

MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY – May 11, 2023

**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 Treasurer Sue Schweiss showed the following members present:

Mayor Brian Keim	
Alderman Kristi Cleghorn	Alderman Gary Smith
Alderman Eric Bennett (6:30)	Alderman Bob Donovan
Alderman Joe Steiger	Alderman Jeff Eydmann
Alderman Mike Raney	Alderman Joe Prince

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** None.

**CITY ADMINISTRATORS REPORT.** (See attached report)

**STAFF REPORTS.**

Kenny Steiger – Fire Chief (see attached report)

Tanalyn Dollar – Tourism Director (see attached report)

David Bova – Community Development Administrator (see attached report)

**COMMITTEE REPORTS.** None

**PUBLIC HEARING.** The purpose of this hearing is to consider an annexation petition filed with the City on April 27, 2023, by Ste. Genevieve RII School District. Mayor Keim opened the public hearing at 6:28 p.m. Community Development Administrator David Bova stated that is a 1.81-acre

piece of land that has water and sewer available to it and the zoning would be consistent with what is there. With there being no public comments or concerns Mayor Keim closes the public hearing at 6:29 p.m.

**PUBLIC COMMENTS.** Gina Bennett 107 Basler Drive, addressed the board and stated that even though the money sounds scary that the tourists will come in and eat, shop, and stay to bring in tax dollars. Ms. Bennett said if there is anyone interested in making costumes for events around town, please contact her via Facebook. Ms. Bennett said she wish we could support tourism the best we can. She went on to thank everyone for what they do.

### **CONSENT AGENDA.**

- Minutes – Board of Aldermen - Regular Meeting – April 27, 2023
- Minutes – Board of Aldermen – Work Session – April 27, 2023
- Minutes – Board of Aldermen – Work Session – Closed – April 27, 2023
- Street Closure Request – The Foundation for Preservation of Ste. Genevieve is requesting a street closure for the French Heritage Festival on June 10, 2023, with the following closures: Merchant Street from 4<sup>th</sup> to 5<sup>th</sup> Street from 9 a.m. to 5 p.m. and Main Street from Jefferson to Washington from 5:30 p.m. to 9:30 p.m.
- Street Closure Request – Ste. Genevieve Parish is requesting a street closure for Wednesday June 7, 2023, from 5 p.m. to 11 p.m. for Merchant Street between 3<sup>rd</sup> & 4<sup>th</sup> and no thru traffic on DuBourg Place for a music festival.
- **RESOLUTION 2023 – 30. A RESOLUTION APPOINTING BILL HART TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 – 31. A RESOLUTION APPOINTING THOMAS HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 - 34. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AND EXECUTE A SERVICE AGREEMENT WITH FORWARD SLASH TECHNOLOGY, LLC TO PROVIDE ADDITIONAL CYBERSECURITY MEASURES.**
- **RESOLUTION 2023 – 35. A RESOLUTION BY THE BOARD OF ALDERMEN DECLARING SURPLUS PROPERTY.**
- **RESOLUTION 2023 – 36. A RESOLUTION APPOINTING GERALD BAUMAN TO THE STE. GENEVIEVE PLANNING AND ZONING COMMISSION.**
- **RESOLUTION 2023 – 37. A RESOLUTION BY THE STE. GENEVIEVE BOARD OF ALDERMEN APPROVING THE PURCHASE OF TELEPHONE EQUIPMENT FOR CITY HALL AND THE POLICE DEPARTMENT AS PART OF THE CITY HALL/BOARDROOM REMODEL.**
- **RESOLUTION 2023 – 38. A RESOLUTION APPOINTING JASON STACKLE TO THE STE. GENEVIEVE TOURISM ADVISORY COUNCIL.**

Motion by Alderman Steiger, second by Alderman Smith to approve the consent agenda as presented. Motion carried 7-0-1 with Alderman Bennett absent.

**OLD BUSINESS.**

**BILL NO. 4555. AN ORDINANCE AUTHORIZING THE CITY TREASURER TO WRITE OFF UNCOLLECTIBLES FROM THE WATER/WASTEWATER ACCOUNTS OF THE CITY OF STE. GENEVIEVE, MISSOURI. 2<sup>nd</sup> READING.** A motion by Alderman Donovan, second by Alderman Eydmann, Bill No. 4555 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Gary Smith, Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, and Alderman Mike Raney. Nays: None. Motion carried 7-0-1 with Alderman Eric Bennett absent. Thereupon Bill No. 4555 was declared Ordinance No. 4478 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4556. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE MAYOR TO SIGN A DEED DEDICATING A PORTION OF DIVISION STREET TO THE CITY OF STE. GENEVIEVE. 2<sup>nd</sup> READING.** A motion by Alderman Donovan, second by Alderman Eydmann, Bill No. 4556 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Gary Smith, Alderman Bob Donovan, Alderman Eric Bennett, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4556 was declared Ordinance No. 4479 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS.**

**APPROVAL OF THE ANNUAL LIQUOR LICENSE RENEWALS.** Motion by Alderman Smith, second by Alderman Prince to approve the Annual Liquor License renewals as presented. Motion carried 8-0.

**APPROVAL OF THE LOW BID OF BALES CONCRETE, LLC., IN THE AMOUNT OF \$37,794.00 FOR THE CITY CONCRETE SIDEWALK REPLACEMENT PROJECT.** Motion by Alderman Raney, second by Alderwoman Cleghorn to approve the low bid of Bales Concrete, LLC, in the amount of \$37,794.00 for the "City Concrete Sidewalk Replacement Project". Motion carried 8-0.

**BILL NO. 4558. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BALES CONCRETE OF STE. GENEVIEVE, MISSOURI FOR THE CITY CONCRETE SIDEWALK REPLACEMENT PROJECT IN AN OF \$37,794.00. 1<sup>st</sup> & 2<sup>nd</sup> READING.** A

motion by Alderman Smith, second by Alderman Prince, Bill No. 4558 was placed on its first reading, read by title only, considered and passed by an 8-0 vote. A motion by Alderman Prince, second by Alderwoman Cleghorn, Bill No. 4558 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Gary Smith, Alderman Eric Bennett, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, and Alderman Mike Raney. Nays: None. Motion carried 7-0 with Alderman Bob Donovan abstaining. Thereupon Bill No. 4558 was declared Ordinance No. 4480 signed by the Mayor and attested by the City Clerk

**BILL NO. 4559. AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN REAL ESTATE OWNED BY STE. GENEVIEVE R-II SCHOOL DISTRICT INTO THE CITY OF STE. GENEVEIVE EXISTING CORPORATE LIMITS. 1<sup>ST</sup> READING.** A motion by Alderman Prince, second by Alderman Smith, Bill No. 4559 was placed on its first reading, read by title only, considered and passed by an 8-0 vote.

**OTHER BUSINESS.** None

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** None

**ADJOURNMENT.** With no further business Mayor Keim adjourned the meeting at 6:40 p.m.

**Respectfully submitted by,**



**Sue Schweiss  
City Treasurer**

## CITY ADMINISTRATOR REPORT

May 11, 2023

1. A number of bid openings are coming up. Thursday is the water main replacement bids. We allocated \$315,000 for the project and estimates are that costs have risen so much we will be limited to May 2 of our recommended lines. Sidewalk replacement bids for resident owned sidewalks is Tuesday, May 16 at 10a, and the city hall/boardroom remodel bid opening has been moved back to Tuesday, May 16, at 3p.
2. New board members are invited to come by the office so we can go over some current and future projects and discuss programs or processes you will be looking to add during the budget season that starts in June.
3. The street sweeping schedule is now available on our GIS page. Updates were done by the Regional Planning Commission.
4. The City will be hosting the Chamber Leadership group on Wednesday, May 17. We will give them a tour of the city hall/police department, run through the budget process, department heads will give run throughs of what they do, and then set them free.
5. David Bova and I will be attending a ransomware tabletop event Thursday morning in Cape Girardeau as a training exercise in case a computer system is infected with ransomware. It is being organized by the Missouri Department of Homeland Security.

## Monthly Operations Report

Date: **April, 2023**

Calls for Assistance:

- SGFD responded to **23** emergency calls in **April**
- Total for this year is **81** calls, **up 10** 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 Interior Operations, Search and Rescue, Fire Attack**
- **Preplan Training was St Elizabeth's Adult Daycare and the apartments above.**
- We have 4 in Fire Fighter 1 & 2 certification classes in Cape. They report everything is going well. **Nearing the end of class and will soon be testing for state certification.**

Meetings Attended

- Bi County Chiefs Meeting – **Attended**
- City Counsel 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:

- **Starting to catch up on building maintenance and other projects now that brush truck is done.**

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**

Grants

Community Foundation Grant

Holcim (CFG) Grant for the Fire Department – started upgrades on some current radios.

### 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. **There is a second request to the board for approval to order the radios due to a price increase in the radios.**

**There will still be no funds required from the city.**

### 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. **Attempting to complete another grant for handheld radios and repeaters. Deadline is Friday. Not sure if I will have time to complete it before the deadline due to the complicated nature of the equipment requested.**

### 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. **Attended a webinar on April 21<sup>st</sup> to meet the requirements to purchase. Waiting for permission from grant administrator to proceed with bids and approval.**

### County Firefighters Assn.:

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

### Local & State Mutual Aid:

- Nothing to report

### Misc.

- **Co-hosted the drug buyback and the firehouse with County Emergency Preparedness and SGPD**

### 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

**Ste Genevieve Catholic Parish – 3 boxes**



## Community Development May 2023 Staff Report 4/22/23 – 5/8/23

### *Historic Preservation – Heritage Commission*

- Next meeting – 5/15
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; RFP as released on 4/4; received 1 bid; working on contract
- Paul Bruhn Historic Revitalization Grant – anticipated notification date – May 15<sup>th</sup>

### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 14
- Building Permits Issued 6
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 2 (public hearing 5/11)
- New permitting software RFP – recommending Cloudpermit – on tonight’s agenda
- Sidewalk violations – city property bid op last week; other properties bid op next week

### *Comprehensive Plan Update*

- Steering Committee
  - Board rep us Alderman Raney
  - Funnel public input through Comm Dev Dept, committee, or RPC
- Current stage of process is Vision Development
  - Public survey #1 was available 12/27 – 1/30
  - Steering Committee & Staff meetings held on March 29<sup>th</sup>
  - Next Public outreach will be in June/July

### *Planning & Zoning*

- Meeting – 5/4 – 2 SUPs approved for recommendation
- Next meeting – 6/1

### *City / County Info*

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Basler Drive extension / New Subdivision possibility– pre-engineering complete
- FLAP Grant (N 4<sup>th</sup> Street) – has been awarded! But in 2025
- 911 updates – county passed 3/8 cent sales tax – predicted to produce \$600k annually

### *Board of Adjustment*

- Nothing new to report



***Floodplain Management***

- Current long range forecasts are 71% chance minor flooding in May-Jun-Jul

***Property Maintenance***

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 5
- Code Violation Issues 3
- Sidewalk Issues 16 (5 are 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