



**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, JANUARY 10, 2017**

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.
3. Introduction of new Public Works employee, Nicholas Clifton.
Mr. Clifton had been working part-time for the Public Works Department for the past several months. We are pleased he was able to join us on a full-time capacity working with Superintendent Charlie McLeod's Water and Wastewater team.
4. Public hearing for request from Ruth Pohlman to rezone Lots 1 and 2 of the Werner Subdivision, 1st Addition, from R-1 Single Family Residential to R-4 Two-Family Residential for the construction of a duplex on each lot. (copy)
Ms. Pohlman would like to re-zone Lots 1 & 2 of the Werner Subdivision, 1st addition, located at the end of Michael Street, east of Bruce Street. The lots are currently zoned R-2 (Single Family Residential). The request is to rezone the lots to R-4 (Two-Family Residential). Currently, the property is surrounded by a C-2 (General Commercial) zone, MH (Mobile Home) zone, and R-2 (Single Family Residential) zone. If the property is rezoned, it will be used for duplexes. This concept was met with resistance by the neighborhood and the request was not supported by P&Z. The ultimate decision, however, belongs to the Board of Aldermen and will be made following this public hearing.

5. Public hearing for a request from Luis Talamantes for a special use permit at 411 Mulberry Lane to hold conceal and carry classes. (copy)
Mr. Talamantes would like to hold conceal and carry classes out of the barn on his property located at 411 Mulberry Lane. He has recently been certified as an instructor by the NRA. He has stated that the range portion of the training would be held off-site. This concept was also met with resistance by the neighborhood and the request was not supported by P&Z. The ultimate decision, however, belongs to the Board of Aldermen and will be made following this public hearing.

CONSENT AGENDA ITEMS

6. Approve minutes from meeting of December 20, 2016. (copy)
7. Approve bills for December, 2016. (copy)
8. Approve request from Mary Jane Burgers & Brew and Main Street Signs to hold the 4th Annual Polar Beer 5K Run on March 11, 2017. (copy)
This event was approved last year and is an interesting variation of the typical 5K run. It is based on similar events in the Souldard area of St. Louis. Participants will begin their run at Mary Jane's on the Downtown Square, stopping several times along the route for a small beer sample. Only race participants will be served alcohol along the route and the following agenda item provides the necessary liquor license. This event and its proposed route have been shared with the Police Department and volunteers will be located at each intersection.
9. Approve Pay Application 4 to Control Technology Solutions relative to Perry Park Center Energy Efficiency Project - \$757,998.55. (copy)
This relates to the Perry Park Center work. Of note, the Dectron has arrived and is currently being installed and connected to the system.
10. Correction to Part-Time Pay Plan. (copy)
The original pay plan required five years in a particular position before advancement was possible. This revised version changes that and mirrors what is done for full-time employees. In other words, advancement is based on date of hire as opposed to time spent in current position.
11. Approve letter of notice to retain current ISO rating. (copy)
The attached letter advised ISO of our intentions to update the building codes to the most recent version prior to August 1, 2017. Staff is working on a summary report detailing the major changes which will be presented to the Board of Aldermen in upcoming months.

It should be noted, the changes in this code cycle are somewhat different than those previously. Some of the exceptions we used in the past to apply to existing buildings have been pulled out and inserted into a book specific to Existing Buildings. The same has been done for swimming pools. It is likely staff will ultimately recommend full adoption of these new books as part of our process.

END OF CONSENT AGENDA

12. Discussion and decision regarding a request from Ruth Pohlman to rezone Lots 1 and 2 of the Werner Subdivision, 1st Addition, from R-1 Single Family Residential to R-4 Two-Family Residential for the construction of a duplex on each lot.
See #4 above.

13. Discussion and decision regarding a request from Luis Talamantes for a special use permit at 411 Mulberry Lane to hold conceal and carry classes.
See #5 above.
14. Discussion regarding proposed Schedule Policies for the Building Department and for the Utility Billing Department. (copy)
This arguably is an operations matter and could be determined by staff but we felt it best to have the Board review the proposed policy and consider its adoption. More than anything, it is important that we have a standard to communicate with our customers regarding building department inspections and utility service work. Once approved, staff will have a consistent message for all inquiries.
15. Review proposed modifications to Chapter 15 of the Code of Ordinances relative to issuance of liquor licenses. (copy)
This matter was discussed previously with the Board and cursory approval was given. These changes will allow staff to simply issue liquor licenses, based on the rules and criteria established by the Board of Aldermen, instead of bringing each permit to the Board. Staff believes this will result in a more efficient process and better customer service.
16. Discussion regarding proposed ordinance defining "Grandfathering". (copy)
The "grandfathering" of zoning violations can serve as a point of confusion for staff and citizens alike. Legally, the unacceptable use terminates when the property changes owners. In reality, such changes are not always known to City staff and are difficult, at best, to enforce after the fact. The proposed ordinance will do two things for the City of Perryville. First, it will clearly define the concept of grandfathering. Second, it will provide an avenue for staff to better communicate these exceptions to potential buyers by registering notice with the recorder of deeds by way of "Memorandum of Nonconforming Use." This notice will then show up anytime there is a title search on the property.
17. Review and approve letter of intent regarding the Perryville Higher Education Center sign. (copy)
The Board of Aldermen previously discussed and approved the City accepting ownership of the Perryville Higher Education Center Sign. City Attorney Tom Ludwig has worked with the Higher Education Board regarding this matter and determined the attached letter is the best way to accomplish this transfer of ownership. Since there will be no corresponding contract or deed, staff wanted the Board to approve this letter prior to it being sent.
18. Bill No. 5612 for Ordinance No. 5834 – Amending Title 8, Chapter 8.20 of the Code of Ordinances relative to Nuisances – second reading and final passage. (copy)
These changes were reviewed with the Board at our December 6, 2016, meeting and will become official once adopted via ordinance.
19. Bill No. 5613 for Ordinance No. 5835 – Amending Title 12, Chapter 12.04, Section 12.04.050 of the Code of Ordinances relative to Cleaning Sidewalks and Gutters – second reading and final passage. (copy)
These changes were reviewed with the Board of Aldermen at our December 6, 2016, meeting and will become official once adopted via ordinance.

20. Bill No. 5614 for Ordinance No. 5836 – Amending Title 17, Chapter 17.60, Section 17.60.050 of the Code of Ordinances relative to Schedule of Minimum Parking Spaces Required—Exception for Buildings on or adjacent to the Courthouse Square – second reading and final passage. (copy)
Staff has found, in general, many downtown properties often do not have the associated off-street parking required by code. In practice, staff has long "given credit" for public parking spaces on the streets and around the square (e.g. city parking lot). This was done in order to continue to see downtown investment and development. The previous language presented to the Board of Aldermen has been massaged into legalese by City Attorney Tom Ludwig but the intent was preserved.
21. Bill No. 5615 for Emergency Ordinance No. 5837 – Entering into a Contract for the Sale of Real Estate with Janice Schumer, Judith Winschel, and Joan Self – first and second reading and final passage. (copy enclosed – may be read by title only)
This is the final property required for the Edgemont Boulevard extension. It has been long in coming and, as such, is presented here as an emergency ordinance.
22. Bill No. 5616 for Ordinance – Approving the 2017-18 Pay Plan – first reading. (copy enclosed – may be read by title only)
The City's consultant, CBIZ, recommends a 2.1% adjustment to the City of Perryville's pay plan for the upcoming year.
23. Bill No. 5617 for Ordinance – Entering into a contract with CNG Source Solutions, Inc., relative to Compressed Natural Gas Time Fill Fueling Station – first reading. (copy enclosed – may be read by title only)
This was not a budgeted item but has been reviewed at length with the Board. A natural gas fueling station is needed in order to prepare for the natural gas refuse trucks to be purchased next year. Staff solicited proposals and selected the best vendor. This same vendor has placed units in Jackson, Missouri, for Liberty Utilities.
24. Committee Reports: Public Works, Public Safety, Finance, Liaison, and Economic Development.
25. Report by City Administrator:
 - FBO Maintenance
 - Article “*Small Town, Big Success*” (copy)
 - City Administrator’s Schedule
 - MML Legislative Conference – Feb 14-15, 2017
 - Downtown Plaza
 - Federal Reserve Bank Data (copy)
 - Chamber of Commerce Annual Mtg – Jan 26, 2017
 - Snow Storm #2 (copy)
 - [Refuse rates.](#)
26. Report by City Engineer.
27. Report by City Attorney.
28. Board concerns and comments and any other non-action items.
29. Adjourn.