



December 22, 2022

Zachary Viox
14933 Walker Road
Ste. Genevieve, MO 63670

Mr. Viox,

Enclosed please find a letter that was sent to the surrounding property owners of 320 Washington Street regarding your request for a special use permit. Your attendance is needed at the Planning & Zoning meeting and the Public Hearing for which your request will be discussed.

PLANNING & ZONING MEETING
Thursday, January 5th at 6:00 pm

PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)
Thursday, January 12th at 6:00 pm

These meetings will be held at City Hall. If you have any questions, please call.

Sincerely,

David Bova
Community Development Administrator

**City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400**



To: Surrounding Property Owners
From: David Bova, Community Development Administrator
Subject: Request for Special Use Permit
Date: December 22, 2022

VIO Properties LLC is requesting a Special Use Permit to operate a guest lodging house, commonly known as "Vacation Rental By Owner" or "AirBnb" at 320 Washington Street, which is in an R-2 General Residential zoning district. Such use is permitted in an R-2 Residential Zoned District with a Special Use Permit.

The Planning and Zoning Commission for the City of Ste. Genevieve, Missouri will hold a public meeting on this request on Thursday, January 5th at 6pm at City Hall, 165 S. Fourth Street.

If approved by the Planning and Zoning Commission, The Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on the recommendations of the Planning and Zoning Commission on Thursday, January 12th at 6:00 pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

David Bova
Community Development Director

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400

AN ORDINANCE ACCEPTING AND APPROVING THE LEVEE EDUCATION AND RECREATION SUBDIVISION THAT DIVIDES A SECTION OF NORTH STE. GENEVIEVE JOINT LEVEE COMMISSION PROPERTY

WHEREAS, the City Of Ste. Genevieve (“City”) and Levee District III (“LD3”), as the duly recognized Ste. Genevieve Joint Levee Commission, signed a cooperative agreement with the U.S. Fish and Wildlife Service (“USFWS”) in March of 2019; and

WHEREAS, the USFWS proposes to improve and make available to the public the subdivided area; and

WHEREAS, this subdivision represents a part of the process for LD3 to convey this newly created lot to USFWS for creation of recreational and educational uses; and

WHEREAS, LD3 reviewed and approved the subdivision while retaining possession of the “borrow pit” area for the Joint Levee Commission and U.S. Army Corps of Engineers use for levee repairs, if necessary; and

WHEREAS, the Planning & Zoning Commission reviewed the submitted plan on January 5, 2023 and forwarded it to the Board of Aldermen with a positive vote of 5–Yes, 0–No, 3–Absent ; and

WHEREAS, the City of Ste. Genevieve wishes to subdivide 179.12 acres from the 445 acre parcel known as the “Levee Recreation & Education Subdivision”; and

WHEREAS, the City certifies that the subdivision of the lot is in conformity with the specifications and ordinances of the City of Ste. Genevieve; and

WHEREAS, the Board of Aldermen believe it to be in the best interests of the City and is in a position to accept and approve the subdivision.

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

SECTION 1: That the Board of Aldermen of the City of Ste. Genevieve, Missouri does hereby accept and approve the subdivision plat described as:

“LEVEE RECREATION & EDUCATION SUBDIVISION”

SECTION 2: The mayor and other officials are directed to sign the approved plats.

SECTION 3: That this ordinance shall be in full force and in effect from and after its passage as provided by law.

SECTION 4: All ordinances and parts thereof that are in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5: 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 _____, 2023, BY A ROLL CALL VOTE AS FOLLOWS:

VOTE

- ALDERWOMAN KRISTI CLEGHORN**
- ALDEWOMAN SUSIE JOHNSON**
- ALDERMAN BOB DONOVAN**
- ALDERMAN MIKE JOKERST**
- ALDERMAN MIKE RANEY**
- ALDERMAN JEFF EYDMANN**
- ALDERWOMAN ASHLEY ARMBRUSTER**
- ALDERMAN JOE PRINCE**

___ Yes ___ No ___ Absent

Approved As To Form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

Attest:

Pam Meyer, City Clerk

Happy Welch, City Administrator

City of Ste. Genevieve
REVIEW AND RECOMMENDATION
 From the
PLANNING & ZONING COMMISSION

APPLICANTS NAME: City of Ste. Genevieve

ADDRESS : 195 Stormy Crawford Way

BRIEF DESCRIPTION OF REQUEST: Subdivision of 179.12 acre parcel from 445 acre parcel

DATE OF REQUEST: October 26, 2022

RECOMMENDATION

THE STE GENEVIEVE PLANNING & ZONING COMMISSION RECOMMENDS THAT THIS APPLICATION BE:

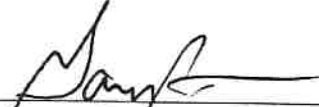
(X) APPROVED () DENIED () TABLED

PLEASE INDICATE ANY TERMS OR CONDITIONS AFFECTING THE APPROVAL OF THIS APPLICATION

IF PERMIT IS TO BE DENIED, WHAT ARE THE REASONS FOR DENIAL:

VOTE OF THE COMMISSION MEMBERS RECORDED AS FOLLOWS:

COMMISSIONERS	YES	NO	ABSENT	ABSTAIN
Gary Roth, Chairman	<u>X</u>	---	---	---
Carl Kinsky	<u>X</u>	---	---	---
Joseph Prince, Alderman	---	---	<u>X</u>	---
Anthony Grass	<u>X</u>	---	---	---
Amanda Hutchings	---	---	<u>X</u>	---
Gina Bryant	<u>X</u>	---	---	---
Justin Donovan	<u>X</u>	---	---	---
Kathleen Waltz	---	---	<u>X</u>	---



 Gary Roth, Chairman

10-5-23

 Date

STAFF REPORT



January 5, 2023

Submitted by David Bova, Community Development Administrator
 Ste. Genevieve Planning & Zoning Commission

SUBDIVISION

SUBDIVISION
SUB002-23

195 Stormy Crawford Way
 R-1 Single-Family Residential District

City of Ste. Genevieve – Ste. Genevieve Joint Levee Commission
 165 S 4th Street
 Ste. Genevieve, MO 63670

Legal Description : Parts of Sections 15, 16, 21, & 22 in Township 38 North, Range 9 East in Ste. Genevieve County, Missouri. Also being a part of a tract of land as recorded in Book 743 at Page 247 in the office of the Ste. Genevieve County Recorder of Deeds.

Proposed Subdivision: Levee Recreation & Education Subdivision
 Number of lots in proposed subdivision – one (1)
 Size of lot in proposed subdivision: 179.12 acres +/-

REQUEST:

Approval of a subdivision of existing parcel.

- Parcels along the Urban Design Levee, at 195 Stormy Crawford Way, within an R-1 Single-Family Residential District. Section 405.150 of the City code of ordinance states:

SECTION 405.150: HEIGHT AND AREA REGULATIONS.HEIGHT AND AREA REGULATIONS									
District	Minimum Lot Area per Family in Square Feet	Minimum Lot Area in Sq. Feet	Minimum Lot Width in Feet	Minimum Yard Requirement in Feet			Maximum Building Height		Max Percentage of Lot Covered by All Buildings
				Front	Side	Rear	Feet	Stories	
R-1 Single-Family Residential	8,000	8,000	80	25	8	25	35	2 ½	30%

STAFF RECOMMENDATION:

Staff recommends the following Standard Motion: APPROVAL of SUB002-23 as requested.

Specific Findings of Fact:

- The proposed subdivision conforms to the setback line requirements and other requirements contained in the zoning ordinance.
- Conveys the necessary easements to the proposed new owner to allow for ingress and egress to the property.
- Proposed subdivision allows conveyance of new parcel while maintaining Joint Levee Commission property per existing USACOE covenants and restrictions on the “borrow pit”.

Note: Staff recommendation does not constitute Commission action.

Note: Relevant Municipal Code and Guidelines citations are attached.

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Subdivision Application



PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

1. Street Address or Parcel ID(s) of Tract(s) to be subdivided:
195 Stormy Crawford Way
2. Names and Addresses of All legal owners of tract(s).
Ste. Genevieve Joint Levee Commission
165 S 4th St.
Ste. Genevieve, MO 63670
3. Has this property been a part of any other Subdivisions? Yes No
3a. If so, how many & when? NA
4. Contact for Application:
Name: Happy Welch, City of Ste. Genevieve
Address: 165 S. 4th St.
Phone: (573) 883-5400

SECTION B.

1. Provide property ownership verification & written statement, a copy of the original parcel deed(s), a copy of the property survey or sketch, and the following summary information concerning said parcel:

Current Subdivision*: NA
Parcel ID(s) #: 07-5.0-015-00-000-0001.00 / 07-5.0-016-00-000-0020.00
07-5.0-021-00-000-0002.00 / 07-5.0-022-00-000-0001.00
Acreage: Appx. 450 acres
Property Address: 195 Stormy Crawford Way

CITY OF STE.GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Subdivision Application

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Recorded Document(s) #: 1997-560

*If Subdivision or Homeowners Association currently has Covenants & Restrictions in place regarding further subdivision, please attach signed approval letter.

Legal Description of Existing Parcel(s) (complete description from the deed or record or abstract of title):

Attached

SECTION C:

1. Parcel is to be subdivided into 2 parcels.
2. Legal description and acreage of each new parcel for which this Subdivision is being requested (attach survey, sketch, and descriptions as necessary) (attach additional sheets if necessary):

Attached, along with associated easement for ingress/egress

3. Legal description and acreage of remainder of original parcel (attach survey, sketch, and descriptions as necessary):

Remainder of original parcels

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Subdivision Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION D.

1. Indicate the proposed use of all parcels:

Natural growth, levee recreation & education

2. Each parcel will be served by (identify access road & list linear feet of road frontage for each parcel):

	Road* (Name)	Frontage (feet)	Utilities (Y/N)
Remainder Parcel	Division	NA	NA
New Parcel	Stormy Crawford way & easement	NA	NA
New Parcel			

3. Does the subdivision of this land conform to existing municipal setback requirements and zoning height & area regulations? Yes No

4. Is the land proposed to be subdivided a part of any ongoing legal proceedings or recent legal decisions including probate? Yes No

5. Does the land proposed to be subdivided front upon any existing road or highway that is scheduled for widening within the City's or State's five (5) year plan? Yes No

Any additional Remarks:

This subdivision is part of the process for U.S. Fish & Wildlife to take possession of said property outside the levee while maintaining possession of the "borrow pit" for the Joint Levee Commission and U.S. Army Corps of Engineers.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

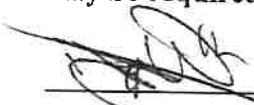
Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Subdivision Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

As the land owner or authorized representative, the undersigned parties attest to the accuracy of the information contained and referenced herein and authorize City of Ste. Genevieve personnel to carry out the property research, site inspections, and inquiries as may be required to review this application. Signed:



Signature of Applicant

12/09/2022

Date

Signature of Property Owner

(if different from applicant)

Date

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5100 Fax (573) 883-8105

Subdivision Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

THIS SECTION TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR

Application Address: 195 Stormy Crawford Way

Applicant Name: City of Ste. Genevieve / Ste. Genevieve Joint Lease Comm.

Planning and Zoning Administrator Determination: Approved Denied

Date of Minor Subdivision Certification: _____

Levee Recreation & Education Subdivision

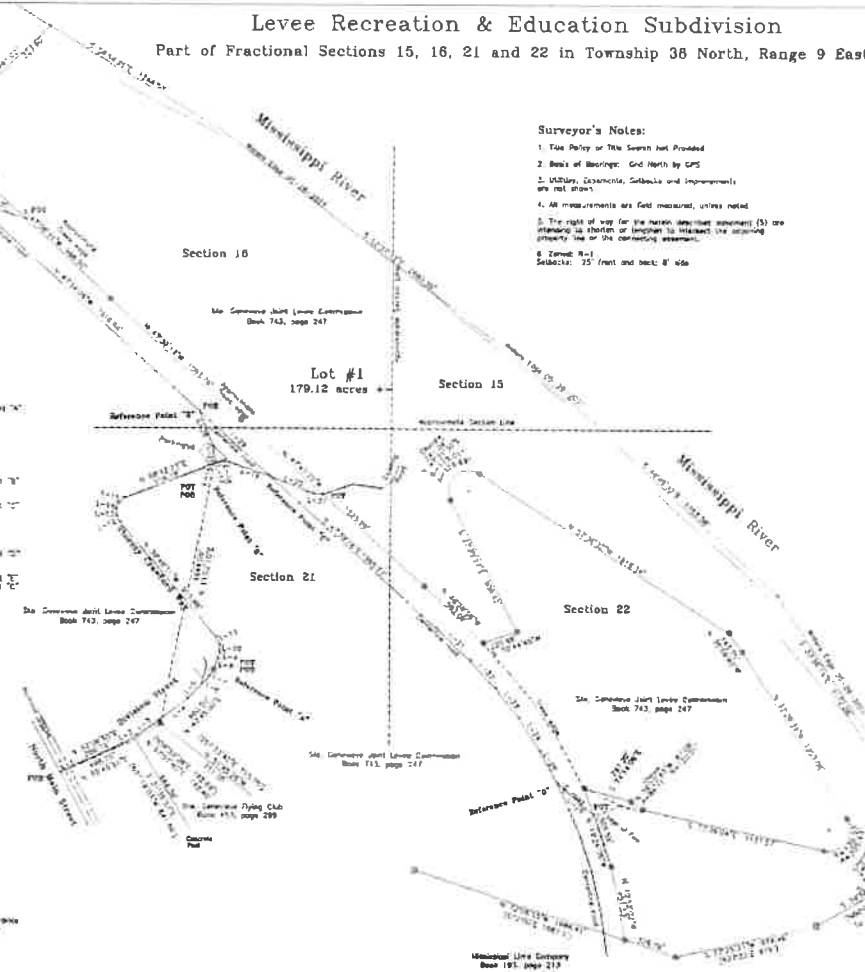
Part of Fractional Sections 15, 16, 21 and 22 in Township 38 North, Range 9 East

Levee Section
Book 1369, page 771

COURSE	BEARING	DISTANCE
L-1	N 83°35'24"E	122.177'
L-2	N 80°21'30"E	62.741'
L-3	N 54°44'38"E	771.131'
L-4	N 21°58'38"E	703.048'
L-5	N 44°48'33"E	112.227'
L-6	N 42°37'17"E	114.941'
L-7	N 32°38'34"E	87.105'
L-8	N 27°38'30"E	74.405'
L-9	N 17°38'30"E	79.457'
L-10	N 07°37'17"E	81.364'
L-11	N 23°41'24"W	54.857'
L-12	N 31°38'34"W	42.171'
L-13	N 36°00'11"W	40.171'
L-14	N 19°47'38"E	81.898'
L-15	N 49°10'24"E	88.788'
L-16	N 82°15'34"E	78.111'
L-17	N 80°01'38"E	79.711'
L-18	N 68°08'34"E	79.011'
L-19	S 71°25'48"E	144.833'
L-20	N 48°38'34"E	133.887'
L-21	N 48°33'30"E	133.887'
L-22	N 48°38'34"E	133.887'
L-23	N 36°08'40"E	128.054'
L-24	N 33°15'34"E	124.127'
L-25	N 28°47'17"E	123.177'
L-26	N 23°41'24"W	75.844'
L-27	N 19°47'38"E	88.171'
L-28	N 04°24'30"W	286.711'
L-29	N 22°30'30"W	286.711'
L-30	N 47°38'30"E	286.711'
L-31	S 87°31'10"E	286.711'

LEGEND

- Found Iron Pin
- Found Iron Pipe
- Found Iron Monument
- ▲ Found DISE Steel
- ⊙ 6" Set Iron Pin
- () Found Bearing at Corners
- Circumferential corner pins
- POB = Point of Beginning
- POF = Point of Intersection



Surveyor's Notes:

1. True North as the Sween Hill Proved
2. Basis of Bearings: Grid North by GPS
3. Utility, Easements, Subdivisions and Improvements are not shown
4. All measurements are field measured, unless noted
5. The right of way for the main easement (S) are intended as shown or less than to intersect the adjoining property line or the adjoining easement
6. Zoned: R-1
Setbacks: 25' front and back; 8' side

OWNER'S CERTIFICATE

I, the undersigned representative of the Ste. Genevieve Joint Levee Commission, do hereby declare that the Ste. Genevieve Joint Levee Commission are the owners of the tract of and above hereon, and further declared by the Surveyor's Declaration and Plan thereof and that the same are being subdivided in the manner shown and in compliance with Section 137.045 of the Revised Statutes of Missouri and that said subdivision shall be lawful.

Levee Recreation & Education Subdivision

Subject to easements and encumbrances with the "Final Cooperative Agreement" between the Department of the Army and the Ste. Genevieve Joint Levee Commission for the Construction of Part 1 of the Ste. Genevieve Levee, Flood Control Project and all subsequent agreements thereunder on file at the Ste. Genevieve, MO and the Department of Commerce and Transportation in Book 1369, page 140-141, 144-145 of the Ste. Genevieve County Recorder's Office.

WE WITNESS HERETO, We have met our hands on and the copies here presented to on this 14th day of May, 2022.

By: _____
 North District representative of the Ste. Genevieve Joint Levee Commission

By: _____
 Ste. Genevieve Secretary
 Ste. Genevieve Joint Levee Commission

STATE OF MISSOURI)
 COUNTY OF STE. GENEVIEVE)

On this _____ day of _____, 2022, before me personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and such instrument was signed in her or his presence and in the presence of other persons duly sworn and authorized to be the true and legal Ste. Genevieve Joint Levee Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal of the County of Ste. Genevieve, Missouri, on this _____ day of _____, 2022.

My term expires: _____

Board of Aldermen

This is to certify that the Survey Plat of the Levee Recreation & Education Subdivision of the City of Ste. Genevieve, as shown hereon, has been approved by the Board of Aldermen of the City of Ste. Genevieve, Missouri, on this _____ day of _____, 2022.

Approved by: _____
 Paul Hoover, Mayor

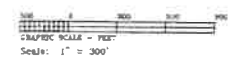
 Ann Meyer, City Clerk

Planning and Zoning Commission

This is to certify that the Survey Plat of the Levee Recreation & Education Subdivision of the City of Ste. Genevieve, as shown hereon, has been approved by the Planning and Zoning Commission on this _____ day of _____, 2022.

 Larry Roth
 Chairperson

City of Ste. Genevieve, STE. GENEVIEVE COUNTY, MISSOURI		
Deed: 44-10-7402; 47 Record: 1369, page 771 Survey: Plat: 0211164 Bader Land Surveying, Inc. 18860 Ruppert Springs Road Ste. Genevieve, MO 63770 LIC: 000000000000 Phone and Fax: 816-685-7777 baderlandsurvey@gmail.com	Gerald V. Bader Ste. Genevieve County Surveyor Missouri Professional Surveyor #2244	This is to declare that during the month MAY, 2022 at the request of Happy Welch, City of Ste. Genevieve, I performed a Levee Property Boundary Survey and that this plat is a representation of the data obtained during said survey in my best knowledge and belief; I also declare that said survey was conducted in accordance with the current Missouri Standards for Property Boundary Surveys. Property #: North Main Street



Levee Recreation & Education Subdivision

Part of Fractional Sections 15, 16, 21 and 22 in Township 38 North, Range 9 East

DESCRIPTION

Part of Fractional Sections 15, 16, 21 and 22 in Township 38 North, Range 9 East of the 67th Principal Meridian and being part of a tract of land conveyed to the City of Ste. Genevieve, Missouri, by Deed Book 743 of page 247 in the Ste. Genevieve County, Missouri land records, more particularly described as follows:

Beginning of a set iron pin on the southerly side of said Levee Commission tract, being on the southerly line of a tract of land conveyed to Larry Johnson by Deed Book 1388 of page 2707, from which pin, a line run pin North-Columbia = 243.00 feet, and that continued = 249.00 feet, Missouri State Plane Coordinates, East-Cone, midway in the center of the west bank South 45 degrees 46 minutes 30 seconds East for a distance of 100.00 feet to a set iron pin, thence North 45 degrees 46 minutes 30 seconds East for a distance of 291.02 feet to a point on the Mississippi River, from which said set iron pin, a line run pin North 45 degrees 46 minutes 30 seconds East for a distance of 123.00 feet, thence with the said west bank South 58 degrees 54 minutes 25 seconds East for a distance of 1,244.50 feet, South 55 degrees 27 minutes 12 seconds East for a distance of 1,080.24 feet, South 48 degrees 48 minutes 22 seconds East for a distance of 1,782.38 feet, South 53 degrees 25 minutes 14 seconds East for a distance of 1,712.29 feet, South 24 degrees 32 minutes 15 seconds East for a distance of 702.81 feet to a point on the southerly line of said Levee Commission tract, being the southerly line of a tract of land conveyed to Mississippi Live Company by Deed Book 1303, page 218, from which point a line run pin South 58 degrees 50 minutes 03 seconds West with the said dam line for a distance of 781.20 feet, thence with the said west bank with the contour line of Mississippi Live Company tract and the Levee Commission tract South 58 degrees 50 minutes 03 seconds West for a distance of 816.24 feet to a set iron pin, thence South 77 degrees 05 minutes 31 seconds West for a distance of 870.40 feet to a point on the said dam line, South 72 degrees 06 minutes 50 seconds West for a distance of 329.78 feet to a set iron pin, thence South 72 degrees 06 minutes 50 seconds West for a distance of 451.53 feet to a set iron pin, thence South 72 degrees 06 minutes 50 seconds West for a distance of 505.50 feet to a set iron pin, thence South 72 degrees 06 minutes 50 seconds East for a distance of 207.20 feet to a set iron pin, thence with a non-tapered curve to the left having a radius of 120.00 feet and an arc length of 28.11 feet, being subtended by a chord of South 50 degrees 22 minutes 42 seconds East for a distance of 52.08 feet to a set iron pin, thence South 77 degrees 38 minutes 26 seconds East for a distance of 1,137.87 feet to a set iron pin, thence along a line to the left having a radius of 130.00 feet and an arc length of 30.83 feet, being subtended by a chord of North 34 degrees 36 minutes 08 seconds East for a distance of 260.27 feet to a set iron pin, thence South 72 degrees 06 minutes 50 seconds East for a distance of 1,205.50 feet to a set iron pin, thence North 25 degrees 09 minutes 49 seconds West for a distance of 143.75 feet to a set iron pin, thence South 87 degrees 38 minutes 26 seconds East for a distance of 1816.34 feet to a set iron pin, thence along a curve to the left having a radius of 120.00 feet and an arc length of 32.69 feet, being subtended by a chord of South 47 degrees 37 minutes 30 seconds West for a distance of 241.24 feet to a set iron pin, thence South 77 degrees 05 minutes 31 seconds East for a distance of 303.40 feet to a set iron pin, thence South 77 degrees 05 minutes 31 seconds West for a distance of 223.08 feet to a set iron pin, thence North 45 degrees 46 minutes 30 seconds West for a distance of 302.04 feet to a set iron pin, thence North 47 degrees 47 minutes 22 seconds West for a distance of 1422.00 feet to a set iron pin, thence North 47 degrees 47 minutes 22 seconds West for a distance of 1043.70 feet to a set iron pin, thence North 47 degrees 47 minutes 22 seconds West for a distance of 396.50 feet to a set iron pin, thence North 50 degrees 30 minutes 14 seconds West for a distance of 478.10 feet to the point of beginning.

Subject to reservations and covenants and the "Project Cooperation Agreement" between the Department of the Army and the Ste. Genevieve Joint Levee Commission for the Construction of Part I of the Ste. Genevieve, Missouri, Flood Control Project and all subsequent agreements therefor on file at the Ste. Genevieve City Hall and the Department of Commerce and Industries in Book 1250, page 140, 141, 142 in the Ste. Genevieve County Records of Deeds.

Said property contains 172.32 acres more or less, together with and subject to easements, reservations, restrictions, and conditions of record or in effect.

This operation is based on a survey performed by Gerald V. Hafer, P.L.S. 2244, Ste. Genevieve County, Missouri, in June of 2019 and May of 2022, said Plat filed in the Ste. Genevieve County, Missouri land records. This plat herein becomes part of this description.

EASEMENT DESCRIPTION

Part of Fractional Sections 15, 16, 21 and 22 in Township 38 North, Range 9 East of the 67th Principal Meridian and being part of a tract of land conveyed to the City of Ste. Genevieve, Missouri, by Deed Book 743 of page 247 in the Ste. Genevieve County, Missouri land records, more particularly described as follows:

A 30 foot wide easement and appurtenant, being 15 feet on each side of the following described centerline: Beginning at a point in the centerline of North Main Street, from which point a line run pin North-Columbia = 120.00 feet and East-Cone = 200.00 feet, Missouri State Plane Coordinates, East-Cone, midway in the center of the west bank South 45 degrees 46 minutes 30 seconds East for a distance of 495.70 feet, thence with the said west bank South 58 degrees 54 minutes 25 seconds East for a distance of 280.76 feet, North 42 degrees 01 minutes 05 seconds East for a distance of 102.41 feet, North 54 degrees 44 minutes 30 seconds East for a distance of 155.72 feet, North 37 degrees 24 minutes 08 seconds East for a distance of 223.60 feet, North 48 degrees 48 minutes 53 seconds East for a distance of 126.27 feet, North 43 degrees 12 minutes 21 seconds East for a distance of 65.49 feet, North 32 degrees 38 minutes 24 seconds East for a distance of 47.25 feet to a set iron pin, thence continuing with the said centerline of a 25 foot wide easement and appurtenant, being 12.5 feet on each side of the following described centerline: North 32 degrees 38 minutes 24 seconds East for a distance of 14.41 feet, North 12 degrees 52 minutes 44 seconds East for a distance of 25.41 feet, North 22 degrees 03 minutes 31 seconds East for a distance of 43.24 feet, North 25 degrees 47 minutes 22 seconds West for a distance of 34.82 feet, North 29 degrees 46 minutes 11 seconds West for a distance of 813.58 feet, North 31 degrees 29 minutes 04 seconds West for a distance of 42.31 feet, North 09 degrees 02 minutes 51 seconds East for a distance of 42.71 feet, North 18 degrees 47 minutes 24 seconds East for a distance of 41.89 feet, North 46 degrees 10 minutes 24 seconds East for a distance of 44.53 feet, North 08 degrees 12 minutes 27 seconds East for a distance of 514.18 feet, North 53 degrees 21 minutes 09 seconds East for a distance of 78.75 feet to Reference Point "B", thence continuing with the said centerline North 80 degrees 01 minutes 58 seconds East for a distance of 34.87 feet, South 82 degrees 18 minutes 05 seconds East for a distance of 44.95 feet, South 71 degrees 22 minutes 44 seconds East for a distance of 244.63 feet to Reference Point "C", South 47 degrees 38 minutes 16 seconds East for a distance of 385.23 feet, South 46 degrees 25 minutes 02 seconds East for a distance of 288.63 feet, South 42 degrees 38 minutes 22 seconds East for a distance of 222.51 feet, South 38 degrees 28 minutes 40 seconds East for a distance of 228.28 feet, South 33 degrees 24 minutes 23 seconds East for a distance of 242.63 feet, South 29 degrees 47 minutes 11 seconds East for a distance of 225.07 feet to Reference Point "D", South 48 degrees 30 minutes 22 seconds East for a distance of 288.14 feet to a point on the southerly line of the above described Lot 1, being the point of termination of said centerline, from which point a set iron pin on the said southerly line bears South 18 degrees 24 minutes 05 seconds East with the said southerly line for a distance of 134.56 feet.

Beginning at the above described Reference Point "B", thence with the west centerline of the existing road North 04 degrees 24 minutes 35 seconds West for a distance of 83.44 feet, North 22 degrees 20 minutes 36 seconds West for a distance of 238.57 feet to Reference Point "E", South 47 degrees 38 minutes 24 seconds East for a distance of 300.90 feet to the above described Reference Point "C", South 08 degrees 08 minutes 42 seconds East for a distance of 287.88 feet, South 53 degrees 21 minutes 12 seconds East for a distance of 304.56 feet to a point on the southerly line of the above described Lot 1, being the point of termination of said centerline, from which point a set iron pin on the said southerly line bears South 47 degrees 47 minutes 22 seconds East with the said southerly line for a distance of 844.26 feet.

Beginning at the above described Reference Point "E", thence with the centerline of the existing road North 47 degrees 34 minutes 29 seconds West for a distance of 1316.84 feet to Reference Point "F", North 47 degrees 38 minutes 24 seconds West for a distance of 100.00 feet to a point of termination of said centerline.

Beginning at the above described Reference Point "F", thence with the centerline of the existing road South 08 degrees 08 minutes 25 seconds East for a distance of 262.80 feet to a point on the southerly line of the above described Lot 1, being the point of termination of said centerline, from which point a set iron pin on the said southerly line bears North 47 degrees 47 minutes 22 seconds West with the said southerly line for a distance of 278.84 feet.

Subject to reservations and covenants with the "Project Cooperation Agreement" between the Department of the Army and the Ste. Genevieve Joint Levee Commission for the Construction of Part I of the Ste. Genevieve, Missouri, Flood Control Project and all subsequent agreements therefor on file at the Ste. Genevieve City Hall and the Department of Commerce and Industries in Book 1250, page 140, 141, 142 in the Ste. Genevieve County Records of Deeds.

The description is based on a survey performed by Gerald V. Hafer, P.L.S. 2244, Ste. Genevieve County, Missouri, in June of 2019 and May of 2022, said Plat filed in the Ste. Genevieve County, Missouri land records. This plat herein becomes part of this description.

CITY OF STE. GENEVIEVE, STE. GENEVIEVE COUNTY, MISSOURI	
<p>By: Gerald V. Hafer Ste. Genevieve County Surveyor</p> <p>Director, Professional Surveyor 22544</p>	<p>This is to certify that during the month of May, 2022 at the request of Stacy Walsh, City of Ste. Genevieve, I performed a Utility Property Boundary Survey and that this plat is a representation of the data obtained during said survey to the best knowledge and belief. I also declare that said survey was executed in accordance with the current Missouri Standards for Property Boundary Surveys.</p> <p>Property of: North Main Street</p>

DESCRIPTION for Lot #1

Part of Fractional Sections 15, 16, 21 and 22 in Township 38 North, Range 9 East of the Fifth Principal Meridian and being part of a tract of land conveyed to the Ste. Genevieve Joint Levee Commission by Deed Book 743 at page 247 in the Ste. Genevieve County, Missouri land records, more particularly described as follows:

Beginning at a set iron pin on the Northwestern line of said Levee Commission tract, being on the Southeast line of a tract of land conveyed to Leroy Bauman by Deed Book 1388 of page 237, from which pin, a found iron pin in the center of the levee bears South 45 degrees 49 minutes 52 seconds West with the said common line for a distance of 118.32 feet; thence North 45 degrees 49 minutes 52 seconds East for a distance of 991.02 feet to the waters edge of the Mississippi River, from which point a found iron pin bears South 45 degrees 49 minutes 52 seconds West with the said common line for a distance of 323.90 feet; thence with the said waters edge South 58 degrees 54 minutes 26 seconds East for a distance of 1244.50 feet; South 52 degrees 37 minutes 13 seconds East for a distance of 2880.39 feet; South 46 degrees 49 minutes 32 seconds East for a distance of 1763.38 feet; South 33 degrees 36 minutes 14 seconds East for a distance of 1172.26 feet; South 34 degrees 30 minutes 15 seconds East for a distance of 702.86 feet to a point on the Southerly line of said Levee Commission line, being the Northerly line of a tract of land conveyed to Mississippi Lime Company by Deed Book 193, page 213, from which point a found iron pin bears South 59 degrees 58 minutes 03 seconds West with the said common line for a distance of 186.30 feet; thence leaving the said waters edge and with the common line of Mississippi Lime Company tract and the Levee Commission tracts South 59 degrees 58 minutes 03 seconds West for a distance of 918.34 feet to a found iron monument; South 77 degrees 25 minutes 31 seconds West for a distance of 879.46 feet to a found drill steel; North 72 degrees 06 minutes 55 seconds West for a distance of 329.79 feet to a set iron pin; thence leaving the said common line North 10 degrees 52 minutes 02 seconds West for a distance of 451.53 feet to a set iron pin; thence North 19 degrees 24 minutes 06 seconds West for a distance of 505.59 feet to a set iron pin; thence South 74 degrees 14 minutes 09 seconds East for a distance of 297.20 feet to a set iron pin; thence with a non-tangent curve to the left having a radius of 126.61 feet and an arc length of 89.11 feet, being subtended by a chord of South 56 degrees 22 minutes 43 seconds East for a distance of 87.08 feet to a set iron pin; thence South 77 degrees 39 minutes 04 seconds East for a distance of 1137.57 feet to a set iron pin; thence along a curve to the left having a radius of 130.61 feet and an arc length of 305.93 feet, being subtended by a chord of North 34 degrees 56 minutes 09 seconds East for a distance of 240.07 feet to a set iron pin; thence North 32 degrees 28 minutes 39 seconds West for a distance of 1203.06 feet to a set iron pin; thence North 35 degrees 59 minutes 40 seconds West for a distance of 143.75 feet to a set iron pin; thence North 57 degrees 36 minutes 32 seconds West for a distance of 1816.34 feet to a set iron pin; thence along a curve to the left having a radius of 125.01 feet and an arc length of 326.69 feet, being subtended by a chord of South 47 degrees 31 minutes 30 seconds West for a distance of 241.34 feet to a set iron pin; thence South 27 degrees 20 minutes 27 seconds East for a distance of 908.42 feet to a set iron pin; thence South 70 degrees 44 minutes 45 seconds West for a distance of 220.98 feet to a set iron pin; thence North 46 degrees 28 minutes 56 seconds West for a distance of 503.09 feet to a set iron pin; thence North 47 degrees 47 minutes 20 seconds West for a distance of 1525.09 feet to a set iron pin; thence North 47 degrees 30 minutes 13 seconds West for a distance of 1083.76 feet to a set iron pin; thence North 47 degrees 08 minutes 31 seconds West for a distance of 898.30 feet to a set iron pin; thence North 50 degrees 30 minutes 14 seconds West for a distance of 476.10 feet to the point of beginning.

Subject to restrictions and covenants with the "Project Cooperation Agreement between the Department of the Army and the Ste. Genevieve Joint Levee Commission for the Construction of Part 1 of the Ste. Genevieve, Missouri, Flood Control Project and all subsequent agreements hereafter on file at the Ste. Genevieve City Hall and the Declaration of Covenants and restrictions in Book 1250, page 140 thru 144 in the Ste. Genevieve County Records of Deeds".

Said property contains 179.12 acres more or less. Together with and subject to covenants, easements, reservations, and restrictions of record or now in effect.

This description is based on a survey performed by Gerald Bader, PLS 2544, Ste. Genevieve County Surveyor in June of 2019 and May of 2022. See Plat filed in the Ste. Genevieve County, Missouri land records. This plat herein becomes part of this description.

Staff Report

January 12, 2023

To: Board of Aldermen
From: Happy Welch
Re: Remote Work Policy



Issue:

Our candidate for tourism marketing director has requested as part of her employment to be allowed to work remotely and not be required to drive in every day from Hillsboro, Mo. It's about a 50 minute drive each way.

Much of the marketing management part of the job can be done remotely using our in-house software and other software, plus the website, Facebook, Instagram, and Twitter are all remotely accessed.

A laptop and phone will be provided, equipment we procured for the previous tourism director and it will be managed by Forward Slash Technologies.

I will be the candidate's direct supervisor and we have been discussing how much time to spend in the city and that up front there will be more time here than away, but after a month or so we will see how much time is needed in city hall. She does want to be here for evening meetings with the board and tourism groups.

I have been doing this on occasion with another employee and I have not seen or heard any negative issues.

Recommendation:

Approve the Remote Work Policy as presented.

BILL NO. 4533

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW.

WHEREAS, this ordinance is done pursuant to Chapter 120, Personnel, Section 120.010, Personnel Manual Adopted, to revise the Personnel Policy for the City of Ste. Genevieve, Missouri (“City”); and

WHEREAS, the Personnel Policy is the guide for all departments to follow for proper employment practices and is a guide for employment with the City, and;

WHEREAS, the City needs to establish a Remote Work Policy in the Personnel Manual; and

WHEREAS, the Personnel Policy is a separate document detached from the codebook with a copy retained in the city clerk’s office, and;

WHEREAS, the amended changes proposed to the Personnel Policy have been reviewed by the Board of Aldermen who believe these changes are in the best interests of the City;

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

SECTION 1. Section 804 “Remote Work” (Exhibit “A”) is hereby added to the City of Ste. Genevieve Personnel Policy attached hereto and made part of this ordinance.

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its date of passage.

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

SECTION 4. SEVERABILITY. The invalidity of any section, clause, sentence or provision of this ordinance shall be given effect without such invalid part or parts.

DATE OF FIRST READING: _____.

DATE OF SECOND READING: _____.

PASSED AND APPROVED THIS ____ DAY OF _____, 2023 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

**ALDERWOMAN KRISTI CLEGHORN
ALDERWOMAN SUSAN JOHNSON
ALDERMAN BOB DONOVAN
ALDERMAN MIKE JOKERST
ALDERMAN JEFFREY EYDMANN
ALDERMAN MICHAEL 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

804 Remote Work

Effective Date: 1/13/2022

Purpose

This policy establishes the guidelines City of Ste Genevieve will use to select and manage those employees approved to work remotely.

Scope

This policy applies to all City of Ste Genevieve employees authorized to work remotely as a primary job function. This policy also includes those employees who are temporarily allowed by their managers to work from home or other locations due to extenuating circumstances, such as cases of public emergency and/or in compliance with public health guidance for contagious diseases or if a temporary need arises.

POLICY GUIDELINES

Definitions

Telework refers to an arrangement where an employee works from home or from another location away from city hall or other city office. Depending on the details of the arrangement, telework constitutes either a portion of the employee's work time or all of it. Typically, the telework arrangement is initiated by an employee's request (although it can be a condition of employment).

Criteria for Selection

City of Ste Genevieve always strives to provide equal opportunities to all employees when it comes to working situations. However, remote work is not conducive to every employee and position. Keeping this in mind, City of Ste Genevieve will review all reasonable employee requests to work remotely using the following criteria:

- Candidate Criteria can include:
 - Dependability
 - Flexibility
 - Proven performance
 - No record of disciplinary action
 - Comprehensive knowledge of their position
- Successful Telecommuting Criteria can include:
 - Measurable work activities
 - Little need for face-to-face interaction with co-workers
 - Clearly established goals and objectives
 - Duties that can be performed alone
 - Equipment needs that are limited and can be easily stored at the off-site location

Note: The management of City of Ste Genevieve reserves the right to deny or revoke remote work privileges at their own discretion.

Responsibilities

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in each week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct supervisor(s). If an employee's physical presence is required at City of Ste Genevieve's primary work location, he or she may be expected to report once given adequate notice.

Additionally, employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date, indicating when you are online or offline.
- Maintain strong communication by conducting regular check-ins with your manager and co-workers.
- Utilize your webcam and phone instead of email as often as possible.
- Request PTO when you intend to be away from your work.
- Set up a dedicated workspace that allows you the most focus as possible.
- Prepare a childcare strategy if needed. Don't work and parent at the same time.
- Be patient and understanding with co-workers who don't have ideal at home working conditions.

Contact With Primary Location

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor(s). The supervisor(s) will act as the employee's primary contact at City of Ste Genevieve. Both the employee and his or her supervisor(s) are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move company equipment to a new location.
- Transfer primary off-site operations to a new location.

Expenses

Working primarily at home could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed, City of Ste Genevieve will reimburse the employees. However, since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved prior to the transaction being made.

Equipment

On a case-by-case basis, City of Ste Genevieve will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. The city clerk for human resources and Forward Slash Technology for IT services will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.

It must be kept in mind that:

- All equipment purchased by City of Ste Genevieve remains the property of City of Ste Genevieve. All

equipment—including laptop and corresponding portable power supply, and voice devices such as a headset—is to be returned in a timely fashion should the employee cease telecommuting operations for any reason.

- Hardware is only to be modified or serviced by parties approved by City of Ste Genevieve.
- Software provided by City of Ste Genevieve is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by City of Ste Genevieve for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access.

Offsite Access Requirements

- Only authorized employees are permitted remote access to any City of Ste Genevieve network and must adhere to all City of Ste Genevieve policies and client contractual obligations.
- Remote Access is provided through City of Ste Genevieve VIRTUAL PRIVATE NETWORK (VPN) using two factor authentication.
- VPN Access is limited to only computing devices owned, leased, or managed by City of Ste Genevieve. Employees are strictly prohibited from accessing any City of Ste Genevieve network with any personal computing device.
- VPN users are required to log-off and disconnect from the City of Ste Genevieve network(s) when access is no longer needed to perform job responsibilities.
- VPN users must lock workstations when unattended so that no unauthorized person shall have access to City of Ste Genevieve data, including sensitive or confidential information.
- VPN users are automatically disconnected from the organization's network after a designated period of inactivity.
- VPN users are strictly prohibited from viewing or accessing any sensitive or confidential information from any unsecure location.
- VPN users are strictly prohibited from sharing their VPN username or password with anyone or configuring their VPN computing device to remember or automatically enter their username and password. All VPN passwords must comply with City of Ste Genevieve Password Policy.
- Printing or copying sensitive or confidential information from a remote location is strictly prohibited.

Employee Responsibility

The following responsibilities have been implemented to ensure that this policy is enforced effectively across City of Ste Genevieve:

- Employees who require remote access must complete the Authorization for Remote Access Form and submit it to the information security officer for approval.
- The information security officer will provide employees a copy of the Technology and Computer policy.
- Employees will acknowledge receipt and understanding of the guidelines and standards set forth herein.
- Authorized employees will be issued a city of Ste. Genevieve computing device by the information technology (IT) department.
- The information technology (IT) department will configure computing devices with access to city of Ste. Genevieve virtual private network (VPN).

- The information security officer will verify compliance to this policy through various methods, including but not limited to, internal and external audits.

Violations/Enforcement

Any known violations to this policy shall be immediately reported to a supervisor. Violations to this policy, including failure to report violations of this policy, may result in immediate termination and/or other disciplinary actions in accordance with City of Ste Genevieve Personnel Policy. Forward Slash Technologies currently serves as the information technology (IT) department for the City.

Remote Work Request Form

Employee Name

Employee ID

Job Title

Name of Supervisor

Reason for Remote Work Request

Remote Work Location

Work Schedule: Monday Tuesday Wednesday

Thursday Friday Saturday Sunday

Daily Start Time

Daily End Time

Request Start Date

Request End Date

Additional Notes (Scheduling, Equipment or Other Requests)

I am requesting authorization to work remotely as described in this form. I have read, understand and agree to comply with City of Ste Genevieve's remote work policies. I understand that remote work privileges can be terminated at any time. My signature serves as proof that I agree to these terms and conditions.

Employee Signature

Date

Supervisor Signature

Date