



**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, JANUARY 24, 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. Issuance of tenure awards to City employees:
 - 5 Years** - Linda M. Boxdorfer; Julie A. King
 - 10 Years** - Brenda G. Bahr; Ryan M. Bergman; Weldon R. Broussard, Jr.; Colleen L. DeOliveira; Marilyn R. Klein; Timothy R. Underwood
 - 15 Years** - Jennifer A. Freeman
 - 20 Years** - Jeri D. Cain; Dannyray W. Marler
 - 30 Years** - Darrell D. Arnold; Joseph W. Martin
 - 35 Years** - Timothy J. Paulus

CONSENT AGENDA ITEMS

4. Approve minutes from meeting of January 10, 2017. (copy)
5. Approve Financial Report for December, 2016. (copy)
6. Approve unbudgeted transfer from (101) General Revenue to (207) Parks & Recreation in the amount of \$758,000. (copy)
This is payment for the CTS renovations.

7. Approve Pay Estimate 1 (Final) to Koch Electric, Inc., relative to 2016 Supplemental Power Project - \$61,463.45. (copy)
This project located a permanent natural gas generator at the School Street lift station (the last we believe that requires a fixed generator) and two "plug and play" transfer switches at the water plant (one for the plant itself and a second for the intake).
8. Approve Pay Request 5 from Phoenix Fabricators & Erectors, Inc., relative to Tank 4 and 6 Project - \$100,230.04. (copy)
This project includes the construction of a new, larger tank #4 near the interstate and the removal of current tank #4 near Wal-Mart. It also includes the construction of tank #6 near PCSD #32.
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 liquor license request from Carisa Stark, on behalf of Mary Jane Burgers & Brew, for a Retail Liquor-by-Drink – Caterers (RBDC) license for the 4th Annual Polar Beer 5K Run for stations on East St. Francois Street, City Park Lane, State Street, East St. Joseph Street, and Jackson Street on Saturday, March 11, 2017. (copy)
This event was approved at the last Board meeting; however, we had not received the liquor license request in time for the meeting. As you may recall, 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.
11. Approve expenditure to State Motor & Control Solutions for repairs to three pumps at the Water Treatment Plant - \$16,065. (copy)
This information was previously shared via email with the Board. Each pump costs \$5,355 to rebuild but these repairs are necessary. Maintenance and repair work is difficult to spec out and bid through the normal process so we want the Board to approve the payment of this bill.
12. Approve amendment to May 17, 2016, contract with Cochran relative to Perryville Downtown Plaza – increase not to exceed \$13,900. (copy)
Work on the Downtown Plaza has begun. Cochran's original contract only included design work. This amendment will now allow them to assist with construction management and key inspections. Please note, to help control costs, Building Inspector Angie Fields will augment Cochran's efforts whenever and as much as possible.
13. Approve rental rate increases proposed by Parks & Recreation Director Cadwell for the Parks & Recreation Department. (copy)
Proposed adjustments are shown in red and have been reviewed and approved by the Park Board. The most significant change is to the baseball/softball field rentals as lights are now included in all rentals. In addition to this, part-time labor rates for special services have increased along with a new fee for birthday party rentals and table rentals for larger events.

14. Approve swimming pool grand re-opening marketing plan and promotions as recommended by Parks & Recreation Director Cadwell. (copy)
This information was previously shared with the Board of Aldermen via email and is placed here for an official record. The Board is invited to join staff for our ribbon cutting at 4pm on February 3 when we officially unveil the updates to the Park Center.
15. Approve request from Perryville Chamber of Commerce Board of Directors to waive the fee for use of the Perry Park Center gym on Thursday, April 27 from 8:00 a.m. to 9:00 p.m. to host the Annual Business-to-Business Expo Membership Meeting and to serve alcoholic beverages in the Park Center.
The City has historically tried to work with government and not-for-profit partners by reducing our rental fees for their meetings and events. This Chamber expo supports local businesses in the Perryville community. Staff proposes waiving the facility rental fee but charging any associated labor for special services (stage construction). In addition, they would like permission to sell alcohol during the event. If approved, an official liquor license application will be forthcoming.

END OF CONSENT AGENDA

16. Presentation by Perry County School District 32 Superintendent Andy Comstock regarding April's ballot initiatives.
Mr. Comstock and members of the District #32 School Board have met with numerous and assorted groups regarding their proposed ballot issue. He will be present for our Board meeting and make a small presentation to the Board of Aldermen regarding the same.
17. Resolution 2017-01 – Adopting Building Department Inspection Schedule Policy. (copy)
This policy, previously discussed with the Board, establishes clear expectations and direction for City staff and customers.
18. Resolution 2017-02 – Adopting Utility Billing Department Service Schedule Policy. (copy)
See No. 17 above.
19. Resolution 2017-03 – Adopting Airport Courtesy Car Policy. (copy)
The Airport Board made minor adjustments TO the Courtesy Car Policy which are presented here for approval. The policy now includes Larry Dauer's contact information as Airport Manager instead of the City Administrator. The Board also softened the lengths of use for the courtesy car from 2 to 4 hours. This change will better allow visitors sufficient time to conduct business, attend meetings, visit landmarks or dine locally. Requests for exceptions, including the occasional overnight use, will be handled by the Airport Manager. Staff supports these changes.
20. Bill No. 5616 for Ordinance No. 5838 – Approving the 2017-18 Pay Plan – second reading and final passage. (copy)
The City's consultant, CBIZ, recommends a 2.1% adjustment to the City of Perryville's pay plan for the upcoming year.
21. Bill No. 5617 for Ordinance No. 5839 – Entering into a contract with CNG Source Solutions, Inc., relative to Compressed Natural Gas Time Fill Fueling Station – second reading and final passage. (copy)
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.

22. Bill No. 5618 for Expedite Ordinance No. 5840 – Approving request from Luis Talamantes for a special use permit at 411 Mulberry Lane to hold conceal and carry classes – first and second reading and final passage. (copy enclosed – may be read by title only)
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 met with resistance by the neighborhood and the request was not supported by P&Z. The special use permit includes the following provisions established during the public hearing:
 - (a) Class frequency limited to one weekend per month;
 - (b) Class size limited to 12 students or less;
 - (c) Permit is subject to reconsideration in January 2019 (two years);
 - (d) No permanent outside signage is allowed;
 - (e) Compliance with all ordinances of the City of Perryville, Missouri.
23. Bill No. 5619 for Ordinance – Amending Title 5, Chapter 5.12 of the Code of Ordinances relative to Alcoholic Beverages—Approval of Liquor License Applications – first reading. (copy enclosed - may be read by title only)
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.
24. Bill No. 5620 for Ordinance – Amending Title 17, Chapter 17.04 of the Code of Ordinances relative to Grandfathering – first reading. (copy enclosed – may be read by title only)
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. This 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.
25. Bill No. 5621 for Ordinance – Accepting General Warranty Deed from Janice Schumer, et al – first reading. (copy enclosed – may be read by title only)
This is the final step in acquiring the property necessary for the Edgemont Extension.
26. Bill No. 5622 for Ordinance – Entering into a contract with CGI Communications, Inc., relative to Community Video 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>

27. Bill No. 5623 for Ordinance – Entering into a contract with Citizens Electric Corporation relative to installation of additional service facilities in the City Park – first reading. (copy enclosed – may be read by title only)
This was a budgeted project but our original estimate was only \$6,000 instead of the nearly \$9,000 final cost proposed here. Director Cadwell did a great job of documenting the benefits of our proceeding with this project and staff would ask the Board of Aldermen to approve the same.
28. Bill No. 5624 for Ordinance – Granting a Right-of-Way Easement to Citizens Electric Corporation relative to installation of additional service facilities in the City Park – first reading. (copy enclosed – may be read by title only)
See No. 27 above.
29. Bill No. 5625 for Ordinance – Entering into a contract with The Lamar Companies relative to natural gas billboard advertisement – first reading. (copy enclosed – may be read by title only)
This contract will allow the City to continue to promote natural gas safety in the Perryville Community. The Missouri Public Service Commission requires public education activities and historically Perryville has done the minimum amount required. The billboard is beyond the minimum standards required but staff believes it will find favor with the PSC and continue our stellar reputation for providing natural gas safely to our customers.
30. Committee Reports: Public Works, Public Safety, Finance, Liaison, and Economic Development.
31. Report by City Administrator:
 - Winter Storm 3 (copy)
City Administrator Brent Buerck will not be present at this meeting, but Public Works Director Mark Brown is available to field questions the Board may have.
32. Report by City Engineer.
33. Report by City Attorney.
34. Board concerns and comments and any other non-action items.
35. Adjourn.