

# AGENDA

## Work Session

STE. GENEVIEVE BOARD OF ALDERMEN

Thursday – May 26, 2022

STE. GENEVIEVE CITY HALL

Immediately Following 6:00 p.m. Regular Board Meeting

### CALL TO ORDER

### APPROVAL OF AGENDA

### BUSINESS ITEMS

1. Deposit Increase & Duplicate Bill
2. TAP Grant
3. Redistricting

### ANY OTHER BUSINESS

### ADJOURNMENT

*Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.*

For those wishing to social distance, join us on the Zoom app at:

Meeting ID: 811 1389 4294, Passcode: 984664

Or by phone at 312-626-6799, Meeting ID: 811 1389 4294, Passcode: 984664

Find the Zoom Link at [www.facebook.com/stegenevievecityhall/](http://www.facebook.com/stegenevievecityhall/)

*Posted 5/21/2022*

*Happy Welch*

**Staff Report**

May 26, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Water Deposit/Duplicate Bills



**Issue:**

We had a landlord request a review of a couple of issues he has with our water billing requirements. Issue one is the requirement that landlords pay off a water/sewer bill if their renter leaves without paying and they want to move another renter in. Issue two is our residential deposit amount.

Michael Monia requested we send him a copy of the bills we send to his renters so he can monitor if they are paying their bill or not. I checked with our attorney and he doesn't see a law against us providing that information as long as Mr. Monia will include in his lease that he be allowed to receive a duplicate bill and have the renter sign a release that the applicant would bring to city hall so we can include it in their application file. We can draft the release.

As for the water deposit. Right now it is \$100. An average delinquent water bill is \$140 plus the reconnect fee. Most times it is two payments owed before water shut off and depending on family size water usage can be pretty high each month. The deposit is to protect the city from water payment losses. We also reimburse a landlord if we collect a back payment from a renter if they turn water on at another location.

**Recommendation:**

Approve the city to provide duplicate bills for landlords if requested. As for the deposit, consider the impact on landlords, renters, and the city when determining an amount.

## Staff Report

May 26, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: TAP Grant



### Issue:

MoDOT has opened applications for Transportation Alternative Program funds (TAP) for FY2023 with applications due July 15, 2022. TAP funds are for sidewalks, bicycle infrastructure, traffic calming techniques, etc., on state highways or designation roads. One project that came to mind is S. 4<sup>th</sup> St. sidewalk where it stops just south of Cedar Lane on the west side. It would be nice to connect that sidewalk/trail with Rozier St. where there is an existing sidewalk system. This has also come up for discussion with the RTCA task force looking to improve walkable/bikeable connectivity in Ste. Gen.

Does the board want to consider applying for TAP funding, with \$23.9 million available to outstate Missouri areas? Only \$1.3 million was available last year. There is a minimum 80-20 split with the city's match at 20 or it can be higher.

I would need to work with Cochran Engineering to come up with a total estimated cost to see how it would impact our budget.

### Recommendation:

Discuss and see if that's a need that should be pursued with TAP funds available.

**Eligible projects include:**

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting, and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990;
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs;
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users; and
- Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.

Awarded projects will be funded with a maximum 80 percent federal funds and require a minimum 20 percent local match. A project must seek a minimum of \$100,000 of federal reimbursement. The maximum federal reimbursement is \$500,000.

**TRANSPORTATION ALTERNATIVES PROGRAM  
2022 APPLICATION FORM**

*Additional information can be found in the Transportation Alternatives Program Guide:*

<https://www.modot.org/local-public-agency>

**1. Project Sponsor Name**

**1.a. UEI**

**2. Project Sponsor Type**

Choose...

**3. Project Sponsor Contact Information**

Contact Person:

Title:

Mailing Address:

City:

State: MO

Zip Code:

Daytime Telephone:

Email:

**4. Project Name**

**5. Eligible Project Category**

Choose...

**6. Project Location**

County: Choose...

MoDOT District: Choose...

Provide Project location map (Label attachment as 'Attachment A - Project Location Map')

Project Route:

From/To:

Project Length (feet/miles), if applicable:

**7. Will this project impact MoDOT Right of Way?**

Yes  No

If Yes, provide letter of consent from the MoDOT Area Engineer per Section A.10. of the 2022 TAP Guide.

Submit the application for review to the area engineer by June 30, 2022.

**8. Based on 2020 Census data, is the project located in an area with a population of:**

4,999 or fewer

5,000 to 49,999

50,000 to 200,00

**9. Project Sponsor has completed MoDOT online LPA training within the past 2 years?**

Yes

No

Name and title of person in Responsible Charge:

**10. Does the Project Sponsor have an active or incomplete SRTS, TE or TAP project? (0-5 pts.)**

Yes

No

If Yes, provide the Federal Project Number(s):

**11. Project Description (0-45 pts.)** (Refer to Sec F of the 2022 TAP Guide, Limited to 3500 Characters with spaces)

[Empty box for Project Description]

**Items 12 - 14 (0-5 pts.)**

- 12. Project Information** (Location map showing project limits required) (No more than 10 pages)  
Directional Maps, Site Maps, and Photographs.  
(Label Attachment as 'Attachment B - Project Information')
- 13. Official Project Sponsor Funding Resolution** (No more than 10 pages)  
(Label attachment as 'Attachment C - Certification of Funding and Support')  
**A Resolution is REQUIRED for application to be considered for award of funding.**
- 14. MPO / RPC Letter of Support (if applicable)** (No more than 10 pages)  
(Label attachment as 'Attachment D - MPO/RPC Letter of Support')

**15. Evidence of Public Involvement and Support (0-5 pts.)**

Attach letters of support and other documentary evidence of public interest.  
(Label attachments as 'Attachment E - Evidence of Public Involvement and Support')  
(No more than 10 pages)

Provide evidence of public involvement summary, include dates and information about public meetings and events held to discuss the project. *(Limited to 1,640 Characters with spaces)*

**16. If submitting more than 1 TAP application, please rank the priority of this submittal.**

of  (Examples: 1 of 1, 2 of 4, 1 of 3)

**17. Property Ownership and Acquisition Information (No more than 10 pages)**

All proposals must provide documentation of the Sponsor's property rights by title of ownership, lease, or easement for all property within the project limits.  
(Label attachments as 'Attachment F - Property Ownership and Acquisition Information')

Is the property needed for the project already acquired?  Yes  No  
If No - How will it be acquired? If Yes - When was the property acquired and how?

Was the property acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act?  Yes  No

**18. Will this project reconstruct existing infrastructure and/or address existing barriers to access? Describe below. (0-10 pts.)**  Yes  No

If your entity has adopted an ADA Transition Plan, include as 'Attachment G - Transition Plan'.

**19. Railroad Right of Entry Letter/Agreement (if applicable)**

Projects proposing to encroach or cross railroad right of way, must include documentary evidence from the railroad granting a right of entry or an executed encroachment agreement.  
(Label attachment as 'Attachment H - Railroad Right of Entry Letter/Agreement')

**20. Project is implementing a recommendation from an adopted plan? (0-5 pts.)**

Yes  No

If the proposed project will construct facilities for bicycles and/or pedestrians, include documentary evidence from the City or County stating that the project has been included in the entity's bicycle/pedestrian plan, or the bicycle/pedestrian component of an adopted local or regional plan.

(Label attachment as 'Attachment I – Local/Regional Plan')

**21. Project Implementation Schedule\***

Estimate the amount of time it will take to complete the project from start to finish. Approximate the time required for each activity. The activities can run concurrently causing the total time to be different from the total of the activities. Consider time for, but not limited to:

Months

- Planning Activities**  
(Executing contract, hiring consultant, planning, schematic and design, utility relocation, etc.)
- Environmental Clearance**  
(Assessments, possible mitigation for Hazardous Materials, permits, review by other agencies)
- ROW Acquisition**  
(Surveying, appraisals, title transfer, clearance, etc.)
- Project Design and Plan Preparation of PS&E Package**  
(Including PS&E Review by MoDOT District and other agencies.)
- Project Construction/Implementation**  
(Advertising/hiring contractor, demolition, construction, inspection, etc.)
- Other**

Projected Time in Months  (<= 23 months)

*\*Per Reasonable Progress Policy, construction contract must be awarded within 23 months of funding allocation*

**22. Maintenance and Operations (0-5 pts.)**

Identify all parties responsible for short and long term maintenance and operation.

Will sponsor be able to maintain improvements for a minimum of 25 years?  Yes  No

Estimate all maintenance and operations costs for the project below. (yearly basis)

Maintenance Task	Task Cost	Freq.	Annual Cost
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
		<b>TOTAL</b>	\$ 0.00



24. Itemized Budget (0-15 pts.)

(Label Attachment as 'Attachment J - Itemized Budget')

Example of Itemized Construction Cost Estimate:

Item No.	Description	Unit	Quantity	Unit Price	Amount
202-30.10	REMOVAL OF IMPROVEMENTS	LS	1	\$ 25,000.00	\$ 25,000.00
207-10.00	LINEAR GRADING - CLASS 2	STA	25.0	\$ 780.00	\$ 19,500.00
302-00.04	TYPE 3 AGGREGATE FOR BASE (1 1/2 IN. THICK)	SY	4,537	\$ 8.00	\$ 36,296.00
608-10.13	TRUNCATED DOMES	SF	471.0	\$ 30.00	\$ 14,130.00
608-00.04	CONCRETE SIDEWALK, 4 IN	SY	2,227	\$ 50.00	\$ 111,350.00
608-99.05A	CONCRETE DRIVEWAY EN	SY	1,491	\$ 70.00	\$ 104,370.00
608-99.05B	REINFORCED CONCRETE	SY	84	\$ 140.00	\$ 11,760.00
609-10.02	CURB AND GUTTER TYPE	LF	1,889	\$ 23.00	\$ 43,447.00
614-00.02A	DROP INLET	EA	1	\$ 3,500.00	\$ 3,500.00
614-99.02B	COMBINATION GRATE INLET	EA	2	\$ 5,000.00	\$ 10,000.00
614-99.02C	ADJUST EXISTING STORM GRATE	EA	6	\$ 500.00	\$ 3,000.00
616-10.05	CONSTRUCTION SIGNS	SF	114	\$ 15.00	\$ 1,710.00
616-10.20	CHANNELIZER (TRIM-LINE)	EA	40	\$ 25.00	\$ 1,000.00
616-10.30	TYPE III MOVEABLE BARRICADE	EA	8	\$ 175.00	\$ 1,400.00
618-10.00	MOBILIZATION	LS	1	\$ 23,841.96	\$ 23,841.96
620-00.10	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 24 IN WHITE	LF	160	\$ 25.00	\$ 4,000.00
620-00.30	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 30 IN WHITE MIDBLOCK	EA	20	\$ 240.00	\$ 4,800.00
620-00.42	PREFORMED THERMOPLASTIC PAVEMENT MARKING, 12 IN WHITE, YIELD LINE TRIANGLES	EA	25	\$ 65.00	\$ 1,625.00
609-99.10	SEEDING & MULCH	AC	0.20	\$ 12,500.00	\$ 2,500.00
609-10.07A	CURB INLET CHECK	EA	10	\$ 110.00	\$ 1,100.00
609-30.04A	SH-FLAT SHEET (PERMANENT SIGNING)	SF	36	\$ 40.00	\$ 1,440.00
				<b>Base Bid</b>	<b>\$ 425,769.96</b>
				<b>Total Estimate</b>	<b>\$ 425,769.96</b>

**25. Project Budget Summary (0, 3 or 5 pts.)**

List all project costs to be incurred by the applying entity on page 5 for a complete itemized cost estimate.

Preliminary Engineering/Design (if requesting reimbursement)	1.	
Right of Way costs (if requesting reimbursement)	2.	
Itemized Construction Cost Estimate: (from Attachment K)	3.	
Construction Engineering/Inspection (if requesting reimbursement)	4.	
Subtotal of Costs (Line 1 - Line 4):		5. \$ 0.00
Other eligible costs (provide attachment with detailed explanation)		6.
Total Project Cost:		7. \$ 0.00
Local Match:		
0% of Total Project Cost (Line 7)		8. \$ 0.00
Federal Funds Requested: 100% of Line 7		9. \$ 0.00

*The minimum amount of local cash match required is 20%. Sponsors are not limited in their maximum local match. If a larger local match is provided, please adjust the percentages accordingly. 20-24% local match earns 0 pts., 25-35% match earns 3 pts., >35% match earns 5 pts.)*

**26. Project Commitment**

By submitting an application, the applying entity commits that if this project is selected for funding, a construction contract will be awarded within 23 months of project funding allocation.

The construction plans for this project are currently:

- Complete
- % Complete
- Not Started

**Completed TAP application packets must be submitted by email to the respective District representative and be received by 4:00 p.m. on July 15, 2022. MoDOT reserves the right to deem a TAP application package ineligible for funding if not received by the prescribed deadline. In the event an LPA is unable to provide an emailed PDF copy of the application; the LPA shall coordinate with the district representative and deliver the completed project application by prescribed deadline.**

**FINAL SUBMISSION DUE DATE FOR ALL DOCUMENTATION**  
**July 15, 2022 by 4:00pm CDT**

**Staff Report**

May 26, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Ward Redistricting



**Issue:**

Census numbers have been released for communities and we are required to balance our 4 wards from published Census numbers.

The board chose to approve a percentage of the population count that included the jail facility and two maps were drafted by staff to balance the populations in the four wards. The Regional Planning Commission assisted to verify the count and put the information into GIS. The board then requested making time available at a board meeting for public comment and that was done on May 12, 2022 after advertising in *The Herald* and on Facebook.

The board determined that options 3 & 4 were their top choices. The board now needs to decide which one of the two they wish to adopt.

**Recommendation:**

Review and discuss which option to bring for adoption at the next board meeting.



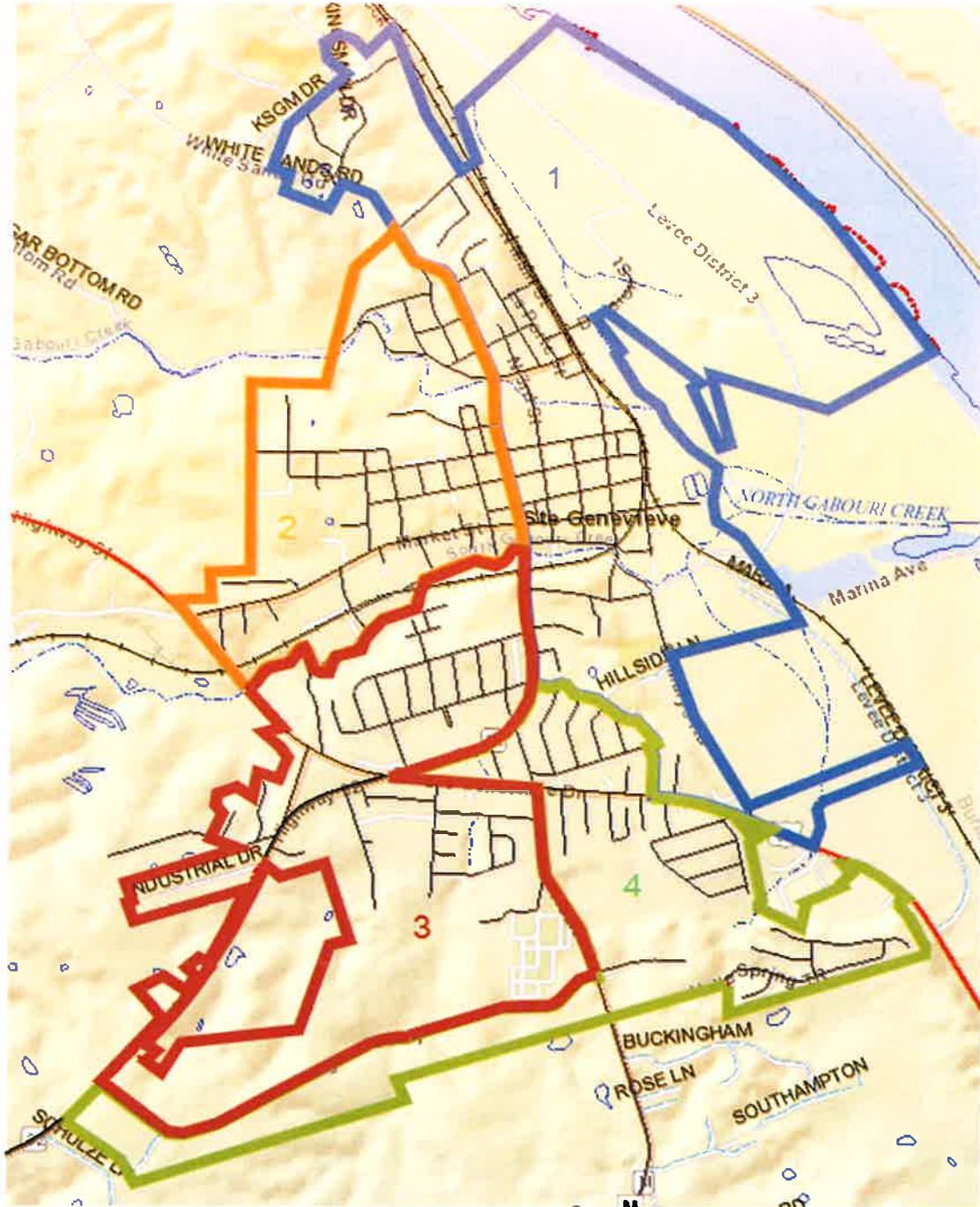
### OPTION 3 SUMMARY

- Includes those prisoners in jail that aren't transient (per Sheriff's information)
- That eliminates 90% of the prisoners counted in that census block
- This brings total city population to 4,633 (reduction of 366 transient prisoners)
- At 4,633, we need approximately 1,158 per ward
- Currently, according to 2020 census block info, wards are at:
  - Ward 1 – 1,016
  - Ward 2 – 1,006
  - Ward 3 – 1,399 (1,765 before eliminating 366 prisoners)
  - Ward 4 – 1,212
- Wards 1 & 2 must expand while Wards 3 & 4 must shrink.
- On Option 2, in order to avoid changing the shape and orientation of the existing wards very much and keep them compact and contiguous, we had to split Rozier Addition subdivision. That seemed to be an impediment to selecting that option.
- Thus in order to avoid splitting up Rozier Addition or any subdivision (for the most part), Ward 1 will expand in a southern direction, which will allow Ward 2 to expand in an a northern and eastward direction.
- The Census block to the south of Ward 1 is large (it is bounded by Seraphin, 4<sup>th</sup> Street, Linn, Kiefer, Hwy 61 and St. Marys Road) and contains 339 citizens so removing that from Ward 4 (which is necessary for Ward 1 to grow to the south) necessitates Ward 4 growing in a westerly direction.
- In order for Ward 4 to grow westerly, there are only two options to keep it from growing into Pointe Basse subdivision – those options are to grow between Hwy 32 & 61 and along Progress Parkway.
- Once all of these changes are made, it leads to some unorthodox shapes for Ward 3 & 4 and I'm not sure they meet the definition of "compact".
- In order to follow US Census Bureau re-districting regulations, we have to calculate each ward's percentage deviation from 1,158, add those deviations together and they cannot be greater than 10%
- The Option 3 map with changes, according to the 2020 census data, would produce:
  - Ward 1 – 1,163
  - Ward 2 – 1,135
  - Ward 3 – 1,165
  - Ward 4 – 1,170
- The Option 3 map deviation is 3.02% which is well within the allowable range.
- All incumbents would remain in their same Ward. This is the only option that produces this result.

**165 S. Fourth Street, Ste. Genevieve, MO 63670**

**573-883-5400**

**[www.stegenevieve.org](http://www.stegenevieve.org)**



Re-Districting – 2020 Census – Option 3



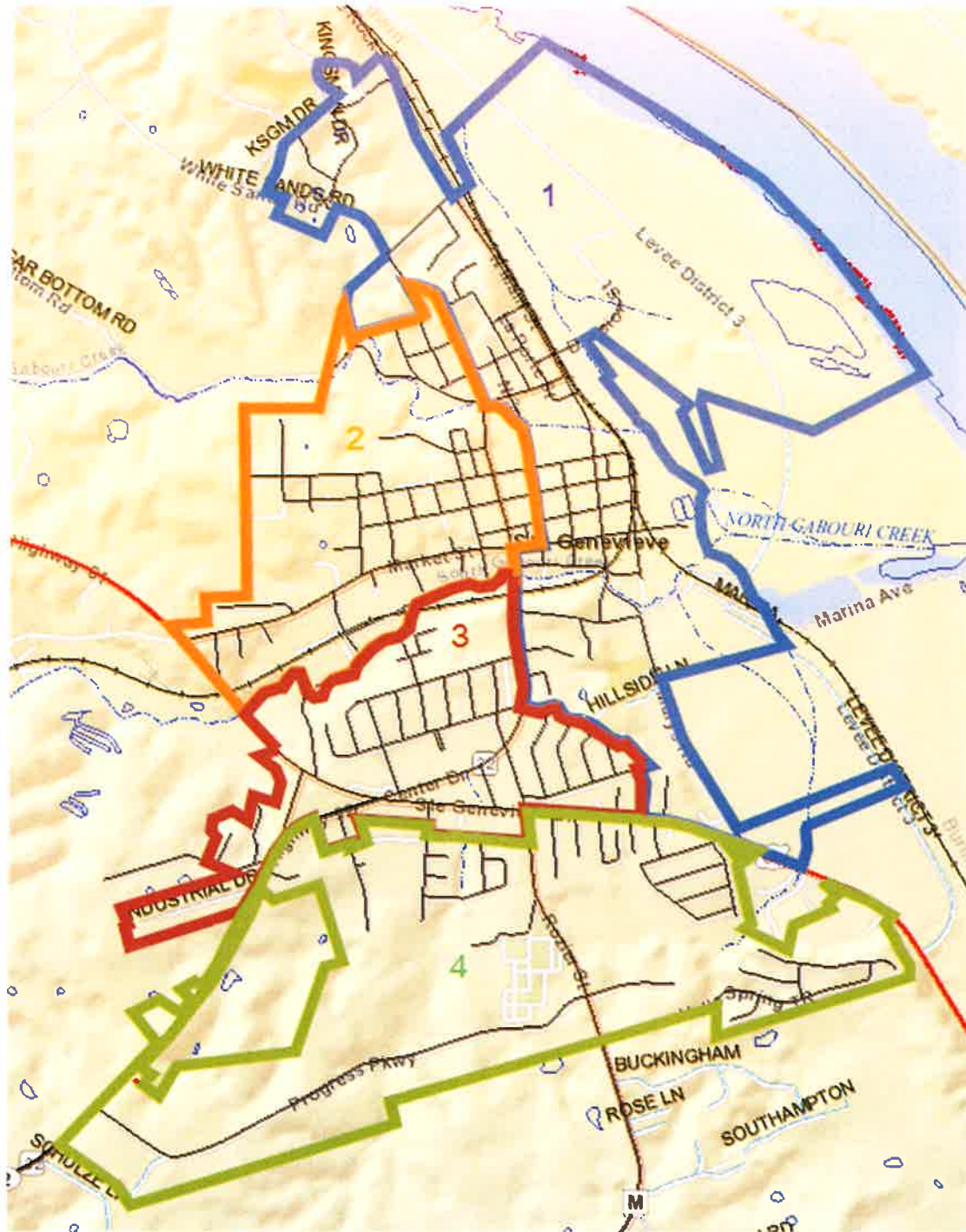
#### OPTION 4 SUMMARY

- Includes those prisoners in jail that aren't transient (per Sheriff's information)
- That eliminates 90% of the prisoners counted in that census block
- This brings total city population to 4,633 (reduction of 366 transient prisoners)
- At 4,633, we need approximately 1,158 per ward
- Currently, according to 2020 census block info, wards are at:
  - Ward 1 – 1,016
  - Ward 2 – 1,006
  - Ward 3 – 1,399 (1,765 before eliminating 366 prisoners)
  - Ward 4 – 1,212
- Wards 1 & 2 must expand while Wards 3 & 4 must shrink.
- On Option 2, in order to avoid changing the shape and orientation of the existing wards very much and keep them compact and contiguous, we had to split Rozier Addition subdivision. That seemed to be an impediment to selecting that option.
- With Option 3, in order to avoid splitting subdivisions, maintain a low population deviance, and keep the existing wards semi-oriented as they historically have been, we had to create some oddly shaped wards.
- Option 4 re-oriens Wards 3 & 4 so that they are geographically more north-south than east-west. Wards 1 & 2 have very slight changes vs Option 3.
- Ward 4 will expand westward taking in most of the population between Hwy 32 and M Road (Rozier Street).
- Ward 3 expands eastward taking in most of International subdivision.
- This avoids splitting subdivisions (for the most part) but does re-orient a couple of them. With this option, Ward 3 contains both Rozier and International while Ward 4 contains St. Jude, Valle Spring, & Pointe Basse. Thus International & Pointe Basse switch wards.
- In order to follow US Census Bureau re-districting regulations, we have to calculate each ward's percentage deviation from 1,158, add those deviations together and they cannot be greater than 10%
- The Option 3 map with changes, according to the 2020 census data, would produce:
  - Ward 1 – 1,166
  - Ward 2 – 1,132
  - Ward 3 – 1,193
  - Ward 4 – 1,142
- The Option 4 map deviation is 5.27% which is well within the allowable range.
- This map keeps two alderpersons in each ward, however Alderwoman Armbruster would move from Ward 4 to Ward 3 and Alderman Rainey would move from Ward 3 to Ward 4. Both are up for re-election in 2023 which is when these wards would go into effect.

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Re-Districting – 2020 Census – Option 4