, and a Planning and Zoning Commission meeting. Wednesday I plan to attend a Missouri State Aviation conference meeting. Thursday, I hope to attend a Chamber Breakfast Board meeting and a Missouri Airport Manager Association Conference in Osage Beach. Friday, I plan to attend a Crime Victim Rights Breakfast with the Police Chief and again drop by the Airport conference.

UPCOMING BOARD OF ALDERMAN MEETINGS

Some Tentative and Possible April 15, 2014 Board of Aldermen Agenda Items:

- Contract for Conservation Weather Station;
- Mid-County Fire Protection District Agreement;
- Additional Pool Position Hiring's;
- Approval of a Request from FAA for a specific Airport Identifier.

As always, if there are any questions or a need for additional information on any matter, please contact me anytime.