



Brent Buerck

**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, DECEMBER 20, 2022**

City Hall Council Chambers • 215 North West Street • Perryville, MO 63775

1. Call to order by Mayor – Pledge of Allegiance to the Flag and Invocation.
2. Citizen’s participation from floor – limited to 3 minutes per speaker. Any person, resident, or non-resident, wishing to address the Board of Aldermen may approach the podium and state their name, address, and comments. Non-residents are invited to speak first, followed by residents of the city. Although we are readily available outside our formal meetings, this will be your only opportunity to offer your thoughts during this evening’s meeting as comments from the floor will not be taken during the regular meeting. Although certainly welcome, you are not required to stay for the remainder of the meeting and may exit the Council Chambers in a quiet and respectful manner.

CONSENT AGENDA ITEMS

3. Approve minutes from meeting of December 6, 2022. (copy)
4. Approve Financial Reports for November 2022. (copy)
5. Approve Pay Application 27 from Robinson Industrial and Heavy Contracting and HDR relative to the WWTP Facility Improvement Project - \$1,521,211.96. (copy)
This invoice relates to the construction work being done at the new Wastewater Treatment Plan.
6. Approve Pay Estimate 11 from Lappe Cement Finishing, Inc., relative to Northeast Outfall Sewer Replacement – Phase 2 - \$52,490.08. (copy)
This is the second phase of the new sewer trunk line which delivers sewage to the WWTP from the city limits.
7. Approve request for extension to Garrett and Lillian Prevallet d/b/a Petunia & Lilly’s Flower Shop and Stephanie Stark, d/b/a SMS Investment Group, LLC, relative to completion of Downtown Façade Improvement Grants – March 1, 2023. (copy)
Stephanie Stark, building owner at 101 & 103 W. St. Joseph Street, is requesting an extension on the time of completion per the development agreement between Ms. Stark and the City. The current date of completion is December 19, 2022. Stephanie is requesting an extension to March 1, 2023, to allow additional time to complete her project.

Lillian Prevallet, building owner at 119 N. Jackson Street, is also requesting an extension on the time of completion per the development agreement between the Prevallets and the City. The current date of completion is December 19, 2022. Lillian is requesting an extension to March 1, 2023. Installation of the overhang is the only item left to complete this project. While they expect that to be done by end of December, an extension to March 1st would ensure no further extensions are needed.

The Perry County Economic Development Authority office supports these requests.

8. Approve recommendation from Parks & Recreation Director Cadwell to extend the mowing city mini-park agreement with Welker Brothers Landscaping, LLC, through 2023. (copy)
Staff continues to believe contractual mowing of neighborhood parks to be a cost-effective and practical approach to this work. Parks & Recreation Director Cadwell is satisfied with the service and recommends we offer a second year to this contract and Mr. Welker has agreed.
9. Review and approve bids received for the Perryville Boulevard Shared Use Path – Phase 2 Project and award to Mike Light Cement Finishing, Inc., per recommendation of City Engineer Baer contingent upon approval from MoDOT - \$479,312.54. (copy)
This project extends a 10' wide sidewalk along Perryville Boulevard connecting the Bank of Missouri Soccer Park to Old St. Mary's Road. It is being done as a cost share with MoDOT, who has reviewed and approved the plans.
10. Confirm City Administrator's approval of Change Order 2 from Zoellner Construction Company, Inc., relative to Fire Department Project - \$4,160.62 increase. (copy)
This change order relates to work that was done constructing the new fire station. It includes the addition of a door in the training room and painting the portal frames in the apparatus bay. Both of these items were minor in nature and required rather quick decisions. Later in this meeting, staff would like to discuss how the process of improving such low-impact changes orders can be improved going forward.
11. Appointment of Comprehensive Plan Steering Committee. (copy)
PGAV has requested the city assemble a diverse team of champions to help steer the City's Comprehensive Planning Process. Staff has visited with Mayor Riney, approached several community leaders, and now proposes this team to the Mayor and Board for full approval. Once our team is assembled, staff expects a kickoff meeting sometime in January to get this process officially started.
12. Approve temporary closure of Church Street for Justice Center Groundbreaking Ceremony. (copy)
Zoellner Construction, in conjunction with the Perry County Commission, has requested the streets surrounding the site of the Joint Justice Center be closed during the groundbreaking ceremony. This will provide flexibility for inclement weather along with a safe and stable place for attendees to stand. Staff is supportive of this request and hopes the Aldermen are able to join us on January 9th at noon for this historic event (January 12th at 11am is the makeup day).
13. Approve recommendation from CBIZ Compensation Consulting regarding 2023-24 salaries. (copy)
Staff has received our recommended COLA salary adjustment for next year and, similar to Perry County, CBIZ proposes a 5.3% increase to keep our pay plan current. Similar to last year, this number is directly attributable to inflationary pressures, coupled with

existing labor shortages. It is presented here for Board approval and will be incorporated into the Budget going forward.

14. Approve request from Public Works Director to revise fleet order. (copy)
Given the high demand, Ford Motors has limited our ability to purchase trucks at the government rate to a single unit. As such, the other two trucks budgeted will be slightly higher than originally proposed. Specifically, the F-250 would be \$4,062.84 dollars higher than originally quoted and the F-450 \$3,354.84 dollars higher when purchased through the retail side.
15. Approve recommendation from Parks & Recreation Director Cadwell to discontinue prorating aquatic and fitness classes. (copy)
In the past, staff has attempted, with limited success, to prorate attendance to fitness classes offered through the Perry Park Center. At this time, we plan to discontinue the practice for several reasons, the most important of which is we are paying the instructor even if the patron chooses not to attend a particular session. This process is also very difficult to track. The change will affect a small number of patrons but greatly streamline our administrative processes. Staff is not sure if this change requires the Board's approval but we wanted to make sure the Board was aware in case you are questioned.
16. Approve recommendation from Parks & Recreation Director Cadwell regarding outdoor ballfield scoreboard sponsorships. (copy)
Years ago, the Board granted permission to the parental-founded Ballfield Improvement Committee to sell naming rights to baseball/softball fields in order to fund desired improvements to the facilities. This proved highly successful for the parks and that group disbanded, a victim of their own success. At this time, staff is looking to improve the scoreboards for these ballfields and requests to do so by again selling sponsorships for the fields themselves. Members of the business community have asked for this opportunity and it seems to be a great way to work together for the improve the usability of our parks.
17. Approve plan presented by Dille Pollard for renovations to Perry Park Center Weight Room and Bathroom. (copy)
Although not found in the original budget for FY2022-23, this project was since discussed and approved by the Board of Aldermen. It will add a new bathroom to the park center's lower level, adjacent to the weight room. It will also provide a ½ wall surrounding the area around the steps, extending the physical space for our work out equipment. These are the first updates in several years to the weight room and will allow for a better user experience, including afterhours access to the park center's weight room. The benefit of bringing it to the Board yet this year was the project's ability to make a very nice winter project for a local contractor.

END OF CONSENT AGENDA

18. Discussion regarding Fall Craft Festival Application submitted by John Brown. (copy)
Several year ago, John and his wife, Jill, owned JB's Custom Furniture. Their business was located at 115 North Jackson. They approached the City and asked if they could close a portion of the street in front of their business and host a fall craft fair. The City readily agreed and the event was successful. They have since moved away from Jackson Street and closed their storefront in town. The City allowed John to host the event last year but drew some criticism about letting a private individual close an

unaffiliated city street to host a for-profit event. At that time, we did not feel we had time to change course without causing harm to the event but, afterwards, the Downtown Group asked if we

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could bring this event under their umbrella. John could still be involved and help organize the event, but it would be sanctioned and supported by Downtown Revitalization. John was advised of this and expressed his displeasure with the proposed change. At this time, staff recommends not approving John's event and instead placing it, or something similar, under Downtown Revitalization and John requested the opportunity to attend the meeting and offer his thoughts on this matter.

19. Discussion regarding process for approval of change orders.
Currently, any and all change orders to city contracts are to be brought to the Board of Aldermen for approval, regardless of the size and scope. This can be problematic, particularly for items that are time sensitive or very small in nature. For example, recently we noticed a small part of the park center was not included in our paint project. It totaled less than \$1,200 and the painter was ready to do the work immediately. Staff approved it but, technically, a change order should have been done officially. Another example can be found above where Fire Department staff wanted to add a door to their training room during the construction of said room and paint a small portion of metal support beams so they would match the rest of the building (this area would be visible through the windows once they were installed). As a final example, we noticed certain walls were without electrical service in the impound building and adding outlets while the electrician was on site and working was the most efficient solution.

Staff would like to have the option to approve minor items, perhaps in a fashion similar to what is allowed in our purchasing policy, up to \$20,000. All change orders could still be presented to the Board after the fact and the Board would have the opportunity to then consider the items to make sure staff did the right thing. Another option that has worked for us (e.g. Ranken Building) is to include a small owner contingency on construction projects which would allow staff to review and approve minor change orders up to a certain cumulative amount or even a percentage of the total project. Either option could be a viable solution for a particular project and, if the Board is agreeable, staff would bring a policy back to the Board for final consideration.

20. Discussion regarding part-time pay plan. (copy)
The City's current part-time pay plan is overly cumbersome and was really designed to get us to 2023 when the required minimum wage increases settled out at \$12/hour. In January, we will reach that level and staff would like to work on a revised and greatly simplified pay plan. Staff has approached CBIZ for a cost proposal for this work but have instead decided to develop our own model. It is our hope and intention to present this reviewed plan prior to the beginning of the new fiscal year.
21. Discussion regarding marijuana tax. (copy)
The voter's legalized recreational marijuana in last month's election. Included in this constitutional amendment is the ability for cities and counties to add a 3% sales tax to such sales. Even though Perryville doesn't currently have a dispensary, staff would recommend putting the question to voters in an upcoming election (so it will be in place if/when we do) and would like to seek Board's permission in doing so.
22. Resolution No. 2022-12 – Adopting City Construction Standards. (copy)
The 2nd phase of the trunk line proved to be a considerable disruption to the Ste. Augustine neighborhood and staff recently met with some of the neighbors most affected. Some of their concerns related to construction projects in general and are

somewhat unavoidable but others could have been handled differently by city representatives and our contractors. Staff has tried to learn from this experience and

proposes here some basic standards we would like to include in construction projects going forward in hopes of reducing neighborhood impact and improving communication with our residents.

23. Bill No. 6364 for Ordinance No. 6580 – Entering into an agreement with Preferred Resource Network, Inc. for employee assistance services - second reading and final passage. (copy)
Personal Assistance Services is the company that provides our Employee Assistance Program. There is a nominal monthly fee for each employee but the benefits seem to far outweigh the costs. Our employees have historically taken advantage of the counseling and other services they offer and staff recommends continuing our relationship. There is a small increase this year changing the rates from \$2.36 to \$2.50 per subscriber, per month. This is the first increase since 2017.
24. Bill No. 6365 for Ordinance no. 6581 – Entering into an agreement with Bruce and Lorna Gibbar and GG Investment Properties, LLC, relative to utility extension - second reading and final passage. (copy)
The Gibbars have purchased property located just outside the city limits along T-Road. They would like to sign promissory paperwork agreeing to annex into the city in the future provided they can access City utilities, specifically water, today. Staff previously discussed this opportunity with the Board and continues to be supportive this request.
25. Bill No. 6366 for Ordinance No. 6582 – Amending Title 5 by adding Chapter 5.15 relative to automobile repair shops – second reading and final passage. (copy)
Previously, staff asked City Attorney Ludwig to help address automobile repair shops that simply stored wrecked and damaged vehicles on their premises. City Attorney Pistorio has responded to the call and developed the attached ordinance which will be incorporated into the licensing rules for such businesses. This new rule should help beautify the area surrounding new businesses going forward.
26. Bill No. 6367 for Emergency Ordinance No. 6583 – Entering into a First Amendment to Lease with Premier Air Center, LLC, relative to lease of Perryville Regional Airport Building 3 - first and second reading and final passage. (copy enclosed - may be read by title only)
This agreement represents an expansion of West Star's footprint at Perryville Regional Airport. The 27,000 square foot building has been vacant for several years, having last been leased by Sabreliner and then AvMats. The structure of this lease is somewhat similar to what we have used previously at the airport and will allow West Star to realize a rent credit for some of the major improvements this building will require to fully return to service.
27. Bill No. 6368 for Ordinance – Entering into an agreement with Buddy Hellman d/b/a Winwood Enterprises, LLC, relative to Financial Reimbursement for New Construction to Builder/Homeowner - first reading. (copy enclosed - may be read by title only)
This is the first application received for the Building Reimbursement Program. In this case, it is a recently started duplex and, as such, will be eligible for 50% of the reimbursement. In this case, the building is constructing 3 bedroom, 2.5 bathroom duplexes complete with a garage for each unit. Once approved by the Board, staff will return with a full contract to make everything official.
28. Committee Reports: Public Works, Public Safety, Finance, Sidewalk, Liaison, and Economic Development.

29. Report by City Administrator:
 - Missouri Resources Magazine Article (copy)
 - MML Legislative Conference – February 21-22, 2023 in Jefferson City
 - Be Well Bell ([link](#)) (copy)
 - Republic-Monitor New Office (copy)
 - Missouri Housing Tax Credit Project
 - L.O.V. Event Attendance – March 4, 2023 in St. Louis (copy)
 - Articles re Free Speech (copy) (copy)
 - City Email Addresses and Webpage
30. Report by City Engineer.
31. Report by City Attorney.
32. Board concerns and comments and any other non-action items.
33. Closed Session to discuss real estate matters in accordance with Section 610.021(2) RSMo; personnel matters in accordance with Section 610.021(3) RSMo; contractual matters in accordance with Section 610.021(9) RSMo; and litigation matters in accordance with Section 610.021(12) RSMo.
34. Adjourn.

Additional Attachments

- Parks & Rec Report (copy)
- SE Missourian Cave Article (copy)