

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – DECEMBER 8, 2022**

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 Joe Prince	Aldерwoman Susan Johnson
Alderman Kristi Cleghorn (zoom)	Alderman Mike Jokerst
Alderman Mike Raney	Alderman Jeff Eydmann
Aldерwoman Ashley Armbruster	

Absent: Alderman Bob Donovan

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

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. (See attached report.)

STAFF REPORTS.

- HAPPY WELCH – TOURISM REPORT (see attached)
- JASEN CRUMP POLICE CHIEF - POLICE REPORT (see attached)
- KENNY STEIGER – FIRE CHIEF (see attached)
- DAVE BOVA – COMMUNITY DEVELOPMENT ADMINISTRATOR (see attached)
- STEVE WILSON - ALLIANCE WATER RESOURCES (see attached)

COMMITTEE REPORTS. Aldерwoman Armbruster reported that their will be no December Park Board meeting.

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – November 10, 2022
- Minutes – Board of Aldermen – Work Session – November 10, 2022
- Minutes – Board of Aldermen – Work Session/Closed Session – November 10, 2022
- Treasurer’s Report – November 2022
- **RESOLUTION 2023-08.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A FARM LAND LEASE AGREEMENT WITH BAHR FARMS FOR CITY OWNED PORPERTY ON PROGRESS PARKWAY.
- **RESOLUTION 2023-09.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI TO AFFIRM AN ARPA GRANT APPLICATION THROUGH THE STATE AND LOCAL CYBERSECURITY PROGRAM OF THE MISSOURI DEPARTMENT OF PUBLIC SAFETY FOR THE PURPOSE OF ASSISTING THE CITY OF STE. GENEVIEVE WITH INTERNET TECHNOLOGY EQUIPMENT, CYBERSECURITY TRAINING AND SYSTEM MONITORING.
- **RESOLUTION 2023 – 10.** A RESOLUTION APPOINTING GARY ROTH TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.
- **RESOLUTION 2023-11.** A RESOLUTION RE-APPOINTING ANTHONY “TONY” GRASS TO THE STE. GENEVIEVE PLANNING AND ZONING COMMISSION.

A motion by Alderman Jokerst second by Alderman Eydmann to approve the consent agenda with the amended minutes of the regular meeting held on November 10, 2022. Motion carried 7-0-1 with Alderman Donovan absent.

OLD BUSINESS.

RESOLUTION 2023-04. A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE STE. GENEVIEVE RII SCHOOL DISTRICT FOR THE DONATION OF A 2018 FORD EXPLORER TO BE USED BY THE SCHOOL RESOURCE OFFICER AND DECLARING THE VEHICLE SURPLUS. **AMEND/RESCIND** At this time a motion was made by Alderman Prince to rescind the decision of the Board to approve the donation of the car to the school for the use of the SRO officer and bring it back for discussion at a future meeting. Alderman Prince reiterated how he does not believe the City is in a position to be donating a vehicle that could be worth around \$12,000 when the school district has a much larger budget to work with than the City. The City could use that money elsewhere in the budget. The motion died for a lack of a second.

NEW BUSINESS.

Approval of the bid from Bob Otto Striping Services to restripe Progress Parkway in the amount of \$11,400.00. A motion by Alderwoman Armbruster, second by Alderwoman Johnson to approve the bid from Bob Otto Striping to restripe Progress Parkway in the amount of \$11,400. Motion carried 7-0-1 with Alderman Donovan absent.

Approval of a company for a salary study for the City of Ste. Genevieve. A motion by Alderwoman Johnson, second by Alderman Prince to approve the proposal of CBIZ to perform the compensation study. Motion carried 7-0-1 with Alderman Donovan absent.

Broker Proposal Discussion. The Real Estate Broker committee met and discussed the only submittal from Whitetail Properties Real Estate for the Progress Parkway property. It is their recommendation to reopen the solicitation and readvertise in more media channels and hopefully that will solicit more than one brokerage firm. A motion by Alderman Prince, second by Alderwoman Johnson to reject the current proposal from Whitetail Properties and readvertise again. Motion carried 7-0-1 with Alderman Donovan absent.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business Mayor Hassler adjourned the meeting at 6:35 p.m.

Respectfully submitted by,



Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

December 8, 2022

1. City offices will be closed Friday, December 23 through Monday, December 26 for the Christmas Holiday, and be closed Monday, January 2 for the New Year's Holiday. I will also be out of the office the afternoon of December 22.
2. The Tourism groups will be meeting with a final candidate for the Tourism Marketing Director job on Thursday, December 15. The meeting had to be postponed. The meeting will be closed while conducting the interview and hiring discussion. They should have a recommendation from that meeting on a new hire.
3. We will be accepting submittals until Wednesday, 12/8, 5p to do engineering work on the sidewalk/trail in Pere Marquette Park.
4. Still working with a couple of contractors to get improvements made at the Welcome Center and hope to get those going next spring.
5. Cochran was out surveying N. 4th St. to work on plans for street/stormwater improvements.// I have not received an update on the stormwater engineering but have been told we will have a draft before end of December.

Tourism Report 12/8/2022

Allee Allumee continues for one more weekend at French Colonial America. La Guinolee is New Year's Eve with a watch party at FCA. The King's Ball is planned for February 4 at the VFW Hall.

The Ste. Genevieve Gravel Classic is now scheduled for April 15. The starting spot is going to change and Trailnet is looking at a couple of spots before deciding. Vendors can contact me if they are interested in participating.

We've been boosting our Facebook posts for the Holiday Christmas Festival and the parade so our trends are really good with Facebook up 298% and Instagram up 31%.

The website committee will get together next month to look at recent changes we have made, along with a proposed style option from what we have now and a software program that may fit our needs better by some things being automated through internet posts.

I will be posting on Facebook occasionally over the next couple of weeks highlighting local shops, restaurants, decorations, etc. to work in conjunction with our online ads with Audacy Communications on KEZK, the Christmas Station that is targeting certain zip codes, and with Facebook advertising through them as well.

Google advertising numbers in October showed 305 impressions with 33 clicking to get to the website with 3 of those showing an intent to visit. For November the numbers are 1130 impressions with 104 clicks with 7 of those showing an intent to visit.



Ste. Genevieve Police Department



Monthly Operations Report

Date: December 2022

Calls for Service:

*SGPD responded to 318 calls for service in November.

6 Arrest made with 1 being a felony arrest
11 Summons issued
21 Warnings issued
38 Offense reports written

K9 Mario Reports

*November 2022 are as follows:

4 narcotics detection deployments
6 patrol deployments
0 alarm deployments
0 assist other agency (Ste. Genevieve County Sheriff's Office)
0 Compliant surrenders
0 Non-complaint surrenders (Apprehension)
3 arrest
10 public relations contacts (K9 demonstrations and foot patrol at school)

5 grams of Marijuana
0 grams of Methamphetamine
0 grams of Heroin
0 grams of Fentanyl
0 grams of Cocaine
0 grams of Mushrooms
4 items of paraphernalia
0 handguns

Staffing:

*We are still down 2 officers and have received 0 applications. We need to start discussing ways to recruit or incentives to offer to make officers want to apply for our department.

Training:

*Nothing to report this month.

Meetings:

*No special meetings attended

Facility:

Equipment/Maintenance:

*I have a meeting scheduled with the sales rep from FLOCK on December 7, 2022. I hope to get the cameras purchased and installed shortly after the first of the year.

Police Radio:

*Nothing to report.

Grants:

* The application for the ARPA grant and the Block grant has been submitted.

Miscellaneous:

*We are moving forward with the new policies through Lexipol. As reported before, it is a lengthy process and I work on it weekly with our Lexipol rep.

* We need to discuss moving forward with replacing the current K9. We have already run into some complications that have prevented us from utilizing the dog for what he is intended. Replacement cost of the dog with training is \$14,000.

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: **November, 2022**

Calls for Assistance:

- SGFD responded to **16** emergency calls in **October**
- Total so far this year are **213** calls, **up 26** calls from last year

Staffing:

- SGFD roster is down **2**. 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 Turnout Gear Inspection and Scenario Stations
Preplan Training McDonalds and American Custard
I attended an 8 Hour Class on Hazardous Materials and Air Monitoring**

Meetings Attended

Ozark Firefighters meetings – **St Francis County 911 Attended**
Bi County Chiefs Meeting – **Attended**
Recruitment & Retention 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:

- Nothing to Report

Apparatus & Equipment Maintenance:

- The new brush truck switch over has begun

Fire Radio

- Radio grant funding has been approved working on the purchase now. Radios have been ordered. Hardware and radios are in and radios are being programmed. Got the official notice of additional funding on this grant and will be buying 1 more radio. Last radio is in and being programmed and then they will come install.
- St Francis County 911 radio survey
Nothing to Report

Grants

I am seeking approval to apply for the annual Missouri Dept of Conservation Grant. This grant is a 50% match. Our match for the grant would be \$3,200.00. This

amount is available in the Rural Fire Account. The deadline to apply is Friday October 14th. Grant request submitted

Community Foundation Grant

Holcim (CFG) Grant for the tech rescue team – rescue airbags **Expected Delivery 12/22**

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.

The 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. Working on closing out the grant now.**

ARP Grant

Happy made me aware of a ARP Grant that will be opening on October 15th and closing on November 15th. His suggestion, and I agree is to try to get additional turnout gear.

There is a maximum of \$20,000 and our match will be 50% of the amount requested.

Which would be available from our rural fund. I have begun working on the grant request that opened on Friday November 4th and will close on Sunday December 4th. Due to only having 1 board meeting in November. 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

County Firefighters Assn.:

Have scheduled a propane fire class in February

Local & State Mutual Aid:

- Nothing to report

Misc.:

- **We did fire prevention visits with the following
Sunshine Enrichment Center**
- **Assisted PD with the Veteran's 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

Nothing new to report



Community Development December 2022 Staff Report 11/08/22 – 12/05/22

Historic Preservation – Heritage Commission

- Meeting – 11/21 – 1 COA approved & 1 Administrative approval
- Next meeting – 12/19
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; drafting RFP for early next year
- Submitted Certified Local Government (CLG) Annual report

Building Department / Code Enforcement

- Occupancy Permits / Inspections 33
- Building Permits Issued 8
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 1 Renewal
- Special Use Permits 1 Issued
- Continuing process to include Tiny Homes in zoning code

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 Public Outreach #1
 - RPC plans to have outreach survey available January
 - Newly dedicated RPC staff to catch up – Final Draft by Oct/Nov
 - After survey results gathered, meet w/ staff & Steering Comm again
 - Vision Development stage Feb – Mar, then 2nd round Public Input

Planning & Zoning

- No December meeting
- Tentative work session item – Recreational Marijuana zoning – Jan/Feb
- Next meeting – 1/5

City / County Cooperation

- Assistance with Tourism funding 2023 – county currently developing '23 budget
- Basler Drive extension / New Subdivision possibility – pre-engineering in progress
- FLAP Grant (S 4th Street) – has been awarded! But in 2025
- EV Charging Stations – still in discussion

- Assistance with tourism marketing funding – complete – 2nd payment

Board of Adjustment

- Nothing new to report

Floodplain Management

- Nothing new to report

Property Maintenance

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 0
- Building Code Violation Issues 1

Training 2022

- Short Term Rentals and Government webinar – Granicus – completed 12/7
- Re-Districting Webinar – MML – completed 12/7
- Floodplain Development Permits Update – SEMA – completed 1/20
- Post-Disaster Responsibilities – SEMA – completed 2/10
- SEMA / FEMA Substantial Damage – completed 2/17
- Floodplain Forms – SEMA – completed 4/26
- Missouri ARPA State Funds – MO DED – completed 5/6
- Zywave – Workplace Code of Conduct – completed 7/14
- HPF Grants – SHPO – completed 7/20
- Community Forum Conference – Mo Extension – attended 8/3
- Zywave – Ergonomic Basics for Employees – completed 10/5
- CDBG Consolidated Plan 2023 – MO DED – attended 10/6
- LPA Online Basic Training – completed 10/17
- MML Guide to Recreational MJ in MO – completed 11/2



**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

November 2022

Water Treatment Plant

- The electrical building has been constructed. We have all the material on site to complete the siding and door installation.
- Continuing to watch well drawdown levels as the draught continues.
- Well 4 failed and had to be cleaned by Flynn drilling. Pumping capacity increased dramatically.
- New high service motor and transfer pump motor has been delivered and installed.
- BT Electric installed conduits for electrical building. But are currently still waiting for other materials.
- All locations were inspected and cleaned.

Wastewater Treatment

- Robinwood panel was installed and is in operation without issue.
- UV System has been shut down for the off season, materials are on order for next year.
- Tree trimming around the facilities fences.
- Routine maintenance and inspections were performed as scheduled.
- Furnace was serviced as it was not working



OPERATIONS REPORT – Ste. Genevieve

Treatment

WASTEWATER PLANT EFFLUENT QUALITY

	BOD Mg/l	TSS mg/l	pH	E. coli forming Colonies/100 ml
Monthly Average	3.5	3.3	7.5	19.6
Peak Day	6.0	5.6	7.8	317
Percent Removal	98.6%	99.1%		

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	.12
Monthly Average	6.47

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- .729
 Daily Maximum loading 880lbs.



OPERATIONS REPORT – Ste. Genevieve

Collection/Distribution

Collections

- Staff jetted just over 2700ft of lines this month.
- Staff installed a manhole riser at a location in Hope Subdivision.
- No longer hauling the sewage from Robinwood Lift Station
- Sewer issues at 81 South 6th Street. Contacted Dave Bova concerning conditions. Ed Luttrell has been working to correct the issues at this location.
- While assisting a local contractor on a job, we found 2 buried manholes.
- 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

- Staff completed a round of winterization on all facilities and drinking fountains.
- Replaced a service line on Jefferson St. This was a lead line and was replaced to the foundation.
- St. Jude and surrounding areas were flushed due to discolored water.
- Meter pits continue to be relocated to yards from basements.
- A fire hydrant was hit by a vehicle on Progress parkway. Parts are ordered.
- All remote buildings were cleaned, inspected.

Customer Service

- Staff performed 42 line locates.
- Staff performed 67 work orders.
- Disconnects for non-payment 18
- There were 5 loads of lime purchased.



OPERATIONS REPORT – Ste. Genevieve

Public Works

Streets

- Staff completed tree trimming was completed at the arbor and Welcome Center
- Poured concrete at Jefferson, South 5th, Claymont, and Chadwell Ln.
- Snow removal was completed. Type on precipitation and weather was accounted for and no salt was used for either event, with good results.
- X-mas lights, decoration, and tree at the welcome center
- Street sweeping is now on a schedule and will continue to be so.
- Shop clean up, this includes vehicles
- Routine items were also completed weekly. Trash, light checks, potholes, vandalism, etc....

Park

- Winterized Bathrooms and closed them for the season.
- Equipment maintenance.
- Cameras have finally been purchased for bathrooms
- Paint inventory was completed to prepare for next season
- All mowing equipment is being maintained to ensure proper operation when needed

Project Updates

- CIPP Project will be completed in January
- BT Electric still waiting on materials.

Safety

- Lone worker program reviewed by all staff.

Regulatory

- DMR
 - Groundwater report
- All were submitted on time

Training

- Hazardous Communication and the Right to Know was reviewed by all staff members

Concerns for the Month

- Draught Conditions

Positive for the Month

- Electrical project is moving forward and the sweeper is on schedule and trying to keep up with the falling leaves