

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – May 11, 2023**  
**6:00 p.m.**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Kenny Steiger – Fire Chief
- Tanalyn Dollar – Tourism Director
- David Bova – Community Development Administrator

**COMMITTEE REPORTS.**

**PUBLIC HEARING**

- The Board of Aldermen will hold a public hearing to consider an annexation petition filed with the City on April 27, 2023, by Ste. Genevieve RII School District.
- The Board of Aldermen will hold a public hearing to consider a request from Jayne and Dustin Martin for a special use permit to allow guest lodging at 495 Jefferson Street in an R-1 Single Family Residential District.
- The Board of Aldermen will hold a public hearing to consider a request from the Knights of Columbus, Council 1037 for a special use permit to erect a 4' x 10' monument-type, internally illuminated, changeable sign at 600 Market Street in an R-2 General Residential District.

**PUBLIC COMMENTS.** Please identify yourself for the record and please try and keep comments to 5 minutes. (The Board will not interact during public comments and will have staff investigate any city related issues brought forward and contact the individual later with a response.)

## CONSENT AGENDA.

- Minutes – Board of Aldermen - Regular Meeting – April 27, 2023
- Minutes – Board of Aldermen – Work Session – April 27, 2023
- Minutes – Board of Aldermen – Work Session – Closed – April 27, 2023
- Street Closure Request – The Foundation for Preservation of Ste. Genevieve is requesting a street closure for the French Heritage Festival on June 10, 2023, with the following closures: Merchant Street from 4<sup>th</sup> to 5<sup>th</sup> Street from 9 a.m. to 5 p.m. and Main Street from Jefferson to Washington from 5:30 p.m. to 9:30 p.m.
- Street Closure Request – Ste. Genevieve Parish is requesting a street closure for Wednesday June 7, 2023, from 5 p.m. to 11 p.m. for Merchant Street between 3<sup>rd</sup> & 4<sup>th</sup> and no thru traffic on DuBourg Place for a music festival.
- **RESOLUTION 2023 – 30. A RESOLUTION APPOINTING BILL HART TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 – 31. A RESOLUTION APPOINTING THOMAS HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 - 34. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AND EXECUTE A SERVICE AGREEMENT WITH FORWARD SLASH TECHNOLOGY, LLC TO PROVIDE ADDITIONAL CYBERSECURITY MEASURES.**
- **RESOLUTION 2023 – 35. A RESOLUTION BY THE BOARD OF ALDERMEN DECLARING SURPLUS PROPERTY.**
- **RESOLUTION 2023 – 36. A RESOLUTION APPOINTING GERALD BAUMAN TO THE STE. GENEVIEVE PLANNING AND ZONING COMMISSION.**
- **RESOLUTION 2023 – 37. A RESOLUTION BY THE STE. GENEVIEVE BOARD OF ALDERMEN APPROVING THE PURCHASE OF TELEPHONE EQUIPMENT FOR CITY HALL AND THE POLICE DEPARTMENT AS PART OF THE CITY HALL/BOARDROOM REMODEL.**

## OLD BUSINESS.

**BILL NO. 4555.** AN ORDINANCE AUTHORIZING THE CITY TREASURER TO WRITE OFF UNCOLLECTIBLES FROM THE WATER/WASTEWATER ACCOUNTS OF THE CITY OF STE. GENEVIEVE, MISSOURI. **2<sup>nd</sup> READING.**

**BILL NO. 4556.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE MAYOR TO SIGN A DEED DEDICATING A PORTION OF DIVISION STREET TO THE CITY OF STE. GENEVIEVE. **2<sup>nd</sup> READING.**

## NEW BUSINESS.

APPROVAL OF THE ANNUAL LIQUOR LICENSE RENEWALS. (SEE LIST)

APPROVAL OF THE LOW BID OF BALES CONCRETE, LLC., IN THE AMOUNT OF \$37,794.00 FOR THE CITY CONCRETE SIDEWALK REPLACEMENT PROJECT.

**BILL NO. 4558.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BALES CONCRETE OF STE. GENEVIEVE, MISSOURI FOR THE CITY CONCRETE SIDEWALK REPLACEMENT PROJECT IN AN OF \$37,794.00. **1<sup>st</sup> & 2<sup>nd</sup> READING.**

**BILL NO. 4559.** AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN REAL ESTATE OWNED BY STE. GENEVIEVE R-II SCHOOL DISTRICT INTO THE CITY OF STE. GENEVEIVE EXISTING CORPORATE LIMITS. **1<sup>ST</sup> READING.**

**BILL NO. 4560.** AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR JAYNE & DUSTIN MARTIN THAT WILL ALLOW GUEST LODGING AT 495 JEFFERSON STREET. **1<sup>ST</sup> READING.**

**BILL NO. 4561.** AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR THE KNIGHTS OF COLUMBUS COUNCIL 1037 THAT WILL ALLOW A 4' X 10' MONUMBENT TYPE, INTERNALLY ILLUMINATED CHAGEABLE SIGN AT 600 MARKET STREET IN A R-2 GENERAL RESIDENTIAL DISTRICT. **1<sup>ST</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: Sue Schweiss, City Treasurer***

## CITY ADMINISTRATOR REPORT

May 11, 2023

1. A number of bid openings are coming up. Thursday is the water main replacement bids. We allocated \$315,000 for the project and estimates are that costs have risen so much we will be limited to May 2 of our recommended lines. Sidewalk replacement bids for resident owned sidewalks is Tuesday, May 16 at 10a, and the city hall/boardroom remodel bid opening has been moved back to Tuesday, May 16, at 3p.
2. New board members are invited to come by the office so we can go over some current and future projects and discuss programs or processes you will be looking to add during the budget season that starts in June.
3. The street sweeping schedule is now available on our GIS page. Updates were done by the Regional Planning Commission.
4. The City will be hosting the Chamber Leadership group on Wednesday, May 17. We will give them a tour of the city hall/police department, run through the budget process, department heads will give run throughs of what they do, and then set them free.
5. David Bova and I will be attending a ransomware tabletop event Thursday morning in Cape Girardeau as a training exercise in case a computer system is infected with ransomware. It is being organized by the Missouri Department of Homeland Security.

# 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

## Monthly Operations Report

Date: **April, 2023**

Calls for Assistance:

- SGFD responded to **23** emergency calls in **April**
- Total for this year is **81** calls, **up 10** calls from last year

Staffing:

- SGFD roster is down **4**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested

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

- **Monthly Training was Interior Operations, Search and Rescue, Fire Attack**
- **Preplan Training was St Elizabeth's Adult Daycare and the apartments above.**
- We have 4 in Fire Fighter 1 & 2 certification classes in Cape. They report everything is going well. **Nearing the end of class and will soon be testing for state certification.**

Meetings Attended

Bi County Chiefs Meeting – **Attended**  
City Counsel 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:

- **Starting to catch up on building maintenance and other projects now that brush truck is done.**

Fire Radio

- St Francis County 911 radio survey – **Radio improvements project moving forward with 2025 anticipated completion.**
- **Applying for a regional grant for radio replacement in the next AFG application period in progressing**

Grants

Community Foundation Grant

Holcim (CFG) Grant for the Fire Department – started upgrades on some current radios.

### 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. The State has given permission to order the radios. **There is a second request to the board for approval to order the radios due to a price increase in the radios. There will still be no funds required from the city.**

### 2023 DPS Grant

Received notification that the grant program will open soon. I intend to apply again to try to get some of our handheld radios upgraded. This will be a no matching funds grant, the same as the last 2 DPS grants. **Attempting to complete another grant for handheld radios and repeaters. Deadline is Friday. Not sure if I will have time to complete it before the deadline due to the complicated nature of the equipment requested.**

### 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 will be available from our rural fire fund. **Attended a webinar on April 21<sup>st</sup> to meet the requirements to purchase. Waiting for permission from grant administrator to proceed with bids and approval.**

### County Firefighters Assn.:

- Still working on getting a Propane Emergencies Class scheduled. **Scheduled for September 9th**

### Local & State Mutual Aid:

- Nothing to report

### Misc.

- **Co-hosted the drug buyback and the firehouse with County Emergency Preparedness and SGPD**

### KnoxBox Program

Boxes Approved, shipped and Waiting for installs

Ste. Genevieve Do It Center (still waiting for warehouse on Chadwell)

Mid State Wood Products for Trautman Building

### Installed

**Ste Genevieve Catholic Parish – 3 boxes**

## TOURISM

### Staff Meeting

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SUMMARY: Short & Sweet

#### Website Upgrades & Maintenance:

Presently agreements from 2 vendors to TTC&TAC for approval and community support as it rolls out. Informing the BOA via email for their budget approval in the June meeting.

#### Porting WC number for Google Voice:

Will be active on May 19<sup>th</sup>. Allows us to route calls to other numbers and respond to requests from any desktop or mobile.

#### Map:

Moving forward with a graphic firm to deliver a new visitor map. Pocket-foldable style. Will be digitally available on the website. Ordering 2,500 which will go select venues throughout the community.

#### Welcome Center:

Working on getting the landscaping cleaned up for upcoming season. Getting quotes from 2 providers. Meeting with one on Thurs or Fri to walk the areas. Have a punch list ready. Met with Cory to see what they can contribute since they are understaffed. Cory said they can pull out some bushes and mulch.

#### Administrative Help:

Meeting with a talented, young woman (Emma) on Thursday to discuss her help in Google Workspace activities. Currently a student from SIU home for the summer and available to help with social media, spreadsheets, and other items.



## Community Development

### May 2023 Staff Report

4/22/23 – 5/8/23

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

- Next meeting – 5/15
- Historic Preservation Grants – Planning & Outreach grant agreement is now signed; RFP as released on 4/4; received 1 bid; working on contract
- Paul Bruhn Historic Revitalization Grant – anticipated notification date – May 15<sup>th</sup>

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

- Occupancy Permits / Inspections 14
- Building Permits Issued 6
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 2 (public hearing 5/11)
- New permitting software RFP – recommending Cloudpermit – on tonight's agenda
- Sidewalk violations – city property bid op last week; other properties bid op next week

#### ***Comprehensive Plan Update***

- Steering Committee
  - Board rep us Alderman Raney
  - Funnel public input through Comm Dev Dept, committee, or RPC
- Current stage of process is Vision Development
  - Public survey #1 was available 12/27 – 1/30
  - Steering Committee & Staff meetings held on March 29<sup>th</sup>
  - Next Public outreach will be in June/July

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

- Meeting – 5/4 – 2 SUPs approved for recommendation
- Next meeting – 6/1

#### ***City / County Info***

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Basler Drive extension / New Subdivision possibility– pre-engineering complete
- FLAP Grant (N 4<sup>th</sup> Street) – has been awarded! But in 2025
- 911 updates – county passed 3/8 cent sales tax – predicted to produce \$600k annually

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

- Nothing new to report



***Floodplain Management***

- Current long range forecasts are 71% chance minor flooding in May-Jun-Jul

***Property Maintenance***

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 5
- Code Violation Issues 3
- Sidewalk Issues 16 (5 are City owned)

***Training 2023***

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6
- NPS Interpretation Workshop – attended 2/22
- NAPC – Preservation Planning – attended 3/23
- NAPC – Preservation Planning Pt. 2 – attended 4/13

For Publication week of 5/3/2023 —

### NOTICE OF PUBLIC HEARING

The Board of Aldermen of the City of Ste. Genevieve will hold a public hearing on Thursday, May 11, 2023 at 6:00 p.m. at City Hall, 165 South Fourth Street to consider an annexation petition filed with the City on April 17, 2023 by Ste. Genevieve R-II School District.

All interested parties are invited to attend.

The legal description is set forth below. All territory annexed to the City of Ste. Genevieve is classified as "R-1" Single-Family Residential upon annexation. The proposed use of the property is educational which is allowed in an "R-1" Single-Family Residential District.

All of the following described tract of land in Ste. Genevieve County, Missouri is contiguous and compact to the existing city limits of the City of Ste. Genevieve, Missouri.

Legal Description for the property owned by Ste. Genevieve R-II School District:

Part of Fractional Section 20 in Township 38 North, Range 9 East of the Fifth Principal Meridian in Ste. Genevieve County, Missouri. Also being part of a tract of land as recorded in Document Number: 2022-0482. More particularly described as follows.

Commencing at a Drill Rod marking the Southwest Corner of a tract of land as recorded in Book 254 at Page 195; thence South 03 degrees, 09 minutes, 23 seconds East, 188.54 feet to a set Iron Pin; thence South 86 degrees, 50 minutes, 37 seconds West, 496.31 feet to a set Iron Pin; thence North 03 degrees, 09 minutes, 23 seconds West also being the City of Ste. Genevieve Corporate Limit, 137.42 feet to a Drill Rod marking the Southeast Corner of a tract of land as recorded in Book 300 at Page 83; thence North 03 degrees, 09 minutes, 23 seconds West with the East Line of said tract also being the City of Ste. Genevieve Corporate Limit, 300.22 feet to a set Iron Pin in the North Line of U.S. Survey 267, marking the point of beginning; thence leaving the said Corporate Limit, South 86 degrees, 51 minutes, 57 seconds West with the North line of said U.S. Survey 267, 300.00 feet to an Iron Pin; thence South 86 degrees, 48 minutes, 31 seconds West with the North Line of said U.S. Survey 267, 75.19 feet to an Iron Pin; thence North 00 degrees, 30 minutes, 15 seconds West with the West Line of Said tract of land as recorded in Document Number: 2022-0482, 212.05 feet to an Iron Pin; thence North 86 degrees, 59 minutes, 45 seconds East with a North Line of said tract, 371.00 feet to a Stone in the said Corporate Limit Line; thence South 01 degrees, 37 minutes, 47 seconds East with said Corporate Limit Line, 210.98 feet to the point of beginning. Containing 1.81 acres Subject to any easements, reservations or restrictions of or not of record.

**Run week of May 3 – 1 week only**

NOTICE OF PUBLIC HEARINGS

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, May 4, 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, May 25, 2023 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this meeting & hearing is to consider the following requests.

A request from Jayne and Dustin Martin for a special use permit to allow guest lodging at 495 Jefferson Street in an R-1 Single Family Residential District.

A request from the Knights of Columbus, Council 1037 for a special use permit to erect a 4' x 10' monument-type, internally illuminated, changeable sign at 600 Market St, Ste. Genevieve, MO 63670 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 – APRIL 27, 2023**

**CALL TO ORDER.** Mayor Keim 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 Brian Keim	
Alderwoman Kristi Cleghorn	Alderman Eric Bennett
Alderman Joe Prince	Alderman Joe Steiger
Alderman Mike Raney	Alderman Bob Donovan
Alderman Gary Smith	

Absent: Alderman Jeff Eydmann

**APPROVAL OF AGENDA.** A motion by Alderman Bennett, second by Alderman Donovan to approve the revised agenda as presented. Motion carried 7-0-1 with Alderman Eydmann absent.

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** None.

**CITY ADMINISTRATORS REPORT.** See Attached Report

**STAFF REPORTS.**

David Bova – Community Development Administrator (See Attached Report)

Jasen Crump – Police Chief (See Attached Report)

Steve Wilson – Alliance Water Resources (See Attached Report)

**COMMITTEE REPORTS.** None.

**PUBLIC COMMENTS.** None.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen - Regular Meeting – April 13, 2023
- Treasurer’s Report – March 2023

- **RESOLUTION 2023 – 29. A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT A COST PROPOSAL FOR 2023 ASPHALT OVERLAY TESTING SERVICES WITH COCHRAN ENGINEERING.**
- **RESOLUTION 2023 – 30. A RESOLUTION APPOINTING BILL HART TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 – 31. A RESOLUTION APPOINTING THOMAS HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.**
- **RESOLUTION 2023 – 32. A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH STEPHEN P. TUCKER, JR. TO MAINTAIN FLOOD BUYOUT PROPERTY.**
- **RESOLUTION 2023 – 33. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A RENEWAL AGREEMENT FOR THE MISSOURI CHAMBER FEDERATION BENEFIT PLAN TRUST FOR EMPLOYEE HEALTH, DENTAL, & VISION INSURANCE PLANS FOR 2023-2024.**

A motion by Alderman Smith, second by Alderman Prince to table Resolutions 2023-30 & 2023-31. Motion carried 7-0-1 with Alderman Eydmann absent.

A motion by Alderman Donovan, second by Alderman Smith to remove Resolution 2023-29 from the consent Agenda. Motion carried 7-0-1 with Alderman Eydmann absent.

A motion by Alderman Bennett, second by Alderman Prince to remove Resolution 2023-33 from the Consent Agenda. Motion carried 7-0-1 with Alderman Eydmann absent.

A motion by Alderman Steiger, second by Alderman Smith to approve the consent agenda as amended. Motion carried 7-0-1 with Alderman Eydmann absent.

Discussion occurred regarding Resolution 2023-29. A motion by Alderman Donovan, second by Alderman Smith to table Resolution 2023-29. Alderman Donovan is requesting that a money amount be placed in the proposal so it is not “open -ended”. City Administrator Welch will request information from Cochran in regards to placing a dollar amount in the contract. Motion carried 7-0-1 with Alderman Eydmann absent.

Discussion regarding Resolution 2023-33. Alderman Bennett requested that during budget time that discussion occurs regarding implementing or reinstating the full benefit, or the majority of the full benefit of the City covering the cost of the Health Insurance monthly premiums. A motion to approve Resolution 2023-33 by Alderman Bennett, second by Alderman Prince, motion carried 6-1-1 with Alderman Donovan voting No and Alderman Eydmann absent.

**OLD BUSINESS.**

**BILL NO. 4551. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH COCHRAN ENGINEERING FOR THE PERE MARQUETTE PARK TRAIL REHABILITATION PROJECT. 2<sup>nd</sup> READING.** A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4551 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, Alderman Steiger, Alderman Bennett, Alderwoman Cleghorn, Alderman Donovan and Alderman Smith. Nays: None. Absent: Alderman Eydmann. Motion carried 7-0-1.

Thereupon Bill No. 4551 was declared Ordinance No. 4476 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS.**

**BILL NO. 4555. AN ORDINANCE AUTHORIZING THE CITY TREASURER TO WRITE OFF UNCOLLECTIBLES FROM THE WATER/WASTEWATER ACCOUNTS OF THE CITY OF STE. GENEVIEVE, MISSOURI. 1<sup>ST</sup> READING.** A motion by Alderman Smith, second by Alderman Raney, Bill No. 4555 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderman Eydmann absent.

**BILL NO. 4556. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE MAYOR TO SIGN A DEED DEDICATING A PORTION OF DIVISION STREET TO THE CITY OF STE. GENEVIEVE. 1<sup>ST</sup> READING.** A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4556 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderman Eydmann absent.

**BILL NO. 4557. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES. 1<sup>ST</sup> & 2<sup>ND</sup> READING.** A motion by Alderman Bennett, second by Alderman Smith, Bill No. 4557 was placed on its first reading, read by title only, considered and passed by a 7-0-1 vote of the Board of Aldermen with Alderman Eydmann absent. A motion by Alderwoman Cleghorn, second by Alderman Smith, to proceed with the second and final reading of Bill No. 4557. Motion carried 7-0-1 with Alderman Eydmann absent. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4557 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, Alderman Steiger, Alderman Bennett, Alderwoman Cleghorn, Alderman Donovan and Alderman Smith. Nays: None. Absent: Alderman Eydmann. Motion carried 7-0-1. Thereupon Bill No. 4557 was declared Ordinance No. 4477 signed by the Mayor and attested by the City Clerk.

**OTHER BUSINESS.** None.

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** At this time Mayor Keim asked for input on the appointment of City liaisons on the various City Boards. After discussion and input the following appointments were made:

Planning & Zoning – Alderman Smith	T.A.C./T.T.C – Alderman Steiger
Heritage Commission – Alderman Smith	Park Board – Alderman Bennett
Community Access Television – Alderman Eydmann	

**ADJOURNMENT.** With no further business a motion by Alderman Steiger, second by Alderman Smith to adjourn the meeting. Motion carried 7-0-1 with Alderman Eydmann absent. 6:44 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
April 27, 2023**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 6:48 p.m. with the following members present:

Mayor Brian Keim	
Alderman Gary Smith	Alderwoman Kristi Cleghorn
Alderman Mike Raney	Alderman Eric Bennett
Alderman Bob Donovan	Alderman Joe Prince
Alderman Joe Steiger	

Absent: Alderman Jeff Eydmann

A motion by Alderman Prince, second by Alderman Donovan to approve the work session agenda. Motion carried 7-0-1 with Alderman Eydmann absent.

**BUSINESS ITEMS.**

At this time City Attorney Mark Bishop addressed the Mayor and Board of Alderman regarding the possible conflict with Mayor Keim and his father who serves on the IDC Board. City Attorney Bishop informed the board that he does not see this as conflict of interest as neither the Mayor or his father have any personal gain.

**SALARY STUDY.** At this time Ryan Blackwell with CBIZ Compensation Consulting presented the Compensation Study Results (by Zoom) that the City contracted with them to determine if City Employees were being overpaid or underpaid. Discussion occurred and the Board would like to see what it would cost for CBIZ to include the benefit package of City Employees into the study. Happy will take their recommendation back to CBIZ to see if they can give him a cost estimate of including benefit package in the study.

**CYBERSECURITY.** The City has been working toward increasing cybersecurity awareness and protection since 2021. With the possibility of insurance rates increasing drastically (2022) if the City didn't put certain measures into place, the City was able to place Multi-factor authentication in place while working with Forward Slash to accomplish that goal. The next step is now needed. After further discussion the Board agreed to contract with Forward Slash to accomplish that goal.

**BI-WEEKLY PAYCHECKS.** The City currently pays on a bimonthly schedule and Happy would like to present an option of a Bi-weekly schedule where the employees would get paid every other Friday. After discussion the Board let it up to Happy to poll the employees to see if this is something they would like to be considered.

**DOOR BETWEEN CITY HALL & POLICE DEPT.** Mr. Robert Browne, 498 Merchant Street voiced his concern regarding safety issues and recommends that the door between City Hall and the Police Department be removed. After discussion, the Building Committee will review the recommendation to remove the door.

**PROGRESS PARKWAY PROPERTY NEXT STEPS.** With no bids submitted to purchase Progress Parkway property for development, the Board will need to discuss the next steps. A motion by Alderman Donovan, second by Alderman Smith to go into closed session pursuant to Section 610.021(2) Leasing, purchasing, or sale of real estate. Motion carried 7-0-1 with the following roll call vote: Alderman Gary Smith, Alderwoman Kristi Cleghorn, Alderman Mike Raney, Alderman Eric Bennett, Alderman Bob Donovan, Alderman Joe Prince and Alderman Joe Steiger. Motion carried 7-0-1 with Alderman Jeff Eydmann absent. 8:14 p.m.

**ANY OTHER BUSINESS.** None.

**ADJOURNMENT.** With no further business Mayor Keim adjourned the work session at 8:48 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**





## Street Closure Request

Date April 20, 2023

Name Catherine Grusling Organization Foundation for Preservation of Ste Genevieve for The French Heritage Festival

Address 690 Washington City Ste Genevieve  
State Mo Zip 63670

Phone Number and/or email information [catherinegrusling@gmail.com](mailto:catherinegrusling@gmail.com)  
314-580-9584

Reason for closure Festival activities including craftsmen and entertainment

Street(s) to be closed Merchant St from 4<sup>th</sup> st to 5<sup>th</sup> ST from 9AM to 5PM. Craft  
demonstrations hosted by the  
Guiboard\_Valle House

N. Main St from 5:30pm to 9:30 PM (Jefferson to Washington)  
Food served by Oliver's restaurant and  
Rooted Coffee, Art displayed by Jean Rissover and crafts and art by Sam Conlon in front of their  
businesses  
Music played in the street from 6 to 9

Date of event for closure June 10, 2023

Time(s) for closure See details above

Office Use Only

Council Approval

Yes  No  Date \_\_\_\_\_

Police Dept. Approval

Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Public Works Approval

Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Special Conditions \_\_\_\_\_

\_\_\_\_\_



## Street Closure Request

Date JUNE 7, 2023

Name FR. MITCHELL BAER Organization STE. GENEVIEVE PARISH

Address 49 DuBOURG PLACE City STE. GENEVIEVE State MO Zip 63670

Phone Number and/or email information (314) 704-1373 / baerm@valleschools.org

Reason for closure MUSIC FESTIVAL

Street(s) to be closed DuBOURG PLACE AND MERCHANT ST.

BETWEEN 4<sup>TH</sup> ST. AND 3<sup>RD</sup> ST.

Date of event for closure JUNE 7, 2023

Time(s) for closure 5pm - ~~10pm~~ 11pm

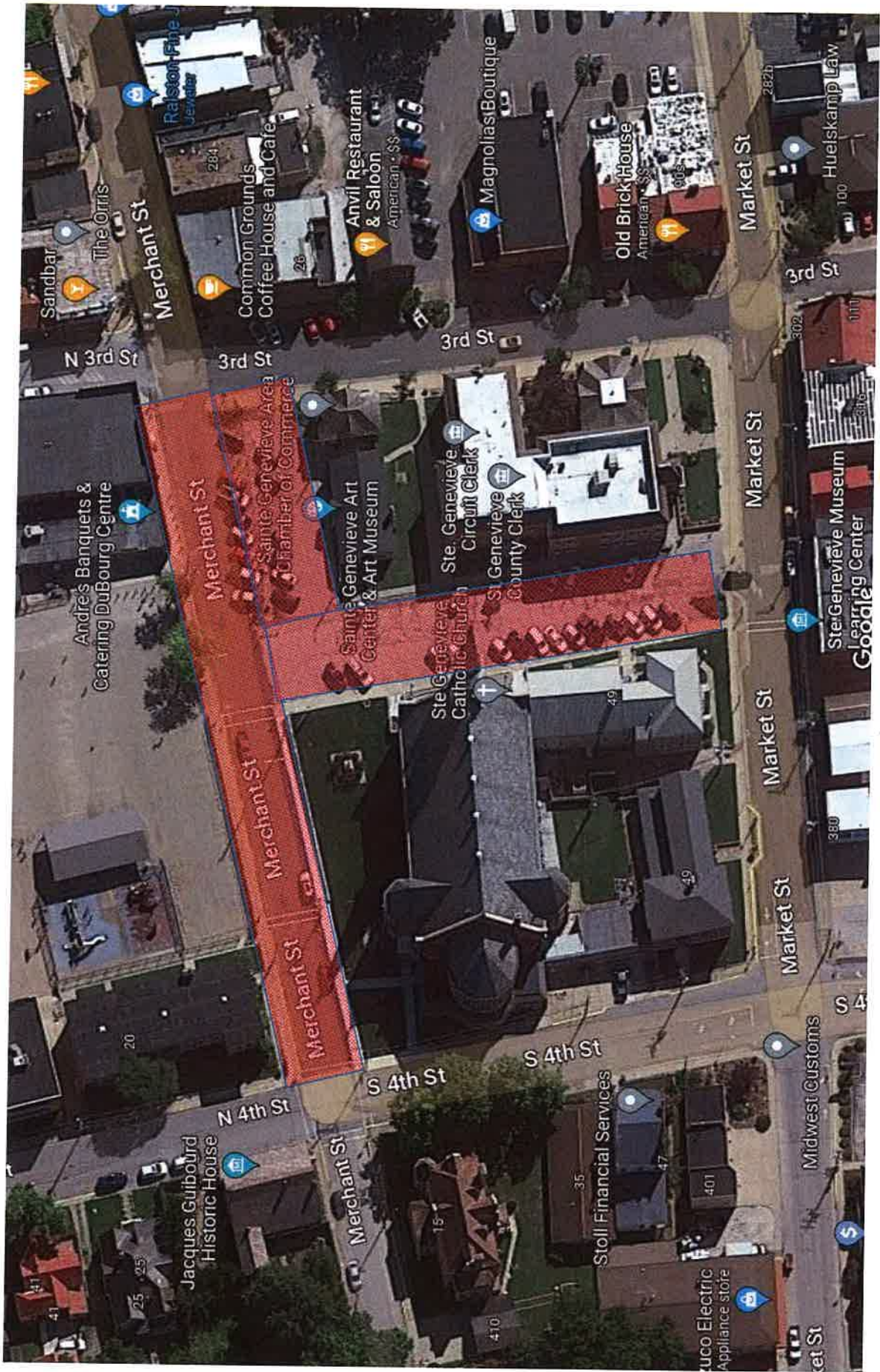
### Office Use Only

Council Approval Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Police Dept. Approval Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Street Dept. Approval Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Special Conditions \_\_\_\_\_



**RESOLUTION 2023 - 30**

**A RESOLUTION APPOINTING BILL HART TO THE STE. GENEVIEVE HERITAGE COMMISSION.**

**WHEREAS**, Mr. Bill Hart, 672 N. Fourth Street, has agreed to serve another term on the Ste. Genevieve Heritage Commission and his term will expire in February, 2026.

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to appoint Mr. Hart.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

Mr. Bill Hart, is hereby appointed to the Ste. Genevieve Heritage Commission this 27<sup>th</sup> day of April, 2023.

The Mayor shall make this appropriate appointment to the Ste. Genevieve Heritage Commission and that the City staff and officials are directed to take such actions as necessary to implement this Resolution.

**Done and approved this 27<sup>th</sup> day of April, 2023.**

Approved by:

\_\_\_\_\_  
Brian Keim, Mayor

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

Attest:

Reviewed by:

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

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

**RESOLUTION 2023 - 31**

**A RESOLUTION REAPPOINTING THOMAS HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.**

**WHEREAS**, Mr. Thomas Hooper, 185 S. Third Street, has agreed to serve another term on the Ste. Genevieve Heritage Commission and his term will expire in February 2026.

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to appoint Mr. Hooper.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

Mr. Thomas Hooper is hereby appointed to the Ste. Genevieve Heritage Commission this 27<sup>th</sup> day of April, 2023.

The Mayor shall make this appropriate appointment to the Ste. Genevieve Heritage Commission and that the City staff and officials are directed to take such actions as necessary to implement this Resolution.

**Done and approved this 27<sup>th</sup> day of April, 2023.**

Approved by:

\_\_\_\_\_  
Brian Keim, Mayor

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

Attest:

Reviewed by:

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

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

**RESOLUTION 2023 – 34**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AND EXECUTE A SERVICE AGREEMENT WITH FORWARD SLASH TECHNOLOGY, LLC TO PROVIDE ADDITIONAL CYBERSECURITY MEASURES.**

**WHEREAS**, the City has been working toward increasing the cybersecurity awareness and protection since 2021; and

**WHEREAS**, a Multi-factor authentication was put into place in 2022 to keep insurance costs down; and

**WHEREAS**, the next stage is to add employee education, policy adoption/revision, dark web scanning and other features to increase protection; and

**WHEREAS**, the board discussed the need for the additional cybersecurity measures at a work session on April 27, 2023; and

**WHEREAS**, the Board of Aldermen believe it is in the best interests of the City to enter in the attached services agreement (Exhibit “A”) with Forward Slash Technology, LLC a Missouri Corporation located at 13610 Barrett Office Drive, St. Louis Missouri to perform Cybersecurity Services and functions.

**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 of the City of Ste. Genevieve, Missouri hereby authorize and direct the Mayor to enter into the attached agreement (Exhibit “A”) with Forward Slash Technology, LLC of St. Louis, Missouri as incorporated herein by reference and made a part of this ordinance.

**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.**

VOTE

ALDERMAN GARY SMITH  
ALDERWOMAN KRISTI CLEGHORN  
ALDERMAN BOB DONOVAN  
ALDERMAN ERIC BENNETT  
ALDERMAN MIKE RANEY  
ALDERMAN JEFF EYDMANN  
ALDERMAN JOE PRINCE  
ALDERMAN JOE STEIGER

\_\_\_\_\_ AYES \_\_\_\_\_ NAYS \_\_\_\_\_ ABSENT

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

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

Attest:

Reviewed by:

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

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



**Staff Report**

May 11, 2023

To: Board of Aldermen  
From: Happy Welch  
Re: Cybersecurity Improvements



**Issue:**

We discussed the additional cybersecurity measures recommended by Forward Slash Technologies at our April 27 work session.

Cost for setting up all the aspects of the security services will be \$11, 838.46 and the monthly charge will be \$2,056.61.

**Recommendation:**

Approve the cybersecurity recommendations from Forward Slash with the setup cost and the first month's monthly charge to be allocated from ARPA cybersecurity funds.

a la carte Services				
QTY	Description	Per End Point/Per Month	Setup	MRC <sup>1</sup>
54	One-Source Security Services	\$19.95	\$1,077.30	\$1,077.33
1	.Gov Domain	\$499.00	\$499.00	\$10.75 (\$129.00 ARC <sup>2</sup> )
48	WSSS (Workstation Server Security Suite)	\$4.50	\$380.00	\$216.00
1	Vulnerability Scanning	\$499.00	\$2,500.00	\$499.00
1	Penetration Testing	\$300.00	\$2,500.00	\$300.00
1	IT Security Policies & Procedures	\$95.00	\$3,040.00	\$95.00
1	Email Phishing & Security Awareness Training	\$375.00	\$1,000.00	\$375.00
1	Dark Web Monitoring	\$200.00	\$300.00	\$200.00
35	Total Email Protection	\$14.59		\$510.65
		<b>Grand Total</b>	<b>\$11,296.30</b>	<b>\$3,283.70</b>

Total Security Bundle w/Email Security Services				
QTY	Description	Per End Point/Per Month	Setup	MRC <sup>1</sup>
54	One-Source Security Services	\$29.99	\$1,619.46	\$1,619.46
1	.Gov Domain	Included	\$499.00	\$0.00
111	Endpoint Detection & Response	Included	\$380.00	\$0.00
1	Vulnerability Scanning	Included	\$2,500.00	\$0.00
1	Penetration Testing	Included	\$2,500.00	\$0.00
1	IT Security Policies & Procedures	Included	\$3,040.00	\$0.00
1	Email Phishing & Security Awareness Training	Included	\$1,000.00	\$0.00
1	Dark Web Monitoring	Included	\$300.00	\$0.00
<b>35</b>	<b>Total Email Protection*</b>	<b>12.49</b>		<b>\$437.15*</b>
		<b>Grand Total</b>	<b>\$11,838.46</b>	<b>\$2,056.61</b>

\*This charge will replace the existing monthly reoccurring charge for Barracuda MSP – Essentials – Complete Edition + Sentinel (\$272.25).

1. Monthly Recurring Charges
2. Annual Recurring Charges

Security Projects				
QTY	Description	One-Time Setup	Per user / per device	Ext Price
TBD	Remote VPN Access	\$380.00	\$47.50	TBD
<b>Grand Total</b>				TBD

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on \_\_\_\_\_ . This proposal is offered as an all-inclusive turnkey solution and, unless noted otherwise, pricing is based on acceptance of both services and licenses. Any changes to this solution may result in additional costs. If not accepted within thirty (30) days, Forward Slash Technology reserves the right to withdraw this proposal. Should any adjustments to this proposal become necessary, Forward Slash Technology will draw up and present a "Change Order" to City of Ste Genevieve, for review and approval. Anything talked about, but not written herein, is not a part of this offer. The management of Forward Slash Technology reserves the right to make modifications to this offer. All orders and purchases are subject to the standard Terms and Conditions provided by Forward Slash Technology (attached) and credit approval.

**City of Ste Genevieve**

**Forward Slash Technology**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION 2023 – 35**

**A RESOLUTION BY THE BOARD OF ALDERMEN DECLARING SURPLUS  
PROPERTY**

**WHEREAS**, the public works department requests the Board of Aldermen to declare the items listed below surplus as they are no longer being utilized.

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

**SECTION 1:** The Board of Aldermen hereby declares the following surplus and that the City Administrator or his designee is hereby authorized and directed to take any such further action necessary for the sale/and or removal of the following items:

2007 John Deere 997 72” Cut O Turn  
2008 John Deere 1600 Turbo Series II Wide Mower  
24 HP Yard Tractor 48” Deck  
GILL Pulverizer

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

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 11<sup>th</sup> DAY OF MAY, 2023.**

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian Keim, Mayor

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

REVIEWED BY:

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

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

**RESOLUTION 2023-36**

**A RESOLUTION APPOINTING GERALD BAUMAN TO THE STE. GENEVIEVE  
PLANNING AND ZONING COMMISSION.**

**WHEREAS**, Mr. Gerald Bauman, 1213 Hollow Oak Court, has agreed to be appointed and serve the remainder of the existing three-year term of Amanda Hutchings on the Ste. Genevieve Planning and Zoning Commission that will expire in October, 2024.

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to appoint Mr. Bauman.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE.  
GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

Mr. Gerald Bauman is hereby appointed to the Ste. Genevieve Planning and Zoning Commission this 11<sup>th</sup> day of May, 2023.

The Mayor shall make this appropriate appointment to the Ste. Genevieve Planning and Zoning Commission and that the City staff and officials are directed to take such actions as necessary to implement this Resolution.

**Done and approved this 11<sup>th</sup> day of May, 2023**

Approved by:

\_\_\_\_\_  
Brian Keim, Mayor

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

Attest:

Reviewed by:

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

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

**RESOLUTION 2023 - 37**

**A RESOLUTION BY THE STE. GENEVIEVE BOARD OF ALDERMEN APPROVING THE PURCHASE OF TELEPHONE EQUIPMENT FOR CITY HALL AND THE POLICE DEPARTMENT AS PART OF THE CITY HALL/BOARDROOM REMODEL.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has determined that a remodel is needed for the city hall offices and board room meeting space; and

**WHEREAS**, ARPA funds allow for improvements for “modernization of cybersecurity, including hardware, software, and protection of critical infrastructure...”; and

**WHEREAS**, the City can show a loss in revenue to the general fund due to the public health emergency from COVID-19 in 2020; and

**WHEREAS**, the City engaged with Forward Slash Technology to provide IT Services and FST can provide a Mitel IP based phone system through Sourcewell Cooperative Purchasing to replace the aging digital phone system currently being used; and

**WHEREAS**, those funds have been earmarked by the Board of Aldermen along with other infrastructure improvements allowed by ARPA to be allocated by December 31<sup>st</sup>, 2024.

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

**SECTION 1.** The Board of Aldermen approve the purchase of equipment and installation (Exhibit “A”) from Forward Slash Technology of Ballwin, Missouri for a Mitel brand IP based phone system in a total amount of \$25,512.56.

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

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 11<sup>th</sup> DAY OF May, 2023.**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

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

SEAL

Reviewed by:

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

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



**Staff Report**

May 11, 2023

To: Board of Aldermen  
From: Happy Welch  
Re: City Hall/PD Phone System



**Issue:**

Part of the remodel for city hall is to install a new phone system for the PD and city hall/boardroom. The current digital system is 13 years old and at the end of life.

Working with our IT vendor, Forward Slash, we are able to utilize the Sourcewell Cooperative Purchasing Agreement (Sourcewell #022719-MBS) to purchase Mitel Voice over IP phones that have already gone through a bid process allowed per section 140.400 of the Purchasing Policy.

Forward Slash recommends an on-site system with an 11 channel PRI for our 13 office and 2 conference room phones. Lead time is 60 to 90 days, which would put us at the point we will be moving out.

This was presented to our City Hall Building Committee at the end of March and recommended for approval.

**Recommendation:**

Approve the Mitel phone system using ARPA funds dedicated for IT improvements at a cost of around \$25,512.56.

**MITEL VOIP PHONE  
SYSTEM PROPOSAL**



**DATE**

02/20/2023

Forward Slash Technology  
13610 Barrett Office Drive 9G  
Ballwin, MO 63021

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## CONFIDENTIALITY STATEMENT

This agreement establishes a good faith relationship between Forward Slash Technology (“FST”) and City of Ste Genevieve (“CoSG”) for the purposes of reviewing this document. This document is the intellectual property of FST. CoSG agrees that the information contained within this document is proprietary information and that it shall not disclose, reproduce in any format, or use any of the terms, data, or any other material contained herein outside of CoSG, or for any other purposes other than to evaluate this document. CoSG further agrees that upon any request by any third party to review or reproduce any or all the information contained herein, FST must be notified, and any subsequent release of material must be authorized by FST. This agreement does not limit CoSG, to use information contained within this document if it is obtained from another source without restriction. Any subsequent revisions, addendums, or amendments to this document shall be covered under the terms of this confidentiality agreement by reference.

## OVERVIEW

Currently, CoSG operates seven (7) physical offices. With the FST recommended network upgrades and this proposed phone system, CoSG will benefit through overall infrastructure interconnectivity, which includes lower monthly reoccurring telecommunications cost. Furthermore, CoSG's current phone system is digital and has reached end-of-life status. With no manufacture support, this raises security concerns, and it is highly recommended the phone system be replaced as soon as possible. Additionally, FST is offering CoSG **Sourcewell** pricing for all hardware and software associated with the proposal Mitel Phone System. By utilizing **Sourcewell**, CoSG has access to national buying power through cooperative purchasing. This keeps more tax dollars in the community while saving time and money during the procurement process.

## OUR RECOMMENDATIONS

### Mitel Phone System

Forward Slash Technology recommends City of Ste Genevieve deploy a MiVoice Business premise-based phone system to create a more efficient, cost-effective communications environment. A premise-based phone system will offer the most stability and control when it comes to call routing, call control, and user configuration. Additionally, with a premise-based phone system and CoSG's recent network upgrades, it will allow the city to utilize one (1) dedicated phone system to support all city locations (excluding tourism).

### Partial PRI Solution

The solution presented within this proposal will require adding a partial PRI. A partial PRI is a digital circuit that supports up to 11 simultaneous calls. On PRI you can have multiple numbers (Direct Inward Dials) that can each be directed to a specific device or message which offers guaranteed Quality of Service (QoS)

## MIVOICE BUSINESS OVERVIEW

FST recommends CoSG deploy Mitel's MiVoice Business system. Through MiVoice Business, CoSG will be able to create a more efficient, cost-effective communications environment. MiVoice Business is a fully customizable system, which can be expanded with a variety of additional features, through the procurement of additional licensing not included herein.

FST has highlighted features which would be a great benefit to CoSG and are included in the proposed system.

- **Dynamic Extension** allows a cell phone to ring in conjunction with or instead of a desk phone. People are now reachable at their office phone number, eliminating the need to give out personal cell or home numbers. This feature may be turned on and off remotely by dialing into the phone system or through the web portal.
- **Music on Hold** will allow the system of playing music or recorded announcements to waiting callers.
- **Direct Dial Numbers** allow special outside numbers to go direct to staff members or announcements.
- **System Scheduling** allows callers to reach different people at different times or days. For example, a menu choice for "After Hours Emergency" will find the person responsible each day.
- **Auto Attendant** allows the system to be configured with a separate backdoor number which is used by employees, friends, family or vendors. The backdoor number would be answered by an

auto attendant to reduce call volume to the live attendant, greatly increasing the level of service to callers.

- **Voicemail to Email** employees can choose to receive incoming new voicemail message in their CoSG email inbox.

## PHONES AND COMMUNICATIONS APPLIANCES

Mitel phones and appliances are designed to meet the needs of the individual user. From entry-level phones to touch-screen phones, each Mitel phone provides the high quality and feature richness for which Mitel is renowned.

### Mitel 6905 IP Phone



The Mitel 6905 IP Phone is the preferred phone for those who want basic communications functions packaged in a compact enterprise device. The 6905 features dual Ethernet ports, three programmable Personal Keys and a large 2.75" LCD display. The 6905's true HD handset and speakerphone provide remarkable wideband audio quality.

### Mitel 6920w IP Phone

The 6920w IP phone is flexible and delivers a high-quality communications experience. It features a 3.5-inch LCD screen with backlit display that showcases the intuitive user interface in high resolution to maximize productivity.

High quality full duplex speakerphone and advanced processing delivers exceptional sound for a superior voice experience. USB headset support and innovative analog headset ports allow you to find the fit for your office needs.



### Mitel 6930w IP Phone



The Mitel 6930w IP phone is designed from the ground up to provide an exceptional HD audio experience via its speech-optimized handset, full-duplex speakerphone, and support for Bluetooth, USB and analog headsets. Supporting today's high-speed networks through dual Gigabit Ethernet ports, this phone offers a 4.3-inch color backlit LCD display and HD wideband audio with advanced audio processing.

Programmable personal and context sensitive keys allow you to tailor the 6930w into the ideal desk phone. The optional voice optimized Bluetooth handset enables greater flexibility around your office where the handset is automatically charged via the deskphone.

### MiVoice 6940w IP Phone

The Mitel 6940w IP phone is designed for executives who demand an exceptional device that meets their demanding communication needs. It is designed from the ground up to provide an HD audio experience via its speech optimized cordless handset, full-duplex speakerphone, and support for both Bluetooth and USB headsets.

Has a 7-in color LCD display that is east to read and large enough to easily find out more about a caller. Eight programmable keys may be used for call appearances or speed dial numbers.



### MiVoice 6970 IP Phone



The 6970 IP Conference Phone designed to make meetings easier and more efficient. A large 7-inch (800x480 pixel) color touch screen grants excellent visibility to an intuitive user interface for quick navigation to essential meeting information and functions. Enjoy crystal clear audio with high-definition speakers.

Mitel's Hi-Q audio technology and 360° beam-forming microphones with Automatic Gain Control (AGC) allow far end conference participants to listen with ease to the active talker while background noise and side conversations are silenced. With the Mitel 6970 IP Conference Phone, your entire meeting experience will be effortless.

## SCOPE OF WORK

FST has assessed the needs and requests of City of Ste Genevieve and has developed the following proposal.

### Primary Responsibilities – Forward Slash Technology: Mitel Phone System

Forward Slash Technology has carefully designed a Mitel MiVoice Business Phone system to meet the needs of CoSG. Specifically, FST will provide the below services to CoSG.

- Procurement of
  - 1 – Mitel MiVoice Business phone system (w/ all necessary licenses and hardware)
  - 13 – Mitel 6920 IP phones
  - 2 – Mitel 6940 IP phones
- Phone System Configuration
  - Provide materials/templates to CoSG to assist with the planning process.
  - Conduct planning calls with CoSG for phone system configuration.
  - System programming
  - Call routing
  - Extension setup
- Phone System Installation of
  - One (1) Mitel MiVoice Business phone system
  - Sixteen (16) desktop phones
- Phone System Training
  - ~~Seven (7) user sessions (City Hall, PD, FD, Street Dept, Water, Maintenance, & Sewer)~~ <sup>5</sup>
  - Provide custom training materials.
- Project Management
- System testing
- Go Live (system cutover)
- Post Deployment Support (changes to call routing, keymaps, features changes, etc.)

### Client Responsibilities – City of Ste Genevieve

To ensure the success of our partnership, CoSG will need to participate by

- Assisting with information collection regarding users, extensions, phone numbers, etc., to build a call routing plan
- Providing access to facilities as required and mutually agreeable
- Providing access to systems and equipment as required and mutually agreeable

### Carrier Services and Third-Party Vendor Responsibilities

- Phone number porting with losing carrier
  - This process is carrier specific and FST is required to work within the losing carrier's schedule. Porting request typically take approximately 6 to 8 weeks for completion

### General Information

Any additional work requirements outside the scope of this proposal will be presented in the form of a change order and must be approved by CoSG prior to start of such work. No additional charges will be incurred without prior written approval from the client.

## INVESTMENT SUMMARY - PHONE

Premise Phone System Project Costs		
Quantity	Description	Cost
1	Phone System Hardware & Software (See attached quote for detailed hardware / software costs)	\$19,254.66
1	Phone System Labor (Initial Setup, Configuration, Deployment, Training, Go Live, Post Deployment Support)	\$6,270.00
	<b>Subtotal</b>	<b>\$25,524.66</b>
	<b>Tax</b>	<b>Exempt</b>
	<b>Shipping (TBD)</b>	
	<b>Total</b>	<b>\$25,524.66</b>

**100% of Phone System Hardware & Software is due upon contract signing > \$19,254.66**



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on \_\_\_\_\_ . This proposal is offered as an all-inclusive turnkey solution and, unless noted otherwise, pricing is based on acceptance of both services and licenses. Any changes to this solution may result in additional costs. If not accepted within thirty (30) days, Forward Slash Technology reserves the right to withdraw this proposal. Should any adjustments to this proposal become necessary, Forward Slash Technology will draw up and present a "Change Order" to City of Ste Genevieve, for review and approval. Anything talked about, but not written herein, is not a part of this offer. The management of Forward Slash Technology reserves the right to make modifications to this offer. All orders and purchases are subject to the standard Terms and Conditions provided by Forward Slash Technology (attached) and credit approval.

**City of Ste Genevieve**

**Forward Slash Technology**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Quotation

## Forward Slash Technology

13610 Barrett Office Drive  
Suite 9G  
Ballwin Missouri 63021  
Phone:314-403-1230

Date	Expiry Date	Quotation #
05/08/2023	06/08/2023	Quot12790

Quotation To:	Attention:
The City of Ste. Genevieve 165 S 4th St Ste Genevieve, Missouri 63670 UNITED STATES	Happy Welch 573-883-5400 hwelch@stegenevieve.org

Name	Item Type	Description	Quantity	Unit Price	Total
DUAL T1/E1 TRUNK MMC - SW	Product Item	DUAL T1/E1 TRUNK MMC	1.00	\$1,355.51	\$1,355.51
PWR CRD C13 10A 125V - NA Plug - SW	Product Item	PWR CRD C13 10A 125V - NA Plug	1.00	\$10.50	\$10.50
MXe III-L Controller - SW	Product Item	MXe III-L Controller	1.00	\$3,596.25	\$3,596.25
MiVoice Business License - Digital Link - SW	Product Item	MiVoice Business License - Digital Link	1.00	\$900.00	\$900.00
NPUM Record A Call - SW	Product Item	NPUM Record A Call	1.00	\$0.00	\$0.00
MiVoice Border Gateway Virtual - SW	Product Item	MiVoice Border Gateway Virtual	1.00	\$150.00	\$150.00
MiCClient Licnse - Peering Adv Server - SW	Product Item	MiCClient Licnse - Peering Adv Server	1.00	\$0.00	\$0.00
MiCClient Licnse - Federation Adv Server - SW	Product Item	MiCClient Licnse - Federation Adv Server	1.00	\$0.00	\$0.00
MiCollab Virtual Appliance - SW	Product Item	MiCollab Virtual Appliance	1.00	\$597.00	\$597.00
MiCollab NPUM MiVBus Mailbox Licensesx10 - SW	Product Item	MiCollab NPUM MiVBus Mailbox Licensesx10	1.00	\$210.00	\$210.00
MiVBus Enterprise SW for 3300 (no users) - SW	Product Item	MiVBus Enterprise SW for 3300 (no users)	1.00	\$897.00	\$897.00
UCCv4.0 STND User for MiVoice Bus x1 - SW	Product Item	UCCv4.0 STND User for MiVoice Bus x1	20.00	\$195.00	\$3,900.00
6970 IP Conference Phone - SW	Product Item	6970 IP Conference Phone	2.00	\$474.00	\$948.00
6920w IP Phone	Product Item	6920w IP Phone	11.00	\$243.00	\$2,673.00
6940w IP Phone - SW	Product Item	6940w IP Phone	2.00	\$411.00	\$822.00

## Quotation

3300 MXe III Controller SATA SSD	Product Item	3300 MXe III Controller SATA SSD	1.00	\$220.00	\$220.00
SWA Prem 5y MiVBus System - SW	Product Item	SWA Prem 5y MiVBus System	1.00	\$534.60	\$534.60
SWA Prem 5y MiV BG System - SW	Product Item	SWA Prem 5y MiV BG System	1.00	\$106.20	\$106.20
SWA Prem 5y MiCollab System - SW	Product Item	SWA Prem 5y MiCollab System	1.00	\$424.80	\$424.80
SWA Prem 5y MiCollab UM Mailbx - SW	Product Item	SWA Prem 5y MiCollab UM Mailbx	10.00	\$14.58	\$145.80
SWA Prem 5y UCC Std MiVB - SW	Product Item	SWA Prem 5y UCC Std MiVB	20.00	\$87.60	\$1,752.00
Labor/Project Management	Fixed Price Item	FST engineers to install new Mitel phone system. (see proposal document)	1.00	\$6,270.00	\$6,270.00

<b>Total:</b>	<b>\$25,512.66</b>
<b>Tax Value:</b>	<b>\$0.00</b>
<b>Grand Total :</b>	<b>\$25,512.66</b>

Summary:

Terms And Conditions:

\*\*\* THIS IS NOT AN INVOICE \*\*\*

\*\*\* SHIPPING IS NOT INCLUDED IN THIS QUOTATION \*\*\*

\*\*\* Please be advised, due to global supply chain issues related to Covid 19 and the current lack of hardware availability, FST prices can only be guaranteed for 24 hours from the date of this quote. \*\*\*

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**FORM E**  
**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 022719-MBS

Proposer's full legal name: Mitel Business Systems, Inc.

**Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.**

The effective date of the Contract will be April 11, 2019 and will expire on April 11, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

DocuSigned by:  
Jeremy Schwartz  
CDFD2A13W095489  
SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

DocuSigned by:  
Chad Coquette  
7E42B8F817A84CC  
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on April 8, 2019

Sourcewell Contract # 022719-MBS

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name MITEL BUSINESS SYSTEMS INC

Authorized Signatory's Title Senior Vice President, Sales Americas

Lou McElwain  
VENDOR AUTHORIZED SIGNATURE

Lou McElwain  
(NAME PRINTED OR TYPED)

Executed on 4/9, 2019

Sourcewell Contract # 022719-MBS

**BILL NO. 4555**

**ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE CITY TREASURER TO WRITE OFF UNCOLLECTIBLES FROM THE WATER/WASTEWATER ACCOUNTS OF THE CITY OF STE. GENEVIEVE, MISSOURI.**

**WHEREAS**, City Staff has reviewed the utility accounts receivable to determine accounts that are doubtful for collections; and

**WHEREAS**, on the advice of the City’s Independent Auditor after their review of these accounts; and

**WHEREAS**, Removing the outstanding doubtful utility accounts will not release the account holder from responsibility to pay their outstanding balance, which will continue to be pursued through the process of acquiring new service through the City.

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

**SECTION 1.** That the delinquent accounts described in Exhibit “A” be declared uncollectible and be written off from the active subsidiary ledger.

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

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

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

**DATE OF FIRST READING:** April 27, 2023

**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**  
**Alderman Gary Smith**  
**Alderman Bob Donovan**  
**Alderman Eric Bennett**  
**Alderman Jeff Eydmann**  
**Alderman Joe Steiger**  
**Alderman Joe Prince**  
**Alderman Mike Raney**

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\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Absent**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

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

SEAL

Reviewed by:

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

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

WATER BILLS TO BE WRITTEN OFF RECEIVABLES

NAME	ADDRESS	AMOUNT
Bethany Chase	307 Robert Street	\$ 18.62
Martin Macklin	554 Laporte Street	\$ 51.86
Richard Klein	443 Oak Drive	\$ 19.43
Mary Macklin	686 Market Street	\$ 84.22
Quincy "Jay" Gadberry	399 Roberts	<u>\$ 35.20</u>
		\$ 209.33



**BILL NO. 4556**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE MAYOR TO SIGN A DEED DEDICATING A PORTION OF DIVISION STREET TO THE CITY OF STE. GENEVIEVE.**

**WHEREAS**, the City of Ste. Genevieve currently maintains Division Street from Main Street traveling in an easterly direction; and

**WHEREAS**, Ste. Genevieve Joint Levy Commission and the City of Ste. Genevieve desire to have Division Street to be accepted as a public roadway of the City of Ste. Genevieve; and

**WHEREAS**, the Board of Alderpersons of the City of Ste. Genevieve has deemed it in the best interest of the people of the City of Ste. Genevieve and for improving public safety to accept the grant of Division Street and dedicate it as a public roadway within the City of Ste. Genevieve to be maintained generally in its present condition subject to available funds and appropriations of the City of Ste. Genevieve.

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

**SECTION 1.** The City of Ste. Genevieve accepts and approves the conveyance of property from the Ste. Genevieve Joint Levy Commission, which consists of an extension of Division Street within the city limits of the City of Ste. Genevieve and shall be maintained as such by the City of Ste. Genevieve, subject to annual appropriations and the discretion of the Board of Alderpersons of the City of Ste. Genevieve.

**SECTION 2.** The City of Ste. Genevieve authorizes the Mayor of the City of Ste. Genevieve to execute any deeds or other documents to be recorded with the Ste. Genevieve County Recorder of Deeds Office accepting and establishing the dedication of a public road of Division Street within the city limits of the City of Ste. Genevieve.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its date of passage.

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

**SECTION 5. 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:** April 27, 2023.

**DATE OF SECOND READING:** \_\_\_\_\_.

PASSED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2023 BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

ALDERWOMAN KRISTI CLEGHORN  
ALDERMAN GARY SMITH  
ALDERMAN ERIC BENNETT  
ALDERMAN BOB DONOVAN  
ALDERMAN JEFF EYDMANN  
ALDERMAN MIKE RANEY  
ALDERMAN JOE PRINCE  
ALDERMAN JOE STEIGER

\_\_ YES \_\_ NO \_\_ ABSENT

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian Keim, Mayor

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

REVIEWED BY:

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

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