



Brent Buerck

**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, NOVEMBER 5, 2024**

Perryville Police Station • 120 Jackson Street • Perryville, MO 63775

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

CONSENT AGENDA ITEMS

4. Approve minutes from meeting of October 15, 2024. (copy)
5. Approve bills for October 2024. (copy)
6. Approve recommendation from CBIZ Compensation Consulting regarding 2025-26 salaries. (copy)
This annual update is presented each year as we begin the budgeting process. This year’s recommendation returns closer to historic norms at 3.2%.
7. Approve Perryville Regional Airport Capital Improvement Plan 2025-2032. (copy)
This plan is put together by the City’s engineers and reflects the airport needs, along with MoDOT and the FAA priorities. These priorities were already presented to the Board in the City’s own Capital Improvement Plan which was recently presented to the Board for approval. Once this MoDOT version is approved by the Board of Aldermen, it will be submitted to MoDOT by our engineers.

8. Approve Invoice 8055483 from Gilmore & Bell, P.C., relative to the MoDNR Lead Service Line Inventory Revenue Anticipation Note for the city-wide Lead Service Line Inventory Project - \$8,500.00. (copy)
The City closed on this loan on November 1st. This bill is for the attorney fees associated with that transaction. As a reminder, staff was able to secure a partial grant totaling \$102,500 which will help offset some a portion of the program costs.
9. Approve Pay Estimate 6 from Millstone Weber, LLC, relative to the Runway Rehabilitation project - \$432,847.72. (copy)
The overwhelming majority of the work has been completed and the runway ribbon cutting is scheduled for November 5th at 12:15pm.
10. Approve Pay Estimate 8 from Zoellner Construction Company, relative to the School Street Lift Station project - \$113,420.06. (copy)
This is a major project for the city and will replace and upsize the School Street lift station.
11. Approve Invoice 4751038-B from Robinson Industrial and Heavy Contracting relative to the Wastewater Treatment Facility project - \$300,000.00. (copy)
This payment releases the majority of the retainage still held by the City of Perryville. The remaining balance is \$20,214.94 is being withheld while a couple minor items of warranty work are resolved.
12. Approve Purchase Order 1303883 to Playpower LT Farmington, Inc. relative to the Lucas & Friends Playground Phase 2 project - \$179,367.18. (copy)
The Board may have noticed all the new playground equipment has been installed for Phase 2 of the Lucas & Friends playground and we expect the fencing will be completed any day, allowing the official opening of the playground. Upon making this payment, the City will pursue our grant reimbursement.
13. Approve Purchase Order 1303892 to Premier Pyrotechnics, Inc., relative to prepayment for the 2025 Fireworks Show on July 3, 2025 - \$15,000.00. (copy)
The Board previously approved the contract and date for next year's fireworks show. The City must now make payment for that show. It is being placed here for Board approval as the payment for *next* year's show is being made in *this* year's budget (which wasn't originally accounted for).
14. Approve Change Order 1 to Lappe Cement Finishing, Inc., relative to the Perryville Boulevard Shared Use Path Phase III MoDOT TAP 5000(010) project - \$8,023.60 additional funds to remove existing commercial concrete, widen and thicken an existing commercial entrance per MoDOT. (copy)
The majority of this work has already been completed. When finished, it will connect the greenway along Highway 51 to the intersection at Highway 61.
15. Approve Change Order 1 to Putz Construction, LLC, relative to the Toilet Room Interior Renovation Project – 30-day time extension. (copy)
This project remodels the lower level bathrooms at the park center, allowing direct access from the gym floor. The extension is necessary as the lead time for the doors exceeded the time allotted in the original contract.

16. Approve Change Order 1 to Millstone Weber, LLC, relative to the Runway Rehabilitation project - \$3,162.60 additional funds for PAPI lighting arrestors. (copy)
Due to numerous lightning strikes previously at the airport, we worked with our engineers and contractors to add lighting arrestors to the PAPI lights as part of our grant project with MoDOT.
17. Approve the renewal of the Airport Snow Removal Agreement with Welker Brothers Landscaping, LLC, for an additional one-year period as outlined in Article IV of the agreement. (copy)
Staff worked hard to secure quotations in 2022 after no original bids were received and recommended entering into a contract with Welker Brothers, the same company that currently mows our mini parks. At this time, we propose renewing the contract for the 3rd and final year as was originally intended.
18. Review and accept quotes received for the winter salt and award to Morton Salt Company, per recommendation of Public Works Director Jeff Layton. - \$90.60 per ton. (copy)
It is time to again bid out our salt needs for upcoming winter weather. We are happy to report staff was able to secure a rate lower than last year's rate of \$92.98.
19. Review and accept quotes received for planting trees along Vincentian Way and award to Rob Roy Nursery, per recommendation of Parks & Recreation Director Jim Cadwell. - \$17,920.00. (copy)
Our negotiation with the Vincents has the City planting some trees along the roadway. The final plan included 72 red maple trees, spaced approximately 18' apart and located 20' from the trail. Once planted, park staff will help stake the trees to ensure they grow straight and tall.
20. Review and accept bids received for pest control serves and award to Rottler Pest Solutions, per recommendation of City Clerk Lydia Rellergert. – \$5,438.00 annually. (copy)
Staff does not remember the last time pest control was actually bid. After receiving three complete bids, our current provider Rottler Pest Solutions has the lowest bid. We are looking to contract for five years beginning in April 2025.
21. Approve the request for proposals specifications relative to the Water Treatment Plant Dam Study Analysis project. (copy)
This study is part of the City Budget for this current year and staff is requesting to contract with a consultant to evaluate the Saline Creek dam at the Water Plant's intake structure. The dam has served the City for many decades and is vital to our ability to make water. The study's goal is to simply ensure its useability for decades to come.
22. Approve specifications for the Perry Park Center Conference Room project and authorize staff to advertise for bid proposals. (copy)
This budgeted project will remodel a portion of the park center, eliminating one racquetball court in favor of additional workout space and a meeting room upstairs. Additionally, we hope to move the entrance to the 2nd racquetball court, opening the space up for better viewing and allowing direct entry from the hallway instead of the weight room. This project is the next step in the continued modernization of the now 25-year-old facility.

23. Approve request from Parks & Recreation Director Jim Cadwell to serve alcohol at the “Ladies Night Out Mom Prom” event hosted by the Parks & Recreation Department tentatively on Saturday, February 22, 2025, from 6-10 p.m. at the Perry Park Center. (copy)
Park staff continue their efforts to create new and unique programming for our community and request the Board consider allowing alcohol sales for participants at this new event, aptly titled “Mom Prom” which will be marketed as a mom’s night out.
24. Acknowledge receipt of MoDNR’s notice of award regarding the 2024 Recreational Trails Program (RTP) Grant for the Viola Blechle Park Paved Trail project - \$250,000.00 (copy)
This program is designed to help develop park infrastructure in communities throughout Missouri. We have been a successful applicant multiple times in the past and this year’s proposed project was first identified in our park’s master plan. The project’s goal will better connect Viola Blechle to the soccer park and the sidewalk infrastructure running along Bruce Street. Additionally, it will add a perimeter trail around Viola Blechle Park to better serve the neighborhood there. We received the maximum grant award of \$250,000.00 to help offset the total estimated project cost of \$399,900.00.
25. Acknowledge the submission of a construction permit application to MoDNR relative to the lift station in Heimos Subdivision Public Utilities project. (copy)
As opposed to seeing this area develop with individual service lines, the City was able to apply those expenses to this project which will provide city water mains for future development. The design work is done, and the plans have now been submitted to MoDNR for approval.
26. Acknowledge the Perryville Police Department hours of operations for the Perry County Joint Justice Center, beginning in January 2025 – 7am to 5pm, Monday thru Friday. (copy)
After receiving input from the different offices, the County Commission has established operating hours for the new justice center as 8am to 4:30pm. in consideration of these hours, Chief Hunt has proposed that the hours of operation for the Police Department’s clerical staff be established as Monday through Friday, 7:00 a.m. to 5:00 p.m.
27. Acknowledge quote received for moving the Police Station to the Justice Center. (copy)
The City and County have both made arrangements with The Convenient Moving Company (Justin Bauwens) to assist in relocating staff offices and equipment from their current locations to the new Justice Center. Based on their initial review, the estimate for the Police Department’s move runs between \$6,500 and \$9,500.
28. Authorize staff to apply for a Secretary of State Missouri Local Records Grant to assist with purchasing essential equipment related to records management, storage, access, and preservation. (copy)
This grant cycle is now open, and applications are due March 1, 2025. The city is eligible to apply for up to \$20,000, with no match required. Staff would like to request funding assistance to upgrade archive room shelving to optimize the space. Recently, several city hall staff traveled to Cape Girardeau to learn more about their archives and this particular grant opportunity through the Secretary of State’s office.

29. Approve request for a Downtown Activity from Downtown Perryville Committee regarding “Christmas on the Square” – December 7, 2024. (copy)
The final downtown event of the year has become somewhat of an annual tradition. The Downtown Perryville Committee has scheduled their tractor parade, caroling, and visits with Santa Claus to run roughly from 3-9pm that evening.

END OF CONSENT AGENDA

30. Jennifer Fritsche and family with an update regarding the Lucas & Friends Playground project.
Phase 2 has been completed and Mrs. Fritsche and her family would like to share their appreciation with the Board of Aldermen and the entire community.
31. Presentation by the National Weather Service relative to the Storm Ready program.
Emergency Services Manager Jeremy Mantz has worked with the National Weather Service (NWS) to secure this designation based on our community’s plans and abilities to respond during inclement weather. NWS staff would like to personally make this presentation to the Board of Aldermen.
32. Discussion regarding managed hunts. (copy)
Previously the Board asked staff to look into the option of managed deer hunts within the City limits. Included here is a draft of the ordinance for the Board to consider as well as two maps, one showing tracts greater than 5 acres and another showing tracts greater than 10 acres. The Board will be asked to make a final determination as to the size of tracts eligible. As proposed, interested parties will need to have approval from both the Chief of the Police Department and City Administration.
33. Decision regarding a rezoning request from Jerry Flentge to rezone 901 Edgemont Blvd. from R-2 to R-5. (copy)
The Planning and Zoning Commission discussed this matter at its recent meeting. During discussion, they believed the rezoning, as requested, could negatively impact surrounding properties. Since the rezoning was not approved, the request for a special use permit for storage units was no longer possible, therefore, it was not considered by the Planning and Zoning Commission. The testimony of nearby residents suggested the proposed development should stay next to the east side of the property along Feltz St. and not toward the western portions of the property. The P&Z Commission’s recommendation to deny was unanimous.
34. Resolution 2024-80 – Entering into an agreement with Dille Pollard Architecture relative to preliminary design for the Renovations of the Perryville Airport for Ranken Technical College project. (copy)
This RFQ was designed to meet State and Federal requirements for the selection of an architect to design improvements to vacant hangars at the airport (numbers 4 and 7). This is a budgeted project for the City of Perryville, and we hope to apply for a grant to garner additional financial support for this project.
35. Resolution 2024-81 – Entering into an agreement with Centermark Construction, LLC, relative to the Wastewater Treatment Plant Buildout (administrative building) project. (copy)

This portion of the work at the new Wastewater Treatment plant was removed from the original scope as we were pushing the limits of our budget given the supply chain struggles and inflationary increases during COVID construction projects. The intention was always to come back later with a smaller construction project to finish the inside of the laboratory and office spaces. This project is part of this year's budget and was set up to be winter work for somebody. The initial estimates for the lab/office area were pushing \$1 million but, by working on a more efficient redesign with our architect and putting that design out as a small, standalone project, we were able to save upwards of \$650,000.

36. Resolution 2024-82 – Entering into an agreement with dB Productions, LLC, relative to the Upgrades to the Perry Park Center's Theater Lighting and Control System project. (copy)
This is a budgeted project to improve the lighting systems in the Park Center's theater. Staff will work with Dean Bader of dB Production to design and install an LED lighting system that will equal the audio system (installed in 2021) and carry us forward.
37. Resolution 2024-83 – Amending Park Concessions policy. (copy)
Park staff requested the Board consider and approve several minor tweaks to the park's concessions policy. Staff have highlighted the changes on the attachment which include moving to a flat fee as opposed to a percentage of sales, enhanced ability to utilize food trucks in the parks and clarification of eligibility as to who can sell concessions and under what situations. These changes have been reviewed by the park advisory board and are now presented for Aldermen approval.
38. Resolution 2024-84 – Entering into a Financial Assistance Agreement with Missouri Department of Natural Resources Missouri State Parks relative to a Recreational Trails Program (RTP) Grant for the Viola Blechle Park Paved Trail project. (copy)
See Item 24 above.
39. Bill No. 6539 for Ordinance 6753 – Entering into an agreement with Missouri Highways and Transportation Commission relative to the Construction of a roundabout at Alma Drive and access management along Rte. 51 Project – second reading and final passage. (copy)
The acceptance of the grant award for the intersection of Alma Avenue was announced at a previous meeting. Our consultants determined a roundabout will improve traffic flow and significantly reduce fatal accidents in that area. This project was accepted by MoDOT for a 50/50 cost share. The process to solicit qualifications for a designer is underway and was originally due to the City on October 11th, however, a lack of responses led MoDOT to require an additional advertisement. It is hoped we will have an official recommendation for the Board to consider at our next aldermanic meeting.
40. Bill No. 6540 for Ordinance 6754 – Approving Miget Park Deed Restriction relative to the Land Water Conservation Fund grant for the Lucas & Friends Backyard Adventure Playground Project – second reading and final passage. (copy)
This restriction essentially commits the City to maintaining the area as a park for perpetuity and is a requirement to close out the project with LWCF.
41. Bill No. 6541 for Ordinance – Calling for General Election – first reading. (copy enclosed – may be read by title only)

This annual process sets the stage for April's municipal elections which will include three aldermanic seats: Ward 1 – Seth Amschler; Ward 2 – Doug Martin; and Ward 3 – Dave Schumer. Note that this year's filing period begins on December 10 and concludes on December 31.

42. Bill No. 6542 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.710 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Long term care (LTC). – first reading. (copy enclosed – may be read by title only)
This was a minor tweak to the ordinances that will allow Human Resource staff greater flexibility in obtaining proper documentation from doctors which is used to determine long term care (LTC) eligibility.
43. Bill No. 6543 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.740 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Light duty. – first reading. (copy enclosed – may be read by title only)
This change was designed to limit repeated requests for extended light duty and requires those situations to be reviewed and approved by the City Administrator or Chief of Police in the case of the Police Department.
44. Bill No. 6544 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.805 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Discipline. – first reading. (copy enclosed – may be read by title only)
This change adds “excessive use of unpaid leave” to the city’s ordinances as “improper conduct and grounds for discipline.”
45. Bill No. 6545 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.985 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Workers’ compensation workplace accidents/injuries/illnesses exposure. – first reading. (copy enclosed – may be read by title only)
This final modification removes a cross reference to the “light duty policy” for cases of workers’ compensation injuries and accidents, allowing the City greater flexibility in considering an employee’s situation and our insurance suggestions and recommended accommodations.
46. Bill No. 6546 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.705 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Paid time off (PTO). – first reading. (copy enclosed – may be read by title only)
This change clarifies that an employee’s prior use of their PTO and Long Term Care (LTC) leave shall be considered in evaluating the amount of PTO Share Pool he/she is allowed to take in that an employee that chooses not to accumulate their own PTO leave may not be eligible for a time allotment from the PTO Share Pool.
47. Bill No. 6547 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.765 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Leave of absence-Without pay (non-FMLA). – first reading. (copy enclosed – may be read by title only)
This change clarifies that the city’s obligation to provide health insurance for an employee ends if an employee spends more than one-half of the month on unpaid leave.

48. Bill No. 6548 for Ordinance – Amending Title 2, Chapter 2.88, Section 2.88.620 of the Code of Ordinances relative to Personnel Rules and Regulations relative to Health and life insurance. – first reading. (copy enclosed – may be read by title only)
This change updates city ordinances to reflect our current practice of employee health insurance beginning the first of the month following an employee's start date.
49. Committee Reports: Public Works, Public Safety, Finance, Liaison, and Economic Development.
50. Report by City Administrator:
 - Zoning Code Schedule
 - Construction consultant for Alma Avenue Roundabout project design
 - Perry County Foundation Anniversary Event Update – November 7th (copy)
 - Holidays Trash Collection Schedule (copy)
 - Lead Service Line Inventory project update (copy)
 - Perryville Airport Runway ribbon cutting ceremony
 - Lucas & Friends Playground ribbon cutting ceremony – November 9th at 10 a.m. (copy)
 - Report – One hundred years of caving in Perry County, MO – Richard A. Young (copy)
 - Article – Capital Sand opens natural gas station to fuel truck fleet (copy)
 - Article – Lead Service Line Improvements (copy)
51. Report by City Engineer.
52. Report by City Attorney.
53. Report by Chief of Police.
54. Board concerns and comments and any other non-action items.
55. Closed Session to discuss real estate matters in accordance with Section 610.021(2) RSMo; personnel matters in accordance with Section 610.021(3) RSMo; contractual matter in accordance with Section 610.021(9) RSMo; and litigation matters in accordance with Section 610.021(12) RSMo.
56. Adjourn.

Attachments:

- Baer Engineering Invoices (copy)
- Parks & Recreation Report (copy)