

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – JULY 13, 2023**

CALL TO ORDER. Mayor Brian Keim called the regular meeting of the Ste. Genevieve Board of Aldermen 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 Bob Donovan	Alderman Joe Prince
Alderman Eric Bennett	Alderman Jeff Eydmann
Alderman Mike Raney	Alderman Joe Steiger

Absent: Alderman Gary Smith

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

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. (See Attached Report) Alderman Donovan & Alderman Steiger volunteered to serve on the Detention Basin Committee that will meet with Mississippi Lime Company. Alderman Donovan asked if a representative from Cochran Engineering could attend those meetings as well.

STAFF REPORTS.

TANALYN DOLLAR – TOURISM DIRECTOR (See Attached Report)

KENNY STEIGER – FIRE CHIEF (See Attached Report) Chief Steiger reported he would like the Board to consider raising the rural fire tags to consistent with the surrounding area Fire Tags.

DAVID BOVA – COMMUNITY DEVELOPMENT ADMINISTRATOR (See attached report)

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen - Regular Meeting – June 22, 2023
- Liquor License Approval – The Beacon South DBA: Gibson’s Sports Tavern – 299 Merchant Street
- Street Closure Request - The Felix Valle House State Historic Site is requesting a street closure for the Rural Heritage Event to be hold on October 28, 2023 from 9:30 a.m. to 4:30 p.m. The requested closure is for Second Street from Market Street to Merchant Street.
- **RESOLUTION 2023-54.** A RESOLUTION BY THE BOARD OF ALDERMEN DECLARING SURPLUS PROPERTY.
- **RESOLUTION 2023-55.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI APPROVING A MARKETING MATCHING GRANT WITH THE MISSOURI DIVISION OF TOURISM IN THE AMOUNT OF \$25,000.
- **RESOLUTION 2023-56.** A RESOLUTION APPROVING A PROPOSAL FROM SENTINEL EMERGENCY SOLUTIONS THROUGH SOURCEWELL COOPERATIVE PURCHASING PROGRAM FOR FOUR (4) SETS OF TURNOUT GEAR IN AN AMOUNT NOT TO EXCEED ELEVEN THOUSAND THREE HUNDRED SEVENTY-NINE DOLLARS AND THIRTY-EIGHT CENTS (\$11,379.38).

A motion by Alderman Donovan, second by Alderman Eydmann to approve the consent agenda as presented. Motion carried 7-0-1 with Alderman Smith absent.

NEW BUSINESS.

BILL NO. 4574. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING SCHEDULE III PARKING RESTRICTIONS TABLE III – E “HANDICAPPED PARKING”. 1st READING. A motion by Alderman Steiger, second by Alderman Eydmann to table Bill No. 4574. Motion carried 6-1-1, with Alderwoman Cleghorn voting No and Alderman Smith absent.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION.

Mayor Keim addressed the Board stating that he has received complaints about the process the City uses to get information out to the public when it comes to notifying the City residents of things happening within the City. He would like the Board to consider using TEXTCASTER. This would allow residents to sign up to receive texts to be sent to them when the City needs to notify residents of projects, road closures, etc. Happy will look into the cost.

Alderman Steiger asked the status on the joint car charging status with the County on their parking lot off of Market Street. Happy reported that the County has no intention of going forward with that project. After some discussion the Board would like for Happy to ask if the City can put one on their parking lot.

ADJOURNMENT. With no further business Mayor Keim adjourned the meeting at 6:53 p.m.

Respectfully submitted by,



Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

July 13, 2023

1. Jokerst, Inc. is slated to start the water line replacement project Thursday, July 13. They will be starting on 9th St. to complete it before busses start running for school. They still have submittals to send to Cochran before they can start.
2. Mississippi Lime Company is willing to do some early discussion regarding a potential detention basin on their property in the northwest corner of the city. This is one of the options presented by Cochran Engineering when doing the stormwater review for that area. Do you wish to assign a committee to meet with them?
3. Please send me your questionnaire on your items you would like for us to consider when working on the budget. That was included with the budget calendar. I begin going through the budget with staff next week and will have an overall budget to hand out end of July/first of August. We will also be looking again at the salary survey and if the board wants to include the salary changes recommended by CBIZ at the next work session. The updated survey has step increases included for all positions.
4. I received a proposal for media equipment for the board room and it exceeds my budget. I would like to get the city hall committee together (Aldermen Raney, Eydmann and Bennett) to go over the quotes and determine what are the priority items to make it a quality system. We will put this out for bid shortly.
5. We will soon be switching our domain name to stegenevieve.gov with the stegenevieve.org name being routed to the .gov designation. There are still some technical details to be worked out by Forward Slash but it should be a seamless transition to the new domain name for emails and the website.
6. The Blain Street water tank has been dropped by Vern Bauman Contracting. This was an approved item from this past spring.
7. In the last couple of years the City has paved a street with participation from the Special Road District of \$25,000. This year's streets did not meet their criteria, so instead of us receiving \$25,000 they are going to pave a section of Main St. from Pere Marquette Park to the levee gate. They will include this as part of their paving package. I have given them the preliminary OK to proceed.



TOURISM REPORT

Board of Aldermen

July 13, 2023

GRANTS

- **Missouri Matching Marketing:** Letter of acceptance pending approval by July 15th for matching funds (\$25,000 state/\$25,000 STG) See attached.
- **Background:**
Ste Genevieve Tourism lacks a destination marketing plan to provide clear direction on tourism priorities to support activities, with the appropriate funding. We need develop a destination marketing plan (DMP) with benchmarks and specific goals. We need an adaptable destination marketing plan, allowing for a change in direction and to effectively manage community expectations.

Applied for Missouri Tourism Destination Marketing Plan: requested \$10,000 state/\$15,000 STG to select an agency to design and define it.

WELCOME CENTER

- WC ownership is being transferred to National Parks Service. Should we provide visitors an internal or external kiosk so they can find restaurants, menus, attractions and easily find their way through STG? Recommend obtaining a quote for services from Corbin Design (Wayfaring Services) to make recommendations.
- Using Google Voice for automated attendant, capturing all calls through transcription, and responding via call, text, and email.

MARKETING – All Channels

- Planning a work session with TAC/TCC boards to review marketing priorities and budgets for 2023-2024.
- Co-marketing with Perryville for leisure group tours with a 1 ½ - 2 day itinerary.
- New logo designed to complement all marketing materials, website and branding STG. If Visitwidget is approved, the logo will be used on mobile app promotional materials, too.
- Showcasing Google Workspace to Heritage group in August.



July 5, 2023

Tanalyn Dollar
Ste. Genevieve Tourism Department
165 S. 4th St.
Ste. Genevieve, MO 63670

Dear Tanalyn:

Welcome back and congratulations!

We are pleased to announce that Ste. Genevieve Tourism Department will participate in the FY24 Cooperative Marketing Program. State funds in the amount of \$25,000.00 have been reserved for the reimbursement of qualified expenses for "Ste Genevieve Tourism Plan FY24" as outlined in the approved application. Attached you will find a copy of contract number 24-245-20-093032. Please refer to the assigned contract number in all related communications. Also, review all materials carefully, including the Terms and Conditions of this contract found on pages four and five of this letter.

To accept this award, please follow these instructions:

1. Print out the *Notice of Award*, which is page three of this letter.
2. Secure the signatures and date of signatures for both the project director and the President/CEO of the DMO. If it is not possible to secure both signatures on one copy, you may collect the signatures on two separate copies
3. Scan and upload a copy of the signed *Notice of Award* to your Submittable account. You may do this by opening your application submission and uploading through the Messages tab.
4. After the Division of Tourism (MDT) Director signs the contract, you will receive a finalized copy via Submittable.

Some important things to note:

- **All awards are contingent on MDT funding. Award amounts may change at any time.**
- **It is important that this process be completed by July 15, 2023. If we do not receive a signed "Notice of Award" we will assume that you are declining the funding.**
- **You may not begin incurring costs for this project until July 1, 2023. This is also the contract's effective date.**

Conveniently located on the Program tab of <https://Industry.VisitMO.com/>, you will find information on a variety of relevant topics developed to assist you as you complete your FY24 Cooperative Marketing Program project. It is important that the most current versions of the Guidelines and the appropriate forms be used.



Participants are expected to complete all activities as outlined in the timeline presented with the application. It is important to keep the Cooperative Marketing staff informed of any delays to the approved project and changes must be approved in advance. Also, please notify the appropriate MDT staff of any changes in your organization including project director, address, email address, etc., so that your organization receives all important program information promptly.

The Division of Tourism values our cooperative partnerships. We wish you every success with your project and want to assist you in every way we can. You will be contacted via phone and email from time to time throughout the year with important information and reminders relating to your project. Please feel free to contact us with any questions or concerns.

Leslie Hoey, Cooperative Marketing Program Coordinator:

573-526-1551 or Leslie.hoey@ded.mo.gov

Megan Rogers, Cooperative Marketing Manager:

573-751-3246 or Megan.rogers@ded.mo.gov

Sincerely,

Megan Rogers
Cooperative Marketing Manager



NOTICE OF AWARD

State Of Missouri
Division Of Tourism
Cooperative Marketing Program
PO Box 1055, Jefferson City, MO 65102

CONTRACT NUMBER 24-245-20-093032	CONTRACT TYPE Marketing Matching Grant
PROJECT NAME Ste Genevieve Tourism Plan FY24	CONTRACT PERIOD July 1, 2023 through June 30, 2024
CONTRACTOR/DMO NAME Ste. Genevieve Tourism Department	VENDOR NUMBER 43-6003164 03
ADDRESS 165 S. 4th St. Ste. Genevieve, MO 63670	AMOUNT APPROVED \$25,000.00

ACCEPTED BY THE DIVISION OF TOURISM AS FOLLOWS:

The proposal submitted is accepted in accordance with the following additions, amendments and/or revisions:

- Terms and Conditions (attached)
- Required outcome measurement:
 1. **Project Assessment Report form**
 2. **Tax Revenue Comparison Report**
- Award amount is contingent on MDT funding levels and may be reduced unilaterally by the Division of Tourism due to the unavailability of funds or reduced appropriation authority, including but not limited to withholdings made pursuant to Mo. Const. Art. IV §27.

DIRECTOR OF THE DIVISION OF TOURISM <i>Signature</i> Stephen Foutes	DATE
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ACCEPTANCE OF AWARD

This Award Agreement may be executed in one or more counterparts, each of which is an original and all of which constitute the Award Agreement.

As representatives for the above mentioned DMO, we hereby accept the award of the Cooperative Marketing Grant, matching funds for implementation of the project/contract described herein.

IN WITNESS WHEREOF, the parties hereto have executed this Award Agreement effective as of the date last set forth below.

CEO, Happy Welch <i>Signature</i>	DATE
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PROJECT DIRECTOR, Tanalyn Dollar <i>Signature Tanalyn Dollar</i>	DATE 7/5/2023
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STATE OF MISSOURI
DIVISION OF TOURISM, COOPERATIVE MARKETING PROGRAMS
TERMS AND CONDITIONS

This contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained herein. Any change must be accomplished by a formal signed amendment prior to the effective date of such change.

2. APPLICABLE LAWS, REGULATIONS AND GUIDELINES

- The contract shall be construed according to the laws of the State of Missouri (state). The contractor shall comply with all local, state, and federal laws and program guidelines related to the performance of the contract to the extent that the same may be applicable.
- To the extent that a provision of the contract is contrary to the guidelines of the Cooperative Marketing programs, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the state.
- The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
- In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

3. COMPLETION OF CONTRACTED SERVICES

- The contractor understands and agrees that the marketing activities approved in the application or subsequently approved revision must be completed as described within the application and that all activities must comply with all provisions of the program requirements as listed in the most current Program & Reports Guides.
- The contractor shall not transfer any interest in the contract, whether by assignment or otherwise.

4. APPROVAL AND ACCEPTANCE

- Advertising and marketing activities must take place within the time frame stated in the contract or approved revision.
- No creative execution received by the agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect and approve said materials, artwork, and/or creative design.
- All marketing and advertising creative that does not comply with the specifications and/or requirements or that is otherwise unacceptable may be rejected. In addition, creative execution that is discovered to be of poor quality or does not conform to reasonable standards upon inspection may be rejected.
- Artwork for ads placed with funding from the Marketing Matching Grant program must receive approval from MDT prior to placement each program year.

5. QUARTERLY REPORTING AND REIMBURSEMENT OF APPROVED EXPENSES

- Reimbursement for all approved services shall be made in arrears as a part of a Quarterly Project Update/Reimbursement Request form submitted each fiscal quarter with all required documentation as stated in the most current Grant Program & Reports Guide and must utilize official, current program forms or database.
- At least 10% of the cost of each invoice must be paid by the contractor before an invoice may be submitted for reimbursement.
- The State of Missouri assumes no obligation for activities beyond those specifically outlined in the application. Any unauthorized activity is subject to the state's rejection and shall be denied reimbursement.

6. OUTCOME MEASUREMENT

The contractor agrees and understands that measurement of the marketing project outcome is required as outlined in the most current Program & Reports Guide, that the required documents must be submitted in a timely manner, and that failure to do so will be considered a breach of contract.

7. CONFLICT OF INTEREST

Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.

8. WARRANTY

The contractor expressly warrants that all services provided shall: (1) conform to the specifications, drawings, samples or other descriptions which were furnished to the agency, (2) are fit and sufficient for the purpose intended, (3) be of good creative quality, and (4) meet the terms of performance as described in the FY2024 Program & Reports Guide. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said products and services.

9. REMEDIES AND RIGHTS

- No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

10. CANCELLATION OF CONTRACT

- In the event of material breach of the contractual obligations by the contractor, the state may cancel the contract. At its sole discretion, the state may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed in a timeframe determined by the state agency.
- If the contractor fails to cure the breach or if circumstances demand immediate action, the state agency will issue a notice of cancellation terminating the contract immediately and /or suspending or revoking the DMO's certification.
- If the state cancels the contract for breach, the state reserves the right to obtain the services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the state deems appropriate.
- The contractor understands and agrees that funds required to reimburse the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.
- The funding for this project/application may be reduced unilaterally by the Division of Tourism due to the unavailability of funds or reduced appropriation authority, including but not limited to withholdings made pursuant to Mo. Const. Art. IV §27.

11. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

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: **June, 2023**

Calls for Assistance:

- SGFD responded to **26** emergency calls in **June**
- Total for this year is **121** calls, **up 7** calls from last year

Staffing:

- SGFD roster is down **4**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested

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

- **Monthly Training was Hose Deployment/Foam Application/Ladder Truck Setup**
- **Preplan Training was Valle Schools and Catholic Church.**
- **Hosted Ozark Regional Meeting – Training from MO State Fire Marshal**

Meetings Attended

- Bi County Chiefs Meeting – **Attended**
- SGFD Officers Meeting - **Attended**
- City Council Meeting – **Attended**
- Recruitment & Retention Meeting – **Attended**
- Ozark Fire Assoc. 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:

- **Spent the month preparing for and doing some of our annual certification maintenance and certifications. SCBA's/Air Compressor/and SCBA mask fit testing done. Ladder Testing on July 11th and pump testing is being scheduled.**

Fire Radio

- St Francis County 911 radio survey – Radio improvements project moving forward with 2025 anticipated completion.
- Applying for a regional grant for radio replacement in the next AFG application period in progressing. Forwarded the first round of requested information on budgets, call load and personnel.

Grants

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. The State has given permission to order the radios. Radios have been ordered.

2023 DPS Grant

Received notification that the grant program will open soon. I intend to apply again to try to get some of our handheld radios upgraded. This will be a no matching funds grant, the same as the last 2 DPS grants. Grant has been submitted for approximately \$72,000

ARP Grant

There is a maximum of \$20,000 and our match will be 50% of the amount requested. 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 will be available from our rural fire fund. **Received the bids. Have before you request for approval to buy turnout gear for \$11,379.39. This is a 50 percent match so SGFD share is \$5,689.69. This money is available in the Rural Fire Fund. The turnout gear came in \$1,384.78 under budget. I have made an award adjustment request to the grant program to use that money to increase the number of helmets that we can purchase s long as we don't exceed the total amount of our awarded grant. Once approval is given, I will bring to the board for permission to purchase.**

County Firefighters Assn.:

- Still working on getting a Propane Emergencies Class scheduled. Scheduled for September 9th

Local & State Mutual Aid:

- Nothing to report

Misc.

- **Participated in the annual Spring for Downs Syndrome**
- **Participated in the Annual Touch a Truck at Valle Desert.**

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

Installed



Community Development July 2023 Staff Report

6/6/23 – 7/10/23

Historic Preservation – Heritage Commission

- Meeting 6/26 – Approved 2 COAs & 4 Attestations
- Next meeting – 7/17
- Historic Preservation Grant – Date of event – 9/30-10/; Accepting entries for host house
- Paul Bruhn Historic Revitalization Grant – awaiting notification

Building Department / Code Enforcement

- Occupancy Permits / Inspections 28
- Building Permits Issued 8
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 0
- New permitting software RFP – implementation of permitting module in progress
- Sidewalk violations – city property work completion this month; non-city properties will be prepped (mark sidewalk areas, walk w/ contractor) after city properties complete.

Comprehensive Plan Update

- Steering Committee
 - Board rep is Alderman Raney
 - Funnel public input through Comm Dev Dept, committee, or RPC
- Current stage of process is Vision Development

Planning & Zoning

- No meeting this month
- Next meeting – 8/3

City / County Info

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Progress Parkway property – pre-engineering complete; county assistance offered & in discussion
- FLAP Grant (N 4th Street) – remains on track for 2025
- 911 Tax – Board formed (includes City officer) – payments from City & Amb. Dist. to continue until new infrastructure installed and paid; potentially 4 – 5 years

Board of Adjustment

- Nothing new to report

Floodplain Management

- Current long range forecasts are <50% chance of flooding in Jul-Aug-Sep.

Property Maintenance

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 2
- Code Violation Issues 2
- Sidewalk Issues 11 (1 is City owned)

Training 2023

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6
- NPS Interpretation Workshop – attended 2/22
- NAPC – Preservation Planning – attended 3/23
- NAPC – Preservation Planning Pt. 2 – attended 4/13
- SEMA – Ransomware Table Top – attended 5/18
- Zywave – Anti-Bullying in Workplace – completed 6/2
- ICMA Budget Webinar Series – 3 sessions – completed 6/20