

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

CALL TO ORDER. Mayor Keim called the meeting to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

ROLL CALL. A roll call by City Clerk Pam Meyer showed the following members present:

Mayor Brian Keim

Alderman Patrick Fahey

Alderman Bob Donovan

Alderman Eric Bennett

Alderman Mike Raney

Alderman Jeff Eydmann

Alderman Joe Steiger (arriving at 6:04)

Alderman Joe Prince

Absent: Alderwoman Kristi Cleghorn

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

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. See Attached Report

STAFF REPORTS.

- Happy Welch – Tourism (see attached report)
- David Bova – Community Development Administrator (see attached report)
- Kenny Steiger – Fire Chief (see attached report)

PUBLIC HEARING. Mayor Kiem opened the public hearing at 6:20 p.m. so the Board of Aldermen of the City of Ste. Genevieve, Missouri could consider a request from Buchheit Logistics for a special use permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market Street, Ste. Genevieve, MO 63670 in an R-1 Single Family Residential District. Community Development Administrator David Bova presented information regarding the SUP to

the Board and asked for any questions. Alderman Donovan asked if this sign erection could possibly help with the confusion of the trucks that have been driving on Blain and knocking down the retaining wall at the corner of Blain and Market Street. With no further questions the Mayor closed the public hearing at 6:24 p.m.

PUBLIC COMMENTS. Geoff Giglierano expressed his sincere thanks to the City for their cooperation in helping with the Pecanpalooza event. He reported that he feels like it was a big success with a good crowd.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – October 26, 2023
- Minutes – Board of Aldermen – Work Session – October 26, 2023
- **RESOLUTION 2024 – 06.** A RESOLUTION DECLARING CITY HALL/POLICE DEPARTMENT OFFICE EQUIPMENT SURPLUS AND PROVIDING FURTHER AUTHORITY FOR ITS DISPOSAL.
- **RESOLUTION 2024-07.** A RESOLUTION APPOINTING WHITNEY TUCKER TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.
- **RESOLUTION 2024-08.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI TO AFFIRM AN ARPA GRANT APPLICATION FOR THE PURPOSE OF USING MATCHING FUNDS TO ASSIST THE STE. GENEVIEVE FIRE DEPARTMENT WITH THE PURCHASE OF EIGHT (8) NEW TURNOUT GEAR & ENTIRE HOSE REPLACEMENT FOR THE DEPARTMENT.
- **RESOLUTION 2024 – 09.** A RESOLUTION DECLARING OLD FIRE HELMETS AT THE FIRE HOUSE BE DECLARED SURPLUS PROPERTY AND DISPOSED OF.

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

OLD BUSINESS.

BILL NO. 4593. AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 2, 2024 AND PROVIDING NOTICE TO THE GENERAL PUBLIC. 2nd READING. A motion by Alderman Steiger , second by Alderman Prince, Bill No. 4593 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4593 was declared Ordinance No. 4514 signed by the Mayor and attested by the City Clerk.

BILL NO. 4594. AN ORDINANCE AMENDING SECTION 610.810 VIDEO SERVICE PROVIDERS TO COMPLY WITH STATE STATUTE SECTION 67.2689 OF THE REVISED STATUTES OF THE STATE OF MISSOURI. 2ND READING. A motion by Alderman Steiger, second by Alderman Donovan, Bill No. 4594 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4594 was declared Ordinance No. 4515 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

APPROVAL OF THE ESTIMATE FROM MCCOY CONSTRUCTION & FORESTRY FOR A COMPLETE OVERHAUL REPAIR OF THE BACKHOE. A motion by Alderman Steiger, second by Alderman Donovan to approve the estimate from McCoy Construction & Forestry for the overhaul of the backhoe. Motion carried 7-0-1 with Alderwoman Cleghorn absent.

BILL NO. 4595. AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH JOKERST, INC. OF STE. GENEVIEVE, MISSOURI ON THE 2023 WATER INFRASTRUCTURE IMPROVEMENTS PROJECT IN AN AMOUNT OF EIGHT THOUSAND TWO HUNDRED FIFTY-THREE DOLLARS AND THIRTY-TWO CENTS (8,253.32). 1ST & 2ND READING. A motion by Alderman Joe Prince, second by Alderman Bob Donovan, Bill No. 4595 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 Kristi Cleghorn absent. A motion by Alderman Joe Prince, second by Alderman Mike Raney to proceed with the second and final reading of Bill No. 4595. Motion carried 6-1-1 with Alderman Joe Steiger voting Naye and Alderwoman Kristi Cleghorn absent. A motion by Alderman Eric Bennett, second by Alderman Jeff Eydmann, Bill No. 4595 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4595 was declared Ordinance No. 4516 signed by the Mayor and attested by the City Clerk.

BILL NO. 4596. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JOKERST, INC. FOR THE "JEFFERSON STREET SIDEWALK IMPROVEMENTS PROJECT" IN AN AMOUNT OF \$66,530.00. 1ST & 2ND READING. A motion by Alderman Joe Prince, second by Alderman Joe Steiger, Bill No. 4596 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 Kristi Cleghorn absent. A motion by Alderman Eric Bennett, second by Alderman Bob Donovan to proceed with the second and final reading of Bill No. 4596. Motion carried 6-1-1 with Alderman Joe Steiger voting Naye and Alderwoman Kristi Cleghorn absent. A motion by Alderman Bob Donovan, second by Alderman Eric Bennett, Bill No. 4596 was placed on its second and final reading, read

by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4596 was declared Ordinance No. 4517 signed by the Mayor and attested by the City Clerk.

BILL NO. 4597. AN ORDINANCE APPROVING/NOT APPROVING A SPECIAL USE PERMIT FOR BUCHHEIT LOGISTICS THAT WILL ALLOW A 4' X 8' FREE STANDING NON-ILLUMINATED SIGN AT 1020 MARKET STREET IN A R-1 SINGLE FAMILY RESIDENTIAL DISTRICT. 1ST & 2ND READING. A motion by

Alderman Bob Donovan, second by Alderman Joe Prince, Bill No. 4597 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 Kristi Cleghorn absent. A motion by Alderman Joe Prince, second by Alderman Bob Donovan to proceed with the second and final reading of Bill No. 4597. Motion carried 6-1-1 with Alderman Joe Steiger voting Naye and Alderwoman Kristi Cleghorn absent. A motion by Alderman Joe Prince, second by Alderman Bob Donovan, Bill No. 4597 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4597 was declared Ordinance No. 4518 signed by the Mayor and attested by the City Clerk.

BILL NO. 4598. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH MCDANIELS MARKETING TO DEVELOP A MARKETING PLAN FOR THE CITY OF STE. GENEVIEVE. 1ST & 2ND READING.

A motion by Alderman Bob Donovan, second by Alderman Joe Steiger, Bill No. 4598 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 Kristi Cleghorn absent. A motion by Alderman Joe Prince, second by Alderman Bob Donovan to proceed with the second and final reading of Bill No. 4598. Motion carried 6-1-1 with Alderman Joe Steiger voting Naye and Alderwoman Kristi Cleghorn absent. A motion by Alderman Joe Prince, second by Alderman Jeff Eydmann, Bill No. 4598 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Absent: Alderwoman Kristi Cleghorn. Motion carried 7-0-1. Thereupon Bill No. 4598 was declared Ordinance No. 4519 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. Alderman Prince asked about the new tourism director and Alderman Steiger recognized and thanked all Veterans for their service.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. Mayor Keim stated that the IDC had recently met with a developer and they will be bringing some information to the Board at a future work session.

ADJOURNMENT. No further business Mayor Keim closed the meeting at 6:52 p.m.

Respectfully submitted by,



Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

November 9, 2023 UPDATE

1. City offices will be closed for Veterans Day on November 10 and the Thanksgiving holiday November 23 & 24.
2. I will be out of the office November 27 through December 1 and December 7 & 8.
3. Our new Tourism Director starts Monday, December 4, at 8a and will be mostly involved with onboarding activities that morning at city hall.
4. We have a walk through with landscapers/lawn companies interested in bidding on the cemetery grass cutting at Memorial and Crestlawn Cemeteries November 13. Bids will be due on December 13.
5. Bids are due November 22 for electric installation for the Main St. Park EV chargers.
6. Crews are mudding and taping this week at city hall and we will met with the painter to look at paint colors on Tuesday. We are looking at more of an earthtone feel for the interior of the facility. The drop box is in but needs some adjusting before we allow payments.
7. We started the process Friday with Genasys to set up our texting notification system. The plan is to start training staff have it up and running before Christmas. Then we will set up links on Facebook and the website for residents to start signing up and add a note to the water bills.
8. We were copied in on an email from Brian Gentges with Cochran who did the engineering for the water plant electric upgrades. He's requesting an update ASAP for a completion schedule of the electrical install. This is his second request to BT Electric. It has not been completed and no one has worked on it for a month.

Tourism Report 11/9/2023

Upcoming events: Downtown Ste. Genevieve's Cookie Crumb Trail on Nov. 11. The Holiday Christmas Festival is Dec. 2 & 3 with the tree lighting ceremony Dec. 1.

Website visitors are 5,700 for October with the majority of those folks looking at our events calendar and checking out Halloween details. JRudny has started designing a new main page that we will be looking at to see if we need a complete website redesign that I will be discussing with JRudny on Tuesday.

Our Facebook reach was around 23,084 in October, almost doubling what we did in September, as we promoted Pecanapalooza and the Halloween activities. Also, post engagements and link clicks doubled. We are almost at 5,000 likes.

McDaniels Marketing from Pekin, IL, as the top vote getter for our marketing plan committee and we should have an agreement for the Thursday, November 9 meeting. However, we won't get it until after the first publication of the agenda and will have to do an amended agenda.



Community Development November 2023 Staff Report 10/10/23 – 11/6/23

Historic Preservation – Heritage Commission

- Meeting 10/16 – Approved 3 COAs & 2 Attestation
- Next meeting – 11/20
- 2024 HP grant application(s) – mobile app walking tour – app submitted
- 2024 HP grant re-opened (some new rules) – will re-submit

Building Department / Code Enforcement

- Occupancy Permits / Inspections 29
- Building Permits Issued 8
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 1 – P & Z to meet on 11/7; BOA 11/9
- New permitting software RFP – implementation of land use module in progress
- Sidewalk violations – final property should be complete by end of week
- Sidewalk – sidewalk reimbursement letters will be sent to addl properties in Dec.

Comprehensive Plan Update

- Steering Committee
 - Board rep is Alderman Raney
 - Funnel public input through Comm Dev Dept, committee, or RPC
- Current stage of process is Vision Development
- Steering Comm. & staff met on 11/8 to discuss draft plans
- Next stage is implementation

Planning & Zoning

- Meeting – 11/7 – 1 SUP to consider
- Next meeting – 12/7

City / County Info

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Assistance with Tourism / EcDev 2024 – discussion of poss. adding lodging tax to 2024 ballot
- Assistance with Tourism / EcDev 2024 - discussion of forming a CVB type organization with County & Chamber
- Progress Parkway property – pre-engineering complete; county assistance offered & in discussion

- FLAP Grant (N 4th Street) – remains on track for 2025
- 911 Tax – Board formed (includes City officer) – payments from City & Amb. Dist. to continue until new infrastructure installed and paid; potentially 4 – 5 years
- EV Charging – County will not be participating
- Improvements to Ferry Landing – prepping draft plans; still need to discuss w/ UP & MLCO

Board of Adjustment

- Nothing new to report

Floodplain Management

- Current long range forecasts are <50% chance of flooding in Nov-Dec-Jan.
- Current river stage (11/6) is 7.5'; expected to drop to appr. 2' by the end of the week.
- Ferry currently not operating.

Property Maintenance

- Nuisance Property Issues 7
- Vegetation Nuisance Issues 3
- Code Violation Issues 2
- Sidewalk Issues 0
- 58 S Main – owner has until 12/13 to abate public nuisance

Training 2023

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6
- NPS Interpretation Workshop – attended 2/22
- NAPC – Preservation Planning – attended 3/23
- NAPC – Preservation Planning Pt. 2 – attended 4/13
- SEMA – Ransomware Table Top – attended 5/18
- Zywave – Anti-Bullying in Workplace – completed 6/2
- ICMA Budget Webinar Series – 3 sessions – completed 6/20
- HUD PRO Housing Webinar – completed 9/6
- Zywave – Multi-Factor Authentication – completed 9/25
- MML – Nuisance Abatement – attended 10/3
- CLG Forum – MO SHPO – attended 10/20
- Pavement Preservation Concrete Overlays– MODOT - completed 11/3

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: **October, 2023**

Calls for Assistance:

- SGFD responded to **31** emergency calls in **October**
- Total for this year is **241** calls, **up 44** calls from last year

Staffing:

- SGFD roster is down **5**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested
- **Have another female that will be signing up in the next 2 weeks**
- **Gave out 2 applications at our open house**
- **Gave out 1 application at SG High School Career Day**

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

- **Monthly Training was at a donated house, interior search and rescue, forcible entry, breaching walls and dealing with fire scene firefighter emergencies.**
- **Preplan Training was Ste Gen Care Center.**

Meetings Attended

- Bi County Chiefs Meeting – **Attended**
- City Council Meeting – **Attended**
- Ozark Fire Assoc. 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:

- Suburban insurance details – 2019 Suburban Bought from Barley Auto. **Waiting for PSU (Public Safety Upfitters) for installation dates.**

Fire Radio

- St Francis County 911 radio survey – Radio improvements project moving forward with 2025 anticipated completion.

Grants

2022 DPS Grant application

I have applied for a \$43,000 no match grant for radio replacement

I received notification that the grant request for \$43,000 for radio equipment was fully funded. The State has given permission to order the radios. Radios have been ordered. Checked on the progress last week. Radios are in and being programmed. **Should see install by the end of the month.**

2023 DPS Grant

Received notification that the grant program will open soon. I intend to apply again to try to get some of our handheld radios upgraded. This will be a no matching funds grant, the same as the last 2 DPS grants. Grant has been submitted for approximately \$72,000. Grant has been approved. **Waiting for permission from the state to order.**

ARP Grant

2023

Helmets are in and will be placed in service in the next 2 weeks. I am requesting the old helmets be declared surplus property so they can be disposed of. They have surpassed their useable life span per the NFPA.

2024

I will be applying for all new fire hose and 8 sets of turnout gear in this year's grant request. This is a 50% match which can be in the form of money or "in kind match". We have budgeted for 4 sets of turnout gear and replacement of our 4 inch large diameter hose. If I write these into the grant, the purchases we were planning to make can be used as our match and would only require additional funding of approximately \$6,000.00 that would be available from the rural fire fund.

Missouri Department of Conservation Grant

2023

Has been submitted. Per the grant program we should know if we were successful in the next couple of months

County Firefighters Assn.:

- Working on funding a Propane Truck Emergencies Class for the spring.

Local & State Mutual Aid:

- Nothing to report

Misc.

- **We participated in the SG High Homecoming Parade and assisted SGPD with traffic.**
- **We hosted the County Health Dept for their drive thru Flu Clinic**
- **We went to the schools for fire prevention week and talked with over 300 kids**
- **We had an Open House at the firehouse to end Fire Prevention Week and had around 200 people attended throughout the day.**
- **We did a PR at Cotton's Ace Hardware**
- **We did a Trunk or Treat at the waterpark.**
- **I attended the SG High School Career Day**
- **Annual Drug take back was held in front of our station**

KnoxBox Program

Boxes Approved, shipped and Waiting for installs

Ste. Genevieve Do It Center (still waiting for warehouse on Chadwell)

Mid State Wood Products for Trautman Building

Installed