

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY - AUGUST 8, 2019**

**CALL TO ORDER.** Mayor Hassler 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 Paul Hassler  
Alderman Susan Johnson  
Alderman Mike Jokerst  
Alderman Mike Raney  
Alderman Bryant Wolfen

Alderman Bob Donovan  
Alderman Jimmie Jones  
Alderman Joe Prince

Absent: Alderman Gary Smith

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.**

Keith Skaggs would like to address the Mayor and Board of Aldermen regarding the races being held at the fairgrounds. (Mr. Skaggs was not present.)

**CITY ADMINISTRATORS REPORT.** (See Attached Report)

**STAFF REPORTS.**

Dave Bova, Community Development Administrator (See Attached Report)  
Gary Roth, Field Operations Supervisor (See Attached Report)  
Kenny Steiger, Fire Chief (See Attached Report)

**COMMITTEE REPORTS.** None.

**PUBLIC COMMENTS.** None.

**CONSENT AGENDA.**

1. Minutes - Board of Aldermen - Regular Meeting - July 25, 2019
2. Minutes - Board of Aldermen - Closed Session - July 25, 2019
3. Street Closure Request - Jour De Fete
4. Temporary Liquor License for Ste. Genevieve County Eagles for Jour de Fete.

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

At this time Alderwoman Johnson suggested the City create a standard form for anyone requesting a street closure that has the pertinent information on it.

**OLD BUSINESS.**

**BILL NO. 4298. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS. 2<sup>nd</sup> READING.** A motion by Alderman Prince, second by Alderman Jones Bill No. 4298 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderwoman Susan Johnson, Alderman Mike Jokerst, Alderman Bob Donovan, Alderman Jimmie Jones, Alderman Mike Raney, Alderman Joe Prince, and Alderman Bryant Wolfen. Nays: None Absent: Alderman Gary Smith Motion carried 7-0-1. Thereupon Bill No. 4298 was declared Ordinance No. 4227 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4299. AN ORDINANCE PROVIDING FOR THE ANNEXATION TO THE CITY OF STE. GENEVIEVE'S EXISTING CORPORATE LIMITS CERTAIN REAL ESTATE PROPERTY OWNED BY RAYMOND AND CAROL ZIEGLER. 2<sup>nd</sup> READING.** A motion by Alderman Donovan, second by Alderman Prince Bill No. 4299 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderwoman Susan Johnson, Alderman Mike Jokerst, Alderman Bob Donovan, Alderman Jimmie Jones, Alderman Mike Raney, Alderman Joe Prince, and Alderman Bryant Wolfen. Nays: None Absent: Alderman Gary Smith Motion carried 7-0-1. Thereupon Bill No. 4299 was declared Ordinance No. 4228 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS**

**BILL NO. 4300 AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH JOKERST, INC. ON THE CHADWELL LANE IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED TWENTY THOUSAND FOUR HUNDRED DOLLARS. (\$20,400.00) 1<sup>st</sup> READING.** A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4300 was placed on its first reading, read by title only, considered and passed by an 7-0-1 vote of the Board of Aldermen with Alderman Smith absent.

**BILL NO. 4301. AN ORDINANCE AUTHORIZING THE COLLECTION OF MUNICIPAL COURT COSTS. 1<sup>ST</sup> READING.** A motion by Alderman Prince, second by Alderman Wolfen, Bill No. 4301 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**OTHER BUSINESS**

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.**

At this time Alderman Wolfin addressed the Mayor and Board of Aldermen expressing concern about the practice of department heads painting the worst case scenario when they project their expenditures, thus altering the actual budget numbers each year. After further discussion the matter will be discussed more in depth at the next Board of Alderman Budget Work Session to be held on Thursday, August 22, 2019 at 5:15 p.m.

Mayor Hassler reported that the Board of Aldermen packets included a copy of the notes taken at the "Lessons Learned" meeting that was held recently with individuals involved in or impacted by the recent long period of major flooding along the Mississippi River. Mayor Hassler stated it was a very good meeting with lots of suggestions and comments. The group plans on meeting in a month or two to discuss the possibility of drafting an emergency plan for the City in the event of a levee failure.

Alderman Jones expressed concern on when the remodeling process of City Hall/Police Department is going to get started.

**EXECUTIVE/CLOSED SESSION.** A motion by Alderman Jones, second by Alderwoman Johnson to go into executive closed session to discuss real estate matters as authorized by Section 610.021(2), RSMO. Motion carried 7-0-1 with the following roll call vote: Ayes: Alderwoman Susan Johnson, Alderman Mike Jokerst, Alderman Bob Donovan, Alderman Jimmie Jones, Alderman Mike Raney, Alderman Joe Prince, and Alderman Bryant Wolfin. Nays: None Absent: Alderman Gary Smith 6:51 p.m.

**ADJOURNMENT.** Mayor Hassler adjourned the meeting at 7:08 p.m.

Respectfully submitted by,

  
Pam Meyer  
City Clerk

## **CITY ADMINISTRATOR'S REPORT**

### **BOARD OF ALDERMEN**

**August 8, 2019**

- Attended Park Board meeting.
- Issued notice to proceed for Chadwell Lane project
- Published invitations to bid overlay work. Bids due on August 19.
- Advertised and sent RFQ invitations for auditing services to 12 accounting firms. The list was developed by surveying the area public entities to determine what firms are providing services. Selection Committee?
- Water tower construction loan has been converted to permanent loan
- Communicated with potential purchasers for Progress Parkway.
- Received the administrative order of Judge Wendy Wexler Horn regarding the filing of municipal court cases in the 24<sup>th</sup> Judicial Circuit.
- Received correspondence from Claudia Stuppy, Collector informing the City that she does not wish to collect anything but real estate and personal property taxes for the City.
- Met with Park Board member re: Friends of the Ste. Genevieve Parks grant purchases.
- Spoke with the County Collector regarding tax sale of property north of North Gabouri Creek, east of 4<sup>th</sup> St. and south of La Haye.



## Community Development

David Bova  
Community Development Administrator  
165 S. Fourth Street  
Ste. Genevieve, MO 63670

Phone: 573-883-5400  
Fax: 573-883-8105  
Email: [dbova@stegenevieve.org](mailto:dbova@stegenevieve.org)

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## August 2019 Staff Report

### Activities for 7/10/19 – 8/6/19

#### *Historic Preservation – Heritage Commission*

- July 15 meeting – 8 Administrative approvals & 3 Attestations / Repairs
- Heritage Commission continued discussion of possibly recommending Historic Preservation ordinance to include economic hardship in consideration of granting a Certificate of Appropriateness
- Next meeting, Monday, August 19 if needed

#### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 38
- Building Permits Issued 8
- Demolition Permits 0
- Sign Permits 1
- Chicken Permits 0
- Special Use Permits 1

#### *Rental Housing Advisory Commission*

- July 18 meeting – commission spoke with Justin Smith, Missouri Public Service Commission Manufactured Housing Program Manager concerning pre-HUD mobile home codes.
- A mobile home landlord and owners meeting will be scheduled to discuss a possible municipal ordinance adopting pre-HUD mobile home standards – meeting date TBD

#### *Planning & Zoning*

- 1 SUP approved for Cabral Collision Center operating an auto collision repair shop at 415 Ste. Gen. Drive
- 1 SUP recommended for approval by P&Z – public hearing 8/22/19

#### *Board of Adjustment*

- Nothing new to report.

#### *Floodplain Management*

- Participated in meeting Mayor held concerning flood preparedness.

#### *Property Maintenance Focus (6/25/18 – 8/6/19 Cumulative)*

- Properties Reviewed 208
  - No Issue or Repairs Made 180
  - Repair Plan from Property Owner 28
  - Notice of Violation issued 7
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## **Street / Park**

**July / August**

- **Mow and weed eat**
- **Spray weeds**
- **Removed temporary crossing at the flood gates**
- **Opened flood gates**
- **Cleared mud off Little Rock Road**
- **Power washed playground equipment and pavilions at Valle Springs**
- **Serviced equipment and trailers**
- **Cleaned ditches and hauled mud from Little Rock Road**
- **Patched water patches on Kiefer, Main, Biltmore and LaPorte**
- **Pushed up brush site**
- **Replaced light pole on Main Street and Third Street**
- **Worked on light poles**

# Ste. Genevieve Fire Department

Ken Steiger Fire Chief  
165 South 4<sup>th</sup>. 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

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## Monthly Operations Report

Date: **July 2019**

### Calls for Assistance:

- SGFD responded to **26** emergency calls in **JULY**.
- Total Responses for the year 2019 are **138** calls, **up 11** call from last year.

### Staffing:

- SGFD roster is **is full. We have 1 more applicant that is waiting for his 18<sup>th</sup> birthday to be signed up.** Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if interested(Facebook and web page are working well)

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

- **Monthly Training was on 7/15 on Rural Water Supply and Technical Rescue**

### Meetings Attended

Ozark Firefighters meeting – **July 25 at Leadwood – Attended**

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

- Working on getting a University of Missouri certified class on rope rescue.

### Facility:

- **Getting bids for painting the interior of the firehouse**
- **Have a painting company working on a “rough” estimate for exterior painting of the firehouse for budgetary purposes.**

### Apparatus & Equipment Maintenance:

- **All pumpers passed their annual required pump test in July**

### Fire Radio

- Nothing new to report:

### ISO – Insurance Service Office

- **Was here on July 31 for an audit**
- **Water department is submitting some additional records**
- **I believe everything went well**
- **Results will probably take 6 months**

## Grants

- 1) Assistance to Firefighters Federal Grant has been submitted
- 2) Have submitted 2 Community Foundation Grants(Holcim).
  - Bids for the Community Foundation Grant Equipment are in and submitted for your approval.
  - **Equipment is all in.**

## County Firefighters Assn.:

Nothing to report

## Local & State Mutual Aid:

- Nothing to report

## Miscellaneous Issues & Events:

**We did fireworks standbys for Riverview on Progress parkway and in the city park.**  
**We had guys and equipment helping with the county fair demo derby**  
**We did fire safety talk and demo at the county community center summer camp**

## KnoxBox Program

Approved Box for – **THE POINT- Waiting for install**  
**Ultra Flow – Waiting for the install**  
**Ste Genevieve Do It Center (2 locations) – Waiting for installs**

## **Box installed - Ste. Genevieve County Court House**

The program is slowing building strength and has become a real asset to the department.

We continue to improve our website and post our activities on our Facebook page. We encourage everyone to like and follow us on Facebook.



July 29, 2019

Notes from Meeting of local authorities to discuss Flood Preparedness

In attendance were Mayor Paul Hassler, Operations Supervisor Gary Roth, Alderman Michael Jokerst, Police Chief Eric Bennett, Community Development Administrator David Bova, Levee District 3 Board Member Bob Eck, ARES leader and Coordinator of the CERT levee patrols Norm Gallup, local citizen Bob Mueller, County Emergency Management Director Felix Meyer, Citizens Electric Member Services Manager Steve Elsea, and SEMA Region-C Rural Coordinator Steve Besemer.

Mayor Hassler asked these organizations and departments to come together and meet with the purpose of working together to better inform and prepare citizens regarding flood preparedness going forward.

Mayor Hassler discussed the positives of existing flood preparedness including the design and strength of the levee and the amount of cooperation that already occurs throughout multiple organizations including the City, County, State, surrounding communities, and volunteer organizations.

Mayor Hassler then began a discussion of existing opportunities and opened the meeting to comments from all other members. The following opportunities and possible solutions were discussed:

Volunteers – had great volunteers, but need more and need centralized communication; would also like to put together short training videos / refreshers for on-the-spot training (what to look for – sand boils, rodent holes, how to communicate issues through the proper channels, etc.); also would like to have more contacts for donation of use of vehicles to transport volunteers. **Levee district is checking into grants for multiple items. Mr. Bova will check on assistance with developing video training segments. Official communications should come from combination of the City's FB page (Ste. Genevieve City Hall), the County's EMA FB page (Ste. Genevieve County EMA), & the County ARES FB page (Ste Genevieve County ARES) but we will further discuss better coordination of messaging and getting this information out to public in order to combat heresy and misinformation.**

Communications – good information was available from the official sites and from the Chester River Gauge site, but there was a problem with hearsay on unofficial sites and pages and also with communications by levee volunteers being mis-understood by listeners. **Mr. Bova will work on a letter to send out to City residents communicating the official channels of communication in emergencies, particularly flood events. Part of the possible levee-walker training videos previously mentioned could focus on better communications between volunteers.**

Sandbags – sandbags were adequate for this event and Gary Roth keeps some on hand, but is there a backup plan or other bags / equipment if needed? **City keeps about 500 bags on hand in preparation and can prep more as needed. Levee district also keeps some on hand at all times. Sand is sometimes hard to get but we also use screenings from local manufacturers that is readily available. County Emergency Services can put in a request to SEMA at any time for more sandbags and for a sandbag-filling machine in the event of an emergency.**

Seepage under Levee – again, there was good communication from the volunteers on where seepage was occurring, and all seepage has been GPS marked by the levee district in order to address it and discuss it with the ACOE once the water recedes. Concerns were where seepage is repeatedly occurring and where boils and rodent holes are causing erosion. **Levee district tracks all seepage, boils, and rodent hole issues. Boils and rodent holes, where possible, are filled with bentonite that the levee district has on hand at all times. Seepage is discussed with ACOE, particularly during inspections that the ACOE performs annually (informal inspection) and another every five years (official inspection). Levee district, County emergency management, and City officials agree this is one of the most well-designed levees along the Mississippi and is doing a very good job of holding the water back. Levee district will also research grants and funds available to purchase a drone to supplement levee walkers and spot seepage, boils, etc.**

Emergency Preparedness Plan - the City currently participates in the County Emergency Plan and also has specific City plans in place for flood preparedness across several departments including operations, police, and community development. One consideration would be to develop a City Emergency Management Plan. **The Mayor will speak with the Board of Aldermen concerning the development of this plan and how best to go about it (possibly outsource). SEMA has a template available to work off of if needed. Mr. Bova will create a letter to consider sending out to City citizens**

**discussing flood preparedness (insurance, document protection, communications, etc.) in advance of the development of a full-fledged Emer. Mgmt. plan.**

Control of Levee Access – during the most recent flood event, the City and Levee district worked well together to control vehicle access to the levee but some additional restrictions may be needed in order to protect the levee itself, and levee walkers and volunteers. **The group agreed that once the river is at 40', the levee needs to be closed off to vehicles except for Levee district transportation of volunteers. Mayor can declare a City Emergency if needed and then the restriction can be enforced by City PD. This will be further discussed as part of the communication that goes out to City citizens and can be posted on the official communication channels going forward.**

Utility shutoffs – Citizens Electric and Spire were well aware of the rising river and have shutoff plans in place as needed. **The specifics of the shutoff could be dependent upon the situation and could be further delineated in proposed Emer. Mgmt. plan.**