

Aldermen Meeting

October 24, 2023

Packet



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
Amanda Duncan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington
October 10, 2023

Call Meeting to Order

The regular season meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Mayor Greg Parker at 6:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Public Works Director Mark Nash.

Roll Call

Council Members present included Kala Sisco, Shawn Bolerjack, and Kyle Williams. Alderwoman Amanda Duncan was absent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Chief of Police Joe Chase, Public Works Director Mark Nash, and Finance Director Stacey Houston. Citizens in attendance were: LJ Harris, Bev Jacobs, Nathan Edwards, Lisa French, Mary Ann Curley, Debbie Murphy, and Andrew Wynn.

Approve Agenda

Alderman Bolerjack moved to approve the agenda.

Seconded by Alderman Williams.

The vote was 3 Aye-Bolerjack, Williams, and Sisco. 0 Nay. Motion Carried.

Consent Agenda

September 26, 2023, Regular Meeting Minutes

September 19, 2023, Park and Recreation Meeting Minutes

Municipal Court Report September 2023

Police Department Monthly Report September 2023

Animal Control Report September 2023

Mo Dept. of Rev. Capital Improvements July 2023-\$69,669.50

Mo Dept. of Rev. Storm Water/Local Parks July 2023-\$52,251.04

Mo Dept. of Rev. City Tax July 2023-\$139,338.78

Alderwoman Sisco moved to approve the Consent Agenda.

Seconded by Alderman Bolerjack.

The vote was 3 Aye- Sisco, Bolerjack, and Williams. 0 Nay. Motion carried.

Hearing of Persons

Debbie Murphy discussed a two-day Facebook poll that started on September 12, 2023. The poll question was “Would you like to see a town hall meeting with all alderman and mayor, for the public to ask questions?”. Ms. Murphy stated 42 of the 400 total followers voted. Of those 10.5 % that voted, 40% voted yes, 2% voted no, 34% voted I would attend, 2% voted I would not attend, and 16% voted I would attend if able.

New and Miscellaneous Business

Lagers Annual Meeting

Alderman Sisco moved to approve City Clerk Koller to attend the Annual Lagers Meeting in St. Louis, Mo. Seconded by Alderman Williams.

The vote was 3 Aye-Sisco, Williams, and Bolerjack. 0 Nay. Motion carried.

Cold Mix Asphalt Bid Approval

Alderman Williams moved to approve the bid from Lead Belt Materials for 304 tons at \$78.00 per ton for a total of \$23,712.00.

Seconded by Alderman Bolerjack.

The vote was 3 Aye-Williams, Bolerjack, and Sisco. 0 Nay. Motion carried.

Request for Utilities

Alderman Williams moved to approve providing water and sewer service to the Owens home outside city boundaries.

Seconded by Alderman Sisco.

The vote was 3 Aye-Williams, Sisco, and Bolerjack. 0 Nay. Motion carried.

Request for Utilities-103 S. Dilworth

Alderman Bolerjack moved to table the request for water service to the Richardson property outside city boundaries.

Seconded by Alderman Sisco.

The vote was 3 Aye-Bolerjack, Sisco, and Williams. 0 Nay. Motion carried.

Resolution No. 23-2023-A resolution authorizing the mayor to enter into an agreement between the City of Salem, Missouri, and the Dent County Animal Welfare Society to provide animal control services and when it will become effective.

Alderman Williams moved to approve Resolution No. 23-2023.

Seconded by Alderman Bolerjack.

The vote was 3 Aye-Williams, Bolerjack, and Sisco. 0 Nay. Motion carried.

Reading of Bills (Tabled September 12, 2023)

Bill No. 3564-An ordinance to rezone 1203 Babb Lane as described in Exhibit “A” in the City of Salem, Missouri from Commercial to Manufacturing/Industrial, owner Sellers Investment Properties.

City Clerk Koller read the third reading of Bill No. 3564 by caption only.

Alderman Bolerjack moved to table Bill No. 3564.

Seconded by Alderman Williams.

The vote was 2 Aye-Bolerjack and Williams. 0 Nay. 1 Abstain-Sisco.

Bill No. 3566-An ordinance to rezone 1209 Babb Lane as described in Exhibit “A” in the City of Salem, Missouri from Commercial to Manufacturing/Industrial, owner Sellers Investment Properties.

City Clerk Koller read the third reading of Bill No. 3566 by caption only.

Alderman Bolerjack moved to table Bill No. 3566.

Seconded by Alderman Williams.

The vote was 2 Aye-Bolerjack and Williams. 0 Nay. 1 Abstain-Sisco.

Bill No. 3567-An ordinance to rezone 1301 Babb Lane as described in Exhibit “A” in the City of Salem, Missouri from Commercial to Manufacturing/Industrial, owner David Gray, Jr.

City Clerk Koller read the third reading of Bill No. 3567 by caption only.

Alderman Bolerjack moved to table Bill No. 3568.

Seconded by Alderman Williams.

The vote was 2 Aye-Bolerjack and Williams. 0 Nay. 1 Abstain-Sisco.

Reading of Bills (First Reading)

Bill No. 3574- An ordinance amending the city administrator duties for the City of Salem, Missouri.

City Clerk Koller read the first reading of Bill No. 3574 by caption only.

Reports of City Officials, Boards and Committees

City Administrator Sally Burbridge reported all rights-of-way documents have been submitted and approved by MoDot. MoDot has also given approval for our engineer to move forward with putting bid documentation together. City Administrator Burbridge states she has had numerous questions in relation to the time frame on construction of the project, she states best case scenario with the time frame and process would be next spring. Information and layout of the downtown project can be found at the city website.

Mayor Greg Parker reported the Dent County Health Center will be hosting a drive through vaccine and flu clinic on October 12th from 1-6 P.M at the Dent Count Fire Station.

Mayor Greg Parker reported Healthy Dent County will be hosting a Witches Walk on October 28th at 9 A.M. beginning at the Tiger Trail. Registration is now open with a cost of \$20.00 per person. For information call (573)729-8163.

Mayor Greg Parker thanked local businesses for their participation in the annual fall scarecrow decorating event.

Public Works Director Mark Nash reported they have several projects they will be starting soon. The new McDonalds is close to needing the wire pulled in and setting the transformer. Digging for underground wire installation at the school’s construction trades building will begin soon.

Public Works Director Mark Nash reported fall waste will be picked up the week after the designated deadline to give citizens more time.

Alderwoman Kala Sisco reported Healthy Dent County will host Casino Night on November 4th.

Alderwoman Kala Sisco thanked Deputy Robbins for organizing Trunk or Treat.

Alderwoman Kala Sisco gave an update on the Parks and Recreation Meeting last week. Jon Hambacker and Jay Anderson shared their plan for the railroad walking history trail. They will be meeting with Parks and Recreation Director Melissa Dubois to discuss mapping and where park benches and signs may be placed. A new park policy was also discussed but will need input from City Attorney James Weber before moving forward. They would like to see hours placed on the use of the park to eliminate vandalism.

Alderman Shawn Bolerjack had nothing to report.

Alderman Kyle Williams reported there will be a Utility Committee Meeting tomorrow October 11th, 6:15 P.M. at the Community Center@ The Armory.

Alderman Kyle Williams reported he will be attending the Board of Adjustment meeting Thursday, October 12th. He made a correction to an earlier statement, that he was a voting member of that board. He stated that he is not a voting member of that board.

Closed Session

Pursuant to Section 610.021(1) Legal action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney.

Pursuant to Section 610.021(12) of the Revised State Statutes of the State of Missouri pertaining to sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Alderwoman Sisco moved to go into closed session.

Seconded by Alderman Williams.

The vote was 3 Aye-Sisco, Williams, and Bolerjack. 0 Nay. Motion carried.

The Board went into closed session at 6:45 PM.

No action was taken.

Adjournment

Mayor Greg Parker adjourned the meeting at 8:54 p.m.

Tammy Koller

City Koller

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

October 10, 2023, Aldermen Meeting Minutes

CITY OF SALEM UTILITY COMMITTEE

MINUTES OF MEETING

September 13, 2023

The City of Salem Utility Committee meeting was called to order by Utility Committee Chairman and West Ward Alderman, Kyle Williams. The following individuals were present: Catherine Dent, John Hambacker, Harold Hamilton, Nathan Kinsey, Rick Letchworth, and David Weiss.

Recognition for their attendance was given to City Administrator, Sally Burbridge; Finance Director, Stacy Houston; Director of Public Works, Mark Nash; and Chris McGuirt, from the utility department. Reports and financials for utility usage were presented by Stacy Houston, Financial Director for the City of Salem, and the minutes of the August 9, 2023, meeting of the utility committee were approved.

John Hambacker inquired about the number of transformers on poles and if they were performing and if not, could they be taken down. Mark Nash stated that some transformers had been removed and rebuilt.

John Hambacker also remarked on the need for some kind of notification regarding peak alerts and noted that in other cities there are speaker systems telling everyone when there was a peak alert. The City system is set up only for one siren sound (tornado) and Joe Chase stated he was working on a proposal with the City Administrator on a new system regarding an alert.

City Administrator, Sally Burbridge, spoke on the Execeleron program and stated work has been done to make sure payments are routed to the specific banks, etc. She noted that in the next few weeks, the city will be moving to launch two pieces of the billing system (online payments and 24/7 automated phone system) and there is a cost for these systems. Work is still progressing on emailing utility bills and Encode is hoping to deploy this system soon.

Sally also told those in attendance she will be attending the MPUA annual conference September 27, 2023, and will also be representing the city at the MMMPEP committee meeting in November.

The water testing quote of \$3691 per well that was given at the last meeting was brought before the committee. The water has been exceptional but there has been some residue that may provide discoloration. The committee was asked if they wanted to pursue additional water testing and no motion was made to do so.

The Board of Aldermen asked committee members to meet in closed session in a privileged consultation with an attorney regarding the cost of utilities for individuals outside the city limits. This meeting would follow the Board of Aldermen meeting September 26, 2023. Members of the committee agreed to meet.

The meeting was then opened to questions and comments from those persons in attendance who do not serve on the committee.

The committee heard from Frank Rauhe on his installation of solar panels and net metering, and individuals concerned about the trash service and recycling. Debbie Murphy stated she was tired of fees going up and down and that the City should look at cuts that might help with this situation. Lisa French asked for an explanation about kilowatt hours and charges and expressed her distaste in the 4% COLA increase for the City coming from the electric fund. French also wanted to know why the city was buying wire for McDonalds and it was explained that McDonalds was reimbursing the city for the wire.

With no other business occurring, a motion was made by Catherine Dent and seconded by John Hambacker that the meeting close. Motion carried.

The next meeting of the City Utility Committee will be October 11 at 6:15 at the Community Center at the Armory.

Prepared by: Catherine Dent

CITY OF SALEM
CITY CLERK
400 N IRON ST
SALEM

MO 65560

MISSOURI DEPARTMENT OF REVENUE

10/13/23

WE HAVE INSTRUCTED THE CENTRAL BANK, JEFFERSON CITY, TO DISTRIBUTE YOUR
MONIES TOTALING \$ 20,485.54 BY ELECTRONIC FUNDS TRANSFER (ACH) TO

THE BANK OF SALEM 081503694 CITY OF SALEM-ENTERPRISE FUND/AC-0410117

MOTOR FUEL TAX	\$	14,959.62
MOTOR V SALES TAX	\$	4,246.85
MOTOR V FEE INCREASES	\$	1,279.07

FOR YOUR CREDIT AND USE ON 10/19/23.
IF YOU DO NOT RECEIVE YOUR DISTRIBUTION OR IF YOU HAVE QUESTIONS CONCERNING
THE AMOUNT OF YOUR DISTRIBUTION, PLEASE CONTACT THE MISSOURI DEPARTMENT
OF REVENUE AT (573) 751-2611.

From the City Administrator, Sally Burbridge

Dent County Transportation Meeting

On 10/16/23 there was a Dent County transportation priorities meeting which included myself, Preston Kramer, District Engineer with MoDOT, Bonnie Prigge and Anne Freand with MRPC, and Dent County Commissioners to determine what our top transportation priorities were. Also present were Representative's Copeland and Mayhew along with Commissioners from Shannon County. These priorities will then go to the MRPC Transportation Action Committee (TAC) to review and prioritize top transportation needs for the MRPC region in December and those will then be vetted for MoDOT's Central region and then pushed up for consideration and potential placement on the State's Transportation Improvement Plan (STIP).

Following is from my notes regarding our top transportation needs:

1. Dent County, Route TT – replace Crooked Creek culvert with a bridge.
2. Dent County, Mo 32 – West Fork of the Huzzah (Boss) bridge upgrades
3. Dent County, Route B – 0.2 miles before CRD 539 S and entire route – Shoulder and alignment needs
4. Salem, Mo 19 - Intersection with Roosevelt St – dangerous intersection due to sight limitations and pedestrian needs

High Priority Unfunded Needs Identified were:

1. Salem, Mo 72 – Pedestrian Crossing at Askins St. (this need has come up for both MoDOT and the City's PD as a need)
2. Salem Airport – Partial Parallel Taxiway
3. Salem – Transit – Deviated Fixed Route in Salem
4. Salem - Mo 19 – Sidewalks along east side of roadway from Center St to Mo 32/72
5. Dent County – Increased rural transportation – public transit
6. Salem/Dent County – Increased connectivity between multi-use trails and pedestrian traffic generators
7. Salem – Mo 19 – Sidewalk along west side of roadway from city limits to downtown
8. Salem – Mo 32/72 – Sidewalk need along north side of roadway from Carty St to Craig Industrial Dr
9. Salem/Dent County – Mo 72 – Sidewalk need from J Hwy around Commons and toward Hospital
10. Salem Airport – Construction of 2nd 6-Unit T-hangar

Staff Summary Report

MEETING DATE:	10/24/2023
AGENDA ITEM:	Building for salt storage
AGENDA TITLE:	Request for Salt Storage Building upgrade

ACTION REQUESTED BY:	Public Works Director
ACTION REQUESTED:	Approval for Salt Building Upgrade
SUMMARY BY:	Mark Nash

PROJECT DESCRIPTION / FACTS

The salt storage building is in need of major upgrade

PROCUREMENT

The salt storage building has 2 bins. Last year a new roof was installed on bin #1 This is upgrade to bin #2 which is need of a new roof plus additional work to be done.

FISCAL IMPACTS

This work to be done will come out of Capital Improvements. There is \$15,500 in this fund. The city was able to get only one bid for this project.

SUPPORT DOCUMENTS:	(List all additional documents that accompany this summary)
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Ask board of alderman to accept this bid for materials for \$9,604.09. Work will be done by city employees

ROBERTS-JUDSON LUMBER CO.
302 EAST 4TH STREET
PO BOX 776
SALEM MO 65560
PHONE: (573) 729-3151

SOLD TO:
CITY OF SALEM
400 N IRON

SALEM MO 65560

CUSTOMER: 10538

JOB: 000

TERMS: NET 10TH

DATE / TIME: 10/10/23 2:04

CLERK: RA

TERMINAL: 557

REFERENCE: 21498

ESTIMATE: 975948

QUANTITY	UM	ITEM	DESCRIPTION	SUGG	PRICE	/PER	EXTENSION	
12	EA	R	Brown Prime Rib Plus36'		121.77	/EA	1,461.24	N
5	EA	R	Brown 1-1/2" Wood Screws		20.89	/EA	104.45	N
8	EA	R	Brown Rake/Corner 10' 2"		19.64	/EA	157.12	N
8	EA	R	Brown Outside Single Angle (4"x4		16.70	/EA	133.60	N
10	EA	34CD	4X8 3/4 SQ EDGE CD PLYWOOD		35.99	/EA	359.90	N
7	EA	6608T	6 X 6 8 #2 MCQ TREATED TIMBERS	58.69	26.19	/EA	183.33	N
40	PC	2416	2X4 16 #2 CONST.		8.39	/PC	335.60	N
25	LB	312DSL	3-1/2" SCREWS TORX		4.47	/LB	111.75	*N
14	EA	R	2X12X20' TREATED		73.25	/EA	1,025.50	N
60	EA	R	2X8X18' TREATED		28.86	/EA	1,731.60	N
<div> <div>TAXABLE</div> <div>NON-TAXABLE</div> <div>SUB-TOTAL</div> </div>								<div>0.00</div> <div>5604.09</div> <div>5604.09</div>
<div> <div>TAX AMOUNT</div> <div>TOTAL</div> </div>								<div>0.00</div> <div>5604.09</div>

SALESMAN

X

Received By

Concrete 4,000⁰⁰
Total \$9604.09

Staff Summary Report

MEETING DATE:	10/24/2023
AGENDA ITEM:	Rock for street maintenance
AGENDA TITLE:	Request for Rock

ACTION REQUESTED BY:	Public Works Director
ACTION REQUESTED:	Approval of rock for street maintenance
SUMMARY BY:	Mark Nash

PROJECT DESCRIPTION / FACTS

This is rock is used for various street maintenance projects around the city

PROCUREMENT

Three bids were received. Bid 1 from Capital Quarries in Salem, Mo. Bid 2 from Melrose in Rolla, Mo. Bid 3 from HCH Quarry in Houston, Mo.

FISCAL IMPACTS

This amount will come from Street Main. Line item 100-515-46530

SUPPORT DOCUMENTS: (List all additional documents that accompany this summary)

Ask board of alderman to accept this bid for materials for \$10,000 from Capital Quarries in Salem, Mo.



CAPITAL QUARRIES

Quality Aggregates for the Construction Industry

SALEM QUARRY

2023 Price List

Prices Effective Jan 1, 2023

Salem Office: (573) 729-2553		Main Office: (573) 634-4800	
Product ID	Description	Price	Unit
07201	Ag Lime	\$8.75	Ton
07202	Screenings	\$6.50	Ton
07306	1" Clean	\$13.00	Ton
07308	2" Clean	\$12.00	Ton
07310	4" Clean	\$12.00	Ton
07312	6-8" Clean	\$13.00	Ton
07402	1" Road Rock	\$12.00	Ton
07501	1" Base	\$10.25	Ton
07502	1-1/4" Base	\$10.25	Ton
07504	2" Base	\$10.25	Ton
07506	4" Base	\$10.25	Ton
07546	Type 5 Base	\$11.00	Ton
07602	1" Concrete Grade D	\$18.50	Ton
07708	1/2" Clean State	\$16.50	Ton
07711	3/8" Clean State	\$18.00	Ton
07901	Rip Rap	\$20.00	Ton
07902	Shot Rock	\$8.50	Ton
07910	Fill Dirt T/A	\$50.00	Load
07914	Waste Rock	\$65.00	Load
07925	Fill Rock	\$65.00	Load
07999	Minimum Load Charge	\$37.57	Load

All Prices F.O.B. Quarry. All products are subject to availability. Prices subject to change without notice.
For a rock quote call Dwain Polly (573) 694-1498.

MELROSE QUARRY PRICE LIST FOR County
EFFECTIVE 1/16/2023

Rolla

MATERIAL	CODE	PRICE/TON
1" BASE	100	\$6.25
1" CLEAN	200	\$10.00
½" CLEAN	300	\$10.00
½" BASE	301	\$10.00
2" CLEAN	400	\$9.00
2" BASE	401	\$8.25
6-8"	502	\$8.75
SHOT ROCK	600	\$8.75
RIP RAP	601	ASK
FILL DIRT	700	ASK
SCREENINGS	903	\$3.50
SAND		\$13.00
PICK-UP TRUCK LOAD	\$33.22 + 1.78 TAX	\$35.00
Delivery		\$100.00 In Town

HCH QUARRY, LLC

6250 Hwy. 63, Houston, MO 65483

Price Guide

Current

Shot Rock.....	\$7.00 per ton
Oversize (up to 6".....	\$10.00 per ton
4"-8" Clean Rock.....	\$8.50 per ton
2"-4" Clean Rock.....	\$8.25 per ton
2" Clean Rock.....	\$8.50 per ton
2" Base Rock.....	\$8.25 per ton
1 ½" Road Rock.....	\$8.25 per ton
1 1/2 " Base Rock.....	\$8.25 per ton
1" Clean Rock.....	\$8.50per ton
1" Base Rock.....	\$ 8.25 per ton
½" Base Rock.....	\$ 6.70 per ton
¾" Ice Control Chips.....	\$ 14.00 per ton
¾" chips (asphalt).....	\$14.25 per ton
Turkey Grit.....	\$7.00 per ton
Boulders (Bones).....	\$15.00 per ton
Pick-Up truck (single axle trailer)Excludes large dump trailers.....	\$25.00 per load
Honeycomb Landscaping Rock.....	\$125.00 per ton
(Call to Order Honeycomb Boulders)	
Fill Dirt.....	\$30.00 per load

Business Hours: Monday – Friday, 7:30am to 4:00pm

Phone #: Travis: 417-217-8106

Staff Summary Report

MEETING DATE:	10/24/2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Request for Utilities

ACTION REQUESTED BY:	Public Works Director
ACTION REQUESTED:	Approval to Serve Utilities Outside City Limits
SUMMARY BY:	Mark Nash

PROJECT DESCRIPTION / FACTS

Nancy Major is requesting the City of Salem serve sewer and water services to 1413 West Franklin. There is an existing water service on this property but no sewer service. She has requested Intercounty Electric Coop serve her with electric service. The city per code would provide 25 ft. total extension for this new service.

Per currently adopted rates and policies:

Water rates for outside city services are a base fee of \$12/month and \$6.78 per 1000/gals

Plus the hook-up or connection fee of \$2,030 for a ¾ inch line.

Sewer rates for outside city services are a base fee of \$12/month and \$10.64 per 1000/gals.

Plus hook-up fee of \$1,536 for a 4 inch line

PROCUREMENT

N/A

FISCAL IMPACTS

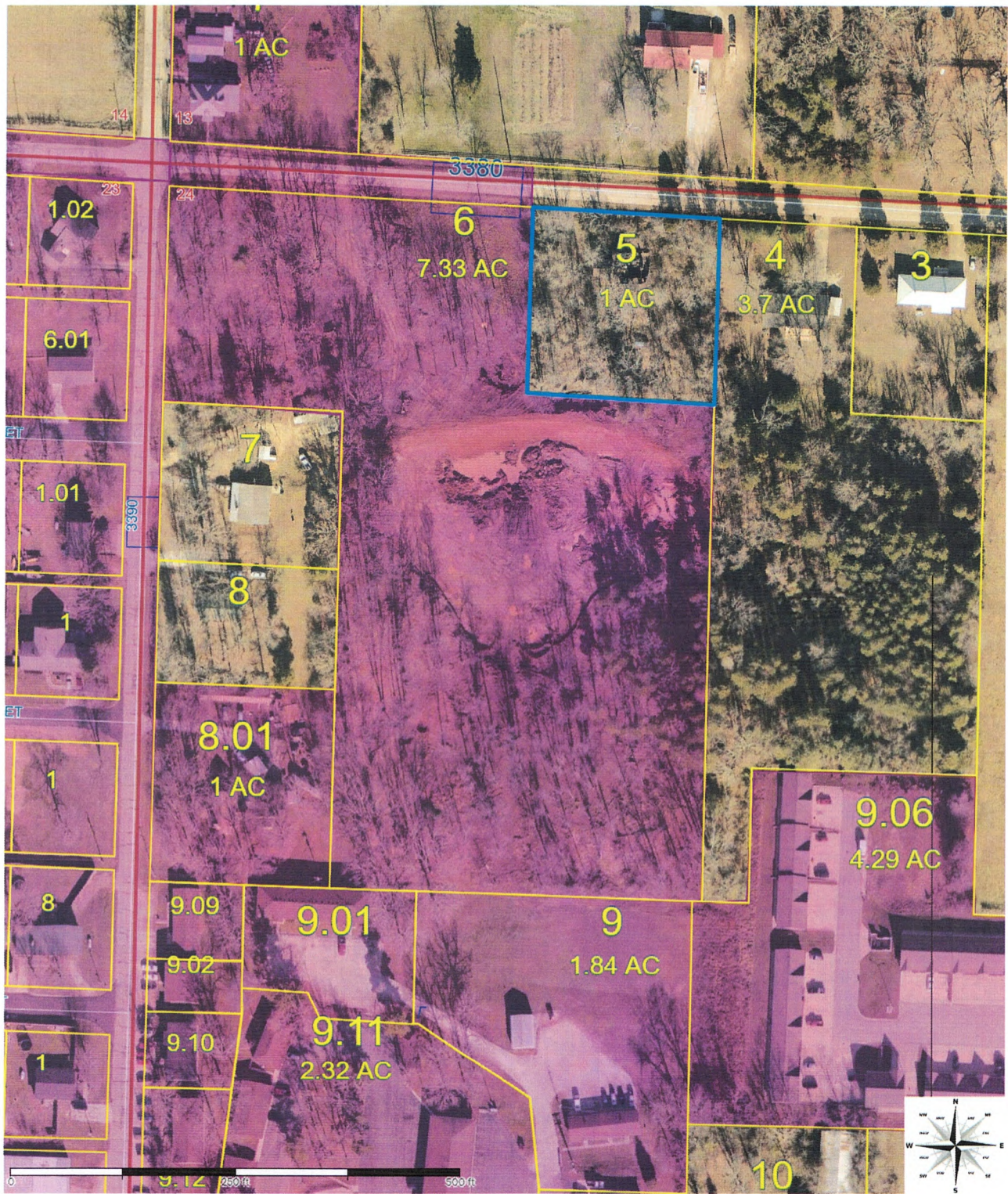
Per city ordinance the city would do a 25ft line extension for sewer and the property owner would be responsible for running lines to the connection point. The fees and rates would be paid by the property owner

SUPPORT DOCUMENTS:	Image of property location, will explain location of lines Move
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Move to approve the city providing water and sewer services to 1413 West Franklin per city ordinances

Dent County Online GIS

1413 W. Franklin



Dent County makes every effort to produce and publish the most current and accurate information possible. This data is provided "as-is" without warranty or any guarantee of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The county makes no warranties, express or implied, as to the use of this data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts any limitations of this data, including the fact that the data is dynamic and is in a constant state of maintenance, correction and update.

Staff Summary Report

MEETING DATE:	October 24, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Legislative Priorities

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of State Legislative Priorities
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The City of Salem and all Salem residents are impacted by decisions made by the State Legislature. We have an opportunity to express to our elected officials at the state level what the specific issues, laws and regulations that we as a city and as a voice for our citizens feel are of importance to our future and our welfare.

While the City of Salem has not developed a list of State Legislative Priorities in recent years, we have an opportunity to formalize a slate of concerns and items we support, and to share those with not only our locally elected state legislators, but also submit those to the Meramec Regional Planning Commission (MRPC) to be considered and prioritized with legislative priorities from our fellow communities and counties in the Meramec Region, and from there to use that combined voice to connect with and inform our regional state legislators on the topics and issues important to our communities. These priorities may also be used by our city elected representatives and staff as we are having communications with our state legislators.

The City developing a formalized slate of State Legislative Priorities does not preclude citizens from reaching out to state legislators on their own to voice their individual concerns. This is simply a unified voice to express support for or concerns impacting the City and our citizens.

An initial email and a follow up reminder was sent to members of all City of Salem Boards and Committees requesting input related to State Legislative Priorities. Below is the list of Legislative Priorities based upon those responses and input from staff:

Local Government:

- The City of Salem has struggled to fill all Advisory Board/Committee seats in recent years and Salem is the only incorporated community fully in Dent County; therefore

The City of Salem supports legislation that would amend the eligibility of those individuals interested in serving on Municipal Advisory Board or Committee positions to non-residents that have ownership in property or business interests in the municipality so long as those individuals are residents of the same county as the municipality and do not occupy a majority of the total advisory board/committee seats.

- The City of Salem relies upon Sales Tax as its largest, non-utility revenue provider supporting the many services and amenities on behalf of citizens both in the City of Salem

and for many Dent County residents. Salem is the only incorporated community fully in Dent County; therefore

The City of Salem is opposed to any legislation that would erode the taxing authority of municipalities or remove existing taxing revenues from municipalities.

General:

- Missouri is a net importer of electrical energy. Over 80% of our power generation comes from coal and natural gas sources. The North American Electric Reliability Corporation (NERC) who monitors the national power grid predicts that every state west of the Mississippi may be subject to brown outs or rolling black outs starting either this year or next year. In addition to the Missouri Department of Natural Resources taskforce working on the issue, given concerns about current generation trends, transmission issues and pricing dynamics, which are factors impacting electrical rates that the City of Salem must pass on to our customers; therefore

The City of Salem supports the development of legislation that streamlines permitting, promotes cost effective regulatory policies and encourages utilizing the Nuclear Engineering programs in the University of Missouri system and other opportunities to develop recommendations for locating new generating facilities and forward-looking improvements to the grid. Utilizing the University system as one option could open opportunities for Federal funding to help offset the cost and expedite the program.

PROCUREMENT

NA

FISCAL IMPACTS

NA

SUPPORT DOCUMENTS: NA

DEPARTMENT’S RECOMMENDED MOTION: Move to Approve the 2023-2024 slate of Missouri State Legislative Priorities.

Staff Summary Report

MEETING DATE:	10/24/2023
AGENDA ITEM:	
AGENDA TITLE:	FINANCIAL UPDATE

ACTION REQUESTED BY:	STACEY HOUSTON
ACTION REQUESTED:	FOR REVIEW
SUMMARY BY:	Stacey Houston

PROJECT DESCRIPTION / FACTS

Financial update:

Sales Tax Revenues collected through October 2023 are \$941,387 (includes General Fund, Parks & Rec Fund, Capital Improvement fund, and fuel & vehicle tax)- this is down 2.5% from same time frame as last year.

Utilities Usage & Revenues are through September 2023

Electric kWh's sold is a little over 14 million, that is down compared to same time frame as last year. Revenues billed are \$2,002,143 million.

Water consumption sold is at 33.2 million gallons, that's down compared to same time frame as last year. Revenues billed are \$214,301.

Sewer consumption sold is 29.8 million gallons. Revenues billed are \$281,052.

Fund Balance Summary shows data through September 30, 2023. Total of all funds is at \$8,567,527.

PROCUREMENT

NA/

FISCAL IMPACTS

N/A

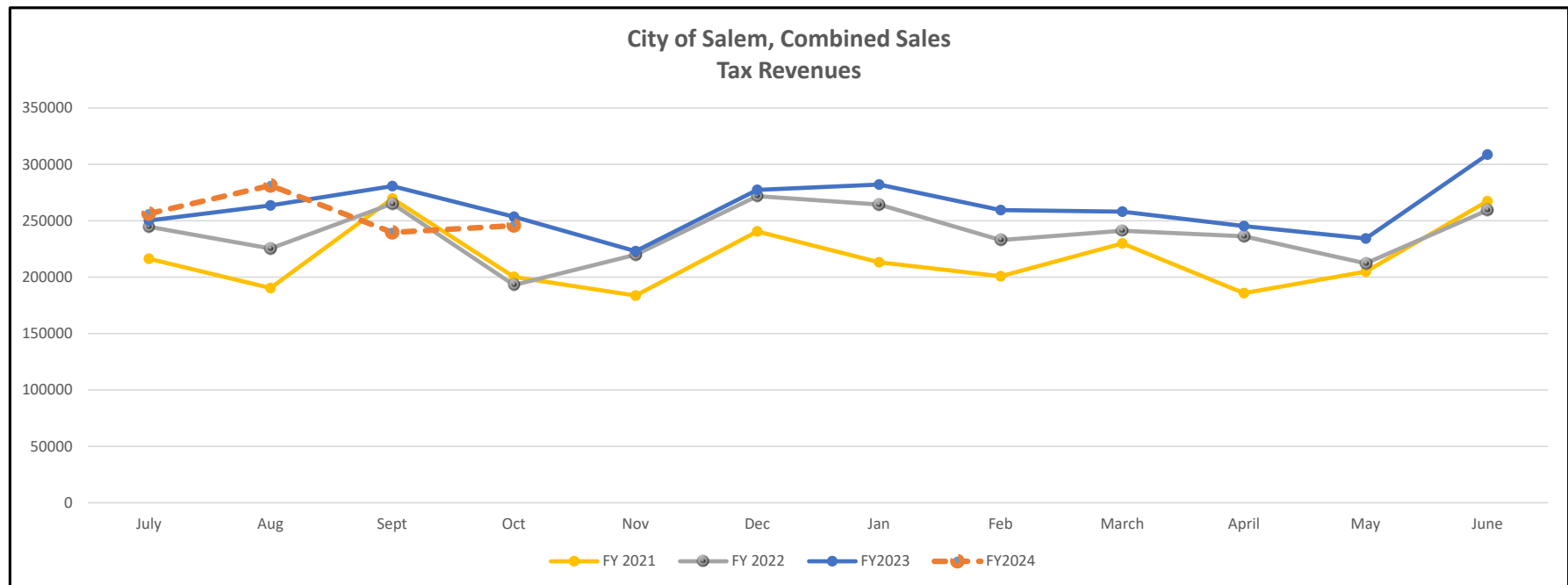
SUPPORT DOCUMENTS:	Sales Tax Collected through October 2023 / Utility Consumption & Revenues / Fund Balance Summary.
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DEPARTMENT'S RECOMMENDED MOTION:	N/A
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SALES TAX REVENUE

	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024
	Actuals	Actuals	Actuals	Actuals	Budget
Gen'l Fund	\$ 1,310,248	\$ 1,435,953	\$ 1,546,208	\$ 502,074	\$ 2,261,941
July-Oct	\$ 429,377	\$ 456,269	\$ 514,740	\$ 502,074	
Parks & Rec	\$ 491,424	\$ 538,432	\$ 579,811	\$ 188,275	\$ 579,811
July-Oct	\$ 161,016	\$ 171,113	\$ 193,023	\$ 188,275	
Cap Imp	\$ 655,124	\$ 717,977	\$ 773,105	\$ 251,038	\$ 773,104
July-Oct	\$ 214,689	\$ 228,134	\$ 257,370	\$ 251,038	

**Through Oct 2023 (Pending Adjustments & Year End Transfers)



UTILITY USAGE & REVENUE						
	2021-2022 ACTUAL	2022-2023 ACTUAL	2022-2023 JULY-SEPT	2023-2024 YTD	2023-2024 BUDGETED	Percent of Budget
Electric Consumption Sold	52,787,837	52,732,043	15,098,887	14,150,081		
Electric Sales Rev.	\$ 5,388,796	\$ 7,105,213	1,889,221	\$ 2,002,143	\$ 7,111,608	28%
Electric Revenue Collected	\$ 5,309,157	\$ 6,950,178		\$ 1,809,750		
Purchase of Power	\$ 4,135,284	\$ 4,423,590	\$ 1,306,494	\$ 1,203,470	\$ 4,884,189	25%
Water Consumption Sold	133,720,064	149,352,518	39,883,054	33,202,543		
Water Sales Rev.	\$ 839,084	\$ 975,956	\$ 254,914	\$ 214,301	\$ 906,470	24%
Water Revenues Collected	\$ 882,471	\$ 930,781		\$ 219,091		
Sewer Consumption Sold	121,145,016	128,052,344	34,674,422	29,813,883		
Sewer Sales Rev.	\$ 777,868	1,087,415	\$ 226,092	281,052	\$ 1,179,027	24%
Sewer Revenues Collected	\$ 832,558	\$ 1,008,308		\$ 283,193		

**As of 09/30/2023 (Pending Transfers & Adjustments)

FISCAL YEAR 2023-2024 ACTUALS (as of 9/30/2023)

SUMMARY OF REVENUES & EXPENSES

<u>Fund</u>	<u>Beginning Bal</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Xfers In</u>	<u>Xfers Out</u>	<u>Ending Balance</u>
100-GENERAL FUND	544,015	505,271	751,306	-	-	297,980
120-EMERGENCY FUND	39,002	-				39,002
130-POST COMMISSION	1,775	-	-			1,775
201-SPECIAL STREET	490,184	61,296	17,728			533,752
210-PARK & RECREATION	563,271	183,563	133,854	-	-	612,980
220-POLICE DEPT.LAW ENF.FUND	3,603	151	-			3,753
230-OFFICERS TRAINING FUND	1,483	58	-			1,541
240-FIREWORKS FUND	2,111	-	-	-		2,111
250-INMATE SECURITY FUND	1,255	58	-			1,313
255-CHDC GRANT FUNDS	39	(39)	-			0
260-LOCAL LAW ENF. GRANT FUND	5	0	-			5
290-BUILDING PERMIT FUND	27,757	75,824	6,260	-		97,321
299-POLICE CONTRIBUTION FUND	441	-	-			441
301-CAPITAL IMP SALES TAX	895,092	190,937	180,272	-	-	905,757
501-ELECTRIC FUND	412,442	2,113,462	1,439,892	-	-	1,086,012
502-ELECTRIC D & R FUND	78,151	-				78,151
503-ELECTRIC RESERVE FUND	753,598	-	3,660	-	-	749,938
510-WATER FUND	736,051	226,823	179,955	-	-	782,919
511-WATER D & R FUND	210,299	-	-		-	210,299
512-WATER RESERVE	710,131	31,083	31,400	-	-	709,814
520-SEWER FUND	181,488	285,194	177,628	-	-	289,054
521-SEWER D & R	181,294	-	-	-	-	181,294
522-SEWER RESERVE FUND	108,672	19,604	19,800	-		108,476
530-SANITATION	51,897	100,686	87,942			64,641
540-CEMETERY FUND	38,392	20,800	33,080	-		26,112
550-LANDFILL	407,637	-	-			407,637
560-AIRPORT FUND	195,098	6,350	9,911	-		191,536
601-INSURANCE CONTINGENCY	143,672	-	-			143,672
701-UTILITY DEPOSIT FUND	475,430	-	-			475,430
702-CEMETERY ENDOWMENT FUND	626,076	-				626,076
703-ECONOMIC DEVELOPMENT	18,828	5,482	85,529	-		(61,218)
TOTAL ALL FUNDS	7,899,188	3,826,603	3,158,216	-	-	8,567,575

Staff Summary Report

MEETING DATE:	October 24, 2023
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Cyber Security Grant Program-Letter of Commitment
ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approve Mayor's signature on the Letter of Commitment
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

From Meramec Regional Planning Commission (MRPC)

Re: FY 2023 State and Local Cybersecurity Grant Program (SLCGP)

To Counties and Cities of the Meramec Region,

At our September MRPC board meeting, we had the opportunity to learn about cybersecurity and its importance to local governments. Mr. Wes Hester from the Missouri Cybersecurity Center of Excellence (MCCoE), a non-profit based at the Missouri State University campus in Springfield, MO, provided an overview of the current state of cybersecurity in our nation, and the importance of reducing our risk of cyber-attacks. While the Center for Excellence has professional staff, it also uses students from Missouri State University and Drury University in its projects.

The grant opportunity discussed at that meeting is now open, and MRPC is considering applying to the MO Homeland Security FY2023 State and Local Cybersecurity Grant Program (SLCGP) to work with the MCCoE to conduct cyber risk assessments for the local governments in the Meramec Region. For those of you unable to attend the September board meeting, we have included the abstract provided by Mr. Hester.

The assessment, if funded through grant funds, could be done at no cost to the local governments, but a commitment of time to participate would be necessary to ensure that an adequate assessment is completed. You will be asked to document your participation as in-kind match value to the grant as a 20-percent match is required.

IF YOU WISH TO BE INCLUDED IN THIS GRANT REQUEST: I have included a draft letter of commitment for your jurisdiction to participate in the grant and have a cyber risk assessment completed. If you are a county, please fill in the county name. If you are a city, please put your city name in place the 'county'. Please feel free to make changes as you see fit and, if possible, share personal experiences as to why you are interested in a risk assessment. Then put the letter on your letterhead, sign and return it to MRPC no later than October 24. Scanning and emailing would be the fastest.

For those participating, we will have some questions for information that must be included in the grant application, and we will follow up either by phone or by email to gather that info.

PROCUREMENT

NA

FISCAL IMPACTS

NA – match is in-kind

SUPPORT DOCUMENTS:	Letter of Commitment Cybersecurity Notice of Funding Opportunity (NOFO) Grant
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DEPARTMENT’S RECOMMENDED MOTION:	Move approval of the Mayor’s signature on the Letter of Commitment for the FY 2023 State and Local Cybersecurity Grant Program.
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Abstract

MRPC – “Cybersecurity Plan Strategy” in Response to FY 2023 State and Local Cybersecurity Grant Program (SLCGP) Notice of Funding Opportunity (NOFO)

Overview – The **MRPC** is considering an application to the Missouri Homeland Security SLCGP grant solicitation. The SLCGP will provide funding to eligible state, local, and territorial (SLT) governments – **Nationally \$374.9M** but **Missouri’s** allocation will be **\$7,748,105**. Our proposal would be to coordinate a project whereby we would partner with the MCCoE (www.mccoe.org) to offer cyber risk assessments/cybersecurity hygiene to our eight-counties and respective local governments. The risk assessment would identify vulnerabilities within the local government and provide guidance to address those risk factors. This approach would allow local governments in the Meramec Region to manage and systemic cyber risk by ensuring the following benchmarks are achieved:

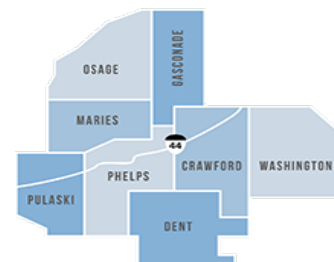


Figure 1 – MRPC

- **Objective 1: Cybersecurity Plan** - Develop and establish appropriate governance structures, including developing, implementing, or revising cybersecurity plans, to improve capabilities, to respond to cybersecurity incidents, and ensure continuity of operations.
- **Objective 2: Identify** - Understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.
- **Objective 3: Protect, Detect, Respond, and Recover** - Implement security protections commensurate with risk.
- **Objective 4: Training and Exercises** - Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

Why This Is Important? Cybersecurity risks are increasing with unparalleled speed, frequency, and sophistication. As organizations adopt more technology to streamline operations and achieve their goals, the risk of being a victim to a cyber-attack grows exponentially. To overcome these threats, it is critical that organizations perform continuous risk management and strive to improve their cybersecurity posture. Thirty years of history have shown that cyber risk is difficult to understand, problematic to hedge, and only likely to increase, and characterized by a continually changing threat environment. Tomorrow’s cyberattacks may not look much like today’s — as evidenced by 2022’s state of ransomware compared to the previous breaches. The cyber landscape is constantly evolving, resulting in a significant increase in business costs and risks highlighted by the following six reasons: **1. Ransomware; 2. Rising Response Costs; 3. Increasing Replacement Costs; 4. Inadequate Cybersecurity Hygiene; 5. Lack of Incident Response Plans; and 6. Business Interruption.** Entities will need to rapidly increase **Cybersecurity Hygiene** – highlighted by implementing cybersecurity processes, tools, information sharing, playbooks, exercises, and training with end-goal of enhancing the protection of our critical data and systems – *reducing our risk* (Ref. Figure 2).

$$\text{Risk} = \underbrace{\text{Threat} \times \text{Vulnerability}}_{\text{Probability}} \times \underbrace{\text{Consequence}}_{\text{Impact – “So What?”}}$$

Figure 2 - Risk

What Does This Mean To MRPC Local Governments (LGs)? This funding can be used to achieve the SLCGP goals and objectives and focus on assisting the **LGs** with a combined goal of **increasing the Cybersecurity Hygiene** (<https://www.cisa.gov/cyber-hygiene-services> - reference of best practices and steps that local governments and users take to

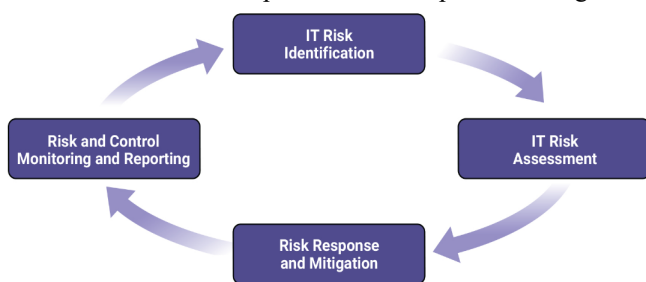


Figure 4 – Assessment Process

maintain system health and improve cybersecurity) and **reducing our risk for all the LGs – a vulnerability to one is a vulnerability to all!** We will leverage the Nationwide Cybersecurity Review (NCSR)

(<https://www.cisecurity.org/ms-isac/services/ncsr>)



Figure 3 – Cyber Security Framework (CSF)

Abstract MRPC – “Cybersecurity Plan Strategy”

assessment methodology and the National Institute of Standards and Technology Cybersecurity Framework ([NIST CSF](#)), Core, with some minor alterations. The Core consists of a collection of cybersecurity-related activities organized into five main functions: **Identify, Protect, Detect, Respond, and Recover** (Ref. Figure 3). The Response Scale to measure the cybersecurity maturity level is ranged from 1 (Not Performed) to 7 (Optimized) (Ref. Figure 4).

Approach – Our approach, working with the MCCoE, will prioritize the **LGs** based on Critical Infrastructure as relates to the safety of our citizens and the reliance of the state Cyber assets. To increase Cybersecurity Hygiene, the **LGs** Cybersecurity Plan (MCCP) Framework is built upon the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF) and is aligned to the DHS Nationwide Cybersecurity Review (NCSR) (<https://www.cisecurity.org/ms-isac/services/ncsr>) assessment

	Function	Category	ID
1 What processes and assets need protection?	Identify	Asset Management	ID.AM
		Business Environment	ID.BE
		Governance	ID.GV
		Risk Assessment	ID.RA
		Risk Management Strategy	ID.RM
		Supply Chain Risk Management	ID.SC
2 What safeguards are available?	Protect	Identity Management & Access Control	PR.AC
		Awareness and Training	PR.AT
		Data Security	PR.DS
		Information Protection Processes & Procedures	PR.IP
3 What techniques can identify incidents?	Detect	Maintenance	PR.MA
		Protective Technology	PR.PT
		Anomalies and Events	DE.AE
		Security Continuous Monitoring	DE.CM
4 What techniques can contain impacts of incidents?	Respond	Detection Processes	DE.DP
		Response Planning	RS.RP
		Communications	RS.CO
		Analysis	RS.AN
5 What techniques can restore capabilities?	Recover	Mitigation	RS.MI
		Improvements	RS.IM
		Recovery Planning	RC.RP
		Improvements	RC.IM
		Communications	RC.CO

Figure 5 - CSF

methodology which addresses five (5) functional areas consisting of Figure 5. To accomplish our goals, a standardize Cybersecurity framework is required that provides guidance to the **LGs** that creates a minimum proactive baseline that all align with. We will first conduct a Cybersecurity Risk Assessment highlighted by Figure 5 that will provide the **LGs** with a basic understanding of their Cyber-Hygiene. This will then build on the creation of a MCCP for each local government which will allow the Counties to understand and program for increasing Cyber Maturity (increased Cyber Hygiene) as highlighted by SLCPG Objections 1-4, based on **gaps in People, Processes, Technology, and Governance**.

Timeline – DPS-Homeland Security indicated that the NOFO/call for project could open in early October and be open for a six-week period, which could mean it would close in mid- November. SEMA/Homeland Security will do a call for project for state agencies and local governments. The MRPC team is ready to respond to the grant if given the go ahead.

Basis Of Estimate – It takes on average, 10 days per engagement with a Four (4) person team. To increase the rate of engagements we will work with **LGs** to develop a work schedule, by county and based on the number **LGs** in that county who may be interested in the grant. To assist with program management and coordination, we will create a Program Management Office (PMO) that will provide program management and technical reach-back to all **LG** efforts, DHS, State and Local stakeholders and assist with surge and coordination.

What Is It Going To Cost? In 2022, grants were capped at **\$200,000.00** per applicant. (This could change; we don't know.) There is a 10% match (cash and in-kind.). Max would be \$200,000.00 for the grant, plus \$22,222.00 match, for a total project of \$22,222.00. Our intent is to maximize the cost of implementing our Cybersecurity Strategy using the grant.

What We Need From MRPC Members?

- Commitment that we should provide a response to the Grant – short timeline but **MRPC** Leadership, supported by the MCCoE, has resources to respond to solicitation IAW timeline.
- Once awarded, need **LG's** commitment to work with Assessment Teams (Kick-off meetings, review of artifacts, network assessment support, Out-brief meetings, etc.). In the past, having a dedicated POC from each entity to support the Assessment team has worked best – Team Effort.

POC – Bonnie J. Prigge, Executive Director, **MRPC**, Meramec Regional Planning Commission, Phone: (573) 265-2993, Fax: (573) 265-3550, Email: bprigge@meramecregion.org, www.meramecregion.org.



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salem-mo.com

October 24, 2023

Bonnie Prigge, Executive Director
Meramec Regional Planning Commission
4 Industrial Drive
St. James, MO 65559

RE: Cybersecurity Assessments

Dear Mrs. Prigge:

The City of Salem is pleased to participate as a coalition member in the FY 2023 State and Local Cybersecurity Grant Program (SLCGP) project proposed by Meramec Regional Planning Commission (MRPC). We are committed to working with MRPC and its partner, the Missouri Cybersecurity Center of Excellence (MCCoE) to conduct a cyber risk assessment for our jurisdiction, including a commitment to work with Assessment Teams (kick-off meetings, review of artifacts, network assessment support, out-brief meetings, etc.) and provide a dedicated point of contact to support the Assessment Team.

The City of Salem looks forward to working with MRPC and MCCoE and will commit to successful implementation of the project by participating in a cyber risk assessment. We understand that we may be asked to document our participation as in-kind match to the grant.

We are committed to ensuring our cyber security, and reducing the risk of cyber-attacks that could impact our ability to function. We fully support MRPC in its application for funds and we are confident that we will be a valuable asset to the proposed project.

Sincerely,

Greg Parker
Mayor

MAYOR
Greg Parker

ALDERMEN

<u>East Ward</u> Shawn Bolerjack Kala Sisco	<u>West Ward</u> Amanda Duncan Kyle Williams
---	--

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR
Sally Burbridge

CITY CLERK
Tammy Koller

CITY ATTORNEY
James Weber

BUILDING INSPECTION: Jarred Brown
FINANCE: Stacey Houston

Staff Summary Report

MEETING DATE:	October 24, 2023
AGENDA ITEM:	Old Business
AGENDA TITLE:	Request for Utilities-103 S. Dilworth

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval to Serve Utilities Outside City Limits
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

Doil and Tammy Richardson have purchased property at 103 S. Dilworth Ln. which is outside of the city's boundaries (see attached image) and have requested to be served by the City water service.

There is no water district or user group in the area that this property would be part of their jurisdictional territory to serve.

The City of Salem has existing water and sewer lines running along Dilworth Ln. The water line would need to be brought 5 ft inside the private property boundary which is what the city does for all new development per city code (5 ft inside property boundary but not more than 25 ft total extension for new services).

The property is already served by Intercounty Electric.

Per currently adopted rates and policies:

Water rates for outside city services are a base fee of \$12/month and \$6.78 per 1000/gals

- Plus the hook up or connection fee of \$2,030 for a ¾ inch line

The owner is not requesting sewer service at this time, however, our City Code reads as follows, without other options or considerations for MO DNR approved septic systems or lagoons:

Section 710.030 **Use of Public Sewers Required.**

[R.O. 2011 §25-3; Ord. No. 2978 Art. III §§1 — 5, 4-2-2001]

D.

The owner of all houses, buildings, or properties used for human employment, recreation, or other purposes, situated within the City and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary or combined sewer of the City, is hereby required, at his/her expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Chapter, within ninety (90) days after the date of official notice to do so, provided that said public sewer is within one hundred (100) feet (30.5 meters) of the property line.

PROCUREMENT

N/A

FISCAL IMPACTS

The customer will be responsible for running any lines from the point of connection to the home, plus applicable fees and rates noted above and those for sewer, fees will cover any costs to the city.

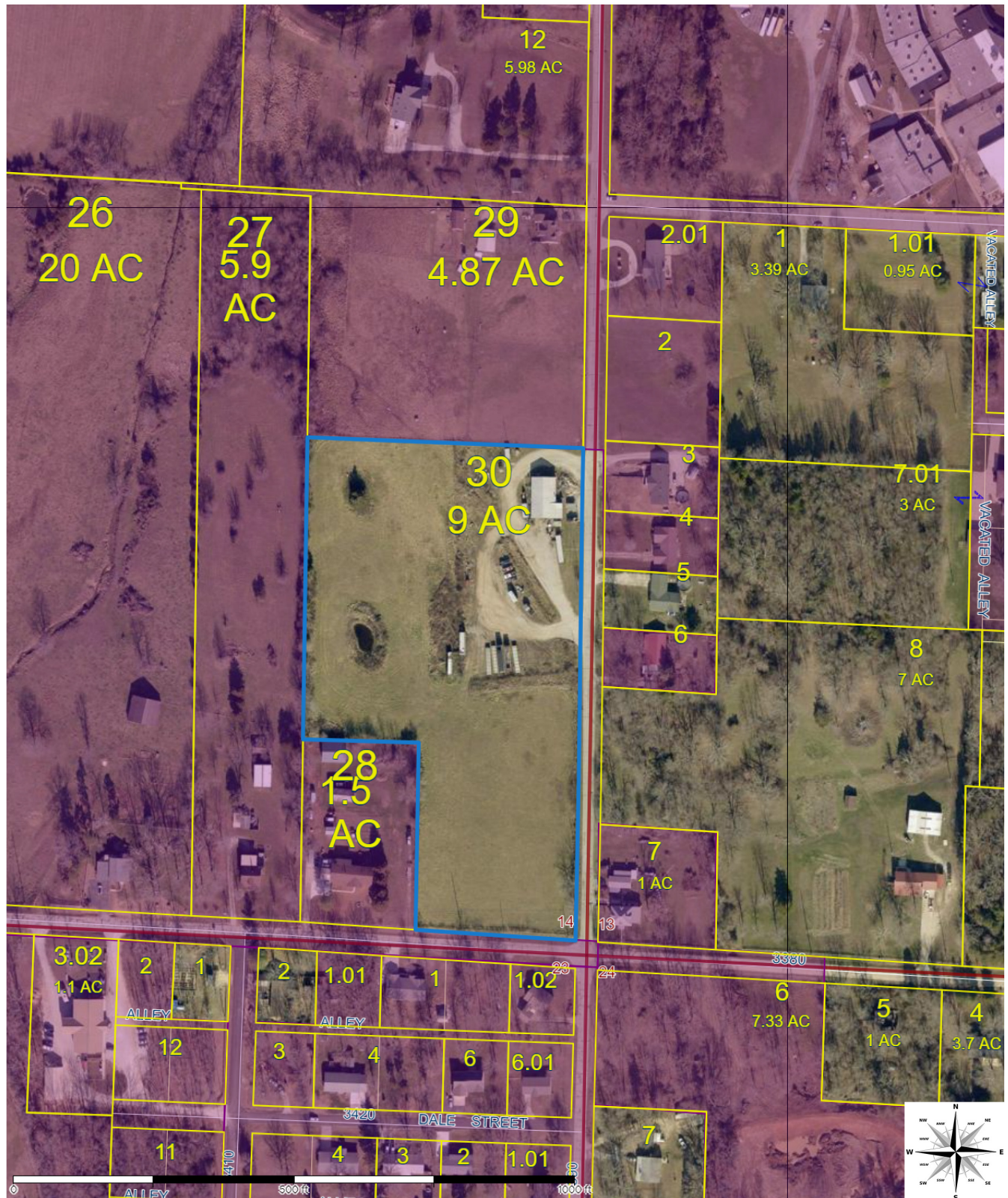
The city will realize additional revenue in the form of service rates.

SUPPORT DOCUMENTS: Arial Image of property

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the city providing water service to the Richardson's property outside city boundaries.

Dent County Online GIS

103 S Dilworth Ln.



Dent County makes every effort to produce and publish the most current and accurate information possible. This data is provided "as-is" without warranty or any guarantee of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The county makes no warranties, express or implied, as to the use of this data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts any limitations of this data, including the fact that the data is dynamic and is in a constant state of maintenance, correction and update.

BILL NO. 3564

ORDINANCE NO. 3564

AN ORDINANCE TO REZONE 1203 BABB LANE DESCRIBED IN EXHIBIT “A” IN THE CITY OF SALEM, MISSOURI FROM COMMERCIAL TO MANUFACTURING/INDUSTRIAL, OWNER SELLERS INVESTMENT PROPERTIES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS;

Section 1.

The following described tract of land, located in the City of Salem, Missouri is hereby zoned as a Manufacturing/Industrial District and shall be reflected as such on the zoning map of the City of Salem, Missouri, as on file in the office of the City Clerk of Salem, Missouri:

EXHIBIT “A”

Section 2.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 3.

This Ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI,
AND APPROVED BY THE MAYOR THIS 24th DAY OF OCTOBER, 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

EXHIBIT "A"

All that part of the South Half of the Northeast Quarter of Section 19, Township 34 North, Range 5 West, described as follows: Beginning at a point on the South right-of-way line of Missouri State Highway No. 32-72, as now established, said point being 516.98 feet Westerly, as measured along said right-of-way line, from the East line of said Half-Quarter Section; thence South 4 degrees 07 minutes East, 413.12 feet; thence North 89 degrees 34 minutes West, 479.10 feet to the point of beginning of the land herein conveyed (said point being on the West right of way line of Babb Lane); thence North 89 degrees 34 minutes West, 434.10 feet; thence South 0 degrees 28 minutes West, 200.69 feet; thence South 89 degrees 34 minutes East, 434.10 feet, more or less, to a point (said point being on the West right of way line of Babb Lane); thence North along the West right of way line of Babb Lane 200.69 feet, more or less, to the point of beginning

EXCEPTING THEREFROM:

All that part of the South Half of the Northeast Quarter of Section Nineteen (19), Township Thirty-four (34) North, Range Five (5) West of the 5th Principal Meridian, in the City of Salem, Dent County, Missouri, described as follows: Commencing at a point on the South right of way line of Missouri State Highway Number 32-72, as now established, said point being 516.98 feet Westerly, as measured along said South right of way line, from the East line of said Half-Quarter Section; thence South 04 degrees 07 minutes East, 413.12 feet; thence North 89 degrees 34 minutes West 913.2 feet to the point of beginning of the tract herein described, said beginning point also being the Northwest corner of a tract previously conveyed to Roger M. Hanning and Teresa Hanning by Warranty Deed recorded in Book 184, Page 244 of the Dent County Deed Records; thence South 89 degrees 34 minutes East, along the North line of said Book 184, Page 244 tract, 208.0 feet; thence departing North line of said tract, South 00 degrees 28 minutes West, 416.27 feet to a point on the South line of a tract previously conveyed to Roger M. Hanning and Teresa S. Hanning by Trustee's General Warranty Under Active Trust recorded in Book 195 at Page 251 of the Dent County Deed Records; thence North 89 degrees 51 minutes 45 seconds West along the South line of said Book 195, Page 251 tract, 208.0 feet to the Southwest corner thereof; thence North 00 degrees 28 minutes East, along the West line of said Book 195, Page 251 tract, 216.65 feet to the Northwest corner thereof, also being the Southwest corner of aforesaid Book 184, Page 244 tract; thence continuing North 00 degrees 28 minutes East along the West line of last said tract, 200.69 feet to the point of beginning.

BILL NO. 3566

ORDINANCE NO. 3566

AN ORDINANCE TO REZONE 1209 EAST SCENIC RIVERS BLVD AS DESCRIBED IN EXHIBIT “A” IN THE CITY OF SALEM, MISSOURI FROM COMMERCIAL TO MANUFACTURING/INDUSTRIAL, OWNER SELLERS INVESTMENT PROPERTIES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS;

Section 1.

The following described tract of land, located in the City of Salem, Missouri is hereby zoned as a Manufacturing/Industrial District and shall be reflected as such on the zoning map of the City of Salem, Missouri, as on file in the office of the City Clerk of Salem, Missouri:

EXHIBIT “A”

Section 2.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 3.

This Ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI,
AND APPROVED BY THE MAYOR THIS 24th DAY OF OCTOBER, 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

EXHIBIT "A"

A fractional part of the South Half of the Northeast Quarter of Section 19, Township 34 North, Range 5 West of the 5th P.M. described as follows: Commencing at the Northeast Corner of the South Half of the Northeast Quarter of said Section 19; thence South 0°59'10" West, 84.75 feet along the East line of said South Half of the Northeast Quarter to the South right of way of Missouri Highways 32 & 72; thence North 84°58'50" West, 968.95 feet along said South right of way to the northwest corner of a parcel described in Dent County Deed Records at Book 198, Page 297, the true point of beginning of the hereinafter described tract: Thence continuing North 84°58'50" West, 153.20 feet along said South right of way; thence South 4°58' West, 450.96 feet to the North line of a parcel described in Dent County Deed Records at Document No. 2008-3038; thence South 88°35' East, 180.19 feet along said North line to the West line of the aforesaid Book 198, Page 297 parcel; thence North 1°30' East, 440.46 feet along said West line to the true point of beginning. Above described tract contains 1.70 acre, more or less, per plat of survey J-1362, revised March 19, 2015, by Archer-Elgin Surveying and Engineering, LLC.

A fractional part of the South Half of the Northeast Quarter of Section 19, Township 34 North, Range 5 West of the 5th P.M. described as follows: Commencing at the Northeast Corner of the South Half of the Northeast Quarter of said Section 19; thence South 0°59'10" West, 84.75 feet along the East line of said South Half of the Northeast Quarter to the South right of way of Missouri Highways 32 & 72; thence North 84°58'50" West, 968.95 feet along said South right of way to the northwest corner of a parcel described in Dent County Deed Records at Book 198, Page 297; thence South 1°30' West, 35.00 feet along the West line of said Book 198, Page 297 parcel to the true point of beginning of the hereinafter described tract: Thence continuing South 1°30' West, 405.46 feet along said West line to the North line of a parcel described in Dent County Deed Records at Document No. 2008-3038; thence South 88°35' East, 5.00 feet along said North line to the West right of way of Babb Lane; thence North 1°30' East, 405.15 feet along said West right of way; thence North 84°58'50" West, 5.01 feet to the true point of beginning.

Above described tract contains 0.05 acre, more or less, per plat of survey J-1362, revised March 19, 2015, by Archer-Elgin Surveying and Engineering, LLC.

ACCESS EASEMENT NO. 1

An access easement in a fractional part of the South Half of the Northeast Quarter of Section 19, Township 34 North, Range 5 West of the 5th P.M. described as follows: Commencing at the Northeast Corner of the South Half of the Northeast Quarter of said Section 19; thence South 0°59'10" West, 84.75 feet along the East line of said South Half of the Northeast Quarter to the South right of way of Missouri Highways 32 & 72; thence North 84°58'50" West, 1122.15 feet along said South right of way to the true point of beginning of the hereinafter described easement: Thence South 4°58' West, 450.96 feet to the North line of a parcel described in Dent County Deed Records at Document No. 2008-3038; thence North 88°35' West, 30.06 feet along said North line; thence North 4°58' East, 74.62 feet; thence North 85°02' West, 20.00 feet; thence North 4°58' East, 378.25 feet to the aforesaid South right of way of Missouri Highways 32 & 72; thence South 84°58'50" East, 50.00 feet along said South right of way to the true point of

beginning. Per plat of survey J-1362, revised March 19, 2015, by Archer-Elgin Surveying and Engineering, LLC.

ACCESS EASEMENT NO. 2

An access easement in a fractional part of the South Half of the Northeast Quarter of Section 19, Township 34 North, Range 5 West of the 5th P.M. described as follows: Commencing at the Northeast Corner of the South Half of the Northeast Quarter of said Section 19; thence South $0^{\circ}59'10''$ West, 84.75 feet along the East line of said South Half of the Northeast Quarter to the South right of way of Missouri Highways 32 & 72; thence North $84^{\circ}58'50''$ West, 1122.15 feet along said South right of way; thence South $4^{\circ}58'$ West, 400.86 feet to the true point of beginning of the hereinafter described easement: Thence continuing South $4^{\circ}58'$ West, 50.10 feet to the North line of a parcel described in Dent County Deed Records at Document No. 2008-3038; thence South $88^{\circ}35'$ East, 185.19 feet along said North line to the West right of way of Babb Lane; thence North $1^{\circ}30'$ East, 50.00 feet along said West right of way; thence North $88^{\circ}35'$ West, 182.16 feet to the true point of beginning. Per plat of survey J-1362, revised March 19, 2015, by Archer-Elgin Surveying and Engineering, LLC.

BILL NO. 3567

ORDINANCE NO. 3567

AN ORDINANCE TO REZONE 1301 BABB LANE AS DESCRIBED IN EXHIBIT “A” IN THE CITY OF SALEM, MISSOURI FROM COMMERCIAL TO MANUFACTURING/INDUSTRIAL, OWNER DAVID O. GRAY, JR.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS;

Section 1.

The following described tract of land, located in the City of Salem, Missouri is hereby zoned as a Manufacturing/Industrial District and shall be reflected as such on the zoning map of the City of Salem, Missouri, as on file in the office of the City Clerk of Salem, Missouri:

All of Lot 9 of JKD Subdivision. Section 19, Township 34, Range 5.

Section 2.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 3.

This Ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI,
AND APPROVED BY THE MAYOR THIS 24th DAY OF OCTOBER, 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	October 24, 2023
AGENDA ITEM:	Reading of Bills
ANGENDA TITLE:	Bill No. 3575
ACTION REQUESTED BY:	SEMA (Missouri State Emergency Management Agency)
ACTION REQUESTED:	Adoption of Administrative Floodplain Management Procedures
SUMMARY BY:	Jarred Brown - Building Inspector/Floodplain Administrator

PROJECT DESCRIPTION / FACTS

On July 18, 2023, the Salem Board of Aldermen adopted new floodplain maps as well as updated floodplain ordinance (Bill No. 3551). The new maps and ordinance went into effect on August 1, 2023.

A detailed procedure for floodplain development is required by SEMA, for the City of Salem to continue in the Floodplain Insurance Program. This set of procedures was developed and recommended by the Meramec Regional Planning Commission (MRPC), to comply with the requirements of SEMA and FEMA.

DEPARTMENT'S RECOMMENDED MOTION:

Move to approve Bill No. 3575

BILL NO. 3575

ORDINANCE NO. 3575

AN ORDINANCE TO AUTHORIZE THE MAYOR TO SIGN THE ADMINISTRATIVE PROCEDURES GUIDE FOR FLOODPLAIN MANAGEMENT AND FLOOD HAZARD REDUCTION FOR THE CITY OF SALEM, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

The City of Salem, Missouri Floodplain Manager has developed this guide to establish the procedures for compliance with the National Flood Insurance Program. All permits shall follow the policies and procedures set forth in this guide to ensure that all structures in Salem are reasonably safe from flooding. All procedures and regulations are hereby established by 60.3(d) Floodplain Management Ordinance #3551, passed, and adopted by the City of Salem on July 18, 2023. See "Exhibit A".

Section 3.

That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

Section 4.

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 14th DAY OF NOVEMBER 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

Administrative Procedures Guide

For Floodplain Management and Flood Hazard Reduction

The City of Salem, Missouri Floodplain Manager has developed this guide to establish the procedures for compliance with the National Flood Insurance Program. All permits shall follow the policies and procedures set forth in this guide to ensure that all structures in Salem are reasonably safe from flooding. All procedures and regulations are hereby established by 60.3(d) Floodplain Management Ordinance #3551, passed and adopted by the City of Salem on July 18, 2023. The floodplain is determined by Flood Insurance Rate Map numbers 29065C0192C, 29065C0200C, dated September 18, 2020, and 29065C0193D, 29065C0194D dated August 1, 2023.

MAYOR
Greg Parker

ALDERMEN

East Ward
Shawn Bolerjack
Kala Sisco

West Ward
Amanda Duncan
Kyle Williams

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR
Sally Burbridge

CITY CLERK
Tammy Koller

CITY ATTORNEY
James Weber

BUILDING INSPECTION: Jarred Brown
FINANCE: Stacey Houston

Section I

Establishment of Office and Duties of the Floodplain Administrator and Floodplain Manager

Article 3 Section B of the Floodplain Management Ordinance establishes the position of the Floodplain Administrator. The City of Salem Mayor or designee is appointed as the Floodplain Administrator and shall administer and implement the provisions of the Floodplain Management Ordinance. The duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, the following:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding, assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law, and that all other floodplain development permit requirements of the ordinance have been satisfied;
2. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
3. Issue floodplain development permits for all approved applications;
4. Notify adjacent communities and the Missouri State Emergency Management Agency (MoSEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
5. Assure that the flood carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse.
6. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
8. When floodproofing techniques are utilized for a particular non-residential structure, the floodplain administrator shall require certification from a Missouri registered professional engineer or architect.

The Floodplain Administrator may contract the services of a Floodplain Manager for technical assistance as necessary to ensure compliance with the Floodplain Management Ordinance. As the agent for implementing the Floodplain Ordinance, the Floodplain Manager has the practical responsibilities as follows:

1. Understands the regulations governing the floodplain.

2. Reviews and evaluates Floodplain Development Permit Applications; determines whether or not the development will take place in the Special Flood Hazard Area.
3. Interprets floodplain boundaries and provides base flood elevation (BFE) data when available.
4. Reviews plans and specifications for compliance with NFIP floodplain management criteria.
5. Advises applicants of other state, federal, or local permits or approvals that may be necessary.
6. Drafts required notifications of changes in existing watercourses for review by the Floodplain Administrator.
7. Issues recommendations to the Floodplain Administrator for approval or denial of Floodplain Development Permits.
8. Inspects development in progress to field check development location and to verify that construction proceeds in conformance with approved plans.
9. Maintains records of floodplain development; including the number of Floodplain Development Permits granted, documentation of any variance actions, and copies of Elevation Certificates and Floodproofing Certificates.
10. Investigates violations of floodplain management ordinance requirements and recommends corrective actions.
11. Advises both community officials and the public on matters involving floodplain management regulations.
12. Counsels permit applicants and local officials on variance criteria.
13. Coordinates map appeals and revisions.
14. Maintains floodplain maps, flood data, and keeps updated administrative forms.
15. Disseminates floodplain management information.

Section II

Establishment and Maintenance of a Floodplain Development Permitting System

Article 3 Section A of the Floodplain Ordinance establishes that permits are required for all manmade development within the floodplain including, but not limited to water course alterations, new development (residential and non-residential), placement of manufactured homes, repair of substantially damaged properties, renovation of substantially improved properties, subdivision, and filling/grading/channelizing/excavating in the floodplain.

Article 3 Section D lists the requirements to obtain a permit. To obtain a Floodplain Development Permit, the applicant shall first file a Floodplain Development Application. Every such application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the fair market value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the floodplain administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

Application for a development permit shall be made to the Floodplain Manager on the appropriate forms, available at Meramec Regional Planning Commission #4 Industrial Drive, St. James, MO or can be requested by phone by call (573)265-2993. Application materials may include but not be limited to technical documentation, permits from other parties/agencies (if applicable), elevation certificates, floodproofing certificates (if applicable), site plans/blueprints, cost analysis for substantial damage or substantial improvement, and cost of new facilities. Specifically, the following information is required:

1. An NFIP Elevation Certificate signed by a professional engineer, surveyor, or architect showing the elevation of the site and of the lowest floor, which must be two feet above the Base Flood Elevation (BFE) for new or substantially damaged/improved structures.
2. Wet floodproofing may be allowed for accessory structures used solely for parking, building access, or limited storage with proper entry and exit for flood water, and constructed with water resistant materials.
3. If dry floodproofing is used for non-residential structures, a certificate must be signed by a professional engineer.
4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

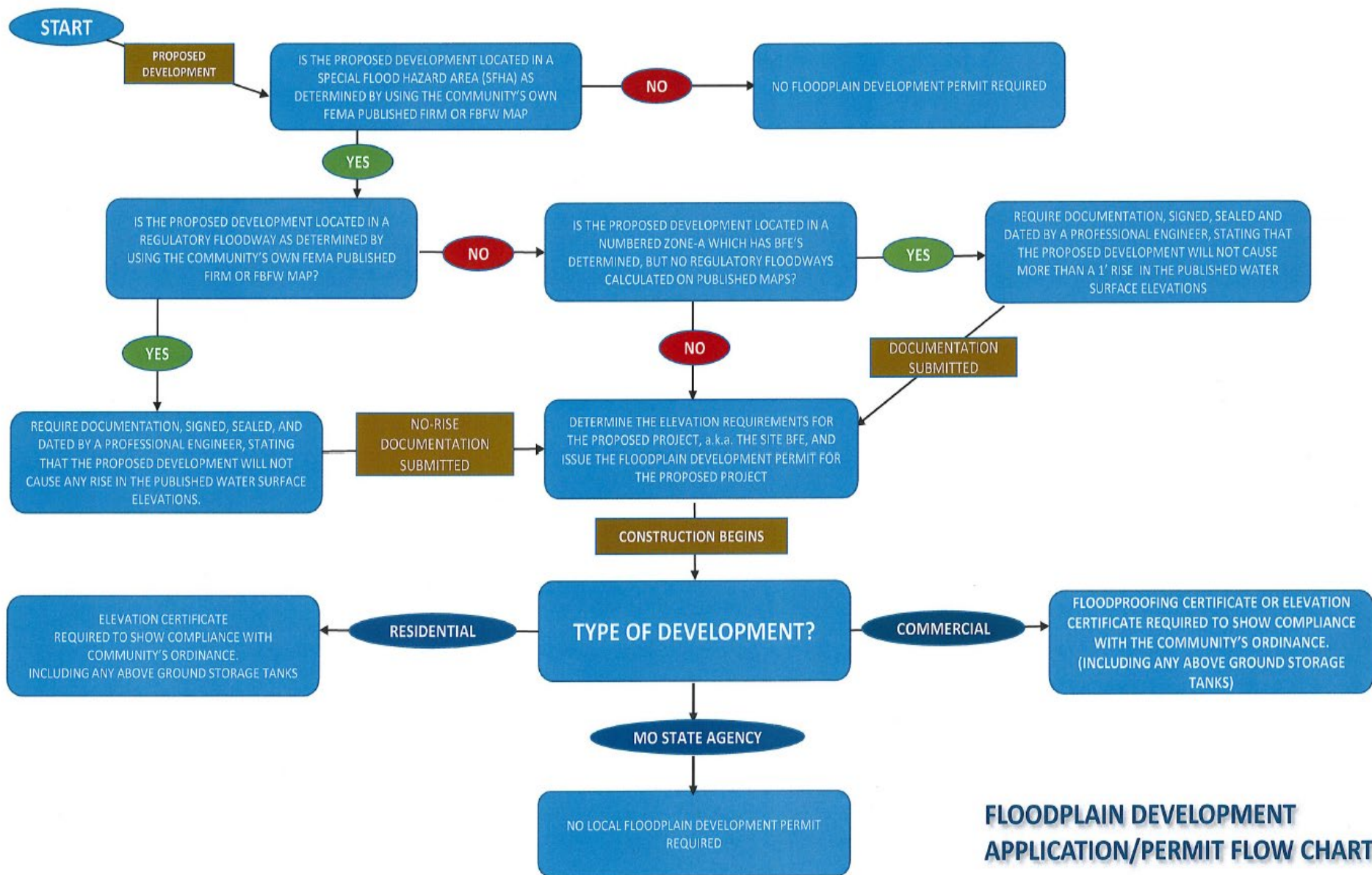
5. Site plans must include such information as the existing and proposed topography, including spot elevations, boundaries of the flood way and the floodplain, proposed obstructions in the floodway, illustration of all proposed development, utilities, subdivisions encroachments, etc.
6. Building plans should include type of structure and proposed use, placement and use of the lowest floor, the type of foundation system, the existence of an enclosure below the lowest floor, the elevation of the lowest floor in relation to the base flood elevation, the height to which a non-residential structure is to be floodproofed, and any anchoring systems to stabilize the structure during flooding.
7. Engineering documents are reviewed by the Floodplain Manager relative to hydrologic and hydraulic calculations concerning proposed floodway encroachments, loading calculations and methods of construction relative to floodproofing and alternative designs for meeting the minimum opening requirements for enclosures below the lowest floor.
8. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within un-numbered A zones is subject to all provisions of this article. If a flood insurance study data is not available, property owners requesting permits will be required to hire a professional engineer or surveyor to determine a base flood elevation and provide a BFE certificate.
9. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any numbered A zone or AE zone on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.
10. All new construction, subdivision proposals, substantial improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
 - a. Utilization of methods and practices that minimize flood damages;
 - b. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
 - c. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination;

11. Storage of materials and equipment require the following:

- a. The storage or processing of materials within the special flood hazard area that are in time of flooding: buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
- b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

Floodplain Development Permit Review Process

Floodplain Development Permit applications are to be submitted to the Floodplain Manager for review. The Floodplain Manager will review the permit to ensure the required information is listed. If all documentation satisfies the plan review requirements, the Floodplain Manager will recommend approval of the permit to the Floodplain Administrator. The applicant will then be notified that the plans are approved, and construction may commence. The Floodplain Development Permit becomes the official authorization from the City allowing the applicant to proceed based upon the information submitted in the application packet. Denial of a Floodplain Development Permit Application will occur if the construction documents fail to comply with applicable regulation. Written notification will be sent to the applicant from the floodplain Administrator specifying the reasons supporting the denial.



Section III

Establishment of an On-Site Inspection Process

Upon issuance of the Floodplain Development Permit, inspections of the site and construction work are performed on a periodic basis as work progresses. Inspectors are aware of the floodplain development requirements and have been directed to report any suspicious activity in the floodplain to the Floodplain Manager. The site shall be inspected prior to issuance of any permit. No inspection shall take place more than 180 days from the last inspection.

1. An initial inspection performed before ground is broken but after the site has been marked locating any floodway and floodway fringe boundaries on the site as well as locating the bounds of the future structure's foundation will confirm if the site information and data conform to requirements.
2. During construction the developer must submit a survey of the lowest floor elevation performed by a surveyor or professional engineer to ensure that the lowest floor will be built at the height stipulated in the permit application and that the foundation type is the type specified in the plan. This survey is best scheduled at the point of initial construction, where changes to the height of the foundation can be made without major difficulty.
3. A third and final inspection, commencing after completion of construction, will be completed by a licensed surveyor or professional engineer to generate an as-built elevation certificate and or floodproofing certification. Additionally, an inspector will determine if construction complied with the plans including, but not limited to anchoring, openings, materials, etc.

The property must remain in compliance with floodplain management regulations and the Floodplain Manager should periodically check to ensure that the property remains so. Subsequent inspections are particularly important when a structure contains enclosures below the lowest floor as these areas can be easily modified and made into habitable spaces in violation of regulations. Inspecting new construction serves to field verify "as-built" conditions. Routine inspections of special flood hazard areas can serve to check for unpermitted development. Inspections are useful in identifying unpermitted substantial improvements.

Section IV

Establishment of Enforcement Actions and Penalties

According to Article 6 of the Floodplain Ordinance, any violation of the provisions of this article or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or special exceptions) shall constitute a misdemeanor. When violations occur, the person will be informed verbally. If no action is taken to remedy the violation, the person will be informed in writing by certified mail of the specific violation and given a reasonable time frame to correct deficiencies. Possible penalties include stop work orders, revocation of permits, fines, or any combination of these activities. Any person who violates this article or fails to comply with any of its requirements shall upon conviction thereof be fined up to \$500, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the city or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

The Floodplain Manager should investigate all complaints and suspected violations within one week of discovery.

Section V

Establishment of Appeals and Variance Process

The Board of Appeals as established by the City of Salem shall hear and decide appeals and requests for variances from the floodplain management ordinance when it is alleged that there is an error in any requirements, decisions, or determination made by the Floodplain Administrator in the enforcement or administration of the ordinance. Any person aggrieved by the decision of the appeal board, or any taxpayer may appeal such decision to the Dent County Circuit Court as provided in RSMo 89.110.

A variance is a waiver of one or more of the specified standards required in ordinances. It represents a community's approval to set aside floodplain regulations that were adopted to reduce loss of life and property damage due to flood. While the impact of a single variance on a flood hazard may not be significant, the cumulative impact of several variances may be severe. Therefore, variances should be discouraged when possible. Variance applications are heard in front of the Board of Adjustment. In

passing such applications for variances, the appeal board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

1. Danger to life and property due to flood damage;
2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

Conditions for Approval of Floodplain Management Variances

All variances and appeals must be carried out in accordance with the rules and guidelines set forth in the City of Salem Floodplain Management Ordinance. Once the request for a variance is heard, it must be either granted or denied. Should a variance be approved, the City will send a letter to the applicant stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduction of regulatory compliance. Article 5 Section E of the Floodplain Management Ordinance establishes the following conditions that must be satisfied by the Board of Appeals:

1. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below

have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.

2. Variances may be issued for the repair or rehabilitation of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination provided the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
6. A community shall notify the applicant in writing over the signature of a community official that (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.

Section VI

Establishment of a Record Keeping System for Floodplain Development Permits

The Floodplain Manager has established a standard numbered procedure for Floodplain Development Permits for filing, construction and other development located in the floodplain. The Floodplain Manager maintains all records pertaining to any development in the floodplain. These records include Floodplain Development Permits and applications, floodproofing and elevation certificates, recorded 'as built' elevation, findings of fact relative to variances and appeals, NFIP biennial report forms, other NFIP

correspondence, floodplain management data, "no rise" certifications in cases of floodway development and copies of "submit for rate" on all structures built below 100-year base flood elevation (BFE).

This information is kept in the Floodplain Manager's Office in a designated file cabinet. They are available to the public for review upon request. A copy of the Floodplain Map is located in the City Administration Building and is available for view upon request.

The Floodplain Administrator is responsible for making biennial reports to FEMA. The reports provide information regarding development pressure on the floodplain. Necessary information to be provided includes changes in corporate limits, man-made physical changes which affect the characteristics of flooding, construction of dikes or drainage projects, the number of permits issued and variances granted since the previous report was made, estimated city population and an estimate of the City's population in the flood hazard areas.

Administrative forms such as Application for Floodplain Development Permits and variance requests are available from the Floodplain Manager. Administrative forms are maintained and revised as necessary by the Floodplain Manager.

While the Federal Insurance Administration (FIA) is continually updating and revising the flood maps, the Floodplain Administrator is directly aware of developmental changes within the community. The Floodplain Administrator coordinates map appeals and revisions between the community and FEMA.

Any official revision of the flood maps accomplished through either a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) will be appended to the official community floodplain map for permanent record.

Section VII

Substantial Damage Assessment

In the event of a major disaster event affecting numerous structures, the Floodplain Administrator must make a determination of substantial damage for each affected property. A property is determined to be substantially damaged if the cost of restoring the structure to its before damaged condition equals or exceeds 50 percent of the market value of the structure before the damage occurred. The floodplain Administrator or designee will conduct the following damage assessment procedures:

1. Compile a listing of all damaged structures.
2. Inspect each structure for the extent of damage.
3. Make a detailed list of damages such as foundations, basements, floors, walls, cabinets, built-in appliances, furnaces, air conditioners, roofs, and any other damages that can be determined.
4. Ascertain an estimated total damage cost for each facility.
5. Request the market value of each structure from the Dent County Assessor.
6. Make a determination of substantial damage by comparing the cost of repair to the fair market value of the property.
7. Use the permit procedures for all applications for repair or construction.

Section VIII

Appendices

The following appendices shall be attachments to this document:

1. Floodplain Development Application
2. Elevation Certificate
3. Floodproofing Certificate
4. Floodplain Variance Request Form

This Administrative Procedures Guide for Floodplain Management and Flood Hazard Reduction for the City of Salem, Missouri, shall be in full force and effect from and after the ____ day of _____, 2023

City of Salem, Missouri

Signature: _____
Mayor

Signature: _____
City Clerk

BILL NO. 3574

ORDINANCE NO. 3574

AN ORDINANCE AMENDING THE CITY ADMINISTRATOR DUTIES FOR THE CITY OF SALEM, MISSOURI.

WHEREAS, THE CITY APPROVED A NEW PURCHASING POLICY AND CORRESPONDING CODES IN OCTOBER 2022 AND THE CITY DESIRES TO AMEND THE CITY ADMINISTRATOR DUTIES TO REFLECT THE SAME THRESHOLD AMOUNTS;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Article IV City Administrator, Section 115.580 Duties of the Salem City Code shall be amended as follows:

B.

Purchasing. The City Administrator shall be the purchasing agent for the City of Salem and all purchases shall be made in accordance with the purchasing rules and procedures approved by the Board of Aldermen in Chapter 135 Purchasing of the City of Salem Codes and in the approved Purchasing Policy.

Section 2.

This ordinance shall become effective immediately and is subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after October 24, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 24TH DAY OF OCTOBER 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney