



**REGULAR MEETING  
OF THE  
CITY COUNCIL  
City of Maplewood, Missouri**

City Council Chambers, City Hall  
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, May 13, 2025  
7:00 PM**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Excuse Council Member(s)
5. Approval of April 22, 2025, City Council regular meeting minutes
6. Public Hearing
  - a. A request by Hunter Iffland of Kentzo Koffee for a conditional use permit to operate a coffee shop at 2500 Sutton Blvd
  - b. A request by the City to amend Chapter 56 Zoning, Sec. 56-211. – CB1 District to amend permitted, conditional, and prohibited business uses within the district.
  - c. A request by the City to amend Chapter 56 Zoning, Sections 56-3 definition of family, 56-37 conversion or change in use of single-family dwelling units prohibited, 56-38 multiple occupancy of single family dwelling units prohibited, and 56-40 blood banks prohibited in all districts.
7. Public Comment
8. Announcements
9. Presentations:
  - a. Plan & Zoning Commission Update by Kevin Sullivan, Chair
10. New Business:
  - a. Resolution 25-17: Approving contracts and contingency funding for the construction of the Central Core Fire Training Commission Training Tower facility

- b. Resolution 25-18: Approving a revised Sewer Lateral Program Repair policy
- c. Bill 6279 – First and Second Reading: Granting a conditional use permit to Hunter Iffland of Kentzo Koffee to operate a coffee shop in the SR Single Family Residential District at 2500 Sutton Boulevard
- d. Bill 6280 – First and second reading: Amending Chapter 56 Zoning, Article II, District Regulations, Section 56-211, CB1 district to allow for entertainment uses and amend other permitted, conditional, and prohibited uses within the District
- e. Bill 6281 – First and Second Reading: Amending Chapter 56 Zoning, Article II, District Regulations, Division 1 Generally, Section 56-3, definition of a family, Section 56-37 – conversion or change in uses of single-family dwellings, Section 56-38, multiple family occupancy of single-family dwelling units prohibited, and Section 56-40, blood banks prohibited in all districts

#### 11. Council and Staff Reports:

- a. Mayor's Report
- b. Ward 1 Report
- c. Ward 2 Report
- d. Ward 3 Report
- e. City Attorney's Report
- f. City Manager's Report

#### 12. Public Comment

#### 13. Motion to hold a Closed Session pursuant to RSMo § 610.021 to discuss:

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)];
- b. Real estate matters [§ 610.021(2)];
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)];
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)];
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]; and/or
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

#### 14. Adjournment

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#### Addressing the Council

Individuals wishing to speak during Public Hearings or Public Comment periods must sign in before the meeting and will be called to the podium when it is their turn. Each speaker has a three-minute time limit. Written comments may be emailed to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by 12:00 PM (noon) on the meeting day. The Council will receive all emailed comments, but comments will not be read aloud during the meeting.

#### Accessibility Notice

The City of Maplewood is committed to making public meetings accessible to all residents. To request accommodations or assistance, please contact the Deputy City Clerk at [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) or 314-646-3602, or Relay Missouri at 800-736-2966 (TTY). Please make your request at least 48 hours prior to the meeting to ensure appropriate arrangements can be made.

**Virtual Access**

Watch this meeting live or view previous meetings at [www.youtube.com/@cityofmaplewood8819](https://www.youtube.com/@cityofmaplewood8819)

*Posted on May 9, 2025, at Maplewood City Hall and [maplewoodmo.gov](http://maplewoodmo.gov)*



## **RECORD OF PROCEEDINGS**

### **Regular Meeting of The City Council City of Maplewood, Missouri**

City Council Chambers, City Hall  
7601 Manchester Road, Maplewood, MO 63143

**Tuesday, April 22, 2025  
7:00 PM**

**1. Call to Order:** The meeting was called to order at 7:00 PM, with Mayor Greenberg presiding.

**2. Pledge of Allegiance:** The Pledge of Allegiance was recited.

**3. Roll Call:** The following members were **present**:

- Council Member Coriell
- Council Member Faulkingham
- Council Member Garcia
- Mayor Greenberg
- Council Member Homa
- Council Member Mattox
- Council Member Page

A quorum was present.

**4. Motion to Excuse Council Member(s):** None Needed

**5. Approval of April 8, 2025, City Council Meeting Minutes:**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Outcome:** The Council unanimously approved the minutes.

**6. New Business:**

**a. Resolution 25-15 – Declaring the results of the General Municipal Election held on Tuesday, April 8, 2025, for Council Members in Wards 1, 2, and 3 as official**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Roll Call Vote:**

- Council Member Coriell – Yes
- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes

**Outcome:** The Council unanimously approved the resolution

**b. Resolution 25-16 – Thanking Matt Coriell for his two years of service as Ward 1 Council Member with the City of Maplewood**

Mayor Greenberg presented Matt Coriell with a proclamation thanking him for his service

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Roll Call Vote:**

- Council Member Coriell – Abstain
- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes

**Outcome:** The council unanimously approved the Resolution

**7. Motion to Recess:**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

The council meeting was recessed to swear-in the newly elected council members.

**8. Swearing-in Ceremony for Newly Elected Council Members:**

Judge Douglas Sidel swore in the following elected officials:

- a. Ward 1 – C Wiley
- b. Ward 2 – Eric Page
- c. Ward 3 – Nick Homa

**9. Break for Reception**

**10. Mayor Greenberg requested a motion to reconvene the Council Meeting:**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Outcome:** The meeting was reconvened at 7:29 PM

**11. Approval of the Council Agenda:**

**Motion to Approve:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Outcome:** The council unanimously approved the agenda as presented.

**12. Public Comment:**

- Matt Coriell of Maplewood delivered a farewell message, reflecting on time in office and offering guidance to those continuing the work. He stressed the urgency of action, emphasizing not to wait or get complacent in public service
- Mike Fitzgerald, a resident of Kirkwood, addressed the City Council regarding the need for governmental bodies to show their support for federal workers in the St. Louis region who are

losing their jobs. He asked the Council to pass a resolution in support of these federal workers similar to one passed by the St. Louis County Council.

### 13. Announcements:

Council Member Garcia announced the following upcoming events:

- Ward 2 Meeting on April 26<sup>th</sup> at Ryan Hummert Park
- Stringfest on Friday, May 2<sup>nd</sup>
- Tons of Transportation on May 3<sup>rd</sup>
- Ward 3 Meeting on May 10<sup>th</sup> in Central Park

### 14. Presentations:

City Manager Withycombe introduced the City Hall and Police Facility Feasibility Study, providing context for both the council and community. The study, approved in last year's budget, addresses critical operational deficiencies in the current police facility, which lacks essential features like a sallyport and booking area and is operating with severe space limitations.

The scope was expanded to include all of City Hall due to the anticipated ripple effects of police department relocation or renovation, and because the building hasn't undergone a full update since 2009. Two primary options were to be presented: (1) renovate and expand the current facility or (2) build a new police facility at a different location.

Joe Sweitzer of Navigate Building Solutions presented the Facility Feasibility Study. Reagan Holiday of UMB presented a Bond Analysis with potential financing options, debt capacity, and impacts on the debt service levy.

### 15. Unfinished Business:

- a. **Bill 6278 – Final Reading:** Granting a conditional use permit to Samantha Oberkrom to operate a salon in the MR Medium Density Residential District at 2867 Laclede Station Road

**Motions:**

- A motion was made and seconded to table the bill in order to read the findings of fact. Motion carried by voice vote.
- The findings of fact were read into the record, outlining compliance with zoning provisions, community benefit, minimal impact on neighboring property, traffic, utilities, and services, as well as alignment with the neighborhood development plan and intended use of the structure.

**Approval of Findings of Fact:**

Motion to approve the findings of fact: **So moved and seconded.**

**Roll Call Vote:**

- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Maddox – Yes
- Council Member Paige – Yes
- Council Member Wylie – Yes

**Outcome:** Motion passed unanimously.

**Vote on Bill 6278:**

- A motion was made and seconded to bring Bill 6278 back for a vote. Motion carried by voice vote.
- A motion was then made and seconded to approve Bill 6278.

**Roll Call Vote:**

- Council Member Faulkingham – Yes
- Council Member Garcia – Yes
- Mayor Greenberg – Yes
- Council Member Homa – Yes
- Council Member Mattox – Yes
- Council Member Page – Yes
- Council Member Wiley – Yes

**Outcome:** Bill 6278 was approved as Ordinance 6072

**16. Council and Staff Reports:**

**Mayor's Report:** Mayor Greenberg attended a senior resource fair at JFK Community Center in Florissant to learn about resources for senior citizens that may be shared with Maplewood residents.

**Ward Reports:**

- Welcome to new Ward 1 Council Member C Wiley.
- The Ward 2 meeting will be Saturday, April 26 at 10 AM at Ryan Hummert Park

**City Attorney's Report:** Welcome to C Wiley and thank you to Matt Coriell

**City Manager's Report:** City Manager Withycombe reported the following:

- The Budget work sessions are scheduled for May 6-8 at 6:00 PM.
- Ward 3 meeting will be May 10<sup>th</sup> at Central Park
- Boards and Commissions have vacancies. Applications are being accepted through May 5.

**Finance Director's Report:** Alexis Miller provided the Council with the third Quarter Variance Report highlighting areas that are over or under estimation. Also presented was the third quarter vendor report showing all vendors paid through March 31<sup>st</sup> and amounts, with amounts over \$10,000 highlighted.

**17. Public Comment:**

No comments

**18. Motion to Hold a Closed Session Pursuant to RSMo § 610.021 to Discuss:**

- a. Legal matters, including litigation and communications from the City Attorney [§ 610.021(1)]
- b. Real estate matters [§ 610.021(2)]
- c. Personnel matters [§ 610.021(3)] or employee matters [§ 610.021(13)]
- d. Specifications for competitive bidding and sealed bids and related documents [§ 610.021(11)]
- e. Sealed proposals and related documents or documents related to a negotiated contract [§ 610.021(12)]
- f. Personnel matters involving individually identifiable personnel records [§ 610.021(13)]

**A Closed Session was not needed on this date.**

**19. Adjournment:**

**Motion to Adjourn:** Council Member Faulkingham

**Seconded by:** Council Member Homa

**Voice Vote:** Approved

With no remaining matters to be discussed, the meeting adjourned at 8:42 PM.

**Certification:**

I certify that the above minutes are a true and accurate record of the City Council meeting held on **April 22, 2025**.

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk



## **PUBLIC HEARING NOTICE**

### **Conditional Use Permit**

The Maplewood City Council will hold a Public Hearing on Tuesday, May 13, 2025, at 7 pm in Council Chambers of City Hall at 7601 Manchester Road. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

**A request by Hunter Iffland of Kentzo Koffee for a conditional use permit to operate a coffee shop at 2500 Sutton Boulevard**

Speakers must attend in person and sign in to address the City Council. The public can watch live at [youtube.com/@cityofmaplewood8819](https://youtube.com/@cityofmaplewood8819). Public comments may also be submitted to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided upon request. To request an accommodation, please call City Hall at 314-645-3600 or use Relay Missouri at 1-800-736-2966 at least 48 hours before the meeting.

*Posted on May 9, 2025, at Maplewood City Hall and [maplewoodmo.gov](https://maplewoodmo.gov)*



## **PUBLIC HEARING NOTICE**

### **Zoning Amendment**

The Maplewood City Council will hold a Public Hearing on Tuesday, May 13, 2025, at 7 pm in Council Chambers of City Hall at 7601 Manchester Road. The purpose of this hearing is to allow all interested parties to be heard concerning the following:

**A request by the City to amend Chapter 56 Zoning, Sec. 56-211. –  
CB1 District to amend permitted, conditional, and prohibited  
business uses within the district.**

Speakers must attend in person and sign in to address the City Council. The public can watch live at [youtube.com/@cityofmaplewood8819](https://youtube.com/@cityofmaplewood8819). Public comments may also be submitted to [cityclerk@maplewoodmo.gov](mailto:cityclerk@maplewoodmo.gov) by 12:00 pm (noon) the day of the meeting. All written comments will be shared with the City Council before the meeting and become part of the public record.

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## PUBLIC HEARING NOTICE

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*Posted on May 9, 2025, at Maplewood City Hall and [maplewoodmo.gov](https://maplewoodmo.gov)*

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** May 8, 2025  
**Re:** **Fire Training Facility Construction Contracts and Contingency Funding**

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This memo seeks approval from the Council regarding two matters related to the joint fire training facility project:

- (1) Ratification of construction contracts approved by the Fire Training Commission on April 25, 2025, and
- (2) Authorization of additional contingency funding to address cost overruns in the project.

These requests follow the Central Core Fire Training Commission's recent decisions and require formal approval by each participating city's governing body.

In 2023, the cities of Brentwood, Clayton, Maplewood, and Richmond Heights formed a fire training commission to develop a joint fire training facility. Per the articles of the Commission's intergovernmental agreement, any transaction exceeding \$60,000 and/or binding the Commission to performance for a period of at least one year requires ratification by each participating city's governing body.

Following a request for bids in March 2025, the low bids for construction and services related to this project exceeded the original budgeted amount of \$1,877,365 by \$150,205. The Commission has developed a solution to address this funding gap, which was approved at their April 25, 2025 meeting and now requires ratification by each city council.

The Fire Training Commission has approved contracts with the following vendors:

1. Navigate: \$57,000 (Construction Management)
2. American Fire Training Facilities: \$980,000 (Specialized Training Equipment)
3. A. Eilers Construction: \$733,670 (General Contracting and Structural Components)
4. Terracon: \$13,952 (Materials Testing)

The cumulative cost of these agreements is \$2,027,570 for the stated scope of work and services. These contracts cover construction management, general contracting, structural building components, and materials testing.

To address the \$150,205 cost overrun, the Central Core Training Division has proposed the following funding solution:

1. Allocation of \$90,205.00 from fund balance revenues realized through Shrewsbury and Webster Groves participation as users from 2023-2025.

2. The remaining \$60,000 to be shared equally among the four participating cities (Brentwood, Clayton, Maplewood, and Richmond Heights) at \$15,000 each as a contingency fund.

For Maplewood, this would require an additional \$15,000 beyond our original commitment. If approved, our total financial commitment to the project would be \$484,341.25 (\$506,892.50 for our share of the total project cost less a \$22,551.25 training rebate), to be fully incurred within fiscal year 2026.

This funding has already been incorporated into the draft FY26 budget proposal, which is also being presented at the May 13 meeting. Additionally, the allocation of fund balance revenues from Shrewsbury and Webster Groves is reflected as a rebate (25% of the total \$90,205 allocation) in the Fire Department training line of the department's operations budget.



## OWNERS REPRESENTATIVE ON-CALL SERVICES – TASK ORDER

### Fire Department

10 N. Bemiston Ave. • Clayton, MO 63105 • Phone (314) 290-8540 • Fax (314) 863-0296

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Consultant</b>   | NAVIGATE Building Solutions, LLC  |
| <b>Task Order #</b> | 5                                 |
| <b>Category</b>     | Owners Representative             |
| <b>Project</b>      | Central Core Fire Training Center |
| <b>Scope</b>        | Construction Services             |
| <b>Fee</b>          | \$57,000                          |

This Task Order is for services to be performed in accordance with the previously executed Agreement for On-Call Owner's Representative Services ("Agreement") dated July 31, 2024 between the City of Clayton, MO ("City") and **Navigate Building Solutions, LLC** ("Consultant"). The services to be included in this Task Order are generally described as:

### **SCOPE OF WORK**

#### **A. Construction Services:**

1. Review contractor staging and parking areas, security measures and procedures for project completion.
2. Provide administrative, coordination and related services to coordinate the completion of work.
3. Monitor the Contractor's maintenance of current job site construction documents.
4. Conduct progress meetings with the Contractor for project document compliance.
5. Coordinate meetings as necessary with the Architect/Engineer.
6. Review requests for information submitted from contractor. Coordinate RFI solutions with design consultants and Owner.
7. Coordinate and file project submittals.
8. Review progress schedules with site progress to maintain the overall project schedule.
9. Monitor Contractor's process of inspection and testing procedures required as per the construction documents.
10. Provide cost control measures including cash flow reports and forecasting.
11. Review pay requests for accuracy before they are processed by the Owner.
12. Collect the certified payroll and submit to the Owner.
13. Aid the Owner in the review and approval/rejection of requests for extra work.
14. Submit recommendations for approval of extra work and upon the Owner's approval obtain the necessary change order documentation for the Owner's authorization.
15. Generate monthly field reports documenting current project progress/status.
16. Generate monthly project dashboards for internal staff updates.
17. Maintain Total Program Budget and update monthly with current activities & expenses as they are provided from the Owner.
18. Assist with Owner move and user interface coordination.
19. Coordinate with Owner the direct procurement of Furniture.

#### **C. Post Construction Services:**

1. Monitor the Contractor's Tests of mechanical and electrical equipment and systems and initial start-up procedures.
2. Monitor the Contractor's completion of punch-list items and final inspections for acceptance and approval.
3. Aid in the delivery of As-Built drawings as well as training for electrical and mechanical systems.
4. Assist in obtaining final approvals from all applicable local governing agencies having jurisdiction.

5. Obtain all the necessary documents required prior to releasing final payments.
6. Secure and convey to the Owner all required affidavits, guarantees, operational and maintenance manuals, releases, and related documents.
7. Manage the Owner's occupancy of the facility and aid in the completion of the start-up process.

**D. Additional Services:**

1. NAVIGATE shall request additional services required to analyze claims (including claims for extra compensation) asserted by the Contractors or the Architect and/or resolving any back charge claims that Owner may assert against any Architect or Contractors, including assistance with any legal proceedings instituted by Owner and/or any Architect or Contractor.
2. Post Construction Services defined in Section C that are not completed 1 month after substantial completion shall be billed at a time & material basis until they are completed at the Owner Direction.

**SCHEDULE**

1. Sitework Package (Phase 1) – 5/20/25 – 11/3/25
2. Tower and Associated Work (Phase 2) – 1/5/26 – 4/30/26

Consultant shall perform services for the project described above. This Task Order shall not be binding until it has been fully executed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described above.

This Task Order is executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Submitted By:  
**Consultant**

Approved By:  
**City of Clayton, Missouri**

Craig Schluter, Co-Founder  
\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

4/16/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**TO:** JASON HILDEBRANDT, CCFTC TRAINING CHIEF  
**FROM:** JOE SWEITZER, PROJECT DIRECTOR  
**SUBJECT:** CCFT – FIRE TOWER  
**DATE:** APRIL 17, 2025  
**CC:** KATIE AHOLT, NAVIGATE BUILDING SOLUTIONS

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Central Core Fire Training Commission solicited bids for the Fire Tower project on March 17, 2025. Advertisements were made and notice of bid was sent to several potential bidders. A pre-bid meeting was held as a virtual call on March 20, 2025 in order to walk through the bid requirements with the prospective bidders and to allow them the opportunity to discuss the scope of work. Three firms attended the call.

Bids were received on April 1, 2025. A total of two (2) emailed bids were received. There was no public opening as bids were emailed. NAVIGATE performed a preliminary evaluation of the bids and recommended to CCFTC that the apparent low bidder be scheduled for a pre-award interview.

On April 9, 2025 a pre-award interview was conducted with American Fire Training Systems.

Additionally, the bidders were asked to price one alternate on the project.

1. Alt 1 – One additional container for a total of sixteen containers.

After speaking with CCFTC staff, it is being recommended that alternate 1 is accepted.

Based on the information above, CCFTC is being asked to award the Fire Tower to American Fire Training Systems in the amount of \$980,000.

Please let me know if you have any questions.

Attachments: Bid tab

| Name of Company                    | Base Bid Price | Alt 1 Price  | Base Bid + Alt 1 Price | Bid Bond Provided | Addenda Acknow | Clarifications, Exclusions, Remarks                            |
|------------------------------------|----------------|--------------|------------------------|-------------------|----------------|----------------------------------------------------------------|
| American Fire Training Systems LLC | \$ 950,000.00  | \$ 30,000.00 | \$ 980,000.00          | Yes               | 1, 2           | None stated. Voluntary drawings provided depict drilled piers. |
| Lonestar Tactical Buildings LLC    | \$ 996,767.44  | \$ 10,000.00 | \$ 1,006,767.44        | Yes               | 1, 2           | None stated. Line item proposal states a 30-day quote lock.    |
|                                    |                |              |                        |                   |                |                                                                |
|                                    |                |              |                        |                   |                |                                                                |



**TO:** JASON HILDEBRANDT, CCFTC TRAINING CHIEF  
**FROM:** JOE SWEITZER, PROJECT DIRECTOR  
**SUBJECT:** CCFT – FIRE TRAINING FACILITY (GENERAL CONTRACTOR)  
**DATE:** APRIL 17, 2025  
**CC:** KATIE AHOLT, NAVIGATE BUILDING SOLUTIONS

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Central Core Fire Training Commission solicited bids for the Fire Training Facility (General Contractor) project on March 24, 2025. Advertisements were made and notice of bid was sent to several potential bidders. A pre-bid meeting was held at the jobsite on April 3, 2025 in order to walk through the bid requirements with the prospective bidders and to allow them the opportunity to view the current site. There was a great turnout that indicated that there was a lot of interest in the project.

Bids were received on April 10, 2025. A total of four (4) sealed bids were received and opened publicly. NAVIGATE performed a preliminary evaluation of the bids and recommended to CCFTC that the two apparent low bidders be brought in for pre-award interviews.

On April 14, 2025 those pre-award interviews were conducted with United Construction and A. Eilers Construction. From those interviews and evaluation of the formal bids the team was able to confidently select one bidder to recommend for award.

Additionally, the bidders were asked to price four alternates on the project.

1. Alt 1 – Site improvements for pavilion and toilets.
2. Alt 2 – Electric rough-in for the pavilion.
3. Alt 3 – Electric fit-out for the pavilion.
4. Alt 4 – Directional boring of site utilities.

After speaking with CCFTC staff, it is being recommended that no alternates are being accepted.

Based on the information above, CCFTC is being asked to award the Fire Training Facility (general contractor) to A. Eilers Construction in the amount of \$733,670.

Please let me know if you have any questions.

Attachments: Bid tab

| Name of Company                                    | Base Bid Amount | Alt 1 Amount<br>Site Improv for<br>pavilion & toilet | Alt 2 Amount<br>Electric for<br>pavilion | Alt 3 Amount<br>Electric for<br>pavilion | Alt 4 Amount<br>Directional boring<br>of site utilities | Bid Bond<br>Provided | Addenda<br>Acknow |
|----------------------------------------------------|-----------------|------------------------------------------------------|------------------------------------------|------------------------------------------|---------------------------------------------------------|----------------------|-------------------|
| AME Construction LLC dba<br>A. Eilers Construction | \$ 733,670.00   | \$ 95,858.00                                         | \$ 4,599.00                              | \$ 5,418.00                              | \$ (2,270.00)                                           | Y                    | 1, 2              |
| Bex Construction Services                          | \$ 1,066,000.00 | \$ 176,000.00                                        | \$ 47,000.00                             | \$ 11,000.00                             | \$ (10,000.00)                                          | Y                    | 1, 2              |
| Interface Construction<br>Corporation              | \$ 909,500.00   | \$ 99,560.00                                         | \$ 12,600.00                             | \$ 5,750.00                              | \$ 750.00                                               | Y                    | 1, 2              |
| United Construction Ent. Co. of<br>St. Louis, Inc. | \$ 755,850.00   | \$ 88,400.00                                         | \$ 11,200.00                             | \$ 6,200.00                              | \$ (700.00)                                             | Y                    | 1, 2              |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |
|                                                    |                 |                                                      |                                          |                                          |                                                         |                      |                   |



St. Louis  
11600 Lilburn Park Road  
St. Louis, MO 63146  
(314) 692 8811  
**Terracon.com**

April 14, 2025

Mr. Jason Hildebrandt  
Central Core Fire Training Commission (CCFTC)  
10 N. Bemiston Avenue  
Clayton, MO 63105

In care of Navigate Building Solutions  
8419 Manchester Road  
Brentwood, MO, 63144

**Attn:** Jason Hildebrandt  
E jhildebrandt@bcm-training.org

**Re:** Proposal for Construction Materials Testing Services  
Central Core Fire Training Center project  
4224 Carr lane court, Shrewsbury, MO, 63119  
Terracon Proposal No. P15251077

Dear Mr. Hildebrandt:

Terracon Consultants, Inc. (Terracon) is uniquely qualified to partner with you on this important project. We are submitting this proposal to provide construction materials testing, observation services, engineering, or special inspection services for the above referenced project as requested. We are presenting this proposal to confirm our understanding of the services to be performed for this project, to obtain written authorization to provide these services, and to present the estimated fee to provide these services. The following sections outline our understanding of the project and provide a description of the tasks to be performed.

## 1.0 PROJECT INFORMATION

| Topic            | Overview Statement                                                          |
|------------------|-----------------------------------------------------------------------------|
| Project Location | This project will be located at 4224 Carr Lane court, Shrewsbury, MO, 63119 |

|                                    |                                                          |
|------------------------------------|----------------------------------------------------------|
| Proposed Structures                | Building Pad and Alternative pad                         |
| Building Pad Earthwork Preparation | Four inches of select fill at building pad               |
| Foundation Types                   | Slab on Grade                                            |
| Sitework                           | Concrete Pad, Concrete Driveway and Concrete parking lot |

This proposal is based on the

- Preliminary Civil Drawings
- Preliminary Structural Drawings
- Specifications
- Geotechnical Report
- Construction Schedule

## 2.0 WHY TERRACON?

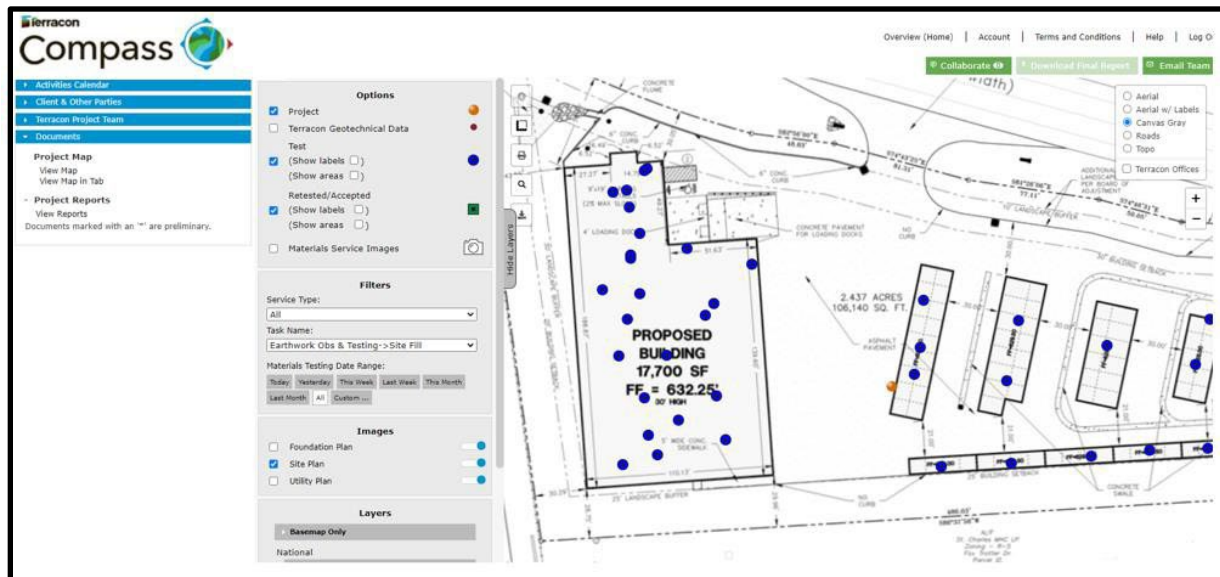
### Construction Materials Testing & Special Inspection Services

Our team of inspectors, technicians, and engineers is experienced with providing materials testing, special inspections, and/or observations of concrete, soils, aggregate, masonry, structural steel, foundations, fireproofing, and asphalt pavement in the local area and are familiar with the recognized building jurisdiction requirements.



Compass is Terracon's latest client interfacing tool and elevates the way we do business. Within Terracon Compass, you can access your projects and their associated data, including environmental and geotechnical projects. When you open a materials project within Compass, you will see your materials tests and observations placed on a map. This geographic reference allows you to find your information by the "where", rather than the "when." Other features of Compass include:

- Filters for Date Performed, Service Type and Test Result Status
- Deviation for Non-Conformance Summary: Image overlays to reference multiple plan pages to your test results
- Map layer options: Test results are inserted into Compass as soon as the report has been reviewed and distributed. It becomes easier than ever to view and close deviations with an option to display within a map while also showing them in a table format.



## Laboratory Capabilities

Our laboratory is accredited by AASHTO Re:source which is recognized by ASTM E329 Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection. The scope of accreditation includes the field of Soils, Aggregates, and Portland Cement Concrete. As a requirement of accreditation, we regularly participate in the Proficiency Sample Programs of both AASHTO Re:source and the Cement and Concrete Reference Laboratory (CCRL). Our office includes a fully equipped laboratory and employs engineering technicians and special inspectors certified by many agencies including the American Concrete Institute (ACI) and American Welding Society (AWS). We provide a rigorous internal training program where our staff are evaluated in specific field and laboratory test procedures by internal Terracon auditors and external agencies.

- Accredited by AASHTO Materials Reference Laboratory (AMRL)
- Inspected by Concrete and Cement Reference Laboratory (CCRL)
- Validated by United States Army Corps of Engineers (USACE)

### 3.0 SCOPE OF SERVICES

Based on our review and understanding of the documents listed above, Terracon proposes the following scope of services:

#### **Earthwork Observations and Testing:**

- Sample materials to be used as building fills, utility trench backfill, wall backfill, general fill, and pavement subgrades. Prepare and test the samples for Atterberg Limits (ASTM D4318), Minus #200 Sieve (ASTM D1140), and moisture-density relationship (ASTM D698).
- Observe proofrolling operations of the building pad and paving subgrades.
- Perform in-place moisture and density tests of the building fills, utility trench backfills, wall backfill, general fill, and pavement subgrades using the nuclear method (ASTM D6938) to determine the moisture content and percent compaction of the soil materials.
- We have assumed that nuclear density testing will be required at a frequency of one density test per lift per 10,000 sq ft in pavement areas, and a minimum of 3 density tests within the building footprint per lift.

#### **Reinforcing Steel Observations:**

- Verify the size, number and placement of reinforcing steel and check general form dimensions prior to placement of concrete, per construction drawings.
- Terracon recommends scheduling a minimum of 24 hours prior to concrete placement.

#### **Cast-in-Place Concrete Observations and Testing:**

- Sample and test the fresh concrete for each mix. Perform tests for slump, air content, ambient and concrete temperatures, and unit weight; and cast test specimens (ASTM C172, C31, C143, C231, C1064, C138). Terracon understands that initial site curing of the concrete test specimens will be Terracon provided coolers (non-temperature controlled). Should alternate site curing facilities be required, we assume they will be provided by the general contractor or concrete supplier.
- We have assumed the concrete will be sampled at a frequency of one set of five test cylinders every 50 cubic yards or fraction thereof per mix per day for all structural concrete; Concrete will be sampled at a frequency of one set of five test cylinders every 100 cubic yards or fraction thereof per mix per day for all paving concrete. Terracon requests that a copy of the approved mix design(s) be provided to us prior to placement of the concrete.
- Perform compressive strength tests of concrete test cylinders cast in the field (ASTM C31, C39). Five 4" x 8" concrete cylinders will be prepared for structural concrete having nominal maximum size aggregate of 1 inch or less. One cylinder will be tested at 7 days, three cylinders will be tested at 28 days, and one cylinder will be held for 56 days (or tested at an age requested by others).

- Pick-up cylinders within 48 hours, assuming site is accessible.

**Stone Columns Observations:**

- Terracon will provide periodic geotechnical observation and documentation services to support quality control and verify compliance with project specifications.
- Verify column layout, equipment setup, and subsurface conditions.
- Monitor installation parameters including depth, diameter, aggregate type and gradation, and compaction method.
- Document the number of piers installed and remaining, as well as the volume of aggregate placed in each pier on days Terracon is present.

**Project Management and Administration:**

- A project manager will be assigned to the project to review the daily activity and assist in scheduling the work. Field and laboratory tests will be reviewed prior to submittal. The project manager will be responsible for monitoring the project budget and will oversee the preparation of the final report.

**4.0 REPORTING**

Results of field tests will be submitted verbally to available personnel at the site. Written reports of field tests and observations will be distributed within five business days. Test reports will be distributed via electronic distribution unless otherwise requested. Please provide Terracon with a report distribution list prior to the beginning of the project. The list should include the company name, address, contact person name, phone number, and e-mail address for each person.

**5.0 SCHEDULING**

Field testing services will be provided on an "as requested" basis when scheduled by your representative. A minimum of 24-hour notice is required to properly schedule our services. To schedule our services please contact our dispatcher at (314) 692-8811.

The dispatch office hours are from 7:00 a.m. to 5:00 p.m. Messages left after business hours will be checked the following business day.

**Terracon shall not be held responsible for tests not performed as a result of a failure to schedule our services or any subsequent damage caused as a result of a lack of testing.**

**Terracon recommends that a copy of this proposal be provided to the general contractor, so they understand our scope of services and schedule us accordingly. Please note that the number of tests and trips described in the Scope of Services**

**does not constitute a minimum or maximum number of tests or trips that may be required for this project.**

#### **Scheduling Retests:**

**It is the responsibility of your representative to schedule retests in a like manner to scheduling our original services. Terracon shall not be held responsible for retests not performed as a result of a failure to schedule our services or any subsequent damage caused as a result of a lack of retesting.**

## **6.0 COMPENSATION**

Observation and material testing services provided will be billed at the rates shown on the attached **Fee Schedule**. Based on our understanding of the scope of services, we estimate a cost of approximately

Main Building: **\$13,952**

Alternative: **\$3,145**

This is only an estimate and not a not-to-exceed price. Terracon will not exceed the estimated fee without client authorization and/or approved change order. The quantity of the work performed and factors beyond our control, such as weather and the contractor's schedule/efficiency will affect the actual cost for our services.

For services provided on an "as requested" basis, overtime is defined as all hours in excess of eight hours per day or outside of the normal hours of 7:00 a.m. to 5:00 p.m. Monday through Friday, and all hours worked on weekends and holidays. Overtime rates will be 1.5 times the hourly rate quoted. All labor will be billed in 0.5 hour increments.

**A four-hour minimum charge is applicable to all trips made portal to portal (our laboratory) to provide our testing, observation, and consulting services. A minimum charge is not applicable for trips to the project site for sample pickup only. All labor, equipment and transportation charges are billed on a portal-to-portal basis from our office.**

You will be invoiced at regular intervals but not less than monthly for services actually performed and/or as authorized or requested by you or your designated representative. Terracon's total invoice fee is due within thirty days following final receipt of invoice. Invoices for our services will be directed to the addressee of this letter unless we are directed otherwise.

## **7.0 SITE ACCESS AND SAFETY**

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the services and will execute any necessary site access agreement. Terracon will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site.

## **8.0 TESTING AND OBSERVATION**

Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Terracon will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive and are conducted to reduce – not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for notifying and scheduling Terracon so Terracon can perform these services. Terracon shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Terracon's performance of testing and observation services shall not relieve contractor in any way from its responsibility for defects discovered in its work or create a warranty or guarantee. Terracon will not supervise or direct the work performed by contractors or its subcontractors and is not responsible for their means and methods

## **9.0 AUTHORIZATION**

This proposal is prepared for your exclusive use and is valid for a period of 60 days. Our standard Agreement for Services is attached and is incorporated by reference into the contract for our services.

Please acknowledge acceptance of this proposal by signing and returning a copy to our office. Please feel free to contact this office if you have any questions or comments concerning the proposed services or if we may be of further service to you.

We appreciate this opportunity of working with you and we look forward to working with you in the future.

Sincerely,  
Terracon Consultants, Inc.



Luke Lance  
Office Manager | Materials



Nikhel Gurram  
Field Engineer | Materials

Attachments: Fee Schedule, Fee Estimate, Agreement of Services

| Fee Schedule                                                  |          |       |
|---------------------------------------------------------------|----------|-------|
|                                                               | Rate     | Unit  |
| <b>PERSONNEL</b>                                              |          |       |
| Project Setup                                                 | \$350.00 | setup |
| Engineering Technician*                                       | \$70.00  | hour  |
| Senior Engineering Technician*                                | \$85.00  | hour  |
| AWS Certified Welding Inspector*                              | \$150.00 | hour  |
| Field Supervisor**                                            | \$125.00 | hour  |
| Field Engineer**                                              | \$135.00 | hour  |
| Clerical                                                      | \$90.00  | hour  |
| Dispatcher                                                    | \$80.00  | hour  |
| Project Manager                                               | \$155.00 | hour  |
| Licensed Professional Engineer                                | \$180.00 | hour  |
| Senior Engineer                                               | \$220.00 | hour  |
| <b>LABORATORY TESTING</b>                                     |          |       |
| Soil Standard Proctor/ Atterberg Limits                       | \$380.00 | each  |
| Soil Modified Proctor/ Atterberg Limits                       | \$400.00 | each  |
| Aggregate Standard Proctor/ Gradation                         | \$390.00 | each  |
| Aggregate Modified Proctor/ Gradation                         | \$410.00 | each  |
| Atterberg Limits (multiple points)                            | \$140.00 | each  |
| Aggregate Gradation (include #200 wash)                       | \$150.00 | each  |
| Aggregate Gradation                                           | \$115.00 | each  |
| Compressive Strength of Concrete                              | \$27.00  | each  |
| Flexural Strength of Beam (includes mold and cleaning charge) | \$90.00  | each  |
| Compressive Strength of Core                                  | \$55.00  | each  |
| Compressive Strength of Grout                                 | \$30.00  | each  |
| Compressive Strength of 2" Mortar Cube                        | \$20.00  | each  |
| Extraction/Gradation of Asphalt                               | \$170.00 | each  |
| Laboratory Bulk Density Specimens of Asphalt (set of 3)       | \$200.00 | each  |
| Core Density of Asphalt                                       | \$50.00  | each  |
| Core Length (9-point)                                         | \$30.00  | each  |
| Maximum Theoretical Specific Gravity                          | \$170.00 | each  |
| Fireproofing Density                                          | \$55.00  | each  |
| <b>FIELD EQUIPMENT/MATERIALS</b>                              |          |       |
| Nuclear Density Gauge                                         | \$75.00  | day   |
| Floor Flatness Gauge                                          | \$215.00 | day   |
| UT Equipment, per day                                         | \$110.00 | day   |
| Magnetic Particle Equipment                                   | \$60.00  | day   |
| Torque Wrench                                                 | \$60.00  | day   |
| Ground Penetrating Radar (GPR)                                | \$250.00 | day   |
| Coring Equipment                                              | \$200.00 | day   |
| Rebound Hammer                                                | \$50.00  | day   |
| Windsor Probe                                                 | \$100.00 | test  |
| Windsor Pin                                                   | \$50.00  | day   |
| <b>TRIP CHARGE</b>                                            |          |       |
| Trip charge (includes mileage and vehicle fees)               | \$60.00  | trip  |
| Per Diem                                                      | \$220.00 | Day   |

\*A 4 hour minimum charge will apply to all field services (except pickups and cancellations); however, when possible multiple services will be provided during the same visit. Since multiple services may be provided during some trips, the quantity of services estimated may not equal the quantity of trips estimated. Increase hourly rate by 1.5 work over 8 hours per day, before 7:00 am / after 5:00 pm, and Saturday. Increase hourly rate by 2.0 for Sunday, and Holiday work. Hourly services will be billed in 0.5 hour increments.

\*\*Increase hourly rate by 1.5 work over 8 hours per day, before 7:00 am / after 5:00 pm, and Saturday. Increase hourly rate by 2.0 for Sunday, and Holiday work. Hourly services will be billed in 0.5 hour increments.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, and trips to determine if our estimate is compatible with their production. The estimated cost can be revised if necessary.

| DESCRIPTION                                          | RATE      | QUANTITY | UNITS   | TRIPS | TOTAL QUANTITY | TOTAL               |
|------------------------------------------------------|-----------|----------|---------|-------|----------------|---------------------|
| <b>Earthwork Observation &amp; Testing</b>           |           |          |         |       |                | <b>\$ 4,885.00</b>  |
| <b>Proofrolls</b>                                    |           |          |         |       |                | <b>\$ 540.00</b>    |
| Field Engineer**                                     | \$ 120.00 | 4        | hours   | 1     | 4              | \$ 480.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Site Fill</b>                                     |           |          |         |       |                | <b>\$ 2,085.00</b>  |
| Engineering Technician*                              | \$ 70.00  | 8        | hours   | 3     | 24             | \$ 1,680.00         |
| Nuclear Density Gauge                                | \$ 75.00  | 1        | day     | 3     | 3              | \$ 225.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 3     | 3              | \$ 180.00           |
| <b>Utility Trench</b>                                |           |          |         |       |                | <b>\$ 830.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 4        | hours   | 2     | 8              | \$ 560.00           |
| Nuclear Density Gauge                                | \$ 75.00  | 1        | day     | 2     | 2              | \$ 150.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 2     | 2              | \$ 120.00           |
| <b>Stone Columns observation</b>                     |           |          |         |       |                | <b>\$ 1,020.00</b>  |
| Field Engineer**                                     | \$ 120.00 | 8        | hours   | 1     | 8              | \$ 960.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Laboratory Testing</b>                            |           |          |         |       |                | <b>\$ 410.00</b>    |
| Aggregate Modified Proctor/Gradation                 | \$ 410.00 | 1        | tests   |       | 1              | \$ 410.00           |
| <b>Foundation Observation &amp; Testing</b>          |           |          |         |       |                | <b>\$ 475.00</b>    |
| <b>Building</b>                                      |           |          |         |       |                | <b>\$ 475.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 4        | hours   | 1     | 4              | \$ 280.00           |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 5        | tests   | 1     | 5              | \$ 135.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Concrete Observation &amp; Testing</b>            |           |          |         |       |                | <b>\$ 3,707.00</b>  |
| <b>Concrete Pavement</b>                             |           |          |         |       |                | <b>\$ 3,000.00</b>  |
| Engineering Technician*                              | \$ 70.00  | 6        | hours   | 4     | 24             | \$ 1,680.00         |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 10       | tests   | 4     | 40             | \$ 1,080.00         |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 4     | 4              | \$ 240.00           |
| <b>Concrete Dive way</b>                             |           |          |         |       |                | <b>\$ 367.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 4        | hours   | 1     | 4              | \$ 280.00           |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 1        | tests   | 1     | 1              | \$ 27.00            |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Parking lot</b>                                   |           |          |         |       |                | <b>\$ 340.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 4        | hours   | 1     | 4              | \$ 280.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Structural Steel inspection</b>                   |           |          |         |       |                | <b>\$ 660.00</b>    |
| <b>Anchor bolts</b>                                  |           |          |         |       |                | <b>\$ 660.00</b>    |
| AWS Certified Welding Inspector*                     | \$ 150.00 | 4        | hours   | 1     | 4              | \$ 600.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Sample Pickup</b>                                 |           |          |         |       |                | <b>\$ 910.00</b>    |
| <b>Soil/Aggregate</b>                                |           |          |         |       |                | <b>\$ 130.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 1        | hours   | 1     | 1              | \$ 70.00            |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 1     | 1              | \$ 60.00            |
| <b>Concrete</b>                                      |           |          |         |       |                | <b>\$ 780.00</b>    |
| Engineering Technician*                              | \$ 70.00  | 1        | hours   | 6     | 6              | \$ 420.00           |
| Trip Charge                                          | \$ 60.00  | 1        | trips   | 6     | 6              | \$ 360.00           |
| <b>Project Management</b>                            |           |          |         |       |                | <b>\$ 3,315.00</b>  |
| <b>Project Administration</b>                        |           |          |         |       |                | <b>\$ 3,315.00</b>  |
| Clerical                                             | \$ 90.00  | 3        | hours   |       |                | \$ 270.00           |
| Dispatcher                                           | \$ 80.00  | 5        | hours   |       |                | \$ 400.00           |
| Project Manager                                      | \$ 155.00 | 9        | hours   |       |                | \$ 1,395.00         |
| Licensed Professional Engineer                       | \$ 180.00 | 5        | hours   |       |                | \$ 900.00           |
| Project Setup Fee                                    | \$ 350.00 | 1        | lumpsum |       |                | \$ 350.00           |
| <b>Total</b>                                         |           |          |         |       |                | <b>\$ 13,952.00</b> |

\*A 4 hour minimum charge will apply to all field services (except pickups and cancellations); however, when possible multiple services will be provided during the same visit. Since multiple services may be provided during some trips, the quantity of services estimated may not equal the quantity of trips estimated. Increase hourly rate by 1.5 work over 8 hours per day, before 7:00 am / after 5:00 pm, and Saturday. Increase hourly rate by 2.0 for Sunday, and Holiday work. Hourly services will be billed in 0.5 hour increments.

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It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, and trips to determine if our estimate is compatible with their production. The estimated cost can be revised if necessary.

| DESCRIPTION                                          | RATE      | QUANTITY | UNITS | TRIPS | TOTAL QUANTITY | TOTAL              |
|------------------------------------------------------|-----------|----------|-------|-------|----------------|--------------------|
| <b>Foundation Observation &amp; Testing</b>          |           |          |       |       |                | <b>\$ 950.00</b>   |
| <b>Building</b>                                      |           |          |       |       |                | <b>\$ 475.00</b>   |
| Engineering Technician*                              | \$ 70.00  | 4        | hours | 1     | 4              | \$ 280.00          |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 5        | tests | 1     | 5              | \$ 135.00          |
| Trip Charge                                          | \$ 60.00  | 1        | trips | 1     | 1              | \$ 60.00           |
| <b>Restrooms</b>                                     |           |          |       |       |                | <b>\$ 475.00</b>   |
| Engineering Technician*                              | \$ 70.00  | 4        | hours | 1     | 4              | \$ 280.00          |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 5        | tests | 1     | 5              | \$ 135.00          |
| Trip Charge                                          | \$ 60.00  | 1        | trips | 1     | 1              | \$ 60.00           |
| <b>Concrete Observation &amp; Testing</b>            |           |          |       |       |                | <b>\$ 475.00</b>   |
| <b>Concrete Pad</b>                                  |           |          |       |       |                | <b>\$ 475.00</b>   |
| Engineering Technician*                              | \$ 70.00  | 4        | hours | 1     | 4              | \$ 280.00          |
| Compressive Strength of Concrete Cylinder (ASTM C39) | \$ 27.00  | 5        | tests | 1     | 5              | \$ 135.00          |
| Trip Charge                                          | \$ 60.00  | 1        | trips | 1     | 1              | \$ 60.00           |
| <b>Structural Steel Inspection</b>                   |           |          |       |       |                | <b>\$ 660.00</b>   |
| <b>Anchor bolts</b>                                  |           |          |       |       |                | <b>\$ 660.00</b>   |
| AWS Certified Welding Inspector*                     | \$ 150.00 | 4        | hours | 1     | 4              | \$ 600.00          |
| Trip Charge                                          | \$ 60.00  | 1        | trips | 1     | 1              | \$ 60.00           |
| <b>Sample Pickup</b>                                 |           |          |       |       |                | <b>\$ 400.00</b>   |
| <b>Concrete</b>                                      |           |          |       |       |                | <b>\$ 400.00</b>   |
| Engineering Technician*                              | \$ 70.00  | 2        | hours | 2     | 4              | \$ 280.00          |
| Trip Charge                                          | \$ 60.00  | 1        | trips | 2     | 2              | \$ 120.00          |
| <b>Project Management</b>                            |           |          |       |       |                | <b>\$ 660.00</b>   |
| <b>Project Administration</b>                        |           |          |       |       |                | <b>\$ 660.00</b>   |
| Clerical                                             | \$ 90.00  | 1        | hours |       |                | \$ 90.00           |
| Dispatcher                                           | \$ 80.00  | 1        | hours |       |                | \$ 80.00           |
| Project Manager                                      | \$ 155.00 | 2        | hours |       |                | \$ 310.00          |
| Licensed Professional Engineer                       | \$ 180.00 | 1        | hours |       |                | \$ 180.00          |
| <b>Total</b>                                         |           |          |       |       |                | <b>\$ 3,145.00</b> |

\*A 4 hour minimum charge will apply to all field services (except pickups and cancellations); however, when possible multiple services will be provided during the same visit. Since multiple services may be provided during some trips, the quantity of services estimated may not equal the quantity of trips estimated. Increase hourly rate by 1.5 work over 8 hours per day, before 7:00 am / after 5:00 pm, and Saturday. Increase hourly rate by 2.0 for Sunday, and Holiday work. Hourly services will be billed in 0.5 hour increments.

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It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, and trips to determine if our estimate is compatible with their production. The estimated cost can be revised if necessary.

## AGREEMENT FOR SERVICES

This **AGREEMENT** is between City of Clayton MO ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Central Core Fire Training Center project project ("Project"), as described in Consultant's Proposal dated 03/26/2025 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant: **Terracon Consultants, Inc.**

By:  Date: **4/2/2025**

Name/Title: **Luke D Lance / Office Manager III**

Address: **11600 Lilburn Park Rd**  
**Saint Louis, MO 63146-3535**

Phone: **(314) 692-8811** Fax: **(314) 692-8810**

Email: **Luke.Lance@terracon.com**

Client: **City of Clayton MO**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: **Jason Hildebrandt / CCFTC Training Chief**

Address: **10 N Bemiston Ave**  
**Clayton, MO 63105-3304**

Phone: **(314) 290-8485** Fax: \_\_\_\_\_

Email: **jhildebrandt@bcm-training.org**

## RESOLUTION

R25-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACTS AND CONTINGENCY FUNDING FOR THE CONSTRUCTION OF THE CENTRAL CORE FIRE TRAINING COMMISSION TRAINING TOWER FACILITY

WHEREAS, Section 70.220 RSMo authorizes cities to work in a cooperative manner; and

WHEREAS, the Cities of Brentwood, Clayton, Maplewood, and Richmond Heights previously entered into an intergovernmental agreement to form a fire training commission known as the Central Core Fire Training Center Commission (the “Commission”) and to cooperate in the construction of a fire training facility; and

WHEREAS, a request for bids in March 2025 resulted in vendors submitting low bids for construction and services related to this project that were \$150,205 over the original budgeted project amount of \$1,877,365; and

WHEREAS, to address the additional needed funds, the Central Core Training Division proposed a fund balance of \$90,205 from revenues realized through Shrewsbury and Webster Groves participation as users from 2023-2025 to offset the cost, with the remaining \$60,000 to be split equally by the four participating cities in the amount of \$15,000 each as a contingency fund; and

WHEREAS, the Commission met on April 25, 2025, and duly examined all aspects of the proposed scope of services relating to the fire training facility, including contracts for construction management, building materials and systems, general contractor duties, and construction materials testing services; and

WHEREAS, the Commission, after due consideration, voted unanimously to recommend the acceptance of the following proposals:

1. Navigate Building Solutions, LLC for construction management services in the amount of \$57,000;
2. American Fire Training Systems for building materials and systems, including alternate option 1, in the amount of \$980,000;
3. AME Construction LLC dba A. Eilers Construction for general contractor duties, excluding all submitted alternates, in the amount of \$733,670; and
4. Terracon for construction materials testing services, excluding the submitted alternate, in the amount of \$13,952.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. The City Council of the City of Maplewood, Missouri, hereby authorizes the City Manager to approve the additional contingency funding in the amount of \$15,000 for the purpose of securing contracts for completing the Central Core Fire Training Center Commission Training Tower Facility.

Section II. The City Council of the City of Maplewood, Missouri, hereby authorizes the City

Manager to execute the following agreements, of which the City shall be responsible for 25% of the cost of each agreement:

- (a) An agreement with Navigate Building Solutions, LLC for construction management services in the total amount of \$57,000;
- (b) An agreement with American Fire Training Systems for building materials and systems, including alternate option 1, in the amount of \$980,000;
- (c) An agreement with AME Construction LLC dba A. Eilers Construction for general contractor duties, excluding all submitted alternates, in the amount of \$733,670; and
- (d) An agreement with Terracon for construction materials testing services, excluding the submitted alternate, in the total amount of \$13,952.

The agreements as executed shall be in substantially the form presented to the City Council, with such changes therein as shall be approved by the City Manager, consistent with the provisions and intent of this Resolution and necessary, desirable, convenient or proper in order to carry out the matters herein authorized.

Section III. The City Manager is hereby authorized and directed to take any and all actions necessary, desirable, convenient or proper and to execute such additional documents in order to carry out the intent of this Resolution and the rights and duties of the City under the Agreements.

Passed this 13th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 13th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Anthony Traxler, Assistant City Manager/Director of Public Works  
**Date:** May 7, 2025  
**Re:** **Revised Sewer Lateral Program Repair Policy**

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Attached is a resolution approving an updated sewer lateral policy that addresses the long-standing financial challenges facing our Sewer Lateral Fund. For more than a decade, this fund has operated with a negative balance, requiring borrowing from the General and Capital Improvement Funds.

The sewer lateral account's negative fund balance has adversely impacted the city's audit findings and bond rating. The current conditions of the fund include:

- Approximately 60 repairs annually
- 30 homes currently on the wait list
- Annual revenue of approximately \$115,000
- Average repair cost of \$3,232, creating a shortfall of approximately \$1,315 per repair

Based on the comprehensive financial analysis presented at the April 22, 2025, work session, Council agreed to implement the Partial Fund Reset with Lower Initial Payment scenario of the funding scenarios evaluated. This option was selected because it requires a more modest one-time capital transfer; places a reasonable financial burden on residents while still requiring a contribution toward repairs; achieves a positive fund balance by year three; and creates a sustainable funding model.

The revised policy includes the following significant changes from our current approach:

1. Authorizing a one-time transfer of \$100,000 from the Capital Improvement account to reduce the negative balance from \$177,917 to approximately \$77,917.
2. Allocating \$25,000 in capital improvement funds in both Years 2 and 3 of the program to support the transition to a self-sustaining model.
3. Establishing a resident payment requirement consisting of an initial offset payment of \$325 plus 30% of the total project cost. This contribution level was calculated to ensure affordability while generating sufficient revenue to maintain program sustainability.
4. Setting a maximum city contribution of \$5,000 for standard repairs and \$8,000 for repairs requiring street slab and/or concrete step replacement. Homeowners will be responsible for all costs exceeding these limits.
5. Increasing the coverage area from two feet to four feet outside the building structure, providing more comprehensive protection for homeowners.
6. Streamlining the application process by having city staff prepare applications for homeowners once eligibility is determined, and clarifying homeowner responsibilities for initial diagnostics.

If approved, we propose implementing these changes effective June 1, 2025. This will allow sufficient time to update all program documentation and application materials, train staff on the

new policies and procedures, and prepare resident communications. Residents currently on the waiting list will be notified that their repairs will occur at no cost under the old repair program.

Please review the attached materials and contact me at (314) 646-3635 if you have any questions, comments, or concerns.



## CITY OF MAPLEWOOD

### SEWER LATERAL REPAIR PROGRAM

The City of Maplewood repairs broken residential sewer lateral pipes. Presented here are the answers to common questions regarding the program.

1. **WHEN WAS THE PROGRAM ESTABLISHED?**  
Voters approved a sewer lateral repair tax increase to \$50 on April 8, 2014.
2. **WHAT PROPERTIES ARE ELIGIBLE FOR THE PROGRAM?**  
Residential properties of six units or ~~less~~ **fewer** are eligible.
3. **HOW ~~AND WHEN WILL~~ DOES THE CITY COLLECT THE TAX?**  
The City of Maplewood contracts with the St. Louis County Department of Revenue to collect the tax. The tax levy appears on the St. Louis County real estate tax bill sent to property owners every year in the fall.
4. **WHO OWNS THE SEWER PIPES THAT SERVE MY HOME?**  
The sewer pipe located underneath the basement floor of the home, which runs through the house foundation, through the yard, and connects to the sewer main pipe in the street (or alley), is the property of the homeowner. The sewer main pipe is property of the Metropolitan St. Louis Sewer District.
5. **WHAT REPAIRS ARE COVERED UNDER THE PROGRAM?**  
The program covers replacing defective pipe from the sewer main line in the street or alley to ~~two feet (2')~~ **four feet (4')** outside the building structure (which includes front porches, decks, steps, **and detached garages**). The program does not include lost, buried or improperly installed cleanout access (**yard vent**), pipe replacement in the foundation wall or pipe replacement underneath the basement floor. The program also does not cover the cost of cleaning by cabling, removal of tree roots or debris or hydro flushing. The program does not cover excavation work under porches.
6. **DOES THE PROPERTY OWNER PAY A PORTION OF THE COST OF THE REPAIR?**  
~~There is no charge to the property owner for a sewer lateral repair under the program.~~ **Yes. Property owners are responsible for an initial offset payment of \$325, and 30% of the total project cost. The maximum City contribution is \$5,000 for standard repairs and \$8,000 for repairs requiring street slab and/or concrete step replacement. Property owners are responsible for all costs exceeding these limits.**

Homeowners who qualify as Extremely Low Income under HUD's Income Limits for the St. Louis Metro Area may be exempted from the \$325 initial offset payment. Please ask Public Works staff for information about this assistance program.

7. HOW DOES THE PROPERTY OWNER PARTICIPATE IN THE PROGRAM?

The property owner contacts the Maplewood Public Works Department (314-645-3600) when ~~he or she has~~ **they have** a sewer line that is defective. The property owner must present a bill or letter from a plumbing or sewer cabling company that indicates the pipe is broken, collapsed or severely shifted, or that the company was unable to open the sewer line. The property owner is responsible for having the line **cabled and/or hydro flushed** and videotaped. The location and depth must be marked clearly with green paint and/or flags. Additionally, the homeowner must provide a copy of the **video** ~~tape~~ to the Public Works Department.

If it is determined that the lateral repair qualifies, city staff will prepare an application for the homeowner that includes all homeowner costs associated with the repair. Once the homeowner provides payment, ~~The property owner is not required to complete an application. After this confirmation is received,~~ the location is added to the program **repair** list. ~~Referrals are also received from the Metropolitan St. Louis Sewer District.~~

8. WHO REPAIRS THE BROKEN LINE?

The Maplewood Public Works Department **performs the majority of repairs. However, for deeper repairs, generally defined as repairs six (6) feet and deeper, the City may be required to contract out the work to a licensed plumbing firm.** ~~excavates, removes the defective pipe, backfills the excavation, restores the pavement and sidewalk, and reseeds of the lawn. Drain layers, licensed by St. Louis County, replace the sewer pipe.~~ **Plumbing** firms are awarded pipe replacement **and pipelining** work by competitive bidding **every three (3) years.** ~~on an annual basis.~~

9. ~~WHAT IF THE BROKEN PIPE IS UNDERNEATH THE DRIVEWAY?~~

~~The Maplewood Public Works Department will replace the driveway at no charge to the property owner. Sometimes, it is not necessary to replace the entire driveway. The amount of driveway to be replaced is dependent on the amount of the defective sewer pipe found.~~

10. WHAT IS THE AVERAGE WAITING TIME FOR THE REPAIR OF THE SEWER LINE AFTER IT IS REPORTED TO THE CITY?

**For non-urgent repairs, the waiting time depends on several factors, including the number of current projects and available program funds. New applications will be processed based on when they are received and available funding.** ~~The average waiting time is thirty days if there is no immediate health or public safety hazards.~~ **However,** if there is serious health or safety problem, **the repairs will be expedited with an average wait of is four calendar five (5) business** days.

11. HOW IS THE PROPERTY OWNER CONTACTED BEFORE THE REPAIR WORK IS

STARTED?

The Public Works Department will send an email notifying the **homeowner and/or** occupant one to two days before beginning the job. ~~Then the city's sewer video inspection contractor will contact the property owner by telephone to set a time to cable and video inspect the sewer line prior to digging.~~

12. DO I HAVE TO BE HOME WHILE THE WORK IS DONE?

~~You are asked to be home when the sewer cabling and video inspection are done because it is sometimes necessary to begin cable operations from the basement drain.~~ Once excavation is ~~begun~~ **begins**, it is not necessary to be home. You can use your toilet, sinks, shower, and washer while work is underway.

13. HOW LONG DOES IT TAKE TO COMPLETE A SEWER LATERAL REPAIR?

Normally, it takes two days to excavate and replace the broken pipe. On the following day, the excavation is backfilled, and the lawn is seeded and strawed. No sodding is done. Final street paving is usually done four to six weeks later in order to ensure that no settlement occurs.



## **CITY OF MAPLEWOOD**

### **SEWER LATERAL REPAIR PROGRAM**

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4. **WHO OWNS THE SEWER PIPES THAT SERVE MY HOME?**  
The sewer pipe located underneath the basement floor of the home, which runs through the house foundation, through the yard, and connects to the sewer main pipe in the street (or alley), is the property of the homeowner. The sewer main pipe is property of the Metropolitan St. Louis Sewer District.
5. **WHAT REPAIRS ARE COVERED UNDER THE PROGRAM?**  
The program covers replacing defective pipe from the sewer main line in the street or alley to four feet (4') outside the building structure (which includes front porches, decks, steps, and detached garages). The program does not include lost, buried or improperly installed cleanout access (yard vent), pipe replacement in the foundation wall or pipe replacement underneath the basement floor. The program also does not cover the cost of cleaning by cabling, removal of tree roots or debris or hydro flushing. The program does not cover excavation work under porches.
6. **DOES THE PROPERTY OWNER PAY A PORTION OF THE COST OF THE REPAIR?**  
Property owners are responsible for an initial offset payment of \$325, and 30% of the total project cost. The maximum City contribution is \$5,000 for standard repairs and \$8,000 for repairs requiring street slab and/or concrete step replacement. Property owners are responsible for all costs exceeding these limits.

Homeowners who qualify as Extremely Low Income under HUD's Income Limits for the

St. Louis Metro Area may be exempted from the \$325 initial offset payment. Please ask Public Works staff for information about this assistance program.

7. HOW DOES THE PROPERTY OWNER PARTICIPATE IN THE PROGRAM?

The property owner contacts the Maplewood Public Works Department (314-645-3600) when they have a sewer line that is defective. The property owner must present a bill or letter from a plumbing or sewer cabling company that indicates the pipe is broken, collapsed or severely shifted, or that the company was unable to open the sewer line. The property owner is responsible for having the line **cabled and/or hydro flushed** and videotaped. The location and depth must be marked clearly with green paint and/or flags. Additionally, the homeowner must provide a copy of the video to the Public Works Department.

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The Maplewood Public Works Department performs the majority of repairs. However, for deeper repairs, generally defined as repairs six (6) feet and deeper, the City may be required to contract out the work to a licensed plumbing firm. Plumbing firms are awarded pipe replacement and pipelining work by competitive bidding every three (3) years.

9. WHAT IS THE AVERAGE WAITING TIME FOR THE REPAIR OF THE SEWER LINE AFTER IT IS REPORTED TO THE CITY?

For non-urgent repairs, the waiting time depends on several factors, including the number of current projects and available program funds. New applications will be processed based on when they are received and available funding. However, if there is serious health or safety problem, repairs will be expedited with an average wait of five (5) business days.

10. HOW IS THE PROPERTY OWNER CONTACTED BEFORE THE REPAIR WORK IS STARTED?

The Public Works Department will send an email notifying the homeowner and/or occupant one to two days before beginning the job-

11. DO I HAVE TO BE HOME WHILE THE WORK IS DONE?

Once excavation begins, it is not necessary to be home. You can use your toilet, sinks, shower, and washer while work is underway.

12. HOW LONG DOES IT TAKE TO COMPLETE A SEWER LATERAL REPAIR?

Normally, it takes two days to excavate and replace the broken pipe. On the following day, the excavation is backfilled, and the lawn is seeded and strawed. No sodding is done. Final street paving is usually done four to six weeks later in order to ensure that no settlement occurs.



# Sewer Lateral

## Financial Assistance Form

## Maplewood Public Works

7601 Manchester Road | Maplewood, MO 63143

Jason Watkins | 314-647-8633 | [super@maplewoodmo.gov](mailto:super@maplewoodmo.gov)

**DATE OF REGISTRATION**

  /   /  

### INSTRUCTIONS AND REQUIREMENTS

The Sewer Lateral Financial Assistance Program exempts Maplewood homeowners that fall into the category of Extremely Low Income from the initial off-set payment of \$325.

To apply for the Sewer Lateral Repair Financial Assistance Program, complete the application form and return it along with proof of income to: Public Works Superintendent, 7601 Manchester Rd., Maplewood, MO 63143

**Owner/Occupants  
Name:**

**Address:**

**Phone:**

**Email:**

**Total Household  
Income:**

**Number of Persons in Family/Household:**

**Total Household Income from Social Security  
AND all Other Sources:**

I/we hereby request that the property listed above be exempt from the Sewer Lateral Repair Program Initial Offset Payment. This exemption may be granted upon application by low-income property owners who occupy their properties and meet the established income guidelines for Extremely Low Income limits set by HUD for the St. Louis Metro Area.

I hereby certify that the information contained in this application and the accompanying documents is correct.

**Owner/Occupants  
Signature:**



# Sewer Lateral

Financial Assistance Form

**FOR PUBLIC WORKS USE ONLY - DO NOT WRITE BELOW THIS LINE**

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**Initial Offset Payment:**

**Estimated Project Total:**

**Resident Amount Due (30% of total project cost):**

**Total Amount Due to the City:**

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**Application Received By:**

**Date:**

**Application Reviewed By:**

**Date:**

**Proof of Income:**

☐

**Approved:**

☐

**Denied:**

☐

**Notes/Next Steps:**

## RESOLUTION

R25-18

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI APPROVING A REVISED SEWER LATERAL PROGRAM REPAIR POLICY

WHEREAS, the City of Maplewood's Sewer Lateral Fund has had to borrow from the General and Capital Improvement Funds for more than a decade, resulting in a negative fund balance; and

WHEREAS, costs to perform sewer lateral repairs continue to increase annually

WHEREAS, a majority of municipalities across the region require resident contributions and/or cap the amount for sewer lateral repairs; and

WHEREAS, the City has conducted a comprehensive analysis of funding scenarios to address the negative fund balance while placing the least financial burden on residents; and

WHEREAS, the City Council has determined that implementing a program includes a one-time capital contribution to partially reset the fund balance, coupled with a resident contribution program, represents the optimal balance between resident affordability and fiscal responsibility;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. The City Council of the City of Maplewood, Missouri, hereby approves the attached Sewer Lateral Repair Program policy.

Section II. The City Manager is authorized to execute the necessary financial transactions to implement the one-time fund transfer of \$100,000 from the Capital Improvement fund and allocate the additional capital improvement funds in years two and three of the new program.

Passed this 13th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 13th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Plan & Zoning Commission  
**From:** Anthony Traxler, Assistant City Manager/Director of Public Works  
**Date:** April 28, 2025  
**Re:** **Petition #2025-7 – Request by Kentzo Koffee for a Conditional Use Permit to operate a coffee shop at 2500 Sutton Boulevard**

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## BACKGROUND

The site, 2500 Sutton Boulevard, supports a two-story brick building located at the corner of Sutton and Lyndover Place. The site is zoned SR Single Family Residential zoning district and the street level location has historically supported a variety of commercial uses, most recently the Stone Spiral Café and Looking Meadow Café. Prior to these cafés, the site supported a theatre/arts center. The second floor of the building supports apartments.

A coffee shop named Kentzo Koffee is now planning on opening at this location. Kentzo Koffee's business operations will be substantially similar to Stone Spiral and Looking Meadow, with the most noticeable change being menu items and new ownership. The proposed use (coffee shop) would not be permitted in the SR District, however, Section 56-1063 (l) of the Zoning Code states:

Nonconforming Residential: Notwithstanding the provisions of 56-848 and subsections (h) and (i) of this section, upon the recommendation of the Plan and Zoning Commission, the Council may issue a conditional use permit for a nonconforming use of an existing structure, if, following a public hearing, the City Council shall determine that:

- (1) The proposed use is consistent with the design, construction and original intended use of the structure; and
- (2) The proposed use serves a community need, and no detrimental effect will be made upon the character of the zoning district in which the conditional use is proposed.

The Council may limit the term of the Conditional Use Permit. The granting of a Conditional Use Permit shall not be construed as continuing the nonconforming use beyond the term of the permit, nor extended to any other nonconforming use nor to any other occupant or use.

## ZONING REQUEST

The petitioner, Hunter Iffland of Kentzo Koffee is requesting a conditional use permit to operate a coffee shop in the SR District.

## PLAN AND ZONING ISSUES

1. Zoning Restrictions: The property is zoned SR Single Family Residential District and a conditional use permit is required in order for commercial uses at this location.

2. The site does not have off-street parking but has approximately ten (10) on-street adjacent parking spaces. Additionally, the conditional use ordinance requires all café employees must utilize nearby Maplewood Square parking spaces leased by the City of Maplewood.
3. Impact on Adjacent Properties: This property was constructed in 1925 as a multi-use (commercial and residential) building and the lower-level of 2500 Sutton Boulevard has historically supported retail uses. Therefore, impact on adjacent properties should be minimal. Residents in the area have grown so accustomed to patronizing a café at this location, that when word got out Stone Spiral and Sweet Peaz would close, the city received numerous phone calls expressing concern at the prospect of losing the neighborhood cafe.
4. Hours of operation: The proposed hours of operation are 7 a.m. to 3 p.m. The conditional use ordinance lists hours of operation from 7 a.m. to 9 p.m. in case the petitioner decides to expand his operations to include dinner in the future.

### **CONDITIONAL USE PERMIT STANDARDS FOR APPROVAL**

In presenting any application for a Conditional Use Permit, the petitioner must demonstrate that the proposed conditional use meets the “Standards for Approval” criteria set forth in Section 56-877B., Procedures for a Conditional Use Permit, of the Zoning Code (copy attached).

### **FINDING**

Staff recommends approval subject to the conditions contained in the attached draft ordinance granting a Conditional Use Permit:

- 1) A coffee shop or café of similar scale and intensity has operated on-site, with some limited periods of vacancy since 2007. Prior to that, a variety of other commercial uses have operated at this location. Therefore, the proposed use should be compatible with adjacent properties in the surrounding area.
- 2) The proposed use should be substantially similar to the prior coffee shop and café uses that have historically operated on-site.
- 3) The proposed conditional use, at the above location, will contribute to and promote the welfare and convenience of the public by providing a coffee shop for the community and surrounding area.

## Sec. 56-877. - Procedures for conditional use permit.

(a) *Applications.* Applications for a conditional use permit shall include a site plan and necessary descriptive material relating to the intensity and extent of use and such other information as shall be required by the zoning administrator. An application for a conditional use permit may be filed only by the owner of the property in question or by a tenant, with the owner's permission.

(b) *Standards for conditional use permit approval.* The zoning administrator shall post the property and mail notices to inform the public of the date, time and place of the plan and zoning commission meeting at which the conditional use permit application shall be considered, and of the date, time and place of the public hearing on such application to be held by the city council pursuant to this division. The zoning administrator shall refer the application to the plan and zoning commission to investigate and make a report and recommendation as to whether the following criteria are true with respect to the proposed conditional use:

- (1) Complies with all applicable provisions of this chapter;
- (2) At the specific location will contribute to and promote the community welfare or convenience;
- (3) Will not cause substantial injury to the value of neighboring property;
- (4) Complies with the overall neighborhood development plan and existing zoning district provisions;
- (5) Will provide, if applicable, off-street parking and loading areas in accordance with the standards contained in this chapter;
- (6) Will not substantially increase traffic hazards;
- (7) Will not substantially increase fire hazards;
- (8) Will not overtax public utilities; and
- (9) Will not place an undue burden on municipal services.

(c) *Report and recommendation.* Without unreasonable delay, and in all cases within 40 days after the first meeting at which the proposed conditional use is considered, the plan and zoning commission shall render to the city council a written report and recommendation on the proposed conditional use.

(d) *Hearing.* Upon receipt of the report and the recommendation of the plan and zoning commission, the city council shall hold a public hearing on the application and shall give notice of the date, time and place thereof by causing a notice thereof to be published at least one time, 15 days before the date of the hearing, in a newspaper of general circulation in the city.

(e) *Authorization.* After such hearing, the city council shall, by majority vote, make a determination as to whether the proposed conditional use satisfies the criteria listed in subsection (b) of this section for the plan and zoning commission report and recommendation. If the city council makes an affirmative determination as to all of the criteria, a conditional use permit shall be granted. If the city council makes a negative determination as to any of the criteria, a conditional use permit shall not be granted.

(f) *Conditions.* The plan and zoning commission may recommend and the city council may provide such terms, conditions or restrictions upon the construction, location and operation of the conditional use, as the plan and zoning commission or the city council may determine in order to further the general objectives of this division and to minimize the possibility of injury to the value of property in the neighborhood.

(Ord. No. 4062, § 905.06(3), 10-14-1980; Ord. No. 4258, § 2, 6-10-1986; Ord. No. 4524, § 1, 3-24-1992; Ord. No. 4560, § 1, 11-10-1992; Ord. No. 4646, § 1, 5-24-1994)



2500 Sutton Boulevard

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, GRANTING HUNTER IFFLAND OF KENTZO KOFFEE A CONDITIONAL USE PERMIT TO OPERATE A COFFEE SHOP IN THE SR SINGLE FAMILY RESIDENTIAL DISTRICT AT 2500 SUTTON BOULEVARD

WHEREAS, Kentzo Koffee has applied to the City Council of the City of Maplewood, Missouri for a conditional use permit as provided in Section 56-1063 (l) of the Maplewood Code of Ordinances to allow a coffee shop in the SR Single Family Residential District at 2500 Sutton Boulevard; and

WHEREAS, the Plan and Zoning Commission recommended approval of this proposed conditional use permit at their May 5, 2025, meeting by a vote of 4 ayes, 0 nays; and

WHEREAS, the City Council held a public hearing on this conditional use permit petition at their May 13, 2025, Council meeting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Kentzo Koffee is hereby granted a Conditional Use Permit to allow a coffee shop in the SR Single Family Residential District at 2500 Sutton Boulevard, street level location.

Section II. The Conditional Use Permit is granted subject to all rules and regulations and conditions set forth for the property described in Section I as follows:

(A) Permitted Use: A coffee shop facility.

- 1) The City Council reserves the right to restrict the number of seats available to patrons at this location if on-street parking becomes a problem for the residential neighborhood.
- 2) Employees for the coffee shop must park off-site in the parking spaces allocated to the City of Maplewood within the Maplewood Square parking lot (7325 Manchester Road) located at the northeast corner of Manchester Road and Sutton Boulevard at all times to keep on-street parking available for cafe patrons.
- 3) Cafe facility hours of operation shall be limited to between 7 a.m. and 9 p.m.

(B) Architectural Standards/Sign Requirements: Any exterior changes to the building must be approved by the Design and Review Board prior to the issuance of a building permit.

(C) Exterior Storage of Materials: No outside storage of materials will be permitted.

Section III. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 27th day of May, 2025

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Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Passed this 27th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Plan & Zoning Commission

**From:** Anthony Traxler, Assistant City Manager/Director of Public Works

**Date:** April 3, 2025

**Re:** **Petition #2025-06 - Review and recommendation of a request to amend the CB1 District to allow for entertainment uses and amend other miscellaneous permitted, conditional and prohibited uses**

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Attached is an amendment to the CB1 Community Business One District initiated by the Special Business District to add entertainment uses and amend other permitted, conditional, and prohibited uses within the district. The Plan & Zoning Commission reviewed the Special Business District's initial proposal and added a few amendments of their own. Below are the various changes that are included in the attached ordinance.

## **Permitted Uses to be Added**

- (1) Retail pet store with grooming.
- (2) Retail pop-up stores. Retail stores, excluding restaurants, open for a maximum of ninety (90) days that in the judgement of the Zoning Administrator meet the intent and purpose of the CB1 district.
- (3) The following entertainment uses are permitted provided they are located a minimum of 300 feet from other entertainment uses, are open a minimum of four nights per week until 9:00 p.m. unless closing hours are otherwise specified, and derive a minimum of twenty percent (20%) of their annual gross income from sources other than the sale of alcoholic beverages such as ticket sales, admission fees, sale of prepared food or meals and merchandise.
  - a. Music venue.
  - b. Children's entertainment or play space venues, not required to remain open until 9:00 p.m.
  - c. Escape rooms.
  - d. Sports and recreational activities, including but not limited to (indoor mini golf, pickleball courts, and other types of recreational entertainment activities).
  - e. Cigar lounges associated with retail operation.
  - f. Wine or cocktail lounge associated with retail operation.
  - g. Any entertainment establishment use which in the judgement of the zoning administrator is similar or identical to one or more of the above-mentioned entertainment uses. Such entertainment establishments, whether indoor or outdoor, where entertainment, either passive or active, is provided for the enjoyment of patrons. Entertainment may be offered independently or in conjunction with a non-entertainment-related use, such as a restaurant. Entertainment activities include, but are not limited to, vocal and instrumental music, dancing, karaoke, comedy, acting games, or other similar activities.

**Conditional Uses to be Added**

- (1) Tattoo and piercing studios. No tattoo and piercing studio shall be closer than 500 feet to one another tattoo and piercing studio.

**Conditional Uses to be Deleted**

- (1) Retail pet store with grooming.

**Prohibited Uses to be Added**

- (1) Private entertainment uses or clubs.

**Prohibited Uses to be Deleted**

- (1) Tattoo shops.
- (2) Convenience stores.

Please review the attached ordinance and do not hesitate to contact me at (314) 646-3635 if you have any questions, comments, or concerns on this matter.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 56 ZONING, ARTICLE II, DISTRICT REGULATIONS, SECTION 56-211, CB1 DISTRICT TO ALLOW FOR ENTERTAINMENT USES AND AMEND OTHER PERMITTED, CONDITIONAL, AND PROHIBITED USES WITHIN THE DISTRICT

WHEREAS, the Planning and Zoning Commission recommended approval by a vote of 4 ayes, 0 nays, of the amendments to the zoning ordinance at their May 5, 2025, meeting; and

WHEREAS, the City Council held a public hearing on May 13, 2025, regarding the proposed amendments to the zoning ordinance; and

WHEREAS, the Special Business District and Plan and Zoning Commission desires to allow various entertainment uses in the CB1 district and to update miscellaneous permitted, conditional and prohibited uses within the district.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Section 56-211 – CB1 district., of the Maplewood Code of Ordinances is hereby amended by deleting the existing text and replacing it with the following text in its stead:

**Sec. 56-211. CB1 district.**

- (a) *Definitions.* The CB1 district shall be defined as follows: Street level locations along Manchester Road between the east right-of-way line of Roseland Terrace and its southern extension on the east and Sutton Avenue on the west. The term "street level" means any floor that does not meet the definition of "non-street level" contained in section 56-204.
- (b) *Intent and purpose.* The CB1 district is a subdistrict contained within the CB Community Business District. The CB1 district is intended to accommodate a wide variety of destination type retail commercial uses, with an emphasis toward the retail sale of goods for personal consumption, dining, and entertainment, which attracts shoppers from a trade area beyond the city and, which together, attract and encourage pedestrian traffic. The CB1 district seeks to give the highest priority to uses typically located in nucleated shopping districts which, in turn, serve and are compatible with the contiguous business community and neighborhood.
- (c) *CB1 district permitted uses.* Permitted uses in the CB1 district shall exclude the sale of used merchandise or rental of merchandise unless specifically identified below as permitted. The permitted uses enumerated in section 56-204 shall not apply to street level locations within the CB1 district; instead the following uses shall be permitted in any street level location within the CB1 district:
  - (1) Home furnishing, office products, business equipment, furniture and accessories stores.
  - (2) Floor covering stores (except those with a primary emphasis on the sale of remnants).
  - (3) Art, handicraft and school supply stores.
  - (4) Book stores as limited by section 56-209 (d).
  - (5) Photographic, audiovisual and digital equipment and supply stores.

- (6) Consumer electronic stores.
- (7) Hobby and toy stores.
- (8) Jewelry stores, watch and clock stores, including incidental repair.
- (9) Luggage stores.
- (10) Music, musical instrument and recorded music and video stores (rental permitted).
- (11) Sporting goods stores.
- (12) Hardware, paint, glass and wallcovering stores.
- (13) Food stores, including grocery stores, meat markets, delicatessens, ice cream stores and bakeries.
- (14) Apparel and clothing accessories stores.
- (15) Bicycle stores, including incidental repair.
- (16) Drugstores.
- (17) Florist, gifts and card stores.
- (18) Retail dry cleaning or laundry facilities, not to include self-service laundry or dry-cleaning plants.
- (19) Newsstands, as limited by section 56-209 (d).
- (20) Art galleries.
- (21) Any restaurant that replaces a previously existing restaurant that in the judgement of the zoning administrator, is similar to the previously existing restaurant in size, scope and impact on adjacent or surrounding properties.
- (22) Consignment shops for antiques and collectibles as defined by the zoning code.
- (23) Retail pet store with grooming.
- (23) Accessory uses as provided by article III, division 4 of this chapter.
- (24) Retail pop-up stores. Retail stores, excluding restaurants, open for a maximum of ninety (90) days that in the judgement of the Zoning Administrator meet the intent and purpose of the CB1 district.
- (25) The following entertainment uses are permitted provided they are located a minimum of 300 feet from other entertainment uses, are open a minimum of four nights per week until 9:00 p.m. unless closing hours are otherwise specified, and derive a minimum of twenty percent (20%) of their annual gross income from sources other than the sale of alcoholic beverages such as ticket sales, admission fees, sale of prepared food or meals and merchandise.
  - a. Music venue.
  - b. Children's entertainment or play space venues, not required to remain open until 9:00 p.m.
  - c. Escape rooms.
  - d. Sports and recreational activities, including but not limited to (indoor mini golf, pickleball courts, and other types of recreational entertainment activities).
  - e. Cigar lounges associated with a retail operation.

- f. Wine or cocktail lounge associated with a retail operation.
  - g. Any entertainment establishment use which in the judgement of the zoning administrator is similar or identical to one or more of the above listed uses. Such entertainment establishments, whether indoor or outdoor, where entertainment, either passive or active, is provided for the enjoyment of patrons. Entertainment may be offered independently or in conjunction with a non-entertainment-related use, such as a restaurant. Entertainment activities include, but are not limited to, vocal and instrumental music, dancing, karaoke, comedy, acting games, or other similar activities.
- (26) Any use which in the judgment of the zoning administrator is identical or similar to one or more of the above listed uses and which conforms with the intent and purpose and with the use regulations and limitations for this chapter. The zoning administrator may also request a plan and zoning commission review if the use which, in the judgment of the plan and zoning commission, is similar to one or more of the above listed uses and which conforms with the intent and purposes of this chapter and which conforms with the use regulations, use limitations and performance standards for this chapter.
- (d) *Conditional uses.* The conditional uses enumerated in section 56-206 shall not apply to street level locations within the CB1 district, and instead the following uses shall be permitted as conditional uses, in accordance with the procedures provided in article IV, division 6 of this chapter, in any street level location of the CB1 district.
- (1) Indoor theatres or cinemas, except as provided in section 56-209 (d).
  - (2) Antique, vintage and collectible stores, except as prohibited by subsection (e) (9) of this section.
  - (3) Music and art studios or schools that are a part of a retail sales operation.
  - (4) Financial institutions.
  - (5) Any restaurant that does not replace a previously existing restaurant or any restaurant that, in the judgement of the zoning administrator, would require a conditional use permit due to its size, scope and impact on adjacent or surrounding properties.
  - (6) Day spas: to include hair salons, facials, manicure and pedicure services and massage services from which 20 percent of gross revenue is derived from retail sales generating sales tax and must be open a minimum of five nights per week until 8:00 p.m. No day spa can be located closer than 800 feet to another day spa.
  - (7) Stores allowing customers to taste wines, liqueurs and spirits from a cask before buying them.
  - (8) Tattoo and piercing studios. No tattoo and piercing studio can be closer than 500 feet to another tattoo and piercing studio.
- (e) *Prohibited uses.* The following uses shall be prohibited in the CB1 district:
- (1) Pawnshops.
  - (2) Massage parlors.
  - (3) Private entertainment uses or clubs.
  - (4) Licensed betting stores.

- (5) Package liquor stores.
- (6) Seasonal businesses.
- (7) Rent to own stores.
- (8) Used clothing, resale stores and consignment shops (except those that sell antiques and collectibles as defined by the zoning code).
- (9) Check cashing and payday loan services.

Section III. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 27th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

Approved this 27th day of May, 2025

\_\_\_\_\_  
Barry Greenberg, Mayor

Attest:

\_\_\_\_\_  
Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Plan & Zoning Commission

**From:** Anthony Traxler, Assistant City Manager/Director of Public Works

**Date:** April 3, 2025

**Re:** **Petition #2025-05 - Review and recommendation of a request to amend the definition of family and various other miscellaneous amendments**

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Attached is an ordinance requested by the Plan & Zoning Commission to amend the definition of “family” to make it more inclusive. The ordinance also includes several other amendments to the zoning code to remove outdated or unnecessary text. Per discussion at last month’s meeting, the City Attorney agrees with the proposed definition of “family” in the attached ordinance.

**Amendment #1: Sec. 56-3. – Definitions.** Revise the existing definition of “family” to make it more inclusive.

## **Existing Definition to be Deleted–**

~~*Family means one or more persons related by blood, marriage or adoption occupying a dwelling unit as an individual housekeeping organization, including a group comprised of one or more individuals (who have not attained the age of 18 years) being domiciled with:*~~

- ~~▪ A parent or another person having legal custody of such individual or individuals; or~~
- ~~▪ The designee of such parent or other person having such custody, with the written permission of such parent or other person.~~
- ~~▪ A family may include two additional persons not related by blood, marriage or adoption. Foster children, who are legal wards of the court, shall be construed as adopted children for purposes of enumeration. The foregoing includes any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.~~

## **Proposed Definition –**

*Family means one or more persons occupying a dwelling unit as a single housekeeping unit whereby all occupants share common sanitary, living, and cooking facilities and share household responsibilities which may include, but are not limited to, rental or mortgage payments, expenses, groceries, chores, and maintenance. This does not include individuals living in group living situations such as dormitories, fraternities, sororities, boardinghouses, lodging houses, or the like.*

**Amendment #2: Sec. 56-37. – Delete existing unnecessary section of the zoning ordinance.**

### Existing Section to be Deleted –

~~Sec. 56-37. — **Conversion or change in uses of single-family dwellings.** In any district permitting uses other than single-family dwellings, single-family dwellings shall not be converted or changed in use without first obtaining a conditional use permit as provided in Article IV, division 6 of this chapter.~~

Amendment #3: Sec. 56-38. – Delete section title and subsection (a) and rename this section of the zoning ordinance.

### Existing Text to be Deleted –

~~Sec. 56-38. – **Multiple-family occupancy of single dwelling units prohibited.**~~

- ~~(a) Increasing number of dwelling units. It shall be unlawful for any person to alter, or cause to be altered, any existing structure or portion thereof to increase the number of dwelling units on any parcel of land without first obtaining a building permit specifically approving the increase in number of dwelling units on the parcel.~~
- (b) Occupancy by more than one family. The occupancy of a dwelling unit by more than one family is prohibited and it shall be unlawful for any person to occupy or permit the occupancy of a dwelling unit or part thereof unless all occupants of the dwelling units are members of only one family.

### Proposed Text –

**Sec. 56-38. – Occupancy by more than one family.** The occupancy of a dwelling unit by more than one family is prohibited and it shall be unlawful for any person to occupy or permit the occupancy of a dwelling unit or part thereof unless all occupants of the dwelling units are members of only one family.

Amendment #4: Sec. 56-40. – Delete existing unnecessary text of the zoning ordinance.

### Existing Text to be Deleted –

~~Sec. 56-40. — **Blood banks prohibited in all districts.** Blood banks, both for profit and not for profit, are hereby classified in all zoning districts of the city as a prohibited use.~~

Please review the attached ordinance and do not hesitate to contact me at (314) 646-3635 if you have any questions, comments or concerns on this matter.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING THE MAPLEWOOD CODE OF ORDINANCES, CHAPTER 56 ZONING, ARTICLE II, DISTRICT REGULATIONS, DIVISION 1 GENERALLY, SECTION 56-3, DEFINITION OF A FAMILY, SECTION 56-37 – CONVERSION OR CHANGE IN USES OF SINGLE-FAMILY DWELLINGS, SECTION 56-38, MULTIPLE FAMILY OCCUPANCY OF SINGLE-FAMILY DWELLING UNITS PROHIBITED, AND SECTION 56-40, BLOOD BANKS PROHIBITED IN ALL DISTRICTS

WHEREAS, the Planning and Zoning Commission recommended approval by a vote of 7 ayes, 0 nays, of the amendments to the zoning ordinance at their April 7, 2025, meeting; and

WHEREAS, the City Council held a public hearing on May 13, 2025, regarding the proposed amendments to the zoning ordinance; and

WHEREAS, the City Council desires to make the definition of family more inclusive and to delete outdated or unnecessary text within Chapter 56, Zoning, of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Section 56-3, Definitions, of the Maplewood Code of Ordinances subsection is hereby amended by deleting the existing definition of “family” and replacing the text with the following updated definition of “family.”

*Family* means one or more persons occupying a dwelling unit as a single housekeeping unit whereby all occupants share common sanitary, living, and cooking facilities and share household responsibilities which may include, but are not limited to, rental or mortgage payments, expenses, groceries, chores, and maintenance. This does not include individuals living in group living situations such as dormitories, fraternities, sororities, boardinghouses, lodging houses, or the like.

Section II. Section 56-37, Conversion or change in uses of single-family dwellings, of the Maplewood Code of Ordinances is hereby amended by deleting the existing text in this section of the City Code in its entirety.

Section III. Section 56-38, Multiple family occupancy of single dwelling units prohibited, of the Maplewood Code of Ordinances is hereby amended by deleting the existing text in this section of the City Code and replacing it with the following text in its stead.

**Sec. 56-38. – Occupancy by more than one family.** The occupancy of a dwelling unit by more than one family is prohibited and it shall be unlawful for any person to occupy or permit the occupancy of a dwelling unit or part thereof unless all occupants of the dwelling units are members of only one family.

Section IV. Section 56-40, Blood banks prohibited in all districts, of the Maplewood Code of Ordinances is hereby amended by deleting the existing text in this section of the City Code in its entirety.

Section V. This ordinance shall be in full force and effect fifteen (15) days after its passage and approval.

Passed this 27th day of May, 2025

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Barry Greenberg, Mayor

Attest:

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Tanya Bohlken, Deputy City Clerk

Approved this 27th day of May, 2025

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Barry Greenberg, Mayor

Attest:

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Tanya Bohlken, Deputy City Clerk

# Memorandum



**To:** Mayor and City Council  
**From:** Amber Withycombe, City Manager  
**Date:** May 8, 2025  
**Re:** City Manager's Report

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## **City Attorney Legal Services RFQ Progress**

The City released a Request for Qualifications (RFQ) for City Attorney Legal Services on April 2, with responses due on April 29. The current legal services contract expires on June 30, 2025.

The City has received five responses to the RFQ. A selection panel consisting of three staff members (Amber Withycombe, Anthony Traxler, and Matt Nighbor) and two Council Members (Council Member Homa and Council Member Wiley) has been formed to review the proposals.

The panel will independently score the proposals by May 14, after which the top three firms will be selected for interviews to be conducted between May 19 - 28. Following interviews and reference checks, a recommendation will be prepared for Council consideration at the June 10 meeting.

## **PeopleGuru Implementation Update**

The City's transition to PeopleGuru, our new Human Resources Information System, is proceeding on schedule. Department heads and supervisors have completed their registration, and all staff will register by May 12. Beginning May 26, we will run parallel timekeeping systems to ensure accuracy before fully transitioning to PeopleGuru for the July 10 payroll. Council members will receive their login credentials in the coming weeks, providing access to manage pay information.

## **SBD Kiosk Project Update**

The Special Business District Tax Advisory Commission has selected The DeSIGNery's proposal for wayfinding kiosks to be placed throughout the downtown area. The Commission will meet with The DeSIGNery on May 28 to finalize two key elements: solar lighting options (preferred above ground level) and typeface selection, which may be coordinated with our upcoming brand refresh.

Following this meeting and consultation with Public Works, an RFP for fabrication will be posted. The total project cost is estimated at \$28,602.31 for four kiosk locations. A memo and details from Community Development Director Laura Miller are attached.

# Memorandum



**To:** Amber Withycombe  
**From:** Laura Miller, Community Development Director  
**Date:** May 8, 2025  
**Re:** SBD Kiosk

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The SBD Commission has selected The DeSIGNery's proposal for the design of kiosks to be placed in the Special Business District.

The design was chosen for its simplicity and its ability to complement the historic character of the downtown area. The kiosk poles echo the style of the district's decorative light posts, while subtle pops of color add a modern touch without overwhelming the aesthetic.

Next steps for the Commission include a meeting with The DeSIGNery on May 28 to review a few key design elements. Two primary discussion points are:

1. Solar lighting – The Commission prefers that lighting not be installed at ground level.
2. Typeface – With the City preparing for a brand refresh in the coming months, the Commission will consider whether to delay fabrication or explore options that will allow for change to align with future branding.

Additionally, the Commission will meet with Public Works and The DeSIGNery to finalize the four kiosk locations. Once these steps are complete, an RFP for fabrication will be posted.

Please let me know if you have any questions.

Thanks!



The DeSIGNery  
3051 Bartold Ave, Maplewood, MO 63143  
(314) 647-1700  
hello@designery.com  
www.designery.com

Laura Miller  
Community Development Director  
City of Maplewood  
7601 Manchester Road  
Maplewood, MO 63143  
(314) 646-3607 Office  
lmiller@maplewoodmo.gov

Maplewood, April 10<sup>th</sup>, 2025

Dear Laura,

I am writing to respond to the Request for Proposals for the Design of a Free-Standing Wayfinding Kiosk issued by the City of Maplewood. After thoroughly reviewing the RFP I am confident that our team at The Designery possesses the expertise and resources needed to deliver exceptional results that align with the creative vision of Maplewood.

At The Designery, we specialize in providing innovative, high quality signage solutions that enhance brand visibility and engagement. With over 25 years of experience in the industry, we have successfully completed projects for clients such as Ronald McDonald House St. Louis, Joy FM or The City Foundry. Our commitment to quality, creativity, and customer satisfaction is at the core of everything we do.

I have attached our detailed proposal, which outlines our project design, fabrication materials and cost estimates. I am looking forward to the opportunity to discuss our proposal in detail and explore how we can contribute to the success of the City of Maplewood.

The DeSIGNery, 3051 Bartold Ave, Maplewood MO 63143  
(314) 647-1700 | [hello@designery.com](mailto:hello@designery.com) | [www.designery.com](http://www.designery.com)



Thank you for considering our proposal. Please feel free to reach out to me directly at (314) 307 - 0534 or [susann@designery.com](mailto:susann@designery.com) to arrange a meeting or for any further information.

Warm regards,

Susann Kostorz

President

The DeSIGNery

3051 Barlold Ave, Maplewood, MO 63143

(314) 647-1700

[hello@designery.com](mailto:hello@designery.com)

[www.designery.com](http://www.designery.com)



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Maplewood, April 10<sup>th</sup>, 2025

### Scope of Services

The purpose of this proposal is to outline the scope of services that The Designery will provide to The City of Maplewood for the design, production, and installation of free-standing wayfinding kiosks.

#### 1. Design and Concept Development

- Develop a design concept based on the client's specifications and preferences in the RFP.
- Create a visual mockup and rendering for client review and feedback.
- Incorporate client feedback to finalize the design concepts.
- Ensure designs align with industry standards and best practices for visibility and aesthetics.

#### 2. Fabrication and Production

- Utilize high-quality materials and state-of-the-art technology for fabrication of all signage elements.
- Oversee the production process to ensure adherence to quality standards and project timelines.
- Provide progress updates to the client during the fabrication phase.



#### 4. Installation

- Schedule and coordinate the installation of all signage according to a timeline agreed with the client previously.
- Ensure that installation adheres to all safety regulations and local codes.
- Conduct a final inspection post-installation to ensure quality and satisfaction.

We are excited about the opportunity to work with the City of Maplewood on this project. Our team is committed to delivering high-quality signage solutions that meet your needs and elevate your brand presence. We look forward to your feedback and the opportunity to discuss this proposal further.

Thank you for considering our services!

Warm regards,

Susann Kostorz

President

The DeSIGNery

3051 Bartold Ave, Maplewood, MO 63143

(314) 647-1700

hello@designery.com

www.designery.com



**Estimate No.**  
**Estimate Printed On**

**17896**  
4/11/2025

**City of Maplewood**  
Attn: Laura Miller  
7601 Manchester Rd.  
St. Louis, MO 63143

**Acct #:** 1246  
**Terms:** Net 30 Days  
**Phone:** 314-646-3607 /  
**Fax:**  
**E-Mail:** l-miller@cityofmaplewood.com

**Prepared For Laura Miller,**

| Estimate Description                                                                                   |                                                                                                                                |          |          |            |            |             |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------|------------|-------------|
| SK/CH: FREE STANDING WAYFINDING KIOSK FOR MAPLEWOOD                                                    |                                                                                                                                |          |          |            |            |             |
| Product Code                                                                                           | Color                                                                                                                          | Quantity | Vertical | Horizontal | Price @    | Total:      |
| DESIGN SERVICE                                                                                         | N/A                                                                                                                            | 1.00     | 0.00     | 0.00       | \$ 550.00  | \$550.00    |
| Description                                                                                            | INCLUDES DESIGN / LAYOUT SERVICES > LAYOUT ARTWORK PER CLIENT'S REQUEST. INCLUDES FIRST PROOF AND 1 ROUND OF SIMPLE REVISIONS. |          |          |            |            |             |
| Product Code                                                                                           | Sides                                                                                                                          | Color    | Quantity | Vertical   | Horizontal | Price @     |
| MISC.                                                                                                  | 1                                                                                                                              |          | 4.00     | 1.00       | 1.00       | \$ 5,766.00 |
| Description                                                                                            | Exterior Kiosk - Double Sided                                                                                                  |          |          |            |            | Total:      |
| Cabinet Size:                                                                                          |                                                                                                                                |          |          |            |            |             |
| 57"h x 36"w x 2"d                                                                                      |                                                                                                                                |          |          |            |            |             |
| Fabricated Aluminum Cabinet with Pass Through Cross Arms, Painted Satin Black                          |                                                                                                                                |          |          |            |            |             |
| Header/Accents- Screen Printed Text and QR Code, Full Digital Print Vinyl Accent and Leaf              |                                                                                                                                |          |          |            |            |             |
| (Each accent and leaf will have a different print per sign)                                            |                                                                                                                                |          |          |            |            |             |
| Map and event information: ImageLOC® Framed Wall Mount feature a robust full frame with discrete       |                                                                                                                                |          |          |            |            |             |
| tamper resistant mounting hardware. Painted Satin Black. Changeable ImageLOC® panel resists expansion  |                                                                                                                                |          |          |            |            |             |
| and contraction in temperature and                                                                     |                                                                                                                                |          |          |            |            |             |
| weather extremes and are graffiti resistant.                                                           |                                                                                                                                |          |          |            |            |             |
| Outdoor Literature Holder- Durable Black Textured .125" ABS Plastic Backboard                          |                                                                                                                                |          |          |            |            |             |
| with Strong, High-Impact 1/8" Clear Plastic                                                            |                                                                                                                                |          |          |            |            |             |
| Mounting- 4" Fluted Round Posts, Powder Coated Black                                                   |                                                                                                                                |          |          |            |            |             |
| Base/Finials- 4" Deco Pineapple Finials, 500 Series Base, Powder Coated Black                          |                                                                                                                                |          |          |            |            |             |
| Product Code                                                                                           | Color                                                                                                                          | Quantity | Vertical | Horizontal | Price @    | Total:      |
| LABOR                                                                                                  |                                                                                                                                | 4.00     | 0.00     | 0.00       | \$ 700.00  | \$2,800.00  |
| Description                                                                                            | Installation                                                                                                                   |          |          |            |            |             |
| The Designery is not responsible for an unforeseen obstruction below surface. if we cannot continue to |                                                                                                                                |          |          |            |            |             |
| drill/dig, as planned, extra costs can occur which are not included into the estimate.                 |                                                                                                                                |          |          |            |            |             |
| Product Code                                                                                           | Color                                                                                                                          | Quantity | Vertical | Horizontal | Price @    | Total:      |
| PERMIT                                                                                                 |                                                                                                                                | 1.00     | 0.00     | 0.00       | \$ 0.00    | \$0.00      |
| Description                                                                                            | Optional                                                                                                                       |          |          |            |            |             |
| Permit application and submittel with City of Maplewood USD 199                                        |                                                                                                                                |          |          |            |            |             |

**Notes:**

IN ORDER TO PROCEED WITH THIS ORDER WE MUST RECEIVE:  
 1) Signature of approval on estimate  
 2) 50% Down Payment. Balance due upon completion.  
 3.5% ADDED FEE FOR CREDIT CARD USE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Sub-Total** \$26,414.00  
**Sales Tax** \$2,188.31  
**Shipping** \$0.00  
**Total:** \$28,602.31

**Yours Sincerely,**

**The Designery**

3051 Bartold Ave. St. Louis, MO 63143 Phone: 314-647-1700 Fax: 314-647-5222 (info@designery.com)

Page 1 of 1



**MAPLEWOOD**  
SPECIAL BUSINESS DISTRICT



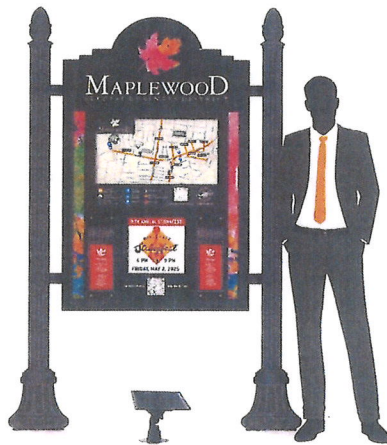
**The Designery Hub**  
3051 Bartold Ave.  
St. Louis, MO, 63143  
314.647.1700  
[www.designery.com](http://www.designery.com)

Proposal for  
Free-Standing Wayfinding

Exterior Kiosk Package

Version 1- 3.21.25

## Exterior Kiosk



### Exterior Kiosk- Double Sided

Cabinet Size: 57" h x 36" w x 2" d

Cabinet Material- Fabricated Aluminum Cabinet with Slip Ring Brackets, Painted Satin Black Header/Accents- Screen Printed Text and QR Code, Full Digital Print Vinyl Accent and Leaf (Each accent and leaf will have a different print per sign)

ImageLOC® Framed Wall Mount feature a robust full frame with discrete tamper resistant mounting hardware. Painted Satin Black

Changeable ImageLOC® panel resists expansion and contraction in temperature and weather extremes and are graffiti resistant.

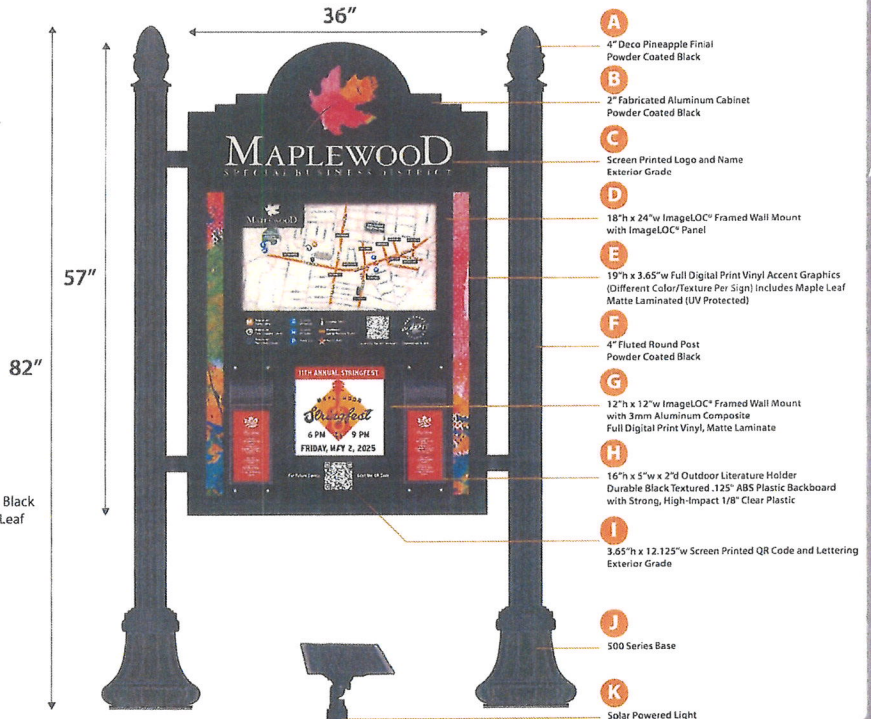
Outdoor Literature Holder- Durable Black Textured .125" ABS Plastic Backboard with Strong, High-Impact 1/8" Clear Plastic

Mounting- 4" Fluted Round Posts, Powder Coated Black

Base/Finials- 4" Deco Pineapple Finials, 500 Series Base, Powder Coated Black

Solar Powered Adjustable Light (2) Per Sign

Quantity- 4



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The Designery Hub  
3051 Baroid Ave  
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**CLIENT** City of Maplewood  
**CONTACT** Laura Wittler  
**PHONE** 314-846-3607  
**EMAIL** kiosk@cityofmaplewood.com

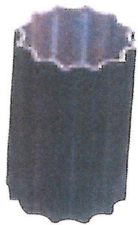
**PROJECT** Kiosk Signage  
**SIGN TYPE** Exterior  
**SIGN**

**JOB** 17896 **DATE** 3.21.25  
**PROOF** a1v3 **DESIGNER** Colleen

The Designery Hub 3051 Baroid Ave St. Louis, MO 63143  
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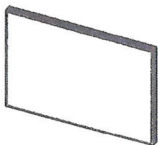


## Exterior Kiosk



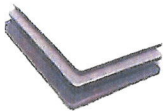
**F**

4" Fluted Round Post  
Powder Coated Black



**G**

9" h x 11.5" w ImageLOC® Framed Wall Mount  
with 3mm Aluminum Composite  
Full Digital Print Vinyl, Matte Lamine



**H**

16" h x 5" w x 2" d Outdoor Literature Holder  
Durable Black Textured .125" ABS Plastic Backboard  
with Strong, High-Impact 1/8" Clear Plastic

**I**

3.65" h x 12.125" w Screen Printed QR Code and Lettering  
Exterior Grade



Concept  
Proof  
Production

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The Designery, Inc.  
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CLIENT : City of Maplewood  
CONTACT : Aaron Miller  
PHONE : 314-646-3607  
EMAIL : h-miller@cityofmaplewood.com

PROJECT : Kiosk Signage  
SIGN TYPE : Exterior

SIGN

JOB : 17896 DATE : 3.21.25  
PROOF : a1v3 DESIGNER : Colleen

DATE

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## Exterior Kiosk



**J**

500 Series Base



**K**

Solar Powered Light



Concept

Proof

Production

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**CLIENT** : City of Maplewood  
**CONTACT** : Laura Miller  
**PHONE** : 314.646.3607  
**EMAIL** : emiller@cityofmaplewood.com

**PROJECT** : Kiosk Signage  
**SIGN TYPE** : Exterior

**JOB** : 17894  
**PROOF** : 01v3

**DATE** : 3.21.25  
**DESIGNER** : Colleen

**SIGN**

**DATE**

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