

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

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 Paul Hassler	
Alderman Bob Donovan	Alderwoman Susan Johnson
Alderman Joe Prince	Alderman Mike Jokerst
Alderman Mike Raney	Alderman Jeff Eydmann
Alderwoman Ashley Armbruster	

Absent: Alderwoman Kristi Cleghorn

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

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. At this time Mr. Chip Marzucio updated the Board on the events that are being planned for the 5th Annual Spring for Down Syndrome including the new location for the event which will be held at the fair grounds.

CITY ADMINISTRATORS REPORT. (see attached)

STAFF REPORTS.

Dave Bova – Community Development Administrator (see attached)

Kenny Steiger – Fire Chief (see attached)

Tanalyn Dollar – Tourism Director (see attached)

Steve Wilson - Alliance Water Resources (see attached)

COMMITTEE REPORTS. None.

PUBLIC COMMENTS. None.

PUBLIC HEARING. Mayor Hassler opened the public hearing at 6:32 p.m. to consider a request from Michael Monia, Jr. for a special use permit to allow guest lodging at 12 N. 5th Street in an R-2 General Residential District. Mr. David Bova Community Development Administrator addressed the Board with the information regarding the special use permit request. With no further questions Mayor Hassler closed the public hearing at 6:33 p.m.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – February 23, 2023
- Minutes – Board of Aldermen – Work Session – February 23, 2023

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

OLD BUSINESS.

BILL NO. 4542. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING AND CHAPTER 605 BUSINESS LICENSING AS SET FORTH BELOW. 2nd READING. A motion by Alderwoman Johnson, second by Alderman Eydmann, Bill No. 4542 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4542 was declared Ordinance No. 4465 signed by the Mayor and attested by the City Clerk.

BILL NO. 4543. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS CREATING A TINY HOME OVERLAY ZONE AS SET FORTH BELOW. 2nd READING. A motion by Alderman Jokerst, second by Alderwoman Johnson, Bill No. 4543 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4543 was declared Ordinance No. 4466 signed by the Mayor and attested by the City Clerk.

BILL NO. 4545. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS AS SET FORTH BELOW. 2nd READING. A motion by Alderman Jokerst, second by Alderman Eydmann, Bill No. 4545 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4545 was declared Ordinance No. 4467 signed by the Mayor and attested by the City Clerk.

BILL NO. 4546. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE MUNICIPAL BAND. 2nd READING. A motion by Alderman Prince, second by Alderwoman Johnson, Bill No. 4546 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4546 was declared Ordinance No. 4468 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

BILL NO. 4547. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR OUTDOOR ADVERTISING WITH ROBINSON OUTDOOR. 1st & 2nd READING. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4547 was amended and placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderwoman Cleghorn absent. A motion by Alderwoman Johnson, second by Alderman Raney, to proceed with the second and final reading of Bill No. 4547. Motion carried 7-0-1 with Alderwoman Cleghorn absent. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4547 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4547 was declared Ordinance No. 4469 signed by the Mayor and attested by the City Clerk.

BILL NO. 4548. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW. 1st & 2nd READING. A motion by Alderman Raney, second by Alderman Prince, Bill No. 4548 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderwoman Cleghorn absent. A motion by Alderman Donovan, second by Alderman Raney, to proceed with the second and final reading of Bill No. 4548. Motion carried 7-0-1 with Alderwoman Cleghorn absent. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4548 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4548 was declared Ordinance No. 4470 signed by the Mayor and attested by the City Clerk.

BILL NO. 4549. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JOKERST, INC. FOR THE "2023 PAVING PROGRAM PROJECT" IN AN AMOUNT OF \$278,614.92. 1st & 2nd READING. A motion by Alderman Donovan, second by Alderman Eydmann, Bill No. 4549 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderwoman Cleghorn absent. A motion by Alderman Eydmann, second by Alderman Donovan, to proceed with the second and final reading of Bill No. 4549. Motion carried 7-0-1 with Alderwoman Cleghorn absent. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4549 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4549 was declared Ordinance No. 4471 signed by the Mayor and attested by the City Clerk.

BILL NO. 4550. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR MORLEY PROPERTIES, LLC THAT WILL ALLOW GUEST LODGING AT 12 N. 5th STREET. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4550 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderwoman Cleghorn absent. A motion by Alderwoman Johnson, second by Alderman Donovan, to proceed with the second and final reading of Bill No. 4550. Motion carried 7-0-1 with Alderwoman Cleghorn absent. A motion by Alderman Eydmann, second by Alderman Donovan, Bill No. 4550 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, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Absent: Alderwoman Cleghorn Motion carried 7-0-1. Thereupon Bill No. 4550 was declared Ordinance No. 4472 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. Mayor Hassler adjourned the meeting at 6:42 p.m.

Respectfully submitted by,



Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

March 9, 2023 UPDATE 1

1. Our application for Missouri Department of Natural Resources funding for a new diesel truck was not selected so we will not be receiving 25% match money for a new dump truck. We will need to rebudget the cost without the additional revenue if we want to move forward.
2. Cochran forwarded the latest proposed schedule for water main engineering and construction and estimate construction will not be completed until August this year.
3. GWorks is requiring an update to our FrontDesk payment option and switching to their in house payment system. Customers will be prompted to reenter their credit card information to make the switch to the new payment option. We will also see the cost of ACH transactions increase by 80¢, and costs for credit card and e-check will be about the same.
4. CBIZ has scheduled a preliminary look at the salary survey next Wednesday morning to make sure they've included all categories and go over all of the information before presenting a final report to the board.
5. We did not receive Dept. of Public Safety grant funding for the Cybersecurity Grant they were offering. Our match did not equal what they are requiring. The improvements are still going to be implemented using ARPA funds that we already had allocated for this project and put us 3 months behind as we awaited grant awarding.
6. CE plans on starting Monday, March 13 on Claymont for the concrete replacement, weather permitting. They will be contacting those residents to plan out the schedule for them to park in a temporary location when work will impact their driveways.
7. Sales tax revenue was down 12% comparing 2022 to 2023 for February according to the Missouri Department of Revenue. For the year the City is ahead 17.5%. For the use tax, revenue was up 33.6% compared to 2022 and up 9.5% for the year.



Community Development March 2023 Staff Report

2/7/23 – 3/6/23

Historic Preservation – Heritage Commission

- Meeting – 2/27 – 1 COA approved as amended & 2 administrative approvals
- Next meeting – 3/20
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; RFP to be released this coming week
- Paul Bruhn Historic Revitalization Grant – anticipated award date – May 15th

Building Department / Code Enforcement

- Occupancy Permits / Inspections 31
- Building Permits Issued 3
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 2 (renewals)
- Special Use Permits 1 (awaiting BOA decision)
- New permitting software RFP issued 2/15 – bid opening 3/15

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 #1 was available 12/27 – 1/30
 - Steering Committee & Staff meetings on March 29th

Planning & Zoning

- Meeting – 3/2 – recommended approval of 1 SUP – guest lodging
- Next meeting – 4/6
- 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

- NWS Spring Flood Outlook reports release next week
- Current long range forecasts are 50% chance moderate flooding

Property Maintenance

- Nuisance Property Issues 5
- 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
- NPS Interpretation Workshop – attended 2/22

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: **February, 2023**

Calls for Assistance:

- SGFD responded to **13** emergency calls in **February**
- Total for this year is **39** calls, **up 3** calls from last year

Staffing:

- SGFD roster is down **3**. 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 – moved out of town to Desoto**

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

- **Monthly Training was Hose loads and advancement**
- **Preplan Training was Regions Bank and Bank of Bloomsdale**
- **I attended the second 20 Hours of Fire Service Leadership Enhancement Series through the University of Missouri which included a day at the state capitol**
- **We have 4 in Fire Fighter 1 & 2 certification classes in Cape. They report everything is going well.**

Meetings Attended

Ozark Firefighters meetings – **Leadwood 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 is in the final stages**

Fire Radio

- St Francis County 911 radio survey
Nothing to Report
- **Will be meeting Wednesday Night with Bi-county chiefs to discuss applying for a regional grant for radio replacement in the next application period.**

Grants

Community Foundation Grant

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

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 would be available from our rural fire fund.

Grant Request Submitted Nothing to Report

County Firefighters Assn.:

- **Still working on getting a Propane Emergencies Class scheduled.**

Local & State Mutual Aid:

- Nothing to report

Misc.

- **We did safety presentation to St Elizabeth's Adult Day Care.**
- **We held our annual awards supper. Thanks to Lakenan Insurance for catering the meal for us. We presented the following awards**
- **Fire Chief Appreciation Awards to**
Capt. Charlie Wibbenmeyer, Capt. Justin Donovan, and LT Bo Caldwell
- **Fire Fighter of the Year to Mike Brocato**
- **Years of Service Pins**
- **Felix Meyer – 40 years**
- **Mick Schwent – 50 years**
- **Mick was also presented with a retirement axe and Certificate of Appreciation from the Missouri State Fire Marshal's Office.**

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



TOURISM REPORT
Ste Genevieve Board of Aldermen
MARCH 9TH 2023

OVERVIEW

USA Today Reader's Choice (small towns 2023)

- Featured among top 10

Winter Concert Series

- Ends Mid-March

Shop Hop

- March 25

4th Friday Art Walks

- March 24

UPCOMING EVENTS

STE Gravel Classic

- STGH, STG City, Audubon, Trailnet key sponsors
- Taste of St Gen – Ste Gen County Hospital, Saturday April 15th
- Race starts 8am Sunday April 16th
- Registration now open
- New, free race for youth + families called 'Little Pebbles'
- Microtel donating 2 rooms to riders
- Expectations will exceed 2022
- Need volunteers, sign up at TrailNet

KC Parent Magazine

- 2 day tour of STG by writer/husband (sponsored by Tourism)

WELCOME CENTER

Phone System

- Exploring cost savings of \$900 per year by dropping fax line and converting to Google Voice. Voice to transcript abilities so staff can respond to requests faster and we can track where they're calling from
- Revamping the slidedeck, brochure rack for visitors
- Creating a sign-in form for visitors to join future newsletter



MARKETING

Social Media

Channels (FB, IG, YT, Pinterest)

- Standardization of icons, logins, profile descriptions
- Creating a content calendar to post 2 x mth

Website

Purchased auditing software

- Provides a comprehensive dashboard for critical issues, fixes and will be used in the RFP for redesign/maintenance service providers
- Exploring a new, data driven module offering customized itineraries, real-time information about STG businesses

Community Partners

80% complete setting up Google Workspace

- Online collaboration and communication with area partners and businesses to streamline communications and workflows
- Piloting it with 2 members for feedback, customization. Measured roll-out to other groups over the next months
- Will greatly improve understanding of specifications needed for website, social channels, contact and content

Questions, Comments



OUR MISSION

We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.

Alliance Water Resources, Inc.

**206 S. Keene St.
Columbia, MO
65201**

(573)-874-8080

OPERATIONS REPORT – Ste. Genevieve

January 2023

Water Treatment Plant

- The electrical building has been constructed and the majority of the electrical components have been installed. We still do not have a delivery date for the Transfer Switch.
- Transfer Pump #1 was put back on line after some electrical issues were diagnosed and resolved.
- Well #6 was showing grounded. After some troubleshooting, we found it to be the wires running from the well to the building. BT Electric replaced the wires.
- Relays for Well # 3 were ordered and installed.
- Ordered the diffusers for the Carbon Dioxide feed.
- All locations were inspected and cleaned.

Wastewater Treatment

- The return activated sludge pump wiring was replaced as it was showing a dead short to ground.
- Clarifier #1 was drained and cleaned Clarifier #2 will be scheduled.
- We performed an inventory of UV parts available and confirmed that what we have previously ordered is correct.
- Routine maintenance and inspections were performed as scheduled.



OPERATIONS REPORT – Ste. Genevieve

Treatment

WASTEWATER PLANT EFFLUENT QUALITY

	BOD Mg/l	TSS mg/l	pH	E. coli forming Colonies/100 ml
Monthly Average	2.9	4.6	7.4	n/a
Peak Day	4.0	8.5	7.7	n/a
Percent Removal	98.9%	98.9%		

NPDES EFFLUENT LIMITATIONS

	BOD Mg/l	TSS mg/l	pH	E coli forming Colonies/100 ml
Monthly Average	30	30	6.5-9.0	206
Weekly Average	45	45		1030

AMMONIA MONTHLY LEVELS

	<u>Ammonia as Nitrogen</u>
Daily Maximum	.03
Monthly Average	.03

AMMONIA LIMITATIONS

	<u>(April 1st- Sept 30th) Ammonia as Nitrogen</u>	<u>(Oct 1st-March 31st) Ammonia as Nitrogen</u>
Daily Maximum	4.2	11.8
Monthly Average	1.5	2.6

PLANT HYDRAULIC AND ORGANIC LOADING

Daily Maximum flow MG- .840
 Daily Maximum loading 1447lbs.



OPERATIONS REPORT – Ste. Genevieve

Collection/Distribution

Collections

- Staff jetted just over 3000ft of lines this month.
- 698 LaFluer received their city provided check valve. Also assisted the local plumber with line locations.
- Located sewer lines and laterals for businesses located in the plaza.
- Demoed a crawler camera with Woody's Municipal Supply.
- The newly installed bar screen at the Riverview Nursing Facility is not being properly maintained nor are their grease traps. Continues
- All lift stations were inspected at a minimum of 3 times per week. Staff inspects for grease build up, vandalism, and any electrical issues that would indicate issues with pumps, motors, or controls.

Distribution

- Completed the tap for Greg Hilbert at new building off of M rod.
- Staff installed new air relief valves on the raw water main that supplies the water plant water from the wells.
- Staff replaced all water supply lines to the filters.
- Still finding meters that froze and are now leaking as they have thawed.
- All remote buildings were cleaned, inspected.

Customer Service

- Staff performed 18 line locates.
- Staff performed 43 work orders.
- Disconnects for non-payment 21
- There were 5 loads of lime purchased.



OPERATIONS REPORT – Ste. Genevieve

Public Works

Streets

- Staff removed all Christmas decorations that were located in town.
- Staff removed a unsafe storage area located in the street dept.
- We have begun to make upgrades to the office and storage areas of the street dept..
- Cleaned storm drains for incoming weather.
- Veterans Drive had a random hole open up on the side of the road. We investigated, filled and will continue to monitor this area.
- Tree clean up
- Snow removal was completed without issue
- Routine items were also completed weekly. Trash, light checks, potholes, vandalism, etc....

Park

- Camera were installed at Valle Spring Park and Main St locations.
- Looking into fountain options for the park as the last one was damaged.
- New mowers were ordered
- Facility checks were made daily
- All mowing equipment is being maintained to ensure proper operation when needed

Project Updates

- Met with Cochran about waterline projects
- BT Electric still waiting on materials.

Safety

- PPE was reviewed with staff

Regulatory

- DMR
 - Groundwater report
- All were submitted on time

Training

- Crawler camera demo was a full day of training for the staff.

Concerns for the Month

- Ensuring the wells are all up and running

Positive for the Month

- Electrical project is moving forward