

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – FEBRUARY 9, 2023**

CALL TO ORDER. Mayor Hassler called the regular meeting of the Ste. Genevieve Board of Aldermen to order and all stood for the Pledge of Allegiance.

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

Mayor Paul Hassler	
Alderman Bob Donovan	Aldерwoman Susan Johnson
Alderman Joe Prince	Alderman Mike Jokerst
Alderman Mike Raney	Alderman Jeff Eydmann
Aldерwoman Ashley Armbruster	Aldерwoman Kristi Cleghorn

APPROVAL OF AGENDA. A motion by Alderman Jokerst, second by Alderman Donovan to approve the agenda as presented. Motion carried 8-0.

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 or concerns that they had.

CITY ADMINISTRATORS REPORT. (see attached)

STAFF REPORTS.

DAVID BOVA – COMMUNITY DEVELOPMENT ADMINISTRATOR (see attached)

TANALYN DOLLAR – TOURISM DIRECTOR (see attached)

KENNY STEIGER – FIRE CHIEF (see attached)

COMMITTEE REPORTS. None.

PUBLIC COMMENTS. Mr. Joe Steiger, 549 Glenda Street addressed the Mayor and Board asking if the City had a bidding policy to award a local bidder if they are within a certain dollar amount of the lowest bid received?

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – January 26, 2023
- Minutes – Board of Aldermen – Work Session – January 26, 2023
- Minutes – Board of Aldermen – CLOSED Work Session – January 12, 2023
- Minutes – Board of Aldermen – CLOSED Work Session – January 26, 2023.
- Street Closure Request – City of Ste. Genevieve is requesting a street closure request for the 2023 StG Gravel Classic Bicycle Race on Sunday, April 16, 2023.
- Street Closure Request – Ste. Genevieve County Community Center is requesting a street closure for their Annual Polar Bear 5K Race on Progress Parkway on Saturday, February 18, 2023.
- **RESOLUTION 2023-15. A RESOLUTION BY THE BOARD OF ALDERMEN DECLARING 4 STEEL POLES & 4 LIGHTS SURPLUS PROPERTY**

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

OLD BUSINESS.

BILL NO. 4534. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND STE. GENEVIEVE COUNTY FOR THE COUNTY TO PROVIDE 911 DISPATCHING SERVICES FOR THE CALENDAR YEAR 2023. 2ND READING. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4534 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderman Prince, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4534 was declared Ordinance No. 4458 signed by the Mayor and attested by the City Clerk.

BILL NO. 4535 . AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 210 OFFENSES. 2ND READING. A motion by Alderman Jokerst, second by Alderwoman Johnson, Bill No. 4535 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderman Prince, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4535 was declared Ordinance No. 4459 signed by the Mayor and attested by the City Clerk.

BILL NO. 4538. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A REVISED CONTRACT WITH WEGMANN LAW FIRM AUTHORIZING A RATE INCREASE FOR LEGAL SERVICES. 2ND READING. A motion by Alderwoman Johnson second by Alderman Eydmann, Bill No. 4538 was placed on its second and final reading, read by title

only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderman Prince, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4538 was declared Ordinance No. 4460 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

Approval of the bid from Sentinel Emergency Solutions for the purchase of four sets of turnout gear in an amount not to exceed \$11,379.38. A motion by Alderman Donovan, second by Alderwoman Johnson to approve the bid of Sentinel Emergency Solutions for the purchase of four sets of turnout gear not to exceed \$11,379.38. Motion carried 8-0.

BILL NO. 4539. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES WITH COCHRAN ENGINEERING FOR THE NINTH STREET IMPROVEMENT PROJECT. 1ST & 2ND READING. A motion by Alderman Donovan, second by Alderman Raney, Bill No. 4539 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen. A motion by Alderman Jokerst, second by Alderman Raney, to proceed with the second and final reading of Bill No. 4539. Motion carried 8-0. A motion by Alderwoman Johnson, second by Alderman Raney, Bill No. 4539 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderman Prince, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4539 was declared Ordinance No. 4461 signed by the Mayor and attested by the City Clerk.

BILL NO. 4540. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI APPROVING A TAX-EXEMPT EQUIPMENT LEASE PURCHASE AGREEMENT WITH FIRST STATE COMMUNITY BANK FOR THE PURCHASE OF TWO POLICE VEHICLES. 1ST & 2ND READING. A motion by Alderman Jokerst, second by Alderwoman Johnson, Bill No. 4540 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen. A motion by Alderwoman Johnson, second by Alderman Eydmann, to proceed with the second and final reading of Bill No. 4540. Motion carried 8-0. A motion by Alderman Donovan, second by Alderman Eydmann, Bill No. 4540 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderman Prince, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4540 was declared Ordinance No. 4462 signed by the Mayor and attested by the City Clerk.

BILL NO. 4541. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW. 1st READING. A motion by Alderwoman Johnson, second by Alderman Raney, Bill No. 4541 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen.

OTHER BUSINESS. Alderman Donovan asked for some clarification on the recent letters that were sent out to property owners regarding fixing/repairing sidewalks.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

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

Respectfully submitted by,



**Pam Meyer
City Clerk**

CITY ADMINISTRATOR REPORT

February 9, 2023

1. Bids are due Thursday for the concrete and asphalt street projects. We will have bid approvals at the February 23 meeting.
2. Dave Van Leer from Cochran Engineering will be at the February 23 meeting work session to go over the stormwater study.
3. We have set up some temporary additional lighting at the Welcome Center until Marzucio can schedule to get in and install the new lights. The center was nice and dry after the last snow and ice we received.
4. Progress Parkway Property Sale Packets have been sent out, an advertisement was placed in the Daily Journal and the Herald, and I have advised those looking for “just a couple acres” that we are selling it as a whole with the majority of it intended for single family residences. Bids are due April 5, 2023 at 10a.
5. Sidewalk repair notices have been sent to property owners requiring sidewalk repairs in front of their homes/businesses or the city will do it and place a lien against their property. Community Development is in charge of the notices.
6. I will be out of the office this Friday and city offices will be closed Monday, February 20 for the President’s Day Holiday.



Community Development February 2023 Staff Report 1/10/23 – 2/6/23

Historic Preservation – Heritage Commission

- Meeting – 1/23 – 2 COAs approved, 1 denied & 2 administrative approvals
- Next meeting – 2/27
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; drafting RFP for Feb release.
- SHPO CLG Coordinator John Peterson performed CLG evaluation on 1/23. Our Heritage Commission is meeting all standards and Mr. Peterson stated the commission is “doing a great job”.
- Mo SHPO CLG Coordinator John Peterson & SHPO Grants Mgr Andrew Dial attended meeting and gave a short presentation to the commission regarding CLGs and grants.

Building Department / Code Enforcement

- Occupancy Permits / Inspections 28
- Building Permits Issued 4
- Demolition Permits 0
- Sign Permits 1
- Chicken Permits 4 (renewals)
- Special Use Permits 0
- Preparing Bid Specs for possible new permitting software
- Sidewalk repair letters mailed out last week

Comprehensive Plan Update

- Steering Committee established
 - Board reps are Alderman Raney & Alderwoman Johnson
 - Funnel public input through me, committee, or RPC
- Current stage of process is Vision Development
 - Public survey was available 12/27 – 1/30
 - 453 responses to survey
 - Will meet with Steering Comm & staff again soon to discuss results
 - Vision Development stage Feb – Apr, then 2nd round Public Input

Planning & Zoning

- Meeting – 2/2 – discussed Tiny Homes, Rec. MJ, & Home Occupations ordinances
- Three recommendations for BOA – will be on 2/23 agenda
- Next meeting – 3/2
- Annual BAS Survey submitted
- Guest lodging within residential zones still requires Special Use Permit

City / County Cooperation

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Basler Drive extension / New Subdivision possibility– pre-engineering in progress
- FLAP Grant (N 4th Street) – has been awarded! But in 2025
- 911 updates – county has placed 3/8 cent sales tax on April ballot – city to consider

Board of Adjustment

- Nothing new to report

Floodplain Management

- Nothing new to report

Property Maintenance

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 0
- Code Violation Issues 2

Training 2023

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6

Tourism Report 2/9/2023

Upcoming events: The Chamber of Commerce Winter Music Series kicks off Friday at the Orris Theatre and the Milice have a Spring Muster on March 25.

The Ste. Genevieve Gravel Classic is scheduled for Sunday, April 16, with signup the night before at the SGCMH Taste of Ste. Genevieve event and that morning.

Our advertising continues radio and billboards. Tanalyn is meeting with various members of the community and getting a feel for what's important, what needs to be marketed, and collecting information. She is working on collecting all the data available and creating spreadsheets to eventually use that information for marketing the city through the website, social media, emails, etc.

Google advertising over the last 30 days is up a little with 11,000 impressions and 159 clicks with a click through ratio just under 2% (we reached 10% around Thanksgiving).

With Facebook we had 10,899 impressions and our reach was 9512 for our come to Ste. Genevieve for an overnight stay campaign.

We're still at 4700 likes, with our reach down since we're not boosting any ads. Instagram numbers are up with our total now at 923.

Ste. Genevieve Fire Department

Ken Steiger Fire Chief
165 South 4th. Street
Ste. Genevieve, Mo. 63670

Phone: 573-883-5400 City Hall
Phone: 573-883-5321 Fire House
Fax: 573-883-8081 Fire House
Email: sgfd7101@gmail.com
Cell Phone: 573-883-0615

Monthly Operations Report

Date: **January, 2023**

Calls for Assistance:

- SGFD responded to **26** emergency calls in **January**
- Total for this year is **26** calls, **up 4** calls from last year

Staffing:

- SGFD roster is down **2**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested
- **We lost 1 – gained 1 and have an application out for someone moving into town**

Training: (FYI, all monthly training is done after hours or on weekends)

- **Monthly Training was Alternative Vehicle emergencies (taught by University of Missouri Fire Rescue Training)**
- **Preplan Training was Angstrom Industries**
- **I attended the first 20 Hours of Fire Service Leadership Enhancement Series through the University of Missouri**
- **We have 4 that started Fire Fighter 1 & 2 certification classes in Cape in January. Classes will conclude in May, and they will sit for certification testing in June.**

Meetings Attended

Ozark Firefighters meetings – **Potosi Attended**
Bi County Chiefs Meeting – **Attended**
SG County Fire Chiefs Meeting - **Attended**

Technical Rescue: (FYI, all Tech Rescue training is done after hours or on weekends in addition to regular monthly training)

- Nothing to report

Apparatus & Equipment Maintenance:

- The new brush truck switch over continues.
- **I am requesting permission to purchase 4 sets of firefighting turnout gear. This is part of our annual replacement program and is a budgeted item. The quote through Sourcewell comes in \$620.62 less than the budgeted amount.**

Fire Radio

- St Francis County 911 radio survey
Nothing to Report

Grants

I was approved to apply for the annual Missouri Dept of Conservation Grant. This is a 50% match. Our match would be \$3,200.00. This amount is available in the Rural Fire Account. Grant request submitted **Not Funded**

Community Foundation Grant

Holcim (CFG) Grant for the tech rescue team – rescue airbags **Delivered, In Service and Grant closed out**

Holcim (CFG) Grant for the Fire Department - waiting on a radio no eta

2022 DPS Grant application

I have applied for a \$43,000 no match grant for radio replacement

I received notification that the grant request for \$43,000 for radio equipment was fully funded. **Waiting on permission to order the radios.**

2021 DPS Grant

The grant was for Radios for \$32,964.83. Radios have been installed in all of our big trucks and the new brush truck. Still working on closing out the grant now. Have experienced some technical discrepancies on the invoices that we are working out.

ARP Grant

Happy's suggestion, and I agree is to try to get additional turnout gear. There is a maximum of \$20,000 and our match will be 50% of the amount requested. Which would be available from our rural fund. I have begun working on the grant request that opened on Friday November 4th and will close on Sunday December 4th. Due to only having 1 board meeting in November. I am asking permission to proceed with the grant request with the amount not to exceed \$20,000 with a required match not to exceed \$10,000. The required match funding would be available from our rural fire fund.

Grant Request Submitted **Nothing to Report**

County Firefighters Assn.:

Nothing to report

Local & State Mutual Aid:

- Nothing to report

Misc.

- **We did safety presentation to young mothers' group.**

KnoxBox Program

Boxes Approved, shipped and Waiting for installs

Ste. Genevieve Do It Center (still waiting for warehouse on Chadwell)

Mid State Wood Products for Trautman Building

Ste Genevieve Catholic Parish – 3 boxes