CITY OF CAMERON
WORK SESSION MINUTES
June 8, 2019

SPECIAL SESSION

Darlene Breckenridge	P
Dennis M. Clark	P
L. Corey Sloan	P
Becky Curtis	P
Julie Ausmus	P

The City Council of the City of Cameron, Missouri met on Saturday, the 8th day of June 2019, at 8:30 a.m. at The Elms Hotel & Spa in Excelsior Springs, Missouri for a strategic planning-goal setting retreat.

Professional Facilitator Kirk Davis presided with the following Councilmembers present: Darlene Breckenridge, Dennis M. Clark, L. Corey Sloan, Becky Curtis and Julie Ausmus.

Present were City Manager Steve Rasmussen, City Clerk Shellie J. Blades, Utility Director Zac Johnson, Accounting Specialist Carmen Weigand, Community Development Director Tim Wymes, Fire Chief Mike O'Donnell, Police Chief Rick Bashor, Public Works Director Drew Bontrager, Building Inspector Paul Beckwith, City Attorney Padraic Corcoran (arrived at 9:13 am) and Economic Developer Terry Rumery. Also present were Mark Garges and Kent Osborn.

AGENDA FOR RETREAT

Facilitator Davis explained the agenda for the day and informed all that the ultimate purpose of the retreat is to establish six to nine goals along with action steps to achieve them and objectives/measuring sticks to track the goal's progress over the next 12-18 months.

MISSION STATEMENT

The City's Mission Statement was reviewed and the general consensus was that it needs to be updated. A list of core values was gathered from both Council and Staff which included items such as; respect, leadership, support of staff, social capital, communication, quality of life, civility, consistency, professional and impartial just to name a few.

COUNCIL QUESTIONNAIRE

The results of the questionnaire which was completed by Council prior to the meeting were reviewed. Complete details of the Council Questionnaire are available in the Facilitator's report.

KEY ISSUES

The Key Issues as identified by the City Manager were reviewed. Quality of Life (pool, ballfields, economic development tax), Infrastructure (GNWWC pipeline, street improvements), Economic Development (Business Park) and Code Enforcement (code enforcement and building inspections) were the key issues identified.

PROSPECTIVE ISSUES / STAFF REPORTS

Several of the attending staff members gave brief reports regarding their prospective issues. A brief overview of those reports is included herein, complete information is included in the Facilitator's packet.

CITY CLERK
Council Email Accounts
Sunshine Law/Open Meetings
Emergency Operations

FINANCE
Maintaining Reserve Balances
Capital Projects

UTILITIES
Administrative
- Rate increases
- Salary study
- AMI integration
- Customer portal of utility billing

Electric
- Business Park infrastructure
- Pole Change-out program
- Solar farm
- Equip/Vehicle upgrades

Water
- Water line completion
- Business Park infrastructure
- Water main replacements

Sewer
- Lift #1 & #2 improvements
- Extend collections to Sunrise Lake
- Business Park infrastructure
- WWTP improvements

POLICE
Salaries/Overtime
Tornado Sirens

FIRE
New Inspector Proposal
Training Tower
Public Safety Building repairs
Storm Water/Concrete work at PSB

PUBLIC WORKS
Parks
- Aquatic Center/Ballfields
- Green space

Streets
- Reservoir Rd corridor
- US 36 & BFG Rd Intersection
- Sustainable funding for street maintenance
- Snow removal program
- Equipment replacement
- Inspector

CODES
Enforcement
Inspections
Carpentry house/Vo-Tech program

The meeting broke for lunch at 12:15 p.m. and resumed the session at 1:00 p.m.

GOAL SETTING OBJECTIVES

Discussion ensued regarding the information covered thus far and a list was compiled and refined for goals to be obtained in the next 12-18 months as well as action items to achieve those goals. The consensus for Council email accounts is that it is not a goal but rather an issue with an immediate solution and staff will get those accounts created straightaway. The goals finally developed with action items are as follows:

1. **Capital Improvements – 5 year plan**
   a. Consolidate existing data
   b. Present findings to Council
   c. Analyze funding options
   d. Establish timelines
2. **Economic Development Plan**
   a. Identify accountabilities
   b. Identify types of retail/businesses
3. **Emergency Operations**
   a. Review/update existing plan
   b. Schedule practice exercise
   c. Communicate with Council
   d. Resolve mandatory training requirements for Council
4. **Pay Matrix**
   a. Hire consultant (RFP for services/budget)
   b. Salary survey
   c. Identify communication process with staff
   d. Continue looking for Police solutions
5. **Inspector**
   a. Develop job description
   b. Analyze budget/funding
   c. Conduct hiring process
6. **Public Information Program**
   a. Review external/internal options
   b. Review website/social media avenues
   c. Plan and present to Council
7. **Utility Rates**
   a. Burns & McDonnell to explain rate study
   b. Continuity plan (25-year projections available)
   c. Communicate information regarding plan
   d. Timing of increases (immediate water increase needed)
8. **Volunteer Organizations**
   a. Identify volunteer coordinator
   b. Identify resources/volunteers
   c. Identify needs
   d. Coordinator/Committee for accountability

There being no further business the meeting adjourned at 4:33 p.m. on a unanimous voice vote.

APPROVED:

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Mayor Darlene Breckenridge

ATTEST:

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City Clerk