



**AGENDA NOTES
REGULAR MEETING
6:30 P.M., TUESDAY, FEBRUARY 7, 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.

CONSENT AGENDA ITEMS

3. Approve minutes from meeting of January 24, 2017. (copy)
4. Approve bills for January, 2017. (copy)
5. Set public hearing date for proposed Fiscal Year 2017-18 City of Perryville Budget – February 21, 2017, at 6:30 p.m. (copy)
The budget has been reviewed in detail by the Finance Committee and is ready for its public hearing.
6. Approve Pay Application 1 to Brockmiller Construction, Inc., relative to Downtown Plaza Project - \$9,224.10. (copy)
Our downtown project is well underway and this marks the first of several payments.
7. Approve Pay Application 5 to Control Technology & Solutions relative to Perry Park Center Energy Efficiency Project - \$221,476.95. (copy)
This relates to the Perry Park Center work. The vast majority of the work has been finished. Our next major piece includes closing the theater February 10-16 to allow scaffolding to be set so the old catwalk lights can be removed. The theater will reopen on February 17, ready for two weeks of school plays.

8. Approve Pay Request 6 from Phoenix Fabricators & Erectors, Inc., relative to Tank 4 and 6 Project - \$70,300.00. (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 plans and specifications for Edgemont Boulevard Extension Project and authorize City Clerk to advertise for bids. (plans will be available on meeting night)
The plans and specifications for the Edgemont Extension are complete and are presented here for the Board of Aldermen's approval. Staff must still acquire several small parcels for right-of-way and storm water easements so actual advertisement of the project will not occur until that work is done.
10. Approve specifications for City Hall Roof Renovation Project and authorize City Clerk to advertise for bids. (copy)
Similar to the Police Department, we have been struggling with the city hall roof in recent years. There have been at least six different repairs since 2013 and we are starting to see patched areas open back up. The current roof predates City Hall and is done with sheeting and rocks.

The proposed roof is a white TPO Rubber Roof with welded seams. It will have tapered rigid insulation to aid in drainage and a 25-year warranty. This new roof will no longer require the rock to serve as ballast for holding the roof material in place.
11. Approve specifications for Perry Park Center HVAC Maintenance Contract and authorize City Clerk to advertise for bids. (copy)
It is time to again bid out of the HVAC maintenance agreement for the park center. This contract is different than those previous in that it is only 2 years long (instead of 3 years). This is because the new Dectron comes with a "bumper to bumper" warranty for its first 2 years. This proposed maintenance agreement will need to cover everything else.

After this 2-year contract, the current plan is for the following contract to again be 3 years in length which will take us right up to Phase II renovations at the park center and a complete replacement of the other HVAC units.
12. Approve Request for Proposals for Feltz Street Park Playground Project and authorize staff to seek proposals. (copy)
The Master Plan for the Park System includes a complete rebuild of the Feltz Street Park. This RFP begins the process of playground selection by soliciting proposals for a total playground, delivered and installed. Staff has set a \$75,000 budget for the complete purchase and installation of the playground equipment. This new playground will be the largest single playground in the City's park system. The budget for next year also includes a poured rubber surface and walking trail around the park itself.
13. Approve Request for Proposals for Lift Station Alarm Monitoring System and authorize staff to seek proposals. (copy)
Lift station alarms provide a critical measure of security for the waste water collection systems. These alarms include things like High Level, Low Level, Power Outage and Pump Fail. The alarms are currently hardwired (via landline phone lines) to the Police Department where dispatch can call out public works staff as needed. We understand AT&T is planning to completely discontinue landline services in upcoming years and have begun to plan for that day. It is our hope to replace approximately one-half of the system next year as part of the FY 17-18 city budget.

14. Approve specifications for Grand Avenue Water Materials bid and authorize City Clerk to advertise for bids. (copy)
This is another FY 17-18 budget project and allows City staff to replace the water lines under Grand Avenue which will allow for Grand itself to be paved in future years in accordance with the City's Capital Improvement Plan. This work will be performed in-house by City staff.
15. Approve specifications for West End Lift Station Roof Replacement project and authorize City Clerk to advertise for bids. (copy)
This is a relatively small project and doesn't technically require staff to advertise for bids. That said, staff would like to open this up to interested contractors as it is a smaller job and many companies could readily perform the work.
16. Approve recommendation from Major Jones regarding lane markings on Grand Avenue. (copy)
Staff has received numerous comments from a single individual regarding perceived safety concerns with Grand Avenue's intersection at Perryville Boulevard. Those concerns have been shared with MoDOT and studied by the Perryville Police Department. At this time, both parties recommend no further action. If the City decided to pursue this matter, MoDOT has indicated they would issue a permit but all costs of installation and maintenance would belong to the City of Perryville.
17. Approve recommendation from Major Jones regarding curb painting request on Richardet Street. (copy)
A resident along Richardet Street has complained about neighbors parking too close to his driveway and blocking mailboxes. The Police Department has studied the matter and recommends no further action. The PD will, however, respond to calls and complaints when there is an infraction.
18. Review and approve revised Swimming Pool Rules. (copy)
Minor changes with the pool's reopening included moving parties from the pool deck into the park center's meeting room, prohibition of cameras in locker rooms, and adding the wading pool rules (previously only found on the sign hanging from the wall). In addition, while the pool was closed for repairs staff noticed the slide's surface had been gouged. Staff researched the matter and believes such a cut could only be from buckles from floatation devices. As such, the new rules no longer allow floatation devices on the slide. Instead, we removed the prohibition of parents "catching" their children when they come off the slide.
19. Approve request from Perry County Master Gardeners to sell plants at Pavilion 10 on May 6, 2017, and to waive the fee for rental of the pavilion. (copy)
The Master Gardeners have requested permission to host a fundraiser selling plants in the park. This sale is similar to that of prior years and will take place on May 6 from 8am to noon at Pavilion #10. Staff supports this request as no preparation is required and the proceeds will support their continued operations.
20. Approve request from Tourism Director Erzfeld regarding *Painting the Midwest: First Inhabitants* art exhibit scheduled for April 20-23, 2017. (copy)
The City is again asked to support this community-wide event with a police presence during operating hours and park staff support in setting up and tearing down. This will again be a world-class art and artifact display and we are blessed to have the opportunity to display it here in Perryville.

END OF CONSENT AGENDA

21. Distribution of CMT Water and Wastewater Staffing Assessment. (copy)
A major part of moving the water and wastewater systems forward was better understanding what we are and then determining what we should be. For this task, the City contracted with Jeff Doss of Crawford Murphy & Tilley to analyze the Department's operations and perform a rate analysis. The staffing assessment is complete and is distributed here for the Board's consideration and review. As a reference, staff has also included the internal analysis of the utility billing department that was incorporated into CMT's final recommendation. Both documents have been reviewed by the Finance Committee as part of their budget review and will be scheduled for full discussion at our next meeting of the Board of Aldermen.
22. Review of 2017-18 Budget. (copy)
In general, this budget continues to focus on strengthening and maintaining the City's infrastructure for both now and the future. Included here is the summary page that highlights significant purchases and projects found within the proposed budget. At this point, this document is still in "draft" form as staff is presently working on the remaining details associated with the budget.
23. Bill No. 5619 for Ordinance No. 5841 – Amending Title 5, Chapter 5.12 of the Code of Ordinances relative to Alcoholic Beverages—Approval of Liquor License Applications – second reading and final passage. (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.
24. Bill No. 5620 for Ordinance No. 5842 – Amending Title 17, Chapter 17.04 of the Code of Ordinances relative to Grandfathering – second reading and final passage. (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. 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 No. 5843 – Accepting General Warranty Deed from Janice Schumer, et al – second reading and final passage. (copy)
This is the final step in acquiring the final house necessary for the Edgemont Extension.
26. Bill No. 5622 for Ordinance No. 5844 – Entering into a contract with CGI Communications, Inc., relative to Community Video Program – second reading and final passage. (copy)
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 No. 5845 – Entering into a contract with Citizens Electric Corporation relative to installation of additional service facilities in the City Park – second reading and final passage. (copy)
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 No. 5846 – Granting a Right-of-Way Easement to Citizens Electric Corporation relative to installation of additional service facilities in the City Park – second reading and final passage. (copy)
See No. 27 above.
29. Bill No. 5625 for Ordinance No. 5847 – Entering into a contract with The Lamar Companies relative to natural gas billboard advertisement – second reading and final passage. (copy)
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. Bill No. 5626 for Emergency Ordinance No. 5848 – Granting General Warranty Deed to Paul H. Collins relative to the Edgemont Extension Project – first and second reading and final passage. (copy enclosed – may be read by title only)
The proposed layout of Edgemont will require small pieces of additional right of way for sidewalks, turning lanes and proper intersections. In each of these instances, we are trading unneeded property along the road (something MoDOT would consider an uneconomic remnant) for a different piece that is actually needed for the road.
31. Bill No. 5627 for Emergency Ordinance No. 5849 – Granting General Warranty Deed to Catherine M. End relative to the Edgemont Extension Project – first and second reading and final passage. (copy enclosed – may be read by title only)
See No. 30 above.
32. Bill No. 5628 for Emergency Ordinance No. 5850 – Granting General Warranty Deed to Vivian A. Shea relative to the Edgemont Extension Project – first and second reading and final passage. (copy enclosed – may be read by title only)
See No. 30 above.
33. Bill No. 5629 for Emergency Ordinance No. 5851 – Granting General Warranty Deed to Kim P. Weber relative to the Edgemont Extension Project – first and second reading and final passage. (copy enclosed – may be read by title only)
See No. 30 above.
34. Bill No. 5630 for Ordinance – Show Me Green Sales Tax Holiday for 2017 – first reading. (copy enclosed – may be read by title only)
In the past, the Board elected to have the City of Perryville participate in this event but also asked that we revisit it every year. Over 50 cities participated statewide in 2015 including several SE Missouri communities. Essentially, the City forgives its sales tax on “energy star” appliances during a seven-day period starting on April 19th and ending April 25th. This allows our citizens the opportunity to purchase these appliances without paying both City and State sales taxes. While there will

additional sales for area businesses and reduce prices for our citizens. There is no obligation to participate but the Board has always chose to do so in years past. More information can be found at: <http://dor.mo.gov/business/sales/taxholiday/green/>.

35. Bill No. 5631 for Ordinance – Granting Right-of-Way Easement to Citizens Electric relative to movement of utility poles on PCR 314 – first reading. (copy enclosed – may be read by title only)
Citizen's Electric has requested an easement to relocate a power line on the City's sludge farm. The new easement will relocate the power line closer to the county road which will be better for the City (more out of the way) and for CEC (easier location to maintain).
36. Committee Reports: Public Works, Public Safety, Finance, Liaison, and Economic Development.
37. Report by City Administrator:
 - Board Appreciation Dinner – February 24th
 - Northdale Park
 - El Camino Real (Kingshighway) Anniversary Event – March 10 @ 10 am
 - Route AC Intersection Lighting
 - City Water Loss (copy)
 - Airport Fuel Tanks
38. Report by City Engineer.
39. Report by City Attorney.
40. Board concerns and comments and any other non-action items.
41. Closed Session to discuss litigation matters in accordance with Section 610.021(12); real estate matters in accordance with Section 610.021(2) RSMo, contractual matters in accordance with Section 610.021(9) RSMo, and personnel matters in accordance with Section 610.021(3) RSMo.
42. Adjourn.