

**January 9, 2023**  
**Golden Age Center Building**  
**Nelson Hart Park**  
**Regular City Council Meeting**  
**6:30 pm**

**AGENDA ITEM: Call to Order**

Meeting was called to order at 6:30 pm by Mayor Krawiecki

Councilmembers in attendance: Michael Gray, Tyler Wagnon, Margaret Roberts, David Bond, David Watkins, Brittney Marston, Mark Gray and Nathan Kemnitzer (entered meeting at 6:44 pm)

The Council said the Pledge of Allegiance and Jim Fleming led a word in prayer.

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**AGENDA ITEM: Adoption of Agenda**

Mayor Krawiecki asked to amend the agenda to add Ordinance #22-1239, imposing a sales tax at the rate of three percent on all tangible personal property retail recreational sales, and a sales tax at the rate of two percent on all tangible personal property retail medical sales of adult use marijuana sold within the City of St. James Missouri, subject to voter approval. A motion was made by Councilperson David Watkins and seconded by Councilperson Tyler Wagnon to adopt the agenda with changes. All councilmembers present voted "aye". Absent: Nathan Kemnitzer

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**Presentation by Brian Pelcak with PGAV**

Mr. Pelcak addressed the council stating Missouri Humanities Council made a grant available to MRPC and an RFP was put out and PGAV was ultimately granted the feasibility study for the potential National Museum of Indian removal in our area. Several workshops were done and completed the study in November. Mr. Pelcak went thru an approximate 60-page on-screen presentation for the council. The location will need to be about 8 acres and 2 sites under consideration. He stated it is recommended the building be approximately 40,000 square feet and development of parking area, pathways, and landscaping. Discussion followed.

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**AGENDA ITEM: Minutes**

Councilperson David Watkins asked to change City administrator report wording from "shame" to "shape" and also questioned the Alliance water report on gallons used did not add up. He wanted to know where the other million gallons of water went to and City administrator Jim Fleming said he would ask tomorrow at the utility board meeting and get him an answer. Councilperson Mark Gray made a motion to approve regular city council minutes December 12, 2022, meeting, seconded by Councilperson Michael Gray, with changes. All councilmembers present voted "aye".

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## **AGENDA ITEM: Review the Bills**

Councilperson Margaret Roberts made the motion to approve the review of bills, seconded by Councilperson Mark Gray. All councilmembers voted "aye".

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## **CITIZEN COMMENTS**

NONE

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## **NEW BUSINESS**

### **RESOLUTION 22-372 Police Building Construction Contract**

Mayor Krawiecki stated the resolution was tabled last month because of concerns between bids received, Bales construction being the lowest bidder. City Administrator Jim Fleming contacted several clients that had used Bales Construction, in the past, and had great reviews and also Councilperson Margaret Roberts stated she checked around also and they were honest and easy to work with.

Councilperson David Watkins made a motion seconded by councilperson Tyler Wagon to accept bid and approve resolution for Bales Construction, in the amount of \$599,800.00.

### **Review of FY 2021-2022 Audit – Tammy Alsop (via Zoom)**

Ms. Alsop with Sikich, CPA, gave an overview of the FY 2021-2022 audit as presented in the packet. Discussion followed.

### **ORDINANCE 22-1239 Impose a Sales Tax at the Rate of Three Percent on all Tangible Personal Property Retail Recreational Sales and a Sales Tax of Two Percent on all Tangible Personal Property Retail Medical Sales of Adult Use Marijuana Sold within the City of St. James Missouri, Subject to Voter Approval.**

Councilperson Margaret Roberts stated this will probably be on a lot of ballots this year because it is state wide. Councilperson David Watkins stated Section 3 and Section 4 of the ordinance needs to be changed to Section 4 and Section 5. He also asked if this would be a majority vote or a simple majority. City administrator Jim Fleming spoke with Justin Head and they will be researching the answer but believed it would be a simple majority vote. Discussion followed.

Councilperson Margaret Roberts seconded by Councilperson Michael Gray approved first reading, with corrections. Roll Call Vote: Tyler Wagon, David Bond, Mark Gray, Nathan Kemnitzer, Brittney Marston, Michael Gray, Margaret Roberts and David Watkins all voted "aye".

Councilperson Tyler Wagon seconded by Councilperson Brittney Marston approved second reading, with corrections. Roll Call Vote: Tyler Wagon, David Bond, Mark Gray, Nathan Kemnitzer, Brittney Marston, Michael Gray, Margaret Roberts, and David Watkins all voted "aye".

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**AGENDA ITEM: Department Reports**

**PUBLIC WORKS—City Administrator Jim Fleming**

Report attached to minutes

**ALLIANCE—BOB HATHCOCK**

Report attached to minutes

**SCHOOLS—NATHAN KEMNITZER-no report**

**SENIOR CENTER—MICHAEL GRAY**

Report attached to minutes

**POLICE—MARK GRAY**

Report attached to minutes

**MO HUMANITIES—JIM FLEMING**

In addition to the presentation at beginning of meeting, City administrator Jim Fleming stated the next step is putting together a governance board.

**PARK—TYLER WAGNON**

Report attached to minutes

**LIBRARY—DAVID BOND**

Report attached to minutes

**STREET---DAVID WATKINS**

Councilperson Watkins stated he has met with street department a couple times and during the latest winter weather he wanted to give a pat on the back to the department for how they handled the roads and the fact they didn't have to use any salt this time. He also stated the department was fully staffed and department is doing well.

**Utilities –**

Alliance continues to struggle with staff issues. We have had help from Versailles and Franklin County during the past week. The supervisor Bob Hathcock had been on site in weeks previous but had family emergency that kept him from being here this week. He still directed activities remotely.

We have requested proposals from two other companies to provide the same type of service as Alliance and will be giving them tours of our facilities starting this week.

**Sewer WWTP** – Construction is starting at the Waste Water Treatment plant. Modifications to the UV disinfection building are underway to add two more banks of UV lights to the system. This will increase our capacity through the plant.

The excavation for the Chemical Building is underway and areas are marked for piping and electrical excavation later in January.

We had issues with a Ras/Was pump again. This is the 30 hp pump that we have been using temporarily to take effluent from the clarifier and reintroducing in the inflow to the plant. This keeps the bacteria at a high level in the oxidation ditches. When this pump goes down, the clarifier received too much from the oxidation ditches and doesn't have enough time to settle the solids. We had Archer develop a plan for a temporary solution that will use two pumps that we already have so the redundancy will keep this from happening. We have already purchased all the materials other than modifying the two pumps and we'll be asking Midstate pipeline and Smith and Edwards to quote the electrical and installation labor for this project.

Lift Station 3 was frozen during the polar vortex, and it was corrected that Friday before Christmas. The pre-construction meeting was held on the 4<sup>th</sup> and tree removal will start this week. We notified residents by mail in November.

**Water –**

The polar vortex also caused 11 meters to be frozen. We also notified 4 residents they had water leaks due to frozen pipes. The reported water leak on Eldon from the fire turned out to be the drain from the basement of that home.

**Electric** – Ryan Thompson is the Supervisor of the Electric Department, and we have three 1<sup>st</sup> year apprentices. We have a Mutual Aid Agreement with Waynesville for help and we're trying to schedule someone to be on call one week a month. We are working on an agreement with Intercounty Electric for the same thing and their attorney is writing a new Mutual Aid agreement that will work for both of us. We are in negotiations with RMU for another week of coverage as well.

We will be discussing at the Utility Board who will actually carry the emergency phone and what that compensation will be.

**Sanitation** – We apologize for the holiday pick up change that was made without proper notice to the public. The Department if Monday holidays push the pickup to Tuesday (Ward 1) and Tuesday pickup is pushed to Wednesday (Ward 2). The Ward 3 and 4 pickups remain the same. If a holiday falls on Thursday, Ward 3 will be picked up on the Wednesday before. If it falls on a Friday, Ward 3 will be picked up on Wednesday and Ward 4 will be picked up on Thursday.

**Street** - Staffing is better should be back up to 7 for a while. Working to get everyone CDL licensed.

**OUR  
MISSION**

We partner  
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**REPORT OF OPERATIONS**

**City of St. James, Mo.**

**Wastewater Treatment System**

**Month of December 2022 for the January meeting**

Submitted by Alliance Water Resources, Inc. for the

August

City Council Meeting

## SUMMARY OF FACILITY OPERATIONS.

Laboratory results December 2022 **LAB RESULTS NOT AVAILABLE FOR REPORT DEADLINE**

Final Effluent Limitations				
Effluent Parameters	Units	Daily Max	Weekly Avg	Monthly Avg
Flow	MGD	*		
Biochemical Oxygen Demand	mg/l		45	30
TSS	mg/l		45	30
pH	SU	***		***
NH3 as N	mg/l			
(April1-Sept 30)		5		1
Oct1- March 31)		12.1		2.5
Total Phosphorus	mg/l	****	****	****
Total Nitrogen	ug/l	****	****	****
Oil & Grease	mg/l	15		10
E. Coli	#100 ml		1030	206
Nitrate	mg/l	****	****	****
Nitrite	mg/l	****	****	****
Whole Effluent Toxicity	% Survival	**		

Results			
Monthly Results	Daily Max	Weekly Avg	Monthly Avg
Flow			1.9 MGD
BOD 99.9%			3
TSS 94.5%			3.2
pH			7.9
NH3 as N			0.3
(April1-Sept 30)			
(Oct1- March 31)			
Phosphorus			3.36
Nitrogen			3.79
Oil & Grease			<1
E. Coli			
Nitrate			18.8
Nitrite			
WET			

\* Monitoring requirement only

\*\* % Survival of specified aquatic life when exposed to effluent.

\*\*\* pH limits are 6.5-9.0

\*\*\*\* Monitoring only, Once/month

## PLANT HYDRAULIC AND ORGANIC LOADING

The average daily effluent flow for the month was 1.9 million gallons per day.

## BIOSOLIDS APPLICATION AND INVENTORY .

No loads were applied to the field in December.

## WATER SYSTEM OPERATIONS

- Well #1 (Downtown) produced 6,586,000 gallons.

- Well #2 (Football field) produced 2,106,000 gallons.
- Well #4 (Parker LN) Well #4 cannot be run at the same time as well #5. Well # 4 was turned on in October. It produced 2,283,000 gallons.
- Well #5 (N Springfield) produced 0 gallons before it was shut down to exercise well 4. That gives us a total of 10975,000 gallons pumped.

## **WATER SYSTEM MAINTENANCE AND REPAIR**

- Operated wells 7 days per week
- AWR Staff started meters on December 1st and completed reading before the 10th.
- Multiple freeze ups occurred during the cold spell. Staff worked during the Holidays to keep people in service.

## **WWTP OPERATIONS**

- Lab NPDES permit testing received and met permit perimeters.
- All rotors #1 are operational.

## **WWTP/COLLECTION SYSTEM MAINTENANCE AND REPAIR**

- Lift stations operated 7 day per week.
- Lift station 3 went down at the start of the hard freeze just before Christmas allowing the check valve to freeze. Took several days to get it unfrozen. With DNR's approval we pumped the WW to the pit by the check valve to keep it from overflowing into the creek as much as possible.

## **PROJECTS**

- Plant upgrades are continuing, and some piping and conduit have been delivered.

## **REGULATORY AGENCY, INSPECTION AND REPORTS**

- EDMRs submitted

## **MISCELLANEOUS AND RECOMMENDATIONS**

- We continue to struggle with filling staffing positions. AWR has brought in several staff to fill in.
- Recommend burying line at LS 3 and using bales to protect what cannot be buried.



## Linda Cochran

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**From:** Michael Gray  
**Sent:** Monday, January 9, 2023 6:18 PM  
**To:** Linda Cochran  
**Subject:** Department reports

IDA: No report

Sanitation: all is going well. Hired up and new people are doing good. No immediate concerns.

Senior Center:

Served 271 families on Commodity Day. Multiply those times an average of 4 PP per family = 1084 individuals or ¼ of the population of St. James

Next Commodity Day is Thursday, January 19th from 7:30 – 9:30. Register with Marilyn at the Caring Center prior to that day.

Thrift Store needs furniture donations.

Caring Center received a grant to assist the St. James Schools with the Backpack program which provides take-home food every Friday to students.

Misconception that only the aging population is welcomed at the Senior Center... not true... we welcome adults of any age to eat in the dining hall, participate in activities, exercise in our fitness center for free, and so on.

Michael W. Gray  
Councilman Ward 4  
City of Saint James, Missouri  
Phone/Text: 573.525.9390

Police report  
January 9, 2023

Police chief Jones reported to me that last year in 2022 that they had a total of 10,666 calls. These consisted of self initiated contact such as traffic stops, security checks, follow ups, investigations, and incidents they were dispatched to. For the month of December 2022 they had 916 call. That is an increase of 34 calls over the previous month.

Officer Frank our newest officer is now on the road and in the field. With the hiring an officer Frank we were up to full staff, unfortunately today we had an officer resigned. Because of this resignation, we are now short one officer again. At this time I would like to take a moment to thank all of our officers and police staff for the outstanding job that they have done in 2022.

Mark Gray  
City Councilman Ward 2  
St. James, Mo.

January 9, 2023

**Library:**

The library will be closed from the 17th through the 21st of January while the new shelves are assembled and installed. There will be no curb service while the library is closed as the collection will be re-shelved.

The annual Friends of the Library meeting will be held January 19 at 6PM at the Golden Age Building at Nelson Hart Park. Anyone interested in joining is invited to attend.

**PCAR:**

The animal shelter is currently operating on Winter Hours of operation. The shelter is open Wednesdays and Saturdays, however, services are available by appointment.

## City Administrator's Report 12-12-22

We have been working with Matt Woolsey to develop an application for the DED ARPA grant monies set aside for tourism. This might help us do some of the things we have wanted to fund to help our tourism efforts such as paving the TIC and re-roofing the building, installing the all inclusive playground and creating the respite areas downtown the Robert Tessaro had discussed at the last council meeting.

We have been trying to get staffed up in our departments and we now have a Utility Accounting Clerk. Melissa Stradt. She's been with us a week and is learning our software.

A lot of focus had been on being able to be more competitive with salaries to keep the people we have. We'll now turn the focus to the 2024 budget process.

We will be advertising for the City Administrator position after the first of the year and continuing that search.

We want to pick a day for the Mayme Osley Day. We're working with the Chamber of Commerce and the Schools for the right day.

### Budget report –

The impact of the wage increase wasn't readily apparent in November. December will give us a better idea of the impact.

Total Revenue vs Budgeted Revenue is down by \$35,564. The good thing is we have held expensed down \$113,277 to compensate for it. We are solvent and in good shape.

The budget committee will meet sometime in January to look at preliminary budgets and I'd like to be able to present it to the full Council in February.

## PARK REPORT 01-09-23

1. There is a drop-in from 6-8 pm tonight (Monday) for people to wish her well. Kelly Gleason, who is the attendance at the Rec Center on Thursdays & Fridays, will take over Gail's responsibilities starting the week of January 23.
2. Men's 3 on 3 basketball league started after Christmas. There will also be a 1<sup>st</sup> & 2<sup>nd</sup> grade basketball league on Saturdays starting January 21. Little Tigers Basketball starts this Saturday.
3. The Daddy/Daughter Dance will be Saturday, February 25.
4. Home School PE started last Friday and had a very good turnout. This program will be held from 1-3 pm on Fridays through the end of April.
5. Park maintenance staff is working on a variety of projects and getting things ready for the spring season.

**SANITATION—MICHAEL GRAY**

Report is attached to minutes

**PCAR---DAVID BOND**

Report is attached to minutes

**CHAMBER-BRITTNEY MARSTON**

Councilperson Marston stated the annual awards dinner will be held February 4, 2023 and tickets are \$45.00 and can be purchased on line or at the tourist information center. City wide clean up and been confirmed for April 1, 2023 meeting at the Senior Center at 9:00 am. Coffee, breakfast and supplies will be provided and all volunteers are welcome. Crawford County Electric donated 14 trees and were planted on the walking trail.

**IDA---MICHAEL GRAY—No Report**

**UTILITIES—MICHAEL GRAY**

Councilperson Michael Gray stated there was some issues with Alliance regarding wells not being on and concerns with renewing the contract or look at another contract due to costs of water maintenance going up. Also, they are possible looking at getting rid of natural gas to take over water.

**CITY ADMINISTRATION—JIM FLEMING**

Report attached to minutes and went over financials presented at the meeting.

**MAYOR----RICK KRAWIECKI**

Mayor Krawiecki stated the city is in good financial shape and wanted to thank everyone for working hard to keep spending within budget and stated the budget committee will be meeting soon to work on next year's budget.

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**AGENDA ITEM: Adjourn**

With no further business to discuss Councilperson Margaret Roberts made a motion seconded by Councilperson Brittney Marston to adjourn. The meeting was adjourned at 8:15 pm.

ATTEST:



Linda Cochran, City Clerk

  
Rick Krawiecki, Mayor

2-13-23

Date