AGENDA

STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
STE. GENEVIEVE CITY HALL
THURSDAY – OCTOBER 15, 2026
6:00 P.M.

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

APPROVAL OF AGENDA.

PRESENTATION/AWARDS.

PERSONAL APPEARANCE.

- Ken Steiger - Ste. Genevieve Fire District - Quarterly Report

CITY ADMINISTRATOR REPORT.

STAFF REPORTS.

- Aaron Smith – Tourism
- Robert Sullivan - Community Development

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 – September 24, 2026
- Minutes – Board of Aldermen – Work Session – September 24, 2026
- Minutes – Board of Aldermen – Closed Session – September 24, 2026
- Approval of a liquor license for French Sisters Bistro, 73 N. Main Street.

- **Street Closure Request** – Samantha Kertz with Downtown Ste. Genevieve is requesting a street closure for Pecanapalooza which will be held on Saturday, November 7, 2026. The requested closure will include Third Street from Market to Merchant, Merchant Street from Third to the Valle Desert including both sides of the Island of Flags and Market Street from Third Street to Main Street. The closure will be from 6 a.m. to 5:00 p.m.

OLD BUSINESS.

BILL NO. 4742. AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 6, 2027 AND PROVIDING NOTICE TO THE GENERAL PUBLIC. **2nd READING.**

BILL NO. 4743. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR LEE BOROWIAK, LYNEE CATHEY & MICHAEL HERZOG, SR. (JOINT OWNERSHIP) THAT WILL ALLOW THE OPERATION OF A GUEST LODGING BUSINESS AT 6 HERZOG LANE. **2nd READING.**

BILL NO. 4745. AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FOR THE FISCAL YEAR 2026 BUDGET RELATING TO THE VARIOUS REVENUE AND EXPENDITURE INCREASES. **2ND READING.**

NEW BUSINESS.

ALX UTTERMANN IS APPEALING THE DECISION OF THE STE. GENEVIEVE HERITAGE COMMISSION FOR A CERTIFICATE OF APPROPRIATENESS TO REPLACE THE EXISTING WOOD WINDOWS ON THE SIDE AND REAR WITH VINYL WINDOWS OF THE SAME STYLE ON THE CONTRIBUTING STRUCTURE AT 145 WASHINGTON STREET.

BILL NO. 4746. AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A LETTER OF INTENT WITH Y.PR AGENCY, LLC FOR ONGOING MARKETING STRATEGY AND SUPPORT FOR THE CITY OF STE. GENEVIEVE.
1ST READING.

BILL NO. 4747. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH RIGHTEOUS CREATIVE FOR WEBSITE OPTIMIZATION, INTEGRATION, AND CALENDAR MANAGEMENT FOR THE CITY OF STE. GENEVIEVE.
1st READING.

BILL NO. 4748. AN ORDINANCE AUTHORIZING THE PURCHASE OF A 2026 FORD RANGER XL PICKUP FOR THE WATER DEPARTMENT FROM JOE MACHENS FORD LINCOLN IN AN AMOUNT NOT TO EXCEED THIRTY SIX THOUSAND ONE HUNDRED DOLLARS ($36,100.00). **1st 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.*

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

POSTED BY: Pam Meyer – October 12, 2026

City of
STE GENEVIÈVE
MISSOURI

CITY ADMINISTRATOR REPORT

October 15, 2026

1. Jokerst Inc. completed the waterlines on Oakwood two weeks ago. The new street is ½ complete with the other ½ to be complete by the end of next week, weather permitting.

2. Bauman's completed LaHaye, N 6th, N 3rd, Division, Ziegler, & St. Mary's last week with a few small adjustments to be made. They are working on LaCroix, Dupont, St. Francis, Glenda, N 8th, and 7th St alley this week with plans to complete the project by the end of October, weather permitting.

3. McBride and their engineers, Sterling, are in the process of completing their DNR approvals and will be working on infrastructure installation in the coming weeks.

4. Work on the Crestlawn Cemetery expansion is near complete – only item left is to plant trees.

5. Bauman's will be starting milling & paving work next week on LaHaye, N 6th, N 3rd, Ziegler, & Division Streets.

6. The economic development discussions with the Chamber and Pro Ste. Gen. will now both be on the Oct. 29th work session.

Tourism Report

Trolley Trial Run Cancelled

- Trolley experience part of new budget for County Transient Tax
- Road construction on Y Road pushed into December.
- Scenic Sips Trolley Experience will start in March

Website Tune-Up

- Using grant money from the State to get the website, app, and event calendar to where we need it to be.
- Focusing on conversion - feet on the street (current website doesn't
- An RFP went out for these services and we had 5 submittals. Righteous Creative from St. Louis won the committee over. They did the website for the St. Louis Zoo.

First Round of Merchandise

- We've received our first round of merchandise
- The full catalog will include hats, mugs, t-shirts, tote bags, water bottles, stickers, bookmarks, postcards, and pens. would love to expand if successful
- Three different businesses in town that could have fulfilled an order for all of the items listed were asked to give a quote
- Discussions about getting them into the NPS shop, the antique mall, and an online shop is in development.
- Businesses who want to have this merchandise in their shops can purchase it for wholesale from Lemon Theory, but will need to sign an agreement to sell for the same price point that's set.
- That's still being worked out.

Community Development
September 2026 Staff Report
9/8/26 – 10/9/26

Historic Preservation – Heritage Commission

- Met 9/21 – 1 Item of Old Business: 1 – New Home Request on S. Main St. 6 – Items of New Business: 1 – Request for Vinyl replacement windows at 145 Washington St. (Denied). 1 – Request to demolish a rear porch and construct a new one at 672. N. Fourth St. (Approved). 1 – Request to demolish existing garage and construct a larger one at 672 N. Fourth St. (Denied). 1 – Request to demolish existing garage at 350 Roberts St. (Approved with conditions). 1 – Request to construct an addition to the rear of existing home at 350 Roberts St. (Approved with conditions). 1 – Request to Install a shed at 373 S. Fourth St. (Approved).
- Next meeting – 10/19
- 2024 HP grant – mobile app walking tour – Work in progress. Second Public Meeting held on 9/24 at 3:00 p.m. at City Hall. Excellent turn out and will address a few items discussed during the meeting.
- 2026 HP grant application – GIS Historic Data Layer Update – Notice received that the grant has been awarded but awaiting final sign offs, which could take at least a month, and the actual date the funds will be received has not been announced. Total cost of project is $13,984.00 and the grant will cover 40%, which is $5,594.00.

Building Department / Code Enforcement

• Occupancy Permits / Inspections	22
• Building Inspections	34
• Building Permits Issued	6
• Fence Permits	1
• Pool Permits	0
• Demolition Permits	1
• Sign Permits	1
• Chicken Permits	1
• Special Use Permits	0

Planning & Zoning

- No Meeting held 10/1
- Next Meeting – 11/5 – Will be discussing zoning update items.

Board of Adjustment

- No meeting this month.
- Meeting scheduled for 11/4 at 6:00 p.m. – 2 – Cases: 1 – Rear yard setback variance request for property at 53 and 55 Ste. Genevieve Dr. 1 – Variance from the sign requirements for a Guest Lodging Room – Hostel establishment at 539 N. Main St.

Floodplain Management

- Current long-range forecasts show 19% chance of Minor Flooding in Oct-Nov-Dec.
- Current long-range forecasts show 7% chance of Moderate Flooding in Oct-Nov-Dec.
- Current long-range forecasts show 3% chance of Major Flooding in Oct-Nov-Dec.
- Current river stage on 10/9 is 21.44'; expected to decrease to 7.30' by 10/26 and then continue to decrease slightly as we get into November. *Action Stage is set at 25', minor flooding stage begins at 27', moderate flooding stage begins at 35', and major flooding stage begins at 40'*
- Ferry is currently running on a Wednesday through Sunday schedule as the river allows.

Property Maintenance

- Nuisance Property Issues 6
- Vegetation Nuisance Issues 3 (All others being addressed by PD)
- Hearings for Nuisances 0
- Code Violation Issues 2
- Sidewalk Issues 0

Additional Items

- Attended weekly staff meetings.
- Attended Monthly Department Head meeting.
- Attended Board of Aldermen meetings.
- Attended Ste. Genevieve Housing Authority monthly meeting.
- Attended Ste. Genevieve Housing Authority roof replacement bid opening.
- Attended multiple meetings discussing Progress Pointe Infrastructure progress.
- Progress Pointe Infrastructure Plans approved, and waiting on MO DNR approval for water and sewer main installation.
- Attended meeting about drainage discussion with MODOT.

- Attended groundbreaking at 145 Washington St. for Carriage House Project (First School Property).
- Attended Missouri Municipal League Conference – Attended multiple sessions that addressed topics that our City is currently dealing with or could in the near future.
- Attended flood management training on Mapping Timeline and LFD procedures.
- Answered multiple requests for zoning classifications.
- Property records research for multiple properties at County Recorder of Deeds.
- Met with and had phone conversations with several citizens/contractors to discuss permitting projects and nuisance issues.

MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
STE. GENEVIEVE CITY HALL
THURSDAY – SEPTEMBER 24, 2026

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

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

Mayor Brian Keim
Alderwoman Amie Dobbs
Alderman Joe Steiger
Alderman Bob Donovan
Alderman Joe Prince
Alderman Sam Hughey
Alderman Jeff Eydmann

Absent: Alderman Teddy Ross
Alderman Patrick Fahey

APPROVAL OF AGENDA. A motion by Alderman Donovan, second by Alderwoman Dobbs to approve the agenda as presented. Motion carried 6-0-2 with Alderman Ross and Alderman Fahey absent.

PRESENTATION/AWARDS. None.

PERSONAL APPEARANCE. At this time Jami Inman Jour de Fete President gave the Mayor and Board of Aldermen an update on Jour De Fete 2026. Jami announced that she will be continuing on as president through Jour de Fete 2028 which will be year 60 for the event. After that year she will be stepping down.

CITY ADMINISTRATOR REPORT. (See attached)

STAFF REPORTS.

ERICA BOGENPOHL – ALLIANCE WATER (see attached report)
RYAN POLLOCK – POLICE (see attached report)

PUBLIC COMMENTS. None.

PUBLIC HEARING.

The Mayor & Board of Aldermen will hold a public hearing to consider a request from Lee Borowiak for a Special Use Permit to operate a guest lodging establishment – Airbnb at 6 Herzog Lane in an R-1 Single Family Residential District. Mayor Keim opened the public hearing at 6:17 p.m. Community Development Administrator Robert Sullivan briefed the Mayor and Aldermen on the special use permit that will allow the operation of a guest lodging establishment at 6 Herzog Lane. With no further questions and no questions from the public the Mayor closed the public hearing at 6:21 p.m.

The Mayor & Board of Aldermen will hold a public hearing to consider the approval of a subdivision plat identified as "Progress Pointe Plat One" (Plat Cabinet C, pages 549-556), located in U.S.Survey 3253, Township 38 North, Range 9 East of the Fifth Principal Meridian, City of Ste. Genevieve, Ste. Genevieve County. Mayor Keim opened the public hearing at 6:21 p.m. Community Development Administrator Robert Sullivan briefed the Mayor and Aldermen on the subdivision plat this is before them for their consideration of approval. With no further questions and no questions from the public the Mayor closed the public hearing at 6:23 p.m.

CONSENT AGENDA.

- Treasurer's Report – August - 2026
- Minutes – Board of Aldermen – Regular Meeting – September 10, 2026
- Minutes – Board of Aldermen – Work Session – September 10, 2026
- Minutes – Board of Aldermen – Closed Session – September 10, 2026
- **RESOLUTION 2026 – 55.** A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES FOR A LAND & WATER CONSERVATION FUND GRANT (LWCF) UNDER 54 U.S.C. 200302 - 200305, AS AMENDED BY THE GREAT AMERICAN OUTDOORS ACT OF 2020.
- **RESOLUTON 2026-57.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE MISSOURI DEPARTMENT OF PUBLIC SAFETY LOCAL VIOLENT CRIME PROTECTION.

A motion by Alderman Prince, second by Alderman Hughey to approve the consent agenda as presented. Motion carried 6-0-2 with Alderman Ross and Alderman Fahey absent.

OLD BUSINESS.

BILL NO. 4738. AN ORDINANCE AUTHORIZING THE CITY OF STE. GENEVIEVE, MISSOURI, TO ENTER INTO A CONTRACT WITH MAGUIRE IRON, INC. FOR EMERGENCY REPAIRS AND IMPROVEMENTS TO THE CITY'S ON-SITE WATER TANK. 1st & 2nd READING. A motion by Alderman Prince, second by Alderman Eydmann, Bill No. 4738 was placed on its first reading, read by title only, considered and passed by an 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent. A motion by Alderman Prince, second by Alderman Eydmann to proceed with the second and final reading of Bill No. 4738. Motion carried 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4738 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Steiger, Alderman Donovan, Alderwoman Dobbs, Alderman Eydmann, Alderman Prince and Alderman Hughey. Nayes: None. Absent: Alderman Fahey & Alderman Ross. Thereupon Bill No. 4738 was declared Ordinance No. 4659 signed by the Mayor and attested by the City Clerk.

BILL NO. 4739. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AND EXECUTE A PROFESSIONAL OPERATING SERVICES AND MANAGEMENT AGREEMENT WITH ALLIANCE WATER RESOURCES, INC, A MISSOURI CORPORATION. 2ND READING. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4739 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Steiger, Alderman Donovan, Alderwoman Dobbs, Alderman Eydmann, Alderman Prince and Alderman Hughey. Nayes: None. Absent: Alderman Fahey & Alderman Ross. Thereupon Bill No. 4739 was declared Ordinance No. 4660 signed by the Mayor and attested by the City Clerk.

BILL NO. 4740. AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2027 AND APPROVING AN EFFECTIVE DATE. 2ND READING. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4740 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Steiger, Alderman Donovan, Alderwoman Dobbs, Alderman Eydmann, Alderman Prince and Alderman Hughey. Nayes: None. Absent: Alderman Fahey & Alderman Ross. Thereupon Bill No. 4740 was declared Ordinance No. 4661 signed by the Mayor and attested by the City Clerk.

BILL NO. 4741. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF STE. GENEVIEVE AND THE STE. GENEVIEVE COMMUNITY ACCESS TELEVISION BOARD (CHANNEL 990/991). 2ND READING. A motion by Alderman Eydmann, second by Alderwoman Dobbs Bill No. 4740 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Steiger, Alderman Donovan, Alderwoman Dobbs, Alderman Eydmann,

Alderman Prince and Alderman Hughey. Nayes: None. Absent: Alderman Fahey & Alderman Ross. Thereupon Bill No. 4740 was declared Ordinance No. 4661 signed by the Mayor and attested by the City Clerk.

NEW BUSINESS.

RESOLUTION 2026-56. A RESOLUTION APPOINTING RHETT HENDRICKSON TO THE STE. GENEVIEVE HERITAGE COMMISSION. A motion by Alderman Prince, second by Alderman Steiger to approve Resolution 2026-56. Motion carried 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent.

BILL NO. 4742. AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 6, 2027 AND PROVIDING NOTICE TO THE GENERAL PUBLIC. 1st READING. A motion by Alderwoman Dobbs, second by Alderman Prince, Bill No. 4742 was placed on its first reading, read by title only, considered and passed by 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent.

BILL NO. 4743. AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR LEE BOROWIAK, LYNEE CATHEY & MICHAEL HERZOG, SR. (JOINT OWNERSHIP) THAT WILL ALLOW THE OPERATION OF A GUEST LODGING BUSINESS AT 6 HERZOG LANE. 1st READING. A motion by Alderman Donovan, second by Alderwoman Dobbs Bill No. 4743 was placed on its first reading, read by title only, considered and passed by 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent.

BILL NO. 4744. AN ORDINANCE ACCEPTING AND APPROVING A SUBDIVISION PLAT IDENTIFIED AS PROGRESS POINTE PLAT TWO. 1ST & 2ND READING. A motion by Alderman Prince, second by Alderman Steiger, , Bill No. 4744 was placed on its first reading, read by title only, considered and passed by an 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent. A motion by Alderman Prince, second by Alderman Eydmann to proceed with the second and final reading of Bill No. 4744. Motion carried 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent. A motion by Alderman Prince, second by Alderman Donovan, Bill No. 4744 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Steiger, Alderman Donovan, Alderwoman Dobbs, Alderman Eydmann, Alderman Prince and Alderman Hughey. Nayes: None. Absent: Alderman Fahey & Alderman Ross. Thereupon Bill No. 4744 was declared Ordinance No. 4663 signed by the Mayor and attested by the City Clerk.

BILL NO. 4745. AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FOR THE FISCAL YEAR 2026 BUDGET RELATING TO THE VARIOUS REVENUE AND EXPENDITURE INCREASES. 1ST READING. A motion by Alderman Donovan, second by Alderman Prince, Bill No. 4745 was placed on its first reading, read by title only, considered and passed by 6-0-2 vote of the Board of Alderman with Alderman Fahey and Alderman Ross absent.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

ADJOURNMENT. With no further business Mayor Keim adjourned the meeting. 6:33 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

DRAFT

MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
WORK SESSION
SEPTEMBER 24, 2026

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 6:37 p.m. with the following members present:

Mayor Brian Keim
Alderman Sam Hughey
Alderman Joe Steiger
Alderwoman Amie Dobbs
Alderman Jeff Eydmann
Alderman Bob Donovan
Alderman Joe Prince

Absent: Alderman Patrick Fahey
Alderman Teddy Ross

APPROVAL OF AGENDA. A motion by Alderman Steiger, second by Alderman Prince to approve the work session agenda. Motion carried 6-0-2 with Alderman Fahey & Alderman Ross absent:

BUSINESS ITEMS.

1. **ANIMAL CONTROL REGULATIONS.** Robert Sullivan, Assistant City Administrator addressed the Mayor and Board of Aldermen regarding animal control. Over the past several months the City has had multiple issues concerning animal control. Mr. Sullivan explained that the City currently does not have an animal control ordinance section and that it is missing several key components and needs to be updated to address the issues that are present in the community today. Some of the key components include: a signed agreement with the county for animal control services & the number of animals that can be allowed at a residence. Lieutenant Pollock stated that they have a very good working relationship with the county animal control officer. After some discussion regarding possibly limiting the number of animals that a residence can have, would include any kind of animal (cat, dog, snake, rabbit, etc.) but the definition of "animal" could be addressed in the ordinance stating specifically what it means, staff will draft an ordinance for the Board of Aldermen to review and see if its something that they want to consider adopting.

2. **CLOSED SESSION. (REAL ESTATE & PERSONNEL)** A motion by Alderman Prince, second by Alderman Eydmann to enter closed session to discuss personnel matters pursuant to RsMo 610.021 (3) and and real estate matters pursuant to RsMo 610.021(2). Motion carried 6-0-2 with the following roll call vote: Ayes: Alderman Donovan,

Alderman Hughey, Alderman Steiger, Alderman Eydmann Alderwoman Dobbs & Alderman Prince.. Nayes: None. Absent: Alderman Fahey& Alderman Ross 7:06 p.m.

8:07 P.M. (out of closed session)

OTHER BUSINESS. None.

ADJOURNMENT. With no further business Mayor Keim adjourned the work session at 8:08 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

DRAFT

RECEIVED
SEP 24 2026
By Pam Meyer

Ste. Genevieve Missouri

CITY OF STE. GENEVIEVE LIQUOR LICENSE APPLICATION

DATE OF APPLICATION: 6/11/26

Type of License Requested: (please check appropriate box):

General License

X	Intoxicating Liquor by the Drink (all kinds)	$ 250.00
☐	Malt Liquor/Light Wines by the Drink	$ 75.00
☐	Malt Liquor Original Package	$ 75.00
☐	Intoxicating Liquor (all kinds) Original Package	$ 100.00
☐	Consumption on Premises "Set-Up" places	$ 90.00

Additional Fees

☐	Microbrewery	$ 375.00
☐	Manufacturing not in excess of 22% of alcohol by weight	$ 300.00
☐	Manufacturing, distilling, or blending of intoxicating liquors	$ 675.00
☐	Sale of malt liquor or intoxicating liquor by wholesaler to duly licensed retailer	$ 375.00

Sunday Sales

X	Original Package	$ 150.00
☐	Restaurant/Bars	$ 150.00
☐	Amusement Places	$ 150.00

Name and address of business: French Sisters Bistro, 73 N Main

Name of Managing Officer and home address: Dr Sandra Hoffmann, 231 E Avenue Dr Kirkwood MO.

Phone 314-550-3733 Date of Birth: [illegible] Driver's License Numbe[illegible]

A. **INDIVIDUAL**

1. Name Dr Sandra Hoffmann
2. Phone Number (314)-550-3733
3. Driver's License Number
4. Present home address 231 E Argonne Dr, Kirkwood, Mo 63122
5. Number of years at above address 45 yrs
6. Date of birth
7. Are you a citizen of the United States of America? ☒ **YES** ☐ **NO**
8. Have you ever been convicted of a felony? ☐ **YES** ☒ **NO** If yes, for each instance please explain fully (attach additional sheets if necessary)
9. Are you an assessed tax paying citizen of Ste. Genevieve, Missouri? ☒ **YES** ☐ **NO**
10. Have you been the holder of a license to manufacture or sell intoxicating liquor or beer which has been revoked or suspended? ☐ **YES** ☒ **NO** If yes, please attach additional sheet(s) and explain fully.
11. Have you been convicted for a violation of the provisions of any law in any state applicable to the manufacture, distribution, sale, and/or possession of intoxicating or non-intoxicating liquor? ☐ **YES** ☒ **NO** If yes, please attach additional sheet(s) and explain fully.
12. Have you been convicted for a violation of the provisions of any law in any state applicable to the distribution, sale, and/or possession of any controlled substance(s) or dangerous drug(s)? ☐ **YES** ☒ **NO** If yes please attach additional sheet(s) and explain fully.

B. **PARTNERSHIP/LLC/CORPORATION**

1. Name of Company: The French Sisters Bistro, LLC
2. Date of formation: 10/11/2025
3. State of formation: MO
4. Registered agent: Dr. Sandra Hoffman
5. Registered address: 231 E Argonne Kirkwood, MO 63122
6. Names, addresses, and positions of all officers and directors (attach additional sheets if necessary):

Name	Address	Position
Dr. Sandra Hoffman	231 E. Argonne Kirkwood, MO 63122	Manager
Name	Address	Position
Name	Address	Position

7. Please provide the names and addresses of all partners/shareholders/stockholders (attach additional sheets if necessary):

Name	Address	Position
Dr. Sandra Hoffmann, Owner	231 E. Argonne Kirkwood, MO 63122	
Name	Address	Position
Name	Address	Position

8. Does any other person or company have any financial interest in this company? ☐ **YES** ☒ **NO** If yes, please state names, address, and nature of interest. (attach additional sheets if necessary) _____
9. Does this company have any financial interest in any other company? ☐ **YES** ☒ **NO** If yes, please state name, address, and nature of interest (attach additional sheets if necessary): _____
10. Has the corporation been the holder of a license to manufacture or sell intoxicating liquor or beer which has been revoked? ☐ **YES** ☒ **NO** If yes, please explain (attach sheets as necessary): _____
11. For each individual identified in numbers 6, 7, and 8 above, please answer all of the questions in Subsection B on additional sheets and attach to this application.

NA

The applicant has read this application and fully understands, that said license will be subject to all of the ordinances of the City of Ste. Genevieve pertaining to the operation of said business and agrees that he/she will abide by all lawful ordinances, regulations, and rules adopted by the City of Ste. Genevieve relating to the conduct of said business, that he/she is in all respect qualified in law to receive such license, and that the answers and statements set out in the above application are true. It is understood and agreed that the license when and if issued shall be subject to revocation for cause by the Board of Aldermen and when and if lawfully revoked the City shall in no event return any part of the license fee paid for such license and such license fee shall be forfeited to the City.

Signature of Applicant

Signature of Owner

Comes now Jane Roth, the applicant of lawful age, being first duly sworn under oath, and states that he/she has read the foregoing application and fully understands the same, and that the answers and statements given are true and correct. Applicant agrees to comply with the provisions of the Codified Ordinances of the City of Ste. Genevieve, Missouri relating to the sale and distribution of intoxicating liquor and non-intoxicating.

Subscribed and sworn to before me, this 11 day of June, 2026.

Jane L Roth
Notary Public

December 12 2028
My Commission Expires

JANE L ROTH
Notary Public - Notary Seal
Ste. Genevieve County - State of Missouri
Commission Number 16287827
My Commission Expires Dec 12, 2028

Ste. Genevieve® Missouri

Street Closure Request

Date 07/10/26

Name Samantha Kertz Organization Downtown Ste. Genevieve

Address PO Box 13 City Ste. Genevieve State MO Zip 63670

Phone Number and/or email information dwntwnstegen@gmail.com

Reason for closure Pecanapalooza

Street(s) to be closed 3rd Street (Market to Merchant), Merchant St (3rd St to Valle desert), island of flags (both sides), Market Street (3rd St to Main St)

Date of event for closure 11/07/26

Time(s) for closure 6 a.m. - 5 p.m.

Office Use Only

Council Approval	Yes __	No __	Date _____
Police Dept. Approval	Yes __	No __	Date _____
Public Works Approval	Yes __	No __	Date _____

Special Conditions _____


Valle Catholic School
N 4th St
N 3rd St
N 2nd St
Merchant St
Sirros
Family-friendly
Sara's Ice Cream
Ice Cream
Felix Valle House State Historic Site
S Main St
Anvil Restaurant & Saloon
American
Ste Genevieve Public Administration
Ste Genevieve Catholic Church
Ste. Genevieve Welcome Cente
Market St
S 4th St
S 3rd St
S 2nd St
The Centre for French Colonial Life & the...
Living History at the Linden House
Silver Sycamore A Gallery of Fine Art
Lovegoods Candy + Toys
Ste. Genevieve License Office
Louis Bolduc House
Layers
Google Maps
Map data ©2026 Google
United States
Terms
Privacy
Send Product Feedback
50 ft

BILL NO. 4742 **ORDINANCE NO.**

AN ORDINANCE CALLING FOR THE GENERAL ELECTION OF OFFICERS OF THE CITY OF STE. GENEVIEVE, MISSOURI TO BE HELD APRIL 6, 2027 AND PROVIDING NOTICE TO THE GENERAL PUBLIC.

WHEREAS, State Election Laws and the Municipal Code of Ordinances of the City of Ste. Genevieve ("City") require that the City call for an election of officers to be conducted on April 6, 2027.

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

SECTION 1: The annual election of the officers of the City of Ste. Genevieve, Missouri shall be held on April 6, 2027 in conformity with section 79.030 RSMO 2000. At said election there shall be elected:

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

SECTION 2: All persons desiring to be candidates for such offices, all persons desiring their names to be and appear as candidates for such offices upon the city ticket of the election aforesaid shall file their names within the City and with the City Clerk of Ste. Genevieve, Missouri at her office in the City Hall at 165 S. Fourth Street, Ste. Genevieve, Missouri.

Filing shall commence on:	**December 15, 2026 at 8:00 a.m.**
And shall close on:	**January 5, 2027 at 5:00 p.m.**

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

SECTION 3: Persons who after filing their names wish to withdraw as such candidates must file their notice of withdrawal with the City Clerk in her office no later than 5:00 p.m. on January 5, 2027.

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

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

SECTION 6: Before December 15, 2026, the City Clerk shall notify the general public of the opening file date, the offices to be filled, the proper place for filing and the closing filing date of the election, all pursuant to and in conformance with RSMO Section 115.127.5 and Chapter 105: Election of the Code of Ordinances of the City of Ste. Genevieve.

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

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

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

DATE OF FIRST READING: September 24, 2026

DATE OF SECOND READING: _____

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS _____ DAY OF _____, 2026 BY A ROLL CALL VOTE AS FOLLOWS:

VOTE

ALDERWOMAN AMIE DOBBS
ALDERMAN PATRICK FAHEY
ALDERMAN ROBERT DONOVAN
ALDERMAN SAM HUGHEY
ALDERMAN JEFF EYDMANN
ALDERMAN TEDDY ROSS
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. 4743 **ORDINANCE NO.**

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR LEE BOROWIAK, LYNEE CATHEY & MICHAEL HERZOG, SR. (JOINT OWNERSHIP) THAT WILL ALLOW THE OPERATION OF A GUEST LODGING BUSINESS AT 6 HERZOG LANE

.

WHEREAS, Lee Borowiak, Lynne Cathey & Michael Herzog, Sr. are requesting a Special Use Permit that will allow the operation of a guest lodging business at 6 Herzog Lane, which is currently located in an R-1 Single Family Residential Zoning District; and

WHEREAS, the Planning & Zoning Commission recommended the approval of the request with the following vote; (7-Yes 0-No 1-Absent) at the September 3, 2026 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 Lee Borowiak, Lynne Cathey & Michael Herzog, Sr. that will allow a guest lodging business at 6 Herzog Lane 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: September 24, 2026 .

DATE OF SECOND READING: _____ .

PASSED AND APPROVED THIS _____ DAY OF_____, 2026 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 SAM HUGHEY
ALDERMAN JEFF EYDMANN
ALDERMAN TEDDY ROSS
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

_____
David Bova, City Administrator

City of STE GENEVIÈVE MISSOURI

REVIEW AND RECOMMENDATION
BY THE PLANNING & ZONING COMMISSION

APPLICANTS NAME: Lee Borowiak, Lynne Cathey, Michael Herzog Sr. – Joint Ownership

ADDRESS: 6 Herzog Ln., Ste. Genevieve, MO 63670

BRIEF DESCRIPTION OF REQUEST: To operate a guest lodging business (Airbnb)

DATE OF REQUEST: September 3, 2026

RECOMMENDATION

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

(X) APPROVED ( ) DENIED ( ) TABLED

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

Terms & Conditions

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.

2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.

3. Owners shall always provide in a conspicuous location within the lodging unit an operable ABC 5 lb. fire extinguisher.

4. Owners shall ensure prior to each guest's arrival that exterior lighting at the entry door and stairway is operable.

5. No amplified music shall be played outside after 10 pm.

6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire District. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incidents during the guests' stay.

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

8. Signage identifying the guest lodging home shall be small, simple in nature, and unlit.

9. The applicant is to provide not less than one (1) off-street parking spaces for use by guests.

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

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

VOTE OF THE COMMISSION MEMBERS RECORDED AS FOLLOWS:

COMMISSIONERS	**YES**	**NO**	**ABSENT**	**ABSTAIN**
Gary Roth, Chairman	__X__	____	____	____
Gerald (Gerry) Bauman	____	____	__X__	____
Joseph Prince, Alderman	__X__	____	____	____
Anthony Grass	__X__	____	____	____
Carl Kinsky	__X__	____	____	____
Junie Ewing	__X__	____	____	____
Justin Donovan	__X__	____	____	____
Guy (Ed) Luttrell	__X__	____	____	____

Robert W. Sullivan, Assistant City Administrator

9/4/2026
Date

STAFF REPORT

August 37, 2026

Submitted by Robert W. Sullivan, Assistant City Administrator
Ste. Genevieve Planning & Zoning Commission

SPECIAL USE PERMIT
6 Herzog Ln.

SPECIAL USE PERMIT: To operate a guest lodging establishment at 6 Herzog Ln., a single-family residential structure.



R-1 General Residential District

Owner: Lee Borowiak, Lynne Cathey, Michael Herzog Sr. – Joint Ownership
6 Herzog Ln.
Ste. Genevieve, MO 63670

Applicant: Lee Borowiak

Legal Description: PT SURVEY 267
Parcel 07-4.0-020-04-005-0012.00

Size of Lot: 3.08 acres

REQUEST:
To receive a Special Use Permit to operate a guest lodging establishment (Airbnb).

BACKGROUND

- The property is located in a R-1 Single-Family Residential Zoning District.
- The property is bordered by residential structures to the East and South, Agricultural property to the West, and a apartment complex to the North. Zoning Districts include R-1 Single-Family Residential, R-2 General Residential, and A (Agricultural).
- The property does not sit within the Ste. Genevieve National Register Boundary or the Ste. Genevieve National Landmark District.
- The structure's most recent use is a single-family home.
- The property sits within the FEMA-identified Zone "X" which have little to moderate risk of flooding and is outside the Special Flood Hazard Area.
- The parking area for the proposed guest lodging is located on property to the South and West. The parking area is paved and has ample amount of parking space required by Municipal Code Section 405.170 (A) (14).

Municipal Code Section for Special Use Permits and Guest Lodging Establishments

- **Municipal Code Section 405.050 (A) (1) (l)** R-1 – Single-Family Residential District Regulations provides: (1) Use Regulations. A building or premises shall be used only for the following purposes: (l) Guest lodging, with special use permit, provided no external evidence of such use. No signage advertising such use permitted.

- **Municipal Code Section 405.020** DEFINITIONS defines Guest Lodging as: A lodging establishment renting guest rooms or units only to transient guests and having fewer than ten (10) guest rooms; and defines Transient Guest as: Any person who rents and occupies a guest room in a guest lodging establishment for period of less than thirty-one (31) days during any twelve (12) month period.

- **Municipal Code Section 405.170 (A) (14)** Off Street Parking Regulations states (A) No building shall be erected, enlarged to the extent of increasing the floor area by as much as fifty percent (50%), or changed in use unless there is provided on the lot space for the parking of automobiles or trucks in accordance with the following minimum requirements. (14) Rooming or Lodging Home or Guest Lodging. One (1) parking space for each two (2) sleeping rooms.

- **Municipal Code Section 405.200 (A)** Special Use Regulations provides: (A) Subject to the provisions of this Section, the Board of Alderman of the City of Ste. Genevieve may, after public hearing before the Board of Aldermen and after study and report by the City Planning and Zoning Commission, authorize special uses in any district as herein qualified from which the uses are otherwise prohibited based on whether such building or use will:

    1. Substantially increase traffic hazards or congestion.
    2. Adversely affect the character of the neighborhood.
    3. Substantially increase fire hazards.
    4. Adversely affect the general welfare of the community.
    5. Overtax public utilities.
    6. Be in conflict with the Comprehensive City Plan

- **Municipal Code Section 405.200 (D) (23)** Special Use Regulations provides: (D) The following special uses are authorized providing they comply with all the regulations set forth in this Chapter for the district in which such use is located.... (23) All uses by which special use permits are required by other Sections of this Chapter.

- **Municipal Code Section 405.205 (F) (9)** Table Summary of Permitted Signs. Signage advertising use in R-1 not permitted.

PROJECT DESCRIPTION

The owners, wish to operate a guest lodging establishment, commonly known as a "VRBO" or "Airbnb", within the single-family residential structure at 6 Herzog Ln.

Specific Findings of Fact:

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

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

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

RECOMMENDATION:

Staff recommends the following Standard Motion: "Motion to **APPROVE** Special Use Permit 004-26 with the conditions listed in the staff report":

Conditions:

1. Prior to Occupancy, the dwelling may not be occupied until any applicable building permits and occupancy permit are issued. The Occupancy Permit shall be renewed annually and shall include a property inspection under the City-adopted International Property Maintenance Code. Occupancy inspections prior to each guest arrival are not required.

2. Owners shall maintain a business license with the City of Ste. Genevieve under Municipal Code Chapter 605 Business Licensing. Owners shall be current on all City lodging tax payments.

3. Owners shall always provide in a conspicuous location within the lodging unit an operable ABC 5 lb. fire extinguisher.

4. Owners shall ensure prior to each guest's arrival that exterior lighting at the entry door and stairway is operable.

5. No amplified music shall be played outside after 10 pm.

6. Owners shall post in a conspicuous location within the dwelling rules and conditions posted herein for guests to observe. It shall contain emergency telephone numbers of the Owners, the Police Department and Fire District. It shall include a copy of the current Occupancy Permit. Owners shall provide phone number and address of the City of Ste. Genevieve's Building Department for any complaints about the condition of the property or services provided incidents during the guests' stay.

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

Trash receptacles shall not be placed at the street curb except on designated days by the Solid Waste hauler.

8. The applicant is to provide not less than one (1) off-street parking spaces for use by guests.

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

Note: Staff recommendation does not constitute Commission action.

Additional Photos:







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: 50.00 CHK 5060

DATE RECEIVED: 8/10/2026

SUP004-26

PLEASE PRINT OR TYPE (*BLACK INK ONLY*)

SECTION A.

1. Street Address of Tract or Tracts:
   6 Herzog Lane

2. Names and Addresses of **All** legal owners of tract(s).
   Lee Borowiak 732 Parkwood Dr. Ste. Gen
   Lynne Cathey 9919 W 101st St Overland Park, KS 6621
   @aol.com
   Mike Herzog Sr 11933 Herzog Lane Ste. Gen.
   PO Box 150

3. Current Zoning Classification:

A (Agricultural) ☐	I-1 (Light Industrial) ☐
MH (Mobil Home Park) ☐	I-2 (Heavy Industrial) ☐
R-1 (Single Family Residential) ☐	C-1 (General Commercial) ☐
R-2 (General Residential) ☑	C-2 (Central Business) ☐
C-4 (Neighborhood Commercial) ☐	

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

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

   Lee Borowiak — Lee Borowiak
   PRINTED OR TYPED NAME — SIGNATURE

   Lynne Cathey — Lynne Cathey
   PRINTED OR TYPED NAME — SIGNATURE

   MICHAEL A HERZOG SR. — Michael A Herzog Sr.

6. Contact for Application:

   Name: Lee Borowiak
   Address: 732 Parkwood Dr Ste. Genevieve, Mo 63670
   Phone: 314-368-6248

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*)

Dr. Bernard Lee BOROWIAK

Applicant's Signature

SECTION B.

1. Legal description of tract(s)

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.

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.

   We want to establish an airbnb.

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: NA

4. What other uses will exist on the premises? Family functions

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

   No

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

PLEASE PRINT OR TYPE (*BLACK INK ONLY*)

SECTION E.

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

We would like to utilize the profit to help pay the insurance, taxes, general maintence and monthly expenses.

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

Special Use Permit Application

PLEASE PRINT OR TYPE (*BLACK INK ONLY*)

POLICE CHIEF'S REVIEW:

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

   ( ) YES (Please Explain Below) ( ) NO

   _____

   _____

   _____

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

   _____

   _____

   _____

   _____

   _____ _____

   Police Chief's Signature Date

FIRE CHIEF'S REVIEW

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

   ( ) YES (Please Explain Below) ( ) NO

   _____

   _____

   _____

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

   _____

   _____

   _____

   _____ _____

   Fire Chief's Signature Date

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

Special Use Permit Application

PLEASE PRINT OR TYPE (*BLACK INK ONLY*)

THIS SECTION TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR

Application Address: 6 Herzog Ln

Applicant Name : Lee Borowiak

Date of Planning and Zoning Meeting: 9/3/2026

Planning and Zoning Commission: ☐ Approved ☐ Denied

Date of Board of Alderman Meeting: 9/24/2026 ☐ Approved ☐ Denied

Received By: Robert W. Sohn Date & Time 8/10/2026

SEMORPC Web Map



8/5/2026, 8:22:55 AM

1:429

- City Addresses
- Parcels
- Original Subdivision Lot
- Original Subdivision Tract
- Original Subdivision Block
- Subdivision Boundaries
- Streams
- Waterbody
- Railroads

Roads
- City Street
- County Road
- State Highway
- Federal
- Private
- Other / Unclassified
- Transmission Easements
- City Limits

Imagery 2023-2024 6" Statewide
- Red: Band_1
- Green: Band_2
- Blue: Band_3

0 0.01 0.01 0.02 mi
0 0.01 0.01 0.03 km

Ste. Genevieve County Assessor, MO911ServiceBoard,MDC, Microsoft, Vantor

Southeast Missouri Regional Planning Commission [Web Map]
Southeast Missouri Regional Planning Commission; Respective Counties, Cities, & Entities

Ste. Genevieve Herald.

AFFIDAVIT OF PUBLICATION

St Genevieve Herald
131 S Main St, , MO 63645
(618) 532-5919

State of New Jersey, County of Camden, ss:

I, Edmar Corachia, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of St Genevieve Herald, a Daily newspaper of general circulation, printed and published in St Genevieve County, State of Missouri; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates.

- Sep 17, 2026

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1. Under penalties as provided by Illinois law, the undersigned certifies that the statements set forth in this instrument are true and correct.

Notice ID: HL0HSJY8XLGmJYdyaeKs
Notice Name: Special Use Permit - 6 Herzog Ln.
Publication Fee: $47.63

Edmar Corachia

Edmar Corachia
Agent

SHARONN E THOMAS-POPE
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires January 23, 2027

VERIFICATION
State of New Jersey
County of Camden

Subscribed and Sworn to before me on: 09/21/2026

Sharonn E Thomas-Pope
Notary Public - State of New Jersey
Commission # 50183291
Expires on 01/23/2027
Notarized remotely online using communication technology via Proof.

LEGAL NOTICE

NOTICE OF PUBLIC HEARING

The Mayor and the Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on Thursday, September 24, 2026 at 6:00 p.m. at City Hall, 165 South Fourth St.

The purpose of this hearing is to consider a request from Lee Borowiak for a Special Use Permit to operate a guest lodging establishment-Airbnb at 6 Herzog Ln. in an R-1 Single Family Residential District.

All interested parties are invited to attend.

Please contact Robert W. Sullivan at 573-883-5400 for additional information.

9/17/2026

BILL NO. 4745 **ORDINANCE NO.**

AN ORDINANCE APPROVING A BUDGET AMENDMENT TO THE CITY OF STE. GENEVIEVE FOR THE FISCAL YEAR 2026 BUDGET RELATING TO THE VARIOUS REVENUE AND EXPENDITURE INCREASES.

WHEREAS, Section 67.040 RSMo provides that after any political subdivision has approved the budget for any year and has approved or adopted the orders, motions, resolutions, or ordinances required to authorize the expenditures proposed in the budget, the political subdivision shall not increase the total amount authorized for expenditure from any fund, unless the governing body adopts a resolution setting forth the facts and reasons making the increase necessary and approves or adopts an order, motion, resolution or ordinance to authorize the revenues and expenditures; and

WHEREAS, due to unforeseen increases and decreases in anticipated revenues and expenditures in the Fiscal Year 2026 Budget which was adopted before October 1, 2025, the City of Ste. Genevieve has a need to amend the Fiscal Year 2026 Budget to acknowledge those additional revenues and expenditures as included with the attached exhibit.

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 approves the Budget Amendments to the Fiscal Year 2026 City Budget pursuant to Exhibit "A" attached hereto and made part of this ordinance.

SECTION 2: This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATE OF FIRST READING: September 24, 2026.

DATE OF SECOND READING: _____.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS _____ DAY OF _____, 2026 BY A ROLL CALL VOTE AS FOLLOWS:

	VOTE
ALDERWOMAN AMIE DOBBS	_____
ALDERMAN PATRICK FAHEY	_____
ALDERMAN BOB DONOVAN	_____
ALDERMAN SAM HUGHEY	_____
ALDERMAN JEFF EYDMANN	_____
ALDERMAN JOE STEIGER	_____
ALDERMAN JOE PRINCE	_____
ALDERMAN TEDDY ROSS	_____

____ Yes ____ No ____ Absent

Approved as to form:

_____ _____

Brian Keim, Mayor Mark Bishop, City Attorney

SEAL Reviewed by:

_____ _____

Pam Meyer, City Clerk David Bova, City Administrator

"Exhibit A"

Account Name	Account Number	Fund	FY 2026 Adopted Budget	FY 2026 Proposed Budget Amendment
Salaries	10-16-5000	General Fund - Police	$ 649,749	$ 701,000
Vehicle Repair/Mtce.	10-16-6220	General Fund - Police	$ 15,000	$ 38,000

Outlook

Requesting appeal to the Board Of Aldermen

From alxindia@mailbolt.com <alx@karmatalk.com>
Date Tue 9/29/2026 4:46 PM
To Robert Sullivan <rsullivan@stegenevieve.gov>
Cc David Bova <dbova@stegenevieve.gov>; Deana Bader <Baderconstructionllc@gmail.com>

Dear Robert,

Thank you so much for all of your support and understanding, as we wend our way through this process.

You can consider this email my formal request to the Board Of Aldermen, to appeal the September 2026 decision from the Heritage Commission to not allow us to replace the (numerous) windows at the First School (145 Washington St.) in Ste. Genevieve with modern materials instead of wood-framed windows.

We feel very strongly that replacing the majority of the windows with fiberglass frames used by and recommended by our architect who does a lot of historical restoration projects in the St. Louis area is a wiser way to go, for so many reasons. We're happy to make this case to the aldermen.

Hoping to get on the October 15th Board Of Aldermen meeting, as tempus is fugiting.

I can attend virtually via Zoom; Dean Bader, the GC for the project, will attend in person.

Thank you so much,

Alx Uttermann

City of
STE GENEVIÈVE
MISSOURI

Ste. Genevieve Heritage Commission

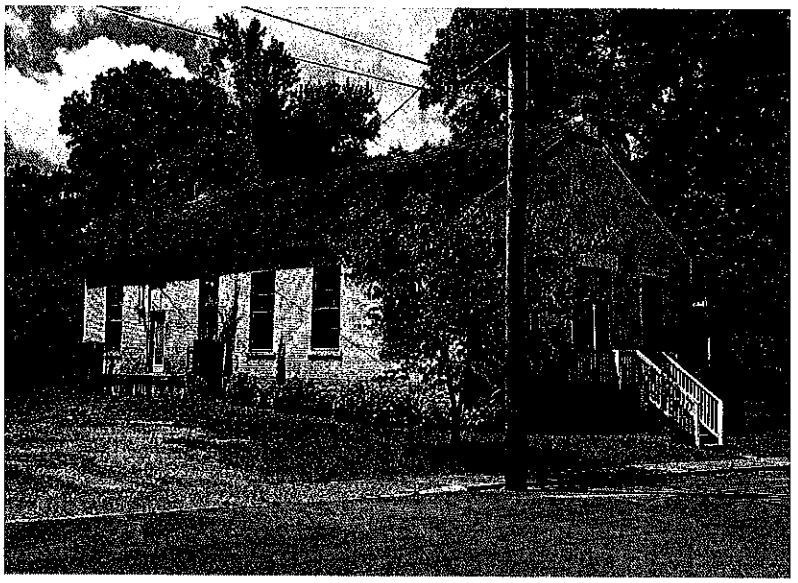
SGHC 029-26

145 Washington St.

Alx Uttermann
11927 Kiowa Ave., #2
Los Angeles, CA 90049

Date of Meeting: 9/21/2026

Date of Construction: c. 1859



Request: To receive a Certificate of Appropriateness to replace the existing wood windows on the sides and rear with vinyl windows of the same style at **145 Washington St.**

Architecture: Anglo-American vernacular: Brick building, limestone foundation, cedar shake roof, and the gable end facing the street. Known as the First School building because it is reportedly the first public school building in Ste. Genevieve. From 1894 to 1929 it served as the public school for the African American children.

The building is considered a "Contributing Landmark Structure" to the National Register Historic District.

Staff Recommendation: Because the building is a Contributing Landmark Structure the recommendation is to forward the request to the Heritage Commission for review.



Agenda

Ste. Genevieve Heritage Commission
Ste. Genevieve City Hall
165 S 4th
Monday, September 21, 2026
6:00 pm

REGULAR SESSION

1. Meeting Called to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Agenda: September 21, 2026

5. Approval of Minutes: August 17, 2026 and August 26, 2026

6. Introduction of Evidence

7. Old Business:

- **2023 HPF Grant** – Mobile App Walking Tour – Final Public Forum on Thursday, September 24, 2026 at 3:00 p.m. at City Hall.
- **2026 HPF Grant** – GIS Historic Data Layer Update – Received notice of approval and now waiting on DNR completion. Total cost of project is $13,984.00 and the grant will cover 40%, which is $5,594.00.
- **SGHC 028-26** – Certificate of Appropriateness to construct a new home – Vacant lot between 288 and 296 S. Main St. – Resubmittal.

8. New Business:

- **SGHC 029-26** – Certificate of Appropriateness for installation of a vinyl windows in place of wood windows on the side and rear of building – 145 Washington St.
- **SGHC 030-26** – Certificate of Appropriateness to demolish existing rear porch and construct a new one the same width but longer – 672 N. Fourth St.
- **SGHC 031-26** – Certificate of Appropriateness to demolish existing garage and replace with a larger garage – 672 N. Fourth St.
- **SGHC 032-26** – Certificate of Appropriateness to demolish existing garage to make room for addition to existing home – 350 Roberts St.
- **SGHC 033-26** – Certificate of Appropriateness to construct an addition to the rear of the existing home – 350 Roberts St.

9. Administrative Approvals

- **None**

10. Other Business

11. Public Comments

12. Adjournment

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

Posted 9/18/2026 – RWS

Minutes
HERITAGE COMMISSION
Regular Session
Ste. Genevieve, MO
September 21, 2026, 6:00 p.m.

Call to Order at 6:00 p.m.

Roll Call: Commissioners, Casey Benner, Tom Hooper, Mark Buchheit, and Whitney Tucker were present at roll call. Assistant City Administrator Robert Sullivan was also present.

Alderman Patrick Fahey (absent).

Approval of Agenda: Mr. Sullivan requested that a couple of items be amended on the agenda. Item number one is the approval of minutes for August 17, 2026 be removed as they were not completed. Item number two is that the case numbering may be off starting with SGHC 029-26. Mr. Sullivan stated that this is just an internal numbering system and has no effect on the cases themselves, but he will get the numbering sequence corrected. Commissioner Buchheit made a Motion to Approve the agenda as amended; Commissioner Tucker seconded the motion, which passed 4-0-1.

Approval of Minutes: Commissioner Tucker pointed out a grammatical error under new business paragraph two the word shown "president" should have been "precedent". Mr. Sullivan apologized for the error and will get it corrected. Commissioner Tucker made a Motion to Approve the minutes as amended; Commissioner Buchheit seconded the motion, which passed 4-0-1.

Introduction of Evidence: Mr. Sullivan asked the commission to approve the entry into the record of the Ste. Genevieve Municipal Code and Design Guidelines for the Sainte Genevieve National Register Historic District. Commissioner Buchheit made a Motion to Accept the evidence into the record. Commissioner Hooper seconded the motion, which passed 4-0-1.

Old Business: Mr. Sullivan gave a brief update on the 2023 HPF Grant – Mobile App Walking Tour – There will be a Final Public Forum on Thursday, September 24, 2026 at 3:00 p.m. at City Hall.

Mr. Sullivan then gave an update on the 2026 HPF Grant - GIS Historic Data Layer – Received notice of approval and now waiting on DNR completion. Total cost of project is $13,984.00 and the grant will cover 40%, which is $5,594.00.

SGHC 028-026 – Certificate of Appropriateness to construct a new home – Vacant lot between 288 and 296 S. Main St. – Resubmittal. Mr. Sullivan documentation provided by the owners showing the structure they are requesting to build on this lot. The commission had a general

discussion and asked the owners about the siding material. The owners were present and relayed that the siding was actually wood log siding and not a composite material. They provided a sample photo of the siding. Commissioner Buchheit made a Motion to approve the request for a Certificate of Appropriateness for the construction of a new home on the vacant lot between 288 and 296 S. Main St.; Commissioner Tucker seconded the motion, which passed 4-0-1.

New Business:

SGHC 029-26 — Certificate of Appropriateness for installation of vinyl windows in place of wood windows at 145 Washington St. except for the front windows which will be wood. Mr. Sullivan provided his staff report and supporting documentation for the request. Sullivan explained that the building is a Contributing Landmark Structure within the National Register Historic District, and that the owner "Alx Uttermann – The Universal Church of BABA's Kitchen" and her contractor Dean Bader are present if there are any questions from the commission. Mr. Bader submitted a brochure for a fiberglass window, and they are requesting the use of fiberglass windows rather than the vinyl ones as requested in their application. The commission members had a general discussion on vinyl/fiberglass windows being allowed to replace wooden windows in a contributing landmark structure. Commissioner Buchheit stated he is in favor of wood window replacement not vinyl or fiberglass. The owner and contractor explained why they wanted fiberglass windows, that the wood windows are inefficient, a maintenance nightmare, and expensive to purchase and maintain. The contractor added that he is concerned from a longevity standpoint of the wood used today to produce the windows. He stated that you would be lucky if you get ten years from a wood window. He understood that the front windows had to remain wood but is aware of the commission approving vinyl windows for the sides and rear at other properties. Commissioner Tucker asked if they had pictures of how the windows looked now. The owner showed the commission pictures from her phone. Commissioner Hooper voiced that the view of the front and sides are seen from the street. The owner stated that they plan to plant hedges to grow up along the side blocking the side view of the windows. Commissioner Buchheit asked if the muttons were located inside the glass or if they are just mounted on the exterior of the glass. The contractor didn't know for sure and that couldn't be determined by the provided brochure. He thinks that they are on the inside but would need to check that out to be certain. Commissioner Tucker made a Motion to deny the request for a Certificate of Appropriateness for installation of fiberglass windows in place of wood windows at 145 Washington St. because of the materials are not like for like materials and the view of them from the street; Commissioner Hooper seconded the motion, Commissioner Buchheit abstained, Motion passed 3-0-1-1.

Contractor after the vote asked what is it that you want? The commission stated that they want like for like replacements – wood windows. He asked what about the ones that had been allowed to be replaced before on other structures. Commissioner Benner stated that this is a Contributing Landmark structure of the district not just a Contributing structure. The contractor asked so it has to be wood, and the commission said yes. Mr. Sullivan let the contractor know that if they come up with anything else that they can get with him to resubmit.

SGHC 030-26 — Certificate of Appropriateness to demolish existing rear porch and construct a new one the same width but longer at 672 N. Fourth St. Mr. Sullivan provided his staff report and supporting documentation for the request. Sullivan explained that the home is a Contributing Structure to the National Register Historic District and will meet all zoning requirements as submitted. The owner's contractor, Kegan Schmelzle, gave a presentation describing the past work they have completed on the porch. He relayed that the materials will be the same except that they will be adding screens and that none of this is viewable from the street. Commissioner Buchheit made a Motion to approve the request for a Certificate of Appropriateness for the demolition of the existing rear porch and construction of a new screened porch the same width but longer at 672 N. Fourth St.; Commissioner Tucker seconded the motion, which passed 4-0-1.

SGHC 031-26 — Certificate of Appropriateness to demolish existing garage and construct a new larger garage at 672 N. Fourth St. Mr. Sullivan provided his staff report and supporting documentation for the request. Sullivan explained that the garage was constructed near the same time as the home, therefore it is a Contributing Structure to the National Register Historic District. The owner's contractor, Kegan Schmelzle, gave a presentation describing why the owner wanted to demolish the existing garage and construct a larger one. He referenced the neighbors have the exact same garage as they want to construction with vinyl siding. The garage is so small that the owners can't get vehicles in it, and the sliding door is eighty pounds, and the wife can't really operate it. He also brought up the required shared driveway with the neighbor so that limits parking out in front of the garage. Commissioner Hooper asked what the likelihood would be of the owners installing a carport and repairing the garage. Mr. Schmelzle stated that would be unlikely because they have a very expensive truck and are purchasing another vehicle and need them inside. Also, they are currently storing additional items in storage because of lack of storage space. Commissioner Buchheit asked about electric in the garage, and the contractor confirmed that there is no electricity and that the existing exterior lights are solar powered. The contractor let the commission know that almost every property on that block has a garage like the one they are wanting to construct. Commissioner Tucker said she has no issues with the design, but it is the fact that it is a contributing structure that is requested to be torn down. Commissioner Benner asked the contractor, so the owners are against adding a carport structure to the existing garage, and he replied, "yes, no they do not want that". Commissioner Hooper stated that he doesn't see any sense in taking a contributing structure that is being used for storage and destroying it. The contractor stated they can't really use it for storage because of the dirt floor. Commissioner Hooper stated that it could be modified. Commissioner Buchheit said they could maybe even add a carport to the side and front. The contractor reminded everyone of the shared driveway, which only leaves about fifteen feet in front of the existing garage. Commissioner Tucker asked if they were open to any modifications and he said "No". This being the only garage like this on the street, there isn't a lot that we can do so we are at an impasse stated Commissioner Tucker. Commissioner Hooper made a Motion to deny the request to demolish existing garage and construct a new larger one at 672 N. Fourth St.; Commissioner Tucker seconded the motion, which passed 4-0-1.

The contractor, after the vote let the commission know that they will likely be selling the property and moving. He would have to get with them to see if they want to proceed with the

porch addition. Mr. Sullivan told the contractor to let him know so that he could proceed with permitting.

SGHC 032-26 – Certificate of Appropriateness to demolish existing garage to make room for an addition to the existing home at 350 Roberts St. Mr. Sullivan provided his staff report and supporting documentation for the request. Sullivan explained that the garage was constructed near the same time as the home, therefore it is a Contributing Structure to the National Register Historic District. Mr. Sullivan informed the commission that zoning requirements won't allow for the addition to the home if the garage is in its current location. The garage would be too close to the home requiring the garage meet the side yard setback for the home, and the current garage will not meet that setback. The contractor, Gretchen Ressler, was present to address the commission. Commissioner Buchheit and Commissioner Hooper asked the contractor questions concerning the location of the home addition, that it won't be any wider than the existing home and also, where will the exterior stairs be located from the addition. Mrs. Ressler stated that the addition will not be any wider than the current home and that the stairs will go toward where the garage sits now to be able to access the driveway. She also said that the garage isn't in the best of shape and would be in the way to get equipment in to construct the addition. Per her subcontractor he can't access the rear yard from the other side of the home with his equipment. A general discussion was had by all parties about how the garage was constructed, and the contractor did confirm that there was no concrete floor. The contractor also brought up that even if a variance was granted having the structures so close together could make a problem of existing water getting into the basement even worse. A general discussion amongst the commission members about alterative solutions to demolishing the garage was had. The commission asked the contractor if she thought the homeowner would be willing to save the structure and relocate it to an approved area in the rear yard. The contractor asked what the approved area was, and Mr. Sullivan gave here the minimum setback locations. Those numbers are a minimum of ten feet from the addition and a minimum of five feet from the property lines. The contractor believes the owner will be willing to do that rather than get a variance to leave the structure in place. The contractor wanted the variance procedure explained so that she could relay it to the owner if they chose to go that route. Mr. Sullivan explained how the variance procedure works and what would be needed to obtain one. After some additional general discussion, Commissioner Hooper made a Motion to deny the request to demolish the existing garage at 350 Roberts St.; Commissioner Buchheit seconded the motion, which passed 4-0-1.

SGHC 033-26 – Certificate of Appropriateness to construct an addition to the rear of the existing home at 350 Roberts St. Mr. Sullivan provided his staff report and supporting documentation for the request. The general discussion was conducted along with the previous case concerning the demolition of the existing garage. Commissioner Buchheit made a Motion to approve the request for a Certificate of Appropriateness for the construction an addition to the rear of the existing home at 350 Roberts St. as long as the existing garage is relocated to a location approved by the City, or the owner must obtain an approved variance from the City allowing the garage to remain because of its historical significance prior to construction; Commissioner Hooper seconded the motion, which passed 4-0-1.

Administrative Approvals: None

Other Business: Commissioner Buchheit was contacted about getting a letter of approval and support of from the commission for the bridge over Main St. similar to the one that was made concerning the Fourth St. bridge. Commission Buchheit said he would fix up the letter to match the one previously issued with the information on it about the Main st. bridge.

Public Comments: Property owner at 373 S. Fourth St. stated that he turned in paperwork last week and was told to be at the meeting to get approval to install his shed. Mr. Sullivan wasn't aware of this submittal. Based on the size described by the owner (120 square feet), Mr. Sullivan informed the commission that he wouldn't need a permit. The commission agreed to hear his case. The owner showed the commission the location of his shed, and the materials it was being constructed out of. Mr. Sullivan brought up the property on the GIS mapping system, and the commission agreed that the location of the shed will prevent it from even being seen from the street because it is located behind the existing garage. Commissioner Buchheit made a motion to approve the request for a Certificate of Appropriateness for the construction of a shed at 373 S. Fourth St.; Commissioner Tucker seconded the motion, which passed 4-0-1.

Meeting Adjourned: Commissioner Tucker made a motion to adjourn; Commissioner Buchheit seconded the motion. Voice vote 4-0-1. Motion carried.

There being no further business, the meeting was adjourned at 7:06 p.m.

Respectfully submitted,

_____

Robert W. Sullivan
Assistant City Administrator

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

Date Received:

SGHC 029-26

APPLICATION
CERTIFICATE OF APPROPRIATENESS

PLEASE FILL OUT COMPLETELY **PLEASE PRINT**

PROJECT INFORMATION

ADDRESS: 145 Washington St

CHECK ALL THAT APPLY: ADDITION ☐ RENOVATION ☑ RESTORATION ☑ REPAIR ☐
DEMOLITION
REHABILITATION ☐ ACCESSORY BUILDING ☐ FENCE ☐ OTHER ☐

Briefly Describe the Request:

The original plan was to restore the First School windows with wood frame, 1800's-looking windows, to preserve the look and feel of the building. A couple problems: manufacturing of wood frames is hard to find (and they're BIG), materials aren't the quality they were 30 years ago, and the windows are likely to get worn and torn rapidly. We'd like to go with vinyl window frames, then, to keep the 6 over 6 look, energy efficiency, minimal need for replacement/repair if needed, we can do wood frame replacements in the front of the building, that faces the street. But we're asking to do the rest of the 13 windows in vinyl.

REPLACING FIRST SCHOOL SIDE + BACK WINDOWS W/VINYL RATHER THAN WOOD FRAMED. 2 FRONT WINDOWS STILL WOOD. 13 WINDOWS = LOT OF WOOD!

CONTACT INFORMATION

APPLICANT/PROPERTY OWNER: Alx Uttermann/UCBK
ADDRESS: 145 Washington St., Ste. Gen
PHONE #: 831-421-1921 FAX # _____ E-MAIL: alx@karmatalk.com
*** Email to be used for any communication by city staff. ***
CONTRACTOR: Dean Bader LICENSE NO. _____
ADDRESS: _____
PHONE #: 573-873-6555

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT & AUTHORIZED TO APPLY FOR THIS CERTIFICATE OF APPROPRIATENESS. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PLACEMENT ON THE MEETING AGENDA

Signature: [signature] Date: 24 August 2026
Signature: _____ Date: _____

The signature of each owner of record must accompany this application!

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

APPLICATION
CERTIFICATE OF APPROPRIATENESS

PLEASE FILL OUT COMPLETELY PLEASE PRINT

PROPERTY DESCRIPTION

YEAR BUILT: 1859 ARCHITECTURAL STYLE: school house

Is the property considered to be a contributing building of a designated Historic District?
☒ Yes ☐ No

Has the property been designated as any of the following?
Local Historic Landmark? ☒ Yes ☒ No ?
National Historic Landmark? ☐ Yes ☒ No
Is the property considered eligible for either designation? ☒ Yes ☐ No

Please give a brief history and significance of the property.
First public school house west of Mississippi river, built in 1859. From 1880-1920/30, was a Black children's school.

PROJECT DESCRIPTION

Will the proposed project comply with the Ste. Genevieve, Missouri Design Guidelines, Historic Preservation Ordinance, and the Secretary of the Interior's Standards?
☒ Yes ☐ No

If not, how will the proposed project vary from the above guidelines?

CITY OF STE GENEVIEVE, MISSOURI
105 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5100 Fax (573) 883-3105

APPLICATION
CERTIFICATE OF APPROPRIATENESS

PLEASE FILL OUT COMPLETELY PLEASE PRINT

Explain the reason(s) for varying from the above guidelines. (*If the reason includes a hardship, you will be required to include supporting documentation with the application.*)

WITH THIS APPLICATION, PLEASE INCLUDE:

- ☐ A list of materials to be used for this project. (*If possible, please bring samples to the meeting for the Commission to examine.*)
- ☐ A site plan of the property (*please include dimensions*), if applicable.
- ☐ Detailed drawings of any construction plans.
- ☐ Photos of your property, including *any historical photos* if available.
- ☐ Supporting documentation if declaring a hardship. (*Includes price quotes for all materials including estimates for substitute materials.*)

CITY OF STE GENEVIEVE, MISSOURI
165 S Third Street
Ste. Genevieve, MO 63670
Phone (573) 883-5100 Fax (573) 883-5198

APPLICATION
CERTIFICATE OF APPROPRIATENESS

PLEASE FILL OUT COMPLETELY — PLEASE PRINT

FOR OFFICE USE ONLY

Is property in a floodplain — Yes ☐ No ☐

Does project require a building permit — Yes ☐ No ☐

Does project require a variance or SUP — Yes ☐ No ☐

Does project require approval of Board of Aldermen — Yes ☐ No ☐

Historic Preservation & Landmarks Commission Meeting Date: 7/20/2026

Approved ☐ Denied ☐

Planning & Zoning Administrator — Date

BILL NO. 4746 ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A LETTER OF INTENT WITH Y.PR AGENCY, LLC FOR ONGOING MARKETING STRATEGY AND SUPPORT FOR THE CITY OF STE. GENEVIEVE.

WHEREAS, the City of Ste. Genevieve, Missouri ("City"), desires to continue and expand its partnership with Y. PR LLC ("Y. PR") for ongoing marketing strategy and execution support; and

WHEREAS, Y. PR has submitted a Letter of Intent to the City proposing to serve as a strategic marketing resource and an extension of the City's team by providing strategic perspective and execution support; and

WHEREAS, the Letter of Intent proposes an annual marketing retainer of Twenty Thousand Dollars ($20,000.00) and provides for ongoing access to Y. PR's marketing expertise, with priorities to be adjusted throughout the year based upon City initiatives, community needs, events, campaigns, and available resources; and

WHEREAS, the Board of Aldermen finds that continued professional marketing support will assist the City in strengthening communications, promoting community initiatives, encouraging economic vitality, and positioning the City of Ste. Genevieve for continued growth; and

WHEREAS, funds have been budgeted and are available in the Account 10-18-6015 for the purposes contemplated by the Letter of Intent; and

WHEREAS, the Board of Aldermen desires to authorize the City Administrator to execute the Letter of Intent on behalf of the City

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 City Administrator to execute and deliver the attached letter of intent on behalf of the City with Y.PR Agency. The letter of intent is hereby accepted and approved in substantially the form of Exhibit "A" attached hereto.

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

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

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED THIS ___ DAY OF_____ , 2026 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

	VOTE
ALDERMAN PATRICK FAHEY	_____
ALDERWOMAN AMIE DOBBS	_____
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:

_____
Pam Meyer, City Clerk

_____
David Bova, City Administrator

LETTER OF INTENT
Marketing Strategy & Execution Support

Date:	9/10/2026
To:	City of Ste. Genevieve
From	Y. PR Agency

Dear Aaron Smith,

Y. PR LLC (hereafter "Counsel") is pleased to submit this Letter of Intent to continue and expand our partnership with the City of Ste. Genevieve (hereafter "Client") by providing ongoing marketing strategy and execution support.

Building upon our current email marketing partnership, Counsel will serve as a strategic marketing resource to the Client and operate as an extension of the Client's team while providing both strategic perspective and execution support where appropriate.

Counsel proposes an annual retainer of $20,000 to be paid monthly at $1,666.67. This retainer is intended to provide the City with ongoing access to Y. PR's marketing expertise while allowing priorities to evolve throughout the year based on Client's initiatives, community needs, events, campaigns, and available resources. This retainer is designed to provide flexibility throughout the year and allow Counsel and Client to prioritize initiatives at any given time.

The following areas are covered with annual retainer:

- One (1) dedicated email newsletter per month; additional emails available for $150 per email
- Monthly marketing meetings
- Marketing and economic development recommendations aligned with City priorities
- Campaign strategy and promotional planning
- Implementation of new technologies and platforms

- Audience and messaging recommendations
- Ongoing consultation
- Review of marketing performance and key metrics
- Revenue development support for website and app advertising/merchandise
- Periodic recommendations for optimization
- Consolidation of vendor and platform performance
- Identifying emerging opportunities and gaps
- Branded event recommendations based on client objectives
- Ongoing refinement of marketing priorities based on performance and Client objectives

Upon acceptance of this Letter of Intent, Counsel will work with the Client to establish an initial 90-day marketing roadmap, identify priority initiatives, confirm communication and approval processes, and establish the Q4 2026 strategic priorities.

Counsel is excited about the opportunity to deepen our partnership with the Client and support the Client's efforts to strengthen communication, promote community initiatives, encourage economic vitality, and position Ste. Genevieve for continued growth.

We appreciate the opportunity to serve as a strategic marketing partner to the City of Ste. Genevieve and look forward to building upon the work already underway.

Sincerely,

Amanda Delahanty
Founder & CEO
Y. PR Agency

_____

City of Ste. Genevieve

_____

Date

BILL NO. 4747 **ORDINANCE NO.**

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH RIGHTEOUS CREATIVE FOR WEBSITE OPTIMIZATION, INTEGRATION, AND CALENDAR MANAGEMENT FOR THE CITY OF STE. GENEVIEVE.

WHEREAS, the City of Ste. Genevieve, Missouri ("City"), sent out a Request for Proposals (RFP) on August 15, 2026 for a qualified company to perform website calendar system repair, navigation improvements, and provide trip-planning pathways; and

WHEREAS, an RFP process was conducted for the procurement of professional services, with the RFQ advertised on TourismIQ and the city website, with five (5) firms responding; and

WHEREAS, the selection committee scored responses and chose Righteous Creative out of the five submittals based on their deep knowledge of existing systems, excellent example work provided, and focus on repairing the calendar and

WHEREAS, $20,000.00 was budgeted in the FY2027 budget and approved in line 10-18-7163 as part of the MPD grant expenses; and

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

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

SECTION 1. The Board of Aldermen hereby authorize and direct the Mayor to execute and deliver the attached agreement on behalf of the City with Righteous Creative. The agreement is hereby accepted and approved in substantially the form of Exhibit "A" attached hereto.

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

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

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED THIS ___ DAY OF_____ , 2026 BY A ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:

	VOTE
ALDERMAN PATRICK FAHEY	_____
ALDERWOMAN AMIE DOBBS	_____
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:

_____
Pam Meyer, City Clerk

_____
David Bova, City Administrator

Righteous
CREATIVE

PROFESSIONAL SERVICES AGREEMENT

Website Strategy, Optimization, Integration & Calendar Management

visitstegen.com

Between Righteous Creative and the City of Ste. Genevieve, Missouri, acting through Sainte Geneviève Tourism

Prepared September 14, 2026 · Contingent on Board of Aldermen approval (Section 1)

THE AGREEMENT

Parties and Recitals

This Professional Services Agreement ("Agreement") is entered into by Righteous Creative ("Consultant"), a creative and development studio with offices in St. Louis, Missouri and Atlanta, Georgia, and the City of Ste. Genevieve, Missouri, acting through Sainte Geneviève Tourism ("City" or "Client") — each a "Party" and together the "Parties."

Client operates visitstegen.com. Consultant submitted a proposal dated August 15, 2026 (the "Proposal") describing a discovery-first, fixed-fee engagement to repair the site's calendar system, navigation, and trip-planning pathways, and Client notified Consultant on September 14, 2026 that Consultant had been selected to perform the work, subject to approval by the Ste. Genevieve Board of Aldermen. The Parties now set out the binding terms for that engagement, with the Scope of Services detailed in Exhibit A.

BEFORE THIS BINDS

1. Contingency on Board Approval

This Agreement is contingent on final approval by the Ste. Genevieve Board of Aldermen, which requires two readings. Based on timing the City has communicated, the first reading is expected the week of September 21, 2026 and the second the week of October 5, 2026; Client will confirm the actual dates in writing.

Until final Board approval, this Agreement is not binding on either Party and creates no obligation to perform or pay, except for the confidentiality terms in Section 10, which apply once both Parties sign below. If the Board has not approved this Agreement by December 31, 2026, either Party may withdraw by written notice, with no further obligation to the other.

Upon final Board approval, this Agreement becomes binding as of that approval date (the "Effective Date"), and the Term in Section 2 begins.

TIMING

2. Term

Subject to Section 1, this Agreement begins on the Effective Date and runs through August 15, 2027 (the "Term"), unless ended earlier under Section 15. If the Effective Date falls after October 1, 2026, the Parties will confirm in writing any resulting adjustment to the phase schedule in Exhibit A.

WHAT WE'RE DOING

3. Scope of Services

Consultant will perform the services in Exhibit A across six phases:

- Phase 1 — Discovery & Audit (October–November 2026)
- Phase 2 — Strategy & Plan (December 2026)
- Phase 3 — Calendar Rebuild (December 2026–February 2027)
- Phase 4 — UX, Conversion & Brand Implementation (February–June 2027)
- Phase 5 — Visit Widget Integration & Itineraries (April–June 2027)
- Phase 6 — Testing, Training, Documentation & Handoff (July–August 15, 2027)

Client approves the Phase 2 plan before Consultant begins build work in Phases 3 through 6. Full deliverables for each phase are listed in Exhibit A.

INVESTMENT

4. Fees and Payment

Total fees will not exceed **$20,000**, allocated by phase as shown in Exhibit B. Consultant invoices Client upon completion and approval of each phase's deliverables; payment is due within 30 days of the invoice date. Consultant will include the City's purchase order number on each invoice if provided at execution.

Client will not unreasonably withhold or delay approval. Client has ten (10) business days after delivery to approve a phase in writing or raise specific written objections; if Client doesn't respond within that window, the phase is deemed approved for invoicing. This doesn't limit Client's ability to flag real deficiencies — it sets the timeframe for doing so, consistent with Section 6.

Fees include travel from St. Louis for on-site kickoff and training, an in-person Board of Aldermen presentation on request, and Consultant's own AI tooling used to perform the work (Section 7 covers how AI is used and what stays optional for Client). No new software licenses are required from Client.

IF SCOPE CHANGES

5. Changes to Scope

Work outside the Scope of Services in Exhibit A — new features, additional pages, more itineraries than the six described, or work arising from third-party systems outside Consultant's control — requires a written change order signed by both Parties describing the added work, fee, and any schedule impact before Consultant begins it.

This applies directly to Phase 5: Consultant's Visit Widget integration is limited to what that platform's available functionality, access, documentation, and cooperation actually support. Platform limitations, undocumented or unavailable functionality, and changes Visit Widget makes on its own end go through the change-order process above rather than becoming Consultant's responsibility to absorb.

WHAT WE NEED FROM YOU

6. Client Responsibilities

To keep the schedule in Exhibit A on track, Client will:

- Provide timely administrative access to visitstegen.com, its hosting environment, and the EventON and GeoDirectory backends;
- Designate Aaron Smith, Tourism Marketing Director, or a written successor, as the single point of review and approval for each phase;
- Make current brand assets, event data, and partner contacts (including Visit Widget) available at the start of the relevant phase;
- Respond to review requests, including phase approvals under Section 4, within the timeframes set out there — delays may shift the Exhibit A schedule by a corresponding amount.

PRACTICAL AND RESPONSIBLE

7. Responsible AI Use

Consultant will use AI tooling only as described in Exhibit C. In short: no AI output publishes without human review, AI reformats what's submitted rather than inventing facts, every AI-assisted step has a documented manual fallback, and no resident or visitor personal information passes through third-party AI tools.

AI Consultant uses internally to perform the contracted work is included in the $20,000 fee. Exhibit C also describes an optional, Client-facing editorial workflow available after launch — that's Client's choice, may cost $20–60/month in third-party tooling if adopted, and Client can use the no-cost manual path instead. **Client is never required to buy AI software to satisfy this Agreement.**

AFTER HANDOFF

8. Optional Ongoing Support

This Agreement's fee covers the Term only. After Phase 6 handoff, Client may separately elect ongoing support, month-to-month and cancellable with 30 days' written notice, at Consultant's then-published rates — currently Essential Care at $300/month or Full Care at $650/month, plus optional AI tooling at $0–60/month. It's optional: everything under this Agreement is documented so Client's staff can maintain the site without Consultant. If elected, ongoing support runs under a separate written order referencing this Agreement.

WHAT YOU OWN

9. Ownership of Deliverables

Once Client pays in full for a phase, Client owns that phase's deliverables — the event style guide, page templates, and documentation described in Exhibit A. Consultant keeps ownership of its own pre-existing tools, frameworks, code libraries, and general know-how, including anything it reuses on other engagements, and may reference this engagement (including before-and-after results) in its own portfolio and case studies unless Client objects in writing.

KEEPING THINGS PRIVATE

10. Confidentiality

Each Party will keep the other's non-public information confidential and use it only to perform this Agreement, except where disclosure is required by law.

Missouri's Sunshine Law (Chapter 610, RSMo) can make records tied to a City contract subject to public request — flag anything that needs different handling.

RESIDENT & VISITOR DATA

11. Data Handling

Consultant will not transmit resident or visitor personal information through third-party AI tools, consistent with Exhibit C. Any visitor or resident data Consultant accesses during the audit or calendar rebuild (Phases 1 and 3) is used only to perform this work, and is not sold, shared, or retained beyond what's reasonably needed.

WORKING RELATIONSHIP

12. Independent Contractor

Consultant is an independent contractor, not an employee, partner, or agent of Client, and is solely responsible for its own taxes, benefits, and insurance.

COVERAGE

13. Insurance

Consultant will maintain, at its own expense and for the Term, Commercial General Liability insurance ($1,000,000 per occurrence / $2,000,000 aggregate) and Professional Liability (Errors & Omissions) insurance ($1,000,000 per claim), name the City of Ste. Genevieve as an additional insured, and provide a certificate of insurance before the Effective Date.

OUR STANDARD

14. Warranty

Consultant will perform the work in a professional and workmanlike manner consistent with industry standards, in place of all other warranties, express or implied.

ENDING THE AGREEMENT

15. Termination

- Either Party may terminate for convenience with 30 days' written notice. Client will pay Consultant (a) in full for each phase completed as of the termination date, and (b) for any phase in progress, the portion of that phase's fee corresponding to the percentage of work actually performed.
- Either Party may terminate immediately for the other's material breach that remains uncured 15 days after written notice.
- Sections 9, 10, 16, and 18 survive termination or expiration of this Agreement.

RISK

16. Limitation of Liability

Except for a breach of Section 10 (Confidentiality) or Section 11 (Data Handling), neither Party is liable to the other for indirect, incidental, or consequential damages. Consultant's total liability under this Agreement — for any claim, including one arising under Section 10 or 11 — is capped at the total fees Client actually paid Consultant, except where the law won't allow a cap.

HOW WE COMMUNICATE

17. Notices

Notices must be in writing — email with confirmed receipt, or mail — to the addresses on the signature page below, or any updated address a Party provides in writing.

JURISDICTION

18. Governing Law

This Agreement is governed by the laws of Missouri. Disputes go to the state or federal courts in Ste. Genevieve County, Missouri.

THE FINE PRINT

19. Entire Agreement

This Agreement, with Exhibits A, B, and C, is the entire agreement between the Parties and supersedes the Proposal dated August 15, 2026 and prior discussions. Exhibit A controls the Scope of Services; if the Proposal conflicts with this Agreement or its Exhibits, this Agreement controls. Amendments require a writing signed by both Parties. If any provision is unenforceable, the rest stays in effect.

SIGNING AUTHORITY

20. Authority to Sign

Each Party's signatory below has authority to bind that Party. The City's signature will follow whatever process it requires for execution after Board approval.

MAKE IT OFFICIAL

Signatures

The Parties are signing this Agreement as of the dates below. This Agreement does not bind either Party until the contingency in Section 1 is satisfied.

RIGHTEOUS CREATIVE

By: _____
Name: _____
Title: _____
Date: _____
rad@righteouscreative.com · St. Louis, MO | Atlanta, GA

CITY OF STE. GENEVIEVE, MISSOURI

By: _____
Name: _____
Title: _____
Date: _____
Approved by the Ste. Genevieve Board of Aldermen on: _____

Exhibit A — Scope of Services

Phase 1: Discovery & Audit (October–November 2026)

- Full technical and content audit of visitstegen.com, including navigation, the event calendar, and page load performance.
- Written findings report and analytics baseline.
- A focused round of moderated, task-based usability testing with a small number of representative site visitors, intended to inform the Phase 1 audit and the Phase 2 strategy rather than serve as a standalone or ongoing research program.

Phase 2: Strategy & Plan (December 2026)

- Prioritized implementation plan covering Phases 3–6, informed by Phase 1 findings.
- Client review and written approval of the plan before Consultant begins build work.

Phase 3: Calendar Rebuild (December 2026–February 2027)

- Re-entry of recurring events and exhibitions as single events with correct recurrence rules and date ranges in EventON.
- Redesigned calendar list view: scannable on a phone, grouped by day, with venue and time visible without tapping in.
- Rebuilt event detail template with map link, ticket link, and related events.
- Consolidated structured event data so search engines and AI assistants return accurate results.
- Rewritten public event-submission form to prevent duplicate recurring entries.
- Written calendar/event style guide and staff workflow training.

Phase 4: UX, Conversion & Brand Implementation (February–June 2027)

- Single unified site navigation, replacing the two navigation systems and legacy footer links currently live on visitstegen.com.
- Rebuilt "Plan Your Visit" hub, linked to the calendar and organized around trip-planning tasks.
- Staff-editable ferry and alert status module.
- Repaired day-trip booking path and corrected the site-wide broken Privacy Policy link.
- Key page templates brought to WCAG 2.1 AA accessibility conformance.

Phase 5: Visit Widget Integration & Itineraries (April–June 2027)

- Working session with Visit Widget, with Client present, to confirm the sync approach between EventON/GeoDirectory and the Visit Widget app before implementation.
- Clean, de-duplicated event and place data feeding the Visit Widget sync.
- Six featured itineraries built and published: One Perfect Day; Route du Vin Weekend; French Colonial Deep Dive; Best Small Town for Live Music; Out of Town, Outdoors; and La Guiannée & the King's Ball.

Limited to what Visit Widget's platform, access, and documentation support; platform limits or third-party changes are handled under Section 5.

Phase 6: Testing, Training, Documentation & Handoff (July–August 15, 2027)

- On-site staff training, recorded for future reference.
- Final written documentation, including the maintenance guide and manual fallback for every AI-assisted step.
- Final report comparing the conversion metrics baselined in Phase 1 against results measured at project close.

Consultant will confirm the calendar rebuild is live ahead of La Guiannée and the King's Ball and the 2027 spring season.

EXHIBIT B

Exhibit B — Fee Schedule

Phase	Period	Fee
1. Discovery, Audit & Task Testing	Oct–Nov 2026	$3,500
2. Strategy & Prioritized Plan	Dec 2026	$2,500
3. Calendar Rebuild, Style Guide & AI Workflow	Dec 2026–Feb 2027	$5,500
4. UX, Conversion & Brand Implementation	Feb–Jun 2027	$4,500
5. Visit Widget Integration & Itineraries	Apr–Jun 2027	$2,000
6. Testing, Training, Documentation & Handoff	Jul–Aug 15, 2027	$2,000
TOTAL, NOT TO EXCEED		**$20,000**

Payment: Consultant invoices Client upon completion and approval of each phase; payment due within 30 days of invoice date.

Included in the fees above

- Travel from St. Louis for on-site kickoff and training
- An in-person presentation to the Board of Aldermen, on request
- All AI tooling Consultant uses internally to perform the Scope of Services during the Term
- No new software licenses required from Client

Optional, ongoing (post-Term, not included in the fee above)

- Essential Care: $300/month
- Full Care: $650/month
- Optional AI tooling: $0–60/month
- Month to month, 30 days' notice to cancel; declining costs Client nothing.

EXHIBIT C

Exhibit C — AI Use Policy

This policy governs Consultant's use of AI tools in performing the Scope of Services. AI tooling Consultant uses internally to perform that Scope during the Term is included in the fees in Exhibit B. The workflow below describes a separate, optional, Client-facing editorial process Client may adopt after launch; adopting it is entirely Client's choice, and any third-party tooling cost it involves is paid by Client, not Consultant.

What Consultant will not do

- Use AI to solve a problem that is really a settings issue — for example, the calendar's duplicate-listing problem is a recurrence-rule misconfiguration, and Consultant will fix the setting rather than route around it with AI.
- Let any AI output publish itself — every AI-assisted output is reviewed and approved by a person before it goes live.
- Invent facts — AI is used to reformat what was actually submitted; missing fields are flagged for follow-up, not filled in.
- Create dependence on a proprietary tool — every AI-assisted step has a documented manual fallback Client staff can use instead.
- Pass resident or visitor personal information through third-party AI tools.

Where AI is used

- Normalizing messy partner event submissions into Client's event style guide.
- Flagging missing venues, impossible dates, and likely duplicate submissions for staff review.
- Checking drafts against the written style guide before publication.
- Generating a single weekly events roundup for reuse across the website, newsletter, and social channels.

Client selects, no later than the end of Phase 2, either the AI-assisted editorial workflow above (estimated third-party tooling cost of $20–60/month after launch, paid by Client if elected) or a no-cost manual path using the same documented process without AI assistance. Either choice fulfills Consultant's obligations under this Agreement, and Client is never required to purchase AI software to satisfy those obligations.

End of Agreement · Righteous Creative · rad@righteouscreative.com

BILL NO. 4748 **ORDINANCE NO.**

AN ORDINANCE AUTHORIZING THE PURCHASE OF A 2026 FORD RANGER XL PICKUP FOR THE WATER DEPARTMENT FROM JOE MACHENS FORD LINCOLN IN AN AMOUNT NOT TO EXCEED THIRTY SIX THOUSAND ONE HUNDRED DOLLARS ($36,100.00).

WHEREAS, Alliance Water Resources obtained the state cooperative purchase price for a 2026 Ford Ranger XL Pickup for the Water Department, a copy which is attached to and made part of this ordinance. (Exhibit "A") is the lowest and best price; and

WHEREAS, this procurement is through the State Cooperative Purchasing Program Contract #MC250182007; and

WHEREAS, this is a 2027 budgeted expense in the Water Fund Line Item 30-30-8045.

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

SECTION 1. The Board of Aldermen of the City of Ste. Genevieve, Missouri approves the state cooperative bid proposal from Joe Machens Ford Lincoln, Columbia, Missouri for the purchase of a 2026 Ford Ranger XL, in an amount not to exceed thirty six thousand one hundred dollars ($36,100.00) through the state bid licensing number of MC250182007.

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

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

SECTION 4. SEVERABILITY. The invalidity of any section, sentence, or provision of this ordinance shall not affect the validity of any part of this ordinance which can be given effect without such invalid part or parts.

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

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

VOTE

ALDERMAN PATRICK FAHEY
ALDERWOMAN AMIE DOBBS
ALDERMAN BOB DONOVAN
ALDERMAN SAM HUGHEY
ALDERMAN JOE PRINCE
ALDERMAN JEFF EYDMANN
ALDERMAN JOE PRINCE
ALDERMAN TEDDY ROSS

___ Yes ___ No ___ Absent

Approved as to form:

_____
Brian Keim, Mayor

_____
Mark Bishop, City Attorney

SEAL

Reviewed by:

_____
Pam Meyer, City Clerk

_____
David Bova, City Administrator

Exhibit "A"

QT-00551

Machens Ford Lincoln

1911 W Worley St, Columbia, MO

SALESPERSON	QUOTE TO	VALID THRU	TOTAL DUE
Tad Fisher tfisher@machens.com	Corey Litterst clitterst@alliancewater.com	- -	**$36,100.00**

2026 Ford Ranger XL Pickup

No delivery location

$36,100.00

Cash VIN 1FTER4PH4TLE56147 Stock # TLE5

Quote summary

Units (1)	$40,195.00
Upfits	$0.00
Add-ons	$0.00
Rebates	-$3,000.00
Trade-in	$0.00
Discounts	-$1,095.00
Finance & Insurance	$0.00
Taxes, title & license	—
Total due today	**$36,100.00**