

Property Maintenance Agreement

This Agreement is entered into by and between the City of Ste. Genevieve, a municipal corporation (the "City"), and Doral & Lynette Parmer residents of the City of Ste. Genevieve ("Caretaker"), for the maintenance and upkeep of municipal properties owned by the City, located at 230 Washington Street, City of Ste. Genevieve, Ste. Genevieve, Missouri ("Property"). (Attachment "A")

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the City and Caretaker hereby agree as follows:

1. **Maintenance:** This Agreement shall permit the Caretaker to maintain the Property consistent with the regulations associated with floodplain management law and the 404 Hazard Mitigation Grant Program ("HMGP") pursuant to regulations issued by the Federal Emergency Management Agency ("FEMA"). The Caretaker shall only be entitled to maintain and utilize the Property for purposes permitted by FEMA, under the terms of the HMGP and consistent with all applicable laws, regulations and ordinances. The City shall retain title and ownership to the Property at all times.
2. **Liability & Indemnification:** Caretaker shall be solely responsible for all liability related to the Property. To the fullest extent permitted by law, Caretaker shall indemnify, hold harmless and defend City, and its employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, resulting from any negligent act, misconduct or omission in the part of Caretaker, its employees, agents, assigns or contractors, with regard to the maintenance of the Property.
3. **Term of Agreement:** This Agreement shall be effective for a period of one (1) year from the effective date of this Agreement and may be extended for additional one (1) year terms if both City and Caretaker agree to that extension in writing. The City reserves the right to terminate this Agreement for any reason upon thirty (30) days' written notice being provided to Caretaker.
4. **Compliance with Federal, State and Local Laws:** The Caretaker shall comply with all federal, state and municipal law. If it is determined by the City that Caretaker is not in compliance with federal, state or municipal law, then the City shall notify Caretaker that Caretaker must come into compliance with federal, state and municipal law within seven (7) days. If the violation is not timely corrected, this Agreement shall be terminated automatically and with no further action by either party.
5. **Maintenance and Uses Allowed:** Caretaker shall be entitled to maintain and utilize the Property for all purposes permitted by FEMA, under the terms of the HMGP and consistent with federal, state and municipal law. Prior to any structures being placed on the Property, Caretaker must seek approval of the City. That approval shall only be granted if the structure would be in compliance with federal, state and municipal law. Gardens may be planted and maintained at the Property. Other customary residential yard landscaping shall be permitted. The placement of structures, gardens and other landscaping shall be installed and maintained on

the Property at Caretaker's sole risk and in no event shall the City be liable for any damage, destruction or loss that may be caused to any structures, gardens or landscaping on the Property for any reason whatsoever. Caretaker has submitted a written plan for his/her use of the Property, which is attached, incorporated herein by reference and marked as Exhibit 1. Caretaker shall limit his/her use of the Property to this written plan. The use of the Property by Caretaker can be modified, altered or changed only by agreement in writing between City and Caretaker.

6. **Notices:** In the event any notices are to be given to City, they should be mailed by United States mail, postage prepaid, and shall be addressed to: City Clerk, City of Ste. Genevieve, 165 South 4th Street, Ste. Genevieve, Missouri 63670. In the event any notices are to be given to Caretaker, they should be mailed by United States mail, postage prepaid, and shall be addressed to: **199 N. Second Street, Ste. Genevieve, Missouri 63670**. For the purposes hereof, the date of mailing shall be deemed to the date notice is given.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

CITY OF STE. GENEVIEVE

By: _____
Paul Hassler, Mayor

By: 
Caretaker

Date: _____

Date: 11-8-2022

ATTEST:

By: _____
Pam Meyer, City Clerk

Flood Buyout Property Maintenance Agreement
230 Washington St.
Ste. Genevieve, Mo. 63670

City of Ste. Genevieve,

Nov. 8, 2022

The use of this property is used for private family use and recreation.

Thank You,

Lyn and Doral Parmer
199 N. 2nd St.
Ste. Genevieve, Mo.
63670

RESOLUTION 2023-06

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI TO AFFIRM AN ARPA GRANT APPLICATION FOR THE PURPOSE OF USING MATCHING FUNDS TO ASSIST THE STE. GENEVIEVE FIRE DEPARTMENT WITH THE PURCHASE OF NEW TURNOUT GEAR.

WHEREAS, The City of Ste. Genevieve Fire Department is requesting funds to purchase a turnout gear; and

WHEREAS, the City will request funding to use as matching dollars for the purchase of turnout gear; and

WHEREAS, the ARPA has established a grant to assist cities in providing funding for such needs; and

WHEREAS, the City staff desires to apply for a ARPA Grant for fifty percent of the total qualifying cost of twenty thousand dollars making the City's estimated cost ten thousand dollars.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION ONE: The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application for an ARPA Fund Grant to fund (50%) of the total qualifying costs. The City Staff and officials are directed to take such action as necessary to implement this Resolution.

SECTION TWO: This resolution is in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS ____ DAY OF _____, 2022.

APPROVED AS TO FORM:

Paul Hassler, Mayor

Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

Pam Meyer, City Clerk

Happy Welch, City Administrator

Ste. Genevieve Fire Department

Ken Steiger, Fire Chief
165 South 4th. Street
Ste. Genevieve, Mo. 63670

Phone: 573-883-5400 City Hall
Phone: 573-883-5321 Fire House
Fax: 573-883-8081 Fire House
Email: sgfd7101@gmail.com
Day Phone: 573-883-0615

Memorandum

To: Happy Welch, City Administrator

From: Ken Steiger, Fire Chief

Cc: File

Date: November 06, 2022

Subject: 2021/22 ARP Grant Application

Happy,

This memo is to request approval from the Board of Aldermen for the Fire Department to apply for the 2021/22 ARP Fire Protection Grant. If approved to apply for the grant this year, I will be writing the grant to apply for 4 sets of turnout gear and replace some of our 2005 vintage fire helmets. According to the NFPA, protective fire gear should not be used after 15 years of age. This grant application period opened on November 4th and will close on December 4th prior to the next scheduled board meeting.

The program is a 50% match up to a total of \$20,000.00, which means we could spend up to a total of \$20,000 with a required match of up to \$10,000. Due to the limited amount of information available prior to the opening of the grant application process and only having 1 board meeting in November, I am requesting permission to apply for the grant with a total request not to exceed \$20,000.

In the event our application would be funded, matching funds would be available in our Rural Fire Fund and would require no additional funding from the city.

Thank you for your consideration.

Best regards,

Ken Steiger

Ken Steiger , Fire Chief

RESOLUTION 2023-07

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI TO AFFIRM AN ARPA GRANT APPLICATION FOR THE PURPOSE OF USING MATCHING FUNDS TO ASSIST THE STE. GENEVIEVE POLICE DEPARTMENT WITH THE PURCHASE OF MOBILE RADIO UNITS.

WHEREAS, The City of Ste. Genevieve Police Department is requesting funds to purchase mobile radio units that are digital compliant; and

WHEREAS, the City will request funding to use as matching dollars for the purchase of the mobile radio units; and

WHEREAS, the ARPA has established a grant to assist cities in providing funding for such needs; and

WHEREAS, the City staff desires to apply for a ARPA Grant for fifty percent of the total qualifying cost of forty thousand dollars making the City's estimated cost twenty thousand dollars.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION ONE: The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application for an ARPA Fund Grant to fund (50%) of the total qualifying costs. The City Staff and officials are directed to take such action as necessary to implement this Resolution.

SECTION TWO: This resolution is in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS ____ DAY OF _____, 2022.

APPROVED AS TO FORM:

Paul Hassler, Mayor

Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

Pam Meyer, City Clerk

Happy Welch, City Administrator

Run week of October 19 – 1 week only

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, November 3, 2022 at 6:00 PM at City Hall, 165 S. Fourth Street.

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, November 10, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street.

The purpose of this hearing is to consider a request from Laura LeFaivre and Ashley Crary for a special use permit to allow guest lodging at 198 North 4th Street in an R-2 General Residential District.

All interested parties are invited to attend.

BILL NO. 4522

ORDINANCE NO.

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR LAURA LEFAIVRE AND ASHLEY CRARY THAT WILL ALLOW GUEST LODGING AT 198 N. FOURTH STREET.

WHEREAS, Laura LeFaivre & Ashley Crary are requesting a Special Use Permit that will allow Guest Lodging at 198 N. Fourth Street, which is currently located in an R-2 General Residential Zone District; and

WHEREAS, the Planning & Zoning Commission recommended approval (5-Yes 0-No 3-Absent) at the November 3, 2022 meeting with the terms and conditions stated in Exhibit “A”, attached to and made part of this ordinance.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION ONE. The Board of Aldermen hereby approves the Special Use Permit request by Laura LeFaivre & Ashley Crary that will allow guest lodging at 198 N. Fourth Street with the terms and conditions stated in “Exhibit A”.

SECTION TWO. This ordinance shall be in full force and effect from and after its date of passage by the Board of Aldermen.

SECTION THREE. All ordinances and parts thereof that are in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION FOUR. The invalidity of any section, sentence, or provision of this ordinance shall not affect the validity of any other part of this ordinance which can be give effect with such invalid part or parts.

DATE OF FIRST READING: _____.

DATE OF SECOND READING: _____.

PASSED AND APPROVED THIS ____ DAY OF _____, 20__ BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

- ALDERWOMAN SUSAN JOHNSON**
- ALDERWOMAN KRISTI CLEGHORN**
- ALDERMAN ROBERT DONOVAN**
- ALDERMAN MIKE JOKERST**
- ALDERMAN JEFF EYDMANN**
- ALDERMAN MIKE RANEY**
- ALDERWOMAN ASHLEY ARMBRUSTER**
- ALDERMAN JOSEPH PRINCE**

____ **Yes** ____ **No** ____ **Absent**

Approved as to form:

Paul Hassler, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator

City of Ste. Genevieve
REVIEW AND RECOMMENDATION
From the
PLANNING & ZONING COMMISSION

APPLICANTS NAME: Laura LeFaivre & Ashley Crary

ADDRESS: 198 N 4th. Ste. Genevieve. MO 63670

BRIEF DESCRIPTION OF SPECIAL USE REQUEST: To operate a guest lodging space

DATE OF REQUEST: September 30, 2022

RECOMMENDATION

THE STE GENEVIEVE PLANNING & ZONING COMMISSION RECOMMENDS THAT THIS APPLICATION BE:

APPROVED () DENIED () TABLED

PLEASE INDICATE ANY TERMS OR CONDITIONS AFFECTING THE APPROVAL OF THIS APPLICATION

Terms & Conditions

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.
2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.
3. Owners shall provide in a conspicuous location within the lodging unit at all times an operable ABC 5 lb. fire extinguisher.
4. Owners shall insure prior to each guest arrival, that exterior lighting at the entry door and stairway is operable.
5. No amplified music shall be played outside after 10 pm.
6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire Department. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incident to the guests' stay.

7. Owner shall provide empty and clean trash receptacles at the property on the first day of each booked guest period for guest use. Owner shall legally dispose of guest trash and recyclables within 24 hours of any guest departure. Legal disposal includes storage of accumulated trash in approved receptacles or containers in such manner as not to create a nuisance. Trash receptacles shall not be placed at the street curb except on designated days by the Solid Waste hauler.

8. Signage identifying the guest lodging home shall be small and simple in nature and be attached to the structure so as to easily identify the entrance to the unit.

9. The applicant is to provide not less than two (2) off-street parking spaces for use by guests.

10. The exterior yard shall be maintained at all times.

IF PERMIT IS TO BE DENIED, WHAT ARE THE REASONS FOR DENIAL:

VOTE OF THE COMMISSION MEMBERS RECORDED AS FOLLOWS:

COMMISSIONERS	YES	NO	ABSENT	ABSTAIN
Gary Roth, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Kinsky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Prince, Alderman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anthony Grass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Hutchings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gina Bryant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justin Donovan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathleen Waltz	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Gary Roth, Chairman

11-3-2022

Date



DB

STAFF REPORT

November 3, 2022

Submitted by David Bova, Community Development Administrator
Ste. Genevieve Planning & Zoning Commission

SPECIAL USE PERMIT
198 N 4th

SPECIAL USE PERMIT: To operate a guest lodging establishment at 198 N 4th Street, a single family residential structure.

R-2 General Residential District

Owner: Laura LeFaivre & Ashley Crary
12123 Otsego Street
Valley Village, CA 91607

Applicant: Laura LeFaivre & Ashley Crary

Legal Description: See attached.

Size of Lot: 0.21 acre, 9,050 Sq. Ft. (+/-) / West line 66.5' (+/-), East line 50' (+/-), North & South line 151.5' (+/-)



REQUEST:

To receive a Special Use Permit to operate a guest lodging establishment.

BACKGROUND

- The property is located in an R-2 General Residential Zone District.
- The property sits at the southeast corner of N 4th & Washington. It is bordered on the west side by N 4th Street with residential structures across the street within an R-1 Single Family Residential Zone, and on the north side by Washington Street with residential structures across the street within the R-2 General Residential Zone. The property is also bordered on the south and east by other residential structures that are within the R-2 General Residential Zone.
- The property sits within the Ste. Genevieve National Register Boundary and is a Contributing structure to the historic district. It was built c. 1900.
- The structure's previous use was as a single family residence.
- The parking area is accessed off of N 4th Street through a shared driveway with the neighbor on the south side. The driveway is approximately 10' wide and 60' deep and offers access to a 38' x 30' parking area for at least three (3) vehicles. There is a 24' x 20' accessory building (carport) on the lot for covered parking for two (2) vehicles.
- **Municipal Code Section 405.060 (A) (1) (d) (2) R-2** – General Residential District Regulations provides: (1) Use Regulations. A building or premises shall be used only for

the following purposes: (d) Following uses with special use permit only: (2) Rooming house, boarding house or guest lodging.

- **Municipal Code Section 405.020** DEFINITIONS defines Guest Lodging as: A lodging establishment renting guest rooms or units only to transient guests and having fewer than ten (10) guest rooms; and defines Transient Guest as: Any person who rents and occupies a guest room in a guest lodging establishment for period of less than thirty-one (31) days during any twelve (12) month period.
- **Municipal Code Section 405.170 (A) (14)** Off Street Parking Regulations states (A) No building shall be erected, enlarged to the extent of increasing the floor area by as much as fifty percent (50%), or changed in use unless there is provided on the lot space for the parking of automobiles or trucks in accordance with the following minimum requirements. (14) Rooming or Lodging Home or Guest Lodging. One (1) parking space for each two (2) sleeping rooms. This structure has four (4) bedrooms and would require a minimum of two (2) parking spaces.
- **Municipal Code Section 405.200 (A)** Special Use Regulations provides: (A) Subject to the provisions of this Section, the Board of Alderman of the City of Ste. Genevieve may, after public hearing before the Board of Aldermen and after study and report by the City Planning and Zoning Commission, authorize special uses in any district as herein qualified from which the uses are otherwise prohibited based on whether such building or use will:
 1. Substantially increase traffic hazards or congestion.
 2. Adversely affect the character of the neighborhood.
 3. Substantially increase fire hazards.
 4. Adversely affect the general welfare of the community.
 5. Overtax public utilities.
 6. Be in conflict with the Comprehensive City Plan
- **Municipal Code Section 405.200 (D) (23)** Special Use Regulations provides: (D) The following special uses are authorized providing they comply with all the regulations set forth in this Chapter for the district in which such use is located.... (23) All uses by which special use permits are required by other Sections of this Chapter.

PROJECT DESCRIPTION

The owners, Laura LeFaivre and Ashley Crary, wish to operate a guest lodging establishment, commonly known as a "VRBO" or "AirBNB", within the single family residential structure at 198 N 4th Street.

Specific Findings of Fact:

It is hereby found that the requested use, with the below-stated terms and conditions:

1. Will not substantially increase traffic hazards or congestion.
2. Will not adversely affect the character of the neighborhood.
3. Will not substantially increase fire hazards.
4. Will not adversely affect the general welfare of the community
5. Will not overtax public utilities.
6. Does not conflict with the Comprehensive City Plan
7. Offers adequate off street parking.

It is further found that the uses proposed are consistent with the letter and intent of the Municipal Ordinance.

RECOMMENDATION:

Staff recommends the following Standard Motion: "Motion to APPROVE Special Use Permit 001-23 with the conditions listed in the staff report":

Conditions:

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.
2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.
3. Owners shall provide in a conspicuous location within the lodging unit at all times an operable ABC 5 lb. fire extinguisher.
4. Owners shall insure prior to each guest arrival, that exterior lighting at the entry door and stairway is operable.
5. No amplified music shall be played outside after 10 pm.
6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire Department. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incident to the guests' stay.
7. Owner shall provide empty and clean trash receptacles at the property on the first day of each booked guest period for guest use. Owner shall legally dispose of guest trash and recyclables within 24 hours of any guest departure. Legal disposal includes storage of accumulated trash in approved receptacles or containers in such manner as not to create a nuisance. Trash receptacles shall not be placed at the street curb except on designated days by the Solid Waste hauler.
8. Signage identifying the guest lodging home shall be small and simple in nature and be attached to the structure so as to easily identify the entrance to the unit.
9. The applicant is to provide not less than two (2) off-street parking spaces for use by guests.
10. The exterior yard shall be maintained at all times.

Note: Staff recommendation does not constitute Commission action.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Special Use Permit Application

SUP001-23

FEE: \$50.00
PAID:

DATE RECEIVED
SEP 30 2022
BY:

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

1. Street Address of Tract or Tracts:
198 North Fourth St., Ste. Genevieve, MO 63670

2. Names and Addresses of All legal owners of tract(s).
Laura LeFavre and Ashley Crary
12123 Otsego St.
Valley Village, CA 91607

3. Current Zoning Classification:
A (Agricultural) I-1 (Light Industrial)
MH (Mobil Home Park) I-2 (Heavy Industrial)
R-1 (Single Family Residential) C-1 (General Commercial)
R-2 (General Residential) C-2 (Central Business)
C-4 (Neighborhood Commercial)

4. Is this property located in a historic district? Yes No

5. Signatures of All persons listed in Item #2.
Laura LeFavre
PRINTED OR TYPED NAME SIGNATURE
Ashley Crary
PRINTED OR TYPED NAME SIGNATURE

6. Contact for Application:
Name: Laura LeFavre
Address: 12123 Otsego St., Valley Village CA 91607
Phone: 310-463-1906

I state upon my oath that all the information contained in this application is true and correct:

CITY OF STE.GENEVIEVE, MISSOURI

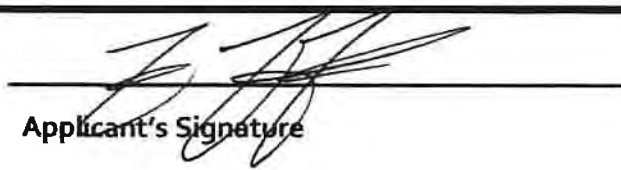
165 S. Fourth Street

Stc. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)


Applicant's Signature

SECTION B.

1. Legal description of tract(s)

Attached

2. Attach to this application a **scaled plat** of the tract(s), with **all** of the following information included:

- a: All boundary dimensions
- b: All adjoining streets and alleys.
- c: All present improvements.
- d: All intended improvements.
- e: All adjoining and cornering property lines and references to all owners listed in

Section C.

SECTION C:

1. Names and addresses of all adjoining property owners. (Include land which corners on tract or which is across streets or alley-ways). (**Use or attach additional pages if necessary**)

With this application, the applicant must provide to the Planning and Zoning Administrator a stamped, plain business (legal-size) envelope addressed to each adjoining property owner.

Troy Allen - 399 Washington St., Tyson + Casey Benner -

175 N. 4th St., Marie Basler - 199 N. 4th St.,

Bobby Hamelback - 182 N. 4th St., Jean Luttrell - 215 N. 4th St.

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
St. Genevieve, MO 63670
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Special Use Permit Application

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SECTION D.

1. State the use to which this tract will be put if the SUP is granted. Attach plans, pictures, and/or drawings.

To be used as a Short Term Rental property (Airbnb, VRBO, etc)

2. Is a transfer of the ownership of the tract dependent upon the granting of the SUP?

YES NO

3. Please indicate if the proposed use will involve any of the following:

- Gasoline Storage and/or use
- Storage and/or use of other flammable liquids
- Storage and/or use of explosives or chemicals
- Advertising signs or other display
- Fence
- Machinery or heavy equipment
- Trash/refuse/garbage generation

Please explain if any of the items above are indicated: _____
Typical trash/garbage generation of a single family home. Trash services will be provided.

4. What other uses will exist on the premises? _____
None.
-

5. Has there been a prior application for rezoning, special use permit or variance for this tract?
If so, give the date and state the prior action taken.

No

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION E.

1. State the reason why you believe the requested Special Use Permit will be beneficial to you and/or the neighborhood. If you believe that a hardship will result if the SUP is denied, please elaborate.

We will be providing accommodations for tourists to visit and enjoy Ste. Genevieve and its offerings over multiple days. The size (number of bedrooms/baths) of the house is one of the few this large in town and will be able to accommodate families

We will be providing accommodations for tourists to visit + enjoy Ste. Genevieve + its offerings over multiple days. The size (number of beds/baths) of the house is one of the few this large in town offered as a short-term rental + will be able to accommodate families.

Exhibit "A"

All that part of City Block Number Twenty (20) in the City of Ste. Genevieve, Missouri, described as follows, to-wit: Begin at the intersection of the East line of Fourth Street with the South line of Washington Street and run thence South 14 degrees 45 minutes East with the East line of said Fourth Street 66 1/2 feet to a point for corner, said point being the Northwest corner of a certain lot conveyed to Harold Jokerst and Adele Jokerst, his wife by deed dated October 7, 1939 and recorded in Book 115 at Page 281; thence North 73 degrees 45 minutes East 151 1/2 feet more or less to a point for corner; thence North 14 degrees 45 minutes West to a point in the South line of Washington Street; thence South 79 degrees 40 minutes West with the South line of Washington Street, 151 1/2 feet to the place of beginning.

SUBJECT to an easement for driveway purposes over the South Ten (10) feet of the above described lot and extending the entire depth of said lot, said driveway to be used jointly by the property and property adjacent thereto on the South, as established in Book 115 at Page 281 of the land records of Ste. Genevieve County, Missouri.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Special Use Permit Application

PLEASE PRINT OR TYPE (BLACK INK ONLY)

THIS SECTION TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR

Application Address: 198 N 4th

Applicant Name: Laura LeFavre & Ashley Crary

Date of Planning and Zoning Meeting: 11/3/22

Planning and Zoning Commission: Approved Denied

Date of Board of Alderman Meeting: 11/10/22 Approved Denied

Received By: DR Date & Time _____

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105
Special Use Permit Application

SUP001-23

PLEASE PRINT OR TYPE (BLACK INK ONLY)

POLICE CHIEF'S REVIEW:

1. **In your opinion, will the proposed use substantially increase traffic or congestions?**

() YES (Please Explain Below)

NO

2. **Please indicate if there are other law enforcement concerns:**

NO CONCERNS


Police Chief's Signature

10-4-22
Date

FIRE CHIEF'S REVIEW

1. **In your opinion, will the proposed use substantially increase fire hazards?**

() YES (Please Explain Below)

() NO

2. **Please indicate if there are other fire protection concerns:**

Fire Chief's Signature

Date

CITY OF STE. GENEVIEVE, MISSOURI
165 S. Fourth Street
Ste. Genevieve, MO 63670
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Special Use Permit Application

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POLICE CHIEF'S REVIEW:

1. In your opinion, will the proposed use substantially increase traffic or congestions?

() YES (Please Explain Below)

() NO

2. Please indicate if there are other law enforcement concerns:

Police Chief's Signature

Date

FIRE CHIEF'S REVIEW

1. In your opinion, will the proposed use substantially increase fire hazards?

() YES (Please Explain Below)

~~()~~ NO

2. Please indicate if there are other fire protection concerns:

NONE



Fire Chief's Signature

10/04/22

Date

Ste Genevieve County, MO

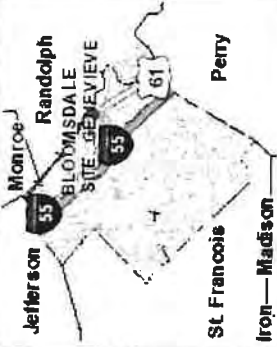


1 in. = 50ft.



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- Address Point
- <all other values>
- AMBULANCE
- APARTMENT
- BARN
- BEACH
- BUSINESS
- CABIN
- CAMP BUTTERFLY
- CAMP SITE
- CAMPER TRAILER
- CAVE ENTRANCE
- CELL TOWER
- CEMETERY
- CHURCH
- DINING HALL
- DUPLEX
- ELECTRIC SUBSTATION
- FIRE HOUSE
- GOVERNMENT
- HOME SF
- HOSPITAL
- LAND
- MILE MARKER
- MOBILE HOME
- MUSEUM

Notes

State of Missouri
County of Ste. Genevieve

I hereby certify that the within Instrument
was filed on: 9/16/2022 10:50 AM
Number of Pages: 2
Fees: \$27.00 Doc # 2022-2835
Peggy Yamnitz, Recorder



Annette Rota
Deputy Recorder

GENERAL WARRANTY DEED

THIS DEED, made and entered into this 16th day of September, 2022
By and between Grantor,

JESSICA E. JOHNSON and CHESTER L. BOGUS, JR, wife and husband

Of the County of Ste. Genevieve, in the State of Missouri, party or parties of the first part and
Grantee,

ASHLEY CRARY and LAURA LEFAIVRE, domestic partners as joint tenants
198 4th Street
Ste. Genevieve, MO 63670

Of the County of Ste. Genevieve, in the State of Missouri, party or parties of the second part.

WITNESSETH, that the party or parties of the first part, for and in consideration of the sum of One Dollar and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second part, the following described Real Estate, situated in the County of Ste. Genevieve and State of Missouri, to-wit:

All that part of City Block Number Twenty (20) in the City of Ste. Genevieve, Missouri, described as follows, to-wit: Begin at the intersection of the East line of Fourth Street with the South line of Washington Street and run thence South 14 degrees 45 minutes East with the East line of said Fourth Street 66 1/2 feet to a point for corner, said point being the Northwest corner of a certain lot conveyed to Harold Jokerst and Adele Jokerst, his wife by deed dated October 7, 1939 and recorded in Book 115 at Page 281; thence North 73 degrees 45 minutes East 151 1/2 feet more or less to a point for corner; thence North 14 degrees 45 minutes West to a point in the South line of Washington Street; thence South 79 degrees 40 minutes West with the South line of Washington Street, 151 1/2 feet to the place of beginning.

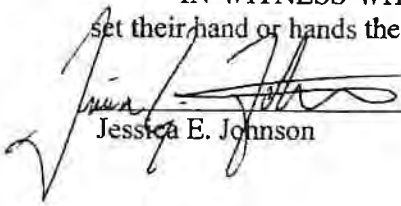
SUBJECT to an easement for driveway purposes over the South Ten (10) feet of the above described lot and extending the entire depth of said lot, said driveway to be used jointly by the

property and property adjacent thereto on the South, as established in Book 115 at Page 281 of the land records of Ste. Genevieve County, Missouri.

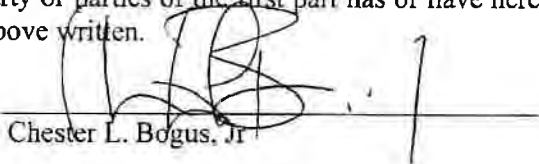
TO HAVE AND TO HOLD the same, together with all rights and appurtenances to the same belonging, unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever.

The said party or parties of the first part hereby covenanting that said party or parties and their heirs, executors and administrators of such party or parties, shall and will WARRANT AND DEFEND the title to the premises unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands the day and year first above written.



Jessica E. Johnson

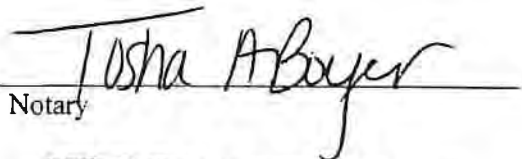


Chester L. Bogus, Jr.

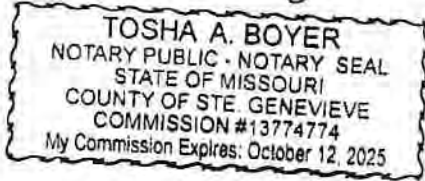
STATE OF MISSOURI)
) ss.
COUNTY OF STE. GENEVIEVE)

On this 11th day of September, 2022, before me personally appeared Jessica E. Johnson and Chester L. Bogus, Jr., wife and husband, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.



Notary



Adjoining Property Owners to 198 N 4th St

Troy Allen & Rachel Heberlie
399 Washington
Ste. Genevieve, MO 63670

Tyson & Casey Benner
175 N 4th St
Ste. Genevieve, MO 63670

Marie Basler Rev. Living Trust
199 N 4th St
Ste. Genevieve, MO 63670

Bobby Hamelback
182 N 4th St
Ste. Genevieve, MO 63670

Jean Luttrell
215 N 4th St
Ste. Genevieve, MO 63670

Kathy Dukes; Etal
Attn: Troy & Rachel Allen
399 Washington
Ste. Genevieve, MO 63670

Charles Houchin & Carrie Osborn-Houchin
3841 Silver Oaks Way
Livermore, CA 94550-3372



To: Surrounding Property Owners
From: David Bova, Community Development Administrator
Subject: Request for Special Use Permit
Date: October 4, 2022

Laura LeFavre and Ashley Crary are requesting a Special Use Permit to operate a guest lodging house, commonly known as "Vacation Rental By Owner" or "AirBnb" at 198 North 4th Street, which is in an R-2 General Residential zoning district. Such use is permitted in an R-2 Residential Zoned District with a Special Use Permit.

The Planning and Zoning Commission for the City of Ste. Genevieve, Missouri will hold a public meeting on this request on Thursday, November 3rd at 6pm at City Hall, 165 S. Fourth Street.

If approved by the Planning and Zoning Commission, The Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on the recommendations of the Planning and Zoning Commission on Thursday, November 10th at 6pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

David Bova
Community Development Director

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400



October 4, 2022

Laura LeFavre & Ashley Crary
12123 Otsego St.
Valley Village, CA 91607

Ms. LeFavre & Ms. Crary,

Enclosed please find a letter that was sent to the surrounding property owners of 198 N 4th Street regarding your request for a special use permit. Your attendance is needed at the Planning & Zoning meeting and the Public Hearing for which your request will be discussed.

PLANNING & ZONING MEETING
Thursday, November 3rd at 6:00 pm

PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)
Thursday, November 10th at 6:00 pm

These meetings will be held at City Hall. If you have any questions please call.

Sincerely,

David Bova
Community Development Administrator

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400

(space above for recording information)

PUBLISHER'S AFFIDAVIT

Date 10-19-22

STATE OF MISSOURI)

SS

COUNTY OF STE GENEVIEVE)

I, Greg Hoskins, being duly sworn, according to law state that I am publisher of the Ste. Genevieve Herald a weekly newspaper of general circulation in the County of Ste. Genevieve, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Ste. Genevieve, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper in the following consecutive issues:

- 1st Insertion: Vol 41 No 43 19 day of Oct 2022
- 2nd Insertion: Vol _____ No _____ day of _____ 20_____
- 3rd Insertion: Vol _____ No _____ day of _____ 20_____
- 4th Insertion: Vol _____ No _____ day of _____ 20_____
- 5th Insertion: Vol _____ No _____ day of _____ 20_____

Greg Hoskins
Greg Hoskins, Publisher

Subscribed and sworn to before me on this 19
day of October 2022

Shelley Mueller
Notary Public

My commission expires 1-25-26

NOTICE OF PUBLIC HEARING
 The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, November 3, 2022 at 6:00 PM at City Hall, 165 S. Fourth Street. The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, November 10, 2022 at 6:00 p.m. at City Hall, 165 South Fourth Street. The purpose of this hearing is to consider a request from Laura LeFavre and Ashley Crary for a special use permit to allow guest lodging at 198 North 4th Street in an R-2 General Residential District. All interested parties are invited to attend.



BILL NO. 4523

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH COCHRAN ENGINEERING FOR THE JEFFERSON STREET SIDEWALK IMPROVEMENT PROJECT.

WHEREAS, Cochran Engineering (“Cochran”) has submitted the attached proposal (Exhibit A) to provide professional design services for the Jefferson Street Sidewalk Improvement Project; and

WHEREAS, Cochran will design replacement of the sidewalk on the north side of Jefferson Street that covers a stormwater ditch east of Fourth Street; and

WHEREAS, the Board of Aldermen believe it to be in the best interests of the City of Ste. Genevieve to accept the proposal (Exhibit A) attached hereto and made part of this ordinance.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION 1. The Board of Aldermen hereby authorize and direct the Mayor to execute and deliver the attached proposal on behalf of the City with Cochran Engineering of Union, Missouri; the proposal hereby accepted and approved in substantially the form of Exhibit “A” attached hereto.

SECTION 2. The portions of this ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen would have enacted the valid portions within the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 3. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED THIS ___ DAY OF _____, 2022 BY A
ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

	VOTE
Alderwoman Kristi Cleghorn	_____
Alderwoman Susan Johnson	_____
Alderman Bob Donovan	_____
Alderman Mike Jokerst	_____
Alderman Jeff Eydmann	_____
Alderman Mike Raney	_____
Alderwoman Ashley Armbruster	_____
Alderman Joe Prince	_____

___ Ayes ___ Nays ___ Absent

Approved as to form:

Mayor, Paul Hassler

Mark Bishop, City Attorney

ATTEST:

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

November 3, 2022

Mr. Happy Welch
City of Ste. Genevieve
165 S. 4th Street
Ste. Genevieve, MO 63670

SENT VIA: hwelch@stegenevieve.org

RE: Work Order #3
Jefferson Street Sidewalk Improvement Project

Dear Mr. Welch:

Thank you for giving Cochran the opportunity to submit this proposal to provide professional design services for the above-referenced project. In accordance with our discussions, we offer the following professional services:

SCOPE OF WORK:

1. General scope of work – Design replacement of the sidewalk on the north side of Jefferson Street, east of 4th Street. Existing sidewalk has a stone storm drain underneath it. Approximately 220 lineal feet of sidewalk.
2. Perform a topographic survey of the project area. Set survey control, assume a benchmark, locate improvements, determine grades, locate utilities and take photos. Create surface and detail Topographic Survey Sheet.
3. Design and detail the sidewalk replacement. Prepare a Site Plan showing the proposed improvements.
4. Coordinate any necessary relocation of utilities.
5. Prepare construction plans and bidding documents. Assist the City in the bidding process.
6. Provide administration, inspection and testing services during construction.

SERVICES INCLUDED:

1. Cover Sheet/Contacts List
2. Topographic Survey
3. Site Plan
4. Standard Details
5. Project Manual with Specifications
6. Construction Inspection and Testing

Initials:

8 East Main Street
Wentzville, MO 63385
Phone: 636-332-4574
Fax: 636-327-0760

737 Rudder Road
Fenton, MO 63026
Phone: 314-842-4033
Fax: 314-842-5957

530A East Independence Drive
Union, MO 63084
Phone: 636-584-0540
Fax: 636-584-0512

534 Maple Valley Drive
Farmington, MO 63640
Phone: 573-315-4810
Fax: 573-315-4811

2804 N. Biagio Street
Ozark, MO 65721
Phone: 417-595-4108
Fax: 417-595-4109

905 Executive Drive
Osage Beach, MO 65065
Phone: 573-525-0299
Fax: 573-525-0298

SERVICES NOT INCLUDED:

1. Architectural Services
2. Environmental/Geotechnical/Wetlands/Asbestos/Traffic Studies or Reports
3. Recording Fees
4. All Permit Fees
5. Boundary Survey
6. Off-site Conceptual Work and/or Cost Estimation
7. Right-of-Way Acquisition
8. Construction Stakeout (Cochran can provide under separate proposal on a time and material basis.)

OWNER'S RESPONSIBILITY:

1. The Owner shall give prompt and thorough consideration to all sketches, drawings, bid documents and other documents placed before him. Prompt decisions will be required if project is to proceed on schedule.
2. Advertisement and receipt of construction bids.
3. General day-to-day review of construction.

FEE:

The total amount of fee to be paid for the professional services outlined in this proposal shall be a lump sum fee of **\$ 6,854.00** for design services and **\$ 4,140.00** for construction services. This fee is good for a period of thirty (30) days from the date of this proposal.

PAYMENT:

1. An invoice for progress payments will be submitted monthly during the performance period of this contract for professional services rendered. It is agreed that monthly progress payments for fees earned under this agreement are due and payable within fifteen (15) days of submission of invoices. Any invoices remaining unpaid beyond fifteen (15) days will accrue interest at the rate of one and one-half (1½%) per month on the unpaid balance.
2. It is further understood that if the project is abandoned, or if any work being performed is suspended in whole or in part prior to the completion of any phase, payment will be due in direct proportion to the amount of work accomplished.
3. In addition, payment will be due for all reimbursable expenses incurred prior to receipt of written notice or such abandonment or suspension.

TIME OF PERFORMANCE:

We will make every effort to complete the project within the Owner's time frame and according to schedule. Cochran will not, however, be responsible for delays caused by events beyond our control.

Initials:

TERMS AND CONDITIONS:

Attached to this proposal is a copy of the Cochran Standard Terms and Conditions. These terms and conditions shall apply to this proposal for professional services, which can also serve as a letter agreement. This document is enclosed for your review and reference.

GENERAL:

The terms and conditions of this contract shall apply to all work performed for the benefit of the project, and any work performed off the site that benefits the project (permits, licenses, easements, etc.).

Cochran's reputation is based on understanding and meeting all the project objectives of our clients. We look forward to having an opportunity to demonstrate that responsiveness by providing timely and cost effective professional services.

If you would like to authorize Cochran to perform the professional services outlined in this proposal, please indicate your acceptance of the terms of this letter agreement by signing in the space provided below **AND** initializing **ALL** other pages. Return one (1) copy for our contract files.

If you have any questions or changes regarding this proposal, please contact me at 314-842-4033. Thank you.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED AT COCHRAN'S OPTION.

Sincerely,



Tary Todd, P.E.
Cochran

Acceptance:
City of Ste. Genevieve

By: _____

Title: _____

Date: _____

Attachments: Cochran Terms & Conditions

BILL NO. 4524

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH COCHRAN ENGINEERING FOR THE FOURTH STREET IMPROVEMENT PROJECT.

WHEREAS, Cochran Engineering (“Cochran”) has submitted the attached proposal (Exhibit A) to provide professional design services to complete the paving project on N. 4th St.; and

WHEREAS, Cochran will design an asphalt overlay and stormwater infrastructure to improve the stormwater drainage in the area of Fourth Street from Le Compte Street to Washington Street; and

WHEREAS, the Board of Aldermen believe it to be in the best interests of the City of Ste. Genevieve to accept the proposal (Exhibit A) attached hereto and made part of this ordinance.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION 1. The Board of Aldermen hereby authorize and direct the Mayor to execute and deliver the attached proposal on behalf of the City with Cochran Engineering of Union, Missouri; the proposal hereby accepted and approved in substantially the form of Exhibit “A” attached hereto.

SECTION 2. The portions of this ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen would have enacted the valid portions within the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 3. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED THIS ___ DAY OF _____, 2022 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

- Alderwoman Kristi Cleghorn**
- Alderwoman Susan Johnson**
- Alderman Bob Donovan**
- Alderman Mike Jokerst**
- Alderman Jeff Eydmann**
- Alderman Mike Raney**
- Alderwoman Ashley Armbruster**
- Alderman Joe Prince**

___ Ayes ___ Nays ___ Absent

Approved as to form:

Mayor, Paul Hassler

City Attorney, Mark Bishop

ATTEST:

Reviewed by:

Pam Meyer, City Clerk

Happy Welch, City Administrator

SERVICES NOT INCLUDED:

1. Architectural Services
2. Environmental/Geotechnical/Wetlands/Asbestos/Traffic Studies or Reports
3. Recording Fees
4. All Permit Fees
5. Boundary Survey
6. Off-site Conceptual Work and/or Cost Estimation
7. Right-of-Way Acquisition
8. Construction Stakeout (Cochran can provide under separate proposal on a time and material basis.)

OWNER'S RESPONSIBILITY:

1. The Owner shall give prompt and thorough consideration to all sketches, drawings, bid documents and other documents placed before him. Prompt decisions will be required if project is to proceed on schedule.
2. Advertisement and receipt of construction bids.
3. General day-to-day review of construction.

FEE:

The total amount of fee to be paid for the professional services outlined in this proposal shall be a lump sum fee of **\$ 8,786.00** for design services and **\$ 5,590.00** for construction services. This fee is good for a period of thirty (30) days from the date of this proposal.

PAYMENT:

1. An invoice for progress payments will be submitted monthly during the performance period of this contract for professional services rendered. It is agreed that monthly progress payments for fees earned under this agreement are due and payable within fifteen (15) days of submission of invoices. Any invoices remaining unpaid beyond fifteen (15) days will accrue interest at the rate of one and one-half (1½%) per month on the unpaid balance.
2. It is further understood that if the project is abandoned, or if any work being performed is suspended in whole or in part prior to the completion of any phase, payment will be due in direct proportion to the amount of work accomplished.
3. In addition, payment will be due for all reimbursable expenses incurred prior to receipt of written notice or such abandonment or suspension.

TIME OF PERFORMANCE:

We will make every effort to complete the project within the Owner's time frame and according to schedule. Cochran will not, however, be responsible for delays caused by events beyond our control.

Initials: 

TERMS AND CONDITIONS:

Attached to this proposal is a copy of the Cochran Standard Terms and Conditions. These terms and conditions shall apply to this proposal for professional services, which can also serve as a letter agreement. This document is enclosed for your review and reference.

GENERAL:

The terms and conditions of this contract shall apply to all work performed for the benefit of the project, and any work performed off the site that benefits the project (permits, licenses, easements, etc.).

Cochran's reputation is based on understanding and meeting all the project objectives of our clients. We look forward to having an opportunity to demonstrate that responsiveness by providing timely and cost effective professional services.

If you would like to authorize Cochran to perform the professional services outlined in this proposal, please indicate your acceptance of the terms of this letter agreement by signing in the space provided below **AND** initializing **ALL** other pages. Return one (1) copy for our contract files.

If you have any questions or changes regarding this proposal, please contact me at 314-842-4033. Thank you.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED AT COCHRAN'S OPTION.

Sincerely,



Tary Todd, P.E.
Cochran

Acceptance:
City of Ste. Genevieve

By: _____

Title: _____

Date: _____

Attachments: Cochran Terms & Conditions



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

November 3, 2022

Mr. Happy Welch
City of Ste. Genevieve
165 S. 4th Street
Ste. Genevieve, MO 63670

SENT VIA: hwelch@stegenevieve.org

RE: Work Order #2
4th Street Improvement Project

Dear Mr. Welch:

Thank you for giving Cochran the opportunity to submit this proposal to provide professional design services for the above-referenced project. In accordance with our discussions, we offer the following professional services:

SCOPE OF WORK:

1. General scope of work – Design future asphalt overlay to improve the stormwater drainage problems in this area. Project limits are 4th Street from Le Compte Street to Washington Street.
2. Perform a topographic survey of the project area. Find property corners, set survey control, assume a benchmark, locate improvements, determine grades, locate utilities and take photos. Create surface and detail Topographic Survey Sheet.
3. Prepare permanent drainage easements and exhibits. City will acquire any easements.
4. Design and detail the street re-surfacing and drainage improvements. Prepare a Site Plan showing the proposed improvements.
5. Coordinate any necessary relocation of utilities.
6. Prepare construction plans and bidding documents. Assist the City in the bidding process.
7. Provide administration, inspection and testing services during construction.

SERVICES INCLUDED:

1. Cover Sheet/Contacts List
2. Topographic Survey
3. Site Plan
4. Standard Details
5. Project Manual with Specifications
6. Construction Inspection and Testing

Initials:

8 East Main Street
Wentzville, MO 63385
Phone: 636-332-4574
Fax: 636-327-0760

737 Rudder Road
Fenton, MO 63026
Phone: 314-842-4033
Fax: 314-842-5957

530A East Independence Drive
Union, MO 63084
Phone: 636-584-0540
Fax: 636-584-0512

534 Maple Valley Drive
Farmington, MO 63640
Phone: 573-315-4810
Fax: 573-315-4811

2804 N. Biagio Street
Ozark, MO 65721
Phone: 417-595-4108
Fax: 417-595-4109

905 Executive Drive
Osage Beach, MO 65065
Phone: 573-525-0299
Fax: 573-525-0298