

AGENDA
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – JANUARY 8, 2026
6:00 P.M.

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

APPROVAL OF AGENDA.

PRESENTATION/AWARDS.

PERSONAL APPEARANCE.

- Kenny Steiger, Fire Chief with the Ste. Genevieve Fire District would like to brief the Mayor and Board of Aldermen.

CITY ADMINISTRATOR REPORT.

STAFF REPORTS.

DAVID BOVA – COMMUNITY DEVELOPMENT
AARON SMITH – TOURISM

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.)

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – December 11, 2025
- Minute – Board of Aldermen – Work Session – December 11, 2025
- STREET CLOSURE REQUEST – Mr. Justin Bowen with Rockinator Racing, LLC is requesting a street closure for Saturday, April 18, 2026 for the Missouri Outlaw Bike Race.

The closure will include Main Street from Audubon's Restaurant to Washington Street.
The closure will be from 4 a.m. to 2 p.m.

OLD BUSINESS.

BILL NO. 4702. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH TAYLOR ENGINEERING TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR A PROJECT TO EXPAND CRESTLAWN CEMETERY. **2ND READING.**

NEW BUSINESS.

RESOLUTION 2026-08. A RESOLUTION RE-APPOINTING TOM HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.

APPROVAL OF THE LOW BID OF SRS (SUPERIOR ROOFING STRATEGIES) IN THE AMOUNT OF \$28,757.88 FOR THE WATER TREATMENT PLANT ROOF REPAIRS

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.

Watch live on SGTV Spectrum Channel 991 or <https://www.youtube.com/@Stegentv>

POSTED BY: Pam Meyer on January 5, 2025

Ste. Genevieve Fire District

Ken Steiger Fire Chief
550 Pine Drive
Ste. Genevieve, Mo. 63670

Phone: 573-883-5321 Fire House
Fax: 573-883-8081 Fire House
Email: ksteiger@stegenfire.com
Cell Phone: 573-883-0615

Year End Operations Report

Date: Year End 2025

Calls for Assistance:

- SGFD responded to **286** emergency calls in 2025.
- Highest year before **2023 – 274 calls**
- **We responded to 82 since becoming a fire district October 1st.**

Staffing:

- SGFD roster is down **1**. Due to the fireman being volunteer, openings will occur.
- **We added 2 more since becoming a district**
- Volunteers are still needed to form an applicant list, contact any SGFD firefighter if interested

Vehicles

We have all of the titles switched over but the ladder truck. The city had to apply for a title and right now it is lost in DMV land.

Training

We are continuing the trend of sending people to Fire Fighter 1 & 2 certification. We have 2 that started last week.

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

Ste Genevieve Early Childhood Center

Ste Genevieve Elementary School

Heavenly Hair

SGHS Wrestling Facility

Sam Only Child Originals

Breeze Westoff Attorneys

Elena Treasured Memories

We now have 87 Knox boxes that have been approved in the city.

Misc.

It has been a lot of work making the switchover. We had to switch all of the vendors we used to the district and get a new tax exemption. We are slowing starting to adopt ordinances and resolutions as needed to make the place operate.

As promised the board approved a bid for concrete sidewalk repair.

The board approved the 2026 budget in December. The budget for ¾ of the year is anticipated to be around \$550,000.00. In the budget the board approved putting \$150,000.00 aside for fire truck replacement and \$50,000.00 aside for small vehicle replacement. They also decided they wanted a full-time fire chief so I have started 5 days a week and unless I am out of the office for supplies or meetings there will be someone at the firehouse every day.

Some goals that we are working towards include setting up long range budget planning with the goal being a 10-year spending/capital improvement plan.

Continue to add resolutions and ordinances along with a new policy manual.

Our budget for the 2027 budget year is anticipated to be around \$800,000.00 and the hope is that we may be able to hire 1 or 2 more fulltime firefighters having a truck staffed at least Monday – Friday during the week. Having full-time firefighters will be a good thing for the next ISO audit.

Our goal is to improve from our current ISO class 4 to an ISO class 3 in the future.

We/I have/will continue to work closely with current city staff, especially the building department. I have continued to attend the city department head meetings when I am available to keep city staff up to speed on what is going on with the district. I will try to make quarterly reports to the board on the status of the district.

I have really found out what good staff the city has. As the chief, I had a lot of help from the staff with different things like budget, billing, payroll, and other things too many to mention. Now, all that goes through me and my workload has grown immensely.

I spent 40 years in the City Fire Department, 11 years as the chief and on behalf of the district board and members of the district fire staff, I would like to thank the board for the support shown to us not only during the election but in the years since the department was founded back in 1894. We will not forget where we came from and promise to do the best we can to continue to serve the citizens we protect.



CITY ADMINISTRATOR REPORT

January 8, 2026

1. Filing for the April municipal election ended on December 30th – candidates who filed for the election were: Alderman Ward 1 – Patrick Fahey; Alderman Ward 2 – Robert “Bob” Donovan; Alderman Ward 3 – Jeffrey Eydmann; Alderman – Ward 4 – Joseph D. (Joe) Prince. The municipal election will be April 7, 2026.
2. All 3 Prop S FY2025 street projects substantially complete; we’re awaiting final payment requests from concrete & asphalt projects.
3. Jokerst completed their repairs to the N 4th Street sewer lines at the end of December.
4. Kimes Contracting beginning TAP Project – St. Mary’s Sidewalk Improvements this week.
5. Cochran has completed majority of surveying work on FY26 Prop S street repair / replacements & water line replacements. Tentative plans are to put project out to bid in early February.
6. Bid opening for Water Treatment Plant roof was December 10th. We had two bidders; low bidder was Superior Roofing Strategies at \$28,757.88. Acceptance of bid is on tonight’s agenda. We budgeted \$30,000 for this project.
7. Cochran is working to have suggested Pointe Basse improvements to us by the end of January. I have relayed that timetable to McBride and to the affected residents on Pointe Basse Drive.
8. I’ll be meeting with the Christmas Holiday Festival organizers in January to discuss the 2026 festival.
9. City Hall will be closed on Monday, January 19th for MLK, Jr. Day.

City of STE GENEVIÈVE MISSOURI

Community Development January 2026 Staff Report 12/6/25 – 1/5/25

Historic Preservation – Heritage Commission

- Met Dec. 15 – 2 COAs & 1 Attestation approved administratively, 1 COA tabled; annual CLG report delivered
- Next meeting – 1/26
- 2024 HP grant application – mobile app walking tour – agreement signed by city – received 5 submittals for RFP, selected Statistical Research, Inc. – public meeting in Jan/Feb

Building Department / Code Enforcement

- Occupancy Permits / Inspections 24
- Building Permits Issued 3
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 0
- Special Use Permits 0
- Sidewalks – repairs / replacements complete for 2025

Comprehensive Plan

- Annexation Committee to tentatively meet again in February

Planning & Zoning

- No meeting in January
- Next scheduled meeting – 2/5
- Staff preparing report on data centers / server farms

City / County Cooperation

- Tourism / Economic Development – Provided \$5k in '23 & '24 / discussion of forming CVB type organization with County & Chamber / County partnered w/ City for Parkland REDI membership for '24 / Bill passed by Mo legislature to allow increasing of transient guest tax on local ballot – signed by Governor 7/11/25 – HB199 allows county to place transient guest tax of up to 6% on the ballot – County plans to place lodging tax on April ballot
- Progress Parkway property – county provided assistance to IDC for infrastructure – 12/3-met with IDC & County to confirm County still committed to infrastructure assistance

- FLAP Grant (N 4th Street bridge) – cost has risen to approximately 950k (originally 750k) now & county has asked for assistance from city / Federal grant – now requires historic resources survey – tentative construction in Spring 2026 (originally 2025)
- 911 Tax Board created (includes City officer) – payments from City & Amb. District to continue until new infrastructure installed and paid; potentially 4-5 years ('27-'28) / City portion of dispatching services lowered in FY25 / City portion lowered further in FY26
- TAP Grant (Hwy 61) – County appl. Approved – on track for '26 – currently being completed
- Improvements to Ferry Landing – UP asked for \$10k per year lease for grounds for improvement or purchase at minimum \$50k; UP will not accept a zero-dollar lease. City also working with Port Authority and others to try and help Ferry remain financially viable – funds run out end of June – 5311 funds approved for FY26 but those are matching funds and Ferry continues to look for source for those to match those funds – will receive state funding but not until August or September – Board agreed to assist Ferry with temporary access to funds - \$9,475.61 in expenses reimbursed – Ferry has received 88k from MODOT for FY26 and have been approved for \$100k 5311 funds – Illinois has committed 88k to the Ferry also but they are working on details

Board of Adjustment

- Nothing new to report

Floodplain Management

- Current long range forecasts show <5% chance of Minor Flooding in Jan-Feb-Mar.
- Current long range forecasts show <5% chance of Moderate Flooding in Jan-Feb-Mar.
- Current long range forecasts show <5% chance of Major Flooding in Jan-Feb-Mar.
- Current river stage (1/5) is 2.85'; expected to drop to 2.2' by end of next week.
- Ferry is currently closed.

Property Maintenance

- | | |
|------------------------------|---|
| • Nuisance Property Issues | 2 |
| • Vegetation Nuisance Issues | 0 |
| • Code Violation Issues | 2 |
| • Sidewalk Issues | 2 |

STE GENEVIÈVE

MISSOURI

YEAR END KPI REPORT

DESTINATION PERFORMANCE (Real-World Outcomes)

Total Visits (Placer AI)

- Baseline (2025): 356,500
- YoY Change: +6.2%. vs. 335,700 (2024)
- Total Visitors
- 85,200 (2025) vs. 94,400 (2024)
- YoY Change: - 9%

Average Dwell Time

- Baseline: 101 minutes

Visits per Visitor

- Baseline: 4.19

Share of Visits from Target DMAs:

- Kansas City - 0.1%
- Chicago - 0.1%
- Nashville - 0.1%

Using these numbers as a benchmark
for successive years.

2VISITOR QUALITY & ECONOMIC POTENTIAL

% Visitors in Upper-Income Households (\$100K+ HH income, Placer / Experian)

- Baseline: ~22–24% (true trade area)
- Actual - 12%

% College-Educated Visitors (Bachelor's or higher)

- Baseline: ~15–16%
- Actual: 21%

Visitor Quality Index (VQI) (Income + Education + Travel Propensity; Index = 100 baseline)

- 2025 Baseline VQI: 101

Summary:

- Ste. Genevieve attracts slightly fewer high-income households than the national average
- Visitors are slightly more educated than average
- Visitors show meaningfully higher a engagement / trip-planning behavior
- When combined, visitor quality is ~1% above the national benchmark

TRIP INTENT & CONVERSION PROXIES

Engaged Sessions (GA4)

- 2025: 217,865
- YoY Change: +108.5%

Engagement Rate

- 98.8%

Average Engagement Time

- Baseline: 27 seconds

Defined Soft Conversions (Combined)

Plan Your Trip page sessions

Event page views

Lodging referral clicks

Directions / Ferry-related page views

Total Soft Conversion Activity:

130,141 clicks in 2025

MARKETING EFFICIENCY & REACH

Cost per Engaged Session (Paid Media)

\$0.38 (blended Meta + Google Display)

Click-Through Rate (CTR)

- Meta: 1.39% (Travel benchmark: 0.90%)
- Google Display: 3.87% (Travel benchmark: 0.47%)

Share of Traffic from Paid Media

Baseline:

- Kansas City: \$0.38
- Chicago: \$0.38
- Nashville: \$0.38

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – DECEMBER 11, 2025**

CALL TO ORDER. Mayor Brian Keim 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 Amie Dobbs

Alderman Bob Donovan

Alderman Jeff Eydmann

Alderman Joe Steiger

Alderman Patrick Fahey

Alderman Sam Hughey

Alderman Joe Prince

Absent: Alderman Teddy Ross

APPROVAL OF AGENDA. A motion by Alderman Prince, second by Alderman Donovan to approve the agenda as presented. Motion carried 7-0-1 with Alderman Ross absent.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE.

- Jeff Arp with MIRMA Loss Control presented the City with a Risk Grant Award.
- Dena Krietler, Executive Director of the Ste. Genevieve Chamber of Commerce addressed the Mayor and Board of Aldermen on Chamber & License office business.

INTERIM CITY ADMINISTRATOR REPORT. (see attached)

STAFF REPORTS.

- DAVID BOVA – COMMUNITY DEVELOPMENT (see attached report)
- DANIEL HALEK – POLICE (see attached report)
- AARON SMITH – TOURISM (see attached report)
- COREY LITTERST – ALLIANCE WATER RESOURCES (see attached report)

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – November 13, 2025
- Minutes – Board of Aldermen – Special Meeting – November 25, 2025
- Minutes – Board of Aldermen – Special Meeting – Closed Session November 25, 2025
- Treasurer's Report – November 2025

A motion by Alderman Steiger, second by Alderman Donovan to remove Resolution 2026-07 from the consent agenda and approve as amended. Motion carried 7-0-1 with Alderman Ross absent.

RESOLUTION 2026-07. A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE WRITE OFF OF UNCOLLECTIBLE WATER/SEWER BILLS FROM THE CITY'S ACCOUNTS RECEIVABLE. At this time Alderman Donovan asked City Administrator Bova some questions regarding the bill that is being requested to be wrote off. City Attorney Bishop explained that this is a unique situation and recommended the write off. A motion by Alderman Steiger second by Alderman Eydmann to approve Resolution 2026-07. Motion carried 7-0-1 with Alderman Ross absent.

OLD BUSINESS. None.

NEW BUSINESS.

RESOLUTION 2026-08. A RESOLUTION RE-APPOINTING DAVID BOVA TO THE STE. GENEVIEVE HOUSING AUTHORITY BOARD. A motion by Alderman Steiger, second by Alderman Prince to approve Resolution 2026-08. Motion carried 7-0-1 with Alderman Ross absent.

BILL NO. 4702. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH TAYLOR ENGINEERING TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR A PROJECT TO EXPAND CRESTLAWN CEMETERY. 1ST READING. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4702 was placed on its first reading, read by title only, considered and passed by an 7-0-1 vote of the Board of Alderman with Alderman Ross absent.

BILL NO. 4703. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A FIRST AMENDMENT TO THE PURCHASE AGREEMENT WITH MCBRIDE LAND GROWTH LLC. 1ST & 2ND READING. A motion by Alderman Steiger, second by Alderman Donovan, Bill No. 4703 was placed on its first reading, read by title only, considered and passed by an 7-0-1 vote of the Board of Alderman

with Alderman Ross absent. A motion by Alderman Prince, second by Alderman Steiger, to proceed with the second and final reading of Bill No. 4703. Motion carried 7-0-1 with Alderman Ross absent. A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4703 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Parick Fahey, Alderwoman Amie Dobbs, Alderman Joe Prince, Alderman Sam Hughey and Alderman Bob Donovan. Nays: None. Absent: Alderman Teddy Ross. , Motion carried 7-0-1. Thereupon Bill No. 4703 was declared Ordinance No. 4623 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business Mayor Kein adjourned the meeting at 6:54 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
WORK SESSION
DECEMBER 11, 2025**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 6:59 p.m. with the following members present:

Mayor Brian Keim

Alderman Sam Hughey

Alderman Jeff Eydmann

Alderman Joe Steiger

Alderman Patrick Fahey

Alderwoman Amie Dobbs

Alderman Joe Prince

Alderman Bob Donovan

Absent: Alderman Teddy Ross

APPROVAL OF AGENDA. A motion by Alderman Eydmann, second by Alderman Prince to approve the work session agenda. Motion carried 7-0-1 with Alderman Ross absent.

BUSINESS ITEMS.

1. ASSISTANT CA/COMMUNITY DEVELOPMENT POSITION.

Discussion occurred regarding the Assistant CA position, the Community Development Position as well as a Code Enforcement Officer. Chief Halek gave his opinion on the Code Enforcement position and that if they decide to have one it should be a dedicated role. (that's all they do) After discussion, City Administrator Bova will advertise for a position to be filled based upon the applications received. May be filled as an Assistant City Administrator or a Community Development Manager. (depending on the candidates background, skills and experience). It was also decided to continue the discussion on the code enforcement officer after the Community Development position is filled.

ADJOURNMENT. With no further business the work session was adjourned at 7:36 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk



Street Closure Request

Date 12-20-2025

Name Justin Bowen Organization Rockinator Racing LLC

Address 2554 Kilare Ln City Wildwood State MO Zip 63040

Phone Number and/or email information > 314-280-3924 rockinatorracing@gmail.com

Reason for closure The Missouri Outlaw Bike race

1 Block of Main Street to set up the Start and Finish Line Archway, Timing tents and finish chutes Exactly like Trailnets events over the last 2 years

Street(s) to be closed Main Street from Audubons north to Washington Street.
Block

Date of event for closure 4-18-2026

Time(s) for closure 4am to 2pm

Office Use Only

Council Approval	Yes <u></u>	No <u></u>	Date <u></u>
Police Dept. Approval	Yes <u></u>	No <u></u>	Date <u></u>
Public Works Approval	Yes <u></u>	No <u></u>	Date <u></u>

Special Conditions

BILL NO. 4702

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH TAYLOR ENGINEERING TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR A PROJECT TO EXPAND CRESTLAWN CEMETERY.

WHEREAS, the City of Ste. Genevieve ("City") entered into an agreement with Taylor Engineering for the Crestlawn Cemetery Expansion Design in March, 2025; and

WHEREAS, Taylor Engineering completed the design phase and the City would like to continue with the project to expand Crestlawn Cemetery and enter into the attached proposal with Taylor Engineering for the construction engineering services. (Exhibit A); and

WHEREAS, the Board of Aldermen believe it to be in the best interests of the City to accept the proposal for construction engineering services from Taylor Engineering; and

WHEREAS, the City FY2026 budget includes funds for the Crestlawn Cemetery expansion in line 27-27-8000.

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

Section 1. The Board of Aldermen hereby authorize and direct the Mayor to execute and deliver the attached proposal on behalf of the City with Taylor Engineering; the Proposal hereby accepted and approved in substantially the form of Exhibit "A" attached hereto.

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

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

DATE OF FIRST READING: December 11, 2025

DATE OF SECOND READING: _____

**PASSED AND APPROVED THIS ____ DAY OF _____, 2026 BY A
ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:**

VOTE

**Alderwoman Amie Dobbs
Alderman Patrick Fahey
Alderman Bob Donovan
Alderman Sam Hughey
Alderman Jeff Eydmann
Alderman Teddy Ross
Alderman Joe Steiger
Alderman Joe Prince**

____ **Ayes** ____ **Nays** ____ **Absent**

Approved as to form:

Mayor, Brian Keim

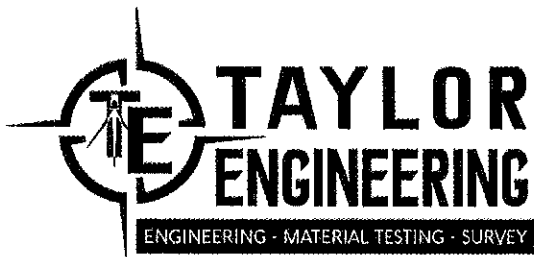
City Attorney, Mark Bishop

ATTEST:

Reviewed by:

City Clerk, Pam Meyer

City Administrator, David Bova



October 27, 2025

Mr. David Bova
Assistant City Administrator
City of Ste. Genevieve
165 S. Fourth St.
Ste. Genevieve, MO 63670

RE: Crestlawn Cemetery Expansion
Contract Documents and Bidding Services

Dear Mr. Bova:

As requested, following is our proposed scope of services and associated fees to provide construction engineering services for a project to expand the Crestlawn Cemetery.

ENGINEERING DESIGN SERVICES

- We would develop a scope of work in consultation with City Staff.
- We would prepare contract documents, specifications, and plans prepared for the bidding process.
- We would send out a request for bids, conduct a pre-bid meeting, issue any necessary addendums, conduct bid opening, review submitted bids, review contractor qualifications, and prepare a written recommendation to the City for a contractor based on bids and qualifications.
- We would prepare the Notice of Award and then the Notice to Proceed once all contract documents are in order.

The fixed cost for the above services listed would be \$5,000.00.

CONSTRUCTION SERVICES

Once a contractor has been selected, we will move into the Construction Services phase of the project. Our scope of services for this phase will be as follows:

- We would review pay requests and make pay request recommendations.
- We would review certified payroll reports.

- We would provide construction observation services for the purpose of ascertaining that the work is in substantial conformance with the work product of the engineer and the design intent.
- We would provide materials testing and inspection for the project to ensure conformance to the technical specifications.

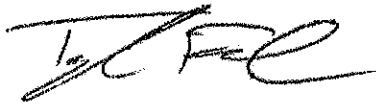
The fixed cost for the above services listed would be \$11,000.00.

Please note that unexpected environmental issues could negatively affect the estimated cost for both the design and construction services. If so, a new proposal will be prepared that will contain the added costs and a description as to why those costs are necessary.

The terms of compensation and other terms and conditions governing this work shall be defined by the attached "Terms and Conditions for Professional Services" and are considered fully a part of the Contract as is hereto attached or herein repeated. A 4% service fee will be added to all credit card payments.

If there are any questions concerning this proposal, please feel free to contact me. If this proposal is acceptable and you agree with its terms, please sign and return one original copy to us for our files. We look forward to working with you on this project.

Sincerely;



Taylor T. Fels, P.E.
Project Manager

PROPOSAL ACCEPTANCE

ACCEPTED BY:

Signature

Printed

DATE:

BILLING INFORMATION

Name & Title: _____

Client Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Taylor Engineering, LLC – Terms and Conditions for Professional Services

1. Scope of Services

Taylor Engineering, LLC ("Engineer"), whether it be Engineering, Surveying, or Inspection, will perform the services set forth in the Agreement, of which these terms and conditions are hereby made a part.

2. Payments to Engineer

Compensation will be as stated in the attached Agreement. Statements (invoices) are payable upon receipt. A late payment charge will be added to all amounts not paid within 30 days of statement date, calculated at 1.5 percent per month from statement date. Any costs incurred by Engineer in collecting any delinquent amount, including reasonable attorney's fees, shall be reimbursed by Client. If a portion of Engineer's statement is disputed, the undisputed portion shall be paid by Client by the due date. Client shall advise Engineer in writing of the basis for any disputed portion of any statement.

3. Insurance

- a. During the course of performance of its services, Engineer will maintain Worker's Compensation Insurance with limits of \$500,000, Professional Liability Insurance with limits of \$2,000,000 and Commercial General Liability insurance with combined single limits of \$1,000,000.
- b. If the Project involves on-site construction-phase services by the Engineer, construction contractors shall be required to provide (or Client may provide) Owner's Protective Liability Insurance naming the Client as a Named Insured and the engineer as an additional insured or to endorse Client and Engineer as additional insured on construction contractor's liability insurance policies covering claims for personal injuries and property damage. Construction contractors shall be required to provide certificates evidencing such insurance.

4. Indemnification

- a. Client agrees to require all construction contractors to indemnify, defend and hold harmless Client and Engineer from any and all loss where loss is caused or incurred (or alleged to be caused or incurred) in whole or in part as a result of the negligence or other actionable fault of the contractors, their agents, or subcontractors.
- b. If this project involves construction, and Engineer does not provide engineering services during construction including, but not limited to, on-site monitoring, site visits, shop drawing review and design clarifications, Client agrees to indemnify and hold harmless Engineer from any liability arising from this Project of Contract.

5. Professional Responsibility

- a. Engineer will exercise reasonable skill, care and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional engineering practices. No warranty, expressed or implied is included in this Agreement or in any drawing, specification or opinion produced pursuant to this contract.
- b. In no event will Engineer be liable for any special, indirect or consequential damages; including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, or governmental fines or penalties.
- c. The obligations and remedies stated in this Paragraph 5, Professional Responsibility, are the sole and exclusive obligations of Engineer and remedies of Client whether liability of the Engineer is based on contract, warranty, strict liability, tort (including negligence), indemnity or otherwise.

6. Access

Client will provide access (right of entry) for Engineer's staff, its agents, sub consultants, and others, as appropriate for this Project; and Client will be responsible for the time, place, and manner of entry upon all property where Engineer is to provide services under this Agreement. Client agrees to hold Engineer harmless from any and all liability or claims arising from such entry onto property by Engineer. Engineer will take reasonable precautions to minimize property damage; however it is understood that some minor damage may occur; for which Engineer shall not be held responsible.

7. Hazardous Environmental Conditions

Nothing in this Agreement shall impose any responsibility or liability on Engineer for expenses, claims, or damages arising from, or in any manner related to, hazardous environmental conditions, and/or the presence of other regulated substances.

8. Estimates and Projections

Engineer's estimates and projections of construction costs and/or schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are based on Engineer's experience, qualifications and judgment. Since Engineer has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, and other factors, Engineer cannot and does not guarantee accuracy of any of Engineer's estimates and projections related to this Project.

9. On-Site Services

On-site visits by Engineer during construction or equipment installation for Project or the furnishing of on-site Project representatives shall not make Engineer responsible for construction means, methods, techniques, sequences or procedures; for construction safety precautions or programs; or for any failure by construction contractor(s) to perform their work in accordance with the Contract Documents.

The Engineer will not be considered an agent of the Client and will not have the authority to direct the Contractor's work or to stop work. Services performed by Engineer during construction will be limited to visual observation of material, equipment, or installation, for the purpose of ascertaining that the work is in substantial conformance with the work product of the Engineer and the design intent. These Services are not to be interpreted as inspections, construction supervision, or a guarantee as to the

Contractor's performance. Efforts of Engineer shall not be relied upon by others as acceptance of the work, nor shall it relieve the Client's Contractor(s) in any way from the responsibilities under the construction contract with the Client.

10. Changes

Client shall have the right to make changes within the general scope of Engineer's services, with an appropriate change in compensation, upon execution of a mutually acceptable contract amendment signed by an authorized representative of the Client and an Officer of the Engineer.

11. Termination or Suspension

- a. Services may be terminated by the Client or Engineer by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If so terminated, Client shall pay Engineer all amounts due Engineer for all services properly rendered and expenses incurred to the date of receipt of notice of termination, plus reasonable costs incurred by Engineer in terminating the services.
- b. The provisions of this Contract have been agreed upon with the expectation of an orderly progression of the project to completion. In the event of project suspension by the Client for a period in excess of three (3) months, Engineer may (at Engineer's sole discretion) perform activities necessary to complete critical calculations, organize project files, or otherwise prepare for an orderly cessation of work; and Engineer shall be entitled to invoice Client for labor and reimbursable expenses incurred in performing such activities.

12. Dispute Resolution

In an effort to resolve any conflicts that arise during the design or construction, or following completion of the Project, Client and Engineer agree that all disputes between them arising out of, or relating to, this Contract shall be submitted to nonbinding mediation (unless the parties mutually agree otherwise), thereby providing for mediation as the primary method for dispute resolution between Client and Engineer.

13. Printed or Electronic Media

- a. Client shall not make, or permit to be made, any modifications to any documents, including drawings and specifications, furnished by Engineer pursuant to this Contract, without the prior written authorization of Engineer. Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses (including attorney fees) arising from any modification of such documents.
- b. Only copies of data or work products delivered by Engineer as instruments of service with respect to this Contract as hard copies may be relied upon by Client. Any electronic files furnished in respect to Engineer's services are supplied for the convenience of the Client or others. Any conclusions or information derived from such electronic files shall be at Client's sole risk, because such files can be modified by others or inadvertently corrupted.

14. Ownership of Documents

For Engineering Projects. All documents, including drawings and specifications, furnished by Engineer pursuant to this Contract are instruments of service; and shall remain the property of Engineer. Such documents are not intended, or represented, to be suitable for reuse by Client or others, on extensions of this Project or any other work. Any reuse without the written permission of, or adaptation by, Engineer shall be at Client's sole risk, and without liability to Engineer; and Engineer shall be entitled to further compensation, at rates to be mutually agreed between Client and Engineer. The Client shall Indemnify and hold harmless Engineer from all claims, damages, and expenses (including attorney fees) arising out of any unauthorized reuse.

For Surveying Projects. All documents shall remain the property of the Client. Any reuse without the written permission of, or adaptation by, Engineer shall be at Client's sole risk, and without liability to Engineer; and Engineer shall be entitled to further compensation, at rates to be mutually agreed between Client and Engineer. The Client shall Indemnify and hold harmless Engineer from all claims, damages, and expenses (including attorney fees) arising out of any unauthorized reuse.

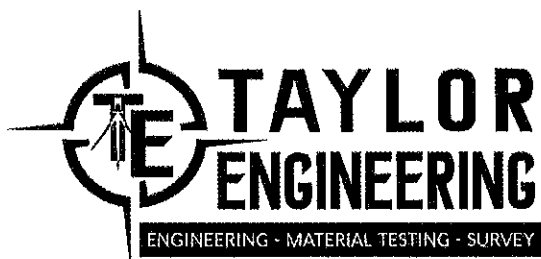
15. Rights and Benefits

Engineer's services under this Contract will be performed solely for the benefit of the Client, and not for the benefit of any other person or entity.

16. Entire Contract

- a. These Terms and Conditions and the related Agreement contain the entire Contract between the Engineer and Client relative to the Engineer's services for this Project. All previous or contemporaneous agreements, representations, promises, or conditions pertaining to the Engineer's services for this project are hereby superseded.
- b. Since terms contained in purchase orders do not generally apply to professional services, in the event the Client issued to Engineer a purchase order, no preprinted terms thereon shall become part of this Contract. Said purchase order document, whether or not signed by Engineer, shall be considered solely as a document for Client's internal management purposes.
- c. This Contract may be amended, in writing, by mutual agreement between the Engineer and Client.

End of Document



STANDARD RATE SCHEDULE

2025

Senior Project Manager	\$130.00/HR
Project Manager/Engineer	\$120.00/HR
Assistant Engineer	\$110.00/HR
Senior Civil/Survey Design Technician	\$100.00/HR
Assistant Civil/Survey Design Technician	\$ 70.00/HR
Senior Engineering Technician/Inspector	\$ 70.00/HR
Engineering Technician/Inspector II	\$ 60.00/HR
Engineering Technician/Inspector I	\$ 50.00/HR
Professional Land Surveyor	\$115.00/HR
Survey LSIT	\$ 70.00/HR
3 Man Survey Crew	\$180.00/HR
2 Man Survey Crew	\$130.00/HR
1 Man Survey Crew	\$105.00/HR
2 Man Construction Staking	\$150.00/HR
1 Man Construction Staking	\$130.00/HR
Drone Field Technician	\$130.00/HR
Drone Office Technician	\$105.00/HR
Survey Technician II	\$ 65.00/HR
Survey Technician I	\$ 60.00/HR
Computer Operator/Clerical	\$ 60.00/HR
Mileage	\$.80/MI
Outside Materials Or Labor Surcharge	10%
Credit Card Processing Fee	4%
Administrative Fee	1% of Invoice Total

Copies: 8 1/2 X 11 - \$0.15/Ea 8 1/2 X 14 - \$0.25/Ea 11 X 17 - \$0.50/Ea

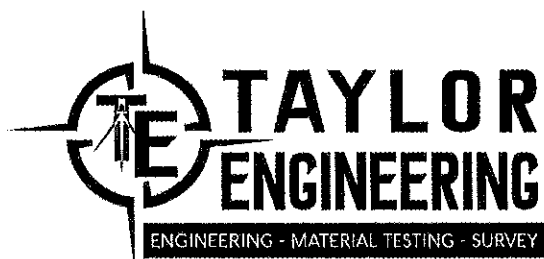
Projects

Odd Sizes	\$ 1.00/SQFT
18 X 24	\$ 2.00/EA
24 X 36	\$ 4.00/EA
24 X 36 Color	\$ 10.00/EA
24 X 36 Mylar	\$ 15.00/EA
18 X 24 Mylar	\$ 10.00/EA

Non Projects

Odd Sizes	\$2.00/SQFT
18 X 24	\$5.00/EA
24 X 36	\$10.00/EA
24 X 36 Color	\$ 20.00/EA

NOTE: A SERVICE CHARGE OF 1 1/2% PER MONTH WILL BE ASSESSED ON UNPAID INVOICES AFTER 30 DAYS. TIME OVER 8 HOURS PER DAY, BEFORE 7AM, AFTER 6PM, WEEKENDS AND HOLIDAYS WILL BE CHARGED AT 1.5 TIMES THE STANDARD RATE.



Testing And Inspection Fee Schedule 2025

6" X 12" Concrete Compressive Cylinders	\$ 17.00/EA
6" X 12" Hold Cylinders	\$ 13.00/EA
Cylinder Sulfur Capping.....	\$ 15.00/EA
Cylinder Molds.....	\$ 4.00/EA
Grout Prism (4 tests).....	\$ 200.00
Mortar Cube (3 tests).....	\$ 150.00
Engineering Technician/Inspector I	\$ 50.00/HR
Engineering Technician/Inspector II	\$ 60.00/HR
Senior Engineering Technician/Inspector	\$ 70.00/HR
Standard Proctor, ASTM D698.....	\$300.00/EA
Modified Proctor, ASTM D1557.....	\$300.00/EA
Hourly Rates For Soil Density Tests	\$ 95.00/HR
*4 Hour Minimum	
Atterberg Limits Tests, ASTM D4318	\$150.00/EA
Aggregate Gradation, Dry	\$120.00/EA
Aggregate Gradation, Wet	\$150.00/EA
Moisture Content.....	\$ 10.00/EA
Inspection Services By Technician.....	\$ 70.00/HR
Inspection Services By Professional Engineer	\$150.00/HR
Mileage	\$.80/Mi
Outside Materials Or Labor Surcharge	10 %
Expedited Proctor Charge To Run On Weekend	Additional \$100.00/EA

All Lab Test Prices Include All Engineering Review & Reporting Time

Note: A Service Charge Of 1 ½% Per Month Will Be Assessed On Unpaid Invoices After 30 Days. Time Over 8 Hours Per Day, Before 7am, After 6pm, Weekends And Holidays Will Be Charged At 1.5 Times The Standard Rate.

RESOLUTION 2026-08

A RESOLUTION RE-APPOINTING TOM HOOPER TO THE STE. GENEVIEVE HERITAGE COMMISSION.

WHEREAS, Mr. Tom Hooper, 185 S. Third Street, has agreed to serve another term on the Ste. Genevieve Heritage Commission and his term will expire in February, 2029.

WHEREAS, the Mayor advises the Board of Aldermen of his recommendation to appoint Mr. Hooper.

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

Mr. Tom Hooper is hereby appointed to the Ste. Genevieve Heritage Commission this 8th day of January, 2026.

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

Done and approved this 8th day of January, 2026.

Approved by:

Brian Keim, Mayor

Mark Bishop, City Attorney

Attest:

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator



Memo:

Date: January 8, 2026

To: Board of Aldermen

From: D. Bova, City Administrator

RE: Bids for Water Treatment Plant roof repairs

Issue: A request for bids was advertised on 11/10/25 with bid opening on 12/10/25. We reached out to 4 local roofers, advertised in the Herald, & posted on our website. There were two contractors that bid. Low bid was SRS and their bid is within our budget. I have met with SRS and they can complete the job within our suggested timeframe.

Recommendation: Accept the bid from SRS.

Bid Opening – 10:00 am, Wed., Dec. 10th

[illegible]



**Superior Roofing
Strategies**
91 MILL HILL ROAD,
BLOOMSDALE, MO 63627
Phone: (573) 535-1933

Company Representative
Brandon Rector
Phone: (573) 535-4857
brectorsrs@gmail.com

12/09/2025
Claim Information

Corey Litterst
Alliance Water (Ste. Genevieve)
868 Market Street
Ste. Genevieve, MO 63670
(573) 880-1011

Job: Corey Litterst

R-Loc Skylight Section (Skylights on Main Treatment Building)

1. Roof Tear-Off & Decking

Remove all 8 existing skylight roofing materials down to the decking.
Conduct a thorough inspection of the decking to identify any areas of rot, damage, or structural compromise.

2. Metal Roofing System Installation

Install 8 new R-Loc metal roofing panels where skylight panels previously were, secured in accordance with manufacturer specifications to provide maximum weather resistance and performance.

3. Cleanup & Disposal

Remove and properly dispose of all roofing debris, waste, and project-related materials.
Leave the property clean, safe, and free of construction-related debris upon project completion.

Silicon Roof Section (Main Water Treatment Building)

1. Roof Substrate Preparation

Prepare the existing roof substrate to receive both the 3-Course reinforcement application and the silicone coating system.
Ensure all surfaces are structurally sound and suitable for restoration.

2. Surface Cleaning

Thoroughly pressure wash the roof surface to remove all dust, dirt, oils, and debris.
Confirm the surface is clean, dry, and free of contaminants prior to application of Mule Hide 115 Cleaner

3. 3-Course Reinforcement Application

Apply the 3-Course system (Mule Hide A-125) to all designated areas requiring reinforcement.

Target critical locations including:

- Roof penetrations (pipes, vents, mechanical units, etc.)
- Seams, laps, and fastener locations susceptible to water infiltration (Mule Hide 100% Silicone Sealant).

4. Silicone Coating Application

Apply a uniform silicone roof coating (Mule Hide 100% Silicone Coating) across the entire roof surface to establish a seamless, watertight barrier.

Coating shall be applied to achieve proper coverage and mil thickness (23 mil wet/20 mil dry) in accordance with manufacturer specifications.

Utilize roller cages and roller pads to ensure even distribution and adhesion.

5. Final Inspection & Cleanup

Conduct a detailed inspection to verify compliance with manufacturer requirements and industry best practices.
Remove and dispose of all project-related waste and debris, restoring the jobsite to a clean and safe condition.

6. Warranty Coverage

Provide a 10-Year Mule Hide NDL System Warranty, covering leaks due to manufacturing defects, premature weathering and contractor's workmanship.

TOTAL

\$28,757.88

TERMS AND CONDITIONS:

RCV Supplements: The customer hereby authorizes SRS Roofing to invoice the Insurance company directly for any additional work required to complete the job. There will be no out-of-pocket cost to the customer until payment is received from the Insurance company.
NEW CONSTRUCTION ONLY — In the event that the measurements indicated on the blueprints do not correspond with the actual dimensions of the completed structure, the homeowner shall be liable for any resulting price variances.

Letter Of Authorization: I, the property owner, or owner's authorized agent, approve the insurer to communicate with any Superior Roofing Strategies employees concerning this claim in any of the following aspects below. I have had the property inspected by Superior Roofing Strategies and I hereby authorize them as my contractor to do the following:

1. Inspect and document the condition of my home exterior.
2. Communicate directly with my insurance and mortgage companies.
3. Complete repairs for agreed upon price of insurance proceeds.
4. Expedite the processing of paperwork required by my insurance and mortgage companies to release funds.
5. Proceed with the scheduling of repair work

All funds and proceeds received from the Insurance company shall at all times be paid directly to the homeowner/insured, unless otherwise directed in writing. The homeowner/insured is solely responsible for the disbursement of funds and payments related to all contracted work and approved supplements.

CONSENT IS HEREBY GIVEN FOR THE FILING OF MECHANIC'S LIENS BY ANY PERSON WHO SUPPLIES MATERIALS OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT ON THE PROPERTY ON WHICH IT IS LOCATED IF HE IS NOT PAID.

1. The cancellation request must be submitted in writing, and the 25% cancellation fee must be paid in full within seven (7) calendar days of the cancellation request. If payment is not received within this time frame, the contract shall remain in full effect, and all original terms, including scheduled work and payment obligations, shall continue to apply.
2. SRS Roofing does not offer payment plans or in-house financing. All payments are due within 21 calendar days of invoice. Any unpaid or outstanding balances are subject to a late fee of 1.5% per month (18% annually) until the balance is paid in full. Additional collection actions may be pursued for seriously delinquent accounts, and the customer will be responsible for any associated legal or collection costs incurred.
3. In order to secure a place on Superior Roofing Strategies' project schedule, the following requirements must be met. Down Payment — for the amount outlined in your Down-payment invoice, must be received. Color Selections — All required color choices and material selections must be finalized and submitted to fulfill the terms of the contract. Signed Contract — A fully executed (signed) contract must be on file. Scheduling will not be confirmed until all of the above conditions have been satisfied. Delays in meeting these requirements may result in changes to the proposed installation timeline.
4. SRS's Workmanship Warranty will only take effect once the contract balance has been paid in full. No exceptions will be made under any circumstances. Until full payment is received, no warranty—express or implied—shall be considered active or enforceable.
5. SRS Roofing is not responsible for the safety, containment, or wellbeing of any pets or animals on the property during the course of work. It is the sole responsibility of the property owner to ensure that all animals are secured and kept away from the work area for the duration of the project. SRS will not be held liable for any injury to, escape of, or distress caused to animals resulting from noise, debris, equipment, open access points (e.g., gates or doors), or any other aspect of the work being performed.
6. Wait times provided by SRS are estimates only and are subject to change without prior notice. SRS shall not be held responsible or liable for any delays caused by circumstances beyond its reasonable control, including but not limited to strikes, acts of God, war, riots, material shortages, adverse weather conditions, actions or restrictions imposed by public authorities, or any other unforeseen events or casualties.
7. SRS reserves the unconditional right to cancel this contract at any time, for any reason, with or without cause. In such an event, SRS will provide written notice to the customer as soon as practicable.
8. SRS shall not be held liable for any interior damage or disturbances that may occur as a result of exterior installation work. This includes, but is not limited to, damage to or displacement of interior items such as light fixtures, ceiling fans, artwork, mirrors, decorative wall hangings, shelving units, or any other unsecured or fragile objects. It is the responsibility of the property owner or occupant to secure or remove such items prior to the commencement of exterior work to prevent potential damage or accidents.
9. SRS shall not be held responsible or liable for any costs, fees, or expenses incurred in connection with the recalibration, realignment, or repositioning of satellite equipment resulting from or related to the work performed. Such charges shall be the sole responsibility of the homeowner or customer.
10. Please note that SRS is not liable for any incidental damage to plants that may occur during the installation process.
11. The customer is responsible for clearing all personal belongings and movable items from the perimeter of the dwelling before work begins. SRS is not liable for any damage to items left in the work area.
12. All outstanding balances from prior contracts must be paid in full before any new work will be scheduled or initiated.
13. While individuals may access the jobsite, they do so at their own risk. SRS assumes no responsibility or liability for any injury, accident, or loss resulting from such access.

****Kindly submit all selected colors in writing to satisfy the terms of your contract. This information is necessary to proceed with ordering materials and scheduling your project. Please note that work will not commence until a down payment has been received.**

By e-signing this contract you acknowledge that you have read and agree to the above terms in full.