

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – JANUARY 25, 2024**

CALL TO ORDER. Mayor Brian Keim called the meeting to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

ROLL CALL. A roll call by City Clerk Pam Meyer showed the following members present:

Mayor Brian Keim	
Alderman Patrick Fahey	Alderwoman Kristi Cleghorn
Alderman Bob Donovan	Alderman Joe Steiger
Alderman Eric Bennett (arriving @6:20 p.m.)	Alderman Jeff Eydmann
Alderman Mike Raney	Alderman Joe Prince

APPROVAL OF AGENDA. A motion by Alderman Donovan, second by Alderman Prince to approve the amended agenda as presented. Motion carried 7-0-1 with Alderman Bennett absent.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. At this time Mr. Jeffrey C. Stroder, CPA with Beussink, Hey, Roe & Stroder presented the Annual Audit Report to the Mayor and Board of Aldermen and answered any questions.

CITY ADMINISTRATORS REPORT. (See Attached Report)

STAFF REPORTS.

- Jasen Crump – Police Chief (See Attached Report)
- Steve Wilson – Alliance (See Attached Report)
- Aaron Smith – Tourism Director (See Attached Report)

PUBLIC COMMENTS. None.

PUBLIC HEARING. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – January 11, 2024
- Minutes – Board of Aldermen – Work Session – January 11, 2024
- Treasurer’s Report – December, 2023
- **RESOLUTION 2024 – 11.** A RESOLUTION RE-APPOINTING CARL KINSKY TO THE STE. GENEVIEVE PLANNING AND ZONING COMMISSION.
- **RESOLUTION 2024 - 12.** A RESOLUTION RE-APPOINTING CASEY BENNER TO THE STE. GENEVIEVE HERITAGE COMMISSION.
- **RESOLUTION 2024-13.** A RESOLUTION APPOINTING LAURA OLIVER TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

A motion by Alderman Steiger, second by Alderman Donovan to approve the Consent Agenda.
Motion carried 8-0.

OLD BUSINESS.

BILL NO. 4602. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE YEAR CONTRACT FOR THE PROVISION OF CEMETERY LAWN MOWING AND MAINTENANCE SERVICES WITH K & J LANDSCAPING OF STE. GENEVIEVE, MISSOURI IN AN AMOUNT NOT TO EXCEED FIFTY THOUSAND FOUR HUNDRED DOLLARS (\$50,400.00) OVER 3 YEARS. 2nd READING. A motion by Alderman Steiger, second by Alderman Bennett, Bill No. 4602 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Joe Prince, Alderwoman Kristi Cleghorn, Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4602 was declared Ordinance No. 4524 signed by the Mayor and attested by the City Clerk.

BILL NO. 4604. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH MCLINEY AND COMPANY AS MUNICIPAL ADVISORS FOR THE CITY OF STE. GENEVIEVE. 2nd READING. A motion by Alderman Steiger, second by Alderman Eydmann, Bill No. 4604 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Joe Prince, Alderwoman Kristi Cleghorn, Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4604 was declared Ordinance No. 4525 signed by the Mayor and attested by the City Clerk.

BILL NO. 4605. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AMENDING CHAPTER 200 POLICE DEPARTMENT OF THE STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES BY ADDING SECTION 200.100 – MINERAL AREA MAJOR CASE SQUAD. 2nd READING. A motion by Alderman Bennett, second by Alderman Eydmann, Bill No. 4605 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Joe Prince, Alderwoman Kristi Cleghorn, Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4605 was declared Ordinance No. 4526 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS. None.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business Mayor Keim adjourned the meeting at 6:43 p.m.

Respectfully submitted by,



Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

January 25, 2024 **UPDATE**

1. The board had a few queries at the last meeting involving the intersections at Highways 61 & 32 and Highways 61 & M. MoDOT will look at the length of the left turn lane but there is enough storage there based on the daily traffic numbers (that highway was recently re-marked when they paved the road a year ago). At 61 & M (Rozier St.) the "no right turn on red" signs are there because it is a 5 light intersection and because there are pedestrian crossings and they don't want anyone getting hit by a driver looking for vehicles and not pedestrians. We will be adding this to our unfunded needs prioritization schedule to look at adding pedestrian signals and structures for that intersection.
2. Cochran received a response from MoDOT about the stormwater crossing on Center St. It is planned for 2027 construction with preliminary plans starting this year.
3. City hall surplus office furniture is now being advertised with bids due on February 15.
4. Also, on the 15th we will open bids for the 4th St. Drainage and Paving project for the area from Washington to LeCompte St.
5. Equipment is on order for the wireless public access point at Pere Marquette Park, as part of our ARPA funding. It will be located at the Park House on Matthews Dr. and available for those folks in that vicinity (it is not a park wide type system).
6. Staff will complete performance reviews by the end of January. The board will conduct my performance review next month during a work session. I'll send out paperwork with the work session packets.
7. The move back to city hall is still scheduled for Monday, February 19. The board table is installed along with office furniture. Alliance will be working tomorrow morning installing TV mounts for the SGTV feed, moving some cabinets and tables upstairs. There will be some last-minute paint and drywall patching to be done but it will be ready to debut at the February 22 board meeting.



Ste. Genevieve Police Department



Monthly Operations Report

Date: October 2023

Calls for Service:

- 354 calls for service December 2023
- 41 O/I report's written
- 17 summons' issued.
- 53 warnings were issued.
- 21 Arrest made.

K9 Ozzy Reports

The K9 stats for December 2023 are as follows:

- 4 narcotics detection deployments
- 1 patrol deployments
- 0 alarm deployments
- 3 assist other agencies (Ste. Genevieve County Sheriff's Office)
- 0 Compliant surrender because of an arrest attempt
- 0 Non-complaint surrender (Apprehension)
- 2 arrests
- 1 public relations contacts (K9 demonstrations, civilian contact, and foot patrol at school)

- 1 Methamphetamine finds.
- 0 Heroin finds.
- 0 Fentanyl finds.
- 0 Cocaine finds.
- 0 Mushroom finds.
- 3 items of paraphernalia
- 0 handguns
- 0 evidence
- 11 hours of training

Staffing:

- We are currently at full staff.

Training:

- All Officers met the minimum required training hours for 2023.

Meetings:

- I attended the Mineral Area Drug Task Force quarterly meeting in Farmington.
- I attended a multi county Intel Meeting in Park Hills
- I attended the Department head meeting.

Facility:

- We are waiting on Donze to start garage repairs.
- New office furniture has been installed. We appreciate the board for allowing the new furniture.
- I submitted a bid to Happy for a new PD sign on the side of the building.

Equipment/Maintenance:

- The new K-9 vehicle is here waiting for upfitting.
- Our server is down for our in-car cameras. We are waiting for Motorola to find out our options.

Police Radio:

- We are still waiting on our two new handheld radios.

Grants:

- Working on finding a grant to cover new car cameras and body cameras.

Miscellaneous:

- I have added totals for the full year.
- We had a patrol vehicle strike a deer while the officer was reporting to work. There were no injuries to the officer, but the car sustained moderate damage. Proper protocol was followed with this accident.

K9 Report for 2023

The K9 stats for all of 2023 are as follows:

100 narcotics detection deployments
41 patrol deployments
13 alarm deployments
53 assist other agencies (Ste. Genevieve County Sheriff's Office)
5 Compliant surrenders because of an arrest attempt
1 Non-complaint surrender (Apprehension)
26 arrests
45 public relations contacts (K9 demonstrations, civilian contact, and foot patrol at school)

61.824 Grams of Methamphetamine found.
0 Heroin finds.
12.2 Grams of Fentanyl found.
2 Cocaine finds. (undetermined weight)
0 Mushroom finds.
29 items of paraphernalia
0 handguns
1 evidence
306 hours of training

Calls for Service for all of 2023:

- 5,010 calls for service in 2023 (**Up 460 calls from 2022**)
- 585 O/I report's written (**Down 7 reports from 2022**)
- 271 summons' issued. (**Down 321 from 2022**)
- 856 warnings were issued. (**Up 352 from 2022**)
- 285 Arrest made. (**Same as 2022**)
- 2,425 Field Interview Report (**Up 583 from 2022**)

OUR
MISSION

We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.

Alliance Water Resources, Inc.

**206 S. Keene St.
Columbia, MO
65201**

(573)-874-8080

OPERATIONS REPORT – Ste. Genevieve

December 2023

Water Treatment Plant

- The new peristaltic pump has been delivered and installed. We will begin rebuilding the previous pump once the rebuild kit is delivered.
- High service pump #3 failed due to the shaft breaking in half. Staff was able to operate on #2, while this is being rebuilt. This continues and is scheduled to be completed in early January.
- BT Electric began working on the electrical building switchover during the last week of December.
- The ClariCone was drained and cleaned out. This is completed every December.
- We completed the survey for DNR concerning the amount of transite pipe that is in service.
- All locations were inspected and cleaned.

Wastewater Treatment

- A large tree fell on the fence at the lower lot at the wastewater facility. This tree will be removed and 1 other that will need to be removed.
- All portions of the facility that needed winterized has been.
- Clarifier #1 had a large blockage restricting flow to the return. Staff was able to get this cleared and return the clarifier to normal service.
- Routine maintenance and inspections were performed as scheduled.

OPERATIONS REPORT – Ste. Genevieve

WASTEWATER PLANT EFFLUENT QUALITY

	BOD Mg/l	TSS mg/l	pH	E. coli forming Colonies/100 ml
Monthly Average	3.2	3.0	8.0	
Peak Day	5.9	3.6	8.2	
Percent Removal	99.1%	98.9%		

NPDES EFFLUENT LIMITATIONS

	BOD Mg/l	TSS mg/l	pH	E coli forming Colonies/100 ml
Monthly Average	30	30	6.5-9.0	206
Weekly Average	45	45		1030

AMMONIA MONTHLY LEVELS

	<u>Ammonia as Nitrogen</u>
Daily Maximum	.03
Monthly Average	.03

AMMONIA LIMITATIONS

	<u>(April 1st- Sept 30th) Ammonia as Nitrogen</u>	<u>(Oct 1st-March 31st) Ammonia as Nitrogen</u>
Daily Maximum	4.2	11.8
Monthly Average	1.5	2.6

PLANT HYDRAULIC AND ORGANIC LOADING

Daily Maximum flow MG- .691
 Daily Maximum loading 1627 lbs.



OPERATIONS REPORT – Ste. Genevieve

Alliance Year to Date Capped Expenses through NOV-2023			
	Actual(2 month)	Budget(2 month)	Over/Under budget
Repair	\$9,149.00	\$9,088.00	-\$61.00

Collection/Distribution

Collections

- Staff checked all lift stations to ensure they are ready for the cold. This included all control panels to ensure they were tightly closed, heat tape where needed, and HVAC units where present.
- Met with Happy and Engineer concerning the sewer line location in the park for the new restroom.
- As needed jetting was completed throughout the system, due to cold temperatures we limit the time the machine out.
- All lift stations were inspected at a minimum of 3 times per week. Staff inspects for grease build up, vandalism, and any electrical issues that would indicate issues with pumps, motors, or controls.

Distribution

- Assisted local contractor with work near water valves owned by the city. They were unsure of what they controlled and needed to complete work around them.
- The new GIS equipment has been ordered and should be delivered by the end of December.
- Staff continues the lead service line inventory. We have identified roughly 25% of the system. Complete inventory will need to be submitted to DNR by October 2024.
- A hydrant was repaired on Progress Parkway that may have been damaged by a vehicle or a piece of equipment.
- Met with Dave Bova on Progress Parkway to identify water and sewer lines prior to the Rotary planting trees.
- All remote buildings were cleaned and inspected.

Customer Service

- Staff performed 48 line locates.
- Staff performed 74 work orders.
- Disconnects for non-payment 21
- Loads of Lime purchased 4

OPERATIONS REPORT – Ste. Genevieve

Public Works

Streets

- 1 load of asphalt cold mix in bulk to do small street repairs over the winter.
- The newer backhoe broke down this month. We had a filter rupture for the hydraulics. We were able to complete the repairs onsite.
- The Deere backhoe will go to the shop for all the approved repairs in late December. We will use the old backhoe during this period.
- Creek cleanup was completed on South Gabouri and 7th St.
- All snow removal equipment is ready for service.
- Drywall work is completed in the office area at the Publics Works Building.
- The last round of street sweeping was completed this month.
- Routine items were also completed weekly. Trash, light checks, potholes, vandalism, etc....

Park

- A Meeting was held to mark out the locations of utilities for the new restroom facilities in the park by the big pavilion.
- All restroom facilities have been winterized and secured.

Project Updates

- Electrical Bldg. project has seen some movement. BT Electric has been onsite and has been making great progress.

Safety

- The new eye wash/shower has been delivered.

Regulatory

- DMR
- Groundwater report

Training

- 1 member of the staff is taking his MWEA Collection System exam.

Concerns for the Month

- Upcoming cold weather

Positive for the Month

- Lots of positive feedback from the public on the water and street upgrades.

Tourism Marketing Director Report

- My wife and I are settling in nicely. We're all moved in to our house. I've been very active getting out in the community, attending meetings, and meeting business owners at their shops. Once the weather lets up, I'll continue that.
- A wonderful grant opportunity crossed my desk a couple weeks ago that I jumped on. Missouri Humanities earmarked our French Heritage Festival for a \$20,000 grant. \$10,000 goes to creating a promotional video for the festival and funding activities we want to put on. \$10,000 is an in-kind donation from Visit MO where they will market the event for us. Not only will this be a big boost for one of our hallmark festivals, but we will start to build a relationship with Missouri Humanities, Visit Missouri, and the Missouri Arts Council for future funding. Grants will play a big role in . Part of accepting that grant means I need to attend three different conventions put on by each of these organizations.
- In December, McDaniel's Marketing visited Ste. Gen for the December TTC/TAC meeting. They gave a presentation to that board on the approach to creating a master marketing plan for us. We helped them distribute a survey to various town leaders and business owners. They have provided a summary of that survey. We should have an initial draft of that marketing plan in early February. Once that plan is in place, they will help us apply for funding to execute that marketing plan.
- I've been given a budget for an assistant. We've decided to call that position the Social Media Coordinator to match the name with its job responsibilities consistent with the marketing industry. We've put an ad in the Herald as well as on Instagram and Facebook. I've received some interest. Would like to receive some more applications.
- Other than that, I've put my focus on our social media accounts Instagram and TikTok. This will be a slow, steady campaign, but we've already seen 30 new followers to our Instagram account.