

AGENDA
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – OCTOBER 13, 2022
6:00 p.m.

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

APPROVAL OF AGENDA.

PRESENTATION/AWARDS.

PERSONAL APPEARANCE.

CITY ADMINISTRATORS REPORT.

STAFF REPORTS.

- TOURISM – HAPPY WELCH
- COMMUNITY DEVELOPMENT ADMINISTRATOR – DAVID BOVA
- FIRE CHIEF – KENNY STEIGER

COMMITTEE REPORTS.

PUBLIC COMMENTS.

PUBLIC HEARING. The Mayor and Board of Aldermen will hold a public hearing to consider a Special Use Permit request from Cheryl Land that will allow guest lodging at 260 N. Fourth Street in a R-2 General Residential District.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – September 22, 2022
- Minutes – Board of Aldermen – Closed Session – September 22, 2022
- Minutes – Board of Aldermen – Work Session – September 22, 2022

- **RESOLUTION 2023-01.** A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE PURCHASE OF A VAC TRUCK FROM COE EQUIPMENT, INC. IN AN AMOUNT NOT TO EXCEED \$325,617.10.
- **RESOLUTION 2023-02.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE FIRE DEPARTMENT TO APPLY FOR A 2022 MISSOURI DEPARTMENT OF CONSERVATION (MDC) GRANT IN THE AMOUNT OF \$6,200.00

OLD BUSINESS.

NEW BUSINESS.

BILL NO. 4515. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR AUDITING SERVICES WITH BEUSSINK, HEY, ROE & STRODER, LLC CERTIFIED PUBLIC ACCOUNTANTS. **1ST & 2ND READING.**

BILL NO. 4516. AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH BT ELECTRIC, LLC, OF BLOOMSDALE, MISSOURI ON THE ELECTRICAL IMPROVEMENTS – STE. GENEVIEVE WATER PLANT PROJECT IN THE AMOUNT OF \$63,000.00. **1ST & 2ND READING.**

BILL NO. 4517. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A BILLBOARD PARTICIPATION AGREEMENT WITH THE STE. GENEVIEVE MUSEUM LEARNING CENTER. **1ST & 2ND READING.**

BILL NO. 4518. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR CHERYL LAND THAT WILL ALLOW GUEST LODGING AT 260 N. FOURTH STREET. **1ST & 2ND READING.**

OTHER BUSINESS.

MAYOR/BOARD OF ALDERMEN COMMUNICATION.

EXECUTIVE/CLOSED SESSION. The Ste. Genevieve Board of Aldermen may enter into an Executive Closed Session before, during or after this meeting, if such action is approved by the majority of the Board members present, with a quorum, to discuss Real Estate matters as authorized by Section 610.021(2) and Personnel matters as authorized by Section 610.02 (3).

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.

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/

And you can watch live on SGTV Spectrum Channel 991.

***Posted By: Pam Meyer, City Clerk
10/10/22***

Tourism Report 10/23/2022

Night on the Werewolf, put on by French Colonial America is Saturday, Oct. 15. Spooktacular, Rural Heritage Days, and Déjà vu Spirit Reunion are Saturday, Oct. 22, starting at 1p with trick or treating and organized by Downtown Ste. Gen., the Foundation for Restoration and downtown groups. Then on Nov. 5th is Pecanapalooza also organized by French Colonial America and it starts at 10a with a 5k race.

Here are Website stats for September:

For year to year: Clicks down 42.9% with the highest amount of clicks on Friday, Sept. 23; Interactions down 8%, Viewed up 4.1%, Calls from online up 4.8%. August to September 2022 asked directions down 46%, profile views down 19% and searches down 26%. Selected search categories starting with highest searches: Wineries, Welcome Center, attractions, and Ste. Genevieve in general.

We continue to tweak the VisitSteGen website and we met with a citizen group last Thursday to start making changes to improve the looks and use. JAAD is still assisting with the more complicated plug ins that I don't know how to use. This volunteer group is really engaged and we will be meeting again after we make the current requested changes.

Facebook activity: We are up to 4,598 likes, our reach is down 23%, visits have increased 18.8%, new likes down 2.1%. In the last 90 days compared to the last 90 days post reach is down 59.4%, engagement down 64.4%. Highest reached post in the last 30 days is Oktoberfest with 289% more people liking than the median post.

I attended the Governor's Conference on Tourism last Wednesday and had a chance to talk to some of our partners with advertising and others in the tourism industry.

We will have a TTC/TAC meeting on October 18 to discuss the tourism director position with recommendations to review by a subcommittee that met 2 weeks ago. If we get approval of the job description we will then begin the search process and have someone in place by 2023.



Community Development October 2022 Staff Report

09/07/22 – 10/06/22

Historic Preservation – Heritage Commission

- Meeting – 9/19 – 1 COA approved & 3 Administrative approvals
- Next meeting – 10/17
- Historic Preservation Grants – The Planning & Outreach grant is proceeding but still awaiting federal funding.

Building Department / Code Enforcement

- Occupancy Permits / Inspections 22
- Building Permits Issued 3
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 1 (pending BOA approval)
- Continuing process to include Tiny Homes in zoning code
- Building safety inspections of city buildings now scheduled – all completed

Comprehensive Plan Update

- Steering Committee established
 - Board reps are Alderman Raney & Alderwoman Johnson
 - Funnel public input through me, committee, or RPC
- Current stage of process is Public Outreach #1
 - RPC plans to have outreach survey available to public last week of Oct or first week of Nov.
 - Next stage is Vision Development (Nov – Feb)
- Timetable extended some – tentative completion Oct. '23

Planning & Zoning

- Meeting – 10/6 – approved SUP for guest lodging
- Guest Lodging stats (in City) – 21 addresses (23 units; 6 are shared units; 13 SUPs)
- Next meeting – 11/3

City / County Cooperation

- Basler Drive extension / New Subdivision development – continues to move forward
- FLAP Grant (S 4th Street) – has been awarded! But in 2025
- EV Charging Stations – still in discussion
- Assistance with tourism marketing funding – complete

Board of Adjustment

- Nothing new to report

Floodplain Management

- Nothing new to report

Property Maintenance

- Nuisance Property Issues 4
- Vegetation Nuisance Issues 4
- Building Code Violation Issues 2
- Code changes communicated – social media, letters

Training 2022

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

sSte. 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: **September, 2022**

Calls for Assistance:

- SGFD responded to **18** emergency calls in **September**
- Total so far this year are **178** calls, **up 18** calls from last year

Staffing:

- SGFD roster is down 1. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested

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

- **Monthly Training was Fires in Electric Vehicles and Technical Resue**

Meetings Attended

- Ozark Firefighters meetings – **Doe Run Attended**
- Bi County Chiefs Meeting – **Attended**

Technical Rescue: (FYI, all Tech Rescue training is done after hours or on weekends in addition to regular monthly training)

- Nothing to report

Facility:

- Nothing to Report

Apparatus & Equipment Maintenance:

- The new brush truck switch over has begun

Fire Radio

- Radio grant funding has been approved working on the purchase now. Radios have been ordered. Hardware and radios are in and radios are being programmed. Got the official notice of additional funding on this grant and will be buying 1 more radio. Checked with radio installers, will be about 30 days more before they will be installed waiting for additional parts. **Last radio is in and being programmed and then they will come install.**
- St Francis County 911 radio survey
Nothing to report

Grants

I am seeking approval to apply for the annual Missouri Dept of Conservation Grant. This grant is a 50% match. Our match for the grant would be \$3,200.00. This amount is available in the Rural Fire Account. The deadline to apply is Friday October 14th.

Community Foundation Grant

Holcim (CFG) Grant for the tech rescue team – rescue airbags on order no eta

Holcim (CFG) Grant for the Fire Department - waiting on a radio no eta

DPS Grant applications

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

I have applied for a \$27,000 no match grant for equipment

Grant applications are out for review. They have asked for some updated quotes and we should know something next week. I am encouraged with the wording of the email, sounds like we will be getting at least partial funding.

ARP Grant

Happy made me aware of a ARP Grant that will be opening on October 15th and closing on November 15th. His suggestion, and I agree is to try to get additional turnout gear. There is a maximum of \$20,000 and our match will be 50% of the amount requested. Which would be available from our rural fund.

County Firefighters Assn.:

Nothing to report

Local & State Mutual Aid:

- Nothing to report

Misc.

- **We assisted with the Backstoppers Golf Tourney by raising the flag at the event**
- **Our fireman's funded a team in the tourney. Our team placed and was able to donate our winnings**
- **We participated in both school homecoming parades**

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 Knox Boxes

American Custard

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, October 6, 2022 at 6:00 PM at City Hall, 165 S. Fourth Street.

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, October 13, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this hearing is to consider a request from Cheryl Land for a special use permit to allow guest lodging at 260 North 4th Street in an R-2 General Residential District.

All interested parties are invited to attend.

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – SEPTEMBER 22, 2022**

CALL TO ORDER. Mayor 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 members present:

Mayor Paul Hassler	
Alderman Joe Prince	Alderwoman Susan Johnson
Alderman Bob Donovan	Alderman Mike Jokerst
Alderman Mike Raney	Alderwoman Kristi Cleghorn
Alderwoman Ashley Armbruster	Alderman Jeff Eydmann

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

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE.

At this time Mr. & Mrs. Donald Rapp, 745 Gettinger Street, addressed the Mayor & Board of Aldermen with their concerns on what they feel like are loopholes in the process of applying for a variance and would like for the consideration of their suggestions to possibly encourage the city to change some of how the permitting process works.

CITY ADMINISTRATORS REPORT. (see attached report)

STAFF REPORTS.

Steve Wilson, Alliance Water Resources (see attached report)

Eric Bennett, Police Chief (see attached report)

COMMITTEE REPORTS. Alderwoman Armbruster reported that about 15 members of the Chamber of Commerce Leadership group helped with the cleanup of Valle Spring Park and thank them for that day of service.

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Session – September 8, 2022
- Minutes – Board of Aldermen – Closed Session – September 8, 2022
- Treasurer’s Report – August 2022
- Approval of a Liquor License Request from El Potosino Mexican Restaurant, 634 Ste. Genevieve Drive.
- Approval of a Street Closure Request from French Colonial America for a “Sensory Friendly Family Night” on Friday, October 14, 2022. The closure request is to close Main Street from Market Street to S. Gabouri and Market Street from Second Street to Main Street from 5:30 p.m. to 8:00 p.m.
- Approval of a Street Closure Request from French Colonial America for the 10th Annual “Night of the Werewolf” to be held on Saturday, October 15, 2022. The request is to close Main Street from Market Street to S. Gabouri and Market Street from Second Street to Main Street from 5:30 p.m. to 8:00 p.m.
- Approval of a Street Closure Request from French Colonial America for their third annual “Pecanapalooza Street Festival” on Saturday November 5, 2022. The closure request is to close Market Street from Third Street to Main Street and Main Street from S. Gabouri to Market Street from 7:00 a.m. to 5:30 p.m.

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

PUBLIC HEARING. Mayor Hassler opened the public hearing at 6:22 p.m. The hearing is for the Board to consider a Special Use Permit request from S & W Storage LLC that will allow a self-storage facility at 11307 Save-A-Lot Drive in a C-1 General Commercial District. Community Development Administrator David Bova explained the request and answered any questions. With no further questions the public hearing was closed at 6:26 p.m.

OLD BUSINESS.

BILL NO. 4509. AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FOR THE FISCAL YEAR 2022 BUDGET RELATING TO VARIOUS REVENUE AND EXPENDITURE INCREASES. 2nd

READING. A motion by Alderman Prince, second by Alderwoman Johnson, Bill No. 4509 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince, Alderman Eydmann, Alderman Donovan, and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4509 was declared Ordinance No. 4431 signed by the Mayor, and attested by the City Clerk.

BILL NO. 4510. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2023 AND APPROVING AN EFFECTIVE DATE. 2nd READING. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4510 was placed on its second and

final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Eydmann, Alderman Donovan, and Alderman Jokerst. Nays: Alderman Prince Motion carried 7-1. Thereupon Bill No. 4510 was declared Ordinance No. 4432 signed by the Mayor and attested by the City Clerk.

EXECUTIVE/CLOSED SESSION. A motion by Alderman Donovan, second by Alderwoman Cleghorn to go into closed session to discuss Real Estate matters as authorized by RSMO Section 610.021(2). Motion carried 8-0 with the following roll call vote: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Eydmann, Alderman Donovan, Alderman Jokerst and Alderman Prince. Motion carried 8-0. 6:28 p.m.

NEW BUSINESS. (7:04 p.m.)

BILL NO. 4511. AN ORDINANCE APPROVING CHANGE ORDER NO. 2 TO THE CONTRACT WITH VERN BAUMAN CONTRACTING COMPANY OF STE. GENEVIEVE, MISSOURI ON THE N. 4th ST. & MAIN STREET CREEK CROSSING PROJECT IN AN AMOUNT OF SIX THOUSAND ONE HUNDRED FORTY DOLLARS (\$6,140.00). 1st & 2nd READING. A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4511 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 Alderman Donovan, second by Alderman Raney to proceed with the second and final reading of Bill No. 4511. Motion carried 8-0. A motion by Alderman Donovan, second by Alderman Prince Bill No. 4511 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince, Alderman Donovan and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4511 was declared Ordinance No. 4433 signed by the Mayor and attested by the City Clerk.

BILL NO. 4512. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR S & W STORAGE, LLC THAT WILL ALLOW A SELF-STORAGE FACILITY AT 11307 SAVE-A-LOT DRIVE IN A C-1 GENERAL COMMERCIAL DISTRICT. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderman Prince, Bill No. 4512 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 Alderman Prince, second by Alderman Eydmann to proceed with the second and final reading of Bill No. 4512. Motion carried 8-0. A motion by Alderwoman Johnson, second by Alderman Prince Bill No. 4512 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince, Alderman Donovan and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4512 was declared Ordinance No. 4434 signed by the Mayor and attested by the City Clerk.

BILL NO. 4513. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE STE. GENEVIEVE INDUSTRIAL DEVELOPMENT CORPORATION. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderman Donovan, Bill No. 4513 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 Alderman Donovan, second by Alderman Prince to proceed with the second and final reading of Bill No. 4513. Motion carried 8-0. A motion by Alderman Jokerst, second by Alderman Prince Bill No. 4513 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince, Alderman Donovan and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4513 was declared Ordinance No. 4435 signed by the Mayor and attested by the City Clerk.

BILL NO. 4514. AN ORDINANCE APPROVING A MEMORANDUM OF AGREEMENT WITH ALLIANCE WATER RESOURCES, INC., A MISSOURI CORPORATION TO MODIFY THE INITIAL PROFESSIONAL SERVICE AGREEMENT DATED AUGUST 12, 2010. 1st & 2nd READING. A motion by Alderman Jokerst, second by Alderwoman Armbruster, Bill No. 4514 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 Alderman Donovan, second by Alderman Prince to proceed with the second and final reading of Bill No. 4514. Motion carried 8-0. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4514 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderman Raney, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Prince, Alderman Donovan and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4514 was declared Ordinance No. 4436 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 7:10 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
WORK SESSION
September 22, 2022**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Paul Hassler at 7:12 p.m. with the following members present:

Mayor Paul Hassler	
Alderwoman Susan Johnson	Alderman Bob Donovan
Alderwoman Kristi Cleghorn	Alderman Mike Raney
Alderwoman Ashley Armbruster	Alderman Joe Prince
Alderman Mike Jokerst	Alderman Jeff Eydmann

A motion by Alderwoman Johnson, second by Alderman Donovan to approve the work session agenda. Motion carried 8-0.

BUSINESS ITEMS.

SELECT STORMWATER REVIEW AREA. The IDC agreement includes a review of the stormwater hydrology for the area south of the south sinkhole along Oakwood which was in the study with Cochran. City Administrator Welch would like for the Board to determine another area of the city to put in the stormwater review with Cochran. After a brief discussion the board was in agreement to extend area #2.

STREET REPAVING. We have removed the section of North 4th Street as part of the 2022 Paving Schedule which gives the City about 11,000 square feet of paving area exempted. Where do you want to apply this too? After some discussion it was decided to hold off on putting the money into some other area and to just include it in the next round of overlays. (FY 2023)

ANY OTHER BUSINESS. None.

With no further business the work session was adjourned at 7:20 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

Staff Report

October 13, 2022

To: Board of Aldermen
From: Happy Welch
Re: Vac Truck Quote



Issue:

We are now in the FY2023 budget year and it's time to look at ordering equipment. Usually we spread out purchases but I believe there will be supply chain issues that will delay some equipment from arriving in a reasonable amount of time.

One of those items is the Vac Truck requested by Alliance for sewer cleaning and hydro-excavating. The truck requested by Alliance is available through Sourcewell which is a cooperative purchasing group the City belongs to so the bidding has already been done and we can purchase from this group's contract.

Alliance has chosen the 2023 Vactor Impact Single Engine Combination Sewer Cleaner for \$325,617.10. We budgeted \$350,000 total in the water & sewer depts.

Recommendation:

Approve purchase as budgeted for Vactor Impact for \$325,617.10.

RESOLUTION 2023-01

A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE PURCHASE OF A VAC TRUCK FROM COE EQUIPMENT, INC. IN AN AMOUNT NOT TO EXCEED \$325,617.10.

WHEREAS, Alliance Water Resource expressed the need for the City to purchase a Vac Truck for sewer cleaning and hydro-excavating; and

WHEREAS, Alliance Water Resources obtained the bid for the 2023 Vac Truck through Sourcewell, a cooperative purchasing group which meets the City’s bidding requirements, a copy of the proposal is attached to and made part of this Resolution (Exhibit “A”); and is the lowest and best price; and

WHEREAS, this is a 2023 FY Budgeted Item and the cost will be split between Sewer Line Item 31-31-8045 and Water Line Item 30-30-8045.

BE IT THEREFORE, RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION 1. The Ste. Genevieve Board of Aldermen have reviewed the bid and agree with the recommendation of staff to award the bid to COE Equipment of Rochester, Illinois in the amount of three hundred twenty-five thousand six hundred seventeen dollars and ten cents (\$325,617.10) as reflected in Exhibit “A” as part of the cooperative purchasing agreement with Sourcewell.

SECTION 2. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 13th DAY OF OCTOBER, 2022.

Approved as to form:

Paul Hassler , Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator

Total Price*

Factory Price:	\$237,421.25
2024 IH MV607 SBA 4x2:	\$94,659.22
Sourcewell Discount ID# 139266:	-\$7,990.37
Total:	\$324,090.10
Option 1 - Interconnect:	\$1,527.00
Total with Options:	\$325,617.10

Title, license, and delivery in addition to the unit price.

Price valid for 30 days.

Payment Terms: NET

Delivery: Notification with order

*Proposal Notes:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer-supplied chassis must be submitted to and approved by Vactor Manufacturing prior to submittal of customer purchase order.
3. All prices quoted are in US Dollars unless otherwise noted.

This quotation becomes a contract for delivery and payment of the merchandise listed above only when signed by the Company and the customer or one of its officers.

Customer

Coe Equipment, Inc.
Company

Customer Representative

Matt Freeze
Company Representative:

Date

8/31/2022
Date

INTRODUCING iMPACT.

Ergonomic. Economic. Easy-to-operate.



Our newest combination sewer cleaner may be smaller than some of our other models, but it's no less powerful. Built with the same emphasis on performance and reliability, these machines offer outstanding versatility and the ability to maneuver through tight spaces. As with all Vactor® equipment, the iMPACT allows communities to protect, clean and repair their infrastructure. It is also engineered for optimal operator comfort and control. Features contributing to the ease of use include:

- The revolutionary IntuiTouch® control system
- Superior vacuum performance
- Low-maintenance Jet Rodder® water pump
- Exclusive Modul-Flex design
- Quiet engine design, high ground clearance, low water fill point, and twist-and-lock pipe restraints
- Hose reel that can rotate up to 180°
- Precise digital hose footage counter
- Water tanks featuring superior corrosion resistance and backed by a 10-year standard warranty

The new iMPACT makes the innovations of the 2100i more accessible without sacrificing Vactor's high standards.

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
Day Phone: 573-883-0615

Memorandum

Page 1 of 1

To: Happy Welch, City Administrator

From: Ken Steiger, Fire Chief

Cc: File

Date: October 09, 2022

Subject: 2022 MDC Grant Application

Happy,

This memo is to request approval from the Board of Aldermen for the Fire Department to apply for the 2022 Missouri Department of Conservation (MDC) Grant. The grant application is specifically for the purchase of Fire Equipment related to our rural coverage area.

If approved for the grant this year, I will be purchasing hose adapters, chainsaw, chain saw protection gear and a backpack blower.

The program is a 50% match up to a total of \$4,000.00, which means we would need to spend a total of \$8,000 or more to get \$4,000 from MDC. I will be requesting \$6,200.00 worth of equipment. To get the entire match from MDC our match will be 50% or \$3,200.00.

In the event our application would be accepted, matching funds would be available in our Rural Fire Fund and would require no additional funding from the city.

Thank you for your consideration.

Best regards,

Ken Steiger

Ken , Fire Chief

RESOLUTION 2023-02

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE FIRE DEPARTMENT TO APPLY FOR A 2022 MISSOURI DEPARTMENT OF CONSERVATION (MDC) GRANT IN THE AMOUNT OF \$6,200.00

WHEREAS, the City of Ste. Genevieve Fire Department is requesting funds to purchase hose adapters, a chainsaw, chainsaw protection gear and a backpack blower; and

WHEREAS, the Missouri Department of Conservation has established a matching grant to assist fire departments in providing funding for such needs; and

WHEREAS, the City desires to apply for a Grant from the Missouri Department of Conservation for fifty (50%) percent of the total qualifying estimated costs of \$6,200 with the City's match being \$3,100.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION ONE: The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application to the Missouri Department of Conservation Grant to fund up to fifty (50%) percent of the total qualifying costs (\$6,200.00) of the program schedule. City Staff and officials are directed to take such action as necessary to implement this Resolution.

SECTION TWO: This Resolution is in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS ____ DAY OF _____, 2021.

Approved As To Form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

Attest:

Reviewed By:

Pam Meyer, City Clerk

Happy Welch, City Administrator

Staff Report

October 13, 2022

To: Board of Aldermen
From: Happy Welch
Re: Auditors



Issue:

The City went out for RFP's for a auditing services in September and received two proposals from qualified firms:

Beussink, Hey, Roe, Stroder LLC - \$18,900 (first year)

Sikich - \$19,750 (first year)

When reviewed the low cost, qualified company is Beussink, Hey, Roe, Stroder LLC out of Cape Girardeau. BHRS was the City's previous auditor and no complaints were expressed by the review team.

Recommendation:

Approve auditing contract with Beussink, Hey, Roe, Stroder LLC for the budget years ending September 30, 2022/2023/2024.

BILL NO. 4515

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR AUDITING SERVICES WITH BEUSSINK, HEY, ROE & STRODER, LLC CERTIFIED PUBLIC ACCOUNTANTS.

WHEREAS, the City of Ste. Genevieve (“City”) requested proposals for qualified CPA firms for auditing services; and

WHEREAS, the City advertised in the September 14 edition of the Herald newspaper; and

WHEREAS, the City received two proposals from competent and experienced firms; and

WHEREAS, City staff reviewed the proposals and is recommending the City execute a three year contract with Beussink, Hey, Roe & Stroder, LLC.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION 1. The City Administrator of the City of Ste. Genevieve is hereby authorized and directed to execute and enter into a contract with Beussink, Hey, Roe & Stroder, LLC. of Cape Girardeau, Missouri annual auditing services in substantially the form attached as Exhibit “A” and incorporated herein by reference for the budget years ending September 30, of 2022, 2023 and 2024.

SECTION 2: EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

SECTION 3. REPEALER. All ordinances and parts thereof that are in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. SEVERABILITY. The invalidity of any section, sentence or provision of this ordinance shall not affect the validity of any part of this ordinance which can be given effect without such invalid part or parts.

DATE OF FIRST READING: _____.

DATE OF SECOND READING: _____.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS _____ DAY OF _____, 20____ BY A ROLL CALL VOTE AS FOLLOWS:

VOTE

ALDERWOMAN KRISTI CLEGHORN	_____
ALDERWOMAN SUSAN JOHNSON	_____
ALDERMAN ROBERT DONOVAN	_____
ALDERMAN MIKE JOKERST	_____
ALDERMAN JEFF EYDMANN	_____
ALDERMAN MIKE RANEY	_____
ALDERWOMAN ASHLEY ARMBRUSTER	_____
ALDERMAN JOE PRINCE	_____

_____ **Yes** _____ **No** _____ **Absent**

Approved as to form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator

BEUSSINK, HEY, ROE & STRODER, L.L.C.

Certified Public Accountants

DEBRA BEUSSINK EUDY, CPA

JERRY W. ROE, CPA

JEFFREY C. STRODER, CPA

EVERETT E. HEY, CPA
(1955 - 2014)

16 South Silver Springs Road
Cape Girardeau, Missouri 63703
Telephone (573) 334-7971
Facsimile (573) 334-8875

SCOTT J. ROE, CPA
DAVID E. PRASANPHANICH, CPA
SASHA N. CURETON, CPA
RHEANNA L. GREER, CPA
DAVID T. RANDOLPH, CPA

October 1, 2022

Ms. Pam Meyer, City Clerk
City of Ste. Genevieve, Missouri
165 South Fourth Street
Ste. Genevieve, Missouri 63670

Dear Pam:

We are pleased to confirm our understanding of the services we are to provide City of Ste. Genevieve, Missouri for the years ended September 30, 2022, 2023 and 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of City of Ste. Genevieve, Missouri as of and for the years ended September 30, 2022, 2023 and 2024.

We have been engaged to report on supplementary information that accompanies the City of Ste. Genevieve, Missouri's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Budgetary Comparison Schedules
2. Combining Nonmajor Fund Financial Statements

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the supplementary information

referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Ste. Genevieve, Missouri and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any

material errors, fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud

may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Ste. Genevieve, Missouri's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the City of Ste. Genevieve, Missouri in conformity with the modified cash basis of accounting based on information provided by you. We have also been requested to assist the City with the mechanical computations of depreciation for the City's capital assets. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the modified cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

We will provide copies of our reports to the City Clerk of the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Beussink, Hey, Roe & Stroder, L.L.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to certain federal or state agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Beussink, Hey, Roe & Stroder, L.L.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the certain federal or state agencies. If we are aware that a federal awarding agency or auditee is