

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – DECEMBER 10, 2020**

CALL TO ORDER. Mayor Paul Hassler called the regular meeting of the Ste. Genevieve 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:

| | | |
|----------|---------------------------------|------------------------------|
| Present: | Mayor Paul Hassler | |
| | Alderman Gary Smith | Alderman Mike Raney |
| | Alderwoman Susie Johnson (Zoom) | Alderman Joe Prince |
| | Alderman Mike Jokerst | Alderwoman Ashley Armbruster |
| | Alderman Bob Donovan | |

Absent: Alderman Jeff Eydmann

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

PRESENTATION/AWARDS. At this time Mayor Hassler presented Norma Basler a certificate of appreciation for her 36 years of service to the City for cleaning City Hall and to Jan Brans for his dedication to serving the City on various boards and commissions.

PERSONAL APPEARANCE. Jeanette Wood, acting Ste. Gen. County Health Department Administrator handed out information compiled regarding COVID. She also gave some information regarding the vaccine that could be available soon in our area.

CITY ADMINISTRATORS REPORT. See Attached Report.

STAFF REPORTS.

Dave Bova – Community Development Administrator (See Attached Report)
Toby Caring – Tourism Director (See Attached Report)
Kenny Steiger – Fire Chief (See Attached Report)
Eric Bennett – Police Chief (See Attached Report)
Steve Wilson – Alliance Water Resources Local Manager (See Attached Report)
Gary Roth – Field Operations Supervisor (See Attached Report)

COVID DISCUSSION. (see Personal Appearance)

COMMITTEE REPORTS. Alderwoman Armbruster reported that the Park Board did not meet for their regular scheduled meeting in December and their next meeting will be Tuesday, January 26, 2021.

PUBLIC COMMENTS. None.

PUBLIC HEARINGS.

The Ste. Genevieve Board of Aldermen will hold a public hearing to hear a request from Rodney Milfelt, Milfelt Auto Body LLC for a variance and special use permit to erect a 24' x 12' freestanding sign at 17746 US Highway 61. This property is currently located in an R-1 Single Family Residential District. Mayor Hassler opened the public hearing at 6:43 p.m. Dave Bova – Community Development Administrator explained that Mr. Milfelt is requesting a various and special use permit to erect a freestanding sign in a R-1 Single Family Residential District. With no further questions or comments the public hearing was closed by Mayor Hassler at 6:44 p.m.

The Ste. Genevieve Board of Aldermen will hold a public hearing to hear a request from Ste. Genevieve Properties, LLC and Hunter Lee Holdings for a special use permit to replace a previously non-conforming mobile home with a newer model mobile home on lot #4 at 205 S. Tenth Street which is located in an R-2 General Residential District. Mayor Hassler opened the public hearing at 6:44 p.m. Cara Naeger from Ste. Genevieve Properties, LLC spoke on behalf of allowing the Special Use Permit. The prior mobile home located on lot #4 was demolished to prepare to put in a newer more updated model in its place and in order to comply with City Ordinances this requires a special use permit. Gina Bryant, 992 S. Gabouri and Ron Gettinger, 994 S. Gabouri both spoke in opposition of allowing the special use permit with their main concerns being the upkeep and care of the mobile home park over the last several years. With no further questions or comments the public hearing was closed by Mayor Hassler at 7:09 p.m.

The Ste. Genevieve Board of Aldermen will hold a public hearing at which time citizens may be heard on the proposed water/sewer rates to be set by the Board of Aldermen. Mayor Hassler opened the public hearing at 7:09 p.m. The following chart reflects the proposed water/sewer rate increases:

| | |
|---|---|
| WATER RATES: Proposed FY 2021 | \$6.95 minimum plus \$.05908/cubic feet |
| SEWER RATES: Proposed: FY 2021 | \$8.32 minimum plus \$5.02/1000 gallons or (\$.0374/cubic feet) |
| INDUSTRIAL WATER RATES: Proposed: FY 2021 | \$6.05 minimum plus (\$.04520/cubic feet) |

With no questions regarding the proposed rates the public hearing was closed by Mayor Hassler at 7:10 p.m.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – November 12, 2020
- Minutes – Board of Aldermen – Work Session – November 12, 2020
- Minutes – Board of Aldermen – Special Meeting – November 23, 2020
- **RESOLUTION 2021 – 13.** A RESOLUTION BY THE STE. GENEVIEVE BOARD OF ALDERMEN APPROVING THE PURCHASE OF BULK SALT AT \$87.15 PER TON FOR WINTER STREET DEICING FROM DBK SALT LLC OF PEVELY, MISSOURI.
- **RESOLUTION 2021 – 14.** A RESOLUTION BY THE BOARD OF ALDERMEN APPROVING THE NAMES OF CERTAIN LOCATIONS OF THE FUTURE RECREATION/EDUCATION AREA OF THE STE. GENEVIEVE URBAN DESIGN LEVEE.
- **RESOLUTION 2021-15.** A RESOLUTION APPOINTING NICOLE BOYER TO THE STE. GENEVIEVE HERITAGE COMMISSION.

- **RESOLUTION 2021-16.** A RESOLUTION APPOINTING BECKY WELCH TO THE STE. GENEVIEVE HOUSING AUTHORITY BOARD.
- Approval of Treasurers Report – October 2020 & November 2020

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

OLD BUSINESS. None.

NEW BUSINESS.

BILL NO. 4396. AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FISCAL YEAR 2021 BUDGET RELATING TO THE CAPITAL PROJECTS FUND #70. 1ST & 2ND READING A motion by Alderman Jokerst, second by Alderman Smith, Bill No. 4396 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote with Aldermen Eydmann absent. A motion was made by Alderman Smith to proceed with the second and final reading, 2nd by Alderman Prince. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Smith, second by Alderman Prince, Bill No. 4396 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 Gary Smith, Alderman Joe Prince, Alderman Mike Raney, Alderwoman Ashley Armbruster and Alderman Bob Donovan. Nays: None. Motion carried 7-0-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4396 was declared Ordinance No. 4317 signed by the Mayor and attested by the City Clerk.

BILL NO. 4397. AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH NB WEST CONTRACTING COMPANY OF PACIFIC, MISSOURI ON THE WASHINGTON STREET RETAINING WALL PROJECT (SC20-1128) WITH A CONTRACT REDUCTION OF FOURTEEN THOUSAND FIVE HUNDRED AND FIFTY DOLLARS. (\$-14,550.00) 1ST & 2ND READING. A motion by Alderman Smith second by Alderman Jokerst, Bill No. 4397 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote with Aldermen Eydmann absent. A motion was made by Alderman Smith to proceed with the second and final reading, 2nd by Alderman Prince. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Smith, second by Alderman Prince, Bill No. 4397 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 Gary Smith, Alderman Joe Prince, Alderman Mike Raney, Alderwoman Ashley Armbruster and Alderman Bob Donovan. Nays: None. Motion carried 7-0-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4397 was declared Ordinance No. 4318 signed by the Mayor and attested by the City Clerk.

BILL NO. 4398. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AND EXECUTE AN AGREEMENT WITH THE COMMUNITY FOUNDATION OF THE OZARKS TO ESTABLISH A CITY OF STE. GENEVIEVE FUND FOR DONATIONS TO ASSIST WITH PERE MARQUETTE PARK MASTER PLAN IMPROVEMENTS. 1ST & 2ND READING. A motion by Alderman Smith second by Alderman Donovan, Bill No. 4398 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote with Aldermen Eydmann absent. A motion was made by Alderman Smith to proceed with the second and final reading, 2nd by Alderwoman Armbruster. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4398 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 Gary

Smith, Alderman Prince, Alderman Mike Raney, Alderwoman Ashley Armbruster and Alderman Bob Donovan. Nays: None. Motion carried 7-0-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4398 was declared Ordinance No. 4319 signed by the Mayor and attested by the City Clerk.

BILL NO. 4399. AN ORDINANCE OF THE CITY OF STE. GENEVEIVE, MISSOURI, AMENDING MUNICIPAL CODE CHAPTER 715 USER CHARGE SYSTEMS; SPECIFICALLY SECTION 715.040 USER CHARGE RATES SUBSECTIONS A. & B. BY REVISING THE WATER USE CHARGES. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderman Raney, Bill No. 4399 was placed on its first reading, read by title only, considered and passed by a 5-2-1 vote with Aldermen Smith and Alderman Donovan casting the No votes and Alderman Eydmann absent. A motion was made by Alderman Jokerst to proceed with the second and final reading of Bill No. 4399, 2nd by Alderman Prince. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4399 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 Joe Prince, Alderman Mike Raney, and Alderwoman Ashley Armbruster. Nays: Alderman Gary Smith and Alderman Robert Donovan. Motion carried 5-2-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4399 was declared Ordinance No. 4320 signed by the Mayor and attested by the City Clerk.

BILL NO. 4400. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, AMENDING MUNICIPAL CODE CHAPTER 715 USER CHARGE SYSTEMS; SPECIFICALLY SECTION 715.140 SEWER CHARGES AND BILLING, SUBSECTION "D" BY REVISING THE SEWER USE CHARGES. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderman Raney, Bill No. 4400 was placed on its first reading, read by title only, considered and passed by a 5-2-1 vote with Aldermen Smith and Alderman Donovan casting the No votes and Alderman Eydmann absent. A motion was made by Alderman Jokerst to proceed with the second and final reading of Bill No. 4400, 2nd by Alderman Raney. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4400 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 Joe Prince, Alderman Mike Raney, and Alderwoman Ashley Armbruster. Nays: Alderman Gary Smith and Alderman Robert Donovan. Motion carried 5-2-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4400 was declared Ordinance No. 4321 signed by the Mayor and attested by the City Clerk.

BILL NO. 4401. AN ORDINANCE APPROVING CHANGE ORDER NO. 3 TO THE CONTRACT WITH CE CONTRACTING, INC. OF STE. GENEVIEVE, MISSOURI FOR THE WATER MAIN IMPROVEMENT PROJECT (#20-8099) WITH A CONTRACT REDUCTION OF FORTY FOUR THOUSAND FORTY SEVEN DOLLARS AND EIGHTY CENTS. (\$-44,047.80) 1st & 2nd READING. A motion by Alderman Donovan second by Alderman Smith, Bill No. 4401 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote with Aldermen Eydmann absent. A motion was made by Alderman Smith to proceed with the second and final reading, 2nd by Alderman Prince. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Smith, second by Alderman Donovan, Bill No. 4401 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 Gary Smith, Alderman Prince, Alderman Mike Raney, Alderwoman Ashley Armbruster and Alderman Bob Donovan. Nays: None. Motion carried 7-0-1 with Alderman Jeff Eydmann absent. Thereupon Bill No. 4401 was declared Ordinance No. 4322 signed by the Mayor and attested by the City Clerk.

BILL NO. 4402. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR STE. GENEVIEVE PROPERTIES, LLC & HUNTER LEE HOLDINGS THAT WILL ALLOW THE REPLACEMENT OF A NON-CONFORMING MOBILE HOME AT 205 SOUTH TENTH STREET, LOT #4, WITH A NEWER MODEL MOBILE HOME. 1st & 2nd READING. A motion by Alderman Raney, second by Alderwoman Johnson, Bill No. 4402 was placed on its first reading, read by title only considered and a roll call vote showed 3 Ayes (Johnson, Raney, Armbruster) 3 Nays (Smith, Donovan, Prince) Absent (Eydmann) Abstain (Jokerst) motion failed. A motion by Alderman Prince to redo the 1st Reading of Bill No. 4402 based on the information that was given by counsel during the discussion of Bill No. 4402, second by Alderman Raney, motion carried 4-2-1-1 with Alderman Smith and Donovan casting the No votes, Alderman Eydmann Absent and Alderman Jokerst Abstaining. Bill No. 4402 was once again placed on its first reading, read by title only, considered and passed with a 4-2-1-1 with Alderman Smith and Donovan casting the No votes, Alderman Eydmann Absent and Alderman Jokerst Abstaining. A motion by Alderman Prince, second by Alderman Raney to proceed with the second and final reading of Bill No. 4402. Motion failed with a 2-4-1-1 vote. 2 Ayes (Johnson & Raney), 4 Nays (Smith, Donovan, Prince & Armbruster) Absent (Eydmann) Abstain (Jokerst).

BILL NO. 4403. AN ORDINANCE OF THE BOARD OF ALDERMEN APPROVING A VARIANCE AND SPECIAL USE PERMIT FOR RODNEY MILFELT OF MILFELT AUTO BODY LLC TO ALLOW THE INSTALLATION OF AN OUTDOOR ADVERTISING SIGN IN A R-1 SINGLE FAMILY RESIDENTIAL DISTRICT. 1ST & 2ND READING. A motion by Alderman Prince second by Alderman Donovan, Bill No. 4403 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote with Aldermen Eydmann absent. A motion was made by Alderman Prince to proceed with the second and final reading, 2nd by Alderman Donovan. Motion passed 7-0-1 with Alderman Eydmann absent. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4403 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 Gary Smith, Alderman Prince, Alderman Mike Raney, Alderwoman Ashley Armbruster and Alderman Bob Donovan. Nays: None. Motion carried 7-0-1 with Aldermen Jeff Eydmann absent. Thereupon Bill No. 4401 was declared Ordinance No. 4323 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 7:54 p.m.

Respectfully submitted by,


Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

December 10, 2020 UPDATE 1

1. The wall on Washington Street is all completed but the fence which is about 3 weeks out.
2. We received three submittals for qualifications for our IT Consultant RFQ. All three are qualified and I think we are close to narrowing it down to begin discussions with one of the consultants and determine a price and contract to bring to the board in January.
3. We will be opening bids next Thursday for our weed/grass violation program from the lawn/landscape companies that submit bids. We will bring that to the board for approval in January. I will be sending out a bid request for lawn maintenance at the cemeteries at the end of this month with a bid opening in January.
4. We receive bids on Thursday to remove the boxwoods along Market Street in front of the visitor center. The plants have grown into the sidewalk and last year there were lots of bees and wasps that were living in them. We will leave the taller bushes and trees and plant something new in the spring, budget allowing.
5. We are recovering from our COVID-19 quarantines and just about back to full strength. We will continue to require masks in city facilities for visitors and wear masks when in groups longer than 15 minutes. I am scheduling more Zoom availability with our commissions and boards to encourage social distancing.
6. We are in need of a part-time cleaning person at city hall one day a week to clean the offices for 4 hours. A help wanted ad is scheduled for Wednesday 12/9.
7. Out at the south sink hole next to the church property we have found an exposed 12" water main. Stormwater running to the sink hole has created an erosion issue and has exposed the pipe on the east side. We will probably need to get an engineer to give some recommendations to properly protect and support that water main and work on the runoff channel to reduce erosion.
8. In the past I have been told the city has passed out \$30 safety bonuses to employees. We did not specifically call them out during budget but we do have enough in our department wage line items. We will revise it for next year and bring a policy that spells out how the bonus works and include it with our budget presentation next year.



Community Development

David Bova
Community Development Administrator
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Ste. Genevieve, MO 63670

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Email: dbova@stegenevieve.org

December 2020 Staff Report

Activities for 11/10/20 – 12/8/20

Historic Preservation – Heritage Commission

- Meeting – No November meeting; next tentative meeting – Mon, Dec. 21st
- SHPO Historic Preservation Grant – Vendor contract approved by SHPO; awaiting HC approval
- Annual Certified Local Government report submitted for FY2020 (copy included w/ report)

Building Department / Code Enforcement

- Occupancy Permits / Inspections 22
- Building Permits Issued 4
- Demolition Permits 1
- Sign Permits 2
- Chicken Permits 0
- Special Use Permits 0
- Beginning organization of old plans in basement

Rental Housing Advisory Commission

- Nothing new to report – next tentative meeting in December/January

Planning & Zoning

- Meeting – no December meeting; next tentative meeting – Thu, Jan. 7th
- SUP001-21 & SUP002-21 will have BOA Public Hearing on Dec. 10th

Board of Adjustment

- Nothing new to report.

Floodplain Management

- Nothing new to report

Property Maintenance

- 2018 Focus properties remaining 9
 - Nuisance property Issues 4
 - Vegetation Nuisance Issues 0
 - Building Code Nuisance Issues 0
-

CERTIFIED LOCAL GOVERNMENT PROGRAM
ANNUAL REPORT

City of Sainte Genevieve

Historic Preservation Commission Activities

October 1, 2019 through September 30, 2020

Prepared by

David Bova, Community Development Administrator

**For submission to
Missouri Department of Natural Resources
State Historic Preservation Office
P.O. Box 176
Jefferson City, MO 65102**

TABLE OF CONTENTS

1. Introduction
2. Historic Preservation Commission Membership
3. Scheduled Meetings Held and Attendance Records
4. Subcommittees and Study Groups
5. Commission Activities:
 - a. Landmarks Designations
 - b. District Designations
 - c. National Register Nominations Reviewed
 - d. Cases Reviewed and Decisions
 - e. Training and Conferences
 - f. Public Education and Outreach
6. Comprehensive Historic Preservation Plan
7. Historic Properties Inventory Status
8. Historic Preservation Financial Incentives
 - a. Local Tax Incentives Program
 - b. Local ‘Bricks and Mortar’ Grants/Loans Program
9. Local Property Acquisition Program

Certified Local Government Program Annual Report

1. Introduction:

City of Ste. Genevieve

October 1, 2019 – September 30, 2020

Date Certified: Sept. 24, 1992

Though the City and community of Sainte Genevieve had established historic preservation practices prior to becoming a CLG in 1992, the CLG program and associated resources helped to solidify our program and, in 2001, we established and published the Design Guidelines for the Sainte Genevieve National Register Historic District. Since that time, those guidelines have been used to guide our Landmarks Commission (now called Heritage Commission) in the practice of fairly and consistently applying those guidelines within the Sainte Genevieve NRHD. Our Historic Preservation ordinance was re-written in 2015, in consideration of community and stakeholder feedback, to provide better direction to the Commission and the Administrator. Due to our level of historic preservation, in conjunction with the guidance and resources provided by the CLG program, the Missouri Department of Natural Resources State Historic Preservation Office and may other local organizations, Sainte Genevieve has been designated as a new National Park Service site. The Sainte Genevieve National Historical Park has begun tours this past year and will be fully established as the newest unit of the NPS this coming year.

In 2019, the Heritage Commission consulted with Dr. Steven Hoffman, Historic Preservation Program Coordinator at Southeast Missouri State University regarding their current Design Guidelines; he confirmed that the guidelines are still relevant and current with no need to update. The Heritage Commission continues to discuss and communicate with local homeowners and stakeholders regarding the Historic Preservation ordinance and design guidelines. The Heritage Commission adopted an “unnecessary hardship” ordinance this past year in order to assist those homeowners who may be unable to fully conform with the guidelines. Though the Commission had planned to in FY 2020 to attend training at the Missouri Preservation Alliance conference, those plans were cancelled due to the COVID-19 pandemic.

The CLG program has certainly helped and assisted the Commission to be successful over the past 28 years, including supplying valuable resources and assisting with grants. A “20 Historic Preservation Fund Grant” grant submission focusing on an historic preservation outreach program including a day of classroom workshops and two days of hands-on training was approved this year. The workshop is tentatively scheduled for mid-May 2021. The Commission hopes to continue their membership in the program and

gain more knowledge and resources from the CLG program as they strive to continue preserving local historic structures within the Ste. Genevieve Historic District so that they may continue to be shared with many future generations.

During the last certification period, the City continues to use and update our Geographic Information System Historic Data layer, which was implemented in part by a grant received from the State Historic Preservation Office. The historic information attribute of the City's GIS system is tremendously useful to staff and to citizens who are either trying to determine if their structure is historic or get more information on their structure. The City Historic Preservation ordinances continue to provide guidance for the Heritage Commission and can be found at <https://ecode360.com/27815759>.

2. Historic Preservation Commission Membership:

| Member Name | Appointed | Expires | Preservation Related Field (as applicable) |
|------------------|-----------|---------|--|
| Frank Myers | 2019 | 2022 | Architect |
| Leeann Waldvogel | 2019 | 2022 | |
| Donna Rausch | 2020 | 2023 | Historic Site Administrator (Mo. DNR) |
| Martha Patterson | 2020 | 2023 | |
| Casey Benner | 2018 | 2021 | |

3. Scheduled Meetings Held and Attendance:

| MEMBER NAME | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| LeeAnn Waldvogel | X | X | NM | X | X | NM | NM | X | X | X | X | A |
| Frank Myers | X | X | NM | X | X | NM | NM | A | X | X | A | X |
| Donna Rausch | A | X | NM | A | X | NM | NM | X | X | X | A | X |
| Martha Patterson | A | X | NM | X | X | NM | NM | A | X | X | X | X |
| Casey Benner | X | X | NM | X | A | NM | NM | X | X | X | X | X |

X – Present

A – Absent

NM – No Meeting

***All meetings were held in person and all attendees were present in person at meetings.**

4. Subcommittees and Study Groups:

A work session was held on January 27, 2020 to discuss the specifics of determining “unnecessary hardship” status. A draft ordinance was agreed upon and approved at the next regular meeting.

5. Commission Activities:

a. Local Landmarks Designated:

None.

b. Local Districts Designated:

None.

c. National Register of Historic Places:

None.

d. Cases Reviewed and Decisions Reached:

The Ste. Genevieve Heritage Commission reviews all applications for certificates of appropriateness for projects to any designated landmark in the Ste. Genevieve National Historic Landmark District (NHLD); all projects to contributing structures in the National Register Historic District (NRHD); any application referred to the Commission by the Administrator; any application requesting full

review by the Commission if ordinarily subject to review by the Administrator; and all appeals of decisions made by the Administrator to issue or deny a certificate of appropriateness.

The Ste. Genevieve Heritage Commission Administrator reviews all applications for certificates of appropriateness for all projects affecting structures and/or sites within one hundred eighty-five (185) feet of a landmark within the NHLD but outside the NRHD; all exterior projects affecting non-contributing structures within the NRHD; all sign applications; and all demolition applications.

During this most recent certification period, the Ste. Genevieve Heritage Commission reviewed thirty-seven (37) applications for a Certificate of Appropriateness; of those thirty-seven (37) reviewed, all were approved, either as submitted or as amended. The Community Development Administrator administratively approved eight (8) of those applications for Certificate of Appropriateness with later review by the Heritage Commission.

| Date | Property/Address | Recommendation and Decisions |
|-------------|-------------------------|---|
| 10/7/2019 | 310 Merchant | Install (2) metal signs – Approved Administratively |
| 10/21/2019 | 476 Roberts | Install carport in side yard – Approved |
| 10/21/2019 | 249 Jefferson | Install engineered wood siding - Approved |
| 10/21/2019 | 242 LaHaye | Install engineered wood siding – Approved |
| 10/21/2019 | 242 LaHaye | Replace lean-to with new materials – Approved |
| 11/18/2019 | 476 Roberts | Install metal roof – Approved |
| 11/20/2019 | 264 N 3 rd | Demolish (NC) outbuilding – Approved Administratively |
| 1/17/2020 | 182 N 4 th | Replace roof – Approved Administratively |
| 1/27/2020 | 380 Market | Remove chimney stack – Approved |
| 1/27/2020 | 124 Jefferson | Install vinyl windows – Approved |
| 2/24/2020 | 525 Jefferson | Construct lean-to & ADA ramp – Approved |
| 2/24/2020 | 311 St Marys Road | Re-erect log cabin – Approved |
| 3/3/2020 | 303 N Main | Install metal pole sign – Approved Administratively |
| 3/12/2020 | 268 N 3 rd | Extend approved fence – Approved Administratively |
| 5/13/2020 | 167 S Gabouri | Demolish (NC) Outbuilding – Approved Administratively |
| 5/18/2020 | 256 Market | Install vinyl windows – Approved |

| | | |
|-----------|-----------------------|--|
| 5/18/2020 | 121 S Main | Install stone porch piers – Approved |
| 5/18/2020 | 121 S Main | Install HVAC & Enclosure – Approved |
| 5/18/2020 | 275 Jefferson | Install ADA ramp – Approved |
| 5/18/2020 | 234 Merchant | Install balcony railing – Approved |
| 5/18/2020 | 447 Merchant | Demolish (C) Outbuilding – Approved |
| 5/20/2020 | 606 LaHaye | Install pool – Approved Administratively |
| 6/3/2020 | 342 S Gabourri | Install new windows – Approved Administratively |
| 6/15/2020 | 205 Washington | Restore billboard mural – Approved |
| 7/20/2020 | 183 S 3 rd | Install carport in rear yard – Approved |
| 7/20/2020 | 183 S 3 rd | Replace doors – Approved |
| 7/20/2020 | 242 & 252 Merchant | Install wooden fence – Approved |
| 7/20/2020 | 99 N Main | Install doorway & landing – Approved |
| 7/20/2020 | 454 Roberts | Install wooden fence – Approved |
| 7/20/2020 | 28 S Main | Install wrought-iron fence – Approved |
| 8/17/2020 | 505 Memorial | Construct a deck – Approved |
| 8/17/2020 | 46 S 3 rd | Restore billboard mural – Approved |
| 8/17/2020 | 59 N 2 nd | Install metal roof – Approved |
| 9/21/2020 | 64 N 2 nd | Replace screen doors & frame – Approved |
| 9/21/2020 | 46 S 3 rd | Paint wall sign – Approved |
| 9/21/2020 | 108 N 4 th | Install wrought-iron fence & handrail – Approved |
| 9/21/2020 | 415 Jefferson | Install shingle roof - Approved |

e. Training and Conferences:

| Date | Location | Description of Event and Commissioners Attending |
|--------------|-----------------|--|
| Mar-May 2020 | Online | Due to the ongoing COVID-19 pandemic, plans to attend the Missouri Preservation Alliance conference were put on hold as the conference was cancelled and postponed until 2021. Heritage Commission members were provided information for online professional development, including links to the Historic Tax Credits resources on the National Trust for Historic Preservation website. |

f. Public Education and Outreach:

| Date | Description of Event |
|-------------|---|
| 1/27/2020 | Public invited to attend Heritage Commission work session to discuss “Unnecessary Hardship” ordinance. Specific invitations given to homeowners and landlords in the Historic District. |

6. Comprehensive Preservation Plan/Preservation Component to City Masterplan:

There have been no changes to the comprehensive plan.

7. Historic Properties Inventory:

No new properties were added.

8. Historic Preservation Incentives:

a. Local Tax Incentives Program:

TAX INCREMENT FINANCING COMMISSION OF THE CITY OF STE. GENEVIEVE

The Board of Alderman of the City of Ste. Genevieve, Missouri, created the Downtown Tax Increment Financing Commission of the City of Ste. Genevieve, Missouri (the “TIF Commission”).

The Real Property Tax Increment Allocation Redevelopment Act, Sections 99.800 to 99.865 of the Revised Statutes of Missouri, as amended (the “Act”) authorizes the TIF Commission to hold public hearings with respect to proposed redevelopment areas, redevelopment plans and redevelopment projects and to make recommendations thereon to the Board of Alderman.

The TIF Commission has reviewed a plan for redevelopment known as the Redevelopment Plan for the Downtown Ste. Genevieve Tax Increment Financing District, and incorporated herein by this reference (the “Redevelopment Plan”), for the redevelopment of approximately 157 acres in and around downtown Ste. Genevieve.

The Redevelopment Plan envisions promoting the redevelopment of the Redevelopment Area through certain endeavors, including, but not limited to, (1) the establishment of a building stabilization and rehabilitation grant/loan program, (2) streetscape, signage and electric utility improvements, (3) street and sidewalk improvements, (4) parking lot improvements, (5) water, sewer and stormwater improvements, (6) environmental remediation, (7) building improvements, (8) new commercial development, (9) demolition and site development activities (10) development of an RV park and (11) property acquisition (collectively, the “Redevelopment Projects”).

It is the expressed intent of this Plan that all of the above referenced redevelopment project costs shall be eligible for reimbursement from available funds in the Special Allocation Fund to undertake Redevelopment Projects as herein described.

The Act provides for tax increment financing to finance improvements in a blighted area, a conservation area, or an economic development area.

The number of historic properties assisted during this reporting period - 2

b. Local “Bricks and Mortar” Grants/Loans Program:

During FY2020, the Administrator worked with a local 501(C)3 Historic Preservation organization, the Foundation for Restoration of Ste. Genevieve, to write a grant application for \$15,000 from the 1772 Foundation. The grant was approved and the funds are being used to conduct a Historic Properties Redevelopment Program feasibility study. That study is currently being conducted by the Southeast Missouri Regional Planning Commission and is scheduled to be completed in Spring 2021. Once completed and if feasible, the Foundation for Restoration intends to apply for an additional grant from the 1772 Foundation for funds to establish the Redevelopment Program.

9. Local Property Acquisition Program:

No such programs in place.

Tourism Report

December 10, 2021

SHOW ME STRONG GRANT

The grant program, administered by the Missouri Division of Tourism utilizing CARES Act money for COVID-19 related expenses, including marketing, concluded on November 20.

The reimbursement summary:

| | |
|-----------------------|--------------------|
| Total marketing funds | \$56,944.26 |
| Supplies | \$969.87 |
| TOTAL | \$57,914.13 |

Madden Media managed the social media portion of the grant program and provided the following data on impressions for each category of their program:

| | |
|--------------------------|------------------|
| Facebook click-to-site | 939,443 |
| Facebook remarketing | 289,842 |
| Lead generation | 20,294 |
| Native ads | 3,586,197 |
| Total impressions | 4,835,776 |

Our Facebook data during the time of the campaign, from October 1 to December 7:

| Growth in Likes | 1/1/2019 | 10/1/2020 | Pct. Change | 12/7/2020 | Pct. Change |
|------------------------|-----------------|------------------|--------------------|------------------|--------------------|
| VisitSteGen | 2,258 | 2,857 | 26.53 | 3,190 | 11.66 |
| Ste. Genevieve | 4,578 | 5,335 | 16.54 | 5,878 | 10.18 |
| Sainte Genevieve | 2,876 | 2,840 | -0.01 | 2,835 | -0.02 |

(The post reach and interaction with the Sainte Genevieve Facebook page have had increased activity in recent weeks, but the page likely has a large duplicate audience that prefers to have just one feed of information from Ste. Genevieve. While it is possible to merge the pages, it also means the potential loss of control over the Sainte Genevieve Facebook page.)

Visitstegen.com website traffic

| | |
|----------------|--------|
| August 2018 | 7,816 |
| September 2018 | 7,056 |
| October 2018 | 7,541 |
| November 2018 | 5,352 |
| August 2019 | 7,673 |
| September 2019 | 6,557 |
| October 2019 | 5,761 |
| November 2019 | 4,413 |
| August 2020 | 6,970 |
| September 2020 | 7,502 |
| October 2020 | 20,923 |
| November 2020 | 14,921 |

First week of December 1,552

A good pace for the month with info on our website about the Holiday Christmas Festival and other December events.

Of the 1,552 website visitors in the first week of December: 855 (55 percent) from Missouri and 372 (24 percent) from Illinois. Followed by: Oklahoma, 44 (2.8 percent); Texas, 26 (1.7 percent); Virginia, 25 (1.6 percent); Tennessee, 23 (1.5 percent); and Colorado, 18 (1.2 percent).

Constant Contact

We compiled a subscription list for a newsletter based on the Facebook lead generation campaign. It has more than 1,100 subscribers at this point. We sent out a first email newsletter on November 24 promoting the Christmas Festival and Small Business Saturday with 1,134 deliveries. The newsletter also had information links about the national park establishment.

The open rate was 20.4 percent with a click rate of 11.7 percent. Most of that was in the first 24 hours of sending.

Constant Contact says the industry standard open rate is 12.6 percent with a click rate of 5.4 percent.

I plan to get with our website people to work on having a subscription sign-up option more prevalent on our site.

Visitor Information

During the time of the campaign in November and December, we tracked information on 994 visitors to the Welcome Center and listed the states from which they came.

Of those:

| | | | |
|-----------------------------|-----|-----------------------|---|
| Missouri | 693 | California | 8 |
| (St. Louis, 331) | | Colorado | 8 |
| Foreign countries | 6 | Iowa | 8 |
| Illinois | 118 | Kentucky | 7 |
| Tennessee | 16 | Mississippi | 6 |
| Texas | 14 | Louisiana | 6 |
| Minnesota | 13 | Arkansas | 6 |
| Wisconsin | 11 | | |
| Virginia | 10 | | |
| Nebraska | 9 | | |

MISSOURI MARKETING GRANT

The deadline for the annual grant program referred to as the co-op program is December 31.

Ste. Genevieve is eligible to apply for \$8,663 on a 90-10 match from the Missouri Division of Tourism so we will plan to do that.

I think we will look at utilizing that for more social media marketing into Illinois, Wisconsin, Tennessee.

RECENT EVENTS

Black Friday, Small Business Saturday and the Holiday Christmas Festival seemed to be good days for local businesses downtown along Main Street, Market Street and Merchant Street.

We do see some issues in trying to get people flowing up to businesses on Third Street and North Main Street. Some of that is based on the aggressiveness of marketing among certain businesses in town, particularly with use of social media.

FUTURE EVENTS

— French Colonial America is hosting Vieux Noel at the Hands-On History/Linden House from 5 to 8 p.m. on Fridays through December 18 and then hosting it for one hour with Dennis Stroughmatt on December 31. In the no-admission event, people can walk along a lighted trail to a Nativity scene, at which there is some live music and a sing-along to Silent Night. They can walk through the boxwoods to get a free cookie, and Common Grounds sells cocoa and coffee. After this past weekend's tree-lighting ceremony, 72 cups of cocoa were given away, paid for by donation.

The Friday night scheduling coincides with about a half-dozen shops deciding to stay open until 8 p.m. on Friday nights through the holiday shopping season.

— This Saturday, the Community Center is having its vendor fair, and the county library has about 300 people registered for drive-by visits with Santa and Mrs. Claus.

— A Christmas pageant will be performed Saturday night and Sunday afternoon at the Orris Theatre.

— La Guignolee has been canceled for New Year's Eve.

French Colonial America is bringing Dennis Stroughmatt to town for a performance at 2 p.m. on December 31 in the Church of Ste. Genevieve. He also will play La Guignolee later in the day at the Linden House.

— The King's Ball has been canceled for February of 2021.

WELCOME CENTER VISITATION

| DAY | DATE | DAY | WEEK | DAY | DATE | DAY | WEEK |
|----------------|---------|-----|------|----------------|---------|-----|------|
| Sunday | Oct. 18 | 37 | | Sunday | Nov. 15 | 41 | |
| Monday | Oct. 19 | 31 | | Monday | Nov. 16 | 17 | |
| Tuesday | Oct. 20 | 39 | | Tuesday | Nov. 17 | 11 | |
| Wednesday | Oct. 21 | 31 | | Wednesday | Nov. 18 | 16 | |
| Thursday | Oct. 22 | 35 | | Thursday | Nov. 19 | 7 | |
| Friday | Oct. 23 | 41 | | Friday | Nov. 20 | 10 | |
| Saturday | Oct. 24 | 117 | 331 | Saturday | Nov. 21 | 29 | 131 |
| Sunday | Oct. 25 | 30 | | Sunday | Nov. 22 | 17 | |
| Monday | Oct. 26 | 12 | | Monday | Nov. 23 | 10 | |
| Tuesday | Oct. 27 | 7 | | Tuesday | Nov. 24 | 22 | |
| Wednesday | Oct. 28 | 14 | | Wednesday | Nov. 25 | 2 | |
| Thursday | Oct. 29 | 17 | | Thursday (H) | Nov. 26 | 0 | |
| Friday | Oct. 30 | 53 | | Friday | Nov. 27 | 25 | |
| Saturday | Oct. 31 | 55 | 188 | Saturday (sbs) | Nov. 28 | 60 | 136 |
| Sunday | Nov. 1 | 22 | | Sunday | Nov. 29 | 14 | |
| Monday | Nov. 2 | 33 | | Monday | Nov. 30 | 9 | |
| Tuesday | Nov. 3 | 50 | | Tuesday | Dec. 1 | 5 | |
| Wednesday | Nov. 4 | 12 | | Wednesday | Dec. 2 | 6 | |
| Thursday | Nov. 5 | 45 | | Thursday | Dec. 3 | 8 | |
| Friday | Nov. 6 | 38 | | Friday | Dec. 4 | 3 | |
| Saturday | Nov. 7 | 245 | 445 | Saturday | Dec. 5 | 260 | 305 |
| Sunday | Nov. 8 | 40 | | Sunday | Dec. 6 | 72 | |
| Monday | Nov. 9 | 10 | | | | | |
| Tuesday | Nov. 10 | 20 | | | | | |
| Wednesday | Nov. 11 | 25 | | | | | |
| Thursday | Nov. 12 | 22 | | | | | |
| Friday | Nov. 13 | 36 | | | | | |
| Saturday | Nov. 14 | 44 | 197 | | | | |
| (cookie trail) | | 113 | | | | | |

SUMMARY

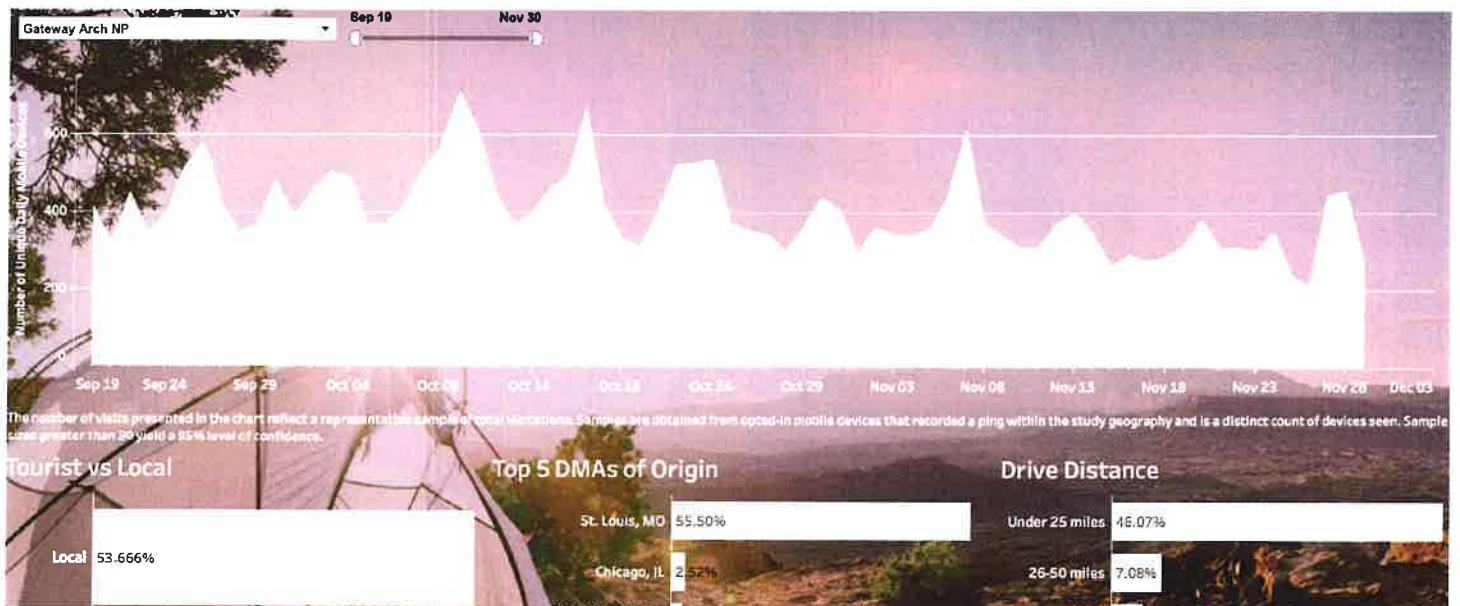
We have seen some decline in visitors since the week that brought the establishment of the national historical park and the election. The number of Covid-19 cases around the country has increased in that time and some counties and states have increased their restrictions in response to this.

I think there is continued uncertainty among the public about how to approach travel, group settings, etc.

Data compiled by the U.S. Travel Association showed:

- Road travel for Thanksgiving was down 35 percent from 2019, the worst performance for a holiday since the beginning of the pandemic. Road travel has been consistently trending negatively since early October.
- Hotel occupancy also turned down in October and for Thanksgiving was down 38 percent from 2019.
- More than 60 percent of Americans believe the pandemic will get worse in the next month.
- Openness to travel has declined since October 18, with just 41 percent of Americans excited about traveling in the near term.

National Park visitation also declined 50 percent from mid-September/early October to mid-October/November. (The Arch visitation graphic is shown below, reflecting both the decline and the high percentage of visitors who are local.)



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 2020**

Calls for Assistance:

- SGFD responded to **19** emergency calls in **November**
- Total Responses for the year 2020 are **203** calls, **down 12** 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(Facebook and web page are working well)

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

- **Monthly Training was switched to video based and was on hose advancement and loads**

Meetings Attended

Ozark Firefighters meetings – **Cancelled**
Bi County Chiefs Meeting - **Cancelled**

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

Administration side complete. **Almost complete, work has slowed due to covid distancing**

Apparatus & Equipment Maintenance:

Have Specs for the new 1 ton truck for brush truck replacement, waiting on new state bids due out middle of December

Fire Radio

Nothing to report

Grants

1) Missouri Department of Conservation Grant. The grant has been submitted.

County Firefighters Assn.:

Nothing to report

Local & State Mutual Aid:

- Nothing new to report

Misc.

- **Hosted drive thru flu clinic in conjunction with County Health dept**
- **Hosted drive thru covid testing in conjunction with County Health and National Guard**

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

Windcrest Apts – Waiting on Install



Ste. Genevieve Police Department



Monthly Operations Report

Date: December, 2020

Calls for Service:

*SGPD responded to 672 calls for service in October and November, 2020.

| UCR | Incident Type | Count |
|--------|---|-------|
| 1059 | ESCORT | 18 |
| 1073 | ALARM BURGLARY | 21 |
| 8085 | PERSON CHECK | 1 |
| 8121 | TRAFFIC STOP | 147 |
| A911 | ABANDON OR OPEN 911 CALL | 18 |
| ALARM | FIRE ALARM | 6 |
| ANIM | ANIMAL CALL | 23 |
| ANIMA | ANIMAL BITES/ATTACKS | 1 |
| ASSA | ASSAULT/SEXUAL ASSAULT WITH EMS AND FIRE | 1 |
| ASSIP | ASSIST FOR POLICE | 4 |
| BURG | BURGLARY | 5 |
| CI | C AND I DRIVER | 5 |
| CUSTO | CHILD CUSTODY | 3 |
| CWB | CHECK WELL BEING | 19 |
| DFS | ASSIST DFS | 1 |
| DIABE | DIABETIC PROBLEMS | 1 |
| DIST | DISTURBANCE | 29 |
| DOMES | DOMESTIC DISTURBANCE | 8 |
| EXTRA | EXTRA PATROL | 10 |
| FALLS | FALLS | 8 |
| FIGHT | FIGHT | 3 |
| FOUND | FOUND PROPERTY | 5 |
| FRAUD | FRAUD | 1 |
| FUGI | FUGITIVE ARREST | 1 |
| FULL | CARDIAC OR RESPIRATORY ARREST/DEATH | 3 |
| HARA | HARASSMENT | 6 |
| HOLD | HOLD UP ALARM | 1 |
| INFO | INFORMATION ONLY | 2 |
| INVSF | INVESTIGATION FOR FIRE | 1 |
| INVEP | INVESTIGATION POLICE | 32 |
| MEDIC | MEDICAL ALARM SOUNDING | 2 |
| MISC | MISCELLANEOUS | 126 |
| MISSJ | MISSING JUVENILE | 3 |
| MOTO | MOTORIST ASSIST | 2 |
| MVAI | MVA INJURY | 1 |
| MVAN | MVA NON INJURY | 20 |
| MVAU | MVA UNKNOWN INJURY | 2 |
| ODOR | ODOR OF GAS | 1 |
| OPEN | OPEN DOOR | 1 |
| ORDIN | ORDINANCE VIOLATION | 4 |
| OVER | OVERDOSE/POISONING(INGESTION) | 1 |
| PAPER | PAPERS SERVED | 6 |
| PEACE | PEACE DISTURBANCE | 7 |
| PICK | PICK UP | 1 |
| POWER | POWER LINES | 1 |
| PROP | PROPERTY DAMAGE | 6 |
| PROWL | PROWLER | 2 |
| PSYCH | PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT | 6 |
| RDHAZ | ROAD HAZARD | 3 |
| RESID | RESIDENTIAL FIRE | 1 |
| SHOTS | SHOTS FIRED | 4 |
| SICK | SICK PERSON | 2 |
| STAND | STANDBY | 1 |
| SUSPPA | SUSPICIOUS PACKAGE ITEM | 6 |
| SUSPPE | SUSPICIOUS PERSON VEHICLE | 43 |
| THEFT | THEFT | 16 |
| THREA | THREATS | 6 |
| TRANS | TRANSFER | 1 |
| TRESP | TRESPASSING | 3 |
| TTC | TRY TO CONTACT | 1 |
| UNCON | UNCONSCIOUS | 7 |
| UNKNO | UNKNOWN PROBLEM | 1 |
| VAND | VANDALISM | 1 |
| Total: | | 672 |

Staffing:

*We are fully staffed.

Training:

*All of our officers have acquired their CEH's for 2020.

Meetings attended:

*I attended 2 BOA meetings in October.

Facility:

*Waiting to put the project out to bid for remodel.

Equipment/Maintenance:

*Our new computers have arrived, and we're waiting for install until the remodel is complete.

Police Radio:

*Nothing to report.

Grants:

*Waiting to receive notification about the grant we submitted for MDT's.

Miscellaneous:

*Nothing to Report.



OPERATIONS REPORT – Ste. Genevieve

October/November 2020

Water Treatment Plant

- Chlorine lines and fittings were inspected, and we replaced any that were showing wear or defects.
- Cryogas technician came down and made necessary repairs to the CO2 tank.
- The transformer for High Service pump #3 is scheduled for installation in December.
- Staff repaired the heaters in the lab and SCADA room.
- Chemicals for the water treatment process have been sent out for the purpose of checking on price changes or fluctuations for 2021. Still waiting for final numbers.

Wastewater Treatment

- Flow meter has been installed in the influent line.
- Handrails were repaired on the million-gallon tank after necessary alterations had to be made for sludge removal.
- A new sign is built and will be installed in December.
- 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 | 3.9 / 5.6 | 3.0 / 4.9 | 7.7 / 7.8 | 44 / N/A |
| Peak Day | 7.2 / 7.5 | 5.6 / 8.3 | 8.0 / 8.1 | 70 / N/A |
| Percent Removal | 97.8 / 97.3% | 98.2 / 96.2% | | |

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 / .03 | |
| Monthly Average | .03 / .03 | |

AMMONIA LIMITATIONS

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



OPERATIONS REPORT – Ste. Genevieve

PLANT HYDRAULIC AND ORGANIC LOADING

Daily Maximum flow MG- n/a

Daily Maximum loading n/a

Collection/Distribution

Collections

- We put a basket in the manhole at Riverview Nursing home to pinpoint the issue with rags we are having at the Industrial lift station. We talked to the administrator and she was taking further actions with her staff.
- We found a break in a sewer main on Saint Mary's road, so we dug it up and fixed the issue.
- We had an aerator installed in Industrial lift station to assist with the grease problem along with a grease eating chemical (Biosafe). Seems to be working well.
- We located the sewer main and inspected the tap at Sassafras.
- Had Bauman's bring their vacuum trailer out and cleaned Industrial lift station completely out. We found an excessive amount of grease and debris in the bottom. We also replaced the contactor, and the station is back to running 100%.
- All easements were inspected, and work is continuing on them for easier access.
- 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

- 9-meter pits have been installed or replaced due to nonoperating valves or being a basement meter with no access to it for disconnects.
- Had a main break on a 2" steel line behind Barley Automotive. We are currently getting prices for line replacement.
- Staff installed another sample station. This is to ensure quality, clean samples are sent to DNR for testing.
- Staff performed 2 water taps in Valle Springs.
- Got a phone call on Progress Parkway about a fire hydrant knocked over. Replacement parts have been ordered to repair it.
- Staff assisted CE Contracting with numerous issues they came across during the waterline project.



OPERATIONS REPORT – Ste. Genevieve

Customer Service

- Staff performed 104 line locates
- Staff performed 119 work orders
- Disconnects for non-payment 55
- There were 9 loads of lime purchased

Project Updates

- CE has completed all work on the 2020 Waterline Project.
- Metro Ag hauled 400,000 gallons of bio-solids away.

Safety

- Staff received training on Chlorine safety and Fire safety.
- Gas Monitors were calibrated and tested.
- All fire extinguishers were serviced and repaired if needed.
- COVID-19 Briefing

Regulatory

- All testing and reports were submitted on time.

Training

- All exams are on hold again due to Covid-19.

Concerns for the Month

- COVID-19
- Debris being discharged into the collection system from the Nursing Facility on Progress Parkway.

Positive for the Month

- Staff jetted 18,600' of sewer mains.
- BioSafe is working well in the lift station.
- All staff is back to work after quarantines.



November/ December

- Burnt the brush site
- Repaired street lights downtown
- Put up Christmas decorations
- Put outlets in front of City Hall
- Put RIP rap in ditch at Seventh and Jefferson
- Patched a few potholes
- Cut brush and weeds and removed debris from ditch in Pointe Basse
- Downtown clean-up for events
- Swept leaves