



# City of Waynesville

Preserving the Past - Planning for the Future

100 Tremont Center Waynesville, MO. 65583

## EMERGENCY SERVICE AND POLICE COMMITTEE MEETING

AGENDA - ACTION ITEMS

August 12, 2021 | 3:30 PM

- 1. Call to Order and Citizen Comments
  - a. Committee Members: Chairman Sean Wilson, Councilman Clarence Liberty, Councilman Michael Curtis

---

---

- 2. Approval of minutes- July 8, 2021

---

---

- 3. Broken Windows Theory

---

---

- 4. Code of Ethics

---

---

- 5. Grant Updates

---

---

- 6. Police Department Updates

---

---

- 7. Other Business

---

---

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMo 610.021 for: (3) Personnel

The next scheduled meeting: September 9, 2021 at 3:30 PM



EMERGENCY SERVICE AND POLICE  
COMMITTEE MEETING MINUTES  
July 8, 2021

**In Attendance:**

**Members:** Chairman Wilson, Councilman Clarence Liberty

**City Staff:** John Doyle, Miriam Jones, Amber Box, Michele Brown, Tracey York, Chief Cordova

**Guests:** Mayor Jerry Brown, Councilman Ed Conley, Laura Huffman

**Absent:** Councilman Michael Curtis

1. **Call to Order and Citizen Comments:** Chairman Wilson called the meeting to order at 3:30pm.
2. **Approval of minutes- June 10, 2021-** Councilman Liberty made a motion to approve the June 10, 2021 meeting minutes. Chairman Wilson seconded the motion. Motion passed.
3. **Proposed Ordinance- Traffic and Vehicles in City Parks-** Mr. Doyle stated that several vehicles have been entering the grass areas of the fields at the park and parking. There have also been vehicles driving on the field where the French drain was completed. The City has spent a lot of money to ensure that there is additional parking at our park. Mr. Doyle would like an ordinance be established in order to keep citizens from driving and parking vehicles onto the fields. Proposed ordinance would state no person shall operate a motor vehicle in any city park except in and upon established streets and driveways in such city park. Councilman Liberty made a motion to establish a draft ordinance and send to City council. Chairman Wilson seconded motion. Motion passed.
4. **Grant Updates-** Chief Cordova stated that the June 18 speed enforcement campaign was completed and a reimbursement in the amount of \$800 will be received. There is a mini grant coming up in August in the amount of \$1200. This grant is for the Drive Sober or Get Pulled Over campaign.
5. **Police Department Updates-** Chief Cordova stated that Jason Goldsmith is a new hire. Mr. Goldsmith is a veteran officer and has done a great job so far for the Waynesville Police Department.
6. **Other Business- Establish date for open forum discussion regarding Fire Protection Services-** Committee discussed potential dates for an open forum discussion regarding Fire Protection Services. This will be an opportunity for the public to ask questions. A tentative date of August 6, 2021 at 5:30 was proposed.

Having no further business, Chairman Wilson adjourned the meeting at 3:50pm.

Next meeting is scheduled for August 12, 2021 at 3:30pm.

**AN ORDINANCE ESTABLISHING A COMPREHENSIVE CODE OF ETHICS  
FOR OFFICERS AND EMPLOYEES;  
REPEALING CONFLICTING ORDINANCES;  
FIXING AN EFFECTIVE DATE**

**DRAFT**

**WHEREAS**, it is the policy of the City of Waynesville, Missouri to uphold, promote and demand ethical conduct from its elected and appointed public officials (hereinafter "public officials"); and

**WHEREAS**, the citizens and businesses of the City are entitled to have fair, ethical and accountable local government; and

**WHEREAS**, the City Council recognizes the importance of codifying and making known to the general public the ethical principles that guide the work of the City's public officials, and

**WHEREAS**, the City's public officials are to maintain the highest standards of personal integrity, truthfulness and fairness in carrying out their public duties; and

**WHEREAS**, the City Council hereby adopts a Code of Ethics for public officials and employees to assure public confidence in the integrity of local government and its effective and fair operation.

**NOW THEREFOR, BE IT ORDAINED BY THE CITY COUNCIL OF WAYNESVILLE, MISSOURI,  
AS FOLLOWS:**

**Section 1.** That Title I of the Municipal Code of Ordinances shall be amended to include a new Article 100-III – Code of Ethics, which is attached hereto as "Exhibit A" and made a part of this ordinance.

**Section 2.** This Ordinance shall be in full force and effect from and after the date of its passage.

**PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Dr. Jerry Brown, Mayor

ATTEST:

\_\_\_\_\_  
Michele Brown, City Clerk

**100.050: CODE OF ETHICS**

- A. *Responsibility of Public Office.* Stewardship of the public interest shall be the public official's primary concern, working for the common good of the citizens of the City and avoiding actions that are inconsistent with the best interests of the City. All persons, claims and transactions coming before City Council or any City Council Committee, Board or Commission shall be assured of fair and equal treatment.
- B. *Compliance with Law.* Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the laws of the nation, State and City and to carry out impartially these laws in the performance of their public duties to foster respect for all government. These laws include, but are not limited to, the United States and Missouri Constitutions, the laws of the State of Missouri and City Ordinances.
- C. *Conduct of Officials.* The professional and personal conduct of public officials shall be above reproach and shall avoid even the appearance of impropriety. Public officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of the Mayor, other members of the City Council, Council Committees, Boards, Commissions, City staff and the public.
- D. *Performance of Duties.* Public officials shall perform their duties in accordance with the processes and rules of order as established by the City Council, Council Committees, Boards and Commissions governing the deliberation of public policy issues, meaningful involvement of the public and implementation of policy decisions of the City Council by City staff.
- E. *Public Meetings.* Public officials shall prepare themselves for the public issues, listening courteously and attentively to all public discussion before the body and focus on the business at hand. Officials shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfere with the orderly conduct of meetings.
- F. *Decision Based on Merit.* Public officials shall base their decisions on the merits and substance at hand and not personal opinion or preference.
- G. *Communication.* Public Officials shall publicly share with the body substantive information that is relevant to a matter under consideration by the City Council, Council Committees, Boards, and Commissions of the City which they may have received from sources outside the public decision-making process.
- H. *Conflict of Interest.*
1. In order to assure independence and impartiality on behalf of the common good, public officials shall not use their official position to influence government decisions in which they have a material financial interest or personal relationship, which may give rise to the appearance of a conflict of interest or impropriety. As a result, public officials shall disclose investments, interest in real property, sources of income and gifts and shall abstain from participating in deliberations and decision-making where conflicts may exist.
  2. Public officials should avoid action, whether or not specifically prohibited, which might result in or create the appearance of:

- a. Using their public office for private gain;
  - b. Offering preferential treatment to any person;
  - c. Impeding City efficiency and economy;
  - d. Losing complete independence or impartiality;
  - e. Making a City decision outside of official channels; and
  - f. Affect adversely the confidence of the public and the integrity of the City.
- I. *Gifts – Gratuities – Favors.* Public officials shall comply with the requirements of Missouri law relating to the acceptance and reporting of gifts, gratuities and favors.
- J. *Confidentiality of Information.* Other than public information or with legal authorization; public officials shall not disclose or furnish to anyone any information concerning City property, personnel, litigation or proceedings of the City that was obtained as a result of their positions at the City. This Section shall not be construed to limit, hinder or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or the providing of information that would place the public official or recipient of the information in a vantage position over the general public and thereby constitute a violation of public trust. Confidential information shall include, but not be limited to – any written information which is not subject to disclosure pursuant to Missouri law or any other statutory exemption regarding public records or any oral information which was not discussed at an open public meeting. All discussions of closed session City Council, Council Committee, board, or commission meetings of the City shall remain confidential until such time as it is made available in open session.
- K. *Use of Public Resources.*
- 1. Unless specifically permitted by City policy, the use of City facilities, equipment, vehicles, supplies, on-duty personnel or other goods or services is limited to City business only. Public resources may not be used for private gain or personal purposes except on the same basis that they are otherwise normally available to the public. Normal rental or usage fees may not be waived except in accordance with City policy.
  - 2. A public official may use the City's name, letterhead, logo or seal only when it would be perceived as representing the City or the body as a whole. However, this provision will not prohibit individual Council members from using City letterhead and resources to write personal congratulatory letters, letters of recommendations, reference, endorsement and such may be written on by a Councilman on City letterhead with a copy being provided to the City Clerk.
  - 3. A public official shall not utilize the City's name, letterhead, logo or seal for the purpose of endorsing any political candidate, business, commercial product or service.
- L. *Appearance for Private Interests.* As steward of the public interest, the Mayor and City Council shall not appear at proceedings on behalf of the private interests of any third parties that go before the City Council, Council Committees, boards, and/or

commissions of the City. Public officials of the City Council, Council Committees, boards, and commissions of the City shall not appear before their own bodies or before the City Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

- M. *Advocacy.* Public officials shall represent the official policies or positions of the City to the best of their abilities when designated as delegates for this purpose. When representing their individual opinions and positions, public officials shall explicitly state that they do not represent the Council or the City and they shall not give the inference that they do. Public officials of the City Council, Council Committees, boards, and commissions of the City shall not appear before their own bodies or before the City Council on behalf of private interests of third parties on matters related to the areas of service of their bodies.
- N. *Policy Role of Members.* Public officials shall respect and adhere to the City Administrator form of government as outlined in Chapter 116 of the City's Municipal Code with respect to the City Administrator's relationship to the Mayor and City Council. In this structure, the City Council determine the policy of the City with the advice, information and analysis provided by the City Administrator, City staff, Council Committees, Boards, and Commissions of the City. Except as provided by ordinance, the Mayor and/or Councilmen shall not interfere with the administrative functions of the City, the professional duties of City staff, personnel issues concerning hire, promotion or discipline (except upon appeal as provided for by ordinance), or impair the ability of staff to implement City policy and decisions. Public Elected Officials shall not direct or request services from City staff but shall forward all requests or concerns to the City Administrator for review.
- O. *Behavior.* All City elected and appointed officials shall conduct themselves in a professional business manner and should refrain from the public use of profane or offensive language so as to reflect well on the City. The City strongly disapproves of and does not tolerate harassment of the public, other elected officials or City staff. Public officials shall avoid offensive or inappropriate harassing behavior. Complaints of harassment, targeting of employees or complaints of inappropriate conduct will be promptly and carefully investigated in accordance with City policy.
- P. *Positive Workplace Environment.* Public officials shall support the maintenance of a positive and constructive workplace environment for the City employees and for citizens and businesses who conduct business with the City. Public officials shall recognize their roles in dealing with City employees and refrain from creating the perception of favoritism, confusing staff in regards to daily duties or tasks or any other form of inappropriate action to City staff.
- Q. *City Attorney to Render Opinions on Request.* Whenever any public official, subject to this policy, is in doubt as to the proper interpretation or application of this Code of Ethics policy, that public official may request that the City Administrator solicit from the City Attorney a full written statement of the facts and questions. The City Attorney shall then render a written opinion to such public official and the City Administrator shall provide the opinion to all members of the City Council without use of the name of the public official involved unless such public official permits the use of a name.
- R. *Implementation.*
1. The Code of Ethics for public officials of the City is intended to be self-enforcing. Therefore, it becomes most effective when public officials are

thoroughly familiar with it and embrace its provisions. For this reason, these ethical standards shall be included in the regular orientation of candidates for Mayor and City Council, newly elected officials and appointed members of all boards and commissions.

2. Public officials entering office shall receive a statement certifying that they have read and understand the City's Code of Ethics. Signing the statement is optional. However, all public officials are subject to the provisions of the Code of Ethics whether or not the statement is signed.
3. The Code of Ethics shall be reviewed annually by the Governmental Affairs Committee. Recommendations from the Committee shall be considered by the City Council.

S. *Compliance and Enforcement.*

1. The City's Code of Ethics expresses standards of ethical conduct expected for the public officials of the City Council, Council Committees, boards, and commissions of the City. Public officials themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the government.
2. A person making a complaint against a public official for violation of this policy shall submit the complaint, in writing, to the City Clerk for submission to the City Attorney who will determine its legal sufficiency. The written complaint must be based substantially upon the personal knowledge of the complainant and must be signed under oath or affirmation by the person filing the complaint.
3. If the City Attorney determines that the complaint is legally sufficient, the City Administrator shall hire and appoint a hearing officer to determine if probably cause of the violation(s) of this policy exists. If the hearing officer determines that probable cause does exist for violation of this policy, the hearing officer shall report the finding to the City Council.
4. During the course of the investigation, the City Council has the authority to limit access of the public official named in the complaint to City Hall, Committee meetings and/or City staff.
5. The City Council shall make a final determination upon a majority vote of all members, except for any member of the City Council which is the subject of a complaint. The hearing by the City Council shall not be subject to the strict rule of evidence and the standard of proof required for a final determination of violation of this policy shall be a preponderance of the evidence. At the discretion of the City Council, sanctions may include:
  - a. private or public reprimand or censure;
  - b. exclusion from leadership positions;
  - c. removal from office any elected or appointed official.



Missouri Department of Transportation

Highway Safety and Traffic  
830 MoDOT Drive  
P. O. Box 270  
Jefferson City, Missouri 65102

573.751.4161  
Fax: 573.634.5977  
1.800.800.2358



## Drive Sober or Get Pulled Over (DSOGPO) DWI Enforcement Campaign

- Preliminary 2020 data indicates 213 people were killed and 645 were seriously injured on Missouri's roadways in crashes involving at least one substance-impaired driver.
- 258 impaired driving related arrests were made statewide during the "Drive Sober or Get Pulled Over" campaign in 2020 by 105 participating law enforcement agencies. (Reported stats only)

Dear Chief/Sheriff:

It is a well-known fact that many drivers often make a conscious decision to drive impaired, participating in one of America's deadliest crimes. Impaired driving is not an "accident" and is **100% preventable**.

Law enforcement agencies throughout Missouri will be cracking down on the crime of impaired driving this August - September. The Highway Safety Office at MoDOT requests your help to step-up DWI enforcement efforts during the "Drive Sober or Get Pulled Over" campaign, which runs August 20 - September 6, 2021.

Law enforcement agencies with Highway Safety grants or mini-grants from the Missouri Safety Center should use their grant funds for officers and deputies to work overtime DWI enforcement details, such as saturation/roving patrols. For agencies with no overtime grants, please consider a committed focus on DWI enforcement during this time frame. After the completion of the "Drive Sober or Get Pulled Over" campaign, report your enforcement results to our website (see attached instructions to enter citation and warning results online). Please submit your reports for the mobilization by October 1, 2021.

If you have any questions about this DWI campaign or Highway Safety programs in general, please contact Scott Wilson in the Highway Safety Office at [Scott.Wilson@modot.mo.gov](mailto:Scott.Wilson@modot.mo.gov) or 800-800-2358 / 573-751-5408.

Sincerely,

Jon Nelson  
Assistant to the State Highway Safety & Traffic Engineer



Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.  
[www.modot.org](http://www.modot.org)





Highway Safety and Traffic  
830 MoDOT Drive  
P. O. Box 270  
Jefferson City, Missouri 65102

Missouri Department of Transportation  
*Patrick K. McKenna, Director*

573.751.4161  
Fax: 573.634.5977  
1.800.800.2358

Dear Chief/Sheriff:

Your agency has been approved to participate in our Mini-Grant program through the Missouri Safety Center in Warrensburg. The Safety Center will provide you with a written contract along with instructions on what is required to receive reimbursement from them.

Funding for this program is received from the National Highway Traffic Safety Administration. With that in mind, our office and/or one of our Law Enforcement Liaisons will at some point conduct monitoring visits on all mini grant agencies. This may range from an email requesting you to provide documents to an onsite visit where they will request to see various documents.

Documents that you should have in your grant project file should include:

- Officer Log Sheet for the grant shift
- Overtime sheet signed by officer and second person on duty to document their participation.
- Time Sheets for the pay period
- Enforcement Page for individual officers
- Copies of Citations/Warnings (If automated, they can be printed upon request)
- Department work schedule for the grant period
- Payroll documentation for grant shifts.

If you have any questions or need assistance, please feel free to contact Mike Stapp in our office at [Michael.Stapp@modot.mo.gov](mailto:Michael.Stapp@modot.mo.gov) or by phone at 573-751-0599.

Thank you for participating in our programs and working with us to make our Missouri highways a safer place to travel.

Sincerely,

Jon Nelson  
Assistant to the State Highway Safety and Traffic Engineer



*Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.*

[www.modot.org](http://www.modot.org)



## **2021 Labor Day Weekend *Drive Sober or Get Pulled Over***

### **FACT SHEET**

This Labor Day weekend, the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA) is working together with the law enforcement community to decrease impaired driving. NHTSA and **[Local Law Enforcement]** are working tirelessly to spread the word about the dangers of drunk driving and to remind all drivers: If you plan to drink alcohol, plan ahead for a sober driver. *Drive Sober or Get Pulled Over*. These expanded efforts to protect against impaired driving will be conducted in a fair and equitable way.

#### **Labor Day Statistics**

- During the 2019 Labor Day holiday period (6 p.m. August 30 - 5:59 a.m. September 3), 38% of fatalities in traffic crashes involved a drunk driver.
- During the 2019 Labor Day holiday period, there were 451 crash fatalities nationwide. Forty-five percent of those fatalities involved drivers who had been drinking (.01+ blood alcohol concentration [BAC]). More than one-third (38%) of the fatalities involved drivers who were drunk (.08+ BAC), and nearly one-fourth (24%) involved drivers who were driving with a BAC almost twice the legal limit (.15+ BAC).
- In fatal crashes during the month of August over the five-year period of 2015-2019, 8% of the drunk drivers involved, with a BAC of .08 or higher, had one or more previous convictions for drunk driving.
- Among drivers between the ages of 18 and 34 who were killed in crashes over the Labor Day holiday period in 2019, 46% of those drivers were drunk, with BACs of .08 or higher.
- **[Local Labor Day statistic if available.]**

#### **Sobering Statistics**

- Approximately one-third of all traffic crash fatalities in the United States involve drunk drivers (with BACs at or above .08). In 2019, there were 10,142 people killed in drunk-driving crashes.
- Nationally, it is illegal to drive with a BAC of .08 or higher, except in Utah, where the limit is .05 BAC.
- Although it's illegal to drive when impaired by alcohol, in 2019, one person was killed every 52 minutes in a drunk-driving crash on our nation's roads.
- Men are more likely than women to be driving drunk when involved in fatal crashes. In 2019, 21% of males were drunk, compared to 14% of females.



- Of the traffic fatalities in 2019 among children 14 and younger, 19% (204) occurred in alcohol-impaired-driving crashes.
- Among the 10,142 alcohol-impaired-driving fatalities in 2019, 68% (6,872) were in crashes in which at least one driver had a BAC of .15 or higher.
- Nighttime is a particularly dangerous time to be on the roads: The rate of alcohol impairment among drivers involved in fatal crashes in 2019 was 3.3 times higher at night than during the day.

### The Cost of Drunk Driving

- On average, a DUI can set you back \$10,000 in attorney's fees, fines, court costs, lost time at work, higher insurance rates, and more.
- If you're caught drinking and driving, you can face jail time. Imagine trying to explain that to your friends and family or your place of employment.
- Drinking and driving can cause you to lose your driver's license and your vehicle. This could inhibit you from getting to work, resulting in lost wages and, potentially, job loss.
- The financial impact from impaired-driving crashes is devastating. Based on 2010 numbers (the most recent year for which cost data is available), impaired-driving crashes cost the United States \$44 billion annually.

### Celebrate with a Plan

Always remember to plan ahead if you will be celebrating. If you plan to drink, plan ahead for a sober driver to take you home. Is it your turn to be the designated driver? Take that role seriously and do not consume alcohol, not even one drink.

- Remember that it is never okay to drink and drive. Even if you've had only one alcoholic beverage, designate a sober driver or plan to use public transportation or a ride service to get home safely.
- If available, use your community's sober ride program [**Insert your local sober ride program specifics here**].
- If you see a drunk driver on the road, contact [**Local Law Enforcement**].
- Do you have a friend who is about to drink and drive? Take the keys away and make arrangements to get your friend home safely.

For more information about the *Drive Sober or Get Pulled Over* campaign, visit [www.trafficsafetymarketing.gov/get-materials/drunk-driving/national-mobilization/peak-enforcement-kit](http://www.trafficsafetymarketing.gov/get-materials/drunk-driving/national-mobilization/peak-enforcement-kit).

**Missouri Safety Center  
Overtime Enforcement Manpower Report  
Drive Sober or Get Pulled Over (DSOGPO)  
DWI Enforcement Campaign**

**Reporting Deadline:** Forms must be submitted to the Missouri Safety Center, by **NO LATER THAN Oct 18, 2021.** (Overtime Enforcement Manpower Report Forms & Salary Earnings Verification Statements submitted beyond the reporting deadline **may not** be reimbursed.)

Agency: Waynesville Police Dept.

Payable To: \_\_\_\_\_

Campaign Period: Aug 20 – Sept 06, 2021

Attn: \_\_\_\_\_

Project #: 21-154-AL-037

Address: \_\_\_\_\_

NHTSA CFDA #: 20.607

City: \_\_\_\_\_ State: MO Zip: \_\_\_\_\_

**\$1,200**  
Maximum reimbursable  
amount for this campaign

Fax or email this form to the  
Missouri Safety Center  
Attn: Mindy Sergent  
Fax: 660-543-4482  
Email: sergent@ucmo.edu

Officer Name	Date of Overtime	Overtime Rate	# of Overtime Hours	Total Amount (Overtime Rate x # of Hours)
<b>Totals</b>				

\_\_\_\_\_/\_\_\_\_\_  
Authorized Official – Signature                      Title

\_\_\_\_\_/\_\_\_\_\_  
Enforcement Adm. – Signature                      Title

\_\_\_\_\_/\_\_\_\_\_  
Authorized Official – Print                      Date

\_\_\_\_\_/\_\_\_\_\_  
Enforcement Adm. – Print                      Date

**DON'T FORGET TO ATTACH: A copy of a salary earnings or salary verification statement showing that the individual(s) who worked the enforcement received payment. This should be an agency generated payroll report to include check date.**

**For Office Use Only**  
 Online Reporting