

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – SEPTEMBER 12, 2024**  
**CITY HALL - 165 S. FOURTH STREET**  
**6:00 P.M.**

**CALL TO ORDER.**

**PLEDGE OF ALLIGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Kenny Steiger – Fire Chief
- Aaron Smith – Tourism Director
- David Bova – Assistant City Administrator

**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 – August 22, 2024
- Minutes – Board of Aldermen – Work Session – August 22, 2024
- Minutes – Board of Aldermen – Closed Session – August 22, 2024
- **RESOLUTION 2024 – 40.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE MISSOURI REVISING THE FUND BALANCE POLICY OF THE CITY.

**OLD BUSINESS.**

McLiney & Company – Lease/Purchase Financing (The tentative agenda for this meeting also includes an optional vote to close this part of the meeting pursuant to Section 610.021(12) (Sealed bids and related documents, sealed proposals)

**BILL NO. 4629.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS. **2<sup>ND</sup> READING.**

**BILL NO. 4630.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW. **2<sup>ND</sup> READING.**

**NEW BUSINESS.**

**RESOLUTION 2024 – 42.** A RESOLUTION APPOINTING AD-HOC (NON-VOTING) REPRESENTATIVES TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

**BILL NO. 4631.** AN ORDINANCE APPROVING A MEMORANDUM OF AGREEMENT WITH ALLIANCE WATER RESOURCES, INC., A MISSOURI CORPORATION TO MODIFY THE INITIAL PROFESSIONAL SERVICE AGREEMENT DATED AUGUST 12, 2010. **1<sup>ST</sup> READING.**

**BILL NO. 4632.** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE COMMUNITY ACCESS TELEVISION BOARD (CHANNEL 990/991). **1<sup>ST</sup> READING.**

**BILL NO. 4633.** AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AND EXECUTE A MASTER SERVICES AGREEMENT WITH APPTEGY, INC. OF LITTLE ROCK ARKANSAS TO DEVELOP AND HOST THE CITY GOVERNMENT WEBSITE. **1<sup>ST</sup> READING.**

**BILL NO. 4634.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE MISSOURI AUTHORIZING THE MAYOR TO SIGN A DECLARATION OF DEED RESTRICTION FOR PROPERTY LOCATED IN PERE MARQUETTE PARK. **1<sup>ST</sup> & 2<sup>ND</sup> READING.**

**BILL NO. 4635.** AN ORDINANCE AUTHORIZING THE CITY OF STE. GENEVIEVE TO ACCEPT THE PROPOSAL OF CARL BROWN OF GETTINGGREATRATES.COM FOR A RATE ANALYSIS FOR THE WATER AND SEWER FUNDS. **1<sup>ST</sup> READING.**

**BILL NO. 4636.** AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FOR THE FISCAL YEAR 2024 BUDGET RELATING TO VARIOUS REVENUE AND EXPENDITURE INCREASES. **1<sup>ST</sup> READING.**

**BILL NO. 4637.** AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2025 AND APPROVING AN EFFECTIVE DATE. **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:** *Pam Meyer*  
*September 9, 2024*

## CITY ADMINISTRATOR REPORT

September 12, 2024

1. We met with Cochran Engineering last week to go over scheduling for the road construction engineering and developing plans for the proposed subdivision. That puts me 2 to 4 weeks behind my original milestone schedule. The lease/purchase loan for the water/sewer installation should be ready by the end of the week and the Preliminary Official Statement (POS) for the bond issue will be ready in October with closing on the bond sale in January.
2. The restroom building at Pere Marquette Park is to be delivered this week and then we will work on the water/sewer/electric installations.
3. I will be out of the office at the Missouri Municipal League Conference Monday 9/16 through Wednesday 9/18, but I'll be reachable by phone if you need me.
4. The dual charge EV station is up and running at Main St. Park. It is on the ChargePoint network.
5. We now have a water/sewer alternative payment processor that doesn't charge for eCheck/ACH payments. We signed up with Doxo who provides the free ACH payment option along with options for those who want to pay by phone and by credit card. This processor is in addition to the credit card and eCheck option that we have through FrontDesk.

# 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: **August 2024**

### Calls for Assistance:

- SGFD responded to **21** emergency calls in **August**.
- The total for this year is **179** calls, **down 7** calls from last year.

### Staffing:

- SGFD roster is down **4**. **Roster currently at 25 of 29**.
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if interested
- Have a new volunteer application in hand and working on background and reference checks. Past everything, waiting for him to move to Ste Gen.
- **Signed up a new person Wednesday night**

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

- **Monthly Training was City water supply and hydrant hook ups**
- **Preplans O’Riely’s, Save A Lot, Dollar General**

### Meetings Attended

Bi County Chiefs Meeting – **Attended**  
City Council Meeting x3 – **Attended**  
Ozark Fire Assoc. Meeting – **Attended**  
County Chiefs Meeting - **Attended**

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

- Nothing to report

### Apparatus & Equipment Maintenance:

- 7143 our 2006 pumper had a cracked turbo elbow. **Repaired**
- **7141 our 1993 pumper has an air leak on the pump transfer case. Sentinel should have it repaired in the next two weeks.**

### Fire Radio

- St Francis County 911 radio survey – Radio improvements project moving forward with 2025 anticipated completion. New radio towers are being installed.
- BI County AFG grant for all new handheld radios submitted. Will probably be 2-3 months before we know anything. Nothing to report.

Grants

**DPS**

**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. Grant has been submitted for approximately \$72,000.

Grant has been approved. **Radios are in and being programed, repeaters will need to be installed in trucks. Hopefully finished in September**

**2024 DPS Grant**

Have started the application for no match required grant for truck intercom systems. This is the same grant that we received all of the radio upgrades from. Application is due June 14<sup>th</sup>. Submitted **Not funded this year**

**ARP Grant**

**2024**

I will be applying for all new fire hoses and 8 sets of turnout gear in this year's grant request. This is a 50% match which can be in the form of money or "in kind match". We have budgeted for 4 sets of turnout gear and replacement of our 4-inch large diameter hose. If I write these into the grant, the purchases we were planning to make can be used as our match and would only require additional funding of approximately \$6,000.00 that would be available from the rural fire fund. Grant has been submitted. **Turnout gear on order. Hose roller in and being used. working on specs for hose. Should be able to bring for board's approval in October.**

County Firefighters Assn.:

- Nothing to report

Misc.

Nothing to report

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

SGPS Early Childhood Center

2- Mississippi Lime Company

Le Techniques Salon

Installed

**HR Block**

Approved

**SGPS Elementary Building**



## Community Development September 2024 Staff Report

8/6/24 – 9/6/24

### *Historic Preservation – Heritage Commission*

- Next meeting – 9/16
- No meeting in August
- 2024 HP grant application – mobile app walking tour – recommended for funding

### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 18
- Building Permits Issued 68 (66 roof permits)
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 0
- Sidewalks – 2<sup>nd</sup> notice mailed out 7/10 – 8 completed repairs; 3 on track to complete
- Building Code – have begun process to adopt 2021 codes

### *Comprehensive Plan Update*

- Plan now adopted and recorded
- Comp plan committee being established

### *Planning & Zoning*

- No Sep meeting
- Next meeting – 10/3

### *City / County Info*

- Assistance with Tourism / EcDev 2024 – Provided 5k in '23, discussion of poss. adding lodging tax to 2024 ballot – ballot language not submitted – looking at April 2025 election / discussion of forming a CVB type organization with County & Chamber / County partnered with City for Parkland REDI membership
- Progress Parkway property – county provided assistance to IDC for infrastructure
- FLAP Grant (N 4<sup>th</sup> Street bridge) – remains on track for 2025 / cost has risen to approximately 950k (originally 750k) now & county has asked for assistance from city
- TAP Grant (Hwy 61 sidewalk) – County app. approved – on track for 2026
- 911 Tax – Board formed (includes City officer) – payments from City & Amb. Dist. to continue until new infrastructure installed and paid; potentially 4 – 5 years (2027-28)
- EV Charging – County is not assisting
- Improvements to Ferry Landing – USCOE will not require permits and have given permission to move forward; MLC has responded they have no issue with the project. UP has

now given initial approval to move forward also. Drafting MOU for UP & MLC – UP has declined MOU and will draft their own (still awaiting).

***Board of Adjustment***

- Nothing new to report

***Floodplain Management***

- Current long range forecasts show 27% chance of Minor Flooding in Sep-Oct-Nov.
- Current long range forecasts also show 13% chance of moderate flooding in Sep-Oct-Nov.
- Current river stage (9/6) is 6.70'; expected to fall to 6' by end of next week.
- Ferry is currently operating but only Fri – Sun.

***Property Maintenance***

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 7
- Code Violation Issues 2
- Sidewalk Issues 1
- 58 S Main – owner has contracted and presented paid contract on 5/13
- 42 S Main – special tax bills were paid in full 9/3-will continue to monitor



**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY – AUGUST 22, 2024  
CITY HALL - 165 S. FOURTH STREET**

**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	
Alderman Amie Dobbs	Alderman Eric Bennett
Alderman Bob Donovan	Alderman Joe Prince
Alderman Jeff Eydmann	Alderman Mike Raney
Alderman Patrick Fahey	Alderman Joe Steiger

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** None.

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

**STAFF REPORTS.**

Steve Wilson – Alliance Water. Erica Bogenphol was available with Alliance to answer any questions. (See Attached Report)

Jasen Crump – Police Chief. (See Attached Report)

**PUBLIC COMMENTS.** Mr. Teddy Ross, 1145 Valle Spring Trail addressed the Mayor and Board regarding when plans will be available for the public to view on how the funds from Proposition S will be put to use. Mr. Ross also asked a few questions regarding the Bill on the agenda with MODOT for public improvements and his safety concern with the pedestrian crosswalk on Highway M and Progress Parkway.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Meeting – August 8, 2024
- Minutes – Board of Aldermen – Work Session – August 8, 2024
- Minutes – Board of Aldermen – Work Session – August 8, 2024 (Closed Session)
- Minutes – Board of Aldermen – Budget Work Session – August 15, 2024

- Treasurer's Report – July - 2024
- **STREET CLOSURE REQUEST** – Downtown Ste. Genevieve is requesting a street closure for the Pecanapalooza Street festival on Saturday, November 2, 2024 from 6 a.m. to 6 p.m.
- **RESOLUTION 2024 – 39. A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE INFORMATION TECHNOLOGY SECURITY POLICIES MANUAL.**

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

**PUBLIC HEARING.**

Mayor Keim opened a public hearing at 6:14 p.m. to give citizens an opportunity to comment on the property tax rates proposed to be set by the City of Ste. Genevieve. The tax rates shall be set to produce revenues which the budget for the fiscal year 2025 shows to be required from the property tax. With no further questions Mayor Keim closed the public hearing at 6:16 p.m.

**OLD BUSINESS.**

**BILL NO. 4627. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION TRANSPORTATION ENHANCEMENTS FUNDS PROGRAM AGREEMENT FOR PUBLIC IMPROVEMENTS ALONG SOUTH FOURTH STREET (HWY 32) TAP – 9901(879). 2<sup>nd</sup> READING.** A motion by Alderman Eydmann, second by Alderman Prince, Bill No. 4627 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Amie Dobbs, Alderman Joe Steiger, Alderman Patrick Fahey, Alderman Bob Donovan, Alderman Joe Prince, Alderman Eric Bennett, Alderman Jeff Eydmann, and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4627 was declared Ordinance No. 4548 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS.**

**APPROVAL OF THE CERTIFICATION OF ELECTION RESULTS FROM THE AUGUST 6, 2024 PRIMARY ELECTION.**

**BILL NO. 4628. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE LEVYING A TAX ON THE RESIDENTS OF THE CITY FOR THE YEAR 2024. 1<sup>st</sup> & 2<sup>nd</sup> READING.** A motion by Alderman Raney, second by Alderman Donovan, Bill No. 4628 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen. A motion by Alderman Raney, second by Alderman Donovan, to proceed with the second reading of Bill No. 4628. Motion carried 8-0. A motion by Alderman Donovan, second by Alderman Eydmann. Bill No. 4628 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Amie Dobbs, Alderman Joe Steiger, Alderman Patrick Fahey, Alderman Bob Donovan, Alderman Joe Prince, Alderman Eric Bennett, Alderman Jeff Eydmann, and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4628 was declared Ordinance No. 4549 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4629. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS. 1<sup>st</sup> READING.** A motion by Alderman Bennett, second by Alderman Prince, Bill No. 4629 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. 4630. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI AMENDING THE PERSONNEL MANUAL AS SET FORTH BELOW. 1<sup>st</sup> READING.**

A motion by Alderman Bennett, second by Alderman Raney, Bill No. 4630 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**OTHER BUSINESS.** None.

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** None.

**EXECUTIVE/CLOSED SESSION.** A motion by Alderman Eydmann, second by Alderman Raney to enter closed session to discuss litigation matters as authorized by Section 610.021(1), RSMo and real estate as authorized by Section 610.021(2), RSMo. Motion carried 8-0- with the following roll call vote: Ayes: Alderwoman Amie Dobbs, Alderman Joe Steiger, Alderman Patrick Fahey, Alderman Bob Donovan, Alderman Joe Prince, Alderman Eric Bennett, Alderman Jeff Eydmann, and Alderman Mike Raney. Nays: None. 6:22 p.m.

**ADJOURNMENT.** With no further business Mayor Keim adjourned the meeting at 6:41 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk'**

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
THURSDAY – AUGUST 22, 2024**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 6:42 p.m. with the following members present:

Mayor Brian Keim

Alderman Amie Dobbs

Alderman Jeff Eydmann

Alderman Bob Donovan

Alderman Patrick Fahey

Alderman Joe Steiger

Alderman Mike Raney

Alderman Eric Bennett

Alderman Joe Steiger

A motion was made by Alderman Eydmann, second by Alderman Donovan to approve the work session agenda as presented. Motin carried 8-0.

**BUSINESS ITEMS:**

**BUDGET.**

Happy presented the budget for review with all the changes that the Board recommended at the last budget meeting.

The Chamber President, Bethany Thomure addressed the Mayor and Board of Aldermen explaining how the Chamber uses the \$6,000 that the City allocates to them every year.

Randy Ruzika, Presiding Commissioner addressed the Mayor and Board of Aldermen to inform them that the anticipated cost for the replacement of the fourth street bridge has increased and the County may ask for funding in the future to help with the additional/rising costs. They do have a FLAP grant for the replacement but at this time it looks like the cost is going to exceed the amount of the grant.

**ANY OTHER BUSINESS.** None.

**ADJOURNMENT.** With no further business Mayor Brian Keim adjourned the work session at 7:08 p.m.

Respectfully submitted by,

---

Pam Meyer  
City Clerk

**RESOLUTION 2024 - 40**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE MISSOURI REVISING THE FUND BALANCE POLICY OF THE CITY.**

**WHEREAS**, with the recommendation of the City Auditor's to have policies and procedures in place for the City of Ste. Genevieve ("City"), the Board of Aldermen ("Board") adopted policies and procedures in August, 2020; and

**WHEREAS**, the City Administrator recommends changes to the Fund Balance Policy due to a restricted budget for FY2025; and

**WHEREAS**, the Board wishes to amend the policy back to the 50% minimum by the FY2028 budget adoption, if not before; and

**WHEREAS**, the Board will accept and approve the changes as attached.

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

**Section 1.** The Board of Aldermen hereby approves the amended Fund Balance Policy as attached as Exhibit "A" and will revisit this policy change each budget year until amended back.

**Section 2.** That this resolution shall become effective immediately upon its passage and approval.

**PASSED AND APPROVED BY THE STE. GENEVIEVE BOARD OF ALDERMEN THIS 12<sup>TH</sup> DAY OF SEPTEMBER 2024.**

Approved by:

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

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

Attest:

Reviewed by:

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

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

# CITY OF STE. GENEVIEVE

## FUND BALANCE POLICY

September 2024

### BACKGROUND

One of the key attributes of a financially stable organization is appropriate reserves. Adequate reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agency actions that may result in revenue reductions, and address unexpected emergencies, such as natural disasters, catastrophic events caused by human activity, or excessive liabilities or legal judgments against the organization. In concert with the City's other financial policies, the City's Reserve Policy serves as an important tool to guide the use of City resources in meeting the City's financial commitments and provides a framework for addressing unexpected future events in a fiscally prudent manner.

### PURPOSE

The City of Ste. Genevieve has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

### DEFINITIONS

**Fund balance** -- The excess of assets over liabilities in a governmental fund.

**Nonspendable fund balance** -- Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the principle of an endowment fund).

**Restricted fund balance** -- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

**Committed fund balance** -- Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

**Assigned fund balance** -- Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

**Unassigned fund balance** -- Amounts that are available for any purpose; these amounts are reported only in the General Fund.

## **POLICY STATEMENT**

The General Fund is the main operating fund that pays for general services provided by the City, such as public safety, parks, building/fire inspection, and street maintenance. The General Fund accounts for all general revenues of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of the City's general services.

General Fund Reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by City Council policy for an intended purpose and are available for use per City Council direction.

The target is to maintain an unrestricted fund balance of not less than 40% of annual operating expenditures for the fiscal year.

The City's basic goal is to maintain annual expenditure increases at a 3% growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The decision to retain an unrestricted fund balance of not less than 40% of operating expenditures stems from the following:

- This amount provides adequate funding to cover approximately four (4) months of operating expenses.
- This amount provides the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
- This amount provides the liquidity to respond to contingent liabilities.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted fund balance to be maintained should be no less than either two (2) months of regular operating revenues or expenditures.

Beginning in 2021, unassigned fund balance shall be any remaining amounts.

This policy may be amended from time to time per the City Council.

In addition, the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions require that the City categorize fund balances according to the following components:

- a. Non-spendable (inherently non-spendable but may be reclassified)
- b. Restricted (externally enforceable limitations on use)
- c. Committed (self-imposed limitations on use)
- d. Assigned (limitation resulting from intended use)
- e. Unassigned (residual net resources)

Spending will be from the most restrictive (non-spendable) to least restrictive (unassigned).



# **CITY OF STE. GENEVIEVE FUND BALANCE POLICY**

**September 2024**

## **CONCLUSION:**

Maintaining, regularly updating, and adhering to an appropriately constructed reserve policy is a good business practice recognized by the Government Finance Officers Association, and is among the factors considered by credit rating agencies and the investment community when assessing the credit-worthiness of an organization. The City recognizes that the Reserve Policy is a cornerstone of the organization's fiscal health. As such, a biennial review of the Reserve Policy will be performed and any changes to the Reserve Policy will be brought forward for City Council consideration and approval.

## Staff Report

September 12, 2024

To: Board of Aldermen  
From: Happy Welch  
Re: Purchase of Crack Sealer



### **Issue:**

The Board discussed getting a crack seal machine in FY2023 but time ran out in that budget year. Alliance has contacted other jurisdictions with street departments and getting recommendations and the Crafcro brand has been the one most highly recommended.

We have funding left in the street department line item 21-21-8045 for Equipment, and this is a Sourcewell cooperative purchasing item which does not require specific bids. We had a demonstration Wednesday, September 4, and this machine will fit our needs.

### **Recommendation:**

Staff recommends approval to purchase the Crafcro Supershot 125D Crack Sealing Melter Quote BBBQ67764 for \$68,226.40.

**RESOLUTION 2024 - 41**

**A RESOLUTION APPROVING THE PURCHASE OF A CRACK SEAL MACHINE FROM CRAFCO, INC. FOR SIXTY-EIGHT THOUSAND TWO HUNDRED TWENTY-SIX DOLLARS AND FORTY CENTS THROUGH THE SOURCEWELL COOPERATIVE PURCHASING AGREEMENT. (\$68,226.40)**

**WHEREAS**, Alliance Water Resources acting on behalf of the City of Ste. Genevieve (“City”) and City staff have identified a need to purchase a street/road crack seal machine to extend the life of city streets; and

**WHEREAS**, the FY2024 street budget line item 21-21-8045 has sufficient funding for the cost of the machine; and

**WHEREAS**, this is a Sourcewell cooperative purchasing item; and

**WHEREAS**, staff is recommending the approval to purchase the Crafcoc Supershot 125D Crack Sealing Melter (Quote BBBQ6776) in the amount of \$68,226.40; and

**WHEREAS**, the Board of Aldermen believe this equipment purchase is necessary for Alliance Water Resources to properly perform city services and believe it to be in the best interest of the City.

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

**SECTION 1.** The purchase of a Supershot 125 Crack Seal Melter from Crafcoc, Inc. of Bridgeton, MO is hereby accepted by the Ste. Genevieve Board of Aldermen at a total cost of sixty-eight thousand two hundred twenty-six dollars and forty cents. (\$68,226.40)

**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 12<sup>th</sup> DAY OF SEPTEMBER, 2024.**

Signatures on the next page

Approved as to form:

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

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

SEAL

Reviewed by:

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

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



**SOURCEWELL CONTRACT**  
#080521-CFC

BBBQ67764

6165 W. Detroit St.  
Chandler, AZ 85226  
(602) 276-0406 (800) 528-8242  
FAX: (480) 940-0313

**Date Quoted** 8/27/2024  
**Expiration Date** 9/26/2024

**Quote To:** Account Code: 2038346 **Ship To:** Account Code: 2038346

**CITY OF STE. GENEVIEVE MO**

CITY OF STE. GENEVIEVE MO

**Corey Litterst**

590 MARKET STREET  
STE. GENEVIEVE, MO 63670  
US

590 MARKET STREET  
STE. GENEVIEVE, MO 63670  
US

**Phone:** 573-880-1011

**Fax:** Corey Litterst

**Email:** clitterst@alliancewater.com 573-880-1011 clitterst@alliancewater.com

**Project Title:** City of Sainte Genevieve Sourcewell Quote - Supershot 125D Crack Sealing Melter

**Start Date:** **Ship Via:** Truck/Common Carrier  
**Effective Dates:** 8/28/2024 TO 9/26/2024 **Sales Group:** SRC- SOURCEWELL  
**Terms:** NET 30 **Quoted By:** Dave Kasprzyk  
**F.O.B.:** DLB- Delivered, Buyer Paying **Sales Office:** 256- Dave Kasprzyk

**Estimated Time to Ship After Receipt of Order:** Quoted at time of order

**Customer:** CITY OF STE. GENEVIEVE MO **Quote Number:** BBBQ67764  
**Project Title:** City of Sainte Genevieve Sourcewell Quote - Supershot **Date:** 08-27-24

**SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER**

Part #	Description	Unit	Qty.	Contract Price	Ext. Price
43600-SRC	SUPERSHOT 125 DIESEL	EA	1	\$63,450.0000	\$63,450.0000
20014-SRC	3" PINTLE HITCH	EA	1	\$126.4000	\$126.4000
20120-SRC	18" HITCH EXTENSION	EA	1	\$524.0000	\$524.0000
24095K-SRC	STROBE LIGHT KIT INSTALLED	EA	1	\$312.0000	\$312.0000
24190K-SRC	OVERNIGHT HEATER 110V W/ US PLUG	EA	1	\$352.0000	\$352.0000
26058-SRC	10# FIRE EXTINGUISHER (MUST ORDER 26059 TO MOUNT)	EA	1	\$236.0000	\$236.0000
26059-SRC	FIRE EXTINGUISHER BRACKET	EA	1	\$84.0000	\$84.0000
26119-SRC	3/8" SAFETY HOOK W/ LATCH (2 REQUIRED)	EA	2	\$58.0000	\$116.0000
45535-SRC	ENGINE COVER	EA	1	\$1,276.0000	\$1,276.0000
FREIGHT	FREIGHT	ea	1	\$1,750.0000	\$1,750.0000

**Sales Tax** \$0.00  
**Shipping** \$0.00  
**Contract Total** \$68,226.4000

**COMMENTS:**

Thank you for the opportunity to serve you!  
Price is for a new Supershot 125 Melter with common options.  
Please call to discuss when convenient.



<b>Customer:</b>	<b>CITY OF STE. GENEVIEVE MO</b>	Quote Number	BBBQ67764
<b>Project Title:</b>	<b>City of Sainte Genevive Sourcewell Quote - Supershot</b>	Date	08-27-24

**SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER**

Part #	Description	Unit	Qty.	Contract Price	Ext. Price
--------	-------------	------	------	----------------	------------

This is a Sourcewell contract price.

**NOTE:**

**WARNING:**

Products on this quote may be labeled in accordance with California Proposition 65.

For Terms and Conditions of purchases go to: <https://crafco.com/Terms-of-Sale.pdf> <https://crafco.com/Terms.pdf>

Quantities may be limited at CrafcO's discretion.

Pricing and availability are subject to change without notice.

Pricing does not include applicable taxes. Tax exemption forms must be on file prior to invoicing. Unpaid sales tax will be reported to State and Local tax authorities. Extension is net after terms.

**FOB DEFINITIONS:**

PPA- Delivered; freight included.

PPD- Delivered; freight separate.

**Pavement Preservation Products Restocking Policy**

**RETURN POLICY**

Crafco will only accept the return of products that have been authorized in writing in advance, and proof of purchase is required. Not all purchases are returnable. This is a Return Policy for non-warranty claims. Refer to the product data sheet for information about warranty and claims for warranty reimbursement.

All returns are subject to restocking fees.

All products returned must be in the original packaging and be in good and salable condition.

Crafco reserves the right to charge repackaging fees in addition to restocking fees.

The customer is responsible for all shipping costs of returned products.

Request information on the acceptability for returns for any specific product when ordering.

**Nonreturnable Products**

Not all products are returnable. Products that have a shelf life or are considered made to order, or special order may not be returned.

No used parts may be returned and any part or product that is non-standard or obsolete is not returnable.

Product	Return Status
Athletic Surfacing Products, Cure & Commercial Liquids, Equipment, Geocomposites, Paint, Sealcoat, and Silicone	Non-Returnable

**Restocking Fees**

All returnable products have a restocking fee if returned.

Product	Restocking Fee
Parts	15% of part purchase price
All Other Products	25% of product purchase price

**How to Return an Item**

1. To obtain authorization contact your customer service representative.
2. A written authorization will be faxed or emailed to you.
3. A copy of the Return Authorization must accompany the material being returned.

**AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.**

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

**Section 1 - Declaration of Policy**

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.

**Section 2 - Conflicts of Interest**

- All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- Any member of the governing body of a political subdivision who has a “substantial or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial personal or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of:
  1. 10% or more of any business entity; or
  2. An interest having a value of \$10,000 or more; or
  3. The receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

**Section 3 - Disclosure Reports**

Each elected official, candidate for elective office, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following information by

May 1, or the appropriate deadline as referenced in Section 105.487 RSMo, if any such transactions occurred during the previous calendar year:

1. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
2. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
3. The chief administrative officer, chief purchasing officer, and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:
  - a) The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
  - b) The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;
  - c) The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.



#### **Section 4 – Filing of Reports**

A. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:

- Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
- Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;
- Every candidate required to file a personal financial disclosure statement shall file no later than fourteen days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve months prior to the closing date of filing for candidacy.

B. Financial disclosure reports giving the financial information required in Section 3 of this ordinance shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

#### **Section 5 – Filing of Ordinance**

A certified copy of the ordinance (order/resolution), adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

#### **Section 6 – Effective Date**

This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Ste. Genevieve Board of Aldermen.

#### **Section 7 – Repealer**

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

#### **Section 8 - 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:** August 22, 2024.

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

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:**

**VOTE**

<b>Alderwoman Amie Dobbs</b>	_____
<b>Alderman Bob Donovan</b>	_____
<b>Alderman Eric Bennett</b>	_____
<b>Alderman Jeff Eydmann</b>	_____
<b>Alderman Michael Raney</b>	_____
<b>Alderman Joe Steiger</b>	_____
<b>Alderman Joe Prince</b>	_____
<b>Alderman Patrick Fahey</b>	_____

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

Approved as to form:

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

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

ATTEST:

Reviewed by:

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

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

**BILL NO. 4630**

**ORDINANCE NO.**

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

**WHEREAS**, this ordinance will revise Chapter 120, Personnel, Section 120.010, Personnel Manual Adopted, by the City of Ste. Genevieve, Missouri (“City”) and is a Section of the Municipal Code for the City; and

**WHEREAS**, the Personnel Policy is a guidebook for employee human resources and for employment within the City government; and

**WHEREAS**, the City needs to establish an Employee Cell Phone Policy in the Personnel Manual; and

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

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

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

**SECTION 1. Section 805 “Employee Cell Phone Policy”** (Exhibit “A”) is hereby added to the City of Ste. Genevieve Personnel Policy attached hereto and made part of this ordinance.

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

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

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

**DATE OF FIRST READING:** August 22, 2024.

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

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

- ALDERWOMAN AMIE DOBBS
- ~~ALDERMAN ERIC BENNETT~~
- ALDERMAN BOB DONOVAN
- ALDERMAN PATRICK FAHEY
- ALDERMAN JEFFREY EYDMANN
- ALDERMAN MICHAEL RANEY
- ALDERMAN JOE STEIGER
- ALDERMAN JOE PRINCE

\_\_ 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

## Section 805 Cell Phones

Our **Employee Cell Phone Policy** outlines our guidelines for using city leased and personal cell phone use at work.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, email, calendars, business calls etc.). Compensation for use of personal cell phones will be within the IRS guidelines for "substantial non-compensatory business reasons." City cell phones will be purchased through the City Treasurer. The cell phones will only be connected as a guest to the city WiFi systems.

The purpose of providing cell phones to employees and paying a stipend for personal cell phones is to facilitate communication, increase accessibility during emergencies, and enhance productivity while on duty.

Employees will be required to set up password protection, encryption, or biometric authentication to prevent unauthorized access to confidential data.

However, cell phones may also cause problems when used imprudently or excessively.

This policy applies to all employees.

### *Policy elements*

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of the City's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where phone use is prohibited.

The City expects employees to use their cell phones prudently during working hours.

### *Allowed Cell Phone Use:*

#### City Leased Cell Phones:

Use for work-related calls, emails, texts, and accessing necessary apps or documents for business purposes only.

Access online information that relates to the job.

Use while in a stationary vehicle.

To make business calls, use productivity apps, and check important city related messages on the .gov email.

To be available for emergencies outside business hours.

Personal Cell Phones (stipend paid by city):

The phone can be used for business calls, email, apps, and the like to conduct business.

To make brief personal calls away from the working space of colleagues

Use while in a stationary vehicle.

Use responsibly and efficiently to fulfill job duties.

To be available for emergencies outside business hours.

*Non-Allowed Cell Phone Activity:*

Play games on the city issued cell phone at all times or personal cell phone during working hours.

Excessive personal calls or calls not related to your department on personal phone.

Use cell phone for any reason while driving a company vehicle.

Use cell phone camera or microphone to record confidential information.

Download or upload inappropriate, illegal or obscene material on a city cell phone at any time.

*Lost or Stolen Phone*

Report a lost or stolen phone immediately to your supervisor immediately and contact the Forward Slash Helpdesk to initiate tracking or wiping features on city issued phones.

*Disciplinary Consequences*

The **City** retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an **Employee's** phone usage causes a decline in productivity or interferes with operations, the **City** will follow the discipline policy.

Employees may face disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.
- Damage the city issued phone due to carelessness.
- Ignore job responsibilities due to high usage of the phone.

## Staff Report

September 12, 2024

To: Board of Aldermen  
From: Happy Welch  
Re: TTC Ad-Hoc Members



### **Issue:**

The Board of Alderpersons dissolved the Tourism Advisory Council with the intention to continue to have input from various groups to the Tourism Tax Commission.

The TTC updated their bylaws to include ad-hoc (non-voting) representatives added from the Board, Chamber, County Government, and an additional member at large.

Appointments need to be made by the board to reappoint Alderman Steiger, Dena Kreitler with the Chamber, and Karen Stuppy for the County. No member at large was recommended.

### **Recommendation:**

Appoint the ad-hoc members to the Tourism Tax Commission.

**RESOLUTION 2024 - 42**

**A RESOLUTION APPOINTING AD-HOC (NON-VOTING) REPRESENTATIVES TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.**

**WHEREAS**, the Tourism Tax Advisory Council was dissolved by order of the Mayor and consent of the Board of Aldermen at the August 8, 2024 Board of Aldermen meeting; and

**WHEREAS**, the Tourism Tax Commission updated their bylaws to include ad-hoc (non-voting) representatives from the Board of Aldermen, County Government, Chamber of Commerce and an additional member at large; and

**WHEREAS**, the Mayor recommends appointing the following three individuals to serve as the following ad-hoc representatives on the Tourism Tax Commission: Alderman Joe Steiger – Board of Aldermen, Dena Kreitler – Chamber of Commerce, and Karen Stuppy – County Government.

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

Alderman Joe Steiger, Chamber Director Dena Kreitler and County Commissioner Karen Stuppy are hereby appointed as ad-hoc representatives to the Ste. Genevieve Tourism Tax Commission this 12<sup>th</sup> day of September, 2024.

The Mayor shall make these appropriate appointments to the Ste. Genevieve Tourism Tax Commission and that the City Staff and officials are directed to take such actions as necessary to implement this Resolution.

**Done and approved this 12<sup>th</sup> day of September, 2024.**

Approved as to form:

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

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

Attest:

Reviewed by:

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

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



**BILL NO. 4631**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING A MEMORANDUM OF AGREEMENT WITH ALLIANCE WATER RESOURCES, INC., A MISSOURI CORPORATION TO MODIFY THE INITIAL PROFESSIONAL SERVICE AGREEMENT DATED AUGUST 12, 2010.**

**WHEREAS**, the City of Ste. Genevieve, Missouri has a need to modify the original agreement with Alliance Water Resources, Inc. as modified in the attached "Memorandum of Agreement" (Exhibit "A"); and

**WHEREAS**, the cost to the City for entering the agreement with Alliance Water Resources shall be budgeted from sources in the Water Fund Line Item #8750, the Sewer Fund Line Item #8750, the Park Fund Line Item #8750 & Street Fund Line Item #8750 in the City of Ste. Genevieve's FY2025 Budget.

**NOW THEREFORE BE IT RESOLVED 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 Mayor to approve the modification to the Memorandum of Agreement with Alliance Water Resources, Inc. dated August 12, 2010 pursuant to the Agreement as attached hereto (Exhibit "A") and made a part of this ordinance, and pursuant to the terms as set forth in said agreement.

**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:** \_\_\_\_\_

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

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE AS FOLLOWS:**

	<u><b>VOTE</b></u>
<b>Alderwoman Amie Dobbs</b>	_____
<b>Alderman Patrick Fahey</b>	_____
<b>Alderman Bob Donovan</b>	_____
<b>Alderman Eric Bennett</b>	_____
<b>Alderman Mike Raney</b>	_____
<b>Alderman Jeff Eydman</b>	_____
<b>Alderman Joe Prince</b>	_____
<b>Alderman Joe Steiger</b>	_____

\_\_\_\_ 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

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement has been entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the City of Ste. Genevieve, MO, a municipal corporation ("City"), and Alliance Water Resources, Inc., and its successors and assigners ("Alliance").

Pursuant to Section 3.6, this Memorandum of Agreement shall modify the Professional Services Agreement dated August 12, 2010, between the City and Alliance as follows:

Section 5.1 is hereby modified as follows (changes shown in bold text):

5.1 Alliance Base Fee compensation under this Agreement shall be **\$130,112** per month from October 1, **2024** through September 30, **2025**. The Repair Limit for this period shall be \$54,500.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the first date written above.

Authorized Signature

Authorized Signature

\_\_\_\_\_  
Alliance Water Resources, Inc.  
President

\_\_\_\_\_  
Mayor  
City of Ste. Genevieve

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk



August 30, 2024

Mr. Happy Welch  
City Administrator  
165 S. Fourth St.  
Ste. Genevieve, MO 63670

Re: 2024-2025 Budget Proposal

Dear Mr. Welch:

Alliance Water Resources, Inc. submits this budget proposal for the 12-month period beginning October 1, 2024. During the year, Alliance will provide Public Works management and operations services under the direction of the City Administrator at an annual cost of \$1,561,344 (billed as \$130,112 monthly payments); a 3.4% increase over the current year.

In March, you were notified that Alliance was focusing on recruitment and retention of high-quality employees by implementing an across-the-board minimum wage of \$16/hr. This budget proposal includes those increases as well as complementary increases for tenured employees. We are proud to have found balance between two of our core values: fiscal responsibility and taking care of our team.

Other notable increased costs include insurance, chemicals, gasoline, and computer system services (July CPI-U is 2.9% year-over-year). The annual repair limit will remain unchanged at \$54,500.

Thank you for the opportunity to continue to provide service for the City. If you need any other information, I can be reached at 573-576-0987.

Sincerely,

A handwritten signature in black ink that reads "Erica Bogenpohl".

Erica Bogenpohl, PE  
Regional Operations Manager

cc: Joshua Duncan, Director of Operations

**Staff Report**

September 12, 2024

To: Board of Aldermen  
From: Happy Welch  
Re: SGTV Agreement



**Issue:**

Each year we renew our agreement with SGTV for the upcoming fiscal year. This will be for FY25.

The dates have been updated but no other changes were made to the agreement.

We budgeted \$29,250 for SGTV support.

**Recommendation:**

Approve the agreement as presented.

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE COMMUNITY ACCESS TELEVISION BOARD (CHANNEL 990/991).**

**WHEREAS**, the Ste. Genevieve Community Access Television Channel Board (“Television Board”) provides Public Educational and Government Television Programming which serves the Community and the citizens of the City of Ste. Genevieve with access to cable television through Channel 990/991 (“Channel 990/991”); and

**WHEREAS**, the Mayor and Board of Aldermen recognize the value of these efforts of the Television Board and has provided financial support for staff salaries over the past several years, which when combined with the funding provided by the Television Board from other sources, has provided for the successful operation of Channel 990/991; and

**WHEREAS**, due to the success of Channel 990/991 over the past several years the City and the Television Board hereby wish to continue the joint effort to fund the operation of Channel 990/991 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 members of the Television Board, and the City budget for FY 2025, line item 10-11-7108 (Public Access TV) contains appropriate resources to carry out the goals of the proposed Agreement with anticipated revenue decreases due to state legislation over the next several years; and

**WHEREAS**, the Board of Aldermen of the City wish to accept and enter into the Agreement, a copy of which is attached as Exhibit “A”.

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

**SECTION 1:** The agreement with Ste. Genevieve Community Access Television Channel 990/991 Board is hereby accepted and approved in substantially the form of Exhibit “A” attached hereto. The Mayor is hereby authorized and directed to execute and deliver the agreement on behalf of the City.

**SECTION 2:** 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 BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

	VOTE
Alderman Amie Dobbs	_____
Alderman Bob Donovan	_____
Alderman Joe Steiger	_____
Alderman Eric Bennett	_____
Alderman Mike Raney	_____
Alderman Jeff Eydmann	_____
Alderman Joe Prince	_____
Alderman Patrick Fahey	_____

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

Approved as to Form:

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

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

Attest:

Reviewed by:

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

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