The Seymour Board of Alderman met for a regular meeting at 6:00 pm on Thursday, March 23, 2017 in the Seymour City Hall Board Room, 123 West Market Street.

At 6:00 PM Mayor Pro Tem Grady Bennett called the meeting to order.

Roll call: Grady Bennett, Charlie Ivy, Dean Rowe, Jim Ashley.

Also present was City Administrator Sam Burt, City Attorney Paul Link, Supervisor Mitch Plummer, Assistant Supervisor Chuck Smith, Police Chief Ron Wright, City Clerk Leslie Houk.

#### Old Business

#### Approval of Minutes

A motion was made by Ashley/Ivy to approve the minutes as written. Ayes: All. Nays: None.

#### New Business

#### Approval of Bills

A motion was made by Ivy/Rowe to approve the bills. Ayes: All. Nays: None.

## Webster County Emergency Management-Steven Smith

Steven Smith is the new emergency management for Webster County. He met the Board of Alderman and introduced himself.

## Lieu of Tax Fee for EL/WA/SW/-10%

A motion was made by Ivy/Ashley to start the Lieu of Tax Fee for EL/WA/SW-10%. Ayes: All. Nays: None.

## Budget Amendments-Crystal Reynolds, Pinnacle Consulting

Crystal Reynolds with Pinnacle Consulting went over the recommended budget amendments with the Board. A motion was made by Ivy/Rowe to approve the budget amendments as recommended. Ayes: All. Nays: None.

## **Cemetery Mowing Bids**

Five bids were received for the Cemetery mowing. The bids are from Lawson Lawn Service for \$1,100.00 per mowing, Archangels Earth Care for \$1,195.00 per mowing, Artisan Lawn Care for \$890.00 per mowing, Higher Ground Lawn Care for \$915.00 per mowing and Christ Centered Cutting for \$930.00 per mowing. A motion was made by Ashley/Ivy to go with Christ Centered Cutting for \$930.00 per mowing. Ayes: All. Nays: None. Abstain: Bennett.

#### Park Board

The Park Board was in attendance tonight to go over their budget. Stephanie Akers asked if the Park Board needs to meet and bring the park projects to the board.

#### Pete Matney-Mobile Home Placement

Pete Matney would like approval for the mobile home he has already moved onto one of his lots on Rhodes Street. A motion was made by Ashley/Rowe to approve a variance to allow the mobile home. Pete Matney is not to place any more mobile homes on his other lots unless the proper channels are followed. Ayes: All. Nays: None.

#### Citizen Comments

No comments.

#### Police Report-Ron Wright

Police Chief Ron Wright followed up on the firearms policy. The Board of Alderman are all OK with the policy.

Supervisor Report-Mitch Plummer

Nothing to Report.

Administrator's Report-Sam Burt

See Attached Report

#### Mayor Report-Grady Bennett

Mayor Pro Tem Grady Bennett asked if the breakers at the substation are the city's or sho me's. Supervisor Mitch Plummer answered they are the city's. MPT Bennett commented that the article in the paper was not correct. For clarity's sake there was not a quorum so the meeting had to be cancelled. Alderman Ivy did not leave his house because of the hail storm and MPT Bennett did not arrive until after 6:00. MPT Bennett stayed to sign checks and to inform and keep everyone updated on the power outage. Citizen Mike Gehrke mentioned the generator. MPT Bennett agreed with him that yes the generator would have been really handy. MPT Bennett asked if the park restrooms have been opened yet. Supervisor Mitch Plummer said they usually open them around the first of April. MPT Bennett asked where we are on the Brixey Cemetery. City Administrator Sam Burt said he will check to see what the holdup is. MPT Bennett would like to slow down on switching everything over to Mediacom if it is not too late.

#### City Attorney Report-Paul Link

Nothing to Report.

## Aldermen's Report

Alderman Dean Rowe had a person contact him about the city's grave opening fees. The grave opening fee is the same price whether it is a cremation or regular burial. The Board is in agreement to have City Attorney Paul Link present a drafted ordinance at the next meeting amending the grave opening fee for cremations to half the cost as the regular grave opening fee.

At 9:05 p.m. a motion was made by Ivy/Ashley to adjourn. Ayes: All. Nays: None. The following roll call vote was recorded. Bennett, Ivy, Rowe, Ashley.

Mayor Pro-Tem Grady Bennett

City Clerk Leslie Houk



# City Administrator's Report - March 10th, 2017

## Trees on the Square

This is an update on the trees on the square. A company named "Pruners" out of Springfield has reviewed the trees on the square and given us a quote. We do have some problems with the trees - disease, beetles and parasites that need to be addressed or we will lose our trees. This quote is \$10K and the work will cover our needs for 5 years. All the trees need to be trimmed, dead limbs removed, shaped and treated.

## Tree Trimming for the City

Poor Boy Tree Trimming has contacted the city about trimming around our electrical lines. The quote is attached with my report on line.

## SeeClickFix for Service Request

I met with representative from this company via telephone. This is a software package that allows our citizens to use cell phones to report problems in the city to city hall - potholes, broken sidewalks, water leaks, etc. This is an interesting package and along with our GIS system put us on the cutting edge of technology. The cost per year is \$3500.

#### Severe Storm Risk

The city was able to use its Facebook page to communicate critical information during this time. Links from the National Weather Association was shared on our page and information about the opening of the Storm Shelter was also available to the public

## Seymour UV Project - Equipment and Forms

Well into this project and with the clock ticking for Smith & Edwards Construction to order equipment and start installation, DNR come up with a form called Missouri Domestic Products Statute that needed to be filled out by Duane and Smith & Edwards. This form says that all the iron and steel used to manufacture the product that will be installed in our sewer plant is from the US. Needless to say, that information is attainable but the cost and time to make this happen would delay our project by months.

After several phone calls and much discussion, DNR has requested that Seymour send an affidavit accepting the bid from Smith & Edwards. Duane has already sent this document but it is now required from us and I will have it completed and sent this week. Smith & Edwards is to complete an affidavit that says they will not use illegal immigrants on this



project. Finally, DNR has agreed to a waiver that is acceptable to them and us that allows the purchase of the UV equipment and keeps the project on time. I will keep you informed of any other situation concerning this project.

## Weather Information on City Web Site

I received a complaint this week that the weather information on the city web page was not up to date and needed to be revised. The complaint was accurate. I contacted our IT person and the weather information on the web page was replaced with a weather "widget" from the National Weather Service that is updated daily or as needed.

## Police Station Awning

The awning has been replaced. It took longer than expected however the finished product looks good and adds to the appearance of the police station.

## SCEAP Grant for I & I in Seymour

I have received from DNR a package of document that need to be completed before this grant can be released. I have contacted Matt Miller at TOTH Engineering for assistance. I should have this information completed within a week. John G will assist me in-house as well.

## StressCrete Lighting for Square

I met with Ryan Sitki of StressCrete Lighting to discuss the lights needed for lighting the walkways inside the square. I was first introduced to this company with Charlie Ivy and I attended a seminar in St Louis last year. These are permanent lighting fixtures with a lifetime guarantee. The cost for 12 lights would be approximately \$36K. I do not have any other quotes at the time. Will keep you informed.

## Seymour Automatic Meter Reading Proposal

Mitch requested and received a proposal from ANIXTER for a system to automatically read our electric meters. We have not yet met with the representative from the company therefore I am not informed of the details of the proposal. I will keep you updated. The cost is approximately \$234K.

This is the only quote we have at this time. I will be pursuing additional information and quotes.



## Explanation of PPA by Electrical Engineer Verbal Blakey, P.E.

The existing electric rate structure includes a monthly purchased power adjustment (PPA). The PPA is used to track the changes in the monthly wholesale electric charges and pass through to the retail rates any changes in the cost. The base electric rates in the existing ordinance includes 5.45 cent per Kwh of wholesale power cost. The present annual average wholesale cost of power is 7 cents per Kwh. Any difference in the actual cost of average wholesale and the cost of power sold, higher or lower than 7 cents will be passed through to the retail bills as the PPA.

Serving our city,

Sam Burt Seymour City Administrator

The way you live your life today and treat others is going to get you where you need to be tomorrow. Treat folks the way you want to be treated. Speak to others with gracious words chosen carefully. Create your tomorrows by living with compassion today.

Just my two cents.....Sam



# POOR BOY TREE SERVICE, INC.

273 East 410th Road

Office 417-654-2774

Fair Play, Missouri 65649

Fax 417-654-8438

THE RIGHT- OF-WAY VEGETATION SUPPRESSION EXPERTS

www.poorboytree.com

March 7, 2017

City of Seymour 123 W. Market, PO 247 Seymour, MO 65746-8680

Attn: Sam Burt

Thank you for the opportunity to assist you in your tree trimming and brush control maintenance of your electric system.

Our current training program is the only Department of Labor Certified Apprenticeship Tree Trimming Program in the State of Missouri and surrounding states. It is one of only 17 in the nation.

This past winter we graduated our fourth class of Apprentice Tree Trimmers to Journeymen, and are in the process of training the next class. The experience and skills that are obtained by this program brings a value to your system like no others in the industry.

Thy Brother's Keeper, which is our safety program, is designed to bring accountability to all members of our crews. This insures all of our crew members are safety-minded and alert in order to reduce injuries. This provides the safest work environment possible, which reduces the risk to liability on your system. It also has helped us to achieve an insurance experience rating of 0.79, which is unheard of in this industry.

All of our aerial bucket trucks used on the right of way are 65 ft. working height with chipper boxes. When our standard equipment 7 ft. hydraulic saw is used, this brings the effective working height to nearly 75 ft.; which allows us to reach more overhang for better safety. All bucket trucks are also equipped with lay down mats, which allow access into soft areas without leaving ruts, high intensity strobes, for high visibility, and all proper signage and cones for safety. Please see attached Bucket Truck Standard Equipment List for other items that are necessary to quality, productivity, and safety, which most others in the industry do not have.

Hourly cost for the following three man crew:

1-Journeyman \$ 32.50 per hour
2-Apprentice- Laborers with chainsaws \$ 27.50 per hour x's 2 = \$ 55.00
1- Bucket Truck with tools \$ 18.00 per hour
1-Hydraulic Feed Chipper \$ 6.00 per hour

Total \$ 111.50 per hour

Per Diem is \$65.00 per day per man on crew (short jobs)

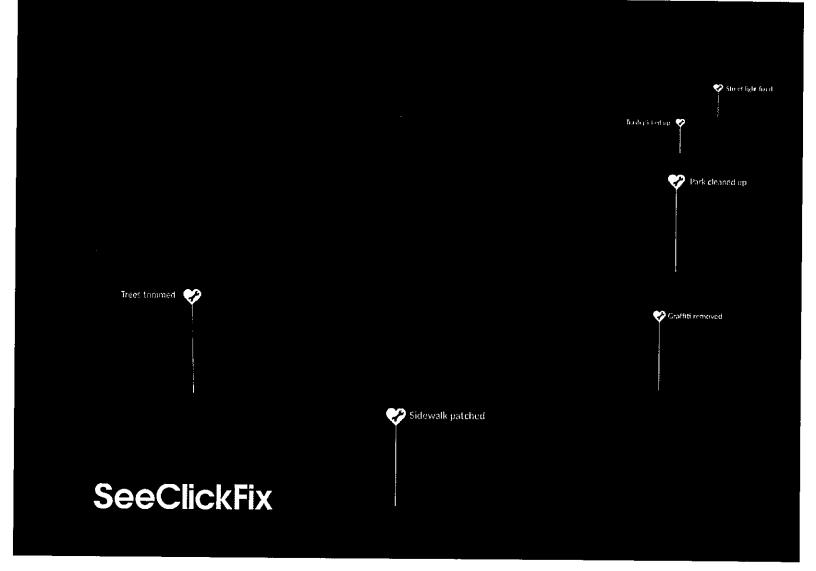
Thank you,

Tim Poindexter

Poor Boy Tree Service, Inc. Area Manager, 417-399-5567

5: Paralte

timp@poorboytree.com





# Partnership Proposal

SeeClickFix Inc 770 Chapel Street New Haven, CT 06510

#### Prepared for:

Sam Burt City Administrator Seymour, Missouri, City 114 E. Washington PO Box 247 Seymour, MO, 65746 sam@seymourmissouri.org (417) 988-8661

#### Prepared by:

Zubin Doshi Growth Market Manager zubin.doshi@seeclickfix.com 203.349.6603

#### **ORIGIN**

SeeClickFix was founded in 2009 to empower citizens with tools to publicly document quality of life concerns in their neighborhoods. By radically improving the quantity and quality of data related to these concerns, SeeClickFix was quickly adopted by local governments as well — who needed a better way to receive information from citizens.

These partnerships began with some of the largest and most innovative cities in the country, including Houston, Albuquerque, Minneapolis, Oakland, and Boston. During the early years, SeeClickFix also helped to establish the Open311 standard used by many of the most progressive 311 centers.

To date, more than 2 million issues have been resolved via SeeClickFix. 500,000 users use SeeClickFix every month and we are working with more than 300 municipalities, counties and state agencies.

As we grew, we leveraged the knowledge and need of these partners. This customer development has pushed us further and further down the stack, from citizen input tools toward municipal work management. While we started as a citizen endpoint into a separate municipal platform, we are increasingly serving the role of a stand alone system, where municipalities can manage services from beginning to end.

#### **PLATFORM**

SeeClickFix connects local neighborhoods with government services. This engagement has both a tangible and emotional effect — improving infrastructure, increasing understanding and building trust.

At its core, SeeClickFix is a robust routing system built on top of a public platform — allowing for complex routing based on location and issue type. In addition to this, SeeClickFix Admin tools give service organizations an integrated platform for service request collection and work management.

Citizens submit requests via SeeClickFix mobile apps and website tools — city call takers enter phone calls, drop ins, emails and tweets into the SeeClickFix as well. From there, these requests are routed either manually or automatically based on location and request type, to the right person with the right information.

Then, city staff will be notified within SeeClickFix (or an external work order system via integration) that work has been assigned. As the work is updated and subsequently closed, the citizen will receive automatic updates. Through this process, SeeClickFix increases the total level of citizen participation as well as the perceived quality of these services. SeeClickFix also reduces the costs associated with these services by reducing phone calls, introducing automated responses and reducing the frictional costs of communication.

SeeClickFix is building the future of service management, with internal communication systems that are foundationally connected to public needs and interests.



## COMMUNITY

The foundation of SeeClickFix is a free, public network for neighbors, community groups, and local governments around the world. We call this global network the SeeClickFix Community. Anyone can join the SeeClickFix Community and use these web and mobile tools to collaborate around solving neighborhood issues and improving communities.



## **REQUEST**

SeeClickFix Request is an integrated solution to collect and manage public needs and requests. This begins with comprehensive input tools like mobile apps, web forms and a call-taker interface. From there, Request gives you internal communication tools to assign and track these issues to completion. Meanwhile, SeeClickFix Request keeps citizens in the loop on public and private issue pages where they are able to track the progress of issues and well ask questions, share with neighbors and thank the city.



#### **WORK**

SeeClickFix Work addresses the two primary needs of work management — Groups and Roles and Workflow Management — with a suite of internal communication tools. Now, crews can use SeeClickFix to manage field work. Customer service staff can use SeeClickFix as a direct connection and view into the progress of requests. Management can use SeeClickFix for a single view into the entire service operation.



## **ENGAGE**

SeeClickFix Engage gives you tools to customize the brand and content of your mobile app and develop messaging and notification systems that further connect your community. SeeClickFix brings together some of the most passionate neighbors in your community. Engage allows you leverage this audience to promote new services, events and information.



### **ANALYZE**

Organizations use SeeClickFix to measure the success of services and the health of neighborhoods. SeeClickFix Analyze offers dashboards, reports and interactive analytics to help organizations better access, understand and present data internally and to the public.



## CONNECT

Integrate SeeClickFix with your current asset, work or task management, CRM, or ERP system. Bi-directional synchronization means no more double entry and all departments are up to date and in-sync.



## SeeClickFix Admin Tools

The SeeClickFix Admin tools are built around the four pillars of successful service delivery: Requests, Work, Engagement, and Analysis. Each module has been a designed based on the needs of our government partners — who represent some of the most experienced and innovative government officials in the world.



## Request

Your service organization needs a central system to collect data, route and assign requests and communicate with citizens so nothing gets lost.

SeeClickFix iOS and Android Apps	Request Management System	Digital and Printable Work Orders
Interactive Website Forms	Structured Request Categorization	Internal Comments
Facebook Application	Public Comments & Status Updates	Priority and Re-categorization
SeeClickFix iOS and Call Taker	Customizable Email Status Updates	Assignment and Email Routing
Public Issue Page and Watch Areas	Multi-Agency Routing	@Mention References



Your workforce needs group controls and user permissions to manage communication, measure cost and increase efficiency.

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## Engage

Your communications team needs a way to engage citizens and distribute information in a way that is simple and accessible.

Custom iOS and Android Apps

Geo-driven Email Notifications

Mobile Content Management

Native Push Notifications



## Analyze

Your management team needs to measure success, identify risks and report to stakeholders in a way that is complete and concise.

Insight Analytics Tool

**Customized and Recurring Exports** 

Image, PDF, and Excel Exports

**Enhanced Dashboards** 



Integrate SeeClickFix with your asset, work or task management, CRM, or ERP system. Bi-directional synchronization means no more double entry!



## Community

SeeClickFix will always offer a complete value platform for communities around the world to compensation or problems in the public space.

Issues w/ Commenting and Voting Watch Areas and Points of Interest Public



In development,





ANNUAL PRODUCT SUBSCRIPTIONS

**Prepared for:** Sam Burt Seymour, Missouri, City 114 E. Washington PO Box 247 Seymour, MO, 65746 sam@seymourmissouri.org (417) 988-8661

Users

Prepared by: Zubin Doshi Growth Market Manager zubin.doshi@seeclickfix.com 203.349.6603

Distinct internal users who will have access to the

Custom iOS and Android apps, brand development, mobile

SeeClickFix tools below.

Issue Date: 3/3/2017 Pricing Expires:

3

\$540.00

Engage	content management	,	1	\$900.00		
Request	Complete request management : and administrative managemen	system: citizen submission				
<del></del>	AL SUBSCRIPTION FEES	t toois.	1	\$1,800.00		
TOTAL ANNUA	AL SUBSCRIPTION FEES		7,411	\$3,240.00		
TOTAL FEES						
YEAR ONE FEE	S (Due at Contract Signing)		The same of the sa	\$3,240.00		
he undersigned ag le Effective Date: .	gree to the following Terms and Conditions a http://legal.seeclickfix.com/terms-and-cond.	nd have caused this Contract to be executed as of the date si	gned by the Customer w	vhich will be		
		<del></del>				
SeeClickFix		Seymour, Missouri, City				
Name	<u> </u>	Name				
Title						
		Title				
Date		Date				

SeeClickFix's W9 information is available here: https://drive.google.com/file/d/0BwW\_zrHi8QH2anF0bEIKU3h5bFk/view



# Seymour Departmental Reports March 10th, 2017

#### Electric Department - Mitch (Lance)

02/21 Lance off send report to Sam talk to woman on anderson st. about sign mark locates sharpen chainsaws (electric dept &south shops) dog call

02/22 mark and relocate lines at to meter bases dog call meeting with Sam locates disconnects connects 02/23 set pad transformer and wire up fill in around pad ROnnie Cardwell about lot on thurofare and suzy st.

02/24 Mitchell off cut old meter base pipes and supports from pad clean dog pen fix street lights 02/27 Mitchell off cut brush help sewer guys

02/28 lance off pull up old transformer pad start digging out for other duplexes call ottmeyer about cabinet shop line ext. for sprinklers

03/1 install meterbases for apartments run conduit call in locate for pole replacement measure for matney trailier meterbase bank deposit for office

03/2 drug test pull wire at hughes dog call bank deposit for office fill in ditch

03/3 locates help JG locate sewer on water and at thourfare fix flag pole at Nadine Crisp replace sewer pump with sewer boys at center st lift station disconnect notices bank deposit for office

#### Water Department - Pud

No report at this time...

#### Sewer Department - John - (Roger)

- 02/16/2017, Lab Work, Check Lift Stations, One Call Locates, Received G I S tablet and confirmed Login info, Work on information for Sam about Kennemer St area, dig out and Prep two Areas to patch & pour concrete one in alley West of Commercial St. one on West Anderson St. Both areas filled and barricaded to dry,
- 02/22/2017,Lab Work, Check Lift Stations, One Call Locates, Help Dismount Plow & Spreader from From the Dump truck, Haul and spread 1 load of chat to the Tripp addition Lift station driveway, Work on Out Flow Creek dirt work for the U V Outfall, Waste sludge 25,000 gal., Process Control for the Plant,
- 02/23/2017, Lab Work, Check Lift Stations, One Call Locates, Work on Out Flow Creek dirt work for the U V Outfall , 3 x Utility Reads Outs ,2 x Utility Disconnects , Clean Screen Machine Waste 18k gal. Sludge, Pump Supernate and do Process Control, TSS Testing,
- 02/24/2017,Lab Work , Check Lift Stations ,One Call ,Check & Set Aeration timers , Locate Sewer Service line at Stacey and Thoroughfare St., Clean Nozzles on Filter #1 ,
- 02/24/2017,Lab Work, Check Lift Stations, One Call locates, Check & Set Aeration timers,
  Locate Sewer Service line at Stacey and Thoroughfare St., Clean Nozzles on Filter #1,
- 02/27/2017,Lab Work , Check Lift Stations ,One Call locates , Meet with Right of Way Applicators At City Sta.2 and fill water tanks for Railroad spraying ,and relay amount and billing info To City Hall ,Pump Sludge to Drying Beds,
- 03/01/2017,Lab Work, Check Lift Stations, One Call locates, Mark & Call in Locate to Dig for Sewer Tap for Service at New Duplexes on Water St., Check and Reset Breakers on the Center St. Lift Station, Called to 611 W. Steel water disconnect for Plumbing repair, Clean Nozzles on filter 1.
- 03/02/2017,Lab Work, Check Lift Stations, One Call locates, 2x Read outs, inventory 4" PVC Fittings at south shop for reorder, work on dirt work East of out Fall from the plant, Locate as built plans and find pre made sewer drop location for Duplexes on South



# Seymour Departmental Reports March 10th, 2017

Water St. New Tap to be installed as it is in the wrong location,
03/03/2017,Lab Work, Check Lift Stations, One Call locates, 3x Shut Off Notice, 2x read out Utilities,
Consult As Built Plans and locate existing Sewer Drops for the lots on W. Thoroughfare St
Near Stacey St. for Sewer Hook up, Replace Pump #2 in Center St Lift Station, Pick up Trash and
Recycling from the Library,

Street Department - Chuck - (Toby, Stephen & JB)

- Hauled brush 2/22
- Got bid on trimming trees on the square.
- · Cleaned up grounds around South Shop.
- Trimmed trees at West Park.
- Rolled South Park.
- Hauled brush 2/28
- Patched hole on Cordie.
- Helped Elec. Dept. strip pole
- Helped Elec. Dept. work on storm sirens.

In service to our city,

Sam Burt - Seymour City Administrator

It's good to have big dreams. It's good to want increase. But if you start comparing yourself to others, it opens the door for the enemy to steal your joy. If you don't learn to be happy where you are, you'll never get to where you want to be. But if you'll choose to be happy, refuse self-pity and refuse to complain, then you are sowing good seeds for your future.

Just my two cents...Sam



## City Administrator's Report - March 24th, 2017

## City Administrator's Group Meeting

This meeting, hosted by Justin Coyan, Manager of Business Development for the Springfield Chamber of Commerce, was held on March 15, 2017. Due to the late notice and prior commitments, I was unable to attend. I plan to attend the next meeting in April.

#### Real ID in Missouri

House Bill 151 and Senate Bill 37 are being considered for passage. Failure to pass the Real ID means that, beginning January 2018, the only forms of acceptable identification for Missourians to enter a federal building, military base or to fly on an airline will be the new Real ID or the federally issued passport. State issued identification like driver's license will not be accepted. I will keep you posted.

## Missouri One Call System

The Quarterly Operating Committee Meeting was held on March 16, 2017 in Jefferson City, MO. I have asked that cities be able to call into these meetings rather than attend them. They responded positively but as yet have not implemented that service. Their next meeting is June 15th and if some kind of telephone arrangements has not been made, I will attend the meeting in June.

#### Severe Storms and Snow Event

The city survived without any reports of damage. The snow event was not serious even though we were prepared to apply salt. The temperatures remained at 30 degrees and above and the streets were not slick so the salt was not needed. The storm shelter was open during the time of storms however only a few of the citizens turned out to take shelter. The city's facebook page was used to communicate the opening and closing of the storm shelter.



## Electronic Deposit Implemented

The city has implemented electronic deposit for all its employees. It saves time in preparing payroll. Preparing, signing, folding the checks, stuffing them in envelopes and delivering them can be labor intensive. The paper cost and envelopes are no longer needed. Employees do not need to take longer breaks to stand in line at the bank or in the drive through to deposit their checks. Employees are paid and their funds available even on vacation and during times of sickness. They are always assured that the deposit will be made and funds available. Having a paperless payroll system is environmentally friendly because it reduces the city's carbon footprint. Our green impact is further expanded because we provide online pay statements that are available 24/7.

## 2017 Elected Officials Training Conference

The Missouri Municipal League will be conducting this training June 8-9, 2017, at the Holiday Inn Executive Center in Columbia, Missouri. The changes that continually occur in the municipal arena make this a "must attend" Conference that all (new and not so new) officials should attend. Reservations must be made by May 22. Please let Leslie know if you plan to attend. Learn more and register.

## Police Body Cameras

The body cameras have reached their potential use and need to be replaced. The batteries will no longer keep the cameras working for a full shift. The cameras that we are testing have shown to meet the vigorous demand placed on them. The vendor for these cameras has offered to send a full complement of cameras for a PO that is payable in July. I have instructed Ron to go ahead with this request.

## Filter Back Wash Pump

This pump is on order for the sewer department. The cost is \$2680 and it should be here tomorrow. We can run the system without this pump but only for a short time. I will need to consider a backup pump in the future.

Serving our city,

Sam Burt, Seymour City Administrator