



City Administrator Report

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

June 12, 2014

Letter No. 14-009

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.

I am a believer in the "Leadership Challenge" program. It notes that everyone in our organization is a leader and that everyone can improve their leadership skills. It also notes that research indicates there are five trainable traits of a great leader. They are:

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

"Surround yourself with the best people you can find, delegate authority, and don't interfere as long as the policy you've decided upon is being carried out."

Ronald Reagan

This quotation centers on the leader's trait of "Enable Others to Act".

JUNE 17, 2014 BOARD OF ALDERMEN MEETING

Unless there are questions, I do not anticipate any additional comments at this meeting on this City Administrator Report.

NEW PARK DIRECTOR/ASSISTANT TO CITY ADMINISTRATOR RECRUITMENT

As has been communicated, a Committee finalized their work on the job description for the new position of Park Director/Assistant to City Administrator and City staff advertised the position and received applications until June 9, 2014. The Mayor, Alderperson Sandy Osborn, Director of Public Works Bill Jeffries, and the City Administrator reviewed the applications and interviewed two candidates individually on Friday June 6 and Monday June 9. We have placed on this June 17 Agenda an executive session item to potentially take action on an individual to fill this position.

CAMDENTON MUNICIPAL AIRPORT

- **Airport Improvements or \$1.3 million on August Ballot Issue**
Amy Ludwig, the MoDOT Aviation Director informed me on Thursday that MoDOT had included \$1.3 million in "Camdenton Airport Improvements" for the proposed ¾ cent sales tax proposal that will be on the August ballot. I believe the public comment period will be from June 13 through July 3 with the Commission voting on the list on July 9. Right now, unless changed by MoDOT the description is very broad. If approved by the voters, the obvious area that this funding should be directed towards is the Camdenton Runway Extension Project. We have communicated this position to the MoDOT Aviation Division.
- **Taxi Lane Reconstruction Project**
A review of the latest weekly progress report for week 9 (week ending 6/6/14) for the Hangar B Taxi-lane Reconstruction project at the Camdenton Memorial Airport, indicates that to finish the project there is a need to dress up the dirt next to the pavement, seed/mulch/lay sod, and paint the centerline stripe. The recent rain has delayed this work. Work should finish up next week, weather permitting, and that would mean final inspection will be scheduled soon.

There will be an extension needed for the PCC paving work and rain delays. A final change order will include additional calendar days and adjustments to quantities for final field measured amounts. The consultant (CMT) anticipates that the final change order will result in a reduction in contract cost.

Recent City Administrator Activities, Meetings and Events

After our last Tuesday evening June 2, 2014 Board meeting, Wednesday morning I participated with the Chamber's radio interview at the 107.9 Coyote Radio morning radio show, attended our bi-monthly Department Director meeting, and attended a weekly Rotary meeting. Thursday morning, the Mayor and I toured the Modine Industrial Building with the realtor who has the listing. Thursday also included my attendance at a

State Fair Strategic Planning meeting and lots of work on a prospective industrial development client. That evening my wife and I attended the West Side KRMS social that was sponsored by First National Bank. Friday included preparation for Park Director interviews, some economic development and organizational issues and a tour of the completed clean up of the old City Hall Building. Friday afternoon, the Parks Director Committee of the Mayor, Alderman Sandy Osborn, Bill Davis and the City Administrator interviewed a candidate for the Parks Director position.

The week of June 8 included some economic development work Monday morning and a Park Director Committee meeting with a possible second candidate that afternoon. Tuesday, I attended the Hulett Car Show and free lunch, and begin the Annual Missouri Economic Development Council's conference Tuesday noon through Thursday noon. I plan to take a day of vacation tomorrow, Friday to travel to Tipton, Kansas to attend a Youth Quail Forever Education conference over the weekend.

Upcoming City Administrator Activities, Meetings and Events

Throughout next week I hope to complete some City projects. On Monday of next week I plan to attend a Lake of the Ozarks Council of Local Government's Board meeting at the Osage Beach City Hall. Tuesday includes a meeting with all of the Chambers on a discussion with the Convention Bureau. It also includes the Board of Aldermen meeting. Wednesday, June 18 includes attendance at our Chamber bi-monthly radio discussion at the Coyote Country radio station and a trip for a scheduled Missouri Rural Services Board meeting in Jefferson City. Thursday, June 19 includes attendance at the Lake of the Ozark's Regional Economic Development Council's monthly meeting. I plan to have a luncheon meeting with the School Superintendent on Friday.

The first few days of the week of June 22 will hopefully allow me to get some backed up work done. I do hope to also attend the Presiding Commissioner candidate forum Tuesday evening and meet with a CMT Client satisfaction consultant on Wednesday. I also plan to prepare and work that week on items necessary for the July 1 City Council meeting. Thursday and Friday I plan to take some vacation days to travel to Michigan to attend an annual bird dog training session and bird dog association meeting.

UPCOMING BOARD OF ALDERMAN MEETING AGENDA ITEMS

Some Possible and Tentative July 1, 2014 Board of Aldermen Agenda Items:

- Approval of Fleet Maintenance and Propane Agreements;
- AT & T Pubic Hearing and Tower Ordinance;
- Adopt a Street" Policy;
- Severe Storm Warning Police Policy;
- Mayor's Appointments to Boards and Commissions;
- Approval of Unaudited Financial Statement;
- Remaining Liquor License Renewals.

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