

The Seymour Board of Alderman met for a regular meeting at 6:00 pm on Thursday, August 10, 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, Mary Carpenter, Nadine Crisp, Jim Ashley. It is determined there is a quorum.

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

#### Old Business

#### Approval of Minutes

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

#### New Business

#### Approval of Bills

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

#### Citizen Comments

No comments.

#### Police Report-Chief Ron Wright

See Report.

Domestic Violence cards are printed up. The police have been handing them out to people involved in domestic violence. Chief Wright had stickers made up for the gas pumps informing customers the consequences of stealing gas. Two of the police vehicles had tires replaced. Seymour Police participated in a July 4<sup>th</sup> DWI grant. Four officers worked 5 hours each.

#### Supervisor Report-Supervisor Mitch Plummer

Installed a couple of ballpark lights, ordered lights for the tennis courts, helped with water leaks.

#### Assistant Supervisor Report-Asst. Supervisor Chuck Smith

See Attached Report.

#### City Administrator Report-City Administrator Sam Burt

See Attached Report.

Sam presented 3 bids for the Storm Shelter roof that is leaking. The bids are from Affordable Roofing for \$1,000.00, Express Roofing for \$1,380.00 and Redeemed Roofing Systems, LLC for \$2,175.00. A motion was made by Ashley/Crisp to go with Affordable Roofing for \$1,000.00. Ayes: All. Nays: None.

City Administrator Sam Burt passed out Library Board recommendations from Librarian Delores Turner. A motion was made by Carpenter/Ashley to approve Librarian Delores Turner's recommendations. Ayes: Ashley, Carpenter, Bennett. Nays: Crisp.

#### Mayor Report-Mayor Pro Tem Grady Bennett

Mayor Pro Tem Grady Bennett mentioned the line extension ordinance. MPT Bennett plans on presenting changes to the ordinance in the future.

#### City Attorney Report-City Attorney Paul Link

Nothing to Report.

#### Aldermen's Report

Alderman Mary Carpenter is still getting calls on the PPA charge. Citizens are wondering what the money is used for. Alderman Nadine Crisp asked if there is anyway the city can bring down the kwh to .10 a kw for 3 months to see what it does. Alderman Jim Ashley is in favor but would first like to figure what the amount would be. Alderman Grady Bennett feels it would be easier to forgo the PPA than adjust the base rate.

Alderman Nadine Crisp had Brian Bell contact her about limbs growing over and grass growing on the sidewalk near 325 E. Clinton Street. Mike the manager at Ramey's mentioned to Alderman Crisp that Ramey's South driveway is really rough. Alderman Crisp noticed weeds at the library need pulled. Alderman Crisp asked if the city was able to get internet access to the school moms building. Alderman Crisp asked if the Owen's property was still in the works. Everyone seems to think so.

At 7:00 p.m. a motion was made by Ashley/Carpenter to adjourn. Ayes: All. Nays: None. The following roll call vote was recorded. Ayes: Bennett, Carpenter, Crisp, Ashley.

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Mayor Pro Tem Grady Bennett

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City Clerk Leslie Houk

Date 08/10/2017  
 Time 11:07:14AM  
 Report CFS03

INCIDENT ANALYSIS - DAY

Agency Seymour Police Department  
 Dates 07/13/2017 Thru 08/10/2017

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency Seymour Police Department								
A911 Accidental/abandoned	2	2	1	0	1	0	0	6
AA Assist Agency	2	1	2	0	0	0	0	5
ACC Animal Complaint	0	0	0	1	0	0	0	1
ALM Alarm	0	1	2	0	0	1	1	5
ASSC Assist Citizen	3	5	2	3	5	7	3	28
ASSM Assist Motorist	0	0	0	1	0	0	0	1
BURG Burglary	0	1	0	0	0	0	0	1
CHKL Check License	15	9	11	5	8	6	8	62
CHKS Check Subject	0	1	3	1	0	0	1	6
CI Careless / Imprude	0	1	1	1	0	0	1	4
COX Ambulance Call No Res	1	4	4	1	3	3	1	17
CWB Check Well Being	1	1	1	0	1	0	0	4
DIST Disturbance	1	1	1	2	0	1	0	6
DISTD Disturbance, Domestic	0	1	0	2	0	0	0	3
DRUG Drug Activity	0	1	0	0	0	0	0	1
EPAT Extra Patrol	0	0	0	0	0	0	1	1
EXPV Exparte Violation	0	1	0	0	0	0	0	1
FOLL Follow Up	2	1	1	0	0	0	1	5
HAR Harassment	1	0	2	0	0	0	0	3
INFO Informational	0	0	0	0	0	0	2	2
JUV Juvenile Complaint	0	0	0	0	0	0	1	1
MESS Message	0	2	0	2	1	0	0	5
MVAN MVA Non Injury	0	0	0	0	0	1	0	1
NOISE Noise Complaint	0	0	0	1	0	0	0	1
PERS Person Missing	0	0	0	0	1	1	0	2
PROP Property Damage	0	0	1	1	0	0	1	3
ROAD Roadway Obstruction	0	0	0	0	0	0	1	1
STEAL Stealing	0	1	0	1	1	1	0	4
SUSA Suspicious Activity	2	0	0	0	1	1	0	4
SUSP Suspicious Person	1	1	0	1	0	0	0	3
SUSV Suspicious Vehicle	0	0	1	0	1	3	1	6
TRAF Traffic Stop	11	8	11	6	13	8	16	73
TRES Trespass	0	1	0	0	0	1	0	2
VA Vehicle, Abandoned	0	0	0	0	1	0	0	1
VR Vehicle, Recovery	0	0	0	1	0	0	0	1
VT Vehicle, Theft	0	0	0	0	0	1	0	1
WARR Warrant Service	0	0	1	0	0	0	0	1
Seymour Police Department Agency Total	42	44	45	30	37	35	39	272
<b>Total</b>	42	44	45	30	37	35	39	272

# Seymour Police Department

124 W Washington St., Seymour, MO 65746

## Officer Daily Activity Summary Report

07/13/2017 to 08/10/2017

User ID	User Name	Department	Division	O/I Reports	Summons	Adult Misdemeanor Arrests	CFS	Traffic Warning	Adult Felony Arrests
738	Josh Mullins			6	8	2	37	15	5
739	Pavel Khatulev			1	1	0	18	3	0
730	Ron Wright			3	2	4	33	3	2
732	Scott Dinwiddie			6	5	3	26	8	0
736	Tyler Smith			11	16	6	21	27	1
			Total	27	32	15	135	56	8

# Seymour Police Department

124 W Washington St., Seymour, MO 65746

## Summons Issued Report

07/13/2017 to 08/10/2017

Summons No.	Issue Date/Time	Violation	Officer ID / Name	Complaint No.	Sector	Ward
140956095 VOID	07/13/2017 0056	VOID	736 - Tyler Smith		2	NORTH
140956096	07/13/2017 0624	ASLT/DOM 3RD DEG/1ST/2ND/SIMPLE (M A)	736 - Tyler Smith	17-0152	3	SOUTH
140956097	07/15/2017 0850	FAIL TO REGISTER MV WITH DOR	736 - Tyler Smith		1	NORTH
140956098	07/15/2017 1134	SPEEDING	736 - Tyler Smith		2	NORTH
140956064	07/16/2017 1355		732 - Scott Dinwiddie		3	SOUTH
140956105	07/17/2017 1441	DRIVING WHILE SUSPENDED OR REVOKED	738 - Josh Mullins	17-0202	1	NORTH
140956106	07/18/2017 1229	SPEEDING	738 - Josh Mullins		1	NORTH
140956065	07/19/2017 0809		732 - Scott Dinwiddie		4	SOUTH
140955737	07/19/2017 2030	NO INSURANCE / FINANCIAL RESPONSIBILITY	730 - Ron Wright		4	SOUTH
140955738	07/19/2017 2036	FAIL TO STOP AT STOP SIGN	730 - Ron Wright		4	SOUTH
140956099	07/21/2017 2156	DWR/DWS - 1ST OFFENSE	736 - Tyler Smith	17-0207	1	NORTH
140956100	07/22/2017 0230	DWR/DWS - 1ST OFFENSE	736 - Tyler Smith	17-0208	1	NORTH
140956107	07/22/2017 0846	CARELESS & IMPRUDENT DRIVING	738 - Josh Mullins		1	NORTH
140956108	07/22/2017 1100	NO VALID OPERATORS LICENSE	738 - Josh Mullins		2	NORTH
140956109	07/22/2017 1220	FAIL TO REGISTER MV WITH DOR	738 - Josh Mullins		3	SOUTH
140956126	07/22/2017 2330	DWR/DWS - 2ND OR SUBSQT OFFENSE	736 - Tyler Smith	17-0209	2	NORTH
140956110	07/23/2017 1806	POSSESSION OF MARIJUANA/SYN CANNI	738 - Josh Mullins	17-0210	1	NORTH
	07/25/2017 2046	SPEEDING	739 - Pavel Khatulev		3	SOUTH
140956127	07/26/2017 2236	NO INSURANCE / FINANCIAL RESPONSIBILITY	736 - Tyler Smith		1	NORTH
140956128	07/27/2017 2215	SPEEDING	736 - Tyler Smith		1	NORTH

# Seymour Police Department

124 W Washington St., Seymour, MO 65746

## Summons Issued Report

07/13/2017 to 08/10/2017

Summons No.	Issue Date/Time	Violation	Officer ID / Name	Complaint No.	Sector	Ward
140956111	08/04/2017 1034	LIC - DRIVE WHILE LIC REVOKED (M A)	738 - Josh Mullins	17-0199	1	NORTH
140956112	08/04/2017 1053	LIC - DRIVE WHILE LIC REVOKED (M A)	738 - Josh Mullins	17-0224	1	NORTH
140956129	08/04/2017 1930	DWR/DWS - 2ND OR SUBSQT OFFENSE	736 - Tyler Smith	17-0231	2	NORTH
140956132	08/04/2017 1930	FAIL TO REGISTER MV WITH DOR	736 - Tyler Smith	17-0231	2	NORTH
140956131	08/04/2017 1930	NO VALID OPERATORS LICENSE	736 - Tyler Smith	17-0231	2	NORTH
140956130	08/04/2017 1930	NO INSURANCE / FINANCIAL RESPONSIBILITY	736 - Tyler Smith	17-0231	2	NORTH
140956134	08/05/2017 2128	NO INSURANCE / FINANCIAL RESPONSIBILITY	736 - Tyler Smith		4	SOUTH
140956136	08/05/2017 2230	DWR/DWS - 2ND OR SUBSQT OFFENSE	736 - Tyler Smith	17-0233	1	NORTH
140956135	08/05/2017 2230	SPEEDING	736 - Tyler Smith	17-0233	1	NORTH
140956137	08/05/2017 2230	NO INSURANCE / FINANCIAL RESPONSIBILITY	736 - Tyler Smith	17-0233	1	NORTH

Total Summons : 30

# Seymour Police Department

124 W Washington St., Seymour, MO 65746

## Offense Summary Report

From 07/13/2017 to 08/10/2017

Case No.	Date	Status	Method Received
17-0240	08/09/2017	OPEN	
17-0241	08/09/2017	CBA	
<b>Total</b>	<b>2</b>		
<b><u>AGENCY ASSIST</u></b>			
17-0211	07/25/2017	UNFOUNDE D	
<b>Total</b>	<b>1</b>		
<b><u>ASLT 1ST-SER PHY</u></b>			
17-0205	07/19/2017	UNFOUNDE D	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>ASLT/DOM 2ND</u></b>			
17-0239	08/09/2017	CBA	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>ASLT/DOM 3RD</u></b>			
17-0232	08/05/2017	CBA	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>BURG 2ND (NO FORCE)</u></b>			
17-0203	07/18/2017	OPEN	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>DOMESTIC ASSAULT</u></b>			
17-0230	08/02/2017	CBA	WALK IN
17-0234	08/07/2017	CBA	
<b>Total</b>	<b>2</b>		
<b><u>DOMESTIC DISTURBANCE</u></b>			
17-0213	07/27/2017	DECLINE TO PROSECUT E	DISPATCHER
17-0227	08/02/2017	CLOSED	DISPATCHER
<b>Total</b>	<b>2</b>		
<b><u>DRIVING WHILE</u></b>			
17-0202	07/17/2017	CBA	ON VIEW
<b>Total</b>	<b>1</b>		
<b><u>DWR/DWS - 2ND OR</u></b>			

# Seymour Police Department

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## Offense Summary Report

From 07/13/2017 to 08/10/2017

Case No.	Date	Status	Method Received
17-0209	07/23/2017	CBA	ON VIEW
17-0231	08/05/2017	CBA	ON VIEW
17-0233	08/06/2017	CBA	ON VIEW
<b>Total</b>	<b>3</b>		
<b><u>INVESTIGATION</u></b>			
17-0200	07/15/2017	UNFOUNDE D	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>LIC - DRIVE WHILE LIC</u></b>			
17-0224	08/01/2017	CBA	ON VIEW
<b>Total</b>	<b>1</b>		
<b><u>MUTUAL AID /</u></b>			
17-0212	07/26/2017		OTHER AGENCY
17-0219	07/29/2017	CBA	
17-0220	07/30/2017	CBA	
17-0222	08/01/2017	CLOSED	DISPATCHER
17-0223	08/01/2017	CLOSED	DISPATCHER
17-0226	08/02/2017	CLOSED	DISPATCHER
17-0228	08/02/2017	CLOSED	OTHER AGENCY
17-0235	08/07/2017	CLOSED	DISPATCHER
17-0236	08/07/2017	OPEN	DISPATCHER
<b>Total</b>	<b>9</b>		
<b><u>MVA</u></b>			
17-0206	07/21/2017	OPEN	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>PEACE DISTURBANCE</u></b>			
17-0221	08/01/2017	DECLINE TO PROSECUT E	DISPATCHER
<b>Total</b>	<b>1</b>		
<b><u>POSSESSION OF</u></b>			
17-0210	07/23/2017	CBA	MANAGER/OWNER AT HOTSPOT
<b>Total</b>	<b>1</b>		
<b><u>PROPERTY DAMAGE</u></b>			
17-0225	08/01/2017	OPEN	DISPATCHER



# Seymour Police Department

124 W Washington St., Seymour, MO 65746

## Offense Summary Report

From 07/13/2017 to 08/10/2017

Case No.	Date	Status	Method Received
<b>Total</b>	1		
<b><u>STEAL MOTOR VEHICLE</u></b>			
17-0218	07/28/2017	OPEN	DISPATCHER
<b>Total</b>	1		
<b><u>STEALING</u></b>			
17-0229	08/02/2017	OPEN	
<b>Total</b>	1		
<b><u>TAMPERING 1ST DEGREE</u></b>			
17-0214	07/27/2017	CBA	ON VIEW
<b>Total</b>	1		
<b><u>WARRANT ARREST</u></b>			
17-0201	07/17/2017	CBA	ON VIEW
17-0204	07/18/2017	CBA	DISPATCHER
17-0215	07/27/2017	CBA	ON VIEW
17-0216	07/27/2017	CBA	ON VIEW
17-0217	07/27/2017	CBA	ON VIEW
<b>Total</b>	5		
<b><u>WARRENT ARREST</u></b>			
17-0238	08/08/2017	CBA	DISPATCHER
<b>Total</b>	1		
<b><u>DWR/DWS - 1ST OFFENSE</u></b>			
17-0207	07/22/2017	CBA	ON VIEW
17-0208	07/22/2017	CBA	ON VIEW
<b>Total</b>	2		
<b><u>RESIST</u></b>			
17-0237	08/08/2017	PC SENT	ON VIEW
<b>Total</b>	1		

Total Offenses = 42

**SUPERVISOR REPORT/STREET TEAM 8/10/2017**

SECRET

# STREET TEAM HIGHLIGHTS

*Our biggest project since the last board meeting was the ball field at South Park. We removed all of the quarry sand and replaced it with the field conditioner /playing surface. This took us a whole week to do and turned out very nice. I talked with Jeremy from the YMCA and he is very pleased.*

*We will starting the sidewalk project for the school next week. I have been working with MoDot on permits and guidelines for the project. This is a fairly large project that covers about 400ft. sidewalk and will take about two weeks to complete.*

**THE APPLE FESTIVAL IS COMING-** *The Apple Festival will soon be here, so we will be getting ready for that. The Street Dept. has to do all of the striping of the roads, the mulch on the square, bring the picnic tables from the park, and set up the base for the Chambers smoke house.*

# **STREET TEAM REPORT FOR 8/10/17**

- *Picked up brush 7/14*
- *Installed new stop sign and post at Division and Thoroughfare*
- *Removed quarry sand from ball field at South Park*
- *Picked up City Hall trash 7/17*
- *Picked up Library trash 7/17*
- *Picked up brush 7/18*
- *Emptied trash cans at Cemetery and South Park*
- *Fed and watered dogs at Dog Pound 7/18*
- *Put down new playing surface on ball field at South Park*
- *Picked up City Hall trash 7/19*
- *Cleaned up Recycle Center 7/19*
- *Worked on sprinkler system on the square*
- *Picked up brush 7/25*
- *Serviced mowers 7/31*
- *Helped Pud on water leak 7/31*
- *Patched pot hole on Main St.*
- *Picked up brush 7/31*
- *Put up new basketball nets at both parks*
- *Cleaned up Recycle Center 8/2*
- *Helped Pud on water leak 8/3*
- *Brush hogged ditch behind softball field for the High School*
- *Replaced vandalized gate on play area fence at South Park*
- *Cleared brush from utility easement behind Post Office*

*On July 26-28 I attended the annual MIRMA conference at Branson. I have put together a short report on what I thought were the high points. A detailed report on every topic would take up way to much of your time. However I do have notes that I have taken on each of the topics and can provide a more detailed report on any of the subjects if anyone would like.*

*At the conference the focus was safety and liability control. The opening speakers goal was to motivate us about safety. He discussed why people don't work safely and about making your loss control program less confusing by bridging the gap between safety books and processes. Throughout the conference seat belt use was stressed. A considerable amount of time was spent on not using cell phones while driving. On the job crashes cost employers \$24,500 in damages per crash and \$150,000 in injuries per crash. Drivers using cell phones had slower reaction times than someone with a blood alcohol content of .08. Employers can be held liable for crashes involving cell phone use.*

*Sidewalks were talked about in liability control. A written plan documenting an ongoing plan to replace and improve sidewalks needs to be in place to limit liability. If sued we can show with documentation that there was not any negligence on the part of the city. We started working on this last year and did replace and fix a lot of sidewalks before the budget issues. We still have a long way to go on this, especially in handicap accessibility around the square.*

*Making Safety Personal ( I have included a copy of the ten steps ) was the part that I got the most from. This was targeted at supervisors to help them get their workers to work safely. It stressed that strong leaders have to be encouraging, supportive, and humble. They stressed that bad attitudes and micromanaging creates an unsafe working environment. Workers that are unhappy or that have bad attitudes are not only unproductive, they are not safety minded. Supervisors must also lead by example.*

*It was a good conference and I learned a lot as I do every year. At the conference we get to meet people from all over the state and get ideas from them on what is working in their cities. We also build relationships with the MIRMA people that control our audit scores, which figure in to what we pay for*

*insurance. For scores above 90% we start getting credits that reduce our cost. Scores below 90% we get debits that increase our cost. We got a 98% last year. I feel that the audit scores speak for themselves and show that leslie and I are doing a good job. Also that the process we have in place is working. We spend countless hours throughout the year on paper work for the annual audit. Along with this report I have included an outline of last years audit that shows the different categories we are audited on and an audit history. On the audit history I have highlighted the scores since I started doing the audits. This history shows the improvements that have been made and Leslie and I have our sights set on a perfect 100% next year. I would be happy to take time and set down with anyone who would like to know more about the audits.*



## ***Making Safety Personal: 10 Leadership and Communication Strategies to Build Engagement, Get Buy-In, and Make It Stick!***

Tim Crowley, Ph.D.

We all know that “*Safety*” is a constant challenge and can’t be achieved through a top-down mandate. Someone with authority can demand compliance, but they can’t dictate vision, optimism, or conviction. Here are my top ten ways to encourage others to make safety a way of life, versus just a company slogan, program, or customer requirement.

**1. Be willing to step outside your comfort zone.** Jim Rohn, says, “*If you want more, you don’t have to do more, you have to become more.*” Stretch yourself, be introspective and proactive. Commit to making safety a personal core value, and it will become a natural way of living.

**2. Invest in yourself.** Smart safety leaders know that self-care is not a selfish act, it’s a sustainable action. Taking care of yourself means learning to say, “*no*” and learning to “*ask*” for help. Manage your stress, develop an “*attitude of gratitude*” and strengthen your resilience.

**3. Communicate and listen better.** Too often we listen with the intent to respond and not to understand. At the root of all relationship problems is the failure to thoroughly understand each other, to see the world through another’s eyes, thoughts, and heart. Be fully present with others.

**4. Lead by example.** What you do is noticed by others, whether you realize it or not. People are watching you, and what you do gives them an inspiring role model for growth and change. DWYSYWD – “*Do what you say you will do*” and you will build credibility and respect.

**5. Know your “why.”** When you know your ‘*why*’ then your ‘*what*’ has more impact because you’re working towards your purpose. What’s your ‘*why*’ when it comes to safety?

**6. Be vulnerable.** When it comes to building trust, it takes parking your ego and focusing on collaboration over competition. Be willing to share your failures, adversity, and successes.

**7. Be a bridge builder.** Act in a manner that creates an inclusive work environment and a sense of belonging. Check your assumptions and learn to value the diversity of your team members.

**8. Live by the “Platinum Rule.”** Treat people the way ‘*they*’ want to be treated.

**9. Care about others.** “*Nobody cares how much you know until they know how much you care.*” This phrase has been used often enough to become a well-known truism. People know how much you care by the way you listen. Be caring and supportive. Smile and be kind to people.

**10. Be relentlessly positive.** Positivity is a game changer, and anyone can acquire it with a little work, a sense of humor, and some practice. Share the good news! Make heroes out of others.

**BONUS!** Persevere and stay the course. *Safety is a journey, not a destination.* The ability to self-motivate, influence others, and take action are all essential skills of great safety leaders.

***“Leadership, like swimming, cannot be learned by reading about it.” - Henry Mintzberg.***

DrTimCrowley.com

Helping People to Succeed at Work and Win at Life!

## MIRMA Loss Control Audit Scores

- 2011 91%
- 2012 85%
- 2013 91%
- 2014 92%
- 2015 94%
- 2016 96%
- 2017 98%



## MIRMA LOSS CONTROL PROGRAM EVALUATION RATING FORM

MEMBER City of Seymour

OFFICIAL REPRESENTATIVE Leslie Houk

TITLE City Clerk

SAFETY COORDINATOR Chuck Smith

		VALUE	RATING	
I.	Management Direction	<u>225</u>	<u>225</u>	
II.	Safety Committee Development	<u>30</u>	<u>30</u>	
III.	Loss Control Methodology	<u>70</u>	<u>70</u>	
IV.	Occupational Illness/Injury Control	<u>20</u>	<u>10</u>	
V.	Fleet Safety	<u>50</u>	<u>40</u>	
VI.	Liability Control			
	A. GENERAL	<u>90</u>	<u>90</u>	
	B. SELF-INSPECTION PROGRAM	<u>60</u>	<u>60</u>	
	C. PARKS DEPARTMENT	N/A	N/A	
	D. POLICE DEPARTMENT	<u>240</u>	<u>240</u>	
	E. UTILITY DEPARTMENT	<u>30</u>	<u>30</u>	
	F. WASTE WATER DEPARTMENT	<u>100</u>	<u>100</u>	
VII.	National Standards Compliance	<u>70</u>	<u>70</u>	
VIII.	Human Resources	<u>60</u>	<u>60</u>	
IX.	Training	<u>130</u>	<u>130</u>	
X.	Recommendation Compliance	<u>10</u>	<u>10</u>	
	Final Rating	<u><u>1185</u></u>	<u><u>1165</u></u>	
	Adjustment for a serious injury without an enforced policy 10%		<u><u>          </u></u>	
	Adjustment for failure to establish a police u-turn policy 10%		<u><u>          </u></u>	
	Percentage Score		<table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="text-align: center; font-weight: bold;">98%</td></tr></table>	98%
98%				

History of Past Evaluations		
Year	Score	Score - Credit to assessment
1. 2013	<u>91%</u>	90% or greater
2. 2014	<u>92%</u>	Score - Debit to assessment
3. 2015	<u>94%</u>	70-79%
4. 2016	<u>96%</u>	60-69%
		< 60%

10% of annual assessment  
20% of annual assessment  
30% of annual assessment

Date: January 25, 2017 Auditor: Kelly Beets



Weekly Activity List for Sam Burt 7/13/2017 to 7/19/2017

**Thursday** – 13<sup>th</sup> - Vacation

**Friday** - - 14<sup>th</sup> - Vacation

**Monday** – 17<sup>th</sup> - Vacation

**Tuesday** – 18<sup>th</sup> - I made a call to George Kanel about the Melinda project. As I reported last week, he is not interested in finishing the street. Some speculation has been made that the remaining property can be broken into 3 acre lots and equipped with septic systems. I'm concerned that none of the lots sold in that area should have been sold without the proper streets and gutters. What has been done is done but the city will need to investigate.

I met with John Gore of Franke, Schultz & Mullen - attorney for Mirma, Paul Link – Seymour City Attorney, Leslie Houk, and Shawn Crump concerning current litigation.

**Wednesday** – 19<sup>th</sup> – I have received a call from a person identified as "Stan" on Ventura Street about several stray dogs running loose in the area. I called Lance and asked him to check on this citizen complaint. Lissa in the office could not identify who this person. Regardless, the complaint will be addressed.

I was contacted by Laura Richardson from the DNR about our UV system grant. She had heard from Director, Joan Doefhouff in Jefferson City, and the problems with our grant have been solved except for some paperwork issues. Duane is setting up a conference call with DNR, Smith&Edwards and me to discuss the Domestic Product Form, the original completion date and the A & E agreement (personal services agreement) needs to be amended to a more realistic date. Depending on everyone's schedule, we are going to try to complete the call this week. I will keep you informed of the details.

In service to our City,

Sam Burt, Seymour City Administrator



Weekly Activity List for Sam Burt 7/20/2017 to 7/26/2017

**Thursday** – I have received a letter stating that the Lyle Keen property at 112 Peightel cannot be cleaned up at this time due to no money left in the estate. The property is under contract and should sell within 30 days. I will work with the new owner to make sure the property is cleared of all debris.

I was asked by Mayor Chafin to attend a meeting a Planning and Zoning meeting on Tuesday, July 18, 2017. Sky Johns led the meeting and used the agenda that was prepared. A handout was also available to the participants that the Mayor provided. Four names were submitted for the Mayor's consideration to serve on this board. In preparation for this meeting I reviewed the handout taken from our ordinance book, Chapter 400 PLANNING AND ZONING. There is much work to be done to rebuild this commission.

I am spending time reviewing the document, Missouri Revised Statutes Chapter 34 State Purchasing and Printing, for the conference call with DNR possibly this week concerning the Domestic Product Certification Form. The form is derived from Chapter 34 of the state statute and states that "any manufactured goods used or supplied in the performance of our contract (grant related) shall be manufactured or produced in the United States." The problem for Seymour is that these UV systems are only partially produced in the US and some of the manufacturing or assembly is completed in Canada or other countries. The purpose of the conference call will be to talk through these issues and decide on a course of action that is agreeable with DNR, Smith&Edwards, and Seymour. This work has been done in the past and a waiver, which is part of the process and the form, was filled out by our engineer and submitted to the DNR because of the lack of UV systems totally produced in the US. DNR took exception to the waiver and that has delayed the project. Hopefully all can agree on a solution and move forward with this project. I will keep you informed.

I met with John Griechen this morning to discuss possible solutions for sewer availability North and West of town. Filling the need for sewer there will be a daunting task. Lots of planning will need to take place to fill the need. I have had an inquiry from Louise Lennen about the possibility of a sewer for her property just North of McDonalds. I responded that we are looking for solutions but do not currently have a plan.

The roof on the Seymour Safe Room is leaking around the downspouts on the back of the building and running inside the building. I have one quote from Affordable Roofing for \$1000. I have request quotes from Dale's Roofing, Absolute Roofing,



Allied Roofing and Express Roofing. I also sign up on a roofing web site for possible contacts and calls. I will keep you in the loop.

**Friday** – I met with Darron Coy – Redeemed Roofing Systems this morning at the Seymour Safe Room for his review of the problems with the roof. A quote for repairs is forthcoming. Quote arrived...\$2175

Conference Call with DNR – On the call was Laura Richardson, Director Joan Doerhoff, Shawn Muenks and Patrick Anderson all from the DNR. Also, Engineer Duane Ottmar and Tim Hancock, President of Smith & Edwards. I was on the call as well.

Director Joan Doerhoff first addressed the group by saying that both the UV grant and our smaller I & I grant are approved. This is good news.

Laura reminded the group that our construction permit was about to expire and needed to be extended. Duane and I will take care of this issue.

We then talked about the Domestic Product Certification Form. It seems that the waiver submitted was not necessary because Trojan, who produces the UV system, has manufacturing facilities in the US particularly in California. DNR did ask Tim Hancock to contact Trojan and verify that they would stand behind him stating on the form that part of their products is manufactured in California. Will keep everyone informed.

**Monday** – The letter for extension of the construction permit for the UV system has been written and sent.

I received a complaint from a citizen this morning about street repairs on Main and Garfield and on Main and Anderson. The paving is breaking away on Main street in places and needs to be repaired. The transition from Garfield to Main needs to be reviewed as well.

I had a report of a loose dog on the square this morning. I did see the dog at one time however someone must have picked it up.

**Tuesday** – I am working on the Annual Enhanced Enterprise Zone Activity and Status Report. I have contacted Charlie Ivy who has indicated his interest in serving on the P & Z board and in taking some responsibility for the Enterprise



Zone documentation. Hopefully I can review this documentation, make sure it is filled out correctly and submitted on time – August 31<sup>st</sup>, 2017. I will keep you advised of my progress.

I have been reviewing the playground area at the South Park and need to get that area up to date. It was on the schedule from last year but finances were cut and this project put on hold. I have already purchased the covering for the ground and replacement barriers for ones that are broken. The cost to complete the project is around \$2200 and I will need the support of the council for completion.

I put together some electrical cost information today for the Mayor – two copies of the PPA report and two copies of our latest bill from MPUA.

The mayor talked with Chuck Smith and me about the MIRMA conference this week. Chuck will be attending and the Mayor wants a full report on each class meeting. There seems to be about nine meetings and a "Board of Directors" meeting at the end. The Mayor also suggested that I attend the meeting in the future.

With the help of Charlie Ivy, a voluntary Annexation Form is now available for the Owens property. Paul is out of the country now but when he returns we will need for him to look over the form and make sure it is correct. It seems that there is some interest in annexation of that property into the city for now. I have sent all the appropriate information to both parties stating the city's intentions to provide sewer and water and our commitment to cover the cost of the annexation as well.

**Wednesday** – I have received some complaints about the play area at the south park. I went this morning to look it over and it is now in good shape until we get another shower of rain. I will order the rock for that area new week.

I had a concern voiced about the lights at the tennis court. They are yellow and when people are using the court at night the yellow lights make it hard to see a yellow tennis ball. Also the lighting for that area is inadequate. I have talked with Mitch and also filled out a request to have those existing lights changed out to bright white LED lights and to add some additional lighting. The use of the tennis court has greatly increased over the summer. We may need to consider adding an additional court later in the year.

The city continues to have personal household trash bags placed in the containers at the south park. I have gone through some of it and written letter to the addresses found in the trash. This problem is ongoing and without cameras in place we cannot stop this abuse.



I heard from James Bolin, the Broker for the Owen property, and the negotiations on the Owen property are still ongoing. They are still not settled on the price for the property. I will keep you informed.

I spent much time in the car today. The lighting for the tennis courts and the additional lights for the ball field need to be completed. The cemetery will need mowed however this dry weather has cut back on the growth. The recycle area is in really good shape for a change. Overall the city looks good. I am looking at some cold patching work on Main Street between Anderson and Garfield. That work should be completed next week.

We are having transformer trouble at the Rusty Spurs. A transformer replacement is needed and Mitch is working on that problem this afternoon. Hopefully that power will be restored quickly.

*I'm closing this report. I'm sure that I have left out some things. If you feel strongly about something and I haven't mentioned it please let me know and I will try to get it done. Thank you for your help and your support. Sam*

In service to our City,

Sam Burt, Seymour City Administrator

The secret things belong unto the Lord our God. Deuteronomy 29:29

Are you going through a situation that you don't quite understand? During these uncertain times, it's natural to question things in your mind. But in order to move forward, we have to look forward with our hearts. We have to look beyond the questions and continue to trust in Almighty God.

Serving God means we're going to have some unanswered questions. You may never understand why a relationship ended sooner than you would have like, why you lost a loved one, or why you went through something difficult. At some point, you have to decide to put your questions aside and go on with God. He has promised that He's going to turn that difficulty around and use it for your advantage.

*....just my two cents for today...Sam*



Weekly Activity List for Sam Burt 7/27/2017 to 8/2/2017

**Thursday** – It is raining this morning and we need the rain so much. I am thankful for the blessing of rain in our city. I did hear a loud boom this morning about 0615. I have alerted Mitch and Lance. I did not see any houses without power but will continue to find the sources of the boom. Mitch was alerted to the problem and repaired the damage.

I met with Duane and Tim yesterday about the UV project. The delays in the approval process from the DNR have caused some problems. The equipment quotes have expired and there will be a slight increase in the price. There is a possibility that both vendors will need to re-quote. I will keep you informed.

**Friday** – Today is my day off. Since the Mayor, Leslie and Chuck are all in school I will be at city hall and available to help.

There was a question about the Seymour Masonic Cemetery and when the property was actually deeded to the City of Seymour. I asked William Pogue for help and he contacted the secretary of the Lodge. The minutes indicate that the Hazelwood Lodge deeded the Masonic Cemetery to the City of Seymour on June 17<sup>th</sup>, 1940. Copies of this documentation are available upon request.

**Monday** – Leslie and Chuck are back from the MIRMA conference and both of them have learned useful information.

Someone left us aluminum siding at the recycle area over the weekend. It will need to be cleaned up and hauled to the other area where we keep the larger metal trash bins.

**Tuesday** – Express Roofing has been to the storm shelter and bid on the repair that is needed. This is the third bid. I will present bids at the meeting on the 10<sup>th</sup>.

I worked on the job description for City Administrator.

I attended a Planning and Zoning Committee meeting tonight. Mayor Chafin was the main speaker during the meeting. Subjects such as building permits, new people to serve, annexation (referring to the Owen property), code enforcement, where the group will meet in the future, GIS mapping of the Zoning map, and a spread sheet to list all zoning changes and documenting of all the zoning from earlier years. I'm sure there were other things discussed that are not in my notes. Basically it was laying the groundwork for future expectations.

I met with the Mayor today to discuss several issues. He no longer needs the daily travel logs from the men. He has all the info needed for now. There is a porch being built in town and a building permit is needed for that porch. I will make sure that Chuck is aware



of it. He has asked for an Electrical "build out" on the replacement electrical poles in the city and needs a short term plan from me to insure so many poles are replaced each week. He wants me to organize a "city administrators" conference here in Seymour of our surrounding cities so we can meet and discuss problems and solutions. This would be similar to the Mayor's meeting and group that he attends. Also from the MIRMA conference – he wants me to attend a presentation with him on the "self insured" insurance that MIRMA has to offer. Other issues were discussed such as my performance as an administrator. A better understanding of my job as "administrator" is needed so that I can better serve our city and its citizens.

**Wednesday** – I had a short meeting with the street crew this morning to check on the day's activities and any expenditure that may be pending. One of the new basketball goals at the tennis court has a large hole in it. I have instructed Chuck to replace the backboard. Also, the east gate to the play ground area at South Park (chain link fence gate) was destroyed by vandals on Tuesday night. Chuck will be replacing the gate this week.

Mitch and Lance have begun the process of replacing the lights on the ball field at South Park. A game was played Tuesday night but no one commented about the new lights. The first two lights are mounted on a fiberglass cross member. We have always used wood in the past. Hopefully this will keep down the cost in the future.

I met with Ron Wright, Police Chief this morning. No major problems to report. A shooting simulation will take place in the upstairs room today at 6:00 p.m. This is a free training for the police courtesy of MIRMA insurance company.

In service to our City,

Sam Burt, Seymour City Administrator

*...knowing that the testing of your faith produces patience. But let patience have its perfect work, that you may be perfect and complete, lacking nothing. James 1:3-4*

God wants you to be perfect and complete, living in His abundance and lacking nothing on this earth. That may seem like a stretch from where you are today. It may seem far off; but in an instant, things can turn around. Today, no matter where you are in the process, the key is to keep moving forward!





Weekly Activity List for Sam Burt 8/3/2017 to 8/9/2017

**Thursday** – Chief Ron Wright brought to my attention that the sidewalk at 206 E. Washington is badly broken up and large pieces of it are lying on the ground. The sidewalk Cordie Street to Charles Street needs to be replaced. It appears that the sidewalk was removed to accommodate a water line and the pieces of the sidewalk lay back in place. I have asked Chuck to speak with the homeowner.

I attended a "shooting simulation training" with the police department this week just as an observer. The training was conducted by MIRMA insurance. The training is beneficial because the simulations are staged events copied from actual events. I was impressed not only with the training but with our officer's ability.

The school has asked for our assistance in mowing a ditch by the girls' softball field between the school and the steel plant. I need to review this request with the street department and schedule a time to get the work done. This task is complete.

The Post Office has called and requested that we clean up the right-a-way that is between their property and Summit Street. I met the street crew on sight, reviewed the work that was needed and scheduled it to be done. The work is now complete.

I met with Duane Ottmar today concerning the UV system. The Domestic Product Certification Form is complete and will be sent to the DNR today. There were two vendors for the UV system – Glasco and Trojan. Because of the delay caused by the DNR Glasco did not hold their pricing. The Trojan company held their price and Smith&Edwards will purchase and use the Trojan equipment. I am ok with this decision because they are both reputable companies.

**Friday** – Today is my day off, however, I will work a half day today. I am taking my wife to Branson this afternoon for her birthday.

**Monday** – The Domestic Product Form has been sent to the DNR and I am awaiting a date when the funds will be available for our use. When Smith & Edwards sent the form to DNR I requested the information on the funds.

We have two projects that require prevailing wage – the water project at Missouri Cabinets and the sidewalk project for the school. I am researching this wage to make sure we abide by the State requirements for wages and benefits. I will keep you informed.

The city survived the storms of the weekend without any noticeable damage. I have talked with Mitch and he did not get a call during the storms. Good news for us.



**Tuesday** – Sick Day

**Wednesday** – The sidewalk project connecting the school and the safe room is officially underway. Permits required from MoDOT are being reviewed. I will keep you informed of our progress. See the Supervisor Report/Street Team for details.

During the city council meeting tomorrow I will be asking for permission to purchase the pea gravel needed for the play ground area at South Park. Currently it is impossible to keep the weeds out of that area. The plan is clean the area completely of all the old material, lay down a rubber pad that is already purchased and cover the area with pea gravel. This should be a permanent solution or at least last for several years. The estimated cost will be about \$2500.

The "Active Shooter Training" was conducted at the Elementary school today. I was to attend but the timing was changed from afternoon to morning and I was unable to attend. I think that this training would be very beneficial for our staff. I will contact Bruce and get an idea of the cost.

The "West Park" is in need of some work. Several of the trees need to be trimmed and the floor in the pavilion needs to be cleaned and the cracks repaired. I will complete a work order to get this work done.

Ford Motor Company is taking action to help address the concerns of first responders driving the Ford Police Interceptor Utility vehicles. There have been complaints about carbon monoxide in the cabin of these cars. One of our police cars is a Ford Police Interceptor. I have checked with Ron and we do not have any concerns with our vehicle.

In service to our City,

Sam Burt, Seymour City Administrator

*It is an honor for a person to cease from strife...Proverbs 20:3*

When you can't control what's happening, challenge yourself to control the way you respond to what's happening.  
That is where your power is....