

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – JANUARY 13, 2022**

CALL TO ORDER. Mayor Hassler called the regular meeting of the 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 Hassler	
	Alderman Mike Raney	Alderwoman Susan Johnson
	Alderman Bob Donovan	Alderwoman Ashley Armbruster
	Alderman Mike Jokerst	Alderman Joe Prince
Absent:	Alderman Jeff Eydmann	
	Alderman Gary Smith	

APPROVAL OF AGENDA. A motion by Alderman Prince, second by Alderwoman Johnson to approve the revised agenda as amended to include the amended Resolution 2022-20 under Old Business. City Attorney Mark Bishop explained that this item is being added to the agenda without 24 hours notice because it is considered an emergency due to the time constraints that the County has to get the grant processed. Motion carried 6-0-2 with Alderman Smith and Alderman Eydmann absent.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. See Attached Report.

STAFF REPORTS.

Dave Bova – Community Development Administrator – See Attached Report

Kenny Steiger – Fire Chief – See Attached Report. During Chief Steiger’s report he asked for the Boards approval to seek bids to repair the roof. It was unanimous for the Chief to proceed with the bid process.

Jeffery Wix – Tourism Director – See Attached Report

COVID DISCUSSION. City Administrator Happy Welch shared information that he received from County Health Administrator Jennifer Mueller. Mr. Welch stated that the current COVID numbers are above the base metric the city has been using as a determinant in the wearing of masks at all City Buildings. He is recommending the mask mandate be put back in place to protect everyone entering City owned buildings and our employees. The mandate will begin tomorrow, Friday, January 14, 2022.

COMMITTEE REPORTS. None.

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Approval of the Minutes of the December 9, 2021 Board of Aldermen Regular Meeting
- Approval of the Minutes of the December 9, 2021 Board of Aldermen Work Session
- Approval of the minutes of the January 10, 2022 – Board of Aldermen Special Meeting
- Treasurer’s Report – November, 2021
- **RESOLUTION 2022 - 21.** A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A FARM LEASE AGREEMENT WITH BYRON SIEBERT, DBA: SIEBERT AGRICULTURE, FOR AN AGRICULTURAL OPERATION ON CITY MANAGED PROPERTY ADJACENT TO THE URBAN DESIGN LEVEE.
- **RESOLUTION 2022 - 22.** A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A FARM LEASE AGREEMENT WITH KERTZ FARMS, LLC FOR AN AGRICULTURAL OPERATION ON CITY MANAGED PROPERTY ADJACENT TO THE URBAN DESIGN LEVEE.
- **RESOLUTION 2022 - 23.** A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A FARM LEASE AGREEMENT WITH EARL VALLE FOR AN AGRICULTURAL OPERATION ON CITY OWNED PROPERTY ADJACENT TO THE URBAN DESIGN LEVEE.
- **RESOLUTION 2022 - 24.** A RESOLUTION RE-APPOINTING TIM KUENZEL TO THE STE. GENEVIEVE BOARD OF ADJUSTMENT.
- **RESOLUTION 2022 - 25.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES.
- **RESOLUTION 2022 - 26.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH GLENNON ROTH TO MAINTAIN FLOOD BUYOUT PROPERTY.

A motion by Alderman Jokerst, second by Alderman Donovan to approve the consent agenda as presented. Motion carried 6-0-2 with Alderman Smith and Alderman Eydmann absent.

OLD BUSINESS.

RESOLUTION 2022 – 20. A RESOLUTION OF THE CITY OF STE. GENEVIEVE MISSOURI STATING INTENT TO PURSUE A FEDERAL LAND ACCESS PROGRAM (FLAP) GRANT IN COOPERATION WITH THE COUNTY OF STE. GENEVIEVE. Resolution 2022 – 20 was presented to the Board revised from the previous approval at the January 10th special meeting. The administrative oversight of the project will be done by the County not the City and that was removed from the Resolution and presented to the Board for approval. Motion to approve as amended was

made by Alderman Jokerst and second by Alderwoman Armbruster. Motion carried 6-0-2 with Alderman Smith and Alderman Eydmann absent.

NEW BUSINESS.

BILL NO. 4467. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH COCHRAN ENGINEERING FOR A 15 YEAR STREET PREVENTATIVE PAVEMENT MAINTENANCE PLAN. 1ST READING. A motion by Alderman Jokerst, second by Alderwoman Johnson, Bill No. 4467 was placed on its first reading, read by title only, considered and passed by a 6-0-2 vote of the Board of Aldermen with Alderman Eydmann and Alderman Smith absent.

BILL NO. 4468. 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 2022. 1ST READING. A motion by Alderwoman Johnson, second by Alderman Donovan, Bill No. 4468 was placed on its first reading, read by title only, considered and passed by a 6-0-2 vote of the Board of Aldermen with Alderman Eydmann and Alderman Smith absent.

BILL NO. 4469. AN ORDINANCE AUTHORIZING THE PURCHASE OF A 2022 FORD RANGER SUPER CAB 4X4 FOR THE WATER DEPARTMENT FROM JOE MACHENS FORD IN AN AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND SIX HUNDRED ELEVEN DOLLARS (\$25,611.00). 1ST & 2ND READING. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4469 was placed on its first reading, read by title only, considered and passed by a 6-0-2 vote of the Board of Aldermen with Alderman Eydmann and Alderman Smith absent. A motion by Alderwoman Johnson, second by Alderman Donovan to proceed with the second and final reading of Bill No. 4469. Motion carried 6-0-2 with Alderman Smith and Alderman Eydmann absent. A motion by Alderman Donovan, second by Alderman Jokerst, Bill No. 4469 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Prince, Alderman Jokerst, Alderman Donovan, Alderman Raney, Alderwoman Armbruster and Alderwoman Johnson. Nays: None Absent: Alderman Eydmann and Alderman Smith. Motion carried 6-0-2 Thereupon Bill No. 4469 was declared Ordinance No. 4387 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business Mayor Hassler adjourned the meeting at 6:31 p.m.

Respectfully submitted by,


Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

January 13, 2022 UPDATE

1. The police officers have moved back into our police facility as we work with Donze to come to a final completion stage. We have had painting errors corrected, flooring fixed, ceiling tiles replaced. Our computer install has not gone smoothly due to a carrier delay to hook up fiber and our phone system wiring was disabled somewhere along the line between the outside, our inside demarcation spot and to the police department. We are slowly working our way through that. Most all equipment has been moved in and the department space is being used.
2. Letters went out this week to utility billing ACH users letting them know that our current ACH payment method will be discontinued April 1 and giving them multiple options to pay online automatically or pay through the office each month. ACH users will also have to sign up online for monthly email statements as that feature is cut off through our internal gWorks system, as well.
3. Surveying has started up again for the east side of the levee for property to be conveyed in the future to Fish and Wildlife. Jared Nance is now working out of offices provided by the National Park Service. The borrow pit is going to be subdivided from the rest of the property to be passed along to the FWS and we hope to start the subdivision process by April of this year.
4. Bid packets are out for asphalt and concrete street paving projects. Bids are due February 10th.
5. The final rules for the ARPA State and Local Fiscal Recovery Funds (SLFRF) have been issued and the Treasury Department has made it easier to use funds under the Lost Revenue section, while water/sewer/stormwater/broadband have stayed the same. We are still on track with our street, water, and cybersecurity improvements as approved by the board and we will look later this year on what the board prefers we spend the second tranche of ARPA funds on. We have to obligate funds by December 31, 2024 and expend the funds by December 31, 2026.
6. The stormwater consultant RFQ is out for submittals which are due February 18. That will give engineering firms time to put together a qualified submittal and a recommendation can be brought to the board in April.
7. With the River Trails Program grant application we are putting together, we are publishing a short follow up to the Pere Marquette Park Master Plan questionnaire to help account for public input the application requires. The survey will be on the city hall and park board Facebook pages and we'll look at other ways to distribute it. We'll have to wrap it up by February 1st so we can include it with the application.



Community Development January 2022 Staff Report

12/07/21 – 01/06/22

Historic Preservation – Heritage Commission

- December meeting held 12/20 – 2 COAs approved; 3 administrative approvals
- Next meeting – 1/24
- January & February meetings will be on 4th Monday instead of 3rd Monday
- No updates on 2 Historic Preservation Fund grants - 1 Outreach & 1 Survey

Building Department / Code Enforcement

- Occupancy Permits / Inspections 31
- Building Permits Issued 7
- Demolition Permits 1 & 1 pending
- Sign Permits 0
- Chicken Permits 4
- Special Use Permits 0
- Old plans organized – cabinets complete; majority of plans organized
- Continuing process to transition to 2018 ICC codes – work session Jan/Feb

Rental Housing Advisory Commission

- Nothing new to report

Planning & Zoning

- No meeting in January
- Next meeting – Feb. 3

Board of Adjustment

- T Kuenzel nominated for re-appointment

Floodplain Management

- Nothing new to report

Property Maintenance

- 2018 Focus Properties Remaining 4
- Nuisance Property Issues 5
- Vegetation Nuisance Issues 0
- Building Code Violation Issues 3

Training 2022

- Short Term Rentals and Government webinar – Granicus – completed 12/7
- Re-Districting Webinar – MML – completed 12/7

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: **December, 2021**

Calls for Assistance:

- SGFD responded to **19** emergency calls in **December**
- **Total Responses for the year 2021, 206 calls, down 14** calls from last year

Staffing:

- SGFD roster is down **5**. Due to the fireman being volunteer, openings will occur
- **Added 2 new firefighters in December Mitchell Meyer (Dad & Grandpa already on dept.) and Jonas Schwent (Grandpa was on dept in the seventies)**
- **Have 2 in background checks**

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

- **Monthly Training December was annual turnout gear inspection, hose loads and hose rolling competition.**

Meetings Attended

- Ozark Firefighters meetings – **Cancelled**
- Bi County Chiefs Meeting – **Cancelled**
- **Quarterly SGFD Officers 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

Facility: LED Lighting

- **Paperwork has been submitted for rebate and receipt of paperwork has been confirmed. Waiting on refund.**

Apparatus & Equipment Maintenance:

- Bids have been reviewed requesting to purchase from the MODOT State Contract for 1 ton pickup. Don Brown contacted GM has accepted the order and we are on the build list but still unsure of delivery date. GM Says we should have by Christmas. **Will be calling on Monday for follow up.**

Building and Grounds

- **During the work session tour of the firehouse, I brought to the group's attention some possible leaks in our roof. It was suggested I investigate what needs to be done. On the recommendation received from David Bova, I contacted Meinershagen Roofing and they did an inspection. I have included their inspection results and recommendations. They recommend the basic repair and highly recommend the Alt 1 which is additional cost above the basic. Looking for direction on if & how we should proceed.**

Fire Radio

Sat in on a St. Francis/Ste Genevieve County dispatch radio meeting. They currently have a third party doing a radio coverage survey and then they will make recommendations on how to improve the radio system. **Nothing new to report.**

Grants

- Have heard that a Homeland security grant may be coming available this week. This is a no matching money grant. I will attempt to write this grant and replace our aging radios that are in the 10 year plan for replacement. Grant submitted for all new mobile radios. Grant request amount was \$58,000.00. Have been informed that we will be receiving about \$25,000 of the request. Have to jump thru some federal government hoops to receive the funds. Will be working with IT company to complete a NATIONAL CYBER SECURITY REVIEW FORM to reach the next step. Review form has been forwarded to FORWARD SLASH – WAITING ON THEM TO COMPLETE. **All paperwork submitted waiting on the check from the state.**
- I am requesting permission to apply for the annual Missouri Dept of Conservation Grant. This grant is a 50% match. I would like to apply for some hose, nozzles, adapters and pagers. Our match, should we get the grant, would be \$3,746.87. This amount would be available in the Rural Fire Account. **Grant request approved and everything is on order.**

County Firefighters Assn.:
Nothing to report

Local & State Mutual Aid:

- **We did a move up (took truck and manpower to cover Cape Girardeau Station 4 during a firefighter funeral.) This is part of the state mutual aid system. I was off and the guys that went with me all took vacation days from their fulltime jobs, so we didn't take anyone but myself away from our normal daily staffing. This, to me, speaks volumes about our department. The City of Cape Girardeau respects and thinks enough of our department to ask for our help to cover their city.**

Misc.

- **We were given an appreciation meal during our last training meeting by some one we responded to and helped on a call.**
- **We participated in the annual Christmas Parade**

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
- Basler Business Enterprises
- Save A Lot
- Schwartz Properties (New Portis Street Apts)
- First Baptist Church
- American Custard

Recent Installs

- **L & H Rental Properties for Old Biltbest Offices - 10th Street and Coyne Street**
- **Angstrom MFG. for old Grandpas Building**
- **Plaza Drive (all of the tenants that did not have their own box)**
- **Steiger Jewelry Building**
- **The Anvil**

We now have **47** installed boxes in the city and **7** waiting to be installed.

From: Chris Robinette <crobinette@meinershagenroof.com>

Sent: Wednesday, December 15, 2021 11:40:48 AM

To: Shawn Meinershagen <shawn@meinershagenroof.com>

Subject: Re: Ste Genevieve Fire Dept. Roof Repairs

Ken, first let me apologize for the slow response. Somehow I never saw these email and my owner picked up on that today and contacted me to let me know . So with that said , in response to your question Alt.1 would be an additional cost to the job if both scopes where to be taken .

Here is what I believe could be resulting in some of the water issues , of course I can not say that this would resolve the problem 100%. First the flues and fresh air intake pipes running through your metal roof are not installed with the proper flashings , they have used a residential style shingle jack in place of a Dek-tight (Dyna-flash) jack designed for installation with metal roofs and pipe penetrations . Second , I found several seams at the rakes and ridge that little to no sealant at the laps . Lastly it appears that the water coming off the low roof May be backing up due to a high volume of water that just can't make it out fast enough and the design of a pre-engineered building didn't allow for the water to run over the front of the gutter , so I believe adding a down spout to this gutter should relive the back up of water .

I hope this answers all your questions. Once again let me apologize for just now returning you a response.

Chris Robinette

Superintendent

Meinershagen Roofing & Sheet Metal

Chris

Take a look at the reply from Ken. Can you respond to his questions to give him a little clarity on the scope. I'm not sure how I missed this in my email but I did. As you can see he responded on Dec 1. So, we really need to get this info to him as he has been waiting a couple weeks now.

Thanks

Shawn Meinershagen

President

Meinershagen Roofing and Sheet Metal

573-756-9099

1501 New Perrine Rd

Farmington, MO 63640

<http://meinershagenroof.com>



MEINERSHAGEN

ROOFING AND SHEET METAL

1501 New Perrine Rd
Farmington, MO 63640

Phone: 573-756-5000

Fax: 573-756-9299

Installation Agreement

11/30/21

To: Ste Genevieve Fire Dept ATTN: Ken Steinger	Job Location: Ste Genevieve Fire Dept Ste Genevieve, MO
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We hereby agree to furnish all necessary labor and material for the performance of the following scope of work in connection with the above referenced project:

SCOPE OF WORK:

Base Bid

Provide and install 10 Decktite boots and seal on upper and lower roof

Seal all seam at ridge and apron flashings with "Drop Stop" seam coating (clear)

Add 2 downspouts@ lower roof gutter (1 @ each side)

PRICE.....\$3,680.00

Alternate #1

Provide and install new apron flashing where upper and lower roof adjoin. Cut existing wall panel as to provide slope on new flashing.

PRICE.....\$4,776.00

Due to current market volatility and raw material shortages material availability and pricing for material can not be guaranteed.

THIS PROPOSAL EXCLUDES ANY AND ALL TIME DELAYS AND COST INCREASES ARISING FROM OR RELATED TO THE COVID-19 VIRUS AND ANY GOVERNMENT OR THIRD PARTY ACTION IN RESPONSE THERETO.

SUBJECT TO THESE CONDITIONS: This proposal supersedes all others previously given and no representations other than those included in this or attached sheets and drawings are binding upon this firm. Work will be executed promptly upon receipt of order subject to any conditions beyond our control such as strikes, acts of God, weather, etc. We reserve the right to correct any clerical error prior to acceptance. If this bid is not accepted within 30 days, we reserve the right to withdraw.

If all of said terms are agreeable, please indicate your acceptance by signing copy of the agreement in the space provided below and return the same to us.

Contract Acceptance

Date _____
Firm Name _____
Signature _____

Respectively Submitted
Meinershagen Roofing and Sheet Metal, LLC
BY Shawn Meinershagen

**** Proposal subject to change without notice until signed for by both parties. ****



TOURISM REPORT

For Ste Genevieve Board of Aldermen

January 13, 2022

OVERVIEW

Great start to 2022

- National recognition by **USA Today** as the #2 *Best Small Town Cultural Scene*
- National recognition by **AAA** as the #2 *Top Christmas Town in the Midwest*
- According to the Ste Genevieve Herald, the *Ste Genevieve Golf Club* was named the 42nd best course in the country by NBC Sports Golfers' Choice Golf Pass 2022 Tourism Department
- Tourism Department conducted the first quarterly marketing workshop
- Ste Genevieve has been nominated for the Missouri Humanities Featured 5 Communities
 - Voting begins in April
- Welcome Center numbers finished stronger than expected during the 4th quarter

WELCOME CENTER

Visitors

- 2021 Yearly Total– **18,051**
- December 2021 total – **1036**

MARKETING

Jan 12th

First quarterly marketing workshop

- Inaugural event
- Primary goal is conversion of tourists to sales
- Addressed marketing basics w/ focus on social media and cooperative advertising
- Focus on positive customer experience
- Held at Common Grounds coffee shop upstairs meeting room
- Over 20 participants representing retailers, non-profit organizations, and community groups
- Second Quarter workshop is scheduled for Wednesday March 30th



Social Media



Total Facebook Pages "Likes"= **13,258**

Total Facebook Pages "Followers"= **13,911**

Facebook comparisons

Category	Month (December 13- January 9)	Week (January 3- 9)
Post Reach	89,443 (+8%)	39,990 (+74%)
Post Engagement	10,207 (-16%)	2,030 (+1%)
New Page Likes	365 (+43%)	47 (+6%)
Page Views	727 (+12%)	186 (+11%)

UPCOMING EVENTS

Chocolate Walk

- Downtown Ste Genevieve
- Saturday February 5th 10 am- 4 pm

King's Ball

- Downtown Ste Genevieve
- Saturday February 5th 6 pm