

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – AUGUST 27, 2020**

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 Gary Smith
Alderman Bob Donovan
Alderman Jeff Eydmann
Alderman Joe Prince

Alderman Susan Johnson
Alderman Mike Jokerst
Alderman Mike Raney (by Zoom)
Alderman Ashley Armbruster

APPROVAL OF AGENDA. A motion by Alderman Donovan, second by Alderman Jokerst to approve the agenda as presented. Motion carried 8-0.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. None.

CITY ADMINISTRATORS REPORT. (See Attached Report)

STAFF REPORTS.

Toby Carrig – Tourism Director (See Attached Report)
Steve Wilson – Alliance Resources (See Attached Report)
Eric Bennett - Police Chief (See Attached Report)

COMMITTEE REPORTS.

Alderwoman Armbruster reported on the Park Board Meeting that was held on Tuesday, August 25th. Nick and Mary Donze, Donze Park Planning, LLC presented the Pere Marquette Park Master Plan to the Parks & Recreation Board. The Park Board approved and will send to the Board of Aldermen for final approval. The Disc Golf Tournament went well over the weekend with a total of 90 participants and a lot of spectators coming to watch. The Board is still in need of two new members.

PUBLIC COMMENTS. Mr. Philip Kwan, 117 St. Jude Drive addressed the Mayor and Board urging the public to wear masks while out in public and he stated that the Board needs to act and lead by example.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – August 13, 2020
- Minutes – Board of Aldermen – Work Session – August 13, 2020
- Minutes – Board of Aldermen – Budget Work Session – August 20, 2020
- **RESOLUTION 2020-34.** A RESOLUTION RE-APPOINTING SAMER ZOUGHAIB TO THE STE. GENEVIEVE PARKS & RECREATION BOARD.
- **RESOLUTION 2020-35.** A RESOLUTION RE-APPOINTING JOHN KAREL TO THE STE. GENEVIEVE PARKS & RECREATION BOARD.
- Treasurer’s Report – July 2020

A motion by Alderman Jokerst, second by Alderman Donovan to approve the consent agenda as presented. Motion carried 8-0.

PUBLIC HEARING.

Mayor Hassler opened the public hearing at 6:35 p.m. to give Citizens the opportunity to comment on the property tax rates proposed to be set by the City of Ste. Genevieve a political subdivision. The tax rates shall be set to produce revenues which the budget for the fiscal year 2021 shows to be required from the property tax. City Clerk Pam Meyer explained that the proposed tax rate is the same as what was approved by ordinance last year. The State Auditor says we can pass the Public Safety Tax at .2694 but the City opted last year to take the voluntary reduction of .0009 to keep the tax at .02684 and the total tax amount at 1.00. With no further questions the hearing was closed at 6:36 p.m.

OLD BUSINESS.

BILL NO. 4380. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE CODE OF ORDINANCES CHAPTER 115 CITY OFFICIALS; ARTICLE VI CITY ADMINISTRATOR, SECTION 115.210 POWERS AND DUTIES AND CHAPTER 140 - COMPETITIVE BIDDING POLICY AS SET FORTH BELOW. 2ND READING. A motion by Alderman Jokerst, second by Alderman Eydmann, Bill No. 4380 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 Jeff Eydmann, Alderman Joe Prince, Alderman Bob Donovan, Alderman Mike Raney, Alderman Gary Smith and Alderwoman Ashley Armbruster. Nays: None Motion carried 8-0. Thereupon Bill No. 4380 was declared Ordinance No. 4303 signed by the Mayor and attested by the City Clerk.

BILL NO. 4381. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AMENDING THE CITY OF STE. GENEVIEVE’S PERSONNEL MANUAL AS SET FORTH BELOW. 2ND READING. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4381 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 Jeff Eydmann, Alderman Joe Prince, Alderman Bob Donovan, Alderman Mike Raney, Alderman Gary Smith and Alderwoman Ashley Armbruster. Nays: None Motion carried 8-0. Thereupon Bill No. 4381 was declared Ordinance No. 4304 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

BILL NO. 4383. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE LEVYING A TAX ON THE RESIDENTS OF THE CITY FOR THE YEAR 2020. 1ST & 2ND READING. A motion by Alderman Jokert, second by Alderwoman Johnson, Bill No. 4383 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen. A motion by Alderwoman Johnson, second by Alderman Eydmann to proceed with the second and final reading of Bill No. 4383. Motion carried 8-0. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4383 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 Jeff Eydmann, Alderman Joe Prince, Alderman Bob Donovan, Alderman Mike Raney, Alderman Gary Smith and Alderwoman Ashley Armbruster. Nays: None Motion carried 8-0. Thereupon Bill No. 4383 was declared Ordinance No. 4303 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. A recommendation from Alderwoman Armbruster suggested that an item be added to future agendas so that Corona Virus can be discussed. All were in favor.

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

Respectfully submitted by,


Pam Meyer
City Clerk

CITY ADMINISTRATOR REPORT

August 27, 2020 UPDATE 1

1. I met with the Chamber of Commerce Housing Initiative task force recently to discuss options for new housing development and construction. Discussion focused on properties for new housing, whether inside city limits or needing to be voluntarily annexed, new streets to connect Highway 61 to Progress Parkway, and any incentives that may be available. I advised the group that our focus right now is the budget and that we would begin those discussions after October 1.
2. If anyone wants to attend the remote MML Conference Sept. 14-16 let me know. With the price so low I was thinking of participating on that Monday and Tuesday. The agenda is on the MML website if you're interested in the breakout sessions they will be offering. \$99 per person and the presentations will be available after the conference if you would rather watch at a later date.
3. The basement bowling alley seats were sold last week for a whopping \$54 minus the selling fee from Ebay. The seats will be picked up this week and that is more surplus property that we have been able to get out of the way. There is still one section of seats that Channel 990 wants to keep for its studios.
4. Waterline construction began on Cedar Lane Monday. This project replaces old transite pipe with new PVC to avoid water main leaks in the future. The project is scheduled to run into November with 4th St./Biltmore and LaPorte also to be replaced.
5. A portion of the computer/internal IT risk assessment has been completed with the second half to be done in the next couple of weeks. I will bring a complete report to the board when it is completed.
6. The Census Bureau is looking to wrap up all field data collection at the end of September. To date 76.5% of households have replied and the Census Bureau is mandated to get a complete count by the end of the year. Those who want to reply online can still do that through [2020Census.gov](https://2020census.gov).
7. We received the signed agreement with the National Parks Service today as we work towards the NPS becoming established in Ste. Genevieve.
8. I met with Michael Naeger who works the crops on our vacant property along Progress Parkway. We talked about reducing our grass cutting along the road and what he is able to do and he gave me some good ideas on what we can do. He did pass along that stormwater may become an issue due that infrastructure not being installed up front and it's being piecemealed together. It is something we will have to look at.

(over)

9. The mayor and I met with the county and health department representatives during their regular commission meeting to discuss any action that needs to be taken. The groups decided that more public education is in order with the issue of masks and social distancing. Discussion included talk of enforcement but that none of the groups felt that step was necessary based on the amount of active cases staying steady in the teens. All groups want to see more participation from businesses that would help encourage their customers.

Tourism Report

(August 27, 2018)

SHOW ME STRONG GRANT

We completed our application last week for funding through the Show Me Strong grants for Destination Marketing Organizations. This week we are responding to some of the information the Missouri Division of Tourism has requested, such as middle initials for the city officials involved with the grant process.

We have received approval on our individual advertising efforts that have been submitted so far, including print, digital, digital billboards.

The attached spreadsheets list the entirety of marketing spending, which is about \$55,009. It is summarized below. Some of this is based on estimates, and I think we will come in under on this number. But the goal is 100 percent reimbursement.

The Missouri Division of Tourism has announced that more funds are available, and I will be filing another request this week that will add Donze Communications radio and some advance event advertising for the month of October.

We also plan to spend about \$1,000 on supplies such as masks (for those Welcome Center guests who don't have them) and touchless hand-sanitizing stations.

Following is a summary of our current grant plans.

(As a reminder, the advertising efforts must include approved messaging related to steps taken to ensure safety for tourists in regard to the coronavirus. This effort is for marketing efforts that only take place between now and early November with a program completion date of November 20.)

Newspaper Advertising

Some of this advertising was approved by the state earlier this month for the Summer Showcase events. We advertised in markets in Illinois, Perry County, St. Francois County and Jefferson County as well as locally. We plan to potentially do so again ahead of weekend events September 12, October 2-4, October 17 and October 24.

We also will have a two-month campaign on newspaper websites for six publications in the Southern Illinois Local Media Group, which includes Marion, DuQuoin, Harrisburg, Benton, Carbondale and Chester. The ad we currently have slated to run was approved by the Missouri Division of Tourism.

Magazine Advertising

St. Louis Magazine and Preservation Magazine (publication of the National Trust for Historic Preservation), both magazines with which we have past relationships, contacted us with editions that fall within this grant cycle.

St. Louis Magazine also is publishing a St. Louis Family magazine during this cycle that will include editorial copy on Ste. Genevieve as a place to visit.

Print Brochures

We are using this opportunity to print some updated brochures in limited supply with components that can be utilized beyond this campaign. To meet the criteria, we had to not only provide information about the historic attractions but also the steps they've taken to ensure visitor safety with the coronavirus. We will be distributing them largely through our rack card program during the time frame of the grant program.

We did a photo shoot that includes mask-wearing models as tourists and in colonial-period clothing.

We are doing an update on our downtown walking map that will enhance the visitor experience.

Facebook Campaign

Madden Media, which coordinates several programs with the Missouri Division of Tourism, will be handling a Facebook campaign that will be a large part of this program.

In addition to native advertising and remarketing efforts, which will provide reminder ads to someone who has expressed interest in something related to Ste. Genevieve tourism, we will be utilizing a Facebook Lead Generation campaign to begin collecting emails so that we can communicate with people interested in things taking place in Ste. Genevieve. This part of the campaign includes developing an email template that reinforces safety measures related to COVID.

In addition, we will be developing landing pages on our website related to that topic as well, incorporating some of the material being utilized in the updated brochure.

Radio Campaigns

We have 30-second commercials that have been approved and will be airing in the St. Louis markets as well as regional markets.

This will include KMOX, KEZK and Y-98 — stations that in the past have fit our demographic targets.

With regional radio, it will include high school football broadcasts from the surrounding counties, which will likely have larger audiences with limited attendance.

Digital Billboard Campaign

We have a digital billboard design that has been approved emphasizing that we have history and hand sanitizer available at public locations in the downtown. We will be utilizing Robinson Outdoor sign locations in Perryville, Chester, Cape Girardeau and Sikeston for two months.

WELCOME CENTER NUMBERS

Attached also are recent Welcome Center numbers.

The weekend of the Ste. Genevieve Summer Showcase events — which included some cancellations in the days leading into the event — were among the biggest days in number of visitors since the June 1 reopening.

Trends continue to be strong on Fridays and Saturdays.

I shared with you that in July, the attendance figure at the Welcome Center was a little more than 1,100 people.

In July of 2019, the figure was 1,724 but that included 282 people on tours. Our daily traffic is fairly close, as we actually are seeing more visitors each weekend but fewer through the weekdays.

Our August 2020 numbers tracked 1,076 visitors through Sunday, August 23. We had more days of 100-plus visitors in August of this year than August of 2019.

The August 2019 total, however, was 3,258, including 291 on tours and 1,545 visitors on Jour de Fete weekend.

The total subtracting tours and Jour de Fete weekend was 1,422.

Since June 1, with nearly 3,300 visitors we have had:

351 from the St. Louis area.

18 from Columbia, Mo.

19 from Springfield, Mo.

31 from Kansas City.

57 from Cape/Jackson

234 from miscellaneous parts of Missouri

382 from in-state within 50 miles

298 from Illinois

45 from Tennessee

30 from Florida

16 from Texas

16 from foreign countries

WEBSITE/SOCIAL MEDIA NUMBERS

I will be analyzing the Facebook statistics for the last two years to try to find some baseline statistics and trends in terms of posts, post reach, likes, followers, interactions.

We are trying to utilize these more frequently to alert people about the variety of things taking place in Ste. Genevieve on a regular basis. On VisitSteGen, we had more than 75 posts last week, compared to 8 from Discover Farmington, 3 from Visit Hannibal.

Those two pages have more likes than our page, so their audience engagement (post clicks, reactions, comments and shares) will be higher per post. But overall, Discover Farmington had 1,700 engagements on 8 posts; VisitSteGen (with 2,800 likes) had 772 on 79 posts; Visit Hannibal (9,300 likes) had 263 engagements on 3 posts.

We also have two other Facebook pages.

Ste. Genevieve has 5,300 likes. Its 78 posts had 1,500 engagements.

Sainte Genevieve also has 2,800 likes. Its 79 posts had 328 engagements.

We also will be using those Facebook pages to steer people to our website, which now has an area on the homepage for current news.

For instance, visitors will be able to go to our website today to see there is live music this weekend, what walking tours are being offered when. I anticipate being able to post this week where any of the yard sales are taking place for those people coming to town on Labor Day weekend for what is usually the Highway 61 Yard Sale.

We will be tracking to see if that has an impact on our website traffic, which seems to have been steady since June.

UPCOMING EVENTS

George Portz and the Friends of Bluegrass will be performing from 10:30 a.m. to 12:30 p.m. in Lions Park this Saturday (August 29) as part of the Saturdays in Ste. Genevieve program with sponsorship from the Ste. Genevieve Municipal Band's grant program.

Labor Day Weekend traditionally has been the 61 Mile Yard Sale on Highway 61. While the organizers have canceled that event, I have been in touch with some who are planning yard sales locally, and we will help them get the word out.

On the weekend of September 12, the Octane Tour car club from the St. Louis area is coming to Ste. Genevieve County with about 82 vehicles. They will be passing through Friday, September 11, on their way to Cape Girardeau, where they are staying two nights. On Saturday, September 12, they will be driving through the county to stop at various locations from wineries to shops to restaurants. The German Band will be playing that morning. Some downtown merchants plan to be open late that evening.

The weekend of September 26, the Ste. Genevieve Encampment will take place in Moses Austin Park. Many of these types of events have been canceled this year, so they may have increased turnout due to other events that haven't been taking place.

The weekend of October 3, the National Park Service has been working with Geri Flieg on an untimed recreational 5-kilometer run and walk in the downtown area from Main and Market up to the ballpark complex and back into downtown. Other events also may be taking place that weekend. Planning currently is taking place. The Ste. Genevieve County Fair has scheduled a demolition derby and other events that weekend as a makeup for the canceled summer events.

The downtown merchants plan a Shop Until You Drop night that weekend as a fundraiser for Project Graduation.

Also in October, French Colonial America is hosting Night of the Werewolf on Saturday, October 17, with night tours of the Bolduc House and activities in their outdoor areas. Through a grant from the Missouri Humanities Council, musician Dennis Stroughmatt will be in town, and he will perform on the grounds of the National Park Service's Jean-Baptiste Valle House.

While Rural Heritage Days is canceled on Saturday, October 24, there is the potential for a crafts and trades show that day, and the annual Deja Vu Spirit Reunion in Memorial Cemetery is planning to move forward that evening.

WELCOME CENTER TALLIES

DAY	DATE	DAY	WEEK		DAY	DATE	DAY	WEEK
Sunday	July 26	33			Sunday	August 23	14	
Monday	July 27	30						
Tuesday	July 28	25						
Wednesday	July 29	42						
Thursday	July 30	21						
Friday	July 31	42						
Saturday	August 1	74	267					
Sunday	August 2	27						
Monday	August 3	34						
Tuesday	August 4	22						
Wednesday	August 5	32						
Thursday	August 6	39						
Friday	August 7	41						
Saturday	August 8	105	300					
Sunday	August 9	17						
Monday	August 10	18						
Tuesday	August 11	9						
Wednesday	August 12	27						
Thursday	August 13	28						
Friday	August 14	115						
Saturday	August 15	117	331					
Sunday	August 16	48						
Monday	August 17	28						
Tuesday	August 18	27						
Wednesday	August 19	40						
Thursday	August 20	47						
Friday	August 21	62						
Saturday	August 22	105	357					

Show Me Strong DMO Budget Grid
COVID-19-related Marketing

DMO:		Ste. Genevieve Tourism Department		TOTAL COST:		\$50,642		
Item #	Media Type	Publication / Vendor / Network	Date to Run	COVID Safety Message	Size of Ad	Ad Cost Per Ad	Approx. Number of Ads	Total \$ per Line Item
1	Print	Ste. Genevieve Herald	8/12/2020	Yes	3x9.5	189	1	\$189
2	Print	County Journal (Chester/Sparta, IL)	8/13/2020	Yes	3x9.5	252	1	\$252
3	Print	North County News (Red Bud, IL)	8/13/2020	Yes	3x9.5	207	1	\$207
4	Print	Jefferson County Leader (Festus, MO)	8/13/2020	Yes	3x9.5	304	1	\$304
5	Print	Perryville (Mo.) Republic Monitor	8/13/2020	Yes	4x12	390	1	\$390
6	Print	Park Hills (Mo.) Daily Journal	8/13/2020	Yes	3x9.5	150	1	\$150
7	Digital	Southern Ill. Local Media Group	9/1-10/31/2020	Yes	300x250	600	1	\$600
8	Print	Preservation Magazine	Fall (mid-October)	Yes	1/6 page	2,300	1	\$2,300
9	Print	St. Louis Magazine	October	Yes	1/3 page	1,450	1	\$1,450
10	Print	WJ Beard (brochures creative)	Sept.-Oct.	Yes	NA	700	1	\$700
11	Digital	Mattie Ogden (photo shoots)	various	Yes	NA	350	1	\$350
12	Print	Missourian Publishing (brochure printing)	Sept.-Nov.	Yes	12x20	0	5,000	\$620
13	Print	CTM Media (brochure distribution)			NA	780	1	\$780
14	Radio	AlphaMedia (KTJJ/mymoinfo.com)	8/31-11/7/2020	Yes	:30		160	\$0
15	Digital	AlphaMedia (KTJJ/mymoinfo.com)	8/31-11/7/2020	Yes	300x250	4,000	1	\$4,000
16	Digital	Facebook lead generator/Madden	9/1-11/15/2020	Yes	Social ads	2,500	1	\$2,500
17	Digital	Facebook/Insta click-to-site	9/15-11/15/2020	Yes	Social ads	3,000	3	\$9,000
18	Digital	Facebook/Insta remarketing	10/1-11/15/2020	Yes	Social ads	883	3	\$2,650
19	Digital	Standard content distribution/Native	9/15-11/15/2020	Yes	Native ads	2,333	3	\$7,000
20	Digital	Constant Contact COVID template design	9/15-11/15/2020	Yes	NA	850	1	\$850
21	Digital	Creative Services-Madden	9/1-11/15/2020	Yes	NA	1,520	1	\$1,520
22	Digital	Account Management-Madden	9/1-11/15/2020	Yes	NA	2,640	1	\$2,640
23	Digital	Digital Management-Madden	9/1-11/15/2020	Yes	NA	2,190	1	\$2,190
24	Print	St. Louis Family Magazine	October-November	Yes	1/3 page	1,300	1	\$1,300
25	Radio	Entercom (KMOX/KEZK/KYKY)	Sept.-Oct.	Yes	:30	4,500	1	\$4,500
26	Billboard	Robinson Outdoor (digital)	Sept.-Oct.	Yes	various	4,000	1	\$4,000
27								\$0
28								\$0
29								\$0
30								\$0
								\$50,642

Show Me Strong DMO Budget Grid
COVID-19-related Marketing

DMO:		Ste. Genevieve Tourism Department		TOTAL COST:			\$4,624	
Item #	Media Type	Publication / Vendor / Network	Date to Run	COVID Safety Message	Size of Ad	Ad Cost Per Ad	Approx. Number of Ads	Total \$ per Line Item
1	Print	Ste. Genevieve Herald	9/9/2020	Yes	3x9.5	189	1	\$189
2	Print	County Journal (Chester/Sparta, IL)	9/9/2020	Yes	3x9.5	252	1	\$252
3	Print	North County News (Red Bud, IL)	9/9/2020	Yes	3x9.5	207	1	\$207
4	Print	Jefferson County Leader (Festus, MO)	9/9/2020	Yes	3x9.5	304	1	\$304
5	Print	Perryville (Mo.) Republic Monitor	9/9/2020	Yes	4x12	390	1	\$390
6	Print	Park Hills (Mo.) Daily Journal	9/9-9/10-2020	Yes	3x9.5	150	2	\$300
7	Print	Ste. Genevieve Herald	9/30/2020	Yes	3x9.5	189	1	\$189
8	Print	County Journal (Chester/Sparta, IL)	9/30/2020	Yes	3x9.5	252	1	\$252
9	Print	North County News (Red Bud, IL)	9/30/2020	Yes	3x9.5	207	1	\$207
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18	Print	Park Hills (Mo.) Daily Journal	10/14/2020	Yes	3x9.5	150	1	\$150
19								\$0
20								\$0
21								\$0
22								\$0
23								\$0
24								\$0
25								\$0
26								\$0
27								\$0
28								\$0
29								\$0
30								\$0
								\$4,624



Ste. Genevieve Police Department



Monthly Operations Report

Date: August, 2020

Calls for Service:

*SGPD responded to 499 calls for service in July, 2020.

UCR	Incident Type	Count
1055	INTOXICATED PERSON	1
1059	ESCORT	10
1073	ALARM BURGLARY	11
8085	PERSON CHECK	3
8121	TRAFFIC STOP	83
A911	ABANDON OR OPEN 911 CALL	9
ALARM	FIRE ALARM	2
ANIM	ANIMAL CALL	12
ANIMA	ANIMAL BITES/ATTACKS	1
ASSA	ASSAULT/SEXUAL ASSAULT WITH EMS AND FIRE	2
ASSIP	ASSIST FOR POLICE	3
BURG	BURGLARY	2
CI	C AND I DRIVER	5
COMME	COMMERCIAL FIRE	1
CUSTO	CHILD CUSTODY	8
CWB	CHECK WELL BEING	23
DFS	ASSIST DFS	1
DIFBR	BREATHING PROBLEMS	1
DIST	DISTURBANCE	18
DOMES	DOMESTIC DISTURBANCE	2
EXTRA	EXTRA PATROL	7
FALLS	FALLS	1
FIGHT	FIGHT	1
FOUND	FOUND PROPERTY	3
FRAUD	FRAUD	6
FUGI	FUGITIVE ARREST	5
FULL	CARDIAC OR RESPIRATORY ARREST/DEATH	2
HARA	HARASSMENT	8
HOLD	HOLD UP ALARM	1
INFO	INFORMATION ONLY	4
INVEF	INVESTIGATION FOR FIRE	1
INVEP	INVESTIGATION POLICE	26
MISC	MISCELLANEOUS	102
MISSA	MISSING ADULT	3
MISSJ	MISSING JUVENILE	1
MOTO	MOTORIST ASSIST	5
MVAI	MVA INJURY	4
MVAN	MVA NON INJURY	9
MVAU	MVA UNKNOWN INJURY	3
ORDIN	ORDINANCE VIOLATION	5
PEACE	PEACE DISTURBANCE	13
PHONE	TELEPHONE MESSAGE	1
PICK	PICK UP	3
POWER	POWER LINES	4
PROP	PROPERTY DAMAGE	2
PSYCH	PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	6
PURSU	PURSUIT	1
RDHAZ	ROAD HAZARD	5
SEIZ	CONVULSIONS/SEIZURES	1
SHOTS	SHOTS FIRED	2
SICK	SICK PERSON	1
STROK	STROKE(CVA)	1
SUSPPA	SUSPICIOUS PACKAGE ITEM	1
SUSPPE	SUSPICIOUS PERSON VEHICLE	36
THEFT	THEFT	9
THREA	THREATS	3
TRESP	TRESPASSING	4
TTC	TRY TO CONTACT	3
UNCON	UNCONSCIOUS	3
UNKNO	UNKNOWN PROBLEM	1
UTILI	UTILITY CREW	3
VAND	VANDALISM	1

Total: 499

Staffing:

*We are fully staffed.

Training:

*We are researching cost effective training options for our continuing education requirements.

Meetings attended:

*I attended 1 meetings in July.

Facility:

*Still outdated and potentially dangerous.

Equipment/Maintenance:

*We're in the process of updating our in-house computer network and workstations.

Police Radio:

*Nothing to report.

Grants:

*We're preparing the Missouri block grant application, and hope to submit it for board approval at the next meeting.

Miscellaneous:

*Nothing to Report.



OPERATIONS REPORT – Ste. Genevieve

July 2020

Water Treatment Plant

- The SCADA computer was replaced at the water plant. Micro Comm completed the hardware installation via video chat with our staff.
- We ordered painting materials for the sludge building and filters.
- Internet was down at the water plant for a few days while we waited for AT&T to complete repairs on their end.
- Staff continues to paint in the plant as the environment allows.
- Staff is preparing for power washing of the tanks onsite.

Wastewater Treatment

- New hydrant was installed for washdowns of the plant.
- DNR performed an inspection of portions of our system.
- The return pump for the clarifiers has been returned and put into service. The installation was completed by Equipment Pro with use of their crane equipped service truck.
- UV System had a bulb fail the manufacturer is warrantying the parts.
- Routine maintenance and inspections were performed as scheduled.

Treatment



OPERATIONS REPORT – Ste. Genevieve

WASTEWATER PLANT EFFLUENT QUALITY

	BOD Mg/l	TSS mg/l	pH	E. coli forming Colonies/100 ml
Monthly Average	4.2	2.7	7.4	37
Peak Day	6.3	3.8	7.8	93
Percent Removal	97.2%	97.4%		

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	.50
Monthly Average	.28

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 .758MG- July 24th, 2020
 Daily Maximum loading 445lbs. – July 9th, 2020



OPERATIONS REPORT – Ste. Genevieve

Collection/Distribution

Collections

- Staff removed excessive grease from the Progress Parkway lift station.
- MLDS has continued work on Westwood Drive. They were discharging lime residuals to the collection system where it was causing blockages. They have since made modifications to their system and paid to have all affected lines cleaned.
- Located sewer main and lateral for Ron Gettinger on South 10th St.
- Staff located a buried manhole on DuPont Street.
- All easements were inspected, and the needed work has been scheduled.
- 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

- Well #4 was subject to a lightning strike. The well motor was replaced, and a claim was submitted.
- The booster station on Basler Drive was struck by lightning as well. It also received damage to a motor and a Variable Frequency Drive.
- Pump #3 at the booster station is showing week readings on the insulation and will need to be rebuilt before failure.
- The interconnect was started and is now complete.
- Water leak on Market Street was a lead service line.

Customer Service

- Staff performed 54 line locates
- Staff performed 74 work orders
- Disconnects for non-payment 44
- There were 5.5 loads of lime purchased

Project Updates

- Cochran Engineering has completed the design work for the water line project and has put it out for bid. Contract engineering was awarded the bid.
- Interconnect project is complete.



OPERATIONS REPORT – Ste. Genevieve

Safety

- Staff received training on proper excavations and trench safety.
- Proper shoring and how to properly use.
- COVID-19 Briefing

Regulatory

- All testing and reports were submitted on time.

Training

- We received training on a new camera system for the collection system.
- All confined space entry equipment was inspected and calibrated if needed.

Concerns for the Month

- COVID-19

Positive for the Month

- There are no employees with the virus.
- Water Line Project moving forward.
- Completed tree removal and storm clean up with the Street Department following a severe storm on July 23rd.