



**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, NOVEMBER 1, 2016**

City Hall Council Chambers • 215 North West 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.**

CONSENT AGENDA ITEMS

3. **Approve minutes from meeting of October 18, 2016. (copy)**
4. **Approve bills for October, 2016. (copy)**
5. **Approve specifications for Mowing Neighborhood Mini-Parks and authorize City Clerk to advertise for bids. (copy)**
Staff continues to believe contractual mowing of neighborhood parks to be a cost-effective and practical approach to this work. This contract varies slightly from those previously advertised. Instead of breaking down all 4 parks, we would like to simplify it to ensure a single contractor is selected. We would like to also offer a second year, mutually agreed upon renewal option if the service is good.
6. **Approve expenditure to rebuild intake pump at Water Treatment Plant - \$16,344.29. (copy)**
We recently rebuilt one of the water plant intake pumps through a similar quote process and would like to do the same with the other. It is imperative that the pumps be in good working order and this pump is due to be rebuilt. The Board may remember that it is very hard to use a traditional advertised bid process since we are

not sure exactly what needs to be done to the pump until it is torn down. With the Board's permission, we would like to again use a "time and material" quote. Again, Missouri Machinery and Engineering was the low quote at \$16,344.29. Please note, there is only a limited number of companies capable of both pulling and repairing the pump (Flynn Well Drilling was the other solicited quote).

7. **Approve Retail Liquor by Drink – Caterers (RBDC) license request from Alan Stark on behalf of River Hills Eagle for TG Missouri Holiday Party at the Perry Park Center on December 3, 3016. (copy)**

The Board of Aldermen previously approved TG Missouri's request to serve alcohol at their Holiday Party on December 3, 2016. This liquor license will allow the Eagles to provide the alcohol for the event.

8. **Approve request from Charles and Sharon Cathcart to coordinate a Thanksgiving meal at the Community Center. (copy)**

First started in 2011, this annual Thanksgiving Dinner targets those who may be lonely, less fortunate, or just looking for some Perryville hospitality. The meal is organized by Charles and Sharon Cathcart and, by all accounts, it has been a huge success each year. They would like to host a similar event again this year. They ask that the fees normally associated with reserving the facility be waived (they are not making any money doing this). It should be noted, prior events have served over 700 people with the help and support of many volunteers.

9. **Approve recommendation from City Clerk Prost for the destruction of records in accordance with the State of Missouri Municipal Records Retention Schedule. (copy)**

This process is completed in accordance with state guidelines but only after the Board gives its consent.

10. **Approve Perryville Police Department Operations Manual Revision GO-98-0801. (copy)**

This is a revision of the policy to reflect current standards.

11. **Approve application for federal/state assistance from MoDot Aviation Section regarding the apron pavement project at the Perryville Municipal Airport. (copy)**

This matter was previously discussed with and approved by the Board of Aldermen. The engineer's estimate is attached here. Once the Board approves the agreement, it will be sent to MoDOT for their approval as well. Once that occurs, the project may begin.

END OF CONSENT AGENDA

12. **Discussion regarding German intern students. (copy)**

The Board previously approved our hosting a German intern again. The interested parties instead found an opportunity in California where housing was much easier. We have again been contacted by two young ladies looking to come to Perryville for their practical experience. If approved, their time would be split equally between the City and County.

It may be unnecessary to bring this to the Board but there is a significant commitment of time and energy each time we host an intern such as this. It is also a high-profile opportunity as they will shadow administrative staff throughout the City. For those reasons, staff wants to make sure the Board approves each time before we proceed.

- 13. Discussion regarding light shields for LED street lights. (copy)**
We have had a couple of parties request a light shield of some sort for the new LED lights, believing they are too bright for their preference. The company that makes the light also produces a shield for this very purpose. To limit use and ensure it is done only when truly necessary, staff would propose a shield may be added at the customer's expense if it doesn't negatively impact visibility at a street, intersection or high-profile area. The initial cost estimate from Citizens Electric is \$80-\$100 and would be applied directly to the resident's Citizens Electric bill.
- 14. Discussion regarding master meters in trailer parks. (copy)**
At one time in our history, we believe master meters were required for mobile home parks. For whatever reason, it was lost in time. The end result is an odd situation where we have city meters located on private lines. If, or when, those lines leak, the lost water is unmetered and the City cannot take measures to fix the leak. This arrangement is something we have worked hard to avoid in all other situations (duplexes, commercial development, apartments, etc.). Staff would propose doing the same for these outliers (9 known locations). It is important to note, the proposed change is actually required by state statute (RSMo 250.140.1 #3) so, regardless of how we got here, it is important to correct it now.
- 15. Discussion regarding private sewer lines. (copy)**
Another unique and unusual arrangement is the location of several private sewer mains within the City of Perryville. Such mains are prohibited by ordinance but exist for assorted and various reasons. The City does not have an official policy or ordinance directing how these matters should be dealt with and addressed. Some are of particular concern because they periodically require the attention of City staff when we are called out to clear the line in an emergency or sewage makes it way to the surface. The lines are also thought to be a source of potential Inflow & Infiltration as they are seldom properly maintained. Staff has worked together to propose the guidelines you find here. If approved, it will be incorporated into an ordinance for the Board to later ratify.
- 16. Review and approve Airport Capital Improvement Plan. (copy)**
It is time again to present the Airport's CIP to MoDOT. This plan was developed in conjunction with our engineers at CMT, reviewed by the Airport Board at their meeting on 10/31 and, once it is approved by the Board of Aldermen, will be submitted to MoDOT. Next year's project (ramp repairs and airport property map a/k/a [Exhibit A](#)) have already been approved by the Board of Aldermen. The next major project listed is several years out and is proposed to be a new hangar.
- 17. Discussion regarding request from Chief Hunt to annex property along I-55. (copy)**
Chief Hunt would like to annex a small portion of the interstate into the City limits. The Chief's goal is to annex only that portion of the interstate required to access the "crossover" that is north of Highway T. This will allow his officers to remain within the City limits when they are working accidents along the interstate, up to and including turning around and returning to Exit 129.
- 18. Bill No. 5592 for Ordinance No. 5815 – Accepting an easement deed from Midwest Lodging, LLC – second reading and final passage. (copy)**
This is the required easement for the Liberty Street Water Line Relocation Project.

19. **Bill No. 5593 for Ordinance No. 5816 – Amending Title 2, Chapter 2.78, Section 2.78.010 of the Code of Ordinances relative to composition of Airport Board – second reading and final passage. (copy)**
The current Advisory Board is actually bigger than the five members currently specified in the ordinance. This change will allow the Board to vary from a low of five members to a high of nine, hopefully allowing the flexibility to get and maintain good and knowledgeable board members.
20. **Bill No. 5594 for Ordinance – Amending Title 6, Chapter 6.04, Section 6.04.060, and Chapter 6.16, Section 6.16.020 of the Code of Ordinances relative to regulating chickens within the city – first reading. (copy enclosed – may be read by title only)**
At a prior meeting, staff was instructed to work in committee with Aldermen Riney to finalize a chicken ordinance for the Board's consideration. Staff proposes utilizing a complaint-driven enforcement process in accordance with the submitted ordinance. In summary, the number of chickens ranges from 8-20 depending on the size of one's lot. A single rooster would be allowed only on lots larger than 10 acres and only then if there is not a nuisance noise complaint filed.
21. **Bill No. 5595 for Ordinance – Entering into an agreement with Remote Systems Integration, d/b/a RISNet re services to deliver AWOS data to the FAA's National Airspace Data Interchange Network (NADIN) – first reading. (copy enclosed – may be read by title only)**
This contract is required to "push" the AWOS information out to the public through the FAA. We were aware of two possible companies and selected the lowest priced provider. It was also the preference of AWOS maintenance contractor, Ron Rollins.
22. **Bill No. 5596 for Ordinance – Renewing a contract with CGI Communications relative to community video tour program – first reading. (copy enclosed – may be read by title only)**
Six years ago, staff began working with CGI on a promotional video for our website. The video is completed for free and area businesses have an opportunity to purchase ad space related to that video. It is time for our no-cost update. The finished video link will then be placed on our website as a video tour of the community. The current video can be found at: <http://bit.ly/2eCXAWX>
23. **Bill No. 5597 for Ordinance – Entering into an agreement with Southeast Missouri Regional Planning Commission relative to preparation of Greenway Master Plan – first reading. (copy enclosed – may be read by title only)**
One of the major initiatives presented in the Parks Master Plan was a city-wide greenway. This greenway would follow a yet-undetermined route around the City of Perryville and allow for a nature trail for hiking and biking. Staff believes there could be nearby opportunities to start parts of the project with local partners and perhaps even donated land. In order to do so, staff would like to first map the preferred route for the entire trail. This was originally going to be proposed as part of next year's budget. However, SEMO RPC has capacity available now to develop the route and the winter months will provide a better time to walk through the woods and survey potential terrain. The Board's approval to proceed was given at a previous meeting.
24. **Committee Reports: Public Works, Public Safety, Finance, Liaison, and Economic Development.**

25. **Report by City Administrator:**
 - **Thanksgiving Holiday Trash Schedule (copy)**
 - **Update on PPC Energy Project (copy)**
 - **Ordinance Issues and Updates**
 - **Pool Colors**
 - **Park Center Software (copy)**
26. **Report by City Engineer.**
27. **Report by City Attorney.**
28. **Board concerns and comments and any other non-action items.**
29. **Closed Session to discuss real estate matters in accordance with Section 610.021(2) RSMo.**
30. **Adjourn.**