

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – May 9, 2024**  
**165 S. FOURTH STREET**  
**6:00 P.M.**

**CALL TO ORDER.**

**PLEDGE OF ALLIGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

Mayor Keim will present a Proclamation to representatives of Ste. Genevieve County Memorial Hospital for “Hospital Week Proclamation for its 55<sup>th</sup> Anniversary.”

Appreciation Award to Bob Bonnell & Charlie Wibbenmeyer for their service to the Ste. Genevieve Volunteer Fire Department.

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATORS REPORT.**

**STAFF REPORTS.**

- Dave Bova – Assistant City Administrator
- Kenny Steiger – Fire Chief
- Aaron Smith – Tourism Director

**PUBLIC COMMENTS.** Please identify yourself for the record and please try and keep comments to 5 minutes. (The Board will not interact during public comments and will have staff investigate any city related issues brought forward and contact the individual later with a response.)

**PUBLIC HEARING.** The Mayor & Board of Aldermen will hold a public hearing to consider a request from Dan Carver for a special use permit that will allow a financial services office at 658 Rozier Street in an R-1 Single Family Residential District.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Meeting – April 25, 2024
- Minutes – Board of Alderman – Work Session – April 25, 2024
- Minutes – Board of Aldermen – Work Session (Closed) – April 25, 2024
- **RESOLUTION 2024 – 27.** A RESOLUTION DECLARING THE K-9 VEHICLE AND ADDITIONAL EQUIPMENT WITH THE VEHICLE BE DECLARED SURPLUS PROPERTY AND DISPOSED OF.

**OLD BUSINESS.**

**BILL NO. 4617.** AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE CODE OF ORDINANCES FOR CHAPTER 140 PURCHASING AND COMPETITIVE BIDDING POLICY AS SET FORTH BELOW. **2<sup>nd</sup> READING.**

**BILL NO. 4618.** AN ORDINANCE AMENDING SECTION 210.770 CEMETERY RULES OF THE STE. GENEVIEVE CODE OF ORDINANCES AS SET FORTH BELOW. **2<sup>nd</sup> READING.**

**BILL NO. 4619.** AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES. **2<sup>nd</sup> READING.**

**NEW BUSINESS.**

**BILL NO. 4620.** AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR DAN CARVER THAT WILL ALLOW THE OPERATION OF A FINANCIAL SERVICES OFFICE AT 658 ROZIER STREET. **1<sup>st</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  
May 6, 2024*

# ATTENTION

**FORWARD SLASH WILL BE AT CITY HALL  
THURSDAY EVENING (MAY 9<sup>TH</sup>) @ 5:00 P.M.  
TO ASSIST ANYONE THAT IS NEEDING HELP  
WITH THEIR EMAILS.**

## CITY ADMINISTRATOR REPORT

May 9, 2024

1. David Bova and I have signed up for the at the Southeast Missouri Municipal League meeting Tuesday, 5/7, in Poplar Bluff and will be on the road most of the day.
2. We are working with our insurance broker Lakenan Insurance to get rates for Liability/Casualty as it renews July 1. We are filling out forms for other carriers so we can get quotes on the costs and compare them with our current provider.
3. The Levee District will be voting on an agreement Tuesday, May 14, with the Department of Interior Fish and Wildlife Service to begin the process to donate 179 acres on the east side of the levee. The federal government will begin their due diligence process after signing off on this agreement that will eventually bring that area into the Middle Mississippi River National Wildlife Refuge for eventual improvements spearheaded by the Fish and Wildlife Service.
4. I submitted our TAP grant application for the S. 4<sup>th</sup> St. Sidewalk Extension from north of St. Joseph St. to Rozier. Results of the applications will not be announced until June/July. There are more grants requesting funds than funds available this year.
5. No date has been set yet for the N. 4<sup>th</sup> St. improvements. We want to have a pre-construction meeting first with Jokerst Paving and Cochran and not looking to start construction until after school is out.



## Community Development May 2024 Staff Report 4/9/24 – 5/3/24

### ***Historic Preservation – Heritage Commission***

- Meeting - 4/15 – 2 COAs approved by HC; 2 approved administratively
- Next meeting – 5/20
- 2024 HP grant application(s) – mobile app walking tour – recommended for funding

### ***Building Department / Code Enforcement***

- Occupancy Permits / Inspections 24
- Building Permits Issued 12
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 1 (for BOA consideration 5/9)
- Sidewalks – sidewalk violation letters to be mailed out in May

### ***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 Draft Development
- 1<sup>st</sup> Draft of Final Plan to Steering Committee this month

### ***Planning & Zoning***

- Meeting – 5/2 – approved SUP004-24 for recommendation to BOA
- Next meeting – 6/6
- Attended Comprehensive Econ. Dev. Strategies action plan mtg – SEMO RPC

### ***City / County Info***

- Assistance with Tourism / EcDev 2024 – Provided 5k in '23, discussion of poss. adding lodging tax to 2024 ballot / discussion of forming a CVB type organization with County & Chamber
- Progress Parkway property – county provided assistance to IDC for infrastructure
- 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 (2027-28)
- EV Charging – County is not assisting

- Improvements to Ferry Landing – USCOE will not require permits and have given permission to move forward; plans have been forwarded to Union Pacific & MLC for review; MLC has responded they have no issue with the project; still awaiting UP

***Board of Adjustment***

- Nothing new to report

***Floodplain Management***

- Current long range forecasts are <50% chance of Minor Flooding in May-Jun-Jul
- Current river stage (5/3) is 31.1'; expected to fall to 27' next week.
- Minor Flood warning issued at 27'
- Currently Abnormally Dry; Gov. Parson re-extended Drought Alert thru 9/1/24
- Ferry currently not operating due to high river level.
- Floodplain preparation letters were mailed out on 3/22

***Property Maintenance***

- Nuisance Property Issues 4
- Vegetation Nuisance Issues 3
- Code Violation Issues 3
- Sidewalk Issues 1
- 58 S Main – bid approved – work to begin 5/13 tentatively
- 42 S Main – tax sale to be held 8/26

***Training 2024***

- NAPC Webinar – Assessing & Rehabilitating Structures – completed 1/8
- MML Webinar – AI's Impact on Local Government – completed 1/29
- MDNR Webinar – Paul Bruhn Revitalization Grant Program – completed 2/1
- NPS Webinar – Use of Substitute Materials on Historic Buildings – attended 2/22
- Gordian Webinar – Adopting AI; Innovation in Gov't – attended 3/8

# 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  
Cell Phone: 573-883-0615

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## Monthly Operations Report

Date: April 2024

### Calls for Assistance:

- SGFD responded to **23** emergency calls in **April**.
- The total for this year is **94** calls, up 13 calls from last year.

### Staffing:

- SGFD roster is down 4. 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 a new volunteer application in hand and working on background and reference checks. Past everything, waiting for him to move to Ste Gen.

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

- **Monthly Training was in donated vehicle for live fire vehicle firefighting.**
- **Preplan Training cancelled by owner.**
- **Had members complete a 40 hour Basic Fire Fighter Class**
- **Members attended Fire Dept Instructors Conference in Indy**

### Meetings Attended

Bi County Chiefs Meeting – **Attended**  
City Council Meeting – **Attended**  
Ozark Fire Assoc. Meeting – **Attended**  
**Miss Lime Co. Emergency Operations Meeting – Attended**  
**Dept Head Meeting – Attended**

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

- **Have set a meeting to try to reorganize.**

### Apparatus & Equipment Maintenance:

- Nothing big to report – Normal Maintenance work

### Fire Radio

- St Francis County 911 radio survey – Radio improvements project moving forward with 2025 anticipated completion. New radio towers are out for bids.
- BI County AFG grant for all new handheld radios submitted. Will probably be 2-3 months before we know anything.

## Grants

### DPS

#### 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. **Radios on order**

### ARP Grant

#### 2023

All ordered equipment is in service, and invoices have been turned over to Sue. Working on the closeout process.

#### 2024

I will be applying for all new fire hoses 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. Grant has been submitted. **Awarded and sat through required 2 hour webinar on grant administration.**

#### 2022 DPS Grant

**Completed and closed out.**

### County Firefighters Assn.:

- Working on funding a Propane Truck Emergencies Class for the spring. Date Set for June 1<sup>st</sup> at our station

### Local & State Mutual Aid:

- Nothing to report

### Misc.

**Hosted annual Drug Take Back Program in conjunction with County Emergency Preparedness and County Health Dept.**

### 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

**Waiting for install on Plaza Chiropractic Building on Pointe Basse**

**Approved purchase for new SGPS Early Childhood Center**



**Run week of April 24<sup>th</sup>– 1 week only**

**NOTICE OF PUBLIC HEARING**

**The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, May 2<sup>nd</sup>, 2024 at 6:00 PM at City Hall, 165 S 4<sup>th</sup> Street.**

**The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, May 9<sup>th</sup>, 2024 at 6:00 p.m. at City Hall, 165 S 4<sup>th</sup> Street.**

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

**A request from Dan Carver for a special use permit to allow a financial services office at 658 Rozier Street 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 – APRIL 25, 2024**

**CALL TO ORDER.** Mayor Pro-tem Donovan called the regular meeting of the Ste. Genevieve Board of Aldermen 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	
Alderman Eric Bennett	Alderman Bob Donovan
Alderman Patrick Fahey	Alderman Joe Prince
Alderman Jeff Eydmann	Alderman Mike Raney
Alderwoman Amie Dobbs	Alderman Joe Steiger

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

**PRESENTATION/AWARDS.** None.

**PERSONAL APPEARANCE.**

Mr. Chip Marzucio addressed the Board regarding the 6<sup>th</sup> Annual Spring for Down Syndrome Benefit that will be held Saturday, June 8, 2024 at the fair grounds.

**CITY ADMINISTRATORS REPORT.** (See attached report.) Alderman Fahay asked about the status on the repair of the bridge on Main Street that is used for City Administrator Welch reported that the bridge is owned by the Jour de Fete organization and it is up to them to get that repaired.

**STAFF REPORTS.**

JASEN CRUMP – POLICE CHIEF. (See Attached Report)

STEVE WILSON – ALLIANCE WATER RESOURCES. (See Attached Report) Steve reported that the skid steer caught fire and is currently getting repaired.

**PUBLIC COMMENTS.** None.

## CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – April 11, 2024
- Minutes – Board of Alderman – Work Session – April 11, 2024
- Minutes – Board of Aldermen – Work Session (Closed) – April 11, 2024
- Treasurer’s Report – March- 2024
- **RESOLUTION 2024-26.** A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A RENEWAL AGREEMENT FOR THE MISSOURI CHAMBER FEDERATION BENEFIT PLAN TRUST FOR THE CITY EMPLOYEE HEALTH INSURANCE PLAN FOR 2024-2025.
- **STREET CLOSURE REQUEST** - Ste. Gen. Master Gardeners is requesting a street closure for May 18 & 19, 2024 from 7 a.m. to 4 p.m. for Market Street east of Main Street to the entrance of the parking lot at the Welcome Center.
- **STREET CLOSURE REQUEST** – Harold’s Famous Bee Company is requesting a street closure for June 29, 2024 from 8 a.m. to 6 p.m. for Market Street from Third Street to Main Street. (4<sup>th</sup> Annual Honey Festival & Market)
- **STREET CLOSURE REQUEST** – Valle Catholic Grade School is requesting an additional closure to the prior request that was already approved that will include Merchant Street from Dubourg to Fourth Street from 8:45 a.m. to 9:15 p.m. on Wednesday, May 1, 2024.

A motion by Alderman Bennett, second by Alderman Raney to approve the consent agenda as presented. Motion carried 8-0.

## OLD BUSINESS.

**BILL NO. 4615. AN ORDINANCE CALLING A BOND ELECTION IN THE CITY OF STE. GENEVIEVE, MISSOURI. 2<sup>ND</sup> READING.** A motion by Alderman Bennett, second by Alderman Steiger, Bill No. 4615 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Amie Dobbs, Alderman Patrick Fahey, Alderman Bob Donovan, Alderman Joe Steiger, Alderman Eric Bennett, Alderman Jeff Eydmann, Alderman Joe Prince, and Alderman Mike Raney. Nays: None. Motion carried an 8-0. Thereupon Bill No. 4615 was declared Ordinance No. 4536 signed by the Mayor and attested by the City Clerk.

**BILL NO. 4616. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF STE. GENEVIEVE, STE. GENEVIEVE COUNTY LEVEE DISTRICT #3 AND THE DEPARTMENT OF THE INTERIOR U.S. FISH AND WILDLIFE SERVICE. 2<sup>ND</sup> READING.** A motion by Alderman Bennett, second by Alderman Prince, Bill No. 4616 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderwoman Amie Dobbs, Alderman Patrick Fahey, Alderman Bob Donovan, Alderman Joe Steiger, Alderman Eric Bennett, Alderman Jeff Eydmann, Alderman Joe Prince, and Alderman Mike Raney. Nays: None. Motion carried an 8-0.

Thereupon Bill No. 4616 was declared Ordinance No. 4537 signed by the Mayor and attested by the City Clerk.

**NEW BUSINESS.**

**BILL NO. 4617. AN ORDINANCE AMENDING THE CITY OF STE. GENEVIEVE CODE OF ORDINANCES FOR CHAPTER 140 PURCHASING AND COMPETITIVE BIDDING POLICY AS SET FORTH BELOW. 1<sup>ST</sup> READING.** A motion by Alderman Bennett, second by Alderman Steiger, Bill No. 4617 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**BILL NO. 4618. AN ORDINANCE AMENDING SECTION 210.770 CEMETERY RULES OF THE STE. GENEVIEVE CODE OF ORDINANCES AS SET FORTH BELOW. 1<sup>ST</sup> READING.** A motion by Alderman Bennett, second by Alderman Prince, Bill No. 4618 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**BILL NO. 4619. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES. 1<sup>ST</sup> READING.** A motion by Alderman Eydmann, second by Alderman Steiger, Bill No. 4619 was placed on its first reading, read by title only, considered and passed by an 8-0 vote of the Board of Aldermen.

**OTHER BUSINESS.** Alderman Steiger reported that he cannot receive and open some emails that City staff is sending. City Administrator Welch said that it has been reported to Forward Slash and he will continue to work with them to get things working properly.

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

**ADJOURNMENT.** A motion by Alderman Steiger, second by Alderman Eydmann to adjourn the meeting. Motion carried 8-0. 6:27 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
APRIL 25, 2024**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Pro-Tem Donovan at 6:28 p.m. with the following members present:

Alderman Bob Donovan  
Alderman Mike Raney  
Alderman Joe Prince  
Alderwoman Amie Dobbs

Alderman Patrick Fahey  
Alderman Jeff Eydmann  
Alderman Joe Steiger

ABSENT: Mayor Brian Keim  
Alderman Eric Bennett

A motion by Alderman Steiger, second by Alderman Raney to approve the amended work session agenda as presented. Motion carried 7-0-1 with Alderman Bennett absent.

**BUSINESS ITEMS.**

- **MAPLE DRIVE WATERMAIN REPLACEMENT – SG SCHOOL DISTRICT.** Dr. Paul Taylor addressed the Board regarding the water main replacement on Maple Drive. Mr. Taylor reported that Taylor Engineering will be submitting plans for the Maple drive water main replacement for staff review and will be sending out for contract bids once approved. Dr. Taylor was present to ask the Board for financial assistance for the cost of the water line increase from the existing 4” to 8” so the fire sprinkler system has enough water volume at the new Early Childhood Education Center and that this is time sensitive since they will be ready to hang sprinkler pipe in the next six weeks. The board will have to amend its current budget to allow this project to happen this fiscal year. After some discussion it was decided to have a committee sit down with the school and negotiate cost. Alderman Donovan and Steiger volunteered to be on the committee along with City Administrator Welch.

A motion by Alderman Steiger, second by Alderman Eydmann to amend the agenda and place Parkland REDI Participation on for the next topic to be discussed and have the closed session at the end. Motion carried 7-0-1 with Alderman Bennett absent.

- **PARKLAND REDI PARTICIPATION.** Ste. Genevieve County is part of the Parkland REDI group that was created from an initiative from the Regional Rural Development Centers for rural communities to work together for economic development starting in 2009. Prior to last year the website lay dormant and was out of date. Mr. Scoot Sattler, formerly Perry County Economic

Development Director, has been contracted to relaunch the 4 county website and assist with economic development for the counties of Ste. Genevieve, St. Francois, Iron ton and Madison. Currently St. Francois County IDA is footing the full bill (\$30,000). Ste. Genevieve County's portion for the year is \$5,153.86 and the City of Ste. Genevieve has been invited to participate in meetings and decision making. Happy is asking if the Board would like to participate and pay the \$5,153.86 and participate in the meetings and decision making? Ste. Genevieve County has opted not to participate due to budget constraints. A motion by Alderman Steiger, second by Alderman Fahay to pay the \$5,153.86 to become participate with the Parkland REDI and to ask the County if they would be interested in a cost share. Motion carried 7-0-1 with Alderman Bennett absent.

- **REAL ESTATE MATTERS.** A motion by Alderman Prince, second by Alderman Eydman n to go into closed session pursuant to Section 610.021(2) (leasing, purchasing, or sale of real estate). A roll call vote showed the following: Ayes: Alderman Fahey, Alderwoman Dobbs, Alderman Donovan, Alderman Eydman n, Alderman Steiger, Alderman Prince and Alderman Raney. Naves: None. Absent: Alderman Bennett. Motion carried 7-0-1. 7:11 p.m.

**ANY OTHER BUSINESS.** None.

**ADJOURNMENT.** A motion by Alderman Steiger, second by Alderman Eydman n to adjourn the work session. Motion carried 7-0-1 with Alderman Bennett absent. 7:53 p.m.

Respectfully submitted by,

Pam Meyer  
City Clerk

**RESOLUTION 2024 - 27**

**A RESOLUTION DECLARING THE K-9 VEHICLE AND ADDITIONAL EQUIPMENT WITH THE VEHICLE BE DECLARED SURPLUS PROPERTY AND DISPOSED OF.**

**WHEREAS**, the Police Department requests that with the recent completion of the new K-9 Vehicle in operation that the Board of Aldermen declare the items listed below surplus as they are no longer being utilized and requesting the old equipment be sold with the vehicle.

**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:

2018 Ford Explorer VIN# 1FM5K8AR4JGA44096  
Code 3 Light Bar  
Code 3 Z3 Siren and Speaker  
Jotto Desk Console  
Kenwood TK-7940 Radio  
Not-N-Pop Pro  
Havis Police K-9 Transport System  
Setina Vault  
Watch Guard 4RE dual Camera system with DVR

**SECTION 2.** This Resolution shall be 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 9<sup>th</sup> DAY OF MAY, 2024.**

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 THE CITY OF STE. GENEVIEVE CODE OF ORDINANCES FOR CHAPTER 140 PURCHASING AND COMPETITIVE BIDDING POLICY AS SET FORTH BELOW.**

**WHEREAS**, this Ordinance is done pursuant to Chapter 140 Purchasing and Competitive Bidding Policy (“Purchasing Policy) to revise the current Purchasing Policy for the City of Ste. Genevieve, Missouri (“City”); and

**WHEREAS**, the Purchasing Policy will be the guide for all departments to follow proper purchasing practices and provide fair purchasing practices with vendors and contractors; and

**WHEREAS**, the Purchasing Policy has four different purchasing categories depending on the purchasing amount and establishing an increase in those amounts from the current policy and retaining the requirements for staff to make purchases in those ranges; and

**WHEREAS**; this Purchasing Policy has a procedure for procuring professional and maintenance services that will be included with the agreed upon spending increases; and

**WHEREAS**, the City of Ste. Genevieve Board of Aldermen, after careful and due deliberation, concludes that amending Chapter 140 of the Municipal Code as set forth below would be in the best interest of the City.

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

**SECTION 1.** The Ste. Genevieve Code of Ordinances **CHAPTER 140 COMPETITIVE BIDDING POLICY** is hereby amended by deleting the chapter in its entirety and replacing as follows:

**Chapter 140**

**Purchasing and Competitive Bidding Policy**

**ARTICLE I. GENERALLY**

**SECTION 140.010: DEFINITIONS**

As used in this Chapter, the following terms shall have the meanings ascribed to them:

*BOARD OF ALDERMEN:* The governing body of the City of Ste. Genevieve.

*CITY:* The City of Ste. Genevieve.



*CONTRACTUAL SERVICES:* Personal services, all telephone, gas, water, electric light and power services, towel and cleaning services, leases for all grounds, buildings, offices or other space required by the using department and the rental, repair or maintenance of equipment, machinery and other City-owned personal property. The term shall not include insurance, professional and other contractual services which are in their nature often unique and not subject to normal competitive bidding.

*COOPERATING AGENCIES:* Any department, agency, commission, bureau or other unit in the City Government not under the direction and control of the Board of Aldermen or in any other governmental unit whether school district, special authority, other municipality, County or otherwise which cooperates with the City through its Director of Purchasing in purchasing any items covered by this Chapter.

*SUPPLIES:* All supplies, materials, equipment, commodities and capital outlays.

*USING DEPARTMENT:* Any department, agency, commission, bureau or other unit in the City Government using or disposing of supplies or procuring contractual services as provided for in this Chapter and which shall be under the direction and control of the Board of Aldermen.

#### **SECTION 140.020: CONFLICTS OF INTEREST**

Any purchase order or contract within the purview of this Chapter in which any officer or employee of the City is financially interested, directly or indirectly, shall be void unless the Board of Aldermen waives compliance with this Section before the execution of a purchase order or contract. The Board of Aldermen shall waive this Section only when the best interests of the City require such action and the laws of the State do not prohibit the transaction. The City Administrator shall immediately report to the Council any information that he/she has or that comes to his/her attention that would indicate any such interest either before or after a purchase has been made.

#### **SECTION 140.030: ACCEPTANCE OF GIFTS OR REBATES**

The Director of Purchasing and each officer and employee of the City is expressly prohibited from accepting, directly or indirectly, from any person to which any purchase order or contract is or might be awarded any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the City.

#### **SECTION 140.040: REQUISITIONS AND ESTIMATES -- EMERGENCY REQUIREMENTS -- REVISION OF REQUISITIONS**

All using agencies, either by or with the authorization of the head of the department, shall to the extent practicable file with the Board of Aldermen detailed requisitions or estimates of their requirements of supplies and contractual services in such manner, at such times and for such future periods as the Council shall prescribe.

1. *Unforeseen requirements.* A using department shall not be prevented from filing in the same manner with the Director of Purchasing at any time a requisition or estimate for any supplies and contractual services it needs that were not foreseen when the detailed estimates were filed subject to budgetary limitations.

2. *Revision powers.* The City Administrator may examine each requisition or estimate and may suggest revisions as to quality, quantity or estimated cost.

#### **SECTION 140.050: EMERGENCY PURCHASING PROCEDURES**

A. In the event of an apparent emergency which requires immediate purchase of supplies or contractual services, the City Administrator is empowered to secure by an open market procedure as provided in this Section, with the consent of the mayor, at the lowest obtainable price, any supplies or contractual services regardless of the amount of the expenditure. The City Administrator will contact the Board of Aldermen as soon as is practical and advise of the apparent emergency. A full report of the circumstances of an emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Council and shall be open to public inspection.

B. In the event of an actual emergency and with the consent of the Mayor, the head of any using department may purchase directly any supplies the immediate procurement of which is essential to prevent delays in the work of the using department that may affect the life, health or convenience of citizens. The head of the using department shall send to the City Administrator a requisition and a copy of the delivery record together with a full written report of the circumstances of the emergency. The City Administrator will contact the Board of Aldermen as soon as is practical and advise of the actual emergency. The report shall be filed with the Council and be made a part of the permanent records of the Council and be open to public inspection.

#### **SECTION 140.060: SINGLE SOURCE PURCHASING PROCEDURE**

The requirement of competitive bids or proposals for supplies may be waived when the City Administrator has determined in writing that there is only a single reasonable source for the supplies. Immediately upon discovering that other feasible sources exist, the City Administrator shall rescind the waiver and proceed to procure the supplies through the competitive processes as described in this Chapter. A single feasible source exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor;  
or
2. Based on past procurement experience, it is determined that only one (1) distributor services the region in which the supplies are needed; or
3. Supplies are available at a discount from a single distributor for a limited period of time.

**SECTION 140.070: PURCHASE ORDERS REQUIRED -- REJECTION OF NONCONFORMING SHIPMENTS -- APPROVAL OF INVOICES**

A. All purchases of contractual services and supplies made pursuant to this Chapter shall be on purchase order forms, and each purchase order shall reflect salient conditions of the purchases such as description, specification, unit purchase price, aggregate amounts, freight conditions and place of delivery.

B. A copy of all purchase orders shall be available to the receiving department which will receive the contractual services or supplies purchased, and the receiving department shall reject delivery of any contractual services or supplies which do not conform to the purchase order conditions and specifications.

C. All invoices for purchases made pursuant to this Chapter shall be approved as being in conformity with the purchase order. Said approval will be made in accordance with procedures established by the Board of Aldermen.

**SECTION 140.080: COMPETITIVE BIDDING REQUIRED FOR PURCHASES OR SALES OF PROPERTY**

All purchases and contracts for supplies and contractual services, and all sales of personal property which has become obsolete and unusable shall, except as expressly provided in this Chapter, be based wherever possible on competitive bids. The sales of personal property may utilize online bidding services if determined to be in the best interests of the city by the using department director and City Administrator

**SECTION 140.090: INSPECTIONS, TESTS OF GOODS**

A. The using departments under the authority of the City Administrator shall be responsible for ensuring that all supplies and contractual services conform to the specifications set forth in the order or contract.

B. The City Administrator shall have the authority to require chemical tests of samples submitted with bids and samples of deliveries which are necessary to determine their conformance with the specifications. In the performance of such tests, the City Administrator shall have authority to make use of laboratory facilities of any department of the City or any outside laboratory.

**SECTION 140.100: SURPLUS, REPORT -- TRANSFER OR SALE**

A. At least annually, all using agencies shall submit to the City Administrator, at such times and on such forms as prescribed, reports showing stocks of all supplies which are no longer used or which have become obsolete, worn out or scrapped.

B. The City Administrator shall have the authority to transfer surplus stock to other using departments.

C. The City Administrator shall have the authority to sell all supplies which have become unsuitable for possible use or exchange or trade the supplies for new supplies, in accordance with the procedures set forth in this Chapter.

**SECTION 140.110: COUNCIL APPROVAL OF CONTRACTS**

No resolution or ordinance shall finally be passed approving any contract for supplies or contractual services (except for professional services) unless the proper purchasing procedures have been followed.

**ARTICLE II. FORMAL PURCHASING AND SALES PROCEDURES**

**SECTION 140.120: WHEN REQUIRED**

All supplies and contractual services, except as otherwise provided herein, when the extended cost thereof shall equal or exceed **fifteen thousand dollars (\$15,000.00)**, shall be purchased by formal written contract from the lowest responsible bidder after due notice inviting proposals in a paper of public record. All sales of personal property or supplies that have become obsolete and unusable and has an estimated value of **fifteen thousand dollars (\$15,000.00)** or more shall be sold by formal written contract to the highest responsible bidder after due notice inviting proposals.

**SECTION 140.130: SUBDIVISION OF CONTRACT TO EVADE REQUIREMENTS OF THIS ARTICLE PROHIBITED**

No contract or purchase shall be subdivided to avoid the requirements of this Policy, nor shall Change Orders exceeding 25% of the total approved bid amount be allowed without following the same Purchasing Policy procedures as included in this Policy or, in lieu of quotes or sealed bids, must be approved by the Using Department director, the City Administrator, and the Mayor in a written memo with an explanation to the Board of Aldermen with a copy to the City Clerk.

**SECTION 140.140: SOLICITATION OF BIDS**

The City Administrator shall, by first class mail or email notification, solicit sealed bids from at least three (3) responsible prospective suppliers including all suppliers with whom the City has done business within the preceding two (2) years setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator is unable to reasonably find three (3) responsible suppliers, he/she shall certify that fact to the City Clerk who shall then certify a number less than three (3) to whom invitations to bid shall be sent and such lesser number shall be deemed in compliance with the requirements of this Section. The provisions of this Section may be waived when the Mayor, the department

superintendent involved, and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

**SECTION 140.150: BID DEPOSIT -- WHEN REQUIRED, REFUND, FORFEITURE**

When deemed necessary by the City Administrator or when requested by a using department or when directed by the City Attorney or City Engineer, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.

**SECTION 140.160: MANNER OF SUBMISSION OF BIDS -- OPENING -- RECOMMENDATIONS TO THE COUNCIL**

Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. The bids shall be opened in public at the time and place stated in the invitations to bid and in any public notices. After the opening, the City Clerk shall tabulate and certify all bids received and file a report of the bids with the Board of Aldermen, together with the City Administrator's recommendations as to whom the award shall be made.

**SECTION 140.170: AWARD OF CONTRACT TO LOWEST RESPONSIBLE BIDDER**

The Board of Aldermen, upon receiving the tabulation and recommendation of the City Clerk, shall award the contract to the lowest responsible bidder, but shall have the right to reject any and all bids.

**SECTION 140.180: FACTORS FOR DETERMINATION OF LOWEST RESPONSIBLE BIDDER**

In determining the lowest responsible bidder, the Board of Aldermen shall consider:

1. The ability, capacity and skill of the bidder to perform the contract or provide the services required.
2. Whether the bidder can perform the contract or provide the services promptly or within the time specified without delay or interference.
3. The character, integrity, responsibility, judgment, experience and efficiency of the bidder.
4. Whether the bidder is in default on the payment of taxes, licenses or other monies due the City. This factor alone shall justify disqualification.
5. The quality and performance of previous contracts or services.

6. The previous and existing compliance by the bidder with laws, the provisions of this Code and other City ordinances relating to the contract or service.
7. The sufficiency of the financial resources and ability of the bidder to perform a contract or provide the service.
8. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
9. The ability of the bidder to provide future maintenance and service of machines for the use of the subject of the contract.
10. The number and scope of conditions attached to the bid.

### **ARTICLE III. SECONDARY PURCHASING AND SALES PROCEDURES**

#### **SECTION 140.190: WHEN ALLOWED -- REQUIREMENTS**

All purchases of supplies and contractual services and all sales of personal property that has become obsolete and unusable for less than the estimated value of **fifteen thousand dollars (\$15,000.00), but equal to or in excess of the estimated value of ten thousand dollars (\$10,000.00)**, shall be made upon the basis of at least three (3) written bids from three (3) prospective suppliers of the City without newspaper advertisement, or such lesser number as shall be certified by the City Clerk in the event three (3) prospective suppliers shall not exist. The provisions of this Section may be waived when the Mayor, the department superintendent involved and the City Administrator agree that following this Section's provisions may cause excessive delay, public inconvenience and/or a significant cost penalty.

#### **SECTION 140.200: SUBDIVISION OF CONTRACT TO EVADE REQUIREMENTS OF THIS ARTICLE PROHIBITED**

No contract or purchase shall be subdivided to avoid the requirements of this Article.

#### **SECTION 140.210: SOLICITATION OF BIDS**

The City Administrator or department superintendent shall solicit bids by direct mail, email, or telephone request to prospective vendors.

#### **SECTION 140.220: AWARD TO LOWEST RESPONSIBLE BIDDER**

The award shall be made to the lowest responsible bidder in accordance with the standards set forth in Section 140.180 by the Board of Aldermen after consultation with the City Administrator and the head of the department.

#### **SECTION 140.230: JUSTIFICATION OF AWARD TO OTHER THAN LOW BIDDER**

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the City Administrator and filed with the other papers relating to the transaction.

**SECTION 140.240: AWARD TO LOCAL BIDDER -- TIE BIDS**

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. If there shall be no local bidder or more than one (1) local bidder with a low equal bid, the Board of Aldermen shall award the contract to one (1) of the tie bidders by drawing lots in public.

**ARTICLE IV. INFORMAL PURCHASING AND SALES PROCEDURE**

**SECTION 140.250: WHEN ALLOWED**

All purchases of supplies and contractual services and all sales of personal property that has become obsolete and unusable for the estimated value of less than **ten thousand dollars (\$10,000.00)** shall be made on the open market without newspaper advertisement prescribed in this Article for purchases of more than **one thousand five hundred (\$1,500.00).**

**SECTION 140.260: SUBDIVISION OF CONTRACT TO EVADE REQUIREMENTS OF THIS ARTICLE PROHIBITED**

No contract, purchase or sale shall be subdivided to avoid the requirements of this Article.

**SECTION 140.270: BIDS -- AWARD TO LOWEST RESPONSIBLE BIDDER**

All open market purchases shall, wherever possible, be based on at least three (3) competitive bids which may be either oral or written and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in Section 140.180.

**SECTION 140.280: SOLICITATION OF BIDS**

The using department shall solicit bids by email a request to prospective suppliers or by telephone or by such other method as he/she shall deem appropriate in order to receive competitive proposals.

**ARTICLE V. OPEN MARKET PURCHASES AND SALES OF **ONE THOUSAND FIVE HUNDRED DOLLARS** AND LESS**

**SECTION 140.290: BIDS AND PROPOSALS NOT REQUIRED**

All purchases of supplies and contractual services and all sales of personal property that have become obsolete and unusable for less than the estimated value of **one thousand five hundred dollars (\$1,500.00)** shall be made on the open market without bids or proposals.

**SECTION 140.300: CHECK OF MARKET CONDITIONS**

The Director of Purchasing shall from time to time, at least annually, make random checks as to prices being quoted by several competing suppliers for contractual services and supplies.

**ARTICLE VI. POLICY AND PROCEDURE FOR THE PROCUREMENT OF ARCHITECTURAL, ENGINEERING, LAND SURVEYING, MAINTENANCE SERVICES AND OTHER PROFESSIONAL SERVICES**

**SECTION 140.310: ADOPTION OF POLICY AND PROCEDURE**

The City does adopt and establish a policy and procedure for the selection and procurement of professional services in accordance with the following provisions.

**SECTION 140.320: IMPLEMENTATION OF POLICY**

The City Administrator is hereby directed to implement the provisions of the policy set forth herein.

The following shall be the policy and procedures for selecting architectural, engineering, land surveying services and other professional services (hereinafter referred to as professional services) for the City of Ste. Genevieve.

**SECTION 140.330: DEFINITIONS**

As used in this Article, the following terms shall have the meanings ascribed to them:

*ARCHITECTURAL SERVICES:* Those services within the scope of practice of architecture as defined by the laws of the State of Missouri, Section 327.091, RSMo.

*BOARD OF ALDERMEN:* The governing body of the City of Ste. Genevieve.

*CITY:* The City of Ste. Genevieve.

*ENGINEERING SERVICES:* Those services within the scope of practice of engineering as defined by the laws of the State of Missouri, Section 327.181, RSMo.

*FIRM:* Any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying or other professional services and provide said services.

*LAND SURVEYING SERVICES:* Those services within the scope of practice of land surveying services as defined by the laws of the State of Missouri, Section 327.272, RSMo.



*MAINTENANCE SERVICES:* The repair, but not replacement, of existing facilities and equipment when the size, type or extent of the existing facilities and equipment is not thereby changed or increased.

*MAYOR:* The highest elected official of the City of Ste. Genevieve.

*OTHER PROFESSIONAL SERVICES:* Those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as land appraisal, urban planning, finance, real estate and others.

*SELECTION COMMITTEE:* At least three (3) qualified individuals appointed by the Mayor, including the department head of the using department, and the City Administrator who shall oversee and coordinate the selection process and shall serve as the Chair of the selection committee. The selection process shall only be instituted under the supervision and direction of the City Administrator who may with the approval of the Mayor establish procedural rules so long as they are not inconsistent with this Article or State law.

*USING DEPARTMENT:* The City department requesting the professional service and be the prime user and oversee the service.

#### **SECTION 140.340: TYPES OF SERVICES**

Projects will be divided into four (4) types as follows:

1. *Type 1.* Services for projects where fees will exceed **fifteen thousand dollars (\$15,000.00)**; the using department shall select at least three (3) firms to be contacted for an "Expression of Interest". After "Expressions of Interest" are received and reviewed, at least three (3) detailed proposals shall be requested. Request for "Expressions of Interest" and detailed proposals may be combined into a single request.

After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Board of Aldermen for approval or rejection of the proposal. The Council has the right to approve or reject any and all proposals.

2. *Type 2.* Services for projects where estimated fees are less than **fifteen thousand dollars (\$15,000.00) but more than ten thousand dollars (\$10,000.00)**; three (3) written proposals are required, when reasonable. Such written proposals may be solicited by mail, email, or telephone. After reviewing the detailed proposals, the City Administrator is authorized to approve or reject the proposal.

3. *Type 3.* Services for projects where fees are less than **ten thousand dollars (\$10,000.00)** may be made by the director of the using department without soliciting competitive proposals upon approval of the City Administrator.

4. *Type 4.* Maintenance service where the costs are less than **fifteen thousand dollars (\$15,000.00)** may be made by the director of the using department without soliciting competitive proposals upon approval of the City Administrator.

**SECTION 140.350: GENERAL PROCEDURES AND RESPONSIBILITIES**

A. *Expressions Of Interest Type 1 Projects.* For Type 1 service, the using department shall solicit proposals from qualified firms approved by the Selection Committee. The request should invite comments as to the special experience in the project being considered and describe previous experience with similar projects. The Expressions of Interest will be reviewed by the department requesting the services. Factors to be determined in the initial screening will include:

1. Specialized experience and technical competence with respect to the type of services required.
2. Quality of services previously performed by the firm for the City.
3. Past record of performance with respect to cost control, quality of services and ability to meet schedules.
4. Community relations including evidence of sensitivity to citizen concerns.
5. The firms proximity to and familiarity with the area where the project is located.

B. *Detailed Proposals.* Firms submitting detailed proposals will provide the information prescribed by the using department. The information shall include:

1. Project name for which firm is filing.
2. Name and address of firm.
3. Previous related experience.
4. Outside firms or outside personnel to be used on projects.
5. Brief resume of key persons, specialists.
6. Special experience in the project being considered.
7. Any work previously or currently performing for City.
8. Description of resources.

**SECTION 140.360: SELECTION**

A. Upon receipt of the detailed proposals for Type 1 projects, the Selection Committee will review the proposals; interview the prospective firms, if necessary; and make a recommendation of two (2) firms best qualified and capable of performing the desired work.

B. The using department shall negotiate a contract with top firm selected. If a satisfactory contract cannot be negotiated with the top firm, negotiations with that firm shall be terminated with the approval of the Selection Committee. Negotiations may then begin with the second (2nd) firm. If there is a failing of accord with the second (2nd) firm, negotiations with such firm may be terminated with the approval of the Selection Committee.

C. If an agreement cannot be negotiated with the two (2) selected firms, the using department shall re-evaluate the professional services, including scope and fee requirements, and proceed in accordance with this policy.

**SECTION 140.370: PROHIBITION AGAINST CONTINGENT FEES**

A. Each contract entered into by the Board of Aldermen for professional services shall contain a prohibition against contingent fees as follows:

“The architect, engineer or land surveyor (as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, engineer or land surveyor, to solicit or secure any person, company, corporation, individual or firm, other than a bona fide employee working solely for the architect, engineer or land surveyor, any fees, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement.”

B. For the breach or violation of the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

**SECTION 140.380: EXCEPTIONS**

A. When, in the opinion of the City Administrator, the nature of other professional services is so specialized that there is only a sole supplier of a professional service that can meet the City's needs, the City Administrator may select such firm or recommend the Council select such firm. An exception shall be promptly reported to the Board of Aldermen with an explanation of the reasons therefore.

B. The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.

**ARTICLE VII. OTHER PROCUREMENT PROCEDURES**

**SECTION 140.390: PROCUREMENT RELATED TO GRANT ELIGIBILITY.**

Should the City apply for funding through grant, contribution, endowment, donation or other similar award ("Grant Funding") for City supplies and contractual services, then the City shall comply with the individual procurement requirements of each Grant Funding ("Grant Procurement Requirements") in lieu of the procurement policy requirements of this Purchasing Policy; provided, however, that Grant Procurement Requirements shall achieve the minimum standards established by the procurement policy requirements of this Purchasing Policy.

**SECTION 140.400: COOPERATIVE PURCHASING AUTHORITY.**

To the extent permitted by law, the City may engage in cooperative purchasing for Supplies and Contractual Services with other Federal, state and local public entities, municipalities, political subdivisions, Cooperating Agencies, and governmental units, agencies and other authorities (collectively, "Cooperative Purchasing") when it serves the best interests of the City. Cooperative Purchasing is not subject to the procurement provisions of this Purchasing Policy.

**Article VIII. OTHER SELECTION METHODS**

Nothing in the Procurement Policy set forth in the Purchasing Policy of the City's Municipal Code shall be interpreted to preclude the use of selection methods, including, but not limited to, Qualifications-Based Selection, Design-Build contracts, and/or negotiated contracts with architectural, engineering and construction services to the extent permitted by applicable law. In this Purchasing Policy, "Design-Build" means a project in which the design and construction services are furnished under one contract with a contractor selected primarily based on qualifications and "Qualifications-Based Selection" means a negotiated procurement process for the selection of professional architects, engineers and land surveying services using objective criteria looking for competence and experience relative to the work to be performed.

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

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

**SECTION 4. SEVERABILITY:** The invalidity of any section, clause, sentence or provision of this ordinance shall be given effect without such invalid part or parts.

**DATE OF FIRST READING:** April 25, 2024.

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

**PASSED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:**

**ALDERMAN PATRICK FAHEY  
ALDERWOMAN AMIE DOBBS  
ALDERMAN BOB DONOVAN  
ALDERMAN MIKE JOKERST  
ALDERMAN JEFFREY EYDMANN  
ALDERMAN MICHAEL 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

**BILL NO. 4618**

**ORDINANCE NO.**

**AN ORDINANCE AMENDING SECTION 210.770 CEMETERY RULES OF THE STE. GENEVIEVE CODE OF ORDINANCES AS SET FORTH BELOW:**

**WHEREAS**, the City of Ste. Genevieve has a need to amend several sections of the Cemetery Ordinance regarding cremation and standard burials; and

**WHEREAS**, the Board of Aldermen believe it to be in best interest of the City to approve these amendments.

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

Section 1. Section 210.770 **1. Burial** is deleted in its entirety and replaced as follows:

1. Burial

- a. Only human remains may be interred in the cemetery.
- b. Burial of human remains must be in a concrete vault or equivalent.
- c. One standard grave (lot) shall consist of the following options: one standard burial, two cremated burials or one standard burial and one cremated burial.
- d. The grave for the burial of a single adult on a lot must be dug at least four and one half (4.5) feet deep. The cremated remains of a second individual may be buried above the original vault according to the rules for a cremated remains burial.
- e. The grave for a child must be dug at least three (3) feet deep.
- f. Cremated remains are to be placed in a City approved container and if buried the grave must be dug at least three (3) feet deep. Scattering of ashes in the cemetery is prohibited.
- g. In all interments, the top of the vault or container shall be at least twelve (12) inches from the surface of the ground.
- h. At the time of burial of a second person on a single lot, the party requesting the second burial must pay a ground disturbance fee at the rate published by the City prior to the interment.
- i. Disinterment for any reason including the burial of a second person's remains on a single lot according to the preceding burial rules without written permission from the City Clerk of the City of Ste. Genevieve is prohibited.
- j. Pauper Burial: If the estate of a person to be buried in the City Cemetery is unable to pay for the grave space and burial and shall satisfy the Mayor or City Administrator that the person is in fact unable to pay the same, the Mayor or City Administrator shall issue and order in writing, authorizing the burial of said corpse in the Cemetery at a place to be designated by the City Clerk. The City shall be the sole determiner regarding the method of burial.

Section 2. Section 201.770 2. **Monuments** subsection a. is deleted in its entirety and replaced as follows:

- a. Headstone monuments must be made of a permanent material and be placed by a professional monument company and cremation monuments purchased from a professional monument company are allowed. Headstone monuments may be flat, angled or upright. The company installing the monument must obtain approval from the City Clerk for the monument design and location prior to placing the monument.

Section 3. **EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its passage and approval.

Section 4. **REPEALER.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

**DATE OF FIRST READING:** April 25, 2024

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

**PASSED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:**

**VOTE**

**ALDERMAN PATRICK FAHEY  
ALDERMAN AMIE DOBBS  
ALDERMAN ERIC BENNETT  
ALDERMAN BOB DONOVAN  
ALDERMAN JEFF EYDMANN  
ALDERMAN JOE STEIGER  
ALDERMAN JOE PRINCE  
ALDERMAN MIKE RANEY**

**\_\_\_ AYES \_\_\_ NAYS \_\_\_ ABSENT**

Approved as to form:

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Mayor, Brian Keim

---

City Attorney, Mark Bishop

Attest:  
(seal)

Reviewed by:

---

City Clerk, Pam Meyer

---

City Administrator, Happy Welch



**BILL NO. 4619**

**ORDINANCE NO.**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES.**

**WHEREAS**, the City of Ste. Genevieve and Ste. Genevieve County entered into a co-op agreement in January, 2007 for the County to prepare and collect tax bills for the City of Ste. Genevieve; and

**WHEREAS**, the City and County wishes to update the agreement in the terms attached as Exhibit "A".

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

**Section One.** The Mayor of the City of Ste. Genevieve, Missouri is hereby authorized and directed by the Board of Aldermen to enter into the attached co-operative agreement with Ste. Genevieve County "Exhibit A" and incorporated herein by reference and made part of this ordinance.

**Section Two. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its date of passage by the Board of Aldermen.

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

**Section Four. 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:** April 25, 2024.

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

**PASSED AND APPROVED BY THE STE. GENEVIEVE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

**VOTE**

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

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

Approved As To Form:

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

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

REVIEWED BY:

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

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

**COOPERATIVE AGREEMENT BETWEEN  
THE CITY OF STE. GENEVIEVE, MISSOURI AND  
STE. GENEVIEVE COUNTY, MISSOURI  
FOR THE COLLECTION OF TAXES**

**THIS AGREEMENT**, is made and entered into on this 18<sup>th</sup> day of APRIL, 2024 by and between the City of Ste. Genevieve, Missouri, a municipal corporation, hereinafter referred to as the "City", and the Ste. Genevieve County Commission, County Clerk, County Collector, County Assessor, and County Treasurer of the County of Ste. Genevieve, herein referred to as "County".

**WITNESSETH**, That in the spirit of cooperation and where permitted by law under Section 70.220, Section 140.670 to 140.750 with said parties are authorized to enter into this agreement pursuant to Sec. 50.332 RSMo, the "County" hereby agrees to maintain on its data system, and to assess, extend and collect for the **City of Ste. Genevieve** real and personal property taxes and any delinquent taxes beginning with the term of this agreement upon the following 'Terms and Conditions', which the respective parties covenant and agree to perform.

1. That the COUNTY covenants and agrees:
  - a. That the County Assessor will assess all real and personal property within the CITY in compliance with Missouri law.
  - b. That the County Clerk will certify and provide tax rate to the State Auditor for all real and personal property within the CITY.
  - c. That the County Commission will maintain and permit the use of its computer terminal facilities, and its office and staff facilities in the development, mailing and collection of city tax assessments and notices to all applicable residents of the City of Ste. Genevieve, Missouri.
  - d. That the County Collector will provide to the CITY a copy of the original tax list at the same time and in the same manner as those tax reports are generated for real and personal property taxes for the County, and said list shall include all taxpayers, assessments, and other pertinent information necessary to the tax billing for the CITY.
  - e. That the County Collector is to provide the CITY, within a reasonable time after the termination of the tax period ending on December 31<sup>st</sup> each year, a final tax list for the current year to include all taxpayers, assessments, delinquencies, and other pertinent information for the proper accounting of the system.
  - f. That the County Collector will develop and mail tax statements to all applicable residents of the CITY, COUNTY and CITY taxes will be combined on one statement.
  - g. That the County Collector will provide to the CITY a delinquent tax list, if requested.

- h. That the County Collector will provide the CITY a list of any abatements or additions to the tax rolls on a monthly basis, if requested.
  - i. That the County Collector will collect and forward to the County Treasurer on a monthly basis, taxes collected by the COUNTY and owed to the CITY denoting those on the list who paid delinquent taxes.
  - j. That the County Collector agrees to obtain and maintain throughout the term(s) of this Agreement any bond necessary to cover taxes, interest and penalties collected on behalf of the CITY, as provided by state law.
  - k. That the County Collector agrees to notify the CITY of any tax sales involving property located within the City.
  - l. That the County Treasurer disburses said money, as provided by law, with a full accounting of such to the CITY.
  - m. That the County Commission, County Clerk, County Collector, County Assessor, and County Treasurer receive no compensation for this duty.
2. The City of **STE. GENEVIEVE** covenants and agrees Pursuant to duly enacted Ordinance Number \_\_\_\_\_ attached hereto and incorporated by reference, authorizing the execution of this Agreement on behalf of CITY:
- a. To compensate the COUNTY for the use of Ste. Genevieve County's employees and equipment in the collection of City taxes, there will be paid into the General Revenue fund an amount of three percent (3%) of the current taxes collected by the COUNTY.
  - b. Pursuant to Sections 137.082 and 137.720 RSMo, the County shall be entitled to withhold the required fees (currently 1.7%) for the Ste. Genevieve County Assessment Fund to be withheld from the current and delinquent tax collected.
  - c. Pursuant to Section 52.290 RSMo, the Collector shall collect, on behalf of the County, a fee of nine percent (9%) for the collection of delinquent and back taxes, to be added to the face of the tax bill and collected from the party paying the tax. Five-ninths (5/9) of the fees collected shall be paid to the County Employees' Retirement Fund (CERF), two-ninths (2/9) of the fees shall be paid to Ste. Genevieve County and two-ninths (2/9) of the fees shall be paid to the Tax Maintenance Fund of the County as required by section 52.312.
  - d. To enforce collection of delinquent taxes in accordance with applicable law by conducting tax sales, either separately or in conjunction with the County.
  - e. To make every effort to provide accurate information to the COUNTY to be used in collecting these taxes.
  - f. To turn tax levies in to the COUNTY by the statutory date required, currently being September 1 of each year.
3. Funds shall be withheld by the County Collector from the Collections of taxes of the **CITY OF STE. GENEVIEVE** on a monthly basis and turned over to the County Treasurer who will remit to General Revenue, Tax Maintenance Fund and Assessment Fund as provided by the agreement.

4. The parties hereto mutually agree that this agreement will be automatically renewed on April ~~2023~~, 2024, and will continue to renew on the first day of April of each subsequent year, unless either party serves written notice to termination, no less than 90 days prior to the renewal date.
5. Nothing in this Agreement shall be construed to obligate the County or the County Collector for the collection of any City special tax bills, PACE (Property Assessed Clean Energy) loans, or any nuisance, mowing, or clean-up tax bills or fines that the city has assessed against any real estate parcels or any personal property. The City shall continue to assess fines or tax bill properties in the same manner as it has done in the past and said special tax bills shall serve as a lien on property, if filed in the Ste. Genevieve County Recorder's Office, payable to the City at such time as the property is sold. In the event that the City desires to force the sale of any real estate or personal property to provide for the payment of a special tax bill, then it shall be the responsibility of the City to complete that process.
6. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF, THE CITY OF STE. GENEVIEVE, COUNTY COMMISSION, COUNTY CLERK, COUNTY COLLECTOR, COUNTY ASSESSOR, AND COUNTY TREASURER HAVE EXECUTED THIS INSTRUMENT ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

**For the City of Ste. Genevieve, Missouri**

\_\_\_\_\_  
City Administrator-Happy Welch

\_\_\_\_\_  
City Mayor – Brian Keim

**For the County of Ste. Genevieve, Missouri**

*Sue Wolk*  
\_\_\_\_\_

Sue Wolk – County Clerk

*Lisa Marschel*  
\_\_\_\_\_

Lisa Marschel – County Collector

*Linda Wagner*  
\_\_\_\_\_

Linda Wagner – County Assessor

*Sara Hoog*  
\_\_\_\_\_

Sara Hoog – County Treasurer

*Randy Ruzicka*  
\_\_\_\_\_

Randy Ruzicka – Presiding Commissioner

*Karen Stuppy*  
\_\_\_\_\_

Karen Stuppy – District No. 1 Commissioner

*Mark Marberry*  
\_\_\_\_\_

Mark Marberry – District No. 2 Commissioner

**ATTEST:**

*Sue Wolk*  
\_\_\_\_\_

County Clerk  
Ste. Genevieve County, Missouri

\_\_\_\_\_  
City Clerk  
City of Ste. Genevieve, Missouri

**BILL NO. 4620**

**ORDINANCE NO.**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR DAN CARVER THAT WILL ALLOW THE OPERATION OF A FINANCIAL SERVICES OFFICE AT 658 ROZIER STREET.**

**WHEREAS**, Dan Carver is requesting a Special Use Permit that will allow the operation of a financial services office at 658 Rozier Street, which is currently located in an R-1 Single-Family Residential District; and

**WHEREAS**, the Planning & Zoning Commission recommended the approval of the request with the following vote; (5-Yes 1-No 2-Absent) at the May 2, 2024 meeting with the terms and conditions stated in Exhibit “A”, attached to and made part of this ordinance.

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

**SECTION ONE.** The Board of Aldermen hereby approves the Special Use Permit request by Dan Carver that will allow a financial services office at 658 Rozier Street with the terms and conditions stated in “Exhibit A”.

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

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

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

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

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

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY A ROLL CALL VOTE OF THE STE. GENEVIEVE BOARD OF ALDERMEN AS FOLLOWS:

VOTE

- ALDERMAN PATRICK FAHEY
- ALDERWOMAN AMIE DOBBS
- 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



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

APPLICANTS NAME: Dan Carver

ADDRESS: 658 Rozier St, Ste. Genevieve, MO

BRIEF DESCRIPTION OF SPECIAL USE REQUEST: To operate a financial services office

DATE OF REQUEST: April 12, 2024

**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

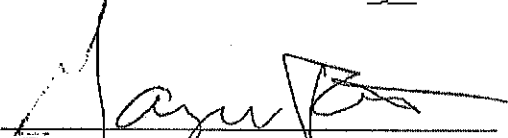
1. Owner(s) shall maintain a business license with the City of Ste. Genevieve under municipal Code Chapter 605 Business Licensing.
2. Sufficient off-street parking must be provided in accordance with municipal Code Section 405.170.
3. Only residential solid waste container(s) allowed for solid waste disposal.
4. One (1) freestanding, non-illuminated sign, approximately 4' x 5' (Model Bb-60 as provided by applicant) allowed on the property. No other non-exempt signage will be allowed on the property.
5. Property maintenance must remain consistent with a residential neighborhood and in conformance with city-adopted property maintenance codes.
6. Review of the SUP regarding conformance with these terms and conditions and any nuisance violations will be conducted one (1) year after final approval. A review report will be provided to the Planning & Zoning Commission.

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

VOTE OF THE COMMISSION MEMBERS RECORDED AS FOLLOWS:

COMMISSIONERS	YES	NO	ABSENT	ABSTAIN
Gary Roth, Chairman	<u>X</u>	___	___	___
Carl Kinsky	<u>X</u>	___	___	___

Joseph Prince, Alderman	<u>X</u>	---	---	---
Anthony Grass	<u>X</u>	---	---	---
June Ewing	---	<u>X</u>	---	---
Gerald Bauman	---	---	<u>X</u>	---
Justin Donovan	<u>X</u>	---	---	---
Kathleen Waltz	---	---	<u>X</u>	---

  
 \_\_\_\_\_  
 Gary Roth, Chairman

\_\_\_\_\_  
 5-2-24  
 \_\_\_\_\_  
 Date

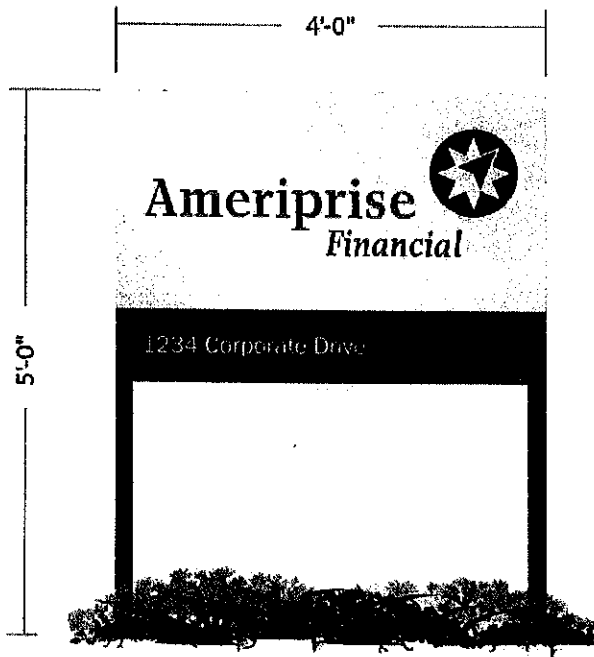


A prominent freestanding sign has the advantage of likely establishing a business location sooner than building identification. It can assist with safe site navigation, and ensure the brand is displayed if elevations are not visible from major ingress points.

The Ameriprise Bb-60 monuments consist of an integrated aluminum framework, painted a combination of light metallic silver and corporate blue. The sign can be either single or double-faced, with surface applied vinyl decoration.

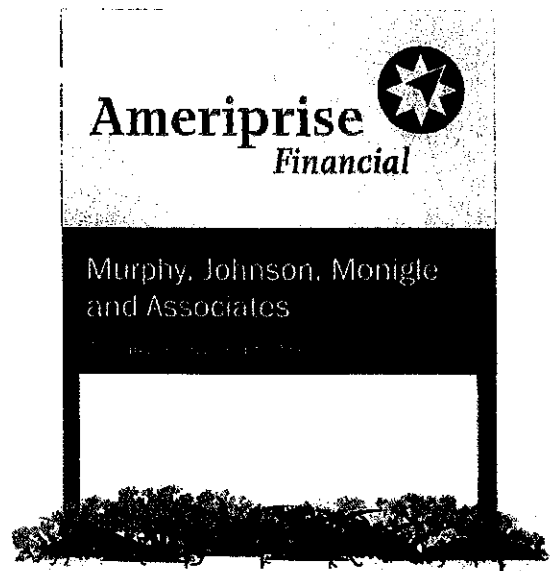
Standard options exist for either the site address, or the practice team name. Each monument is securely direct set into an augered concrete footing below grade.

**Bb-60**  
Address version



<b>PRODUCT PRICING*</b>	<b>INSTALL RANGE**</b>
\$1,512	\$900-\$1,100

**Bb-60**  
Team name version



<b>PRODUCT PRICING*</b>	<b>INSTALL RANGE**</b>
\$1,512.	\$900-\$1,100

\*Shipping, sign permits (if applicable), and tax are not included in these costs. Project Manager will provide final product pricing to advisor or team for confirmation.

\*\*Site location and mounting conditions will determine final installation figure. Project Manager will relay any challenges to advisor or team that could adversely impact pricing.



## STAFF REPORT

May 2, 2024

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

**SPECIAL USE PERMIT**  
658 Rozier Drive

**SPECIAL USE PERMIT:** To operate a financial services office at 658 Rozier Street.

### R-1 Single Family Residential District

Owner: Melinda Roth  
660 Rozier Street  
Ste. Genevieve, MO

Applicant: Dan Carver (Ameriprise Financial)  
3001 Cross View Estates  
St. Louis, MO



**Legal Description:** See attached.

**Size of Lot:** .21 acre, 9,000 Sq. Ft. (+/-) / East and west property lines 60', north and south property lines 150'

### REQUEST:

To receive a Special Use Permit to operate a financial services business.

### BACKGROUND

- The property is located in an R-1 Single Family Residential District.
- The property is lot 4 of block 1 of the International Addition.
- The property is bordered on the north, east, and south sides by single family homes all sitting within the R-1 Single Family Residential district. The property is bordered on the west side by Rozier Street; across the street are also single family homes but those sit within a C-1 General Commercial district. There are six single family homes that sit on the east side of Rozier Street including 658 Rozier; this block of homes is bordered by a commercial district on the north, south, and west side.
- The property does not sit within the Ste. Genevieve National Register Boundary or within the Ste. Genevieve National Landmark District.
- The property does not sit within a floodplain.
- The property has been used for residential uses since its' construction in 1954.
- The structure is approximately 810 ft<sup>2</sup> with an attached garage in the rear. The garage is accessed by a driveway approximately 9' wide by 75' deep and there is an approximately 18' x 20' paved area at the end of the driveway that leads to the detached garage.

- The applicant's plans are to utilize the structure as a financial planning business office. Applicant states in his application that it will be a "part-time" office where he will meet with only "one family at a time" and "on an average of one day per week". He has no staff and no plans to hire any staff.
- The Police Chief and Fire Chief reviews were completed on 4/24 and both responded "No Issues" with the proposed use.
- All neighboring property owners within 185' of the proposed SUP property were notified in writing, mailed via USPS on April 18<sup>th</sup>. Notice of this meeting was published in the Ste. Genevieve Herald in the April 24<sup>th</sup> edition.
- **Municipal Code Section 405.050 "R-1" Single-Family Residential District Regulations** does not list business office as an allowed use within that district.
- **Municipal Code Section 405.200 (D) Special Use Regulations** does not list business office as an acceptable special use within an R-1 district.
- **Municipal Code Section 405.200 (A) Special Use Regulations** provides: "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.

## **PROJECT DESCRIPTION**

The applicant, Dan Carver, of St. Louis, Mo wishes to operate a financial services office within a residential district at 658 Rozier Street.

### **Specific Findings of Fact:**

It is hereby found that the requested use:

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: **DENIAL** based on the following:

The proposed use is not allowed in an R-1 Single-Family Residential District by right or listed as an authorized special use per Municipal Code.

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

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

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

Special Use Permit Application

FEE: \$50.00  
PAID:

DATE RECEIVED  
APR 12 2024  
BY:

PLEASE PRINT OR TYPE (BLACK INK ONLY)

SECTION A.

1. Street Address of Tract or Tracts:  
658 Rozler Street

2. Names and Addresses of All legal owners of tract(s).  
Melinda Roth, current owner

3. Current Zoning Classification:

A (Agricultural)  ✓  
MH (Mobil Home Park)   
R-1 (Single Family Residential)   
R-2 (General Residential)   
C-4 (Neighborhood Commercial)

I-1 (Light Industrial)   
I-2 (Heavy Industrial)   
C-1 (General Commercial)   
C-2 (Central Business)

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

5. Signatures of All persons listed in Item #2.

Melinda Roth Melinda Roth  
PRINTED OR TYPED NAME SIGNATURE

PRINTED OR TYPED NAME SIGNATURE

6. Contact for Application:

Name: Dan Carver

Address: 3001 Cross View Estates

Phone: 314-503-1420 e mail: dcarver11@yahoo.com

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)

Copy of Deed provided by Dave Borg

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.**

Provided by city  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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 attached pages

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: N/A

4. What other uses will exist on the premises? \_\_\_\_\_

NONE

5. Has there been a prior application for rezoning, special use permit or variance for this tract?

If so, give the date and state the prior action taken.

NO

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

PLEASE PRINT OR TYPE (BLACK INK ONLY)

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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.

*See attached pages*

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**Section D.**

**1. State the use to which this tract will be put if the SUP is granted.**

I would be using the house as a part-time office for my financial planning business. I purchased the practice of Bob Kist in 2006 and have been meeting clients in Sainte Genevieve since that time, over 17 years now. I have worked for Ameriprise Financial for 24 years and I have a very good reputation in the community for being professional, respectful, and maintaining a neat and clean office environment. I live in Saint Louis and have offices in St. Louis, Sainte Genevieve, and in Cape Girardeau, so I am typically only using my Sainte Genevieve office once per week. I only meet with one family at a time, and I don't have any staff so it will only be my car and a client's car parked in the driveway when I am having a meeting. I DO NOT plan to change anything in the yard, and other than possibly a small professional sign in the front yard or a sign in one of the windows, there will be no changes to the exterior of the house or the lot.

**Section E.**

**1. State the reason why you believe the requested Special Use Permit will be beneficial to you and/or the neighborhood.**

I believe the requested SUP will be beneficial for multiple reasons:

- A. The property will get limited use. No one will be using the property except for me on an average of one day per week. This will result in much less traffic than residential use on Rozier street.
- B. The property will not be used as a rental house, and therefore, there will be no risk of having a difficult tenant living in this house who does not maintain the yard or home or could store items in the yard or driveway that become an eyesore to the neighborhood. In addition, there is no risk of loud or large parties or other nighttime nuisance activities. I know that all tenants are not bad as I have rental houses myself. But, even though we try to place good tenants, unfortunately, you don't find out how some

tenants live until they have already moved in. This has happened to me over the years, and I always feel bad for the neighbors until I can replace the tenant with a good one. There would be no risk to neighbors of having this issue.

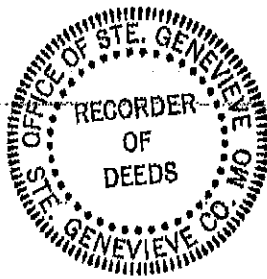
- C. The property will be well maintained and kept up-to-date so that the surrounding neighbors will be happy that their property values are being upheld. Mickey Roth (current property owner and next door neighbor) has offered to cut the grass for me if I allow her to keep her flowers in the back yard, and if you know anything about Mickey, you know that the yard will always be pristine.
- D. I've always wanted to own my office rather than rent office space. At 47 years old, I have many more years to work as a financial planner. This SUP would allow me to have a place to work for many years and provide reassurance for the neighboring properties that there would not be a revolving door of different tenants through the property. I would take great pride in this property for a long time.
- E. I feel I bring a valuable service to the Sainte Genevieve community. Over the last 17 years, many of my clients have become like family to me. I have met their spouses, their parents, their siblings, and their children. I have attended community events and activities in support of my client's interests, made donations to their charitable events and organizations, and supported them in anyway I could. The SUP would allow me a more permanent base from which to offer my services and a more permanent location for them to conduct their business with me.

**If you believe that a hardship will result if the SUP is denied, please elaborate.**

I believe a hardship will result if the SUP is denied for both Mickey Roth and myself. Mickey has been a client of mine for many years and she is aware that I spent over a decade in the building at 690 Rozier until Dr. Loida wanted to expand and I had to find a new office. Being that I only need a small one-person space and I'm only in town one day a week, it has been hard to find an office that

accommodates the size and part-time need that I have. I moved into La Maison de Coiffure about 2-3 years ago into the office previously occupied by Jack Rozier. Things have been great there until the owner, Norma Layton, had some health problems. Since her recent health issues, she has put the building up for sale and I am concerned I will likely have to move my office again. It is difficult on my clients to keep changing locations and is often a significant inconvenience for them. Of course, I want to make things as easy as possible for them by maintaining a consistent office location. This SUP, if granted, would allow me to place permanent roots in the community which I've hoped to do for years. Just recently, Mickey reached out to me and said she knew I may have to find a new office soon and she thought the house next to her would be great for my use, would give her peace of mind, and would be a benefit to the neighbors as well.

If denied, it would be a hardship for Mickey also. She and Jay purchased this house because it is next to the house they live in. They were concerned about what type of neighbor they may have since we all know the saying "you can't pick your neighbors." The Roth's decided to purchase the house so that they could ensure that they had a well-maintained property next door to them. Jay also liked to do some woodworking in the house which was a hobby of his. This changed when Jay passed away recently. It is difficult for Mickey to go into the house under the circumstance and she thinks it is best to sell it. But, she didn't want to put the house on the market and risk not knowing who would move in, whether it would be a rental house, etc. So, she decided her best idea would be to offer it to me. She said she knew I wouldn't be there much, that I would take care of the property, that it would be quiet, and that Jay would be happy to know I was taking pride in this house. This request for an SUP is much more than just requesting use for a business; it would be the best-case scenario for Mickey, for Jay, for me, and I believe the community as well.



**State of Missouri  
County of Ste. Genevieve**

I hereby certify that the within Instrument  
was filed on: **9/22/2016 9:34 AM**

**Number of Pages: 2**

**Fees: \$27.00 Doc # 2016-2749**

**Peggy Yamnitz, Recorder**

*Peggy Yamnitz*  
Deputy Recorder

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**WARRANTY DEED**

This Warranty Deed made and entered into this 16 day of September, 2016, by and between **Linda Baggett**, a single person, of the County of Perry, State of Missouri, hereinafter referred to as **GRANTOR**, and **Jerry P. Roth, Jr. and Melinda J. Roth, husband and wife**, of the County of Ste. Genevieve, State of Missouri, hereinafter referred to as **GRANTEES**. The mailing address of the Grantees is: 660 Rozier Street, Ste. Genevieve, MO 63760

**WITNESSETH:** The Grantor, for and in consideration of the sum of **TEN DOLLARS (\$10.00)** and other valuable consideration paid to the Grantor, the receipt of which is hereby acknowledged, does by these presents Grant, Bargain, and Sell, Convey and Confirm unto the Grantees the following described lots, tracts or parcels of land lying, being and situated in the County of Ste. Genevieve and State of Missouri, to-wit:

All of Lot Four (4) in Block One (1) of International Addition to the City and County of Ste. Genevieve, Missouri, as shown by plat filed for record in Plat Book 1 at Page 30 of the land records of Ste. Genevieve County, Missouri.

Being and intended to be the same tract conveyed to Linda Baggett described in Warranty Deed recorded in Document No. 2013-2844 of the land records of Ste. Genevieve County, Missouri.

**TO HAVE AND TO HOLD** the premises aforesaid, with all and singular the rights, privileges, appurtenances and immunities thereto belonging or in anywise appertaining, unto the said Grantees and unto their heirs and assigns **FOREVER**, the said Grantor hereby covenanting that she is lawfully seized of an indefeasible estate in fee in the premises herein conveyed; that she has good right to convey the same; that the said premises are free and clear of any encumbrances done or suffered by her or those under whom she claimed title; and that she will warrant and defend the title to said premises unto the said Grantees, and unto their heirs and assigns forever, against the lawful claims and demands of all persons.

IN WITNESS WHEREOF, the said Grantor has hereunto set her hand the day and year first above written.

GRANTOR:

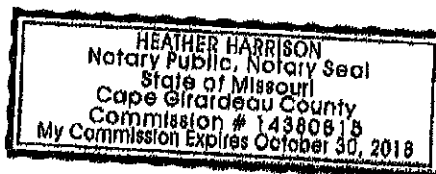
Linda Baggett  
Linda Baggett

STATE OF MISSOURI            )  
  ) ss.  
COUNTY OF CAPE GIRARDEAU )

On this 16 day of September, 2016, before me personally appeared **Linda Baggett, a single person**, to me known to be the person described in and who executed the within Warranty Deed, and acknowledged to me that she executed the same as her free act and deed and for the purposes therein stated and she further declared herself to be single and unmarried.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year first above written.

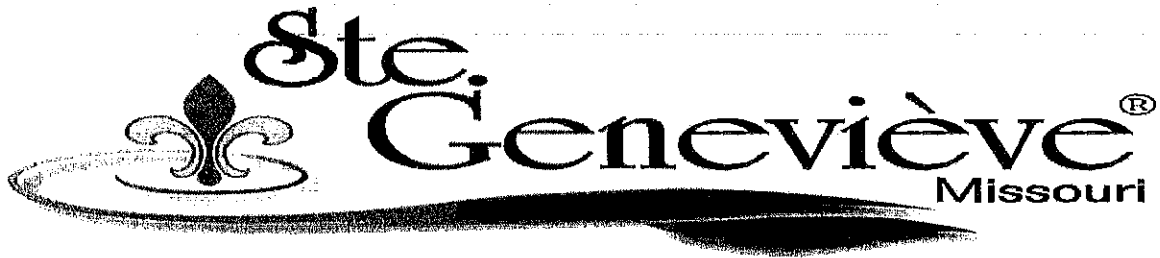
Heather Harrison  
Notary Public  
My commission expires:



1608111

Property address	Owner name	Owner street address
545 SCOTT ST	ALAN R & JAMES F BOWER	545 SCOTT ST
161 LINN DR	KEVIN M BLAIR	161 LINN DR
535 SCOTT ST	BRYAN OTTE	535 SCOTT ST
539 SCOTT ST	ASHLEY ARMBRUSTER	539 SCOTT ST
657 ROZIER ST	MATTHEW A & MARY BETH WOLK	657 ROZIER ST
659 ROZIER ST	JAMES G DONZE	659 ROZIER ST
537 SCOTT ST	HAROLD D & SHARON MOREEN SMITH	537 SCOTT ST
543 SCOTT ST	OKENFUSS LLC	1371 RIVERWOODS TRL
690 ROZIER ST	RIVER RIDGE PFL, LLC	690 ROZIER ST
635 ROZIER ST	HENRY & BARBARA A SAUER	635 ROZIER ST
547 SCOTT ST	RAYMOND E & AUDREY J JOGGERST	12549 TALL PINE DR
651 ROZIER ST	KEVIN M CHRISTISEN	651 ROZIER ST
541 SCOTT ST	SCHLUETER FARM LLC	27656 STATE ROUTE WW
654 ROZIER ST	RICHARD J & SUZANNE GREMINGER	21946 WHITE SANDS RD
630 ROZIER ST	CHERYL BERT	630 ROZIER ST
601 STE GENEVIEVE DR	JOHN D COTTON	4239 REAVIS BARRACKS RD
660 ROZIER ST	JERRY P JR & MELINDA ROTH	660 ROZIER ST
642 ROZIER ST	DONNA J & DAVID B WOODS	642 ROZIER ST
	LAUREN SMOTHERS	654 ROZIER ST
	AMANDA BARNES & ROBERT CRUMP	547 SCOTT ST
	DIANE NEMETH	543 SCOTT ST
	STEPHANIE SCHLUETER	541 SCOTT ST





To: Surrounding Property Owners  
From: David Bova, Assistant City Administrator  
Subject: Request for Special Use Permit  
Date: April 18, 2024

Dan Carver is requesting a Special Use Permit to operate a financial services office, serving a single customer/family at a time, at 658 Rozier Street which is in an R-1 Single Family Residential zoning district. Business offices are not permitted in an R-1 District so the applicant is applying for this Special Use Permit.

The Planning and Zoning Commission for the City of Ste. Genevieve, Missouri will hold a public meeting on this request on Thursday, May 2<sup>nd</sup> at 6pm at City Hall, 165 S 4<sup>th</sup> Street.

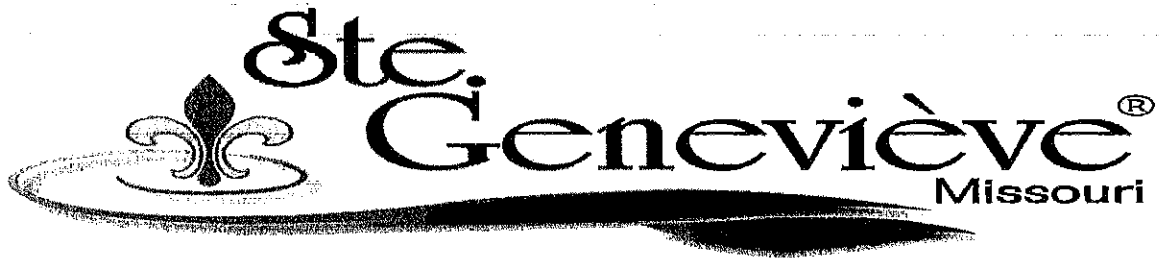
If approved by the Planning and Zoning Commission, The Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on the recommendations of the Planning and Zoning Commission on Thursday, May 9<sup>th</sup> at 6:00 pm at City Hall, 165 S 4<sup>th</sup> Street.

All interested parties are invited to attend.

Sincerely,

David Bova,  
Assistant City Administrator

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



April 18, 2024

Dan Carver  
3001 Cross View Estates  
St. Louis, MO 63129

Mr. Carver,

Enclosed please find a letter that was sent to the surrounding property owners of 658 Rozier Street regarding your request for a special use permit. Your attendance is needed at the Planning & Zoning meeting and the Public Hearing for which your request will be discussed.

PLANNING & ZONING MEETING  
Thursday, May 2<sup>nd</sup> at 6:00 pm

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

These meetings will be held at City Hall, 165 S 4<sup>th</sup> Street. If you have any questions, please call.

Sincerely,

David Bova,  
Assistant City Administrator

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

**Run week of April 24<sup>th</sup>– 1 week only**

**NOTICE OF PUBLIC HEARING**

The Planning & Zoning Commission of the City of Ste. Genevieve, Missouri will hold a public meeting on Thursday, May 2<sup>nd</sup>, 2024 at 6:00 PM at City Hall, 165 S 4<sup>th</sup> Street.

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, May 9<sup>th</sup>, 2024 at 6:00 p.m. at City Hall, 165 S 4<sup>th</sup> Street.

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

A request from Dan Carver for a special use permit to allow a financial services office at 658 Rozier Street in an R-1 Single Family Residential District.

All interested parties are invited to attend.