

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – MARCH 9, 2023**  
**6:00 P.M.**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

**PERSONAL APPEARANCE.**

- Chip Marzucio – Spring for Down Syndrome

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Dave Bova – Community Development Administrator
- Kenny Steiger – Fire Chief
- Tanalyn Dollar – Tourism Director
- Steve Wilson - Alliance Water Resources

**COMMITTEE REPORTS.**

**PUBLIC COMMENTS.**

**PUBLIC HEARING.** The Mayor & Board of Aldermen of the City of Ste. Genevieve will hold a public hearing to consider a request from Michael Monia, Jr. for a special use permit to allow guest lodging at 12 N. 5<sup>th</sup> Street in an R-2 General Residential District.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Session – February 23, 2023
- Minutes – Board of Aldermen – Work Session – February 23, 2023

**OLD BUSINESS.**

**BILL NO. 4542.** AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING AND CHAPTER 605 BUSINESS LICENSING AS SET FORTH BELOW. **2<sup>nd</sup> READING.**

**BILL NO. 4543.** AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS CREATING A TINY HOME OVERLAY ZONE AS SET FORTH BELOW. **2<sup>nd</sup> READING.**

**BILL NO. 4545.** AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS AS SET FORTH BELOW. **2<sup>nd</sup> READING.**

**BILL NO. 4546.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE MUNICIPAL BAND. **2<sup>nd</sup> READING.**

**NEW BUSINESS.**

**BILL NO. 4547.** AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR OUTDOOR ADVERTISING WITH ROBINSON OUTDOOR. **1<sup>st</sup> & 2<sup>nd</sup> READING.**

**BILL NO. 4548.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW. **1<sup>st</sup> & 2<sup>nd</sup> READING.**

**BILL NO. 4549.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JOKERST, INC. FOR THE “2023 PAVING PROGRAM PROJECT” IN AN AMOUNT OF \$278,614.92. **1<sup>st</sup> & 2<sup>nd</sup> READING.**

**BILL NO. 4550.** AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR MORLEY PROPERTIES, LLC THAT WILL ALLOW GUEST LODGING AT 12 N. 5<sup>th</sup> STREET. **1<sup>st</sup> & 2<sup>nd</sup> READING.**

**OTHER BUSINESS.**

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.**

**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: 848 1121 1564 Passcode: 808225

Mobile: (312) 626-6799 US (Chicago)

Meeting ID: 848 1121 1564 Passcode: 808225

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

**And you can watch live on SGTV Spectrum Channel 991.**

***Posted By: Pam Meyer, City Clerk  
March 6, 2023***

## **CITY ADMINISTRATOR REPORT**

March 9, 2023

1. Our application for Missouri Department of Natural Resources funding for a new diesel truck was not selected so we will not be receiving 25% match money for a new dump truck. We will need to rebudget the cost without the additional revenue if we want to move forward.
2. Cochran forwarded the latest proposed schedule for water main engineering and construction and estimate construction will not be completed until October this year.
3. GWorks is looking to update our FrontDesk payment option and we will be discussing that with them Wednesday. Our push will be for customers to have it transition to this other option and not burden them with another sign in process.



## Community Development March 2023 Staff Report

2/7/23 – 3/6/23

### ***Historic Preservation – Heritage Commission***

- Meeting – 2/27 – 1 COA approved as amended & 2 administrative approvals
- Next meeting – 3/20
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; RFP to be released this coming week
- Paul Bruhn Historic Revitalization Grant – anticipated award date – May 15<sup>th</sup>

### ***Building Department / Code Enforcement***

- Occupancy Permits / Inspections 31
- Building Permits Issued 3
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 2 (renewals)
- Special Use Permits 1 (awaiting BOA decision)
- New permitting software RFP issued 2/15 – bid opening 3/15

### ***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 Vision Development
  - Public survey #1 was available 12/27 – 1/30
  - Steering Committee & Staff meetings on March 29<sup>th</sup>

### ***Planning & Zoning***

- Meeting – 3/2 – recommended approval of 1 SUP – guest lodging
- Next meeting – 4/6
- Guest lodging within residential zones still requires Special Use Permit

### ***City / County Cooperation***

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Basler Drive extension / New Subdivision possibility– pre-engineering in progress
- FLAP Grant (N 4<sup>th</sup> Street) – has been awarded! But in 2025
- 911 updates – county has placed 3/8 cent sales tax on April ballot – city to consider

### ***Board of Adjustment***

- Nothing new to report

***Floodplain Management***

- NWS Spring Flood Outlook reports release next week
- Current long range forecasts are 50% chance moderate flooding

***Property Maintenance***

- Nuisance Property Issues 5
- Vegetation Nuisance Issues 0
- Code Violation Issues 2

***Training 2023***

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6
- NPS Interpretation Workshop – attended 2/22

# Ste. Genevieve Fire Department

Ken Steiger Fire Chief  
165 South 4<sup>th</sup>. 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](mailto:sgfd7101@gmail.com)  
Cell Phone: 573-883-0615

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## Monthly Operations Report

Date: **February, 2023**

### Calls for Assistance:

- SGFD responded to **13** emergency calls in **February**
- Total for this year is **39** calls, **up 3** calls from last year

### Staffing:

- SGFD roster is down **3**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested
- **We lost 1 – moved out of town to Desoto**

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

- **Monthly Training was Hose loads and advancement**
- **Preplan Training was Regions Bank and Bank of Bloomsdale**
- **I attended the second 20 Hours of Fire Service Leadership Enhancement Series through the University of Missouri which included a day at the state capitol**
- **We have 4 in Fire Fighter 1 & 2 certification classes in Cape. They report everything is going well.**

### Meetings Attended

Ozark Firefighters meetings – **Leadwood Attended**  
Bi County Chiefs Meeting – **Attended**  
SG County Fire 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

### Apparatus & Equipment Maintenance:

- **The new brush truck switch over is in the final stages**

### Fire Radio

- St Francis County 911 radio survey  
Nothing to Report
- **Will be meeting Wednesday Night with Bi-county chiefs to discuss applying for a regional grant for radio replacement in the next application period.**

## Grants

### Community Foundation Grant

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

### 2022 DPS Grant application

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

I received notification that the grant request for \$43,000 for radio equipment was fully funded. Waiting on permission to order the radios.

### 2021 DPS Grant

The grant was for Radios for \$32,964.83. Radios have been installed in all of our big trucks and the new brush truck. Still working on closing out the grant now. Have experienced some technical discrepancies on the invoices that we are working out.

### **ARP Grant**

There is a maximum of \$20,000 and our match will be 50% of the amount requested. I am asking permission to proceed with the grant request with the amount not to exceed \$20,000 with a required match not to exceed \$10,000. The required match funding would be available from our rural fire fund.

Grant Request Submitted Nothing to Report

### County Firefighters Assn.:

- **Still working on getting a Propane Emergencies Class scheduled.**

### Local & State Mutual Aid:

- Nothing to report

### Misc.

- **We did safety presentation to St Elizabeth's Adult Day Care.**
- **We held our annual awards supper. Thanks to Lakenan Insurance for catering the meal for us. We presented the following awards**
- **Fire Chief Appreciation Awards to  
Capt. Charlie Wibbenmeyer, Capt. Justin Donovan, and LT Bo Caldwell**
- **Fire Fighter of the Year to Mike Brocato**
- **Years of Service Pins**
- **Felix Meyer – 40 years**
- **Mick Schwent – 50 years**
- **Mick was also presented with a retirement axe and Certificate of Appreciation from the Missouri State Fire Marshal's Office.**

### 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

Ste Genevieve Catholic Parish – 3 boxes





TOURISM REPORT  
*Ste Genevieve Board of Aldermen*  
MARCH 9<sup>TH</sup> 2023

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OVERVIEW

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**USA Today Reader's Choice (small towns 2023)**

- Featured among top 10

**Winter Concert Series**

- Ends Mid-March

**Shop Hop**

- March 25

**4<sup>th</sup> Friday Art Walks**

- March 24

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UPCOMING EVENTS

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**STE Gravel Classic**

- STGH, STG City, Audubon, Trailnet key sponsors
- Taste of St Gen – Ste Gen County Hospital, Saturday April 15th
- Race starts 8am Sunday April 16<sup>th</sup>
- Registration now open
- New, free race for youth + families called 'Little Pebbles'
- Microtel donating 2 rooms to riders
- Expectations will exceed 2022
- Need volunteers, sign up at TrailNet

**KC Parent Magazine**

- 2 day tour of STG by writer/husband (sponsored by Tourism)

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WELCOME CENTER

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**Phone System**

- Exploring cost savings of \$900 per year by dropping fax line and converting to Google Voice. Voice to transcript abilities so staff can respond to requests faster and we can track where they're calling from
- Revamping the slidedeck, brochure rack for visitors
- Creating a sign-in form for visitors to join future newsletter



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## MARKETING

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### *Social Media*

#### **Channels (FB, IG, YT, Pinterest)**

- Standardization of icons, logins, profile descriptions
- Creating a content calendar to post 2 x mth

### *Website*

#### **Purchased auditing software**

- Provides a comprehensive dashboard for critical issues, fixes and will be used in the RFP for redesign/maintenance service providers
- Exploring a new, data driven module offering customized itineraries, real-time information about STG businesses

### *Community Partners*

#### **80% complete setting up Google Workspace**

- Online collaboration and communication with area partners and businesses to streamline communications and workflows
- Piloting it with 2 members for feedback, customization. Measured roll-out to other groups over the next months
- Will greatly improve understanding of specifications needed for website, social channels, contact and content

#### **Questions, Comments**



## **OUR MISSION**

*We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.*

**Alliance Water Resources, Inc.**

**206 S. Keene St.  
Columbia, MO  
65201**

**(573)-874-8080**

## **OPERATIONS REPORT – Ste. Genevieve**

**January 2023**

### **Water Treatment Plant**

- The electrical building has been constructed and the majority of the electrical components have been installed. We still do not have a delivery date for the Transfer Switch.
- Transfer Pump #1 was put back on line after some electrical issues were diagnosed and resolved.
- Well #6 was showing grounded. After some troubleshooting, we found it to be the wires running from the well to the building. BT Electric replaced the wires.
- Relays for Well # 3 were ordered and installed.
- Ordered the diffusers for the Carbon Dioxide feed.
- All locations were inspected and cleaned.

### **Wastewater Treatment**

- The return activated sludge pump wiring was replaced as it was showing a dead short to ground.
- Clarifier #1 was drained and cleaned Clarifier #2 will be scheduled.
- We performed an inventory of UV parts available and confirmed that what we have previously ordered is correct.
- Routine maintenance and inspections were performed as scheduled.



**OPERATIONS REPORT – Ste. Genevieve**

**Treatment**

**WASTEWATER PLANT EFFLUENT QUALITY**

|                 | BOD<br>Mg/l | TSS<br>mg/l | pH  | E. coli forming<br>Colonies/100 ml |
|-----------------|-------------|-------------|-----|------------------------------------|
| Monthly Average | 2.9         | 4.6         | 7.4 | n/a                                |
| Peak Day        | 4.0         | 8.5         | 7.7 | n/a                                |
| Percent Removal | 98.9%       | 98.9%       |     |                                    |

**NPDES EFFLUENT LIMITATIONS**

|                 | BOD<br>Mg/l | TSS<br>mg/l | pH      | E coli forming<br>Colonies/100 ml |
|-----------------|-------------|-------------|---------|-----------------------------------|
| Monthly Average | 30          | 30          | 6.5-9.0 | 206                               |
| Weekly Average  | 45          | 45          |         | 1030                              |

**AMMONIA MONTHLY LEVELS**

|                 | <u>Ammonia as Nitrogen</u> |
|-----------------|----------------------------|
| Daily Maximum   | .03                        |
| Monthly Average | .03                        |

**AMMONIA LIMITATIONS**

|                 | <u>(April 1<sup>st</sup>- Sept 30<sup>th</sup>)<br/>Ammonia as Nitrogen</u> | <u>(Oct 1<sup>st</sup>-March 31<sup>st</sup>)<br/>Ammonia as Nitrogen</u> |
|-----------------|---|---|
| Daily Maximum   | 4.2   | 11.8  |
| Monthly Average | 1.5   | 2.6   |

**PLANT HYDRAULIC AND ORGANIC LOADING**

Daily Maximum flow MG- .840  
Daily Maximum loading 1447lbs.



## OPERATIONS REPORT – Ste. Genevieve

### Collection/Distribution

#### Collections

- Staff jetted just over 3000ft of lines this month.
- 698 LaFluer received their city provided check valve. Also assisted the local plumber with line locations.
- Located sewer lines and laterals for businesses located in the plaza.
- Demoted a crawler camera with Woody's Municipal Supply.
- The newly installed bar screen at the Riverview Nursing Facility is not being properly maintained nor are their grease traps. Continues
- All lift stations were inspected at a minimum of 3 times per week. Staff inspects for grease build up, vandalism, and any electrical issues that would indicate issues with pumps, motors, or controls.

#### Distribution

- Completed the tap for Greg Hilbert at new building off of M rod.
- Staff installed new air relief valves on the raw water main that supplies the water plant water from the wells.
- Staff replaced all water supply lines to the filters.
- Still finding meters that froze and are now leaking as they have thawed.
- All remote buildings were cleaned, inspected.

#### Customer Service

- Staff performed 18 line locates.
- Staff performed 43 work orders.
- Disconnects for non-payment 21
- There were 5 loads of lime purchased.



## OPERATIONS REPORT – Ste. Genevieve

### Public Works

#### Streets

- Staff removed all Christmas decorations that were located in town.
- Staff removed a unsafe storage area located in the street dept.
- We have begun to make upgrades to the office and storage areas of the street dept..
- Cleaned storm drains for incoming weather.
- Veterans Drive had a random hole open up on the side of the road. We investigated, filled and will continue to monitor this area.
- Tree clean up
- Snow removal was completed without issue
- Routine items were also completed weekly. Trash, light checks, potholes, vandalism, etc....

#### Park

- Camera were installed at Valle Spring Park and Main St locations.
- Looking into fountain options for the park as the last one was damaged.
- New mowers were ordered
- Facility checks were made daily
- All mowing equipment is being maintained to ensure proper operation when needed

### Project Updates

- Met with Cochran about waterline projects
- BT Electric still waiting on materials.

### Safety

- PPE was reviewed with staff

### Regulatory

- DMR
  - Groundwater report
- All were submitted on time

### Training

- Crawler camera demo was a full day of training for the staff.

### Concerns for the Month

- Ensuring the wells are all up and running

### Positive for the Month

- Electrical project is moving forward

**Run week of February 22 – 1 week only**

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, March 2, 2023 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, March 9, 2023 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this meeting and hearing is to consider a request from Michael Monia Jr. for a special use permit to allow guest lodging at 12 N 5<sup>th</sup> 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 – FEBRUARY 23, 2023**

**CALL TO ORDER.** Mayor Hassler called the meeting to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

**ROLL CALL.** A roll call by City Clerk Pam Meyer showed the following members present:

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

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** At this time Mr. Jimmie Donze, Ste. Genevieve Municipal Band President presented the 2021 Municipal Band report to the Mayor and Board of Alderman.

**CITY ADMINISTRATORS REPORT.** (See Attached Report)

**STAFF REPORTS.**

Jasen Crump, Police Chief (See Attached Report)

**COMMITTEE REPORTS.** Aldерwoman Armbruster reported that the monthly Park Board meeting will be on Monday, February 27 at 6:30 at City Hall.

**PUBLIC COMMENTS.** Mr. Bob Browne, 498 Merchant Street spoke to the Mayor & Board of Aldermen regarding numerous issues including a political sign that is on City owned property on N. Main Street.



**PUBLIC HEARING.** The Mayor opened the public hearing at 6:10 p.m. to consider amendments to Chapter 405 Zoning Regulations of the City of Ste. Genevieve municipal code regarding Home Occupations (per newly adopted Mo. State statutes), Marijuana-related uses (per Mo. Constitution Amendment 3) and Tiny Home zoning. David Bova, Community Development Administrator reviewed the updates and with no further questions Mayor Hassler closed the meeting at 6:13 p.m.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Session – February 9, 2023
- Minutes – Board of Aldermen – Work Session – February 9, 2023
- Treasurer’s Report – January 2023
- **RESOLUTION 2023 – 16. A RESOLUTION APPOINTING JUNE EWING TO THE STE. GENEVIEVE PLANNING & ZONING COMMISSION.**
- **RESOLUTION 2023-17. A RESOLUTION RE-APPOINTING DAVID BOVA TO THE STE. GENEVIEVE HOUSING AUTHORITY BOARD.**
- **RESOLUTION 2023-18. A RESOLUTION APPOINTING PATRICK FAHEY TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.**
- Street Closure Request – Ste. Gen. Gearheadz Car Club, LLC is requesting a street closure request for their “Monthly Car Cruise In” for the third Saturday of the month starting in May and running thru September, 2023.

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

**OLD BUSINESS.**

**BILL NO. 4541. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW.**  
**2<sup>nd</sup> READING.** A motion by Alderwoman Johnson, second by Alderman Jokerst, Bill No. 4541 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, Alderman Prince, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4541 was declared Ordinance No. 4463 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS.**

**Approval of the low bid of Jokerst Inc. in the amount of \$278,614.92 for the 2023 Street Asphalt Overlay Projects.** A motion by Alderman Jokerst, second by Alderman Donovan to approve the low bid of Jokerst, Inc. for \$278,614.92 for the 2023 Street Asphalt Overlay Projects. Motion carried 8-0.

**Approval of the low bid of CE Contracting in an amount of \$66,355.40 for the Claymont Street Concrete Replacement Project.** A motion by Alderman Donovan, second by Alderman Eydmann to approve the low bid of CE Contracting for \$66,355.40 for the Claymont Concrete Replacement Project. Motion carried 8-0.

**BILL NO. 4542. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING AND CHAPTER 605 BUSINESS LICENSING AS SET FORTH BELOW. 1<sup>ST</sup> READING.** A motion by Alderman Raney, second by Alderwoman Johnson, Bill No. 4542 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**BILL NO. 4543. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS CREATING A TINY HOME OVERLAY ZONE AS SET FORTH BELOW. 1<sup>ST</sup> READING.** A motion by Alderman Jokerst, second by Alderwoman Johnson, Bill No. 4543 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**BILL NO. 4544. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CE CONTRACTING FOR THE CLAYMONT STREET CONCRETE REPLACEMENT PROJECT IN AN AMOUNT OF \$66,355.40. 1<sup>ST</sup> & 2<sup>ND</sup> READING.** A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4544 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. 4544. Motion carried 8-0. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4544 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, Alderman Prince, Alderwoman Armbruster, Alderwoman Johnson, Alderwoman Cleghorn, Alderman Donovan, Alderman Eydmann and Alderman Jokerst. Nays: None. Motion carried 8-0. Thereupon Bill No. 4544 was declared Ordinance No. 4464 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4545. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS AS SET FORTH BELOW. 1<sup>ST</sup> READING.** A motion by Alderman Eydmann, second by Alderwoman Johnson, Bill No. 4545 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen.

**BILL NO. 4546. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE MUNICIPAL BAND. 1<sup>st</sup> READING.** A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4546 was placed on its first reading, read by title only, considered and passed by a 8-0 vote of the Board of Aldermen.

**OTHER BUSINESS.**

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.**

**ADJOURNMENT.** With no further business Mayor Hassler adjourned the meeting. 6:27 p.m.

Respectfully submitted by,

Pam Meyer  
City Clerk

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
February 23, 2023**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Paul Hassler at 6:30 p.m. with the following members present:

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

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

**BUSINESS ITEMS.**

**STORMWATER STUDY REVIEW.** City Administrator Welch reported that the engineer has the flu so the stormwater review has been rescheduled for March 9, 2023.

**BLAIN STREET WATER TANK REMOVAL.** Mr. James Beckerman has met with City Staff and has requested that the deteriorating water tank located near his property be removed since it is no longer in use and the City has no future plans for it. The Board authorized the City Administrator to proceed with the process to remove the tank.

**PERSONNEL MANUAL/EMPLOYEE BENEFIT CHANGES.** The Board has previously reviewed employee benefit ideas and recommended polling the staff on some of them. Happy reported the staff survey results. After discussion Happy will bring the recommended changes back for approval by ordinance at the next meeting. (Vacation – Accruals & Removal of Good Friday with addition of a floating holiday.)

**HEALTH CARE COMMITTEE.** With the upcoming health care renewal the health care committee will need to start meeting soon. Alderman Jokerst and Alderman Donovan currently serve on the Committee. Alderman Jokerst will be stepping down from his aldermanic seat in April and Alderman Donovan has agreed to continue serving. Alderman Eydmann volunteered to replace Alderman Jokerst.

**ANY OTHER BUSINESS.** None.

With no further business the work session was adjourned at 6:48 p.m.

**Respectfully submitted by,**

**Pam Meyer**  
**City Clerk**

**BILL NO. 4542**

**ORDINANCE NO.**

**AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING AND CHAPTER 605 BUSINESS LICENSING AS SET FORTH BELOW**

**WHEREAS**, the Missouri State Legislature passed HB 1662 regarding home based businesses; and

**WHEREAS**, the State of Missouri reduced the regulatory authority of city government on home based businesses; and

**WHEREAS**, the Community Development Department recommends the proposed changes to the Ste. Genevieve Code of Ordinances to bring in line with state statutes; and

**WHEREAS**, this has been reviewed and approved by legal counsel and the Planning & Zoning Commission; and

**WHEREAS**, the Board believes these changes are in the best interests of the City of Ste. Genevieve and recommend adopting.

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

**SECTION 1. Chapter 405 ZONING REGULATIONS - Article II – Definitions - Section 405.020 is hereby amended by addition and/or replacing as follows and is to be codified in the Municipal Code:**

**Goods**

Any merchandise, equipment, products, supplies or materials.

**Home-based Business**

Any business operated in a residential dwelling or accessory structure that manufactures, provides, or sells goods or services and that is owned and operated by the owner or tenant of the residential dwelling.

**Home-based Work**

Any lawful occupation performed by a resident within a residential home or accessory structure, which is clearly incidental and secondary to the use of the dwelling unit for residential purposes and does not change the residential character of the residential building or adversely affect the character of the surrounding neighborhood.

## **Home Occupation**

A no-impact home-based business

## **No-impact Home-based Business**

A home-based business or home-based work where:

- a) The total number of employees and clients onsite at any one time does not exceed the occupancy limit for the residential dwelling; and
- b) The activities of the business:
  - 1) Are limited to the sale of lawful goods and services;
  - 2) May involve having more than one client on the property at one time;
  - 3) Do not cause a substantial increase in traffic through the residential area;
  - 4) Do not violate any parking regulations established by the political subdivision;
  - 5) Occur inside the residential dwelling or in the yard of the residential dwelling;
  - 6) Are not visible from the street;
  - 7) Do not violate any narrowly tailored regulations including those protecting the public health and safety, health and sanitation, transportation and traffic control, solid or hazardous waste, pollution, or noise control.

**SECTION 2. Chapter 405 ZONING REGULATIONS - Article III – Districts and District Regulations - Section 405.050 "R-1" Single-Family Residential District Regulations (A) (1) (h) is deleted in its entirety and replaced as follows.**

h. Home Occupation

**SECTION 3. Chapter 405 ZONING REGULATIONS – Article V Supplementary and Special Uses and Regulations – Section 405.200 Special Use Regulations (D) (20) is deleted in its entirety.**

**SECTION 4. Chapter 405 ZONING REGULATIONS – Article VI Sign Regulations – Section 405.205 Sign Regulations (B) Definitions SIGN (14) is replaced with the following language:**

**14. HOME OCCUPATION SIGN:** A small announcement or professional sign, not over two (2) square feet in area, attached to the home advertising a home occupation.

**SECTION 5. Chapter 405 ZONING REGULATIONS – Article VI Sign Regulations – Section 405.205 Sign Regulations F. Table Summary Of Permitted Signs Section HOME OCCUPATION is hereby deleted in its entirety and replaced as follows:**

| <b>Sign Type</b> | <b>R-1, R-2, M-H</b> | <b>C-1, C-2, C-4</b> | <b>I-1, I-2</b> | <b>A</b> | <b>H-1, H-2 (2)</b> |
|------------------|----------------------|----------------------|-----------------|----------|---------------------|
| Home occupation  | ✓                    | ✓                    | ✓               | ✓        | ✓                   |

**SECTION 6. Chapter 405 ZONING REGULATIONS – Article V Supplementary and Special Uses and Regulations – New Section 405.202 Home Occupations is hereby added as set forth below:**

**Section 405.202. Home Occupations.**

A. Regulations to Safeguard the Residential Character of the Dwelling and/or Surrounding Neighborhood. To preserve the residential character of the residential building and protect against adverse effects on the character of the surrounding neighborhood, a Home Occupation may operate in a residential district, provided:

1. Home occupations shall be operated entirely from an enclosed structure and shall not occupy more than twenty-five percent (25%) of the total floor area of the main residential building and in no case more than five hundred (500) square feet of floor area, with use of the dwelling for a home occupation being clearly incidental and subordinate to its use for residential purposes.
2. Noise – Home occupations must not create offensive or excessive noise and must comply with all noise restrictions applicable to residential areas including but not limited to Section 210.210 Peace Disturbance and 215.175 Peace Disturbance.
3. Trash / Solid Waste – Home occupations must not generate trash, refuse or solid waste that exceeds normal residential trash and refuse and must comply with all solid waste restrictions including but not limited to Section 230.160 Containers For Residential Use.
4. Outdoor Storage – Outdoor storage of equipment, inventory, or other supplies for the home occupation is prohibited and no commodities shall be displayed or sold on the outside of the main residential building.
5. Parking – All customer parking must be located off of any public street and home occupations must comply with all parking regulations including but not limited to those in Section 365.080 Parking And/Or Storage of Oversized Trucks, Trailers, Or Other Vehicles On City Streets and Section 405.170 Off-Street Parking Regulations.



6. Public Health and Safety - Home occupations shall adhere to all City ordinances and regulations related to the public health and safety including but not limited to fire and building codes, health and sanitation, transportation or traffic control, solid or hazardous waste, and pollution.
7. Compliance with Laws - Home occupations shall comply with state and federal laws including paying applicable taxes.
8. Signage – Home Occupations shall adhere to all City ordinances and regulations related to signage including but not limited to Section 405.205 Sign Regulations.
9. All deliveries related to the home occupation shall be made between the hours of 7:00 A.M. and 9:00 P.M. Deliveries shall not be made by a vehicle that exceeds the size and/or weight rating for the street.

B. Nothing in this Section shall be deemed to:

1. Prohibit mail order or telephone sales for home-based work;
2. Prohibit service by appointment within the home or accessory structure;
3. Prohibit or require structural modifications to the home or accessory structure;
4. Restrict the hours of operation for home-based work; or
5. Restrict storage or the use of equipment that does not produce effects outside the home or accessory structure.

C. Home occupations do not require a license nor any fee, but within sixty (60) days of establishing a Home Occupation, the resident is asked to supply the City with (1) a copy of its business's Missouri Tax ID number and, for Home Occupations selling goods at retail, a Statement of No Tax Due in accordance with Missouri Statutes (Section 144.083.2 and 144.083.4, RSMo.), and (2) a written description of the Home Occupation, and the number of employees to be working at the Home Occupation who are not residents of the home. At the same time, to help ensure the proposed Home Occupation complies with the requirements of this subsection, the City shall supply the resident with a copy of this subsection or a summary of its requirements. Upon receipt of the written description, the City shall verify for the resident that the Home Occupation complies with the foregoing requirements. Any change in the amount of floor area occupied by the Home Occupation as detailed in the original description, number of employees, or the type of home occupation should be followed by a submission of a revised description and review and approval in accordance with this Section to assist the resident in continued compliance.

**SECTION 7. Chapter 605 BUSINESS LICENSING – Division 1 – Section 605.050 Amount of License Tax is hereby amended by adding the following:**

**Home Occupation \$ 0.00**

**SECTION 8. EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after its date of passage.

**SECTION 9. REPEALER:** All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 10. 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:** February 123, 2023.

**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

**AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING REGULATIONS CREATING A TINY HOME OVERLAY ZONE AS SET FORTH BELOW**

**WHEREAS**, like most areas of the country Ste. Genevieve has a shortage in available, affordable housing; and

**WHEREAS**, staff has researched ways to alleviate the shortage and create viable housing options for residents; and

**WHEREAS**, the Community Development Department, the Board of Aldermen and the Planning & Zoning Commission have all spent time reviewing and discussing the idea of allowing Tiny Homes to be placed within the City limits of Ste. Genevieve; and

**WHEREAS**, the Planning & Zoning Commission reviewed and recommend the changes as set forth below; and

**WHEREAS**, the Board believes these changes are in the best interests of the City of Ste. Genevieve and recommend adopting.

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

**SECTION 1. Chapter 405 ZONING REGULATIONS - Article III – Districts & District Regulations - Section 405.136 “THO” Tiny Home Overlay Zone is hereby added to the Ste. Genevieve Code of Ordinances as set forth below:**

**Section 405.136 “THO” Tiny Home Overlay Zone**

- A. Purpose. The “THO” Tiny Home Overlay Zone District is established to provide housing options in specified areas within the City by permitting tiny homes on lots smaller in size than the current City minimum square footage requirements within the zones allowed, and shall be used for independent living quarters, designed as a permanent, year-round residence.
- B. Location. The “THO” Tiny Home Overlay Zone may be allowed in “MH” Mobile Home Zones wholly or partially, or upon a minimum of at least four (4) acres in any zoning district where residential use is allowed.
- C. General. A “THO” Tiny Home Overlay permit may be granted under this Section for the uses enumerated in this Section. The permit shall be applicable to the real property and/or parcels described in the “THO” Overlay Zone application. The issuance of a “THO” Tiny Home Overlay permit shall expire if there is no

development of Tiny Homes within one (1) year from the date of issuance. An extension of one (1) year may be granted by the Planning & Zoning Commission upon written request by the applicant at least one (1) month prior to the expiration of the initial approval. Upon application for a “THO” Overlay Zone permit, the applicant shall pay an application fee of one hundred dollars (\$100.00).

D. Procedures.

1. Applications for the approval of an overlay permit shall be submitted to the Community Development Administrator. The application shall include a proposed statement of objectives for the development and proposed site plan including a layout of lots with approximate dimensions and size; location of all any existing structures; approximate location of existing and proposed streets, easements and utilities; any proposed alteration to the elevation or topography of the site; any proposed improvements other than tiny homes; and names of all adjoining property owners. If the property within the proposed “THO” Overlay Zone is to be subdivided, a preliminary subdivision plan, per Section 415.050 and 415.060, approved by Planning & Zoning is required also.
2. The Community Development Administrator shall prepare a report concerning the application for presentation to the Planning and Zoning Commission along with recommendations for conditions to ensure compliance with these provisions.
3. Applications for an overlay permit shall be made and processed in the same manner as provided for zoning amendments in Section 405.230.
4. Notification of application for an overlay permit shall be sent by regular mail to the owner of record of all property within 185’ of the proposed location of the overlay zone.
5. An application for an overlay permit under this Section may be made and processed contemporaneously with a proposed amendment of the district in which such site lies and/or with an application for subdivision of such site.

E. Permitted Uses.

1. Tiny Home between 200 ft<sup>2</sup> to 500 ft<sup>2</sup>.
2. Garages, covered parking structures, and other accessory buildings no larger than 400 ft<sup>2</sup> when on a lot where the primary building is a Tiny Home.
3. Accessory buildings incidental and subordinate to the Tiny Home Overlay Zone. Buildings housing such facilities as laundromats, community meeting space, etc. and only when such facilities are intended for the use of persons residing within the Tiny Home Overlay Zone.

F. Site and Structure Requirements.

1. The minimum lot area in the “THO” Tiny Home Overlay District is four thousand five hundred (4,500) square feet; minimum lot width shall be 30 feet.
2. Setbacks shall be the same as “R-2” General Residential District; maximum building height shall be 15 feet; maximum lot coverage by structures shall be 30%.

3. Tiny Homes shall be connected to City water service, City sewer, and electric utilities.
4. Mechanical equipment shall be incorporated into the structure and not located on the roof.
5. Tiny Homes must comply with all applicable State and Local Codes and Regulations including ICC International Residential Building Code and ICC Tiny House Code adopted in Section 500.110.
6. All Tiny Homes must be constructed or placed on a permanent foundation.
7. The City of Ste. Genevieve encourages some of the following design features be incorporated into a Tiny Home:
  - Upgraded entry feature, such as a transom or side windows;
  - Exterior accessories, such as permanent shutters, fixed sunshade devices, or gutters/downspouts;
  - Pitched roofline (4:12 pitch or steeper);
  - Dormers;
  - Premanufactured skylights;
  - Built-on porch or deck;
  - Exterior residential light sconces or downcans.

G. Definitions.

Tiny Home

A residential structure between two hundred (200) to five hundred (500) square feet of living area under roof installed on a permanent foundation, intended for independent living quarters, designed as a permanent, year-round residence for one (1) family.

Family

1. One (1) or more persons related by blood, marriage or adoption. A family may also include not more than two (2) persons not related by blood, marriage or adoption.
2. For purposes of this Tiny Homes Overlay section, occupancy shall not be more than one (1) occupant per 70 ft<sup>2</sup> of total floor space less space for the kitchen and bathroom (minimum 80 ft<sup>2</sup>)

**SECTION 8. EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after its date of passage.

**SECTION 9. REPEALER:** All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 10. 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:** February 23, 2023.

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

**AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE  
MUNICIPAL CODE OF ORDINANCES CHAPTER 405 ZONING  
REGULATIONS AS SET FORTH BELOW**

**WHEREAS**, the recent passing of Amendment 3 legalized recreational marijuana use; and

**WHEREAS**, the Constitutional Amendment specifies and defines the type of marijuana facilities allowed in the state; and

**WHEREAS**, the Community Development Department recommends the proposed changes to the Ste. Genevieve Code of Ordinances to allow for the changes to the state constitution; and

**WHEREAS**, this has been reviewed by legal counsel and approved by the Planning & Zoning Commission; and

**WHEREAS**, the Board believes these changes are in the best interests of the City of Ste. Genevieve and recommend adopting.

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

**SECTION 1. Chapter 405 ZONING REGULATIONS - Article II - Definitions – Section 405.020 is hereby amended by addition and/or replacing the following definitions:**

**Comprehensive Facility**

A comprehensive marijuana cultivation facility, comprehensive marijuana dispensary facility, or a comprehensive marijuana-infused product manufacturing facility.

**Comprehensive Marijuana Cultivation Facility**

A facility licensed by the State of Missouri to acquire, cultivate, process, package, store on site or off site, transport to or from, and sell marijuana, marijuana seeds, and marijuana vegetative cuttings to a medical facility, comprehensive facility, or marijuana testing facility.

**Comprehensive Marijuana Dispensary Facility**

A facility licensed by the State of Missouri to acquire, process, package, store on site or off site, sell, transport to or from, and deliver marijuana, marijuana seeds, marijuana vegetative cuttings, marijuana-infused products, and drug paraphernalia used to administer marijuana to a qualifying patient, primary caregiver, or consumer. Comprehensive dispensary facilities may receive transaction orders at the dispensary directly from the consumer in person, by phone, or via the internet, including from a third party.

**Comprehensive Marijuana-Infused Products Manufacturing Facility**

A facility licensed by the State of Missouri to acquire, process, package, store, manufacture, transport to or from a medical facility, comprehensive facility, or marijuana testing facility, and sell marijuana-infused products to a marijuana dispensary facility, a marijuana testing facility, or another marijuana-infused products manufacturing facility.

**Marijuana Facility**

A comprehensive marijuana cultivation facility, comprehensive marijuana dispensary facility, marijuana testing facility, comprehensive marijuana-infused products manufacturing facility, microbusiness wholesale facility, microbusiness dispensary facility, or any other type of marijuana-related facility or business.

**Marijuana Microbusiness Facility**

A microbusiness dispensary facility or a microbusiness wholesale facility.

**Microbusiness Dispensary Facility**

A facility licensed by the State of Missouri to acquire, process, package, store on site or off site, sell, transport to or from, and deliver marijuana, marijuana seeds, marijuana vegetative cuttings, marijuana-infused products, and drug paraphernalia used to administer marijuana to a consumer, qualifying patient, or primary caregiver. Microbusiness dispensary facilities may receive transaction orders at the dispensary directly from the consumer in person, by phone, or via the internet, including from a third party.

**Microbusiness Wholesale Facility**

A facility licensed by the State of Missouri to acquire, cultivate, process, package, store on site or off site, manufacture, transport to or from, deliver, and sell marijuana, marijuana seeds, marijuana vegetative cuttings, and marijuana infused products to a microbusiness dispensary facility, other microbusiness wholesale facility, or microbusiness testing facility. A microbusiness wholesale facility may cultivate up to 250 flowering marijuana plants at any given time.

**Marijuana Testing Facility**

A facility certified by the State of Missouri to acquire, test, certify, and transport marijuana, including medical marijuana testing facilities.

**SECTION 2. Section 405.080"C-1" General Commercial District Regulations A.1.(ag) is hereby deleted in its entirety and replaced as follows:**

**A.** The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the regulations of the "C-1" General Commercial District.

- 1. Use regulations.** A building or premises shall be used only for the following purposes:



ag. Comprehensive marijuana dispensary facility, medical marijuana dispensary, or microbusiness dispensary facility entirely within enclosed building, in accordance with the State of Missouri Code of State Regulations, and with a special use permit.

**Section 3. Section 405.090 "C-2" Central Business District Regulations A.1.(g) is hereby deleted in its entirety and replaced as follows:**

A. The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the district regulations of the "C-2" Central Business District.

1. *Use regulations.* A building or premises shall be used only for the following purposes:

g. Wholesale establishments but not including microbusiness wholesale facilities.

**Section 4. Section 405.120 "1-1" Light Industrial District Regulations. A.1.(b) is hereby deleted in its entirety and replaced as follows:**

A. The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the regulations of the "1-1" Light Industrial District.

1. *Use regulations.* A light industrial use is one which creates a minimum amount of nuisance outside the plant; is conducted entirely within enclosed buildings; does not use the open area around such buildings for storage of raw materials or manufactured products or for any other industrial purpose other than transporting goods between buildings; provides for enclosed loading and unloading berths; is not noxious or offensive by reason of the emission of smoke, dust, fumes, gas, odors, noises or vibrations beyond the confines of the building; and includes, but is not limited to, the following:

b. Wholesale merchandising or storage warehouses, including microbusiness wholesale facilities.

**Section 5. "1-2" Heavy Industrial District Regulations. A.1. (o) (p) is hereby deleted in its entirety and replaced as follows:**

A. The regulations set forth in this Section or set forth elsewhere in this Chapter, when referred to in this Section, are the regulations of the "I-2" Heavy Industrial District.

1. *Use regulations.* A building or premises shall be used only for the following purposes:

o. Comprehensive marijuana cultivation facility, medical marijuana

cultivation facility, comprehensive marijuana-infused products manufacturing facility, or medical marijuana-infused products manufacturing facility entirely within enclosed building and in accordance with the State of Missouri Code of State Regulations.

p. Comprehensive marijuana cultivation facility, or medical marijuana cultivation facility in a greenhouse or not entirely within enclosed building,

in accordance with the State of Missouri Code of State Regulations, and with a special use permit.

**SECTION 6. Section 405.201 Marijuana Related Uses A.B.(1)(2)(3)C. is hereby deleted in its entirety and replaced as follows:**

A. Marijuana related facilities must have the appropriate license from the Missouri Department of Health and Senior Services. Dispensary and outdoor cultivation applicants may apply for a special use permit upon a showing that the applicant has applied for such a license, but the special use permit will not be issued until such license has been obtained.

B. Marijuana related uses and marijuana facilities as defined in Section 405.020 shall meet the following standards in addition to all other zoning requirements in order to operate within the City of Ste. Genevieve:

1. No marijuana related uses shall be operated or maintained within one thousand (1,000) feet of any school, child day-care center, or church, as measured in accordance with State of Missouri Code of State Regulations.

2. No marijuana related uses shall be operated or maintained within two hundred (200) feet of a residentially zoned district or public park as measured from the property line of the nearest residentially zoned district or public park to the nearest point of the marijuana related use facility structure.

3. No marijuana related uses shall be operated or maintained within five hundred (500) feet of another marijuana related use except when marijuana sales represents less than five percent (5%) of the dollar volume of business in a State or Federally licensed pharmacy, as measured from the property line to property line of the facilities.

C. Marijuana related facilities shall provide a plan which reasonably shows that the facility is capable, when functioning properly, of preventing odors of marijuana from being detected by a person of ordinary sense of smell beyond the boundary of the parcel on which the facility is located.

**SECTION 7. EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after its date of passage and codified in the Municipal Code of Ordinances.

**SECTION 8. REPEALER:** All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 9. 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:** February 23, 2023

**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

SEAL

\_\_\_\_\_  
Mark Bishop, City Attorney

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**BILL NO. 4546**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE MUNICIPAL BAND.**

**WHEREAS**, the Ste. Genevieve Municipal Band has operated the City Municipal Band Services for many years providing the public with municipal band services for the enjoyment of the general public and the citizens of Ste. Genevieve; and

**WHEREAS**, the Mayor and Board of Aldermen recognize the value of these past efforts of the Municipal Band and desire to hire a municipal band for the FY 2023 Band Services; and

**WHEREAS**, due to the success of the Municipal Band, the City and the Band hereby wish to continue the joint effort to fund the operation of the Band and provide a written statement of those covenants pursuant to the terms of this agreement; and

**WHEREAS**, the proposed agreement was reviewed and negotiated by the City and the President of the Band, and the City Budget for FY 2023 Line Item 25-25-7060 contains appropriate resources to carry out the goals of the proposed Agreement; and

**WHEREAS**, the Board of Aldermen of the City of Ste. Genevieve after review accept and enter into this Agreement, a copy of which is attached as "Exhibit A".

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

SECTION 1. The Mayor is hereby authorized and directed by the Board of Aldermen of the City of Ste. Genevieve, Missouri to execute and deliver on behalf of the City the Agreement hereby accepted and approved with the Ste. Genevieve Municipal Band in substantially the form of the contract "Exhibit "A" as attached hereto.

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

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

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

DATE OF FIRST READING: February 23, 2023

DATE OF SECOND READING: \_\_\_\_\_

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:**

VOTE

- ALDERWOMAN KRISTI CLEGHORN
- ALDERWOMAN SUSAN JOHNSON
- ALDERMAN BOB DONOVAN
- ALDERMAN MIKE JOKERST
- ALDERMAN JEFF EYDMANN
- ALDERMAN MIKE RANEY
- ALDERWOMAN ASHLEY ARMBRUSTER
- ALDERMAN JOSEPH 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

## AGREEMENT

**THIS AGREEMENT**, executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023 is made between the City of Ste. Genevieve, Missouri, hereafter "City" and the Ste. Genevieve Municipal Band, hereafter "Band".

**WITNESSETH:**

- A. The Ste. Genevieve Municipal Band has operated the City Municipal Band services for years providing the public with Municipal Band services for the enjoyment of the general public and the citizens of Ste. Genevieve and the Band has offered their services to perform a series of concerts for the public benefit.
- B. The Mayor and the Board of Aldermen recognize the value of these past efforts of the Municipal Band and desire to hire a municipal band for the FY 2023 Band Services.
- C. Due to the success of the Municipal Band over the past many years, the City and the Band hereby wish to continue the joint effort to fund the operation of the Band and provide a written statement of those covenants pursuant to the terms of this agreement.

**NOW THEREFORE**, the parties hereto do mutually agree as follows:

**1. MUNICIPAL BAND HIRED**

The City hereby retains the services of the Ste. Genevieve Municipal Band as its municipal band for the term of this Agreement, January 1, 2023 to December 31, 2023.

**2. RESPONSIBILITIES OF THE BAND**

- A. The Band shall continue to provide municipal band services to the City and County residents. Details are listed in this agreement.
- B. **CONCERTS:** The band will perform a total of ten (10) summer concerts during the term of this agreement. Additionally, the German Band Section of the band shall perform two (2) concerts during the Jour de Fete Celebration of the second weekend of August. Such performances shall be held outdoors, weather permitting, in a location reasonably convenient to the public.

- C. OTHER PERFORMANCES. The Band shall perform concerts for the benefit of the general public during the Memorial Day services and shall perform an annual Holiday Season Concert during the month of December. The Band and/or its designee shall perform at civic events when requested by the officials of the organizations involved.
- D. INSTRUMENTS, SUPPLIES, ETC. The band will provide all instruments, equipment, tools, sheet music, lubricants, reeds and other related items necessary to perform this contract. The City shall not be held liable for any damages or repairs to such instruments, equipment, tools, sheet music or related items used in the performance of this agreement.
- E. The band shall maintain all perils insurance coverage in the amount of \$1,000,000 and annually provide the City Clerk with a Certificate of Insurance with the listed as an additional insured. When using privately owned property for concerts, the Band shall provide a Certificate of Insurance to the property owner(s) prior to using the property.
- F. ANNUAL REPORT TO THE BOARD OF ALDERMEN. The Band shall submit an annual report to the Ste. Genevieve Board of Aldermen on or before March 1, 2024. The report shall include as a minimum, an itemized listing of all expenditures made in the performance of this Agreement; a roster of names and addresses; a listing of the dates of all concerts performed under the provisions of this Agreement; and an itemized inventory of all instruments, , equipment, new music, etc.

### 3. CITY RESPONSIBILITIES.

- A. In exchange for the successful operation of the Band, the City will pay to the Ste. Genevieve Municipal Band the sum of **forty two thousand seven hundred fifty dollars (\$42,750.00)** to fund staff salaries and annual operations and the City will also appropriate up to **six thousand five hundred dollars (\$6,500.00)** for the Ste. Genevieve Municipal Band Musical Grant Program. (Exhibit "B").

B. The City will make the following payments to the Municipal Band as follows:

| <u>Amount</u> | <u>Date</u>        |
|---------------|--------------------|
| \$14,250.00   | May 15, 2023       |
| \$14,250.00   | July 15, 2023      |
| \$14,250.00   | September 15, 2023 |

C. The City will provide other assistance to the Band regarding consideration to allow the use of other City facilities as requested by the Band and other assistance as may be necessary during the year.

**4. STATUS OF THE STE. GENEVIEVE MUNICIPAL BAND.**

Municipal Band and their agents and employees are independent contractors performing services for the City of Ste. Genevieve, and are not employees of the City of Ste. Genevieve nor is the band or its agent or employees entitled to any City benefit.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year above mentioned.

CITY OF STE. GENEVIEVE

STE. GENEVIEVE MUNICIPAL BAND

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
James Donze, President

ATTEST:

\_\_\_\_\_  
Pam Meyer, City Clerk

Approved as to form:

\_\_\_\_\_  
Mark Bishop, City Attorney



**BILL NO. 4547**

**ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR OUTDOOR ADVERTISING WITH ROBINSON OUTDOOR.**

**WHEREAS**, the City of Ste. Genevieve (“City”) promotes tourism through many methods including billboard advertising; and

**WHEREAS**, Robinson Outdoor has electronic billboards in the locations desired; and

**WHEREAS**, the City staff has negotiated this agreement and recommend its approval; and

**WHEREAS**, the contract is for billboard advertising in Kentucky to meet our matching grant requirements with the Missouri Division of Tourism; and

**WHEREAS**, the Board of Aldermen believe it to be in the best interests of the City of Ste. Genevieve to accept the contract to promote tourism in the city and county.

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

**SECTION 1.** The Board of Aldermen hereby authorize and direct the Tourism Director to execute and deliver the attached contract on behalf of the City with Robinson Outdoor of Perryville, Missouri; the contract hereby accepted and approved in substantially the form of Exhibit “A” attached hereto.

**SECTION 2.** The portions of this ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen would have enacted the valid portions within the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

**SECTION 3.** This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**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**

**Alderman Kristi Cleghorn**  
**Alderman Susan Johnson**  
**Alderman Bob Donovan**  
**Alderman Mike Jokerst**  
**Alderman Jeff Eydmann**  
**Alderman Mike Raney**  
**Alderman Ashley Armbruster**  
**Alderman Joe Prince**

\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_ **Ayes** \_\_\_ **Nays** \_\_\_ **Absent**

Approved as to form:

\_\_\_\_\_  
Mayor, Paul Hassler

\_\_\_\_\_  
City Attorney, Mark Bishop

ATTEST:

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator



**CONTRACT FOR OUTDOOR ADVERTISING**

2023-02-24 09:46 50 4530-1

| CONTRACTED BY: |                                | ON BEHALF OF ADVERTISER: |  |
|----------------|--------------------------------|--------------------------|--|
| CUSTOMER #     | 1140 :1144                     | CUSTOMER #               |  |
| NAME           | City of Ste. Gen Tourism Dept. | NAME                     |  |
| ADDRESS        | 165 S. fourth St.              | ADDRESS                  |  |
| CITY/STATE/ZIP | Ste. Genevieve, MO 63670       | CITY/STATE/ZIP           |  |
| CONTACT        | Jeff Wix                       | CONTACT                  |  |
| EMAIL ADDRESS  | jwix@stegenevieve.org          | EMAIL ADDRESS            |  |
| PHONE #        | 573-535-0592                   | PHONE #                  |  |
| P.O.#          |                                |                          |  |
| ADVERTISER     | City of Ste. Gen Tourism Dept. |                          |  |

| Qty | Product Description   | Illum | Size    | Term in 4-week Periods | Service Dates           | Production Rate                                    | Rate Per Period |
|-----|---|-------|---------|------------------------|-------------------------|--|-----------------|
| 1   | DIGITAL Network PROGRAM<br>Consisting of 1 Face with 1 Slot (1350+ spots per day)<br>Displayed on 1 of the following faces:<br>* WICKLIFFE-353GREEN2, 353 Green St-RHR, W/F<br>* BENTONLHR, 198 W 5th St, W/F | Yes   | 10'x20' | 3                      | 04/10/2023 - 07/02/2023 |  | 700.00          |
|     |   |       |         |                        |                         | Amount Per Period (Net)                            | \$700.00        |
|     |   |       |         |                        |                         | Total  | \$2,100.00      |
|     |   |       |         |                        |                         | Estimated Production (Contract) TOTAL              | \$0.00          |
|     |   |       |         |                        |                         | Additional Production May be Ordered Upon Request. |                 |
|     |   |       |         |                        |                         | Grand Total (Net)                                  | \$2,100.00      |

Notes:  
Customer supplies artwork  
Creative and Billing Contact: Happy Welch hwelch@stegenevieve.org

Buyer, as used herein, includes both the actual advertiser and the advertising agency, and all obligations hereunder of the Buyer shall be the joint and several obligations of the advertiser and the agency. Buyer agrees to pay by cash the per flight rate upon receipt of invoice. Buyer agrees to pay a late charge of two (2%) percent on the unpaid balance for any amount fifteen (15) days past due. This order is signed and accepted subject to the terms and conditions stipulated on both sides of this contract, which are all of the agreements and representations as to this contract made by either party hereto. This agreement herein shall not be binding until signed by the Robinson Outdoor. This contract is signed and accepted subject to the terms appearing above and on page 2 of 2. Each contract shall automatically renew for a subsequent period of the same length as the initial contract unless either party gives the other written notice of termination at least twenty-eight (28) days prior to expiration of the current term.

|                                 |                                 |
|---------------------------------|---------------------------------|
| Advertiser:                     | Agency:                         |
| Signature: _____                | Signature: _____                |
| Printed Name: _____ Date: _____ | Printed Name: _____ Date: _____ |

|                  |       |       |
|------------------|-------|-------|
| Robinson Outdoor | Name: | Date: |
| Signature: _____ | _____ | _____ |

|                              |                   |                 |
|------------------------------|-------------------|-----------------|
| <b>FOR INTERNAL USE: (C)</b> |                   |                 |
|                              | Account Executive | Mailing Address |
|                              | Wes Bell          | _____           |
|                              | _____             | _____           |
|                              | Ph#: 573-513-2100 | Ph#: _____      |

**BILL NO. 4548**

**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 (exhibits attached) 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 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 102 “Employee Recruitment, Promotions, Application and Hiring Process”** is hereby deleted in its entirety and replaced with Exhibit “A” attached hereto and made part of this ordinance.

**SECTION 2. Section 601 “Holidays”** is hereby deleted in its entirety and replaced with Exhibit “B” attached hereto and made part of this ordinance.

**SECTION 3. Section 602 “Vacation Leave Benefits (Annual Leave)”** is hereby deleted in its entirety and replaced with “Exhibit “C” attached hereto and made part of this ordinance.

**SECTION 4. EFFECTIVE DATE.** Other than Section 2, this ordinance shall be in full force and effect from and after its date of passage. Section 2 will go into effect January 1, 2024.

**SECTION 5. REPEALER.** All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 6. 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

## **102 Employee Recruitment, Promotions, Application and Hiring Process.**

Effective Date: 06/25/2015

Revised:xxxxxxxxx

Policy. It is the policy of the City of Ste. Genevieve to recruit and select the most qualified persons for positions in the City's service. Recruitment and selection shall be conducted in a manner that will ensure open competition, provide equal employment opportunity, and prohibit discrimination or favoritism because of race, politics, creed, color, religion, sex, sexual orientation, national origin, age or disability, unless required by the essential functions of a position as a bona fide qualification. Notwithstanding the above, it is also the policy of the City to conduct employment practices that will foster a productive and efficient workplace. Promotion, retention and transfer of employees shall be encouraged based on work performance and potential for professional growth. Every reasonable effort will be made to consider upgrades, promotion and retention of existing employees, providing that eligible and qualified applicants for a position vacancy exist.

### Employee Orientation and Introductory Period.

A. Introductory Period – An Introductory Period is the six (6) month trial period at the beginning of employment or promotion to a higher position.

B. Introductory Periods

1. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position or promotion meets their expectations. The City of Ste. Genevieve uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

2. All new, rehired, and promoted employees work on an introductory basis for the first six months after their date of hire or promotion. Any significant absence will automatically extend an introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Promoted employees will receive any merit pay due retroactive to the increase date if the introductory period overlaps.

3. During the introductory period, new full-time employees generally are not eligible for city-paid benefits, with the exception of health insurance, but are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. During the period of introduction, the employee shall not be eligible for pay increases of any kind until the period is completed. Employees should read the information for each specific benefits program for the details on eligibility requirements. During the introductory period, an employee can accrue vacation time, but vacation leave cannot be used.

4. A written evaluation must be completed prior to change to Regular status for new and promoted employees. Such change in status does not change the at will status of an employee.