

# **AGENDA**

**STE. GENEVIEVE BOARD OF ALDERMEN**

**REGULAR MEETING**

**THURSDAY – NOVEMBER 9, 2023**

**44 PLAZA DRIVE**

**6:00 P.M.**

**CALL TO ORDER.**

**ROLL CALL.**

**PLEDGE OF ALLEGIANCE.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Happy Welch – Tourism
- David Bova – Community Development Administrator
- Kenny Steiger – Fire Chief

**PUBLIC HEARING.** The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing to consider a request from Buchheit Logistics for a special use permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market Street, Ste. Genevieve, MO 63670 in an R-1 Single Family Residential District.

**PUBLIC COMMENTS.**

**CONSENT AGENDA.**

- Minutes – Board of Aldermen - Regular Meeting – October 26, 2023
- Minutes – Board of Aldermen – Work Session – October 26, 2023

- **RESOLUTION 2024 – 06.** A RESOLUTION DECLARING CITY HALL/POLICE DEPARTMENT OFFICE EQUIPMENT SURPLUS AND PROVIDING FURTHER AUTHORITY FOR ITS DISPOSAL.
- **RESOLUTION 2024-07.** A RESOLUTION APPOINTING WHITNEY TUCKER TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.
- **RESOLUTION 2024-08.** 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 EIGHT (8) NEW TURNOUT GEAR & ENTIRE HOSE REPLACEMENT FOR THE DEPARTMENT.
- **RESOLUTION 2024 – 09.** A RESOLUTION DECLARING OLD FIRE HELMETS AT THE FIRE HOUSE BE DECLARED SURPLUS PROPERTY AND DISPOSED OF.

**OLD BUSINESS.**

**BILL NO. 4593.** AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 2, 2024 AND PROVIDING NOTICE TO THE GENERAL PUBLIC. **2<sup>nd</sup> READING.**

**BILL NO. 4594.** AN ORDINANCE AMENDING SECTION 610.810 VIDEO SERVICE PROVIDERS TO COMPLY WITH STATE STATUTE SECTION 67.2689 OF THE REVISED STATUTES OF THE STATE OF MISSOURI. **2<sup>ND</sup> READING.**

**NEW BUSINESS.**

**APPROVAL OF THE ESTIMATE FROM MCCOY CONSTRUCTION & FORESTRY FOR A COMPLETE OVERHAUL REPAIR OF THE BACKHOE.**

**BILL NO. 4595.** AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH JOKERST, INC. OF STE. GENEVIEVE, MISSOURI ON THE 2023 WATER INFRASTRUCTURE IMPROVEMENTS PROJECT IN AN AMOUNT OF EIGHT THOUSAND TWO HUNDRED FIFTY-THREE DOLLARS AND THIRTY-TWO CENTS (8,253.32). **1<sup>ST</sup> & 2<sup>ND</sup> READING.**

**BILL NO. 4596.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JOKERST, INC. FOR THE “JEFFERSON STREET SIDEWALK IMPROVEMENTS PROJECT” IN AN AMOUNT OF \$66,530.00. **1<sup>ST</sup> & 2<sup>ND</sup> READING.**

**BILL NO. 4597.** AN ORDINANCE APPROVING/NOT APPROVING A SPECIAL USE PERMIT FOR BUCHHEIT LOGISTICS THAT WILL ALLOW A 4’ X 8’ FREE STANDING

NON-ILLUMINATED SIGN AT 1020 MARKET STREET IN A R-1 SINGLE FAMILY RESIDENTIAL DISTRICT. **1<sup>ST</sup> & 2<sup>ND</sup> READING.**

**OTHER BUSINESS.**

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.**

**ADJOURNMENT.**

*Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.*

**Join us on the Zoom app at:**

Meeting ID: 848 1121 1564 Passcode: 808225 Mobile: (312) 626-6799 US (Chicago)

Meeting ID: 848 1121 1564 Passcode: 808225 **Find the Zoom Link at:**

[www.facebook.com/stegenevievecityhall/](http://www.facebook.com/stegenevievecityhall/)

**And you can watch live on SGTV Spectrum Channel 991.**

***Posted By: Pam Meyer  
November 6, 2023***

## **CITY ADMINISTRATOR REPORT**

November 9, 2023

1. City offices will be closed for Veterans Day on November 10 and the Thanksgiving holiday November 23 & 24.
2. I will be out of the office November 27 through December 1 and December 7 & 8.
3. Our new Tourism Director starts Monday, December 4, at 8a and will be mostly involved with onboarding activities that morning at city hall.
4. We have a walk through with landscapers/lawn companies interested in bidding on the cemetery grass cutting at Memorial and Crestlawn Cemeteries November 13. Bids will be due on December 13.
5. Bids are due November 22 for electric installation for the Main St. Park EV chargers.
6. Crews are mudding and taping this week at city hall and we will meet with the painter to look at paint colors on Tuesday. We are looking at more of an earthtone feel for the interior of the facility.
7. We started the process Friday with Genasys to set up our texting notification system. The plan is to start training staff in middle December and have it up and running before Christmas. Then we will set up links on Facebook and the website for residents to start signing up.

### **Tourism Report 11/9/2023**

Upcoming events: Downtown Ste. Genevieve's Cookie Crumb Trail on Nov. 11. The Holiday Christmas Festival is Dec. 2 & 3 with the tree lighting ceremony Dec. 1.

Website visitors are 5,700 for October with the majority of those folks looking at our events calendar and checking out Halloween details. JRudny has started designing a new main page that we will be looking at to see if we need a complete website redesign that I will be discussing with JRudny on Tuesday.

Our Facebook reach was around 23,084 in October, almost doubling what we did in September, as we promoted Pecanapalooza and the Halloween activities. Also, post engagements and link clicks doubled. We are almost at 5,000 likes.

McDaniels Marketing from Pekin, IL, as the top vote getter for our marketing plan committee and we should have an agreement for the Thursday, November 9 meeting. However, we won't get it until after the first publication of the agenda and will have to do an amended agenda.

# Ste. Genevieve Fire Department

Ken Steiger Fire Chief  
165 South 4<sup>th</sup>. 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](mailto:sgfd7101@gmail.com)  
Cell Phone: 573-883-0615

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## Monthly Operations Report

Date: **October**, 2023

### Calls for Assistance:

- SGFD responded to **31** emergency calls in **October**
- Total for this year is **241** calls, **up 44** calls from last year

### Staffing:

- SGFD roster is down **5**. Due to the fireman being volunteer, openings will occur
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if Interested
- **Have another female that will be signing up in the next 2 weeks**
- **Gave out 2 applications at our open house**
- **Gave out 1 application at SG High School Career Day**

Training: (FYI, all monthly training is done after hours or on weekends)

- **Monthly Training was at a donated house, interior search and rescue, forcible entry, breaching walls and dealing with fire scene firefighter emergencies.**
- **Preplan Training was Ste Gen Care Center.**

### Meetings Attended

Bi County Chiefs Meeting – **Attended**  
City Council Meeting – **Attended**  
Ozark Fire Assoc. Meeting – **Attended**

Technical Rescue: (FYI, all Tech Rescue training is done after hours or on weekends in addition to regular monthly training)

- Nothing to report

### Apparatus & Equipment Maintenance:

- Suburban insurance details – 2019 Suburban Bought from Barley Auto. **Waiting for PSU (Public Safety Upfitters) for installation dates.**

### Fire Radio

- St Francis County 911 radio survey – Radio improvements project moving forward with 2025 anticipated completion.

## Grants

### 2022 DPS Grant application

I have applied for a \$43,000 no match grant for radio replacement

I received notification that the grant request for \$43,000 for radio equipment was fully funded. The State has given permission to order the radios. Radios have been ordered. Checked on the progress last week. Radios are in and being programmed. **Should see install by the end of the month.**

### 2023 DPS Grant

Received notification that the grant program will open soon. I intend to apply again to try to get some of our handheld radios upgraded. This will be a no matching funds grant, the same as the last 2 DPS grants. Grant has been submitted for approximately \$72,000. Grant has been approved. **Waiting for permission from the state to order.**

### ARP Grant

2023

**Helmets are in and will be placed in service in the next 2 weeks. I am requesting the old helmets be declared surplus property so they can be disposed of. They have surpassed their useable life span per the NFPA.**

2024

**I will be applying for all new fire hose and 8 sets of turnout gear in this year's grant request. This is a 50% match which can be in the form of money or "in kind match". We have budgeted for 4 sets of turnout gear and replacement of our 4 inch large diameter hose. If I write these into the grant, the purchases we were planning to make can be used as our match and would only require additional funding of approximately \$6,000.00 that would be available from the rural fire fund.**

### Missouri Department of Conservation Grant

2023

**Has been submitted. Per the grant program we should know if we were successful in the next couple of months**

### County Firefighters Assn.:

- Working on funding a Propane Truck Emergencies Class for the spring.

### Local & State Mutual Aid:

- Nothing to report

Misc.

- **We participated in the SG High Homecoming Parade and assisted SGPD with traffic.**
- **We hosted the County Health Dept for their drive thru Flu Clinic**
- **We went to the schools for fire prevention week and talked with over 300 kids**
- **We had an Open House at the firehouse to end Fire Prevention Week and had around 200 people attended throughout the day.**
- **We did a PR at Cotton's Ace Hardware**
- **We did a Trunk or Treat at the waterpark.**
- **I attended the SG High School Career Day**
- **Annual Drug take back was held in front of our station**

KnoxBox Program

Boxes Approved, shipped and Waiting for installs

Ste. Genevieve Do It Center (still waiting for warehouse on Chadwell)

Mid State Wood Products for Trautman Building

Installed





## Community Development November 2023 Staff Report 10/10/23 – 11/6/23

### *Historic Preservation – Heritage Commission*

- Meeting 10/16 – Approved 3 COAs & 2 Attestation
- Next meeting – 11/20
- 2024 HP grant application(s) – mobile app walking tour – app submitted
- 2024 HP grant re-opened (some new rules) – will re-submit

### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 29
- Building Permits Issued 8
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 1 – P & Z to meet on 11/7; BOA 11/9
- New permitting software RFP – implementation of land use module in progress
- Sidewalk violations – final property should be complete by end of week
- Sidewalk – sidewalk reimbursement letters will be sent to addl properties in Dec.

### *Comprehensive Plan Update*

- Steering Committee
  - Board rep is Alderman Raney
  - Funnel public input through Comm Dev Dept, committee, or RPC
- Current stage of process is Vision Development
- Steering Comm. & staff met on 11/8 to discuss draft plans
- Next stage is implementation

### *Planning & Zoning*

- Meeting – 11/7 – 1 SUP to consider
- Next meeting – 12/7

### *City / County Info*

- Assistance with Tourism funding 2023 – budget of 5k; could consider more
- Assistance with Tourism / EcDev 2024 – discussion of poss. adding lodging tax to 2024 ballot
- Assistance with Tourism / EcDev 2024 - discussion of forming a CVB type organization with County & Chamber
- Progress Parkway property – pre-engineering complete; county assistance offered & in discussion

- FLAP Grant (N 4<sup>th</sup> Street) – remains on track for 2025
- 911 Tax – Board formed (includes City officer) – payments from City & Amb. Dist. to continue until new infrastructure installed and paid; potentially 4 – 5 years
- EV Charging – County will not be participating
- Improvements to Ferry Landing – prepping draft plans; still need to discuss w/ UP & MLCO

***Board of Adjustment***

- Nothing new to report

***Floodplain Management***

- Current long range forecasts are <50% chance of flooding in Nov-Dec-Jan.
- Current river stage (11/6) is 7.5'; expected to drop to appr. 2' by the end of the week.
- Ferry currently not operating.

***Property Maintenance***

- Nuisance Property Issues 7
- Vegetation Nuisance Issues 3
- Code Violation Issues 2
- Sidewalk Issues 0
- 58 S Main – owner has until 12/13 to abate public nuisance

***Training 2023***

- CLG Updates – Mo SHPO – completed 1/23
- Winter Walking Safety for Employees – Zywave – completed 2/6
- NPS Interpretation Workshop – attended 2/22
- NAPC – Preservation Planning – attended 3/23
- NAPC – Preservation Planning Pt. 2 – attended 4/13
- SEMA – Ransomware Table Top – attended 5/18
- Zywave – Anti-Bullying in Workplace – completed 6/2
- ICMA Budget Webinar Series – 3 sessions – completed 6/20
- HUD PRO Housing Webinar – completed 9/6
- Zywave – Multi-Factor Authentication – completed 9/25
- MML – Nuisance Abatement – attended 10/3
- CLG Forum – MO SHPO – attended 10/20
- Pavement Preservation Concrete Overlays– MODOT - completed 11/3

## **NOTICE OF PUBLIC HEARING**

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, Nov. 9<sup>th</sup>, 2023 at 6:00 p.m. at City Hall, 44 Plaza Drive.

The purpose of this meeting & hearing is to consider the following requests.

A request from Buchheit Logistics for a special use permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market St, Ste. Genevieve, MO 63670 in an R-1 Single Family Residential District.

All interested parties are invited to attend.

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY – OCTOBER 26, 2023**

**CALL TO ORDER.** Mayor Brian Keim called the meeting to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

**ROLL CALL.** A roll call by City Clerk Pam Meyer showed the following members present:

Mayor Brian Keim	
Alderwoman Kristi Cleghorn	Alderman Joe Prince
Alderman Bob Donovan	Alderman Jeff Eydmann
Alderman Eric Bennett	Alderman Joe Steiger
Alderman Mike Raney	Alderman Patrick Fahey

**APPROVAL OF AGENDA.** A motion by Alderman Bennett, second by Alderman Donovan to approve the amended agenda as presented. Motion carried 8-0.

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.** None.

**CITY ADMINISTRATORS REPORT.** (see attached report)

**STAFF REPORTS.**

**Jasen Crump – Police Chief** (see attached report)

**Erica Bogenpohl – Alliance Water Resources** (see attached report)

**PUBLIC COMMENTS.** None.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen - Regular Meeting – October 12, 2023
- Minutes – Board of Aldermen – Work Session – October 12, 2023
- Minutes - Board of Aldermen – Work Session – Closed Session - October 12, 2023
- Treasurer’s Report – September 2023
- Approval of a Street Closure Request from Daughters of the American Revolution to close Third Street from Market to Merchant from 9:30 a.m. to 10:45 a.m. on Saturday, November 11, 2023 for a monument dedication in front of the Court House.
- Approval of a Street Closure Request from the City of Ste. Geneveive to close Jefferson Street from Main to Valle on Saturday, October 28, 2023 from 4 p.m. to 8 p.m. for the “Pumpkin Glow” at Main Street Park.

- **RESOLUTION 2024 – 05.** A RESOLUTION BY THE BOARD OF ALDERMEN APPROVING THE PURCHASE OF TWO HANDHELD RADIOS FOR THE POLICE DEPARTMENT FROM MOTOROLA INC THROUGH WIRELESS USA IN AN AMOUNT NOT TO EXCEED \$6,510.34.

A motion by Alderman Prince, second by Alderman Donovan to remove Resolution 2024-04 from the consent agenda for further discussion and approving the consent agenda as amended. Motion carried 8-0.

**RESOLUTION 2024 - 04. A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT THE QUOTE FROM BILL HAMPTON ENTERPRISES, LLC. IN THE AMOUNT OF \$13,500.00 FOR RIGHT OF WAY ACQUISITION SERVICES FOR THE ST. MARYS ROAD TRAIL – TAP-9900(096).** After discussion a motion by Alderman Steiger, second by Alderman Prince to approve Resolution 2024-04. Motion carried 8-0.

#### **OLD BUSINESS.**

**BILL NO. 4589. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO SIGN DOCUMENTS RELATED TO THE RELEASE OF EASEMENT & TRANSFER OF PROPERTY TO JAMES T. BECKERMAN FOR THE PROPERTY WHERE THE BLAIN STREET TANK WAS LOCATED. 2<sup>nd</sup> READING.** A motion by Alderman Joe Prince, second by Alderman Bob Donovan, Bill No. 4589 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4589 was declared Ordinance No. 4511 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4590. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN SAAS SERVICES AGREEMENT WITH GENASYS, INC. FROM SAN DIEGO, CALIFORNIA IN AN AMOUNT NOT TO EXCEED \$6,885.00 OVER A 36-MONTH CONTRACT FOR AN EMERGENCY ALERT TEXTING PROGRAM. 2<sup>nd</sup> READING.** A motion by Alderman Bob Donovan, second by Alderman Joe Steiger, Bill No. 4590 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4590 was declared Ordinance No. 4512 signed by the Mayor and attested by the City Clerk.

#### **NEW BUSINESS.**

**BILL NO. 4594. AN ORDINANCE AMENDING SECTION 610.810 VIDEO SERVICE PROVIDERS TO COMPLY WITH STATE STATUTE SECTION 67.2689 OF THE REVISED STATUTES OF THE STATE OF MISSOURI. 1<sup>ST</sup> READING.** A motion by Alderman Eric Bennett, second by Alderman Joe Steiger, Bill No. 4594 was placed on its first reading, read by title only, considered and passed by a 8-0 vote.

**BILL NO. 4592. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE, MISSOURI, AMENDING A "NO PARKING" RESTRICTION ON THE SOUTH SIDE OF JEFFERSON STREET BETWEEN THIRD AND FOURTH STREET. 1<sup>ST</sup> & 2<sup>ND</sup> READING.** A motion by Alderman Eric Bennett, second by Alderman Bob Donovan, Bill No. 4592 was placed on its first reading, read by title only, considered and passed by a 8-0 vote. A motion by Alderwoman Kristi Cleghorn, second by Alderman Jeff Eydmann to proceed with the second and final reading of Bill No. 4592. Motion carried 7-0-1 with Alderman Joe Steiger voting Naye. A motion by Alderman Bob Donovan, second by Alderman Eric Bennett, Bill No. 4592 was placed on its second and final reading, read by title only, considered and passed by a roll call vote as follows: Ayes: Alderwoman Kristi Cleghorn, Alderman Bob Donovan, Alderman Jeff Eydmann, Alderman Joe Steiger, Alderman Joe Prince, Alderman Eric Bennett, Alderman Patrick Fahey and Alderman Mike Raney. Nays: None. Motion carried 8-0. Thereupon Bill No. 4592 was declared Ordinance No. 4513 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4593. AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 2, 2024 AND PROVIDING NOTICE TO THE GENERAL PUBLIC. 1<sup>ST</sup> READING.** A motion by Alderman Joe Prince, second by Alderman Jeff Eydmann, Bill No. 4593 was placed on its first reading, read by title only, considered and passed by a 8-0 vote. .

**OTHER BUSINESS.**

Mayor Keim asked for a volunteer to serve as the Aldermanic Representative on the Planning and Zoning Commission and the Heritage Commission. Alderman Prince will serve on the Planning and Zoning and Alderman Fahey on the Heritage Commission.

Alderman Joe Steiger asked if the flower bed issue in front of the public works building had been resolved, asked about the property line dispute on Main Street.

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** None.

**ADJOURNMENT.** With no further business Mayor Keim adjourned the meeting at 6:35 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
OCTOBER 26, 2023**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 6:36 p.m. with the following members present:

Mayor Brian Keim

Alderman Bob Donovan

Alderman Mike Raney

Alderman Joe Steiger

Alderman Jeff Eydmann

Alderman Patrick Fahey

Alderman Joe Prince

Alderman Eric Bennett

Alderwoman Kristi Cleghorn

A motion by Alderman Donovan, second by Alderman Prince to approve the work session agenda as presented. Motion carried 8-0.

**BUSINESS ITEMS.**

**EV Electric Estimate.** An estimate was received for the cost to install the EV Charging Station at the Main Street Park from ARCHKEY SOLUTIONS at \$12,900 with the estimated cost for concrete and retaining wall blocks an extra \$3,000.00. The \$3,000.00 can come out of park improvement funds but the \$12,900 has not been budgeted or set aside in ARPA funds. After discussion the Board would like to get bids on the project to see if they come in lower than the \$12,900.

**Christmas Lights.** Alderman Fahey has requested discussion on purchasing Christmas light/decoration for downtown. \$600.00 is currently budgeted and a suggestion was to put red and green lights in the downtown streetlights or use red and green plastic inserts. After discussion staff will see how many lights can be purchased with the \$600.00 and will offer the snowflakes that were used on the utility poles downtown to local merchants to use if they wish.

**City Hall Sign Improvement.** Happy would like the Board to consider new signage that would serve two purposes: 1.) Better visibility for the traveling public and 2.) More in line with the historic nature of period signs. A rough sketch was presented to the Board to give them an idea of what Happy has in mind. The Board directed Happy to proceed with the sign replacement. Alderman Bennett asked if signage could be provided for the Police Department as well and if something could be done with the windows in the police department so they match the new windows recently installed at City Hall.

**Surplus Existing Office Furniture.** With the move back into City Hall there will be surplus office furniture and a resolution will be prepared to surplus what will not be needed. Happy asked for direction from the Board that once its surplus do they want it sold, donated or given to a non for profit? After some discussion the Board suggested they try to sell it.

**ANY OTHER BUSINESS.** None.

With no further business the work session was adjourned at 7:05 p.m. by Mayor Keim.

Respectfully submitted by,

Pam Meyer  
City Clerk



**RESOLUTION 2024-06**

**A RESOLUTION DECLARING CITY HALL/POLICE DEPARTMENT OFFICE EQUIPMENT SURPLUS AND PROVIDING FURTHER AUTHORITY FOR ITS DISPOSAL.**

**WHEREAS**, with the in-progress remodel of City Hall, the City purchased new office furniture for City Hall and the Police Department to be installed; and

**WHEREAS**, with the purchase of new furniture, various cubicles, desks, tables, etc. will not be used and need to be declared surplus property.

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

**SECTION 1:** The Board of Aldermen hereby authorizes the office cubicles and other office furniture that will not be utilized by the City to be declared surplus and that the City Administrator or his designee is hereby authorized and directed for the proper disposal of the furniture.

**SECTION 2.** This Resolution shall 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 THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**RESOLUTION 2024-07**

**A RESOLUTION APPOINTING WHITNEY TUCKER TO THE STE. GENEVIEVE  
TOURISM TAX COMMISSION.**

**WHEREAS**, Whitney Tucker has agreed to replace Geoff Giglierano on the Ste. Genevieve Tourism Tax Commission with the existing three year term that will expire March, 2025.

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to appoint Ms. Tucker.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

Ms. Whitney Tucker, is hereby appointed to the Ste. Genevieve Tourism Tax Commission this **9<sup>th</sup>** day of **November, 2023**.

The Mayor shall make this appropriate appointment to the Ste. Genevieve Tourism Tax Commission and that the City Staff and officials are directed to take such actions as necessary to implement this Resolution.

Done and approved this **9<sup>th</sup>** day of **NOVEMBER, 2023**.

Approved by:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

Attest:

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

# Ste. Genevieve Fire Department

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Ken Steiger, Fire Chief  
165 South 4<sup>th</sup>. 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](mailto:sgfd7101@gmail.com)  
Day Phone: 573-883-0615

## *Memorandum*

**To:** Happy Welch, City Administrator

**From:** Ken Steiger, Fire Chief

**Cc:** File

**Date:** November 06, 2023

**Subject:** 2023 ARP Grant Application

Happy,

This memo is to request approval from the Board of Aldermen for the Fire Department to apply for the 2023 ARP Fire Protection Grant. If approved to apply for the grant this year, I will be writing the grant to apply for 8 sets of turnout gear and replace all of our fire hose. This grant application period opened on November 4<sup>th</sup> and will close on December 4<sup>th</sup> prior to the next scheduled board meeting.

The program is a 50% match with no maximum budget. 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 \$120,000.

In the event our application would be funded, our match could be "in kind" with the already budgeted amount for hose and turnout gear replacement and would require approximately \$6,000.00 additional funding from the city which would be available in the rural fire fund.

Thank you for your consideration.

Best regards,

*Ken Steiger*

*Ken Steiger, Fire Chief*

## **RESOLUTION 2024-08**

**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 EIGHT (8) NEW TURNOUT GEAR & ENTIRE HOSE REPLACEMENT FOR THE DEPARTMENT.**

**WHEREAS,** The City of Ste. Genevieve Fire Department is requesting funds to purchase eight (8) new sets of turnout gear and the replacement of all their fire hoses; and

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

**WHEREAS,** the Missouri Department of Public Safety has established a grant to assist cities in providing funding for such needs; and

**WHEREAS,** City Fire Dept. staff desire to apply for an ARPA Grant for fifty percent of the total qualifying cost of one hundred twenty thousand dollars making the City's estimated cost of sixty thousand dollars. (\$54,000 in 2024 budgeted, \$6,000 remaining in Rural Fire Fund)

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

**SECTION ONE:** The 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 for equipment. 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 \_\_\_\_\_, 2023.**

APPROVED AS TO FORM:

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Brian Keim, Mayor

---

Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

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Pam Meyer, City Clerk

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Happy Welch, City Administrator

# Ste. Genevieve Fire Department

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Ken Steiger, Fire Chief  
165 South 4<sup>th</sup>. 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](mailto:sgfd7101@gmail.com)  
Day Phone: 573-883-0615

## *Memorandum*

**To: Happy Welch, City Administrator**

**From: Ken Steiger, Fire Chief**

**Cc: File**

**Date: November 06, 2023**

**Subject: Request to declare old fire helmets surplus**

**Happy,**

**This memo is to request the Board of Aldermen to declare our old fire helmets surplus property and be allowed to dispose of the helmets. The current helmets have exceeded their recommended life span and according to NFPA standards should no longer be used for hazardous duty like fire fighting.**

**Thank you for your consideration.**

**Best regards,**

*Ken Steiger*

***Ken Steiger , Fire Chief***

**RESOLUTION 2024 - 09**

**A RESOLUTION DECLARING OLD FIRE HELMETS AT THE FIRE HOUSE BE  
DECLARED SURPLUS PROPERTY AND DISPOSED OF.**

**WHEREAS**, according to NFPA standards, the fire departments helmets have exceeded their recommended life span; and

**WHEREAS**, NFPA recommends for safety that they no longer be used.

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

**SECTION 1:** The Board of Aldermen hereby authorizes the following equipment to be declared surplus property and that the City Administrator or his designee is hereby authorized and directed for the proper disposal of the following equipment:

**USED FIRE HELMETS**

**SECTION 2.** This Resolution shall 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 THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**BILL NO. 4593**

**ORDINANCE NO.**

**AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 2, 2024 AND PROVIDING NOTICE TO THE GENERAL PUBLIC.**

**WHEREAS**, State Election Laws and the Municipal Code of Ordinances of the City of Ste. Genevieve (“City”) require that the City call for an election of officers to be conducted on April 2, 2024.

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

**SECTION 1:** The annual election of the officers of the City of Ste. Genevieve, Missouri shall be held on April 2, 2024 in conformity with section 79.030 RSMO 2000. At said election there shall be elected:

1. A member of the Board of Aldermen from the First Ward for the full term of two years.
2. A member of the Board of Aldermen from the First Ward for a one year term.
3. A member of the Board of Aldermen from the Second Ward for the full term of two years.
4. A member of the Board of Alderman from the Third Ward for the full term of two years.
5. A member of the Board of Aldermen from the Fourth Ward for the full term of two years.

**SECTION 2:** All persons desiring to be candidates for such offices, all persons desiring their names to be and appear as candidates for such offices upon the city ticket of the election aforesaid shall file their names within the City and with the City Clerk of Ste. Genevieve, Missouri at City Hall office located at 44 Plaza Drive, Ste. Genevieve, Missouri.



**Filing shall commence on:**

**December 5, 2023 at 8:00 a.m.**

**And shall close on:**

**December 26, 2023 at 5:00 p.m.**

The office of the City Clerk will not be open on Saturdays, Sundays or those days declared a holiday by the City of Ste. Genevieve.

**SECTION 3:** Persons who, after filing their names wish to withdraw as such candidates must file their notice of withdrawal with the City Clerk in her office no later than 5:00 p.m. on December 26, 2023.

**SECTION 4:** The filing fee for candidates shall be \$25.00. In case of withdrawal of a candidate, there shall be no refund. All filing fees shall be paid to the City Clerk at the time of filing.

**SECTION 5:** The City Clerk shall certify such information as may be necessary to the Ste. Genevieve County Clerk no later than 5:00 p.m. on the tenth Tuesday prior to the election and they shall conduct the election in accordance with the statutes of the State of Missouri relating to Fourth Class Cities.

**SECTION 6:** Before December 5, 2023, the City Clerk shall notify the general public of the opening file date, the offices to be filled, the proper place for filing and the closing filing date of the election, all pursuant to and in conformance with RSMO Section 115.127.5 and Chapter 105: Election of the Code of Ordinances of the City of Ste. Genevieve.

**SECTION 7:** This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**SECTION 8:** That all ordinances or parts of ordinance in conflict herewith are hereby repealed.

**SECTION 9:** If any section, subsection, sentence, clause, phrase or portion of this ordinance for any reason, held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**DATE OF FIRST READING:**

October 26, 2023

**DATE OF SECOND READING:**

\_\_\_\_\_

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023 BY A ROLL CALL VOTE AS FOLLOWS:**

**VOTE**

**ALDERWOMAN KRISTI CLEGHORN  
ALDERMAN PATRICK FAHEY  
ALDERMAN ROBERT DONOVAN  
ALDERMAN ERIC BENNETT  
ALDERMAN JEFF EYDMANN  
ALDERMAN MIKE RANEY  
ALDERMAN JOE STEIGER  
ALDERMAN JOE PRINCE**

**\_\_\_ Yes \_\_\_ No \_\_\_ Absent**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**AN ORDINANCE AMENDING SECTION 610.810 VIDEO SERVICE PROVIDERS TO COMPLY WITH STATE STATUTE SECTION 67.2689 OF THE REVISED STATUTES OF THE STATE OF MISSOURI**

**WHEREAS**, the City of Ste. Genevieve has imposed a franchise fee of five percent (5%) of gross revenues for video services as authorized by Section 67.2689 of the Revised Statutes of the State of Missouri; and

**WHEREAS**, the Missouri Legislature has amended Section 67.2689 to limit the maximum franchise fee that can be assessed pursuant to that statute as follows:

<b>EFFECTIVE DATE</b>	<b>MAXIMUM SERVICE PROVIDER FEE</b>
August 28, 2023	4.5%
August 28, 2024	4.0%
August 28, 2025	3.5%
August 28, 2026	3.0%
August 28, 2027	2.5%

**WHEREAS**, the City of Ste. Genevieve desires to be in compliance with the Missouri statute that authorizes the video services franchise fee.

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

**SECTION 1.** Section 610.810 Video Service Providers shall be amended and replaced to read as follows:

- A. *Definitions.* The words and phrases used in this Section shall have the meaning as set forth in Section 67.2677, RSMo., or, if not defined therein, shall have such meanings as established by City Code.
- B. *Franchise Fee.* Pursuant to Section 67.2689, RSMo., and as partial compensation for use of the City's public rights-of-way, each video services provider or other person providing cable services or video services within the City shall, to the extent permitted by law, pay to the City a fee of four and one-half percent (4.5%) of the gross revenues from such video services provided in the geographic area of the City. Beginning August 28, 2024, the fee will be four percent (4%) of the gross revenues from such video services provided in the geographic area of the City. Beginning August 28, 2025, the fee will be three and one-half percent (3.5%) of the gross revenues from such video services provided in the geographic area of the City. Beginning August 28, 2026, the fee will be three percent (3%) of the gross revenues from such video services provided in the geographic area of the City. Beginning August 28, 2027, the fee will be two and one-half percent (2.5%) of the gross revenues from such video services provided in the geographic area of the City. Such payment shall be made as required by Section 67.2689, RSMo. The City shall have the right to audit any video services provider as authorized by Section 67.2691, RSMo. Late payments shall

accrue interest due to the City compounded monthly at one and one-half percent (1.5%) or such other maximum rate as may be established by law.

- C. *Customer Service Requirements.* All video services providers providing service within the City shall adopt and comply with the minimum customer service requirements set forth in Section 67.2692, RSMo. Notice or receipt of this Section by a video services provider shall be deemed notice of the City invoking such customer service requirements.
- D. *Rights-Of-Way Regulation — Indemnification — Permits and Compliance with Other Laws.* Video service providers shall comply with the requirements of Sections 67.2707, 67.2709, RSMo., and all applicable ordinances and regulations consistent with Sections 67.1830 to 67.1846, RSMo., relating to use of the City's rights-of-way. Each video services provider shall indemnify and hold harmless the City and its officers, employees and agents from any loss or damage, including, but not limited to, attorneys' fees, as provided in such ordinances or regulations, but in no event less than the obligation on video services providers set forth in Section 67.2695, RSMo. The City may require documentation of such indemnification by written agreement or other instrument to the extent permitted by law. In addition, video services providers shall be subject to and comply with such supplementary provisions relating to placement, screening and location of facilities as provided in Section 405.145 of this Code, whether on public or private property, and such other applicable laws of the City, except as may be otherwise validly pre-empted. Notwithstanding any other ordinance to the contrary, no facilities to be used for video services shall be installed without obtaining a permit from the City authorizing the location and plans for such facilities; provided that this provision shall not apply to installation of otherwise lawful and authorized poles or wires.
- E. *Public, Educational and Governmental Channels.* Each video services provider shall designate a number of channels for public, educational and governmental programming consistent with Section 67.2703, RSMo.; provided that any greater number of channels as may be required in the incumbent cable franchise or franchise ordinance shall be required pursuant to Section 67.2703.2, RSMo. The City shall bear no cost relating to the transmission, availability or maintenance of such channels unless expressly authorized by the City in writing and approved by the Governing Body. Incumbent cable operators and other video services providers shall provide support for such public, educational and governmental channels consistent with Section 67.2703.8, RSMo.
- F. *Continued Obligations.* The obligations of a cable service provider or video services provider as set forth in any existing cable services or video services franchise or ordinance shall also continue to apply to the fullest extent permitted by applicable law.
- G. *Reservation of Rights.* The City retains all rights in Sections 67.2675 through 67.2714, RSMo., inclusive, and may take any and all actions permitted by law to exercise such rights or to enforce such obligations on providers of video services.

H. *Notice.* A copy of this Section shall be delivered to each video services provider operating in the City after notice to the City that such provider is authorized to provide service within the City; provided that the provisions of this Section shall, to the extent permitted by law, not be affected by any claimed or actual failure of a service provider to have received delivery of a copy of this Section.

**SECTION 2.** If any provision of this ordinance or the application thereof to anyone or any circumstance is held invalid, the remainder of this ordinance and the application of such provisions shall not be affected thereby.

**SECTION 3.** This ordinance shall be codified.

**SECTION 4.** This ordinance shall be in full force and effect from and after its date of passage and approval.

**DATE OF FIRST READING:** October 26, 2023

**DATE OF SECOND READING:** \_\_\_\_\_

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023 BY A ROLL CALL VOTE AS FOLLOWS:**

**VOTE**

**ALDERMAN PATRICK FAHEY  
ALDERWOMAN KRISTI CLEGHORN  
ALDERMAN ERIC BENNETT  
ALDERMAN BOB DONOVAN  
ALDERMAN MIKE RANEY  
ALDERMAN JOE PRINCE  
ALDERMAN JOE STEIGER  
ALDERMAN JEFF EYDMANN**

**\_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ ABSENT**

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**Staff Report**

November 9, 2023

To: Board of Aldermen  
From: Happy Welch  
Re: Backhoe Repair



**Issue:**

Steve Wilson with Alliance has checked into getting a complete overhaul repair from the John Deere dealer to bring the current backhoe back into good working condition in lieu of purchasing a new backhoe.

The cost for repair is over \$5,000 and requires board approval.

**Recommendation:**

Approve the backhoe repair from McCoy Construction and Forestry.



# McCOY

## CONSTRUCTION & FORESTRY



## JOHN DEERE

### ESTIMATE

Name	Ste. Geneviev Street Dept	Date	Oct 15, 23
Address	590 Market Street	Phone Number	
Machine	310 SL	Serial Number	1T0310SLLJF344501

DESCRIPTION	Total
Hood Kit plus Install (Includes Labor)	\$3,134.02
Grill Kit plus Install (Includes Labor)	\$2,446.00
Out Rigger Pads (4)	\$275.16
37" Thumb plus Install (Includes Labor)	\$9,240.42
AC Condensor and Line Troubleshooting	\$1,720.00
Tires and Installation: FS 19.5L-24" (2), FS12.5 x 20-18" (2)	\$3,188.67
4X4 Troubleshooting (Parts to be determined after troubleshooting)	\$1,360.00
LH Door Latch plus Install (Includes Labor)	\$360.32
500 Hour Service	\$1,500.00
Rental (Weekly Rate)	\$1,170.00
<i>This is just an estimate, prices could change after troubleshooting</i>	
<b>PARTS TOTAL</b>	<b>\$24,394.59</b>
<b>LABOR</b>	
<b>HAULING</b>	<b>\$963.60</b>
<b>MACHINE WORK/ FREIGHT</b>	
<b>TAX</b>	
<b>TOTAL</b>	<b>\$25,358.19</b>

**SUBMITTED BY:**  
*Brandon Rector*

*The above is an estimate and doesn't cover additional parts & labor that may be required after machine has been disassembled. Broken or worn parts may be discovered which weren't evident on first inspection. I hereby authorize the above repair work but understand this is only an estimate and may incur additional costs.*

**Customer Signature**

\_\_\_\_\_

**DATE**

\_\_\_\_\_



**Staff Report**

November 9, 2023



To: Board of Aldermen  
From: Happy Welch  
Re: Water Main Change Order #1

**Issue:**

The water main installation is complete and Jokerst has submitted a change order for extra labor and parts that were used for the infrastructure improvement. These were for unforeseen complications during installation. T.J. Garbs from Cochran will be here to discuss the extras.

Please see attached.

**Recommendation:**

Approve Change Order #1 for Jokerst, Inc. for the 2023 Water Infrastructure Improvements.

**BILL NO. 4595**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH JOKERST, INC. OF STE. GENEVIEVE, MISSOURI ON THE 2023 WATER INFRASTRUCTURE IMPROVEMENTS PROJECT IN AN AMOUNT OF EIGHT THOUSAND TWO HUNDRED FIFTY-THREE DOLLARS AND THIRTY-TWO CENTS (8,253.32).**

**WHEREAS**, the City has issued an original contract with Jokerst, Inc. for the 2023 Water Main Improvements Project in an amount of \$342,604.65; and

**WHEREAS**, there is a need to consider change order No.1 (attached as exhibit “A”) for extra labor and parts that were used for the infrastructure improvement from unforeseen complications during installation; and

**WHEREAS**, the cost of the change order (No. 1) is \$8,253.32 making the total cost for the project at \$350,857.97.

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

**SECTION 1:** An ordinance approving Change Order No. 1 to the contract with Jokerst, Inc. of Ste. Genevieve, Missouri for the 2023 Water Main Improvements Project in an amount of eight thousand two hundred fifty-three dollars and thirty-two cents (\$8,253.32). The Board of Aldermen hereby approves Change Order No. 1 (Exhibit “A”) to the 2023 Water Main Improvements Project as attached hereto and made a part of this Ordinance.

**SECTION 2: EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its date of passage by the Board of Aldermen.

**SECTION 3. REPEALER.** All ordinances and parts thereof that are in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4. SEVERABILITY.** The invalidity of any section, sentence, or provision of this ordinance shall not affect the validity of any part of this ordinance which can be given effect without 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 KRISTI CLEGHORN  
ALDERMAN PATRICK FAHEY  
ALDERMAN BOB DONOVAN  
ALDERMAN ERIC BENNETT  
ALDERMAN JEFF EYDMANN  
ALDERMAN MIKE RANEY  
ALDERMAN JOE STEIGER  
ALDERMAN JOE PRINCE

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator



**CHANGE ORDER NO. 1**

**DATE:** October 30, 2023  
**OWNER:** City of Ste. Genevieve  
165 S. 4<sup>th</sup> Street  
Ste. Genevieve MO 63670  
**CONTRACTOR:** Jokerst, Inc.  
16444 Highway 32  
Ste. Genevieve, MO 63670  
**ENGINEER:** Cochran  
530A East Independence Drive  
Union, MO 63084  
**SUBJECT:** Change Order No. 1  
Water Main Improvements  
Cochran Project No. 23-9450

**ITEM:**

**9<sup>th</sup> Street:**

1. Addition of 69 hours of Labor Wages for Exploration at \$61.42 per hour totaling **\$4,237.98**.
2. Addition of 25.5 hours of Operator Wages for Exploration at \$70.77 per hour totaling **\$1,804.64**.
3. Addition of (1) 2-Inch Gate Valve at a unit price of \$800.00 each totaling **\$800.00**.
4. Addition of (1) 6"x2" Tee at a unit price of \$920.00 each totaling **\$920.00**.
5. Addition of (1) 4-Inch M.J. Cap at a unit price of \$510.00 each totaling **\$510.00**.
6. Reduction of Line Item #5 (BASE BID) – Detail A at a unit price of \$5,331.00 totaling **\$5,331.00**.
7. Reduction of Line Item #6 (BASE BID) – Detail B at a unit price of \$4,510.00 totaling **\$4,510.00**.
8. Reduction of Line Item #7 (BASE BID) – Detail C at a unit price of \$9,554.00 each totaling **\$9,554.00**.
9. Reduction of Line Item #15 (BASE BID) – 4"x4"x4" M.J. Tee & Repair Sleeve for Existing Fire Hydrant (On 9<sup>th</sup> Street) at a unit price of \$2,135.00 each totaling **\$2,135.00**.
10. Addition of (2) 6-Inch M.J. Caps at a unit price of \$650.00 each totaling **\$1,300.00**.
11. Addition of (1) 6-Inch 11 ¼° Bend at a unit price of \$650.00 each totaling **\$650.00**.
12. Addition of (2) 6-Inch 45° Bends at a unit price of \$370.00 each totaling **\$740.00**.
13. Addition of (3) 6-Inch M.J. Gate Valves at a unit price of \$1,612.50 each totaling **\$4,837.50**.
14. Addition of (1) 6-Inch Anchor Coupling at a unit price of \$593.00 each totaling **\$593.00**.
15. Addition of (3) 6"x6"x6" M.J. Tees at a unit price of \$592.00 each totaling **\$1,776.00**.
16. Addition of (1) Fire Hydrant Assembly at a unit price of \$6,085.00 each totaling **\$6,085.00**.
17. Addition of (1) Existing Hydrant Removal at a unit price of \$215.00 each totaling **\$215.00**.
18. Addition of (45) Cubic Yards of Removal & Disposal of Excavated Materials (3 loads) at a unit price of \$23.75 per cubic yard totaling **\$1,068.75**.
19. Addition of (45) Cubic Yards of Compacted Granular Backfill (3 loads) at a unit price of \$16.25 per cubic yard totaling **\$731.25**.
20. Addition of (54) Square Yards of Asphalt Payment Repair at a unit price of \$24.85 per square yard totaling **\$1,341.90**.
21. Addition of (52) LF of 6-Inch Diameter Water Main at a unit price of \$51.75 per linear foot totaling **\$2,691.00**.

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

1163 Maple Street  
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

**Rozier Street:**

1. Addition of 4 hours Labor Wages for Exploration at \$61.42 per hour totaling **\$245.68**
2. Addition of 6 hours of Operator Wages for Exploration at \$70.77 per hour totaling **\$424.62**.
3. Reduction of Line Item #10 (BASE BID) – Detail F at a unit price of \$6,685.00 totaling **\$6,685.00**.
4. Addition of (2) 6-Inch M J Gate Valves at a unit price of \$1,612.50 each totaling **\$3225.00**.
5. Addition of (4) 6-Inch Anchor Couplings at a unit price of \$593.00 each totaling **\$2,372.00**.
6. Addition of (1) 4"x6" M J. Reducer at a unit price of \$465.00 each totaling **\$465.00**.
7. Addition of (1) 6"x6"x6" M.J. Tee at a unit price of \$592.00 each totaling **\$592.00**.
8. Addition of (1) 6-Inch 11 ¼° Bend at a unit price of \$650.00 each totaling **\$650.00**

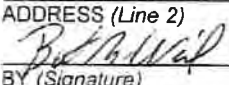
**Oakwood Drive:**

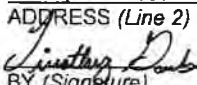
1. Reduction of Line Item #5 (ALTERNATE NO. 2) – Detail H at a unit price of \$4,265.00 totaling **\$4,265.00**.
2. Reduction of Line Item #6 (ALTERNATE NO. 2) – Detail I at a unit price of \$3,835.00 totaling **\$3,835.00**.
3. Addition of (1) 6-Inch 45° Bend at a unit price of \$400.00 each totaling **\$400.00**.
4. Addition of Line Item #4 (ALTERNATE NO 2) – Detail A at a unit price of \$5,300.00 totaling **\$5,300.00**.
5. Addition of (1) 6"x6"x6" M.J. Tee at a unit price of \$592.00 each totaling **\$592.00**

Original Contract Amount:	\$ 342,604.65
Contract Amount Prior to Change Order No. 1	\$ 342,604.65
Net Change to Contract (Change Order No. 1):	<u>\$ 8,253.32</u>
<b>New Contract Amount:</b>	<b>\$ 350,857.97</b>

This Change Order shall in no way allow the Contractor to make claims against the owner for additional payment associated with the additional contract days described in this Change Order. The change in Contract amount and time shall be all inclusive of the work described in this Change Order.

City of Ste. Genevieve  
**OWNER (Firm Name)**  
165 S. 4<sup>th</sup> Street  
 ADDRESS (Line 1)  
Ste. Genevieve, MO 63670  
 ADDRESS (Line 2)  
 \_\_\_\_\_  
 BY (Signature)  
 \_\_\_\_\_  
 (Typed Name)  
 \_\_\_\_\_  
 DATE

Jokerst, Inc  
**CONTRACTOR (Firm Name)**  
16444 Highway 32  
 ADDRESS (Line 1)  
Ste. Genevieve, MO 63670  
 ADDRESS (Line 2)  
  
 BY (Signature)  
Brent Weiler  
 (Typed Name)  
10-31-23  
 DATE

Cochran  
**ENGINEER (Firm Name)**  
530A East Independence Drive  
 ADDRESS (Line 1)  
Union, MO 63084  
 ADDRESS (Line 2)  
  
 BY (Signature)  
Timothy J. Garbs, P.E.  
 (Typed Name)  
10-31-23  
 DATE

**END CHANGE ORDER NO. 1**

**BILL NO. 4596**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JOKERST, INC. FOR THE “JEFFERSON STREET SIDEWALK IMPROVEMENTS PROJECT” IN AN AMOUNT OF \$66,530.00.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has a need to contract with a qualified contractor for the “JEFFERSON STREET SIDEWALK IMPROVEMENTS PROJECT”; and

**WHEREAS**, the City advertised for bids in *The Herald* newspaper and received a total of one (1) proposal for the project; and

**WHEREAS**, the City accepted the low bid from Jokerst, Inc. in the amount of \$66,530.00 at the Board of Aldermen Meeting held on August 10, 2023; and

**WHEREAS**, the Board of Aldermen of the City of Ste. Genevieve believe it to be in the best interests of the City to enter into the “Owner-Contractor Agreement”, (Exhibit “A”) incorporated by reference in this Ordinance to execute the “Jefferson Street Sidewalk Improvements Project.”

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

**SECTION 1.** The Owner-Contractor Agreement with Jokerst, Inc. of Ste. Genevieve, Missouri, for the amount of **sixty-six thousand five hundred thirty dollars and no cents (\$66,530.00)** is hereby approved in substantially the form of Exhibit “B” attached hereto, to execute the “Jefferson Street Sidewalk Improvements Project.”

**SECTION 2.** The Mayor is hereby authorized and directed to execute and deliver the agreement on behalf of the City.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its date of passage.

**SECTION 4. REPEALER.** All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**DATE OF FIRST READING:** \_\_\_\_\_

**DATE OF SECOND READING:** \_\_\_\_\_

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN THIS \_\_\_ DAY OF \_\_\_\_\_, 2023 BY A ROLL CALL VOTE AS FOLLOWS:**

**VOTE**

- ALDERWOMAN KRISTI CLEGHORN**
- ALDERMAN PATRICK FAHEY**
- ALDERMAN BOB DONOVAN**
- ALDERMAN ERIC BENNETT**
- ALDERMAN JEFF EYDMANN**
- ALDERMAN MICHAEL RANEY**
- ALDERMAN JOE STEIGER**
- ALDERMAN JOE PRINCE**

**\_\_\_ YES \_\_\_ NO \_\_\_ ABSENT**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

**ATTEST:**

**REVIEWED BY:**

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**OWNER-CONTRACTOR AGREEMENT**

This is an Agreement made and entered into the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **City of Ste. Genevieve**, a municipal corporation (hereinafter called the "Owner") and **Jokerst, Inc.**, 16444 Highway 32, Ste. Genevieve, Missouri, (hereinafter called the "Contractor").

The project is identified as the Jefferson Street Sidewalk Improvements, as detailed by Cochran Engineering plans SC22-1456 in the City of Ste. Genevieve, (hereinafter called "Project")

**WITNESSETH:**

The Contractor and the Owner, for the consideration set forth herein, agree as follows:

**ARTICLE I**

**The Contract Documents**

The Contract Documents include the Conditions of the Contract (General Conditions of Owner-Contractor Agreement), the Construction Schedule, all Addenda issued prior to the execution of this Contract, and all Modifications issued after execution of this Contract, which together with this Agreement form the Contract, and are all as fully a part of the Contract as if attached to this Agreement or repeated herein. All definitions set forth in the General Conditions of Owner-Contractor Agreement are applicable to this Agreement.

The Contract represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations and agreements, whether written or oral. An enumeration of the Contract Documents, other than Modifications, is set forth in Article X.

**ARTICLE II**

**Scope of Work**

The Contractor, acting as an independent contractor, shall faithfully and fully perform the Work described in, and shall do everything required by, the Contract Documents or reasonably inferable there from, for the complete construction of the project. The Contractor represents and warrants that he has special skills which qualify him to perform the Work in accordance with the Contract and that he is free to perform all such Work and is not a party to any other agreement, written or oral, the performance of which would prevent or interfere with the performance, in whole or in part, of the Work.



### **ARTICLE III**

#### **Time of Completion**

(a) All time limits stated in the Contract Documents are of the essence. The Work to be performed under the Contract shall commence within (7) consecutive calendar days of the date of the written Notice to Proceed from the Owner to the Contractor, and shall be substantially completed within **Forty-five (45)** consecutive calendar days from and including the date of said written Notice to Proceed, subject to adjustments of this Contract Time as provided in the Contract Documents.

(b) Contractor shall pay, as liquidated damages and not as a penalty, the sum of **\$500** for each consecutive calendar day after the Final Completion date that the Work has not been completed. The total amount so payable to the Owner as liquidated damages may be deducted from any sums due or to become due to Contractor from Owner.

### **ARTICLE IV**

#### **The Contract Sum and Payments**

The Owner agrees to pay, and the Contractor agrees to accept, for the performance of the Contract, the sum of **\$66,530**, subject to additions and deductions as provided in the Contract Documents. The bid documents as accepted by the City are attached for reference. Based upon proper application, final payment within 30 days after the Work is fully completed and accepted by the Owner and the Contract is fully performed.

### **ARTICLE V**

#### **Performance of the Work**

(a) The Contractor shall prepare and submit for the Owner's approval,

- (1) a Construction Schedule which shall indicate the dates for starting and completing the various stages of construction, and
- (2) a Traffic Control Plan indicating the location of all proposed signage, detours, road closures throughout the Project which adequately address the Traffic Control Plan of the proposed Work. All traffic control shall be according to the standards of the latest edition of the Manual on Uniform Traffic Control Devices developed by the Federal Highway Administration. No Work will commence until the Contractor's Schedule and Traffic Control Plan is submitted and approved by the Owner.

(b) Completion of the Work in accordance with the time limits set forth in the Construction Schedule is an essential condition of the Contract.

(c) If the Contractor falls behind the Construction Schedule for any reason, he shall promptly take, and cause his Subcontractors to take, such action as is necessary to remedy the delay, and shall submit promptly to the Owner for approval a supplementary schedule or progress chart demonstrating the manner in which the delay will be remedied; provided, however, that if the delay is excusable under Article VI hereof, the Contractor will not be required to take, or cause his Subcontractors to take, any action which would increase the overall cost of the Work (whether through overtime premium pay or otherwise), unless the Owner shall have agreed in writing to reimburse the Contractor for such increase in cost. Any increase in cost incurred in remedying a delay which is not excusable under Article VI hereof shall be borne by the Contractor.

## **ARTICLE VI**

### **Delays Beyond Contractor's Control**

(a) If the Contractor fails to complete the Work in accordance with the Construction Schedule as a result of the act or neglect of the Owner, or by strikes, lockouts, fire or other similar causes beyond the Contractor's control, then, and to the extent of such delays, the Contractor shall not be required to pay liquidated damages to the Owner pursuant to Paragraph (b) of Article III hereof, provided the Contractor uses his best efforts to remedy the delay in the manner specified in Paragraph (c) of Article V hereof. If, as a result of any such cause beyond the Contractor's control, the delay in completion of the Work in accordance with the Construction Schedule is so great that it cannot be remedied in the aforesaid manner, or if the backlog of work is so great that it cannot be remedied without incurring additional cost which the Owner does not authorize, then the time of completion and the Construction Schedule shall be extended pursuant to a Change Order for the minimum period of delay occasioned by such cause. The period of delay and extension shall be determined by the Owner.

(b) Notwithstanding the foregoing Paragraph (a), no extension of time shall be granted for any delay the cause of which occurs more than seven (7) days before claim therefor is made in writing by the Contractor to the Owner, and no extension of time shall be granted if the Contractor could have avoided the need for such extension by the exercise of reasonable care and foresight. In the case of a continuing cause of delay, only one claim is necessary.

(c) Weather may constitute a cause for granting an extension of time.

(d) Except to the extent that a delay is caused by the Owner, the Contractor's sole remedy shall consist of his rights under this Article VI.

## **ARTICLE VII**

### **Changes in the Work**

(a) The Owner may make changes within the general scope of the Contract by altering, adding to or deducting from the Work, the Contract Sum being adjusted accordingly. All such changes in the Work shall be executed under the conditions of the Contract. No extra work or change shall be made except pursuant to a Change Order from the Owner in accordance with the General Conditions. Any claim for an increase in the Contract Sum resulting from any such change in the Work shall be made by the Contractor in accordance with the General Conditions.

(b) If the requested change would result in a delay in the Construction Schedule, the provisions of Paragraph (c) of Article V and of Article VI hereof shall apply. If the requested change would result in a decrease in the time required to perform the Work, the completion date and the Construction Schedule shall be adjusted by agreement between the parties to reflect such decrease.

(c) Any adjustment in the Contract Sum for duly authorized extra work or change in the Work shall be determined based on the unit prices previously specified, to the extent such unit prices are applicable. To the extent such unit prices are not applicable, the adjustment in the Contract Sum shall, at the option of the Owner, be determined by an acceptable lump sum properly itemized and supported by sufficient substantiating data to permit evaluation, or by an acceptable cost plus percentage or fixed fee.

## **ARTICLE VIII**

### **Termination by Owner**

(a) If the Contractor is adjudged a bankrupt, or if the Contractor makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the Contractor's insolvency, or if the Contractor persistently or repeatedly fails, except in cases for which extension of time is provided, to make progress in accordance with the Construction Schedule, or if the Contractor fails to make prompt payment to Subcontractors for material or labor, or persistently disregards laws, ordinances or the instructions of the Owner, or otherwise breaches any provision of the Contract, the Owner may, without prejudice to any other right or remedy, by giving written notice to the Contractor and his Surety, terminate the Contract, take possession of the Work and of all materials and equipment thereon and finish the Work by whatever method the Owner may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Sum shall exceed the expenses

of finishing the Work, including additional architectural, managerial and administrative expenses, such excess shall be paid to the Contractor. If such expenses shall exceed the unpaid balance of the Contract Sum, the Contractor shall pay the difference to the Owner promptly upon demand.

In the event of termination pursuant to this Paragraph, the Contractor, upon the request of the Owner, shall promptly assign to the Owner in the manner and to the extent directed by the Owner all right, title and interest of the Contractor under any subcontracts, purchase orders which the Contractor is a party and which relate to the Work.

(b) Performance of the Work hereunder may be terminated by the Owner by giving three (3) days prior written notice to the Contractor if the Owner, in its sole discretion, decides to discontinue or suspend construction. In the event of such termination, as opposed to termination pursuant to Paragraph (a) of this Article VIII, the Contract Sum shall be reduced in an equitable manner by agreement between the parties. The Contractor will not be entitled to payment of profit on work not performed.

## ARTICLE IX

### Contractor's Liability Insurance

The Contractor shall purchase and maintain in full force and effect the following insurance coverage with an insurance carrier acceptable to the Owner:

The policy shall be endorsed to cover the contractual liability of the Contractor under the General Conditions.

The Contractor and his Subcontractors shall procure and maintain during the life of this Agreement insurance of the types and minimum amounts as follows:

- (a) Workers' Compensation in full compliance with statutory requirements of Federal and State of Missouri law and Employers' Liability coverage in the amount of \$2,000,000.
- (b) Comprehensive General Liability and Bodily Injury Including Death: \$1,000,000 each person \$1,000,000 each occurrence  
Umbrella Liability \$3,000,000 each occurrence \$3,000,000 aggregate
- (c) Comprehensive Automobile Liability, Bodily Injury  
Including Death: \$1,000,000 each person \$1,000,000 each occurrence  
Property Damage: \$1,000,000 each accident
- (d) Personal and ADV Injury Including Death: \$1,000,000 each occurrence  
\$2,000,000 aggregate

The Owner's Protective Policy shall name the Owner as the insured. Certificates evidencing such insurance shall be furnished the Owner prior to Contractor commencing the Work on this Project. The certificates must state, **"The City of Ste. Genevieve and Employees, are included as an additional insured as required by written contract under the General Liability Policy with respect to work performed by the named insured on the above listed project."**

THE CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

By \_\_\_\_\_  
City of Ste. Genevieve

Title \_\_\_\_\_ Mayor

\_\_\_\_\_  
Brian Keim  
(Print Name)

\_\_\_\_\_  
PRESIDENT  
By \_\_\_\_\_  
Title  
Kim M. Weiler  
"Contractor"

**BILL NO. 4597**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING/NOT APPROVING A SPECIAL USE PERMIT FOR BUCHHEIT LOGISTICS THAT WILL ALLOW A 4' X 8' FREE STANDING NON-ILLUMINATED SIGN AT 1020 MARKET STREET IN A R-1 SINGLE FAMILY RESIDENTIAL DISTRICT.**

**WHEREAS**, Buchheit Logistics, 175 Coyne Street, is requesting a Special Use Permit that will allow a 4' x 8' free standing non-illuminated sign at 1020 Market Street which is in a R-1 Single Family Residential District; and

**WHEREAS**, the Planning & Zoning Commission recommends approval/does not approve ( -Yes -No -Absent) at the November 7, 2023 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/does not approve the Special Use Permit request by Buchheit Logistics, that will allow the placement of a 4' x 8' free standing non-illuminated sign at 1020 Market Street which is in a R-1 Single Family Residential District 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**

- ALDERMAN PATRICK FAHEY**
- ALDERWOMAN KRISTI CLEGHORN**
- ALDERMAN ROBERT DONOVAN**
- ALDERMAN ERIC BENNETT**
- ALDERMAN JEFF EYDMANN**
- ALDERMAN MIKE RANEY**
- ALDERMAN JOE STEIGER**
- ALDERMAN JOSEPH PRINCE**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Absent**

Approved as to form:

\_\_\_\_\_  
Brian Keim , 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

P&Z will meet  
on 11/7 - their vote  
will be provided on  
Thurs at our mtg.  
DB

SPECIAL USE PERMIT APPLICATION NUMBER: SUP001-24

APPLICANTS NAME: Buchheit Logistics, 175 Covne Street, Ste. Genevieve, MO 63670

ADDRESS: 1020 Market, Ste. Genevieve, MO 63670

BRIEF DESCRIPTION OF SPECIAL USE REQUEST: To install a 4'x8' freestanding, non-illuminated sign

DATE OF REQUEST: October 17, 2023

**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 construction, applicant must submit sign permit application and construction documents in accordance with Municipal Code and be issued a Sign Permit.
2. Abide by all regulations in Municipal Code regarding signs including:
  - a. Every sign permitted shall be kept in good condition and repair.
  - b. Any sign structure that has no message or no sign face for a continuous period of six (6) months or more or for which has advertisement that no longer applies shall be considered an abandoned sign and removed within thirty (30) days after written notification.

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
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Gary Roth, Chairman	—	—	—	—
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Carl Kinsky  
Joe Prince, Alderman  
Anthony Grass  
June Ewing  
Justin Donovan  
Kathleen Waltz  
Gerald Bauman

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Gary Roth, Chairman

---

Date



## STAFF REPORT

November 7, 2023

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

**SPECIAL USE PERMIT**  
1020 Market

**SPECIAL USE PERMIT (SUP001-24):** To erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market Street.

R-1 Single Family Residential District

Owner: L & H Rental Properties LLC  
2020 Mid States Drive  
Ste. Genevieve, MO 63670

Applicant: Buchheit Logistics  
175 Coyne Street  
Ste. Genevieve, MO 63670



**Legal Description:** See attached.

**Size of Lot:** 0.61 acres, 26,000 Sq. Ft.(+/-). Front of lot along Market Street 165' (+/-), East side of lot 190' (+/-), South side of lot 170' (+/-), and West side of lot 185' (+/-).

### REQUEST:

To receive a Special Use Permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market Street.

### DATA:

- The property is bordered by residential properties on the north, east, and west; it is bordered by and allows access to a commercial property on the south. Specifically, it is bordered to the north by Market Street and across Market by residential properties, all lying within the R-1 Single Family Residential District. It is bordered to the east and west by other residential properties. It is bordered to the south by a commercial property, which lies within the I-2 Heavy Industrial District.
- The proposed sign is not digital LED which is only permitted in specific areas of the city. The proposed sign is also not illuminated.
- The property sits outside the National Register Historic District.
- The proposed sign is an identification sign for the business located on the south side of the property. The sign will be On-Premises, located within a tract of land owned by L & H Rentals.
- The proposed sign would be a freestanding sign on poles (see diagram below). Freestanding signs are allowed within an R-1 District with a Special Use Permit. The proposed sign would not be lit.

- The proposed sign placement would sit approximately 16' from the property line along Market Street & approximately 10' from the driveway edge (as shown below).
- **Municipal Code Section 405.205 (A) 1 Purpose** states "Signs constitute a separate and distinct use of the premises upon which they are placed and also affect the use of adjacent roads, streets, walkways and other properties. The provisions of this sign ordinance are made to establish reasonable and objective regulations for all signs in this municipality which are visible to the public, in order to protect the general public health, safety, welfare, convenience and aesthetics. The ordinance is also intended to serve the public's need to be given helpful directions, and to be informed of available products, businesses, and services."
- **Municipal Code Section 405.205 (B) (13) Definitions** defines a Freestanding sign as "The general term for any sign which is permanently affixed to the ground and on a foundation. It is supported on a foundation by one (1) or more upright poles or braces, and is not attached to a building or any other structure."
- **Municipal Code Section 405.205 (C) Applicability** states "A sign may be erected, placed, established, painted, created or maintained in the jurisdiction only in conformance with the standards, procedures, exemptions and other requirements of this Article. These regulations apply to both commercial and non-commercial messages."
- **Municipal Code Section 405.205 (E) (9) General Provisions** states "Signs, including supports, shall be set back from any right-of-way or access easement at least ten (10) feet, with the exception of signs within the "C-2" Central Business District." The proposed sign would be minimally 10' from the Market Street ROW.
- **Municipal Code Section 405.205 (F) Table Summary Of Permitted Signs** provides that on-premises "Freestanding" sign types are permitted within an R-1 Zone District with a Special use Permit.
- **Municipal Code Section 405.200 (A) Special Use Regulations** states "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 (B)** states: "If the Board's finding should be negative to the above, then the application may be granted; if affirmative as to any subject, then such permit shall be denied. In the granting of a special use permit, the Board of Aldermen may impose, and the Planning and Zoning Commission may recommend, appropriate conditions and safeguards as may be deemed necessary to ensure compliance with the requirements of the zoning ordinance and to protect adjacent property and conserve property values."

- **Municipal Code Section 405.200** (D) states the following 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 applicant, Buchheit Logistics, wishes to place a 4' x 8' double-sided, non-illuminated, freestanding sign on the property at 1020 Market in order to identify their business and guide truck traffic to the appropriate access point.

### **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

## **RECOMMENDATION:**

Staff recommends the following Standard Motion: **APPROVAL** conditioned on the following:

### **Terms and Conditions:**

1. Prior to construction, applicant must submit sign permit application and construction documents in accordance with Municipal Code and be issued a Sign Permit.
2. Abide by all regulations in Municipal Code regarding signs including:
  - a. Every sign permitted shall be kept in good condition and repair.
  - b. Any sign structure that has no message or no sign face for a continuous period of six (6) months or more or for which has advertisement that no longer applies shall be considered an abandoned sign and removed within thirty (30) days after written notification.

*Note: Staff recommendation does not constitute Commission action.*

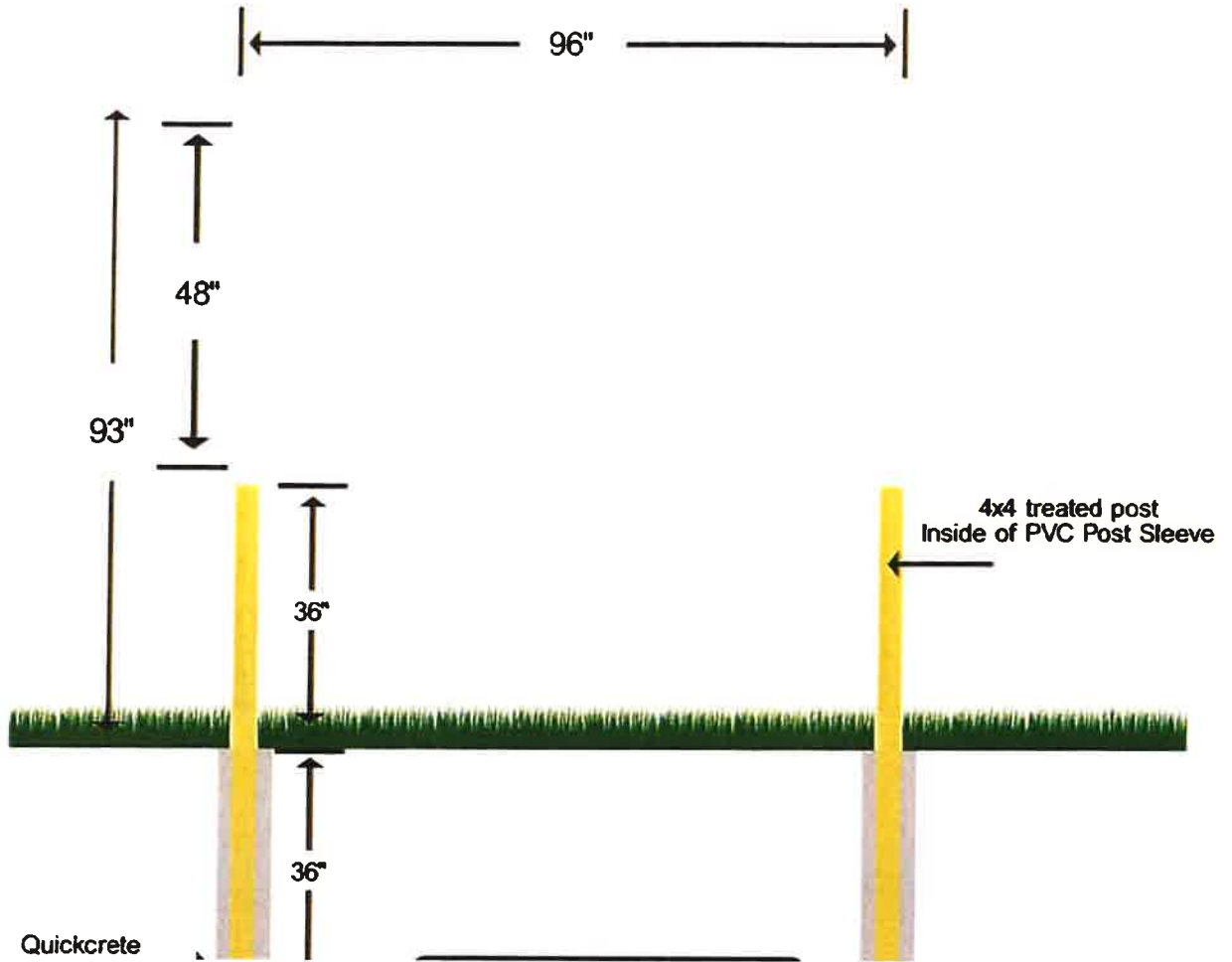
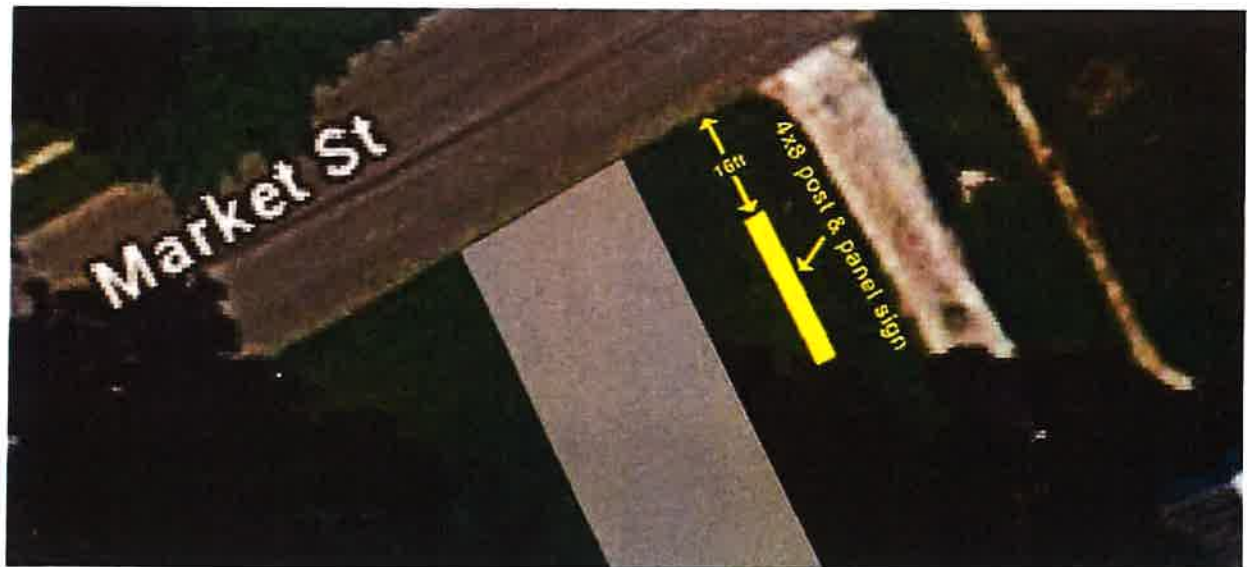


Diagram of proposed sign.



Proposed location of sign on site plan.



Basic approximation of proposed sign location as viewed from Market Street.

SJPool-24

CITY OF STE. GENEVIEVE, MISSOURI  
165 S. Fourth Street  
Ste. Genevieve, MO 63670  
Phone (573) 883-5100 Fax (573) 883-8105  
Special Use Permit Application

FEE: \$50.00  
PAID:

DATE RECEIVED  
OCT 17 2023  
BY: \_\_\_\_\_

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

- Street Address of Tract or Tracts:  
1020 MARKET ST. STE. GENEVIEVE, MO 63670
- Names and Addresses of All legal owners of tract(s).  
L+H Rental Properties LLC 1337 Riverwoods Trail  
805 MOREAU ST. STE GEN MO 63670  
STE. GENEVIEVE, MO 63670 (SPRUE HILL BEAT 12249 PAR LAWS  
STE. GEN, MO 63670
- Current Zoning Classification:

- |   |   |
|---|---|
| A (Agricultural) <input type="checkbox"/>                           | I-1 (Light Industrial) <input type="checkbox"/>   |
| MH (Mobil Home Park) <input type="checkbox"/>                       | I-2 (Heavy Industrial) <input type="checkbox"/>   |
| R-1 (Single Family Residential) <input checked="" type="checkbox"/> | C-1 (General Commercial) <input type="checkbox"/> |
| R-2 (General Residential) <input type="checkbox"/>                  | C-2 (Central Business) <input type="checkbox"/>   |
| C-4 (Neighborhood Commercial) <input type="checkbox"/>              |   |

- Is this property located in a historic district?  Yes  No
- Signatures of All persons listed in Item #2.

<u>PHILIP LOIDA</u> PRINTED OR TYPED NAME	<u>[Signature]</u> SIGNATURE
<u>[Signature]</u> PRINTED OR TYPED NAME	<u>[Signature]</u> SIGNATURE

6. Contact for Application:  
Name: PATRICK ADAMS - Buckhit  
Address: 175 Coyle Street. Ste. Genevieve, Mo.  
Phone: 573-513-6909.

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

Ste. 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)

Parcel # 079.0 029 01 004 0003 00

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.

Nicole & Tyler Jenkins 1030 Market St Ste. Genevieve  
Susan Bartolho 1021 Market St Ste. Genevieve  
Walter & Natalie Ditch 1010 Market St Ste. Genevieve  
Meyer Holdings LLC 763 Summer Top Circle Fenton, MO 63026-3902  
Phyllis Jokerst (tenant) 107 S 10th Ste. Genevieve



**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 D.**

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

SEE Sign application form — Free Standing Sign

No illumination

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: Entrance sign for Delivery trucks.

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**

*105 S. Fourth Street*

*Ste. Genevieve, MO 63670*

*Phone (573) 883-5400 Fax (573) 883-9105*

**Special Use Permit Application**

PLEASE PRINT OR TYPE (BLACK INK ONLY)

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**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.

The sign will direct traffic to our entrance way. This  
will stop the problems currently affecting the Blaine  
Street area.

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**CITY OF ST. GENEVIEVE, MISSOURI**

165 S. Fourth Street

St. 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: 1020 Market St

Applicant Name: Patrick Adams - Buchheit Logistics

Date of Planning and Zoning Meeting: 11/7/23

Planning and Zoning Commission:  Approved  Denied

Date of Board of Alderman Meeting: \_\_\_\_\_  Approved  Denied

Received By: D. Bova Date & Time Appl - 9/20/23  
Add Docs - 10/16/23  
Payment - 10/17/23

**Pat Adams**

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**From:** Pat Adams  
**Sent:** Monday, August 14, 2023 11:05 AM  
**To:** Pat Adams  
**Subject:** Street sign

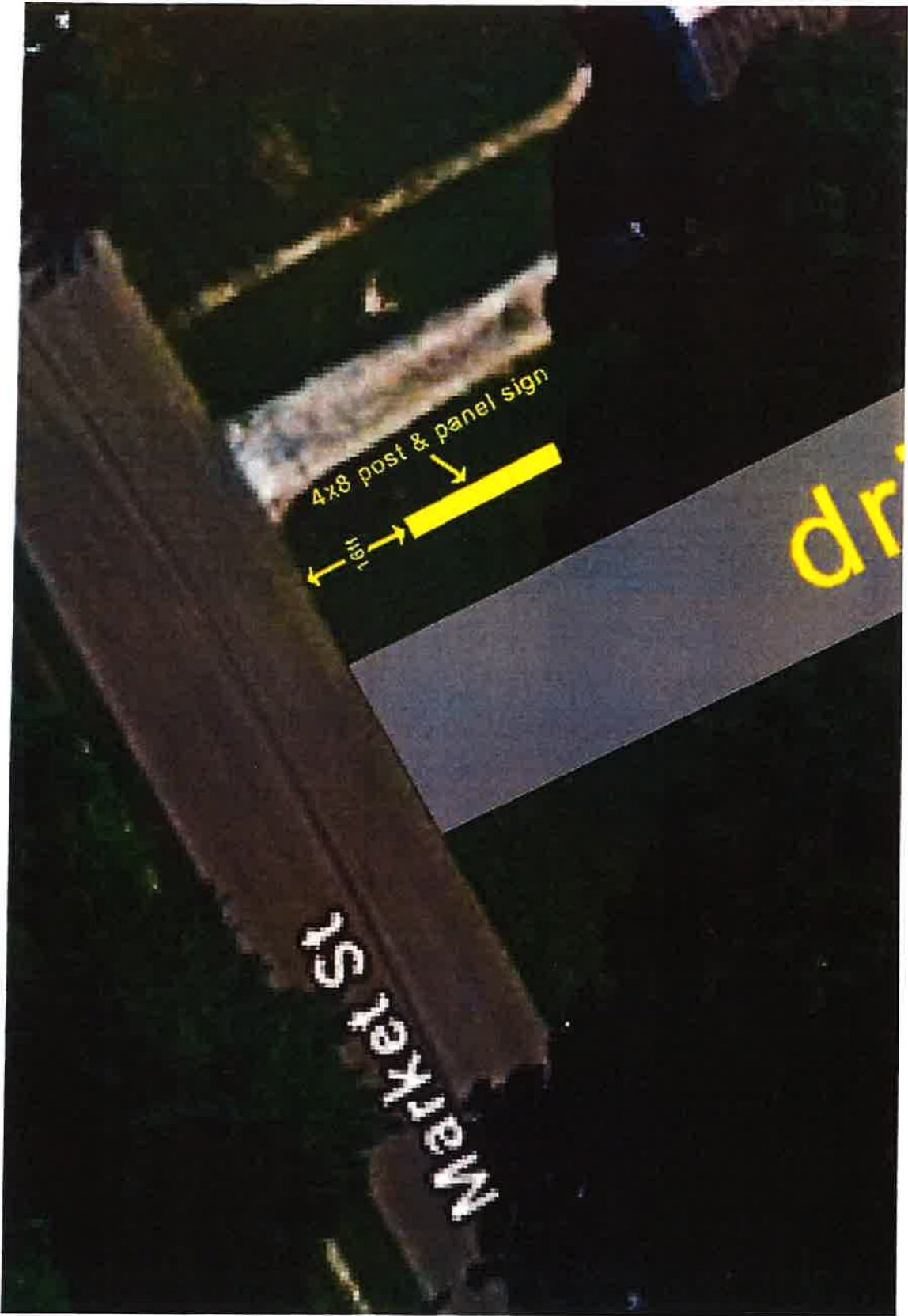


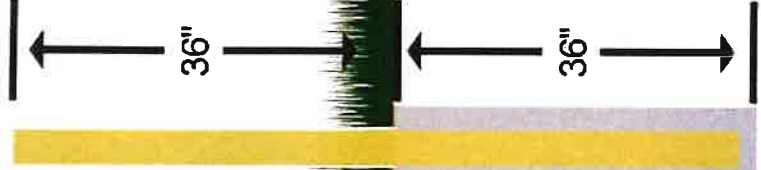
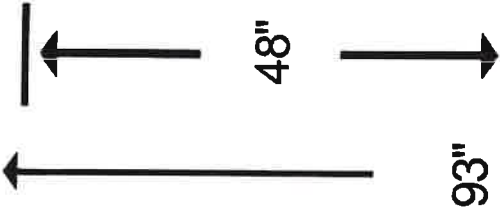
Sent from my iPhone

*SAME style only not so tall and  
wood will be vinyl.*

*96" W x 48" H*



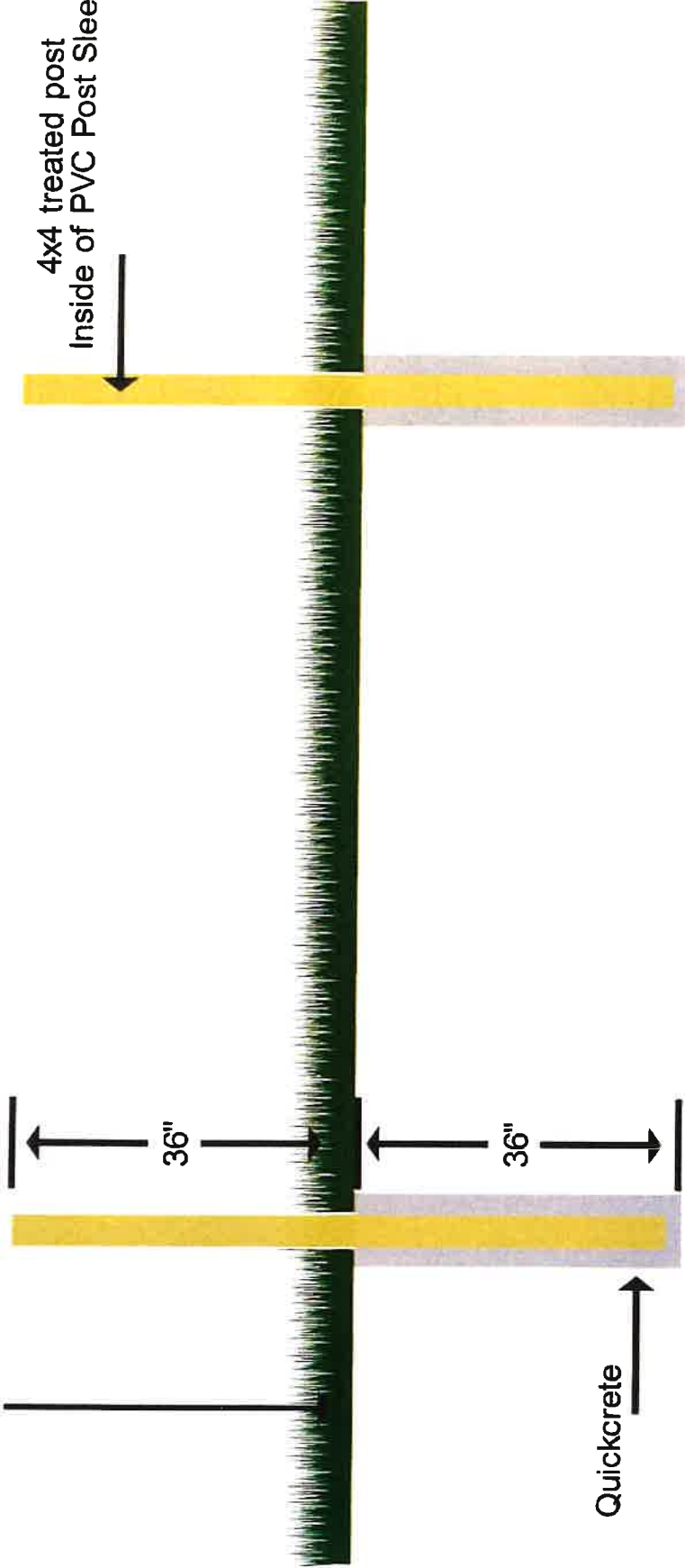




4x4 treated post  
Inside of PVC Post Sleeve

Quickcrete

8"



50P001-24

**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)

**POLICE CHIEF'S REVIEW:**

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

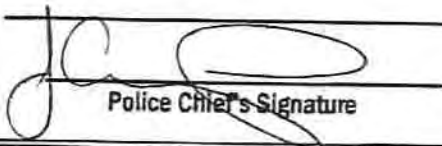
( ) YES (Please Explain Below)

NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Police Chief's Signature

10-18-23  
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



SUP001-24

**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)

**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:

NO CONCERNS

  
\_\_\_\_\_  
Fire Chief's Signature

10/18/23  
\_\_\_\_\_  
Date

State of Missouri  
County of Ste. Genevieve

I hereby certify that the within Instrument  
was filed on: 4/24/2023 3:22 PM  
Number of Pages: 2  
Fees: \$27.00 Doc # 2023-1060  
Mary Jane White, Recorder



Annette Rother  
Deputy Recorder

## GENERAL WARRANTY DEED

THIS DEED, made and entered into this 24<sup>th</sup> day of April, 2023  
By and between Grantor,

**GARY J. KOLLER and MARGARET A. KOLLER, husband and wife**

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

**L & H RENTAL PROPERTIES LLC, a Missouri Limited Liability Company**  
**805 Moreau 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:

Part of U.S. Survey 365 in Township 38 North, Range 9 East of the Fifth Principal Meridian in  
Ste. Genevieve County / City, Missouri. Also being a remnant part of a tract of land as recorded  
in Book 1213 at Page 065. More particularly described as follows.

Commencing at an Iron Pin marking the Northwest Corner of a tract of land as recorded in  
Document Number: 2022-3240; thence with the South Line of Market Street ( Blank Road )  
North 58 degrees, 36 minutes, 23 seconds East, 285.00 feet to the point of beginning, from which  
a Set Iron Pin bears South 19 degrees, 52 minutes, 28 seconds East, 3.00 feet; thence continuing  
North 58 degrees, 36 minutes, 23 seconds East with the South Line of said Market Street ( Blank  
Road), 133.00 feet to a point, from which a Set Iron Pin bears South 28 degrees, 53 minutes, 15  
seconds East, 8.00 feet, also from which the Southeast Corner of U.S. Survey 267 marked by an  
Iron Rod 8" below the surface bears North 36 degrees, 33 minutes, 31 seconds East, 949.47 feet;  
thence leaving the said South Line of Market Street, South 28 degrees, 53 minutes, 15 seconds  
East with the West Line of a tract of land as recorded in Document Number: 2022-1241, 115.00



## Adjoining Property Owners to 1020 Market

Nicole & Tyler Jenkins  
1030 Market Street  
Ste. Genevieve, MO 63670

Teresa Wipfler  
301 N Main St; Apt. B  
Ste. Genevieve, MO 63670

Willard Cox  
1039 Market St  
Ste. Genevieve, MO 63670

Daniel & Deena Larose  
1031 Market St  
Ste. Genevieve, MO 63670

Susan Bartotto  
1021 Market Street  
Ste. Genevieve, MO 63670

Keri & Thomas Pfaff; Etal  
21844 White Sands Road  
Ste. Genevieve, MO 63670

Katie Pfaff & Thomas Duro  
1011 Market St  
Ste. Genevieve, MO 63670

Walter & Natalie Ditch  
1010 Market Street  
Ste. Genevieve, MO 63670

Jason & Ashley Stackle  
11915 Herzog Lane  
Ste. Genevieve, MO 63670-8182

Meyer Holdings LLC  
763 Summer Top Circle  
Fenton, MO 63026-3902

Vanessa Ball  
974 Market St  
Ste. Genevieve, MO 63670-1410

Rosemary Figge  
Attn: William C Hoffman Jr.  
715 Castle Tower Dr  
Ellisville, MO 63021-2021

Sir Andrew & Melinda Jennings  
158 S 10<sup>th</sup> St  
Ste. Genevieve, MO 63670-1410

Registered Rental Units

Phyllis Jokerst  
107 S 10<sup>th</sup> St.  
Ste. Genevieve, MO 63670

Sandra Holst  
110 S 10<sup>th</sup> St  
Ste. Genevieve, MO 63670



October 19, 2023

Buchheit Logistics  
Attn: Patrick Adams  
175 Coyne Street  
Ste. Genevieve, MO 63670

Mr. Adams,

Enclosed please find a letter that was sent to the surrounding property owners of 1020 Market 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  
Tuesday, Nov. 7<sup>th</sup> at 6:00 pm

PUBLIC HEARING – BOARD OF ALDERMAN (if approved by P&Z)  
Thursday, Nov. 9<sup>th</sup> at 6:00 pm

This meeting will be held at City Hall. If you have any questions, please call.

Sincerely,

David Bova,  
Asst. City Administrator

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



To: Surrounding Property Owners  
From: David Bova, Community Development Administrator  
Subject: Request for Special Use Permit  
Date: October 19, 2023

Buchheit Logistics is requesting a Special Use Permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market Street which is within an R-1 Single Family Residential district. This type of sign is permitted within an R-1 Single Family Residential 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 Tuesday, Nov. 7<sup>th</sup> at 6 pm at City Hall, 44 Plaza Drive.

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, Nov. 9<sup>th</sup> at 6:00 pm at City Hall, 44 Plaza Drive.

All interested parties are invited to attend.

Sincerely,

David Bova,  
Asst. City Administrator

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

**NOTICE OF PUBLIC HEARING**

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Tuesday, Nov. 7th, 2023 at 6:00 PM at City Hall, 44 Plaza Dr.

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, Nov. 9th, 2023 at 6:00 p.m. at City Hall, 44 Plaza Dr.

The purpose of this meeting & hearing is to consider the following requests.

A request from the Buchheit Logistics for a special use permit to erect a 4' x 8' freestanding, non-illuminated sign at 1020 Market St, Ste. Genevieve, MO 63670 in an R-1 Single Family Residential District.

All interested parties are invited to attend.