

DARDENNE



PRAIRIE

**CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN
WORK SESSION AGENDA
JUNE 18, 2025
6:00 p.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS FOR DISCUSSION AND CONSIDERATION

1. Increasing the term of office for Alderman from 2 years to 4 years. (Johnson, Wilson & Waters)
2. Consider Community Center for the City. (Nay & Detweiler)
3. Memorandum of Understanding between the County and City regarding a portion of Waterford Crossing Dr. (Pratt)
4. Addition of IT Manager and Executive Assistant/Deputy City Clerk Positions (Pratt)
5. Review of 06-18-25 Board of Aldermen agenda

STAFF COMMUNICATIONS

1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor

CLOSED SESSION

Roll call vote to hold closed session pursuant to RSMo 610.021 section _____
Litigation and Privileged Communications (1)
Real Estate (2)
Personnel (3)
Bid Specs (11)
Audit (17)

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

RBA FORM (OFFICE USE)

MEETING DATE: June 18, 2025

Regular () Work Session (X)

ATTACHMENT: YES () NO (X)

Contract () Ordinance () Other (X)

Request for Board Action

By: Aldermen Johnson, Wilson & Waters

Ward – ALL WARDS

• Description:

Discussion about increasing the term of office for Alderman from 2 years to 4 years.

• Recommendation: Staff – Approve () Disapprove () N/A

• Summary/Explanation:

Change Section 115.010 A in the City Code to provide for a four-year term of office for Alderman instead of a two-year term of office. This change will allow for the Aldermen and Mayor to have the same term length and provide for more consistent leadership to the residents.

Requires voter approval.

Does not go into effect until the next term of office.

• Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

One time cost of election to enact but then there is a decrease in costs to the city by having less frequent elections to office for Alderman (every 4 years instead of every 2).

RBA requested by: Mark Johnson Date: 06/10/2025

Cathy Pratt

RBA FORM (OFFICE USE)

MEETING DATE: June 18, 2025

Regular () Work Session (X)

ATTACHMENT: YES () NO (X)

Contract () Ordinance () Other (X)

Request for Board Action

By: Aldermen Nay & Detweiler

Ward – ALL WARDS

- **Description:** Explore the construction of a Community Center on property owned by the City.

- **Recommendation:** Staff – Approve () Disapprove () N/A

- **Summary/Explanation:**

Explore the construction of a Community Center on property owned by the City.

- **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

RBA requested by: Alderman Nay

Date: 06/11/2025



EXHIBIT A

RBA FORM (OFFICE USE ONLY)

MEETING DATE: 06-18-2025

Regular () Work Session (x)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (x)

Request for Board Action
By: Staff

Ward

• **Description:**

For Discussion: St. Charles County has presented a Memorandum of Understanding between the County and City regarding a portion of Waterford Crossing Dr.

• **Recommendation:** Staff – Approve () Disapprove () N/A

• **Summary/Explanation:**

St. Charles County has approached staff requesting that the City enter into a Memorandum of Understanding that would provide for the City to annex a portion of Waterford Drive. Prior to annexation, the County would replace the roadway and install a new roadway to County standards. The City would then annex the roadway and assume ownership, which would include snowplowing and all future maintenance and/or roadway improvements.

The benefits of this to the City is that we can better serve our residents. This roadway has been and continues to be neglected due to battles over who has responsibility. By annexing it in, we would have control over the snowplowing and future maintenance of this roadway. A new road would have a 25-30 year life.

However, while this roadway serves the residents of Dardenne Prairie, it also leads directly to key O’Fallon businesses such as The Renaud Center, Pheasant Run Golf Course, Sports Park, and Scrubbles Car Wash. O’Fallon has refused to annex in this roadway and therefore it falls to the County to maintain. It does not directly serve the County and therefore it is not a priority for the County.

• **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

RBA requested by: Cathy Pratt Date: 06-11-25

Cathy Pratt

**MEMORANDUM OF UNDERSTANDING
BETWEEN ST. CHARLES COUNTY, MISSOURI AND
THE CITY OF DARDENNE PRAIRIE**

This Memorandum of Understanding is by and between St. Charles County, Missouri (“County”) and the City of Dardenne Prairie, Missouri (“City”).

Background

WHEREAS, County, by and through Ordinance 94-71, accepted a dedication of certain section of a road known as Waterford Crossing in accordance with the “Road Dedication Plat – Waterford Crossing Access Road“ as recorded on June 17, 1994 in the Office of the Recorder of Deeds at St. Charles, County at Book 32, page 19, attached hereto as Exhibit A (“Subject ROW”); and

WHEREAS, the Subject ROW currently serves no access to any other parts of unincorporated County; is bordered to the north, south, and east by the City of O’Fallon; and bordered to the west by the City of Dardenne Prairie; and

WHEREAS, the west end of the Subject ROW provides the sole point of ingress and egress to the Waterford Crossing Subdivision, located entirely within the limits of the City of Dardenne Prairie; and

WHEREAS, County and City desire to create a plan to establish the most appropriate ownership and jurisdictional control of the Subject ROW and ensure the care and maintenance of Waterford Crossing to benefit their residents.

NOW THEREFORE County and City hereby express in this MOU their mutual understandings, intentions and expectations:

I. The County and City (the “Parties”) have agreed to enter this MOU which will set forth the Roles and Responsibilities related to the ownership, jurisdiction, care, and maintenance of the area of the Subject ROW.

II. Roles and Responsibilities:

A. County shall replace the roadway within the Subject ROW in accordance with County’s standards, such work to be completed no later than December 31, 2026.

B. Upon completion of the work described in subsection A, County shall provide written notice to City of completion of said work and transfer County’s full interest and title to the Subject ROW to the City by Quitclaim Deed.

C. The County shall bear the costs and responsibility of maintenance of the Subject ROW until the County conveys title of the Subject ROW to the City by Quitclaim Deed.

- D. Upon delivery of such notice and Quitclaim Deed, the Subject ROW shall become the property of City and shall cease to be the property of County.
- E. Upon delivery of such notice and Quitclaim Deed, the City shall bear all costs and responsibility for maintenance of the Subject ROW, and the County shall no longer bear any responsibility or costs for maintenance of the Subject ROW.
- F. Upon delivery of such notice and Quitclaim Deed, City shall accept ownership of the Subject ROW conveyed and formally incorporate the Subject ROW into the City limits, to have and hold the same, together with all the rights, benefits, appurtenances, and responsibilities thereto, and to the City's successors and assigns, for the use and benefit of the public including, but not limited to, a perpetual right-of-way and easement for the passage and accommodation of vehicular and pedestrian traffic; the construction, operation, use, maintenance, inspection, repair, alteration, and replacement of paved streets and sidewalks; and for all other purposes for which public streets and sidewalks are commonly used.

III. Additional Provisions:

- A. This MOU is not intended to and does not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between City and the County. City and County acknowledge that they are not a representative, employee, agent, or partner of the other.
- B. This MOU is not a binding contract, but represents the parties' mutual understandings, intentions and expectations described herein with respect to the maintenance, ownership, and jurisdictional control of the Subject ROW.

IN WITNESS WHEREOF, County and City have executed this MOU by their duly authorized representatives designated below.

ST. CHARLES COUNTY, MISSOURI

CITY OF DARDENNE PRAIRIE

By: Steve Ehlmann
Its: County Executive

By: Keith Widaman
Its: Mayor

Date: _____

Date: _____

ATTEST:

ATTEST:

Registrar

City Clerk

EXHIBIT A

RBA FORM (OFFICE USE ONLY)

MEETING DATE: 06-18-2025

Regular () Work Session (x)

ATTACHMENT: YES () NO (X)

Contract () Ordinance () Other (X)

Request for Board Action

By: Staff

Ward

- **Description: Addition of IT Manager and Executive Assistant/Deputy City Clerk Positions**

-
- **Recommendation: Staff – Approve (X) Disapprove ()**

- **Summary/Explanation:**

Our current staffing levels are insufficient to effectively meet operational needs and provide the level of service our residents and organization deserve. Both the City Administrator and City Clerk are currently carrying unsustainable workloads without appropriate administrative support. This has impacted efficiency, responsiveness, and our ability to move key initiatives forward in a timely manner.

We are recommending the addition of two critical positions: an **IT Manager** and an **Executive Assistant/Deputy City Clerk**.

- The **IT Manager** will provide essential leadership and support for the City's technology infrastructure, cybersecurity, vendor management, and digital services. As technology demands have grown, this dedicated role is necessary to ensure systems are reliable, secure, and positioned to support future needs.
- The **Executive Assistant/Deputy City Clerk** will provide vital administrative, records management, and operational support, ensuring that both the City Administrator and City Clerk can focus on leadership and the City's strategic priorities. This role will also enhance capacity for meeting management, records compliance, customer service, and day-to-day operations.

These positions address existing gaps and will help ensure we have the structure in place to meet the expectations of our community and support continued growth.

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- **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

IT Manager: \$85,000-\$90,000 plus benefits

Executive Assistant/Deputy City Clerk: \$56,000- \$60,000 plus benefits

RBA requested by: Cathy Pratt

Date: 06-13-25



DARDENNE



PRAIRIE

**CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN
MEETING AGENDA
JUNE 18, 2025
7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Widaman
Alderman Detweiler
Alderman Gittemeier
Alderman Johnson
Alderman Nay
Alderman Waters
Alderman Wilson

CONSENT AGENDA

1. Board of Aldermen Minutes – 06-04-25
2. Work Session Summary – 05-21-25 and 06-04-25
3. Expenditures for Approval – 06-18-25
4. Master Sign Plan – AF Smoke Shop
5. Master Sign Plan – The Prairie Encore
6. Temporary Use Permit – Fireworks Stand – Knights of Columbus – 2199 Post Road
7. Liquor License Renewals
 - QuikTrip #657 – 1150 Feise Road
 - FastLane II - 7407 South Outer 364
 - Town Square 12 Cine - 7805 Town Square Avenue
 - Red Robin - 7821 Town Square Avenue
 - Target Store T-2103 - 7955 Town Square Avenue
 - Schnucks - 7909 Town Square Avenue
 - Dardenne Prairie Hall Corp. - 2199 Post Road
 - Sugarfire Smokehouse - 1541 Bryan Road
 - Macadoodles - 1555 Bryan Road
 - Midwest Petroleum Company - MPC #18 - 2700 Technology Drive
 - Persis Indian Grill - 1617 Bryan Road

ITEMS REMOVED FROM CONSENT AGENDA

PUBLIC COMMENT

PUBLIC HEARING

1. Resolution to consider imposing a moratorium on the acceptance and review of rezoning applications for the purpose of constructing multi-family dwellings

NEW BUSINESS

1. **Bill #25-32**
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, IMPOSING A TEMPORARY MORATORIUM ON THE DEVELOPMENT OF CERTAIN PROPERTY DURING THE PENDENCY OF A STUDY OF REVIEW OF REGULATIONS AND STANDARDS FOR DEVELOPMENT OF SUCH PROPERTIES; AND OTHER MATTERS RELATING THERETO
2. **Bill #25-33**
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING AN AMENDED P.U.D. FINAL PLAN FOR A CERTAIN DEVELOPMENT COMMONLY KNOWN AS THE "DARDENNE PRAIRIE APARTMENTS"
3. **Bill #25-34**
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE A CITY ADMINISTRATOR EMPLOYMENT AGREEMENT WITH CATHY PRATT TO SERVE AS CITY ADMINISTRATOR

OFFICER & STAFF COMMUNICATIONS

1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor

ADJOURNMENT

The City of Dardenne Prairie Board of Aldermen meeting was called to order at 7:04 p.m. The meeting was opened with the Pledge of Allegiance.

Present at roll call were Mayor Widaman, Aldermen Detweiler, Gittemeier, Johnson, Nay, Waters and Wilson. Also present were Administrative Assistant Amy Schnell, City Administrator Cathy Pratt, City Engineer Matthew Davidson, and City Attorney John Young and Sara Rutherford.

CONSENT AGENDA

1. Board of Aldermen Minutes – 05-21-25
2. Expenditures for Approval – 06-04-25
3. Liquor License Renewal – Town Square Pub N Grub – 7843 Town Square Avenue
4. Bryan Road CID Annual Report Year Ended December 31, 2024

A motion was made by Alderman Johnson, seconded by Alderman Wilson to approve the consent agenda. Motion passed unanimously.

PUBLIC COMMENT – The following individuals were in attendance to speak:

1. Arnie C. Dienoff
2. Curt Lenoard

PUBLIC HEARING

1. PUD Rezoning Request – “ND” to “C-3, PUD” Mixed Use (Multi-family & Commercial)

Jeff Moon with Bax Engineering was in attendance and requested the item be tabled to a later date.

The following individuals were in attendance to speak:

1. Mike Howard
2. Cheryl Bratton
3. Arnie C Dienoff

A motion was made by Alderman Johnson, seconded by Alderman Wilson to close the public hearing. Motion passed unanimously.

NEW BUSINESS

A motion was made by Alderman Johnson, seconded by Alderman Wilson to read Bill #25-30 for the first time by title only. Motion passed unanimously.

Bill #25-30

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, DECLARING BYRNE & JONES CONSTRUCTION THE LOWEST RESPONSIBLE BIDDER FOR THE TOWN SQUARE AVENUE IMPROVEMENTS PROJECT (CITY PROJECT NO. STP-5407 (620)); AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND

EXECUTE A CITY-CONTRACTOR AGREEMENT BY AND BETWEEN THE CITY AND BYRNE & JONES CONSTRUCTION FOR THE SAME

A motion was made by Alderman Johnson, seconded by Alderman Gittlemeier to read Bill #25-30 for the second time by title only. Motion passed unanimously.

A motion was made by Alderman Johnson, seconded by Alderman Wilson to put Bill #25-30 to final vote. Roll call was as follows:

Alderman Detweiler – Aye	Alderman Waters – Aye
Alderman Nay – Aye	Alderman Gittlemeier – Aye
Alderman Wilson – Aye	Alderman Johnson – Aye

Mayor Widaman declared Bill #25-30 passed and designated it to be Ordinance #2364.

A motion was made by Alderman Wilson, seconded by Alderman Johnson to read Bill #25-31 for the first time by title only. Motion passed unanimously.

Bill # 25-31

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT THE PROPOSAL FROM OATES ASSOCIATES, INC. FOR THE DESIGN WORK REQUIRED TO REPLACE THE CULVERTS AT STONEY BROOK DRIVE.

A motion was made by Alderman Johnson, seconded by Alderman Wilson to read Bill #25-31 for the second time by title only. Motion passed unanimously.

A motion was made by Alderman Johnson, seconded by Alderman Wilson to put Bill #25-31 to final vote. Roll call was as follows:

Alderman Waters – Aye	Alderman Gittlemeier – Aye
Alderman Johnson – Aye	Alderman Nay – Aye
Alderman Detweiler – Aye	Alderman Wilson – Aye

Mayor Widaman declared Bill #25-31 passed and designated it to be Ordinance #2365.

OLD BUSINESS

Bill # 25-24 (Postponed at 05-21-25 meeting)

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, PROVIDING FOR THE REZONING OF APPROXIMATELY 3.02 ACRES OF REAL PROPERTY, COMMONLY KNOWN AS PRAIRIE POINT, FROM ND, NEW DEVELOPMENT DISTRICT, TO C-3-P.U.D., RETAIL COMMERCIAL DISTRICT, FOR A PLANNED UNIT DEVELOPMENT (P.U.D.); AND APPROVING AN AREA PLAN FOR THE SAME

A motion was made by Alderman Johnson, seconded by Alderman Wilson to read Bill #25-24 for the second time by title only. Motion passed unanimously

A motion was made by Alderman Detweiler, seconded by Alderman Johnson to put Bill #25-24 to final vote. Roll call was as follows:

Alderman Wilson – Nay	Alderman Gittermeier – Nay
Alderman Detweiler – Nay	Alderman Johnson – Nay
Alderman Waters – Nay	Alderman Nay – Nay

Mayor Widaman declared motion failed.

Bill # 25-25 (Read one time only on 05-21-25)

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING a FINAL PLAN FOR 2.88 ACRES OF a certain PROPERTY, COMMONLY KNOWN AS THE VILLAS AT DARDENNE PLACE PHASE 2, located AT THE NORTHEAST CORNER OF HANLEY ROAD AND FEISE ROAD in the CITY of Dardenne Prairie, Missouri

A motion was made by Alderman Johnson, seconded by Alderman Wilson to read Bill #25-25 for the second time by title only. Motion passed unanimously

A motion was made by Alderman Johnson, seconded by Alderman Wilson to put Bill #25-25 to final vote. Roll call was as follows:

Alderman Waters – Aye	Alderman Gittermeier – Aye
Alderman Johnson – Aye	Alderman Nay – Aye
Alderman Detweiler – Aye	Alderman Wilson – Aye

Mayor Widaman declared Bill #25-25 passed and designated it to be Ordinance #2366.

Bill # 25-26 (Read one time only on 05-21-25)

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING a FINAL PLAN FOR 4.02 ACRES OF a certain PROPERTY, COMMONLY KNOWN AS THE VILLAS AT DARDENNE PLACE PHASE 3, located AT THE SOUTHWEST CORNER OF HANLEY ROAD AND FEISE ROAD in the CITY of Dardenne Prairie, Missouri

A motion was made by Alderman Johnson, seconded by Alderman Wilson to read Bill #25-26 for the second time by title only. Motion passed unanimously

A motion was made by Alderman Johnson, seconded by Alderman Wilson to put Bill #25-26 to final vote. Roll call was as follows:

Alderman Gittermeier– Aye	Alderman Detweiler – Aye
Alderman Wilson – Aye	Alderman Johnson – Aye
Alderman Nay – Aye	Alderman Waters – Aye

Mayor Widaman declared Bill #25-26 passed and designated it to be Ordinance #2367.

OFFICER & STAFF COMMUNICATIONS

Alderman Nay commented on the recent storms and the need for emergency plans in place for the community. He would also like to discuss a community center in the future. City Administrator Pratt addressed some of the concerns brought up during public comment regarding residents being notified of plans close to their homes and she clarified the moratorium process and explained that a moratorium would not be in place until an ordinance is adopted by the Board. Mayor Widaman discussed the traffic issues along Technology and Weldon Spring Road and our shared concerns for safety.

ADJOURNMENT

A motion was made by Alderman Gittemeier, seconded by Alderman Wilson to adjourn the meeting at approximately 7:56 p.m. Motion passed unanimously.

Respectfully submitted,

Amy Schnell, Administrative Assistant

WORK SESSION SUMMARY

MAY 21, 2025

The City of Dardenne Prairie Work Session was called to order at 6:03 p.m.

The meeting was held at Dardenne Prairie City Hall located at 2032 Hanley Road.

The following were in attendance: Mayor Widaman, Aldermen Detweiler, Gittemeier, Johnson, Nay and Waters. Alderman Wilson arrived during the closed session. Also present were City Administrator Cathy Pratt, City Engineer Matthew Davidson, Administrative Assistant Amy Schnell and City Attorney Brad Pryor.

The meeting was opened with the Pledge of Allegiance.

ITEMS FOR DISCUSSION AND CONSIDERATION

1. Police Services Agreement (Pratt)
2. Chickens
3. Review of 05-21-25 Board of Aldermen agenda

STAFF COMMUNICATIONS

City Administrator Pratt provided an update on the IT, Evergreen benchmark pay plan, bid opening for Town Square and we have received 5 bids, Taste of the County is tomorrow.

Alderman Johnson said he's had concerns brought to him about the levy and moratorium for clarification; Alderman Gittemeier brought up the issue about curbs along Stump Road.

Mayor Widaman thanked everyone for being here and reminded them about Taste of the County tomorrow.

A motion was made by Alderman Johnson, Seconded by Alderman Gittemeier to hold a closed session pursuant to RSMo 610.021 section (2) Real Estate. Motion passed unanimously. Roll call was as follows:

Alderman Wilson – Aye

Alderman Detweiler – Aye

Alderman Nay – Aye

Alderman Gittemeier – Aye

Alderman Johnson – Aye

Alderman Waters - Aye

CLOSED SESSION

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

A motion was made by Alderman Wilson, seconded by Alderman Nay to adjourn the meeting at 7:03 p.m. Motion passed unanimously.

Respectfully submitted,

Amy Schnell, Administrative Assistant

The City of Dardenne Prairie Work Session was called to order at 6:02 p.m.

The meeting was held at Dardenne Prairie City Hall located at 2032 Hanley Road.

The following were in attendance: Mayor Widaman, Aldermen Detweiler, Gittemeier, Johnson, Nay, Waters and Wilson. Also present were Administrative Assistant Amy Schnell, City Administrator Cathy Pratt, City Engineer Matthew Davidson and City Attorney's John Young and Sarah Rutherford.

The meeting was opened with the Pledge of Allegiance.

ITEMS FOR DISCUSSION AND CONSIDERATION

1. Bid Award/Agreement for Town Square Avenue Improvements Project STP-5407 (620) (Davidson)
2. Agreement with Oates Associates, Inc. for the design work for the replacement of the culverts at Stoney Brook Drive. (Davidson)
3. Review of 06-04-25 Board of Aldermen agenda

STAFF COMMUNICATIONS

City Engineer Davidson provided an update on the Town Square Avenue Improvement Project. We received 5 bids to complete the project and requested 2 readings tonight to move forward with the project. Discussed the Oates design work for the culverts and the small timeframe to get the design completed. He is asking for 2 readings on the Oates Associates design agreement from the board tonight.

City Administrator Pratt discussed the RFP for snowplow service and the need to get that out as soon as possible. She is also in communication with CA Snowden regarding the traffic signal on Technology and O'Fallon is asking if we will share in the \$110k cost. Alderman Gittemeier brought up Stump Road and the trees near Mr. King's property. Alderman Detweiler discussed the recent storm damage, and the damaged poles are still there and with downed lines. Alderman Johnson discussed an RBA to extend the term for the Aldermen. Mayor Widaman discussed the resolution that was passed at the last meeting and provided to O'Fallon in regard to the traffic issues on Technology and Weldon Spring Road. Mayor Hennessy is asking if Dardenne Prairie will split the cost 60/40 (40 to DP), we would possibly consider 80/20.

A motion was made by Alderman Johnson, Seconded by Alderman Wilson to direct City Attorney to draft a cost sharing agreement with the City of O'Fallon for a temporary traffic signal located on Technology Drive. Motion passed unanimously.

A motion was made by Alderman Detweiler, Seconded by Alderman Wilson to hold a closed session pursuant to RSMo 610.021 section (3) Personnel. Motion passed unanimously. Roll call was as follows:

- | | |
|------------------------|---------------------------|
| Alderman Wilson – Aye | Alderman Detweiler – Aye |
| Alderman Waters – Aye | Alderman Gittemeier – Aye |
| Alderman Johnson – Aye | Alderman Nay – Aye |

CLOSED SESSION

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

A motion was made by Alderman Detweiler, seconded by Alderman Nay to adjourn the meeting at 6:59 p.m. Motion passed unanimously.

Respectfully submitted,

Amy Schnell, Administrative Assistant

**EXPENDITURES FOR APPROVAL
6/18/2025**

1 Ameren	City Hall	1,164.03
2 Ameren	Traffic Light 2	47.43
3 Ameren	Traffic Light	12.16
4 Ameren	Street Lights	30.38
5 Ameren	Street Lights	191.43
6 Ameren	Concession Stand	223.07
7 Ameren	City Park	141.26
8 Ameren	Athletic Complex	462.17
9 BMI	Annual Music Rights	446.00
10 Cathy Pratt	Reimbursement	67.20
11 CDS Office Technologies	Copiers	200.17
12 Classic Red Hots Catering	6/6 Bingo Food	720.00
13 Hansen's Tree Service	Tree removal	1,780.00
14 HR Green	Stump Road Pay Application #35	10,406.13
15 Joe Gebhardt	Work Boot Reimbursement	158.91
16 Kone Chicago	Elevator Maintenance to 8/31/25	577.62
17 Kwik Dry	Carpet Cleaning	1,195.00
18 LAGERS	May, 2025	6,472.08
19 Mark Johnson	Conference Reimbursement	523.75
20 MML	Conference Registration: Clark & Pratt	1,040.00
21 Pass Security	Monitoring to 9/30/25	233.10
22 Proactive Print Services	Banners	285.00
23 PWSD	City Hall Service	300.00
24 R & R Sanitation	Porta Potties to 6-16-25	114.00
25 Spire	Maintenance Building Gas	200.00
26 St. Charles County Finance	2025 Police Services	516,229.34
27 Steven Jorens	Audio/video repair	150.00
28 The Business Record	Public Hearing Notice	43.25
29 Various Umpires	Umpire training	762.50
30 Weis Design Group	Engineering: May, 2025	20,706.18
31 Western Lawn Equipment	Chainsaw chains	92.97
		564,975.13

Approved by Board of Aldermen 6/18/25

Mayor Keith Widaman

RECEIVED

DARDENNE



JUN 07 2025

City of Dardenne Prairie

City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
Fax 636.625.0077

MASTER SIGN PLAN APPLICATION

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Design N Print LLC

Company Name

Yasser Rezaqallah, Contractor

Printed Name, Title

450 Howdershell Rd

Street Address

Florissant, MO 63031

City/State/Zip Code

314-942-3212

Telephone

Facsimile

STREET ADDRESS OF SITE: 7865 State Hwy N, Dardenne Prairie, MO 63368

OWNER (attach additional):

Contract Purchaser/Developer:

Firas Alyousef

Printed Name

Printed Name

4107 brady way ,

Street Address

Lake st louis mo 63367

City/State/Zip Code

3142585289

Telephone

Facsimile

Design N Print LLC

Company Name

Yasser Rezaqallah, Contractor

Printed Name, Title

450 Howdershell Rd

Street Address

Florissant, MO 63031

City/State/Zip Code

314-942-3212

Telephone

Facsimile

LEGAL DESCRIPTION OF SITE (other than address) _____

EXISTING ZONING: _____

PROPOSED USE: retail signage for AF Smoke Shop (front and back wall signs)

TOTAL SQUARE FEET OF SIGN FACE: _____

Front Sign: 29.33 sq. ft. Back Sign: 29.33 sq. ft.

Total: 58.66sq. ft.

MASTER SIGN PLAN REVIEW FEE SUBMITTED: _____

MASTER SIGN PLAN APPLICATION / CHECKLIST

1. The submitted site plan shall meet the requirements of Section 405.627 "Master Sign Plan"
2. Notwithstanding any other provision of this code to the contrary, a Master Sign Plan may be submitted for approval by the Board of Aldermen for any proposed or existing property within a Commercial or Industrial Zoning District of within the Hi-Tech Corridor District.
3. Upon the submission of a Master Sign Plan to the City Engineer, the criteria for signs provided for in the City's Sign Regulations are no longer applicable. The reasons for the variation is because the purpose of a Master Sign Plan is to provide for flexible sign criteria that promote superior design and are tailored to a specific development which may vary from general ordinance provisions, if it can be demonstrated that the proposed terms would encourage, promote, and reward good architecture and urban planning.
4. When a Master Sign Plan is submitted to the City Engineer, a completed Master Sign Plan shall be no larger than 24"x36" and include the following:
 - a. Location, size, height, construction, material and placement of signs.
 - b. Illumination level, color and type. Illumination shall conform to the City of Dardenne Prairie Lighting Ordinance.
 - c. The number of proposed signs.
 - d. Elevations of all detached signs.
 - e. Dimensions, height, square footage of all existing signs or note that none exist for both freestanding and attached signs (submit picture of all existing signage).
 - f. Description of advertising copy or wording to be displayed on signs.
 - g. Material specifications for proposed signs including sign materials and colors.
 - h. Landscaping of detached signs.
 - i. A review fee is required.
 - j. A list of all deviations from the location, size, height, construction, material and placement requirements otherwise provided for in this Article.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the City Engineer or Board of Aldermen or presented at a City meeting shall become the property of the City and part of the permanent record of any approval.

_____ Two (2) copies of the master sign plan.
Additional copies for distribution to Board of Aldermen will be requested upon review by the City Engineer.

_____ The applicant is required to appear before the Board of Aldermen.

Please Note:

The Building Inspector should be consulted to determine if a Building Permit is required for any approved sign. Any business occupying the site requires approval of a Business License.

Yasser Rezgallah
Applicant's Signature

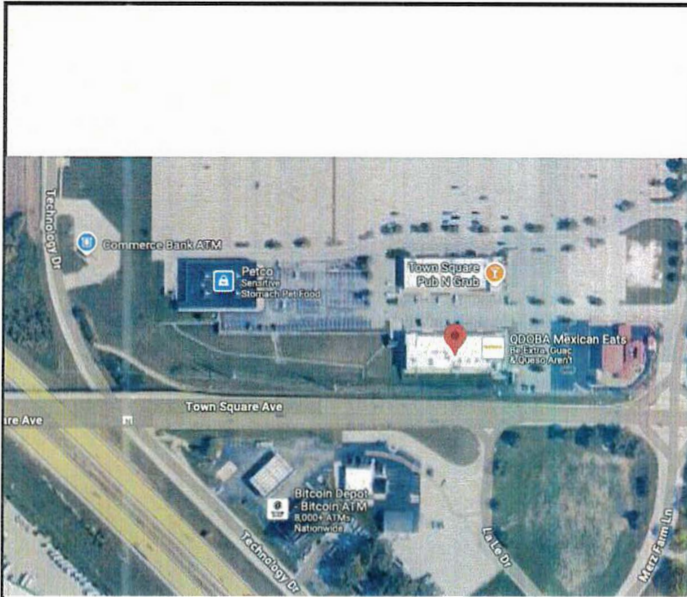
Jun 6, 2025
Date

[Signature]
Owner's Signature

Jun 6, 2025
Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable City regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.

PREPOSED: Front Sign



SIGN LOCATION



BEFORE



AFTER

STORE FRONT: 26'x18'=468 sq ft

29.33 sq. ft. / 468 sq. ft. = 6.3% Under 10% rule
Under 32 sq. ft.

**DESIGN
PRINT**
FOR ALL YOUR PRINTING NEEDS

DATE

May 28, 2025

PROJECT NAME

AF Smoke Shop

ADDRESS

2032 Hanley Rd
Dardenne Prairie, MO 63368

DESIGNER

Yasser Rezaq

CONFIDENTIALITY NOTICE AND INSTALLATION REQUIREMENTS

This original unpublished drawing has been created by DESIGN N PRINT for your exclusive use in connection with a project being planned and executed by our company. The contents of this drawing are confidential and proprietary to DESIGN N PRINT, and shall not be disclosed to any third party or used for any purpose other than the intended project.

By accepting this drawing, you acknowledge that you will not reproduce, copy, exhibit, or distribute it in any manner without the prior written consent of DESIGN N PRINT.

Additionally, please note that this sign is designed to be installed in compliance with the requirements of Article 600 of the National Electrical Code, as well as any applicable local codes and regulations. Proper grounding and bonding of the sign are essential to ensure safe and reliable operation. It is the responsibility of the installer to ensure that all necessary precautions and measures are taken to comply with these requirements.

ILLUSTRATIVE PURPOSES ONLY NOTICE

Please note that the overlays provided are for illustrative purposes only and are intended to provide a general representation of the final product. The actual final result, size of the sign, and scale may vary slightly due to production tolerances and other factors.

PREPOSED:



Sign Dimensions: 176" x 24" = 29.33 sq. ft.

29.33 sq. ft. / 468 sq. ft. = 6.3% Under 10% rule
Under 32 sq. ft.

ELECTRICAL CONNECTION REQUIREMENTS

It is the responsibility of the customer to provide the following:

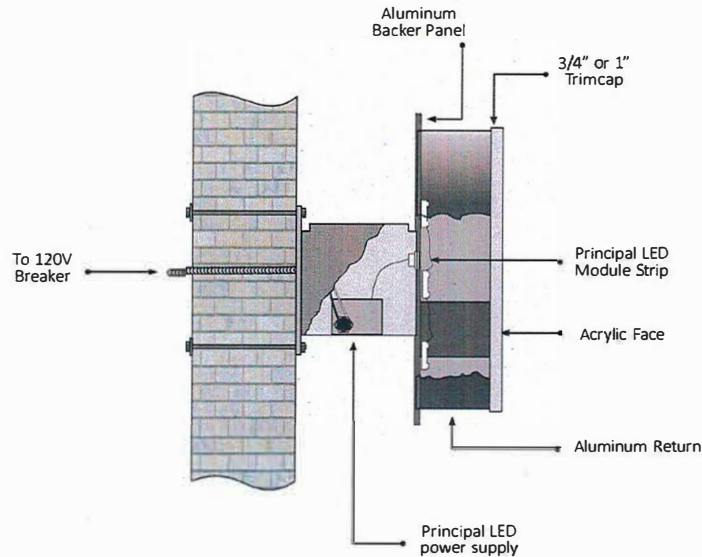
- All branch circuits (primary electrical service) for the signs, including the final connection to each sign within 6 feet, must be installed by a certified electrician.
- The following requirements must be met:
 1. All branch circuits for signs must be dedicated exclusively to the signs, including a dedicated ground and dedicated neutral per circuit.
 2. Sign circuits must not be shared with other loads, such as lighting, air conditioning, or other equipment.
 3. A properly sized ground wire that can be traced back to the breaker panel must be provided.
 4. The number and size of circuits for each sign must meet the requirements specified by DESIGN N PRINT.
- Failure to comply with these requirements may result in:
 1. Damage to or improper operation of the sign(s).
 2. Delays and additional costs.

Please ensure that a certified electrician installs the electrical connections to avoid any potential issues.

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**Preformed Channel Letter
on Raceway w/ Backer**



Faces: 3/16" acrylic face
Trimcap: 3/4" or 1" trim cap
Returns: .040 aluminum return (standard 3" depth)
Backs: 3MM (.125) ACM white aluminum / .050 white aluminum
Backer: aluminum (various thicknesses)
Raceway Construction: 7"H x 4.5"D

ELECTRICAL

**120/277 VOLTS
20AMPS**



DATE

May 28, 2025

PROJECT NAME

AF Smoke Shop

ADDRESS

2032 Hanley Rd
Dardenne Prairie, MO 63368

DESIGNER

Yasser Rezaq

SIGN SQFT

WIDE 176"

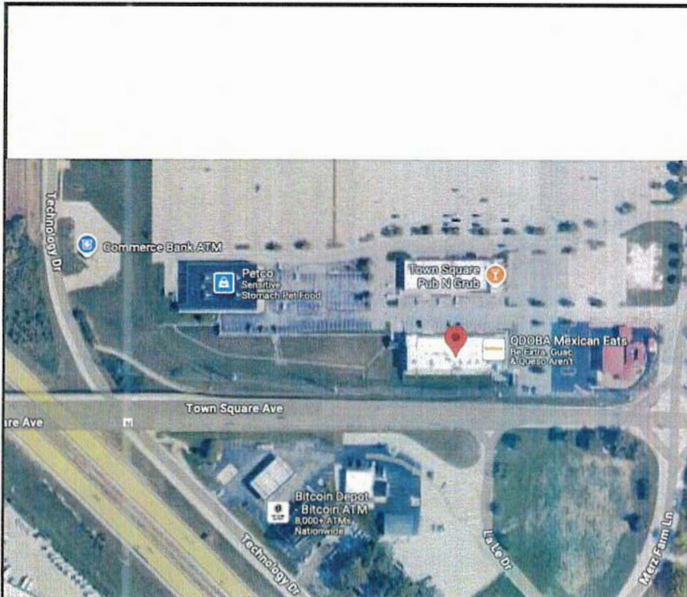
HIGH 24"

TOTAL 29.33 sq ft

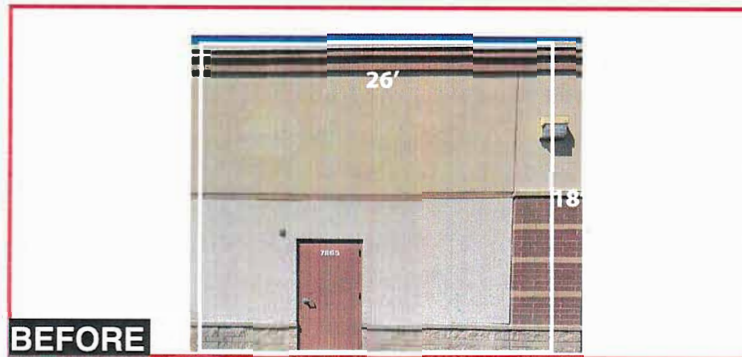
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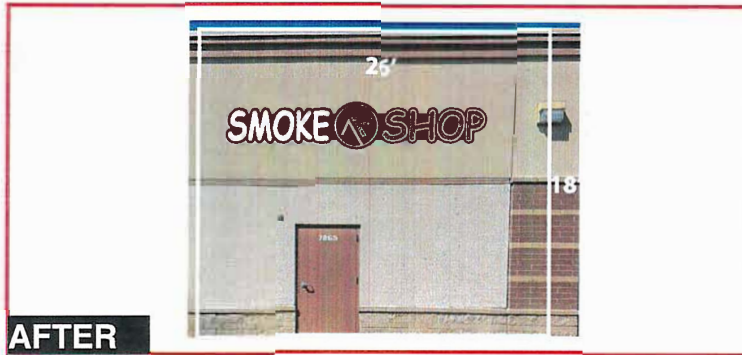
PREPOSED: Back Sign



SIGN LOCATION



BEFORE



AFTER

STORE FRONT: 26'x18'=468 sq ft

29.33 sq. ft. / 468 sq. ft. = 6.3% Under 10% rule
Under 32 sq. ft.

**DESIGN
PRINT**
FOR ALL YOUR PRINTING NEEDS

DATE

May 28, 2025

PROJECT NAME

AF Smoke Shop

ADDRESS

2032 Hanley Rd
Dardenne Prairie, MO 63368

DESIGNER

Yasser Rezaq

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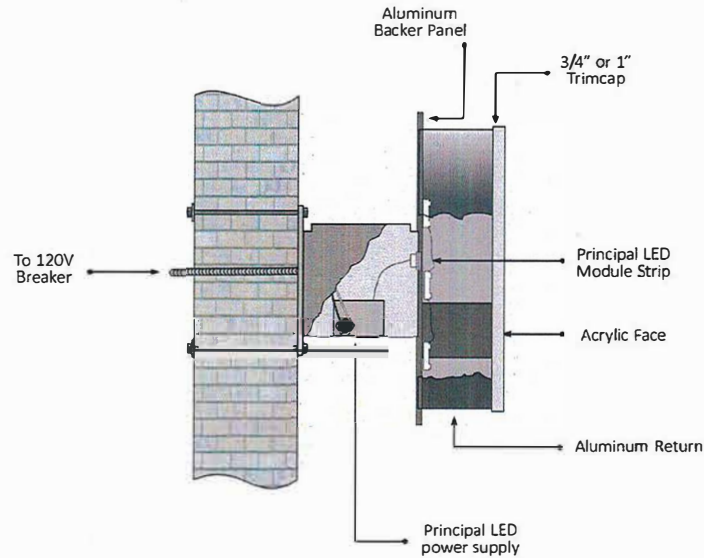
PREPOSED:



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Under 32 sq. ft.

Preformed Channel Letter on Raceway w/ Backer



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Trimcap: 3/4" or 1" trim cap
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Backs: 3MM (.125) ACM white aluminum / .050 white aluminum
Backer: aluminum (various thicknesses)
Raceway Construction: 7"H x 4.5"D

ELECTRICAL

**120/277 VOLTS
20AMPS**

**DESIGN
PRINT**
FOR ALL YOUR PRINTING NEEDS

DATE

May 28, 2025

PROJECT NAME

AF Smoke Shop

ADDRESS

2032 Hanley Rd
Dardenne Prairie, MO 63368

DESIGNER

Yasser Rezaq

SIGN SQFT

WIDE

176"

HIGH

24"

TOTAL

29.33 sq ft

ELECTRICAL CONNECTION REQUIREMENTS

It is the responsibility of the customer to provide the following:

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RECEIVED

25-222

DARDENNE

JUN 05 8



City of Dardenne Pr...

City Hall
2032 Hanley Road
Dardenne Prairie, MO 63368
Phone 636.561.1718
Fax 636.625.0077

MASTER SIGN PLAN APPLICATION

CITY OF DARDENNE PRAIRIE, MISSOURI

www.DardennePrairie.org

APPLICANT:

Dale Sign Service, Inc.

Company Name

Nik Kuhn, Project Manager

Printed Name, Title

13652 Manchester Rd

Street Address

St. Louis, MO 63131

City/State/Zip Code

314-966-2620

Telephone

314-966-6927

Facsimile

STREET ADDRESS OF SITE: 1575 Bryan Rd, Dardenne Prairie, MO 63366

OWNER (attach additional):

Contract Purchaser/Developer:

Mia Rose Holdings, LLC.

Printed Name

Nathan Wever (VP of Operations)

Printed Name

7 Baxter Ln

Street Address

Chesterfield, MO 63017

City/State/Zip Code

314-280-0739

Telephone

N/A

Facsimile

Dale Sign Service, Inc.

Company Name

Nik Kuhn, Project Manager

Printed Name, Title

13652 Manchester Rd

Street Address

St. Louis, MO 63131

City/State/Zip Code

314-966-2620

Telephone

314-966-6927

Facsimile

LEGAL DESCRIPTION OF SITE (other than address) The Prairie Encore is a mixed use development centered around a 190-unit apartment community.

EXISTING ZONING: PUD

PROPOSED USE: Apartment Community

TOTAL SQUARE FEET OF SIGN FACE: 661 Sq Ft Between North, East, & South W

MASTER SIGN PLAN REVIEW FEE SUBMITTED: \$1,322.00

MASTER SIGN PLAN APPLICATION / CHECKLIST

1. The submitted site plan shall meet the requirements of Section 405.627 "Master Sign Plan"
2. Notwithstanding any other provision of this code to the contrary, a Master Sign Plan may be submitted for approval by the Board of Aldermen for any proposed or existing property within a Commercial or Industrial Zoning District of within the Hi-Tech Corridor District.
3. Upon the submission of a Master Sign Plan to the City Engineer, the criteria for signs provided for in the City's Sign Regulations are no longer applicable. The reasons for the variation is because the purpose of a Master Sign Plan is to provide for flexible sign criteria that promote superior design and are tailored to a specific development which may vary from general ordinance provisions, if it can be demonstrated that the proposed terms would encourage, promote, and reward good architecture and urban planning.
4. When a Master Sign Plan is submitted to the City Engineer, a completed Master Sign Plan shall be no larger than 24"x36" and include the following:
 - a. Location, size, height, construction, material and placement of signs.
 - b. Illumination level, color and type. Illumination shall conform to the City of Dardenne Prairie Lighting Ordinance.
 - c. The number of proposed signs.
 - d. Elevations of all detached signs.
 - e. Dimensions, height, square footage of all existing signs or note that none exist for both freestanding and attached signs (submit picture of all existing signage).
 - f. Description of advertising copy or wording to be displayed on signs.
 - g. Material specifications for proposed signs including sign materials and colors.
 - h. Landscaping of detached signs.
 - i. A review fee is required.
 - j. A list of all deviations from the location, size, height, construction, material and placement requirements otherwise provided for in this Article.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the City Engineer or Board of Aldermen or presented at a City meeting shall become the property of the City and part of the permanent record of any approval.

_____ Two (2) copies of the master sign plan.
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Please Note:

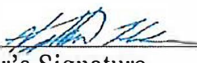
The Building Inspector should be consulted to determine if a Building Permit is required for any approved sign. Any business occupying the site requires approval of a Business License.



Applicant's Signature

5-28-25

Date

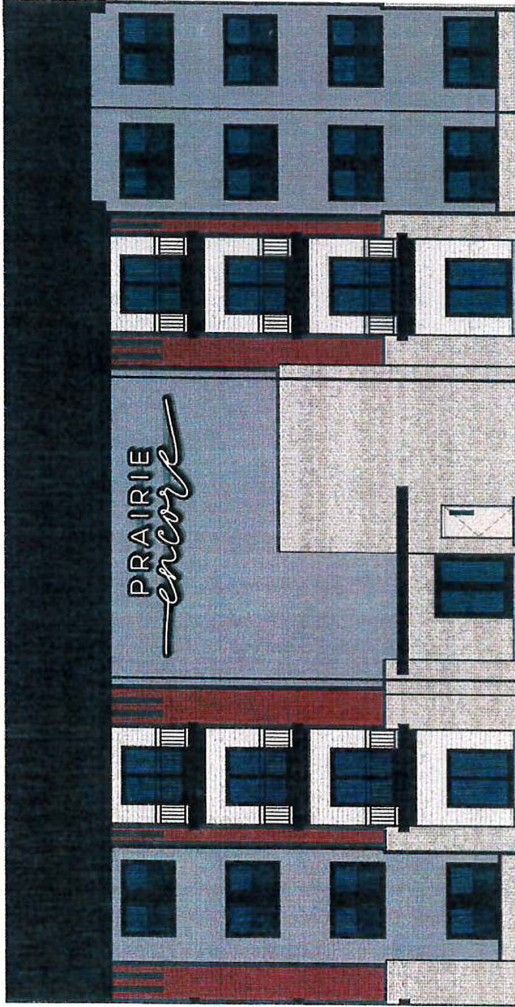


Owner's Signature

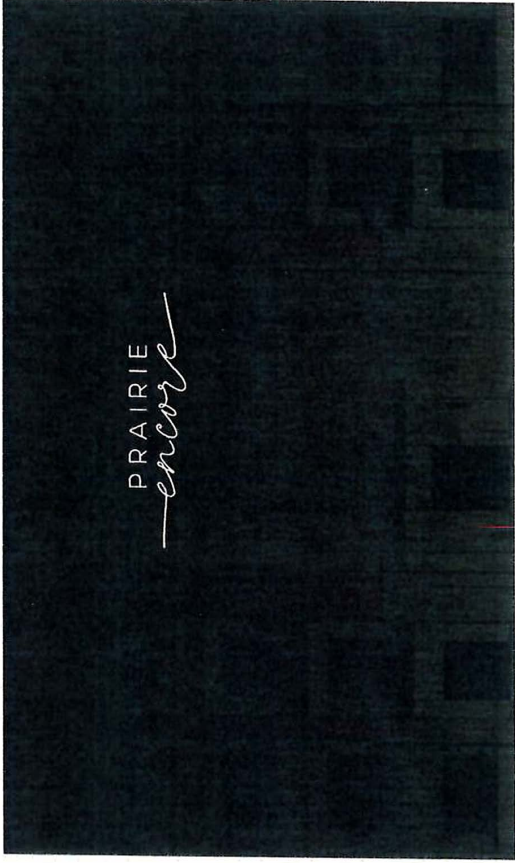
5-28-25

Date

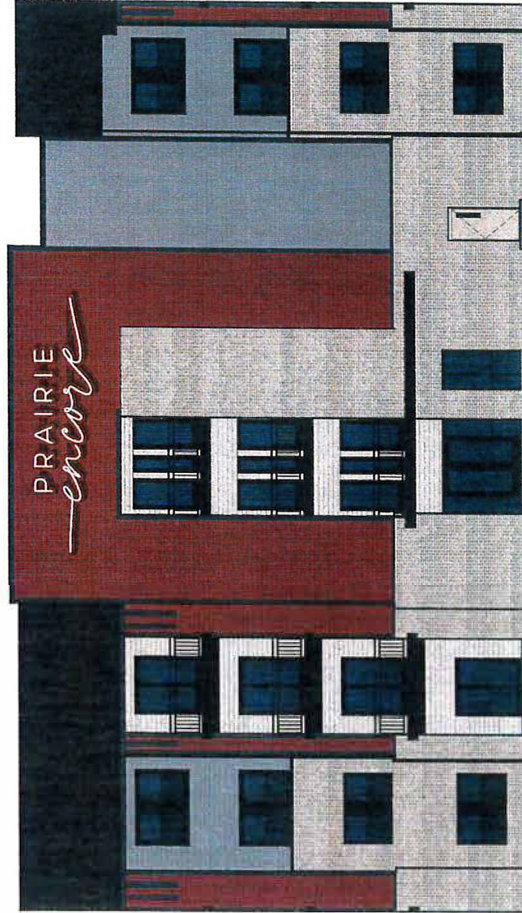
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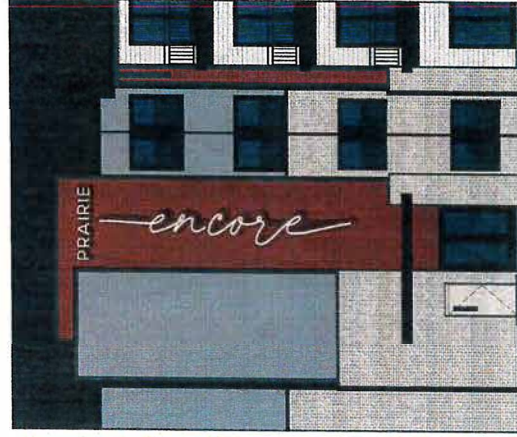
NORTH ELEVATION - DAY



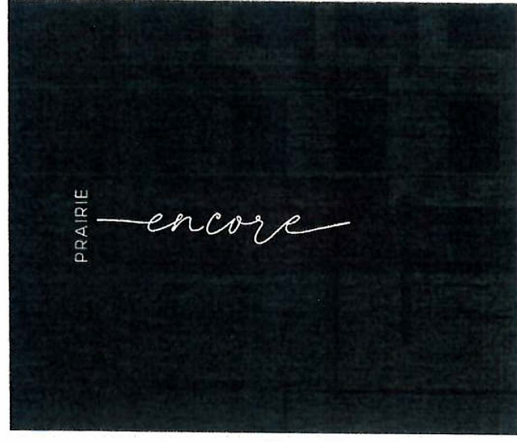
NORTH ELEVATION - NIGHT



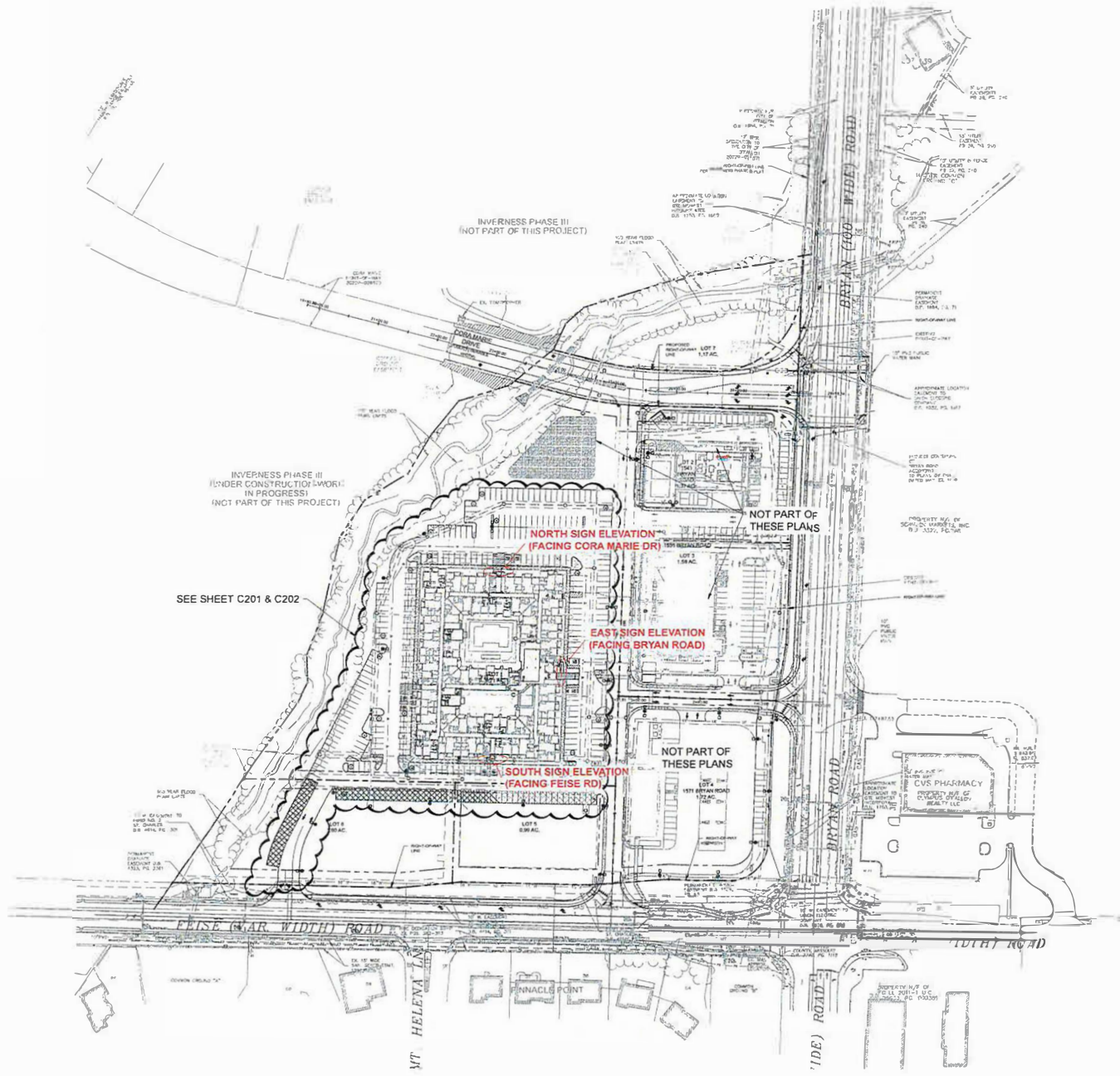
EAST ELEVATION - DAY (ILLUMINATES IDENTICAL TO NORTH ELEVATION)



SOUTH ELEVATION - DAY

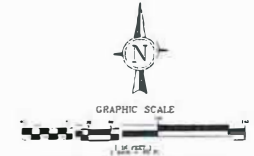


SOUTH ELEVATION - NIGHT



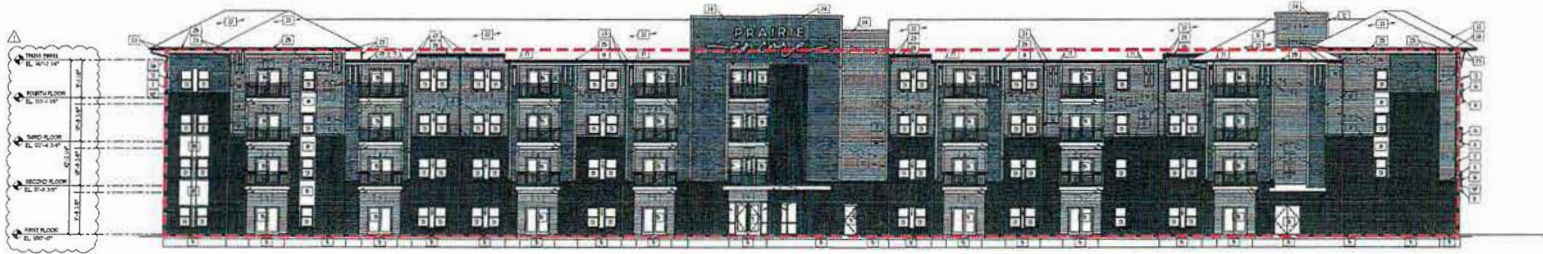
DUCKETT CREEK SANITARY DISTRICT (DCSD) NOTES
 1. DUCKETT CREEK SANITARY DISTRICT SERVICE SHALL NOT BE INTERRUPTED.
 2. CONSTRUCTION OF WASTEWATER FACILITIES REQUIRES COORDINATION. CONTACT DCSD TO HAVE ERGO DEPARTMENT AS AVAILABLE TO BE AVAILABLE INSPECTOR. 48 HOURS ADVANCE NOTICE IS REQUIRED.

- GENERAL NOTES**
- A. THE UTILITIES SHOWN WERE OBTAINED FROM AVAILABLE INFORMATION AND DO NOT NECESSARILY REFLECT THE ACTUAL EXISTENCE, UNDERSTANDING, SIZE, TYPE, OR LOCATION OF THESE UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACTUAL LOCATION OF ALL UTILITIES, KNOWN OR NOT KNOWN, AND ANY UTILITIES SHALL BE LOCATED IN THE FIELD PRIOR TO ANY CONSTRUCTION OF IMPROVEMENTS.
 - B. THE EXISTING SITE CONDITIONS AND TOPOGRAPHY SHOWN ARE FROM A SITE SURVEY AS INDICATED BY THE DATE AND THE SURVEYING.
 - C. IF CONSTRUCTION DETERMINES THAT ACTUAL EXISTING CONDITIONS DIFFER FROM THAT SHOWN ON THESE PLANS, CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY BEFORE COMMENCING AND OBTAIN APPROVAL FOR CONSTRUCTION.
 - D. DAMAGED AND/OR NON-COMPLIANT MATERIALS WILL BE REMOVED AND REPLACED.
 - E. STREET NAMES AND ADDRESS RANGES TO BE DETERMINED.
 - F. SEE SHEETS C200 FOR SANITARY LATERAL AND GROUNDWORK.
 - G. LOTS 2 & 3 WILL REQUIRE SEPARATE PLAN REVIEW AND APPROVAL FROM DCSD.



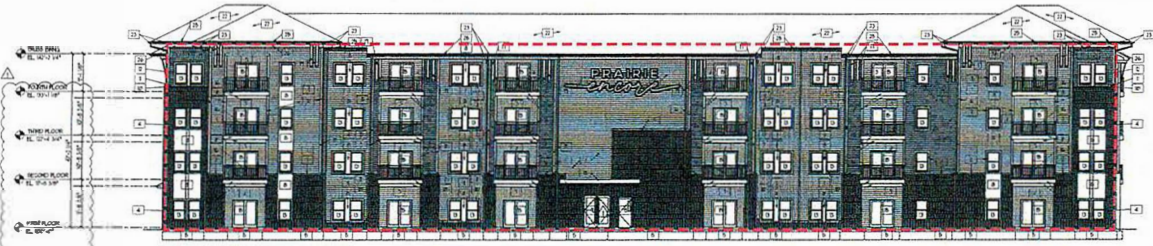
ITEMS SCHEDULED FOR DEMOLITION HAVE BEEN REMOVED FOR CLARITY
 DARDENNE PRAIRIE PROJECT #

REVISIONS		
DRAWING ISSUE	DATE OF REVISION	DRAWN BY
DATE OF PUBLISH	DATE OF CONSTRUCTION	PROJECT #
The Prairie Encore 1317 Sween Road O'Fallon, Missouri 63426 OVERALL SITE PLAN		
ENGENUITY 1001 S. GARDNER AVE., SUITE 100 O'FALLON, MISSOURI 63426 TEL: 636.241.1100 FAX: 636.241.1101 WWW.ENGENUITYINC.COM		
1:200	NO. 24-093	C200



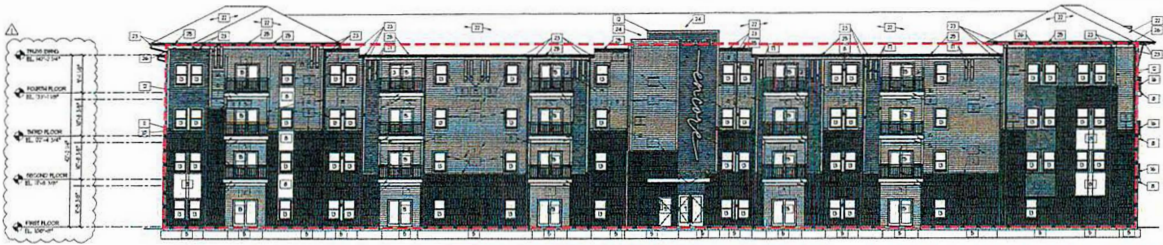
1 EAST ELEVATION
AS-1 SCALE: 3/32"=1'-0"

BUILDING: 311' WIDE X 45' TALL = 13,995 SQ FT (10% = 1,399.5 Sq Ft)



2 NORTH ELEVATION
AS-1 SCALE: 3/32"=1'-0"

BUILDING: 228' WIDE X 45' TALL = 10,260 SQ FT (10% = 1,026 Sq Ft)



4 SOUTH ELEVATION
AS-1 SCALE: 3/32"=1'-0"

BUILDING: 233' WIDE X 45' TALL = 10,485 SQ FT (10% = 1,048.5 Sq Ft)

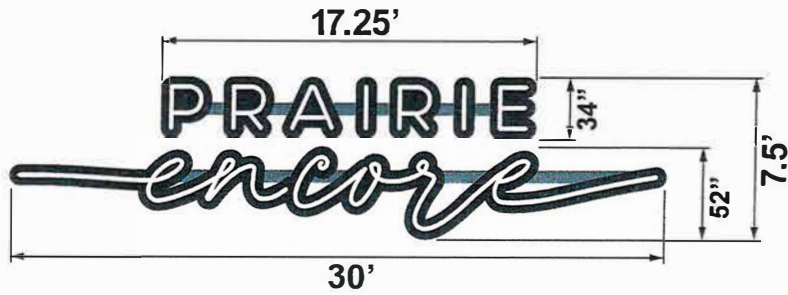
- Revision Notes**
- | | | | |
|---------------|--|--|---|
| 1. REVISIONS | 21. FINISH ALUMINUM EXTENDED OPEN DOOR | 32. PROVIDE WALLS AND OPEN UP THE WINDOW TYPES | 43. SIZE STEEL COLUMN - FTD (SEE SPEC) |
| 2. REVISIONS | 22. REVISIONS TO CORNER LINES - SEE PLAN | 33. REVISIONS TO CORNER LINES - SEE PLAN | 44. PROVIDE ALUMINUM TRIM |
| 3. REVISIONS | 23. REVISIONS TO CORNER LINES - SEE PLAN | 34. REVISIONS TO CORNER LINES - SEE PLAN | 45. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 4. REVISIONS | 24. REVISIONS TO CORNER LINES - SEE PLAN | 35. REVISIONS TO CORNER LINES - SEE PLAN | 46. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 5. REVISIONS | 25. REVISIONS TO CORNER LINES - SEE PLAN | 36. REVISIONS TO CORNER LINES - SEE PLAN | 47. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 6. REVISIONS | 26. REVISIONS TO CORNER LINES - SEE PLAN | 37. REVISIONS TO CORNER LINES - SEE PLAN | 48. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 7. REVISIONS | 27. REVISIONS TO CORNER LINES - SEE PLAN | 38. REVISIONS TO CORNER LINES - SEE PLAN | 49. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 8. REVISIONS | 28. REVISIONS TO CORNER LINES - SEE PLAN | 39. REVISIONS TO CORNER LINES - SEE PLAN | 50. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 9. REVISIONS | 29. REVISIONS TO CORNER LINES - SEE PLAN | 40. REVISIONS TO CORNER LINES - SEE PLAN | 51. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 10. REVISIONS | 30. REVISIONS TO CORNER LINES - SEE PLAN | 41. REVISIONS TO CORNER LINES - SEE PLAN | 52. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |
| 11. REVISIONS | 31. REVISIONS TO CORNER LINES - SEE PLAN | 42. REVISIONS TO CORNER LINES - SEE PLAN | 53. PROVIDE CORNER TRIM - 2" LAPPED WOOD - NON-SLIP |

RECEIVED
 DRAWING ISSUE
 NOT FOR CONSTRUCTION
 CHECK FOR PERMIT
 CHECK FOR CONSTRUCTION
 PROJECT FILE

MURFORD ARCHITECT
 2020 Prairie Place, 117 2nd St.
 1325 Byron Road
 DeKalb County, Missouri
 64001-1111
 Phone: 816-235-1111
 Fax: 816-235-1111

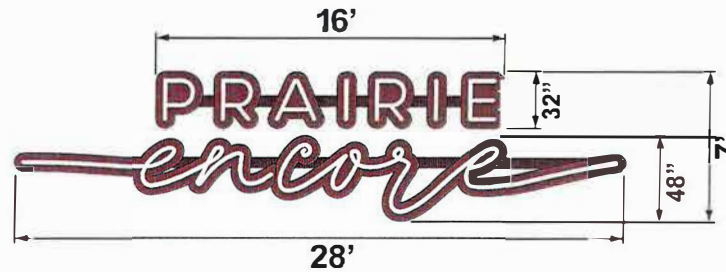
The Prairie Encore
 EXTERIOR ELEVATIONS

SHEET NO.
A3-1



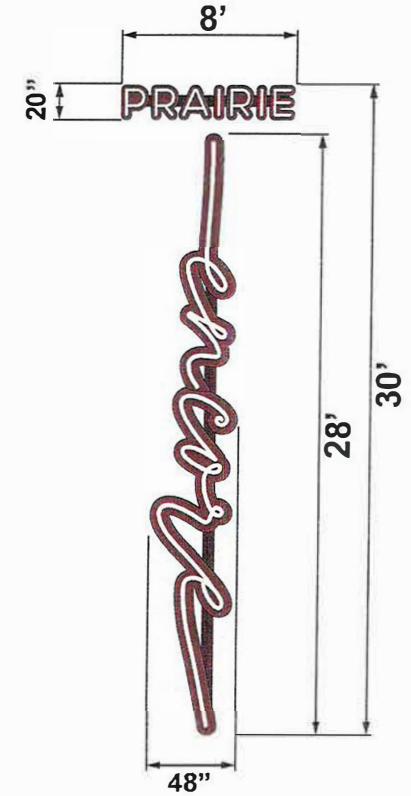
NORTH WALL (FACING CORA MARIE DR)

- WALL SIZE: 311' X 45' = 13,995 SQ FT
- 10% SIGN ALLOWANCE = 1,399.5 SQ FT
- SIGN SIZE: 7.5' X 30' = 225 SQ FT



EAST WALL (FACING BRYAN RD)

- WALL SIZE: 228' X 45' = 10,260 SQ FT
- 10% SIGN ALLOWANCE = 1,026 SQ FT
- SIGN SIZE: 7' X 28' = 196 SQ FT



SOUTH WALL (FACING FEISE RD)

- WALL SIZE: 233' X 45' = 10,485 SQ FT
- 10% SIGN ALLOWANCE = 1,048.5 SQ FT
- SIGN SIZE: 8' X 30' = 240 SQ FT



DESIGNER:
Nik Kuhn
nik@dalesigns.com
314-966-2620

JOB SITE:
The Prairie Encore
1575 Bryan Rd
Dardenne Prairie, MO

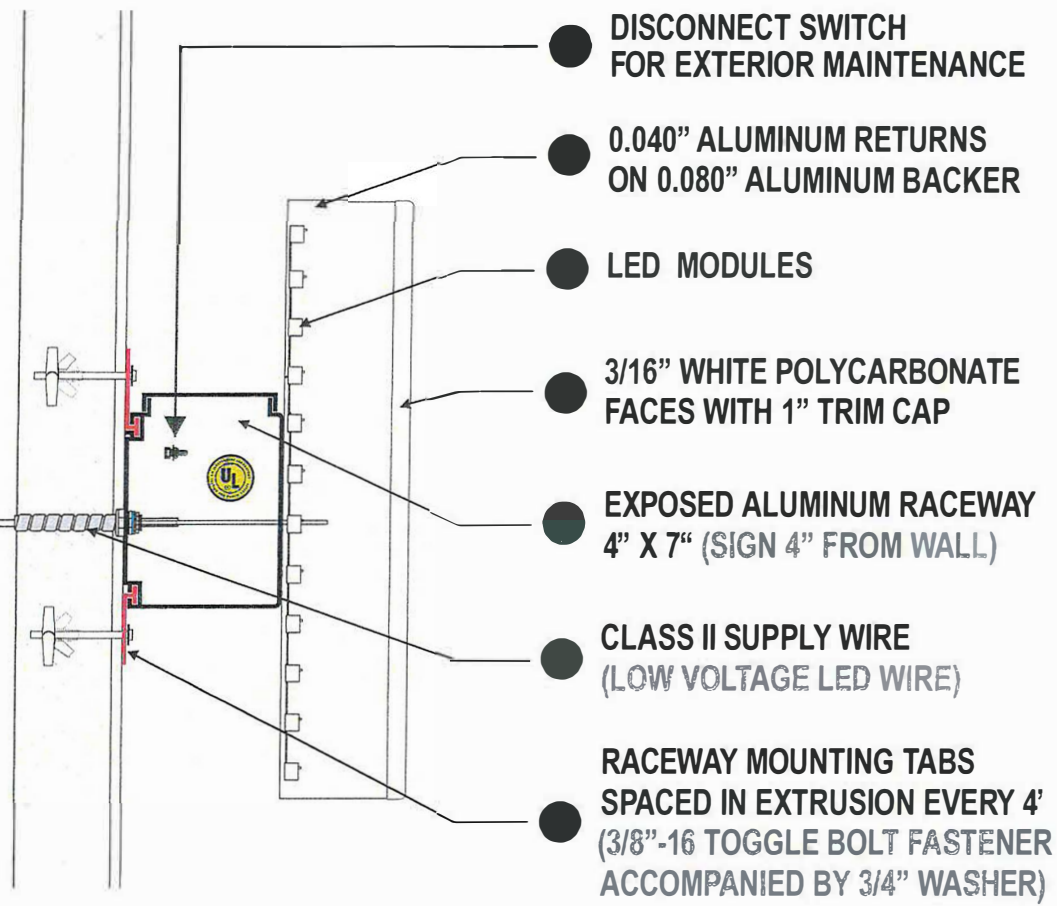
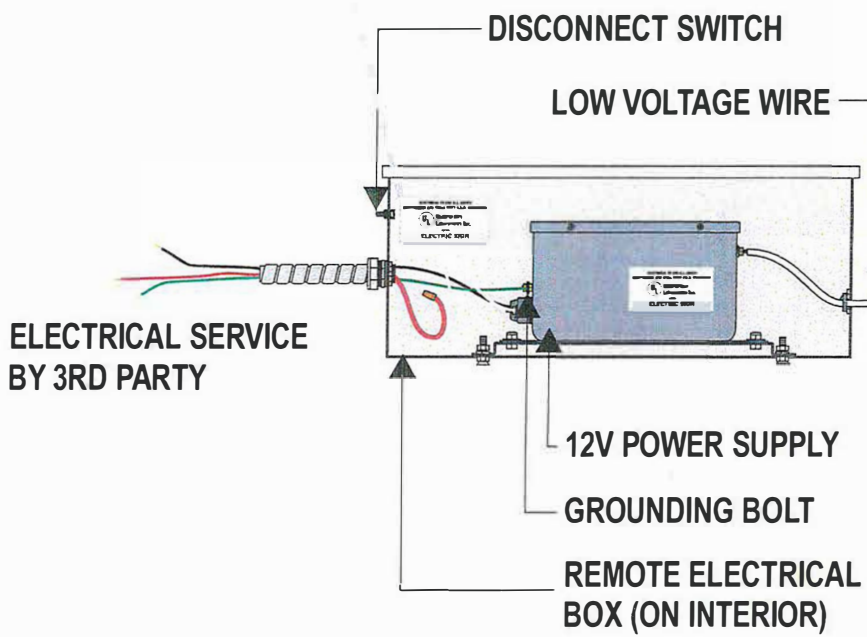
- 3" Black Channel Letter & Module Returns
- Translucent White Polycarbonate Faces with Cast Opaque Blockout Vinyl
- Raceways Painted to Match Exterior Walls



CHANNEL LETTERS ON RACEWAY - INSTALL DETAIL

ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET N.E.C. STANDARDS

UL Underwriters Laboratories Inc. LISTED
ELECTRIC SIGN

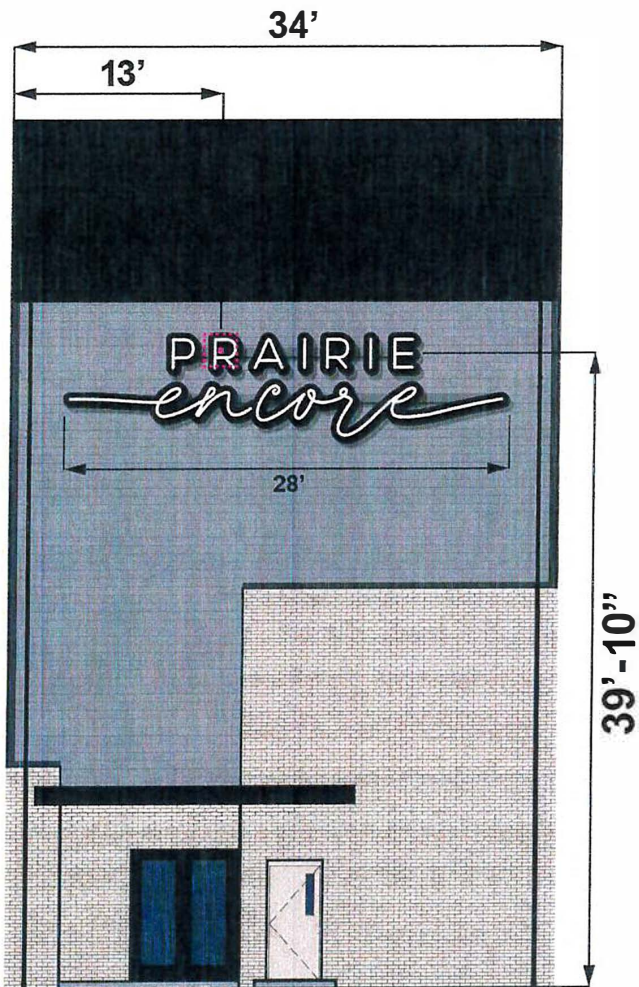


DESIGNER:
Nik Kuhn
nik@dalesigns.com
314-966-2620

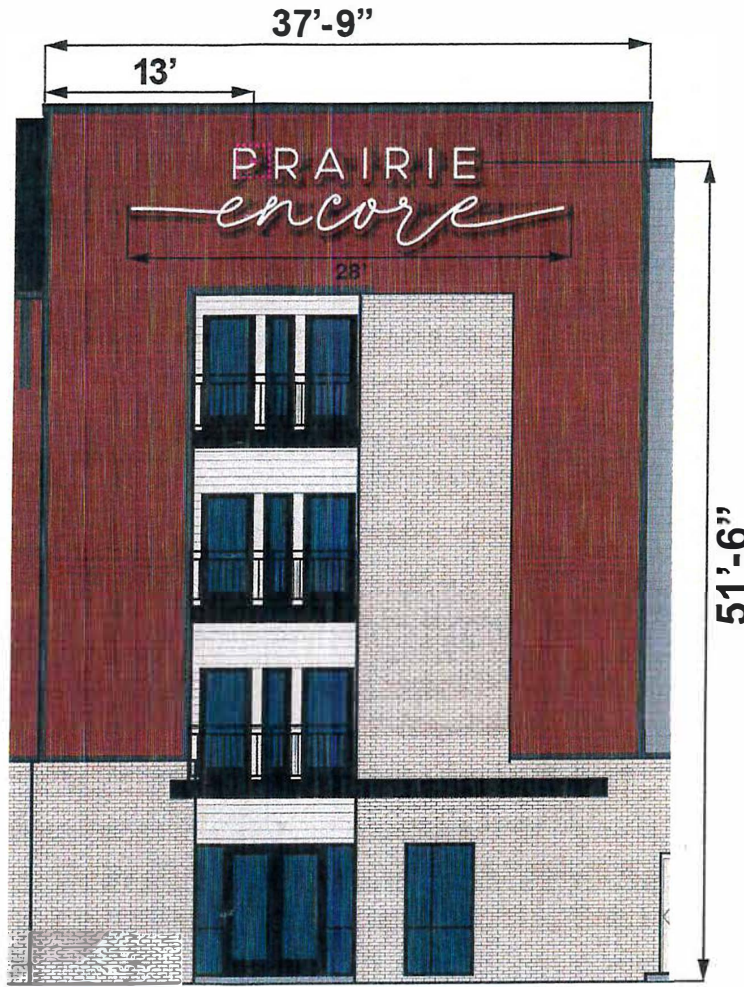
JOB SITE:
The Prairie Encore
1575 Bryan Rd
Dardenne Prairie, MO

- 3" Black Channel Letter & Module Returns
- Translucent 7328 White Polycarbonate Faces with 1st Surface Cast Opaque Blockout Vinyl
- Raceways Painted to Match Exterior Walls

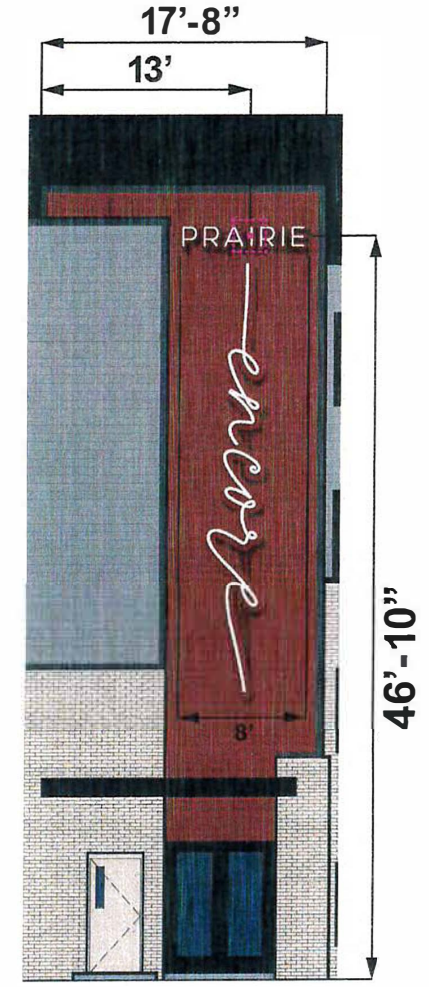




NORTH WALL
- J BOX: 13' OVER, 478" UP



EAST WALL
- J BOX: 13' OVER, 618" UP



SOUTH WALL
- J BOX: 13' OVER, 562" UP



DESIGNER:
Nik Kuhn
nik@dalesigns.com
314-966-2620

JOB SITE:
The Prairie Encore
1575 Bryan Rd
Dardenne Prairie, MO

JUNCTION BOX PLACEMENT:
J Boxes Installed by Streib Electric
on Interior of Wall with 110v-277v
20A Service Pulled to Each Box

ELECTRICAL DETAILS:
-North Wall: 6A Load on 120v Line
-East Wall: 6A Load on 120v Line
-South Wall: 5A Load on 120v Line



25-223

City of Dardenne Prairie
2032 Hanley Road
Dardenne Prairie, MO 63368
(636) 561-1718

TEMPORARY USE PERMIT - FIREWORKS STANDS OR TENTS

Applications must be completed in full for each location in Dardenne Prairie and submitted to the City Clerk. (Incomplete applications will be returned.)

All permits shall expire on the eighth (8th) day following July 4th of every year.

This application must be submitted to the City Clerk along with a cashier's check for ~~\$3,000.00~~ ^{\$100.00}; site plan, letter from property owner, certificate of insurance and emergency contact form.

5-30-25
Application Date

Location of Stand/Tent 2199 Post Rd.

Name of Business Dardenne Prairie Knights of Columbus and

Business Owner Meramac Specialty Co.

Address P.O. Box 305

City, State & Zip Arnold, MO 63010

Phone (636) 296-5564

Name & Phone # of Senior Manager on Site Joe Schroeder (636) 542-0964

Property Owner Name Dardenne Prairie Hall Corp.

Property Owner Address 2199 Post Rd.

City, State & Zip Dardenne Prairie, MO 63368

Property Owner Phone (636) 625-2344

MO Sales Tax # (Attach a copy of MO Retail Sales License) 11174277

Jeffrey J. Amelung
Signature of Applicant

NOTE: By affixing signatures to this application form, the Applicant hereby verifies that they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signature further indicates that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.

PAID
JUN 05 2025
BY: CH # 5470
AS \$100
REC25-000357

**CITY OF DARDENNE PRAIRIE
BUSINESS EMERGENCY CONTACT FORM**

The information contained on this form will be kept confidential and will be used when an emergency or unusual situation arises at the business indicated. Persons listed on the form should be those that have keys and a working knowledge of the alarms (if any), business layout and business operation. A copy of this form will be provided to the St. Charles County Sheriffs Department, which is the law enforcement authority for Dardenne Prairie. Please list people who can respond in a reasonable amount of time. **Please be aware that you will not receive a Business License without completing and attaching this form to your Business Application or Renewal Form.**

Please print or type:

Business Owner's Name Dardenne Knights of Columbus
Business Name S. A. A.
Business Address 2199 Post Rd. Dardenne Prairie, MO 63368
Plaza/Business Center Name(if applicable) N/A
Alarm Company (if equipped) N/A
Alarm Company Phone () N/A

Contact Personnel in Order:

Call First:
Name: Joe Schroeder Phone: (636) 542-0964

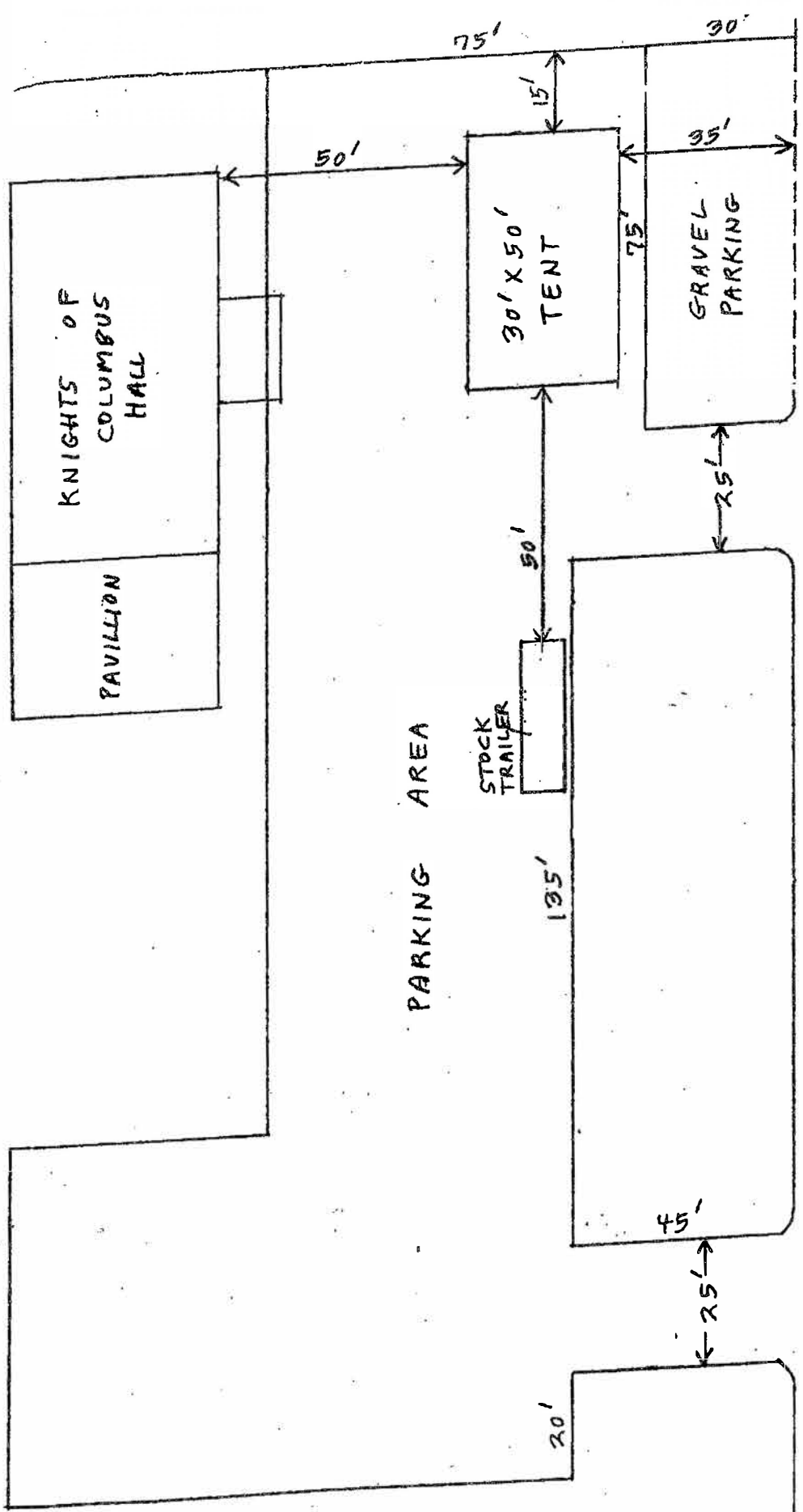
Then Try:
Name: Jeff Amelung Phone: (636) 240-4856

Next Try:
Name: Don Kampf Phone: (636) 978-0941

Any special notes or considerations (Dogs, Chemicals, Hazardous areas, etc.)

None

2 →



SCALE: 1" = 30'

TAXATION DIVISION
PO BOX 3666
JEFFERSON CITY, MO 65105-3666



Missouri
DEPARTMENT OF REVENUE

Telephone: 573-751-9268
Fax: 573-522-1265
E-mail: taxclearance@dor.mo.gov

MERAMEC SPECIALTY COMPANY
PO BOX 305
ARNOLD, MO 63010-0305

DATE: 04/17/2025
VALID THROUGH: 07/16/2025
DARDENNE PRAIRIE

CERTIFICATE OF NO TAX DUE

MISSOURI ID: 11174277
Notice Number 2055046792

To Whom It May Concern: The Department of Revenue, State of Missouri, certifies the above listed taxpayer has filed all required returns and paid all sales or withholding tax due, including penalties and interest, and does not owe any sales and withholding tax, as of April 16, 2025. This review does not include returns that are not required to be filed as of this date or that have been filed but not yet processed by the Department.

This statement only applies to sales and withholding tax due and is not to be construed as limiting the authority of the Director of Revenue to assess, or pursue collection of liabilities resulting from final litigation, default in payment of any installment agreement entered into with the Director of Revenue, any successor liability that may become due in the future, or audits or reviews of the taxpayer's records as provided by law.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.

TAXATION DIVISION

State of Missouri
Missouri Retail Sales License
Fireworks

Licensee:

License Issued: March 13, 2019

MERAMEC SPECIALTY CO
SW CRNR HWY N & PST RD
DARDENNE PRAIRIE, MO 63366

MERAMEC SPECIALTY COMPANY

MISSOURI ID: 1174277

The issuance of this license is contingent upon the licensee's compliance in all respects with the requirements in Chapter 144 RSMo, and the rules promulgated thereunder.

This license is valid until cancelled and surrendered by the licensee or revoked by the Director of Revenue.

This license must be prominently displayed in the place of business.

This license is valid only for FIREWORKS JUNE 20 THROUGH JULY 10.

This business is registered INSIDE the city limits of DARDENNE PRAIRIE in ST CHARLES COUNTY and you are liable to collect and remit all applicable state and local sales taxes.

This license is not assignable or transferable.

MISSOURI DIVISION OF FIRE SAFETY

FIREWORKS PERMIT

Seasonal Retailer

Permit Number: 25-S-092-5437-12

Date of Issue: February 21, 2025 11:37 AM

Permitted Selling Periods:

Chapter 320.141 RSMo: "Permissible items of consumer fireworks defined in section 320.131 may be sold at wholesale or retail by holders of a jobber's permit to nonlicensed buyers from outside the state of Missouri during a calendar year from the first day of January until the thirty first day of December. Permissible items of consumer fireworks defined in section 320.131 may be sold at retail by holders of a seasonal retail permit during the selling periods of the twentieth day of June through the tenth day of July and the twentieth day of December through the second day of January."

Meramec Specialty Company

2199 Post Rd, Dardenne Pr, MO, 63368, USA

-90.75689134688903 38.76473523153211

THIS PERMIT IS NOT TRANSFERABLE AND ONLY APPLICABLE AT LOCATION LISTED ABOVE.

Mark S. James

Mark S. James

Director of Public Safety

J. Tim Bean

J. Tim Bean

State Fire Marshal

Seasonal Retailer Fire Safety Inspection completed on (date): _____

Inspected by (Printed Name of DFS Inspector/Investigator): _____ DSN: _____

Signature: _____



DRAYTON INSURANCE BROKERS, INC.

2500 CENTER POINT ROAD, SUITE 301
BIRMINGHAM, ALABAMA 35215
PHONE: (205) 854-5806
FAX: (205) 854-5899

POST OFFICE BOX 94067
BIRMINGHAM, ALABAMA 35220
EMAIL: dib@draytonins.com

420
KNIGHT OF CLOUMBUS

CERTIFICATE OF INSURANCE

Voids and Replaces Certificate NO. 530603

NO. 540515

We certify that insurance is afforded as stated below. This Certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the insurance policy and the insurance afforded is subject to all the terms, exclusions and conditions of the policy.

INSURER Admiral Insurance Company POLICY NO. CA000018967-12
NAMED INSURED Atomic Fireworks Inc. of Arkansas T.E.A. Enterprises, Inc.
Atomic Fireworks Inc. of Missouri Pacific Specialty Company
Meramec Specialty Company West Alton Properties, Inc.
P.O. Box 305 ATLG, LLC
Arnold, Missouri 63010
POLICY TERM March 1, 2025 to March 1, 2026; Both Days 12:01 A.M. Standard Time
COVERAGE Premises-Operations Liability: Occurrence Basis Claims Made Basis
LIMIT OF LIABILITY \$5,000,000 each occurrence, \$10,000,000 general aggregate
The limit of liability shall not be increased by the inclusion of more than one insured or additional insured.

INSURED OPERATIONS The sale of consumer fireworks (1.4G) and related products at the Insured location, during the period of operation.

It is certified that, for the period of operation stated below and when named below as such, this policy includes as Additional Insureds 1) the operator(s), sponsor(s), promoter(s), organizer(s), of the Insured Premises used principally for the retail sale of consumer fireworks supplied by the Named Insureds and/or 2) the owner(s), manager(s), tenant(s), mortgagee(s) (including other entities having similar interests), of the property on which the Insured Premises is located and/or 3) the licensing authority issuing a permit or license for the operation of the Insured Premises and/or 4) any entity for which the Named Insured is required, by written contract, to provide insurance such as is afforded by the terms of this policy.

NAME(S) OF ADDITIONAL INSURED(S) Operator, Sub-Operator, and Stand Manager

<u>Licensing Authorities</u>	<u>Property Owner(s)</u>	<u>Additional Insureds</u>
State of Missouri	Knights of Columbus Council 2273	Knights of Columbus H/O
St. Charles County		Dardenne Prairie Hall
City of Dardenne Prairie		
Wentzville FPD		

ADDRESS OF INSURED PREMISES
Knights of Columbus Hall parking lot at 2199 Post Road in Dardenne Prairie, Missouri

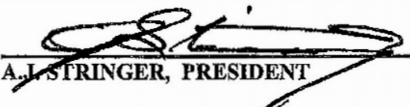
PERIOD OF OPERATION March 1, 2025, to February 28, 2026

It is certified that this policy requires a 30 day mutual notice of cancellation between the Insurer and the Named Insured. In the event of such cancellation we will endeavor to mail 10 days written notice to the Additional Insured(s), whose name and address is shown hereon, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer and/or the undersigned.

DRAYTON INSURANCE BROKERS, INC.

March 1, 2025

DATE OF ISSUE


A.L. STRINGER, PRESIDENT



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

Product:
DURASKIN

Registration No.
FA-53001

9m roof cover

Product Marketed By:

**VERSEIDAG INDUTEX GMBH
INDUSTRIESTR 56
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code and passes NFPA 701-96.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

Deputy State Fire Marshal



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

REGISTERED FLAME RESISTANT PRODUCT

**Product:
DURASKIN**

**Registration No.
FA-53001**

white sidewall curtain

Product Marketed By:

**VERSEIDAG INDUTEX GMBH
INDUSTRIESTR 56
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code and passes NFPA 701-96.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

A handwritten signature in cursive script, reading "Randy D. Shelton".

Deputy State Fire Marshal

BILL NO. 25-32

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, IMPOSING A TEMPORARY MORATORIUM ON THE DEVELOPMENT OF CERTAIN PROPERTY DURING THE PENDENCY OF A STUDY OF REVIEW OF REGULATIONS AND STANDARDS FOR DEVELOPMENT OF SUCH PROPERTIES; AND OTHER MATTERS RELATING THERETO

WHEREAS, residents have raised concerns pertaining to the impact of adding additional multiple-family dwellings in the City on schools, traffic, property values, crime, the maintenance of open space and public infrastructure and resources, among other things; and

WHEREAS, it is to the benefit of the health, safety and general welfare of all residents of the City that the City maintain regulations, policies and standards for the multiple-family dwellings that avoid overcrowding and unsafe and unsanitary living arrangements; and

WHEREAS, the Board of Aldermen, through the Planning and Zoning Commission, desires to study, review, and consider policies, regulations and standards for development of multiple-family dwellings within the City; and

WHEREAS, the Planning and Zoning Commission declared its intention to study and review the impact of multiple-family dwellings on schools, traffic, property values, crime, the maintenance of open space and public infrastructure and resources, among other things, and how best to address any negative impacts, and considered implementing a moratorium on all multiple-family property which first requires rezoning; and

WHEREAS, after providing notice per the requirements of the Municipal Code of the City of Dardenne Prairie, the Planning and Zoning Commission and the Board of Aldermen conducted public hearings on this proposed moratorium whereat residents, property owners and other interested parties were given the opportunity to be heard; and

WHEREAS, the Planning and Zoning Commission recommended to the Board of Aldermen the adoption of a moratorium not exceeding one (1) year in duration from the effective date of this Ordinance to review and study for the reasons and purposes set forth in its recommendation dated June 11, 2025, a copy of which is on file in the Office of the City Clerk, and incorporated by reference herein (the "P&Z Recommendation"); and

WHEREAS, the Board of Aldermen hereby finds that it is to the benefit of the health, safety and welfare of the residents of the City to impose a moratorium not to exceed one (1) year on the acceptance and consideration of applications for zoning amendments that include requests for multiple-family dwellings to allow for the Planning and Zoning Commission's study and review of multiple-family dwellings' effects on the community, and how to best approach challenges related thereto, and during such period of review by the Board of Aldermen of such regulations, standards and recommendations.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AS FOLLOWS:

SECTION 1. Findings of Fact. The recitals set forth above are hereby ratified and incorporated as legislative findings of fact in support of this Ordinance.

SECTION 2. Moratorium Imposed. During the time that this Ordinance is in effect as specified in Section Five below, there shall be a moratorium on the review and approval of plans and development for properties requiring zoning amendments that include requests for multiple-family dwellings.

SECTION 3. Waivers. Any property owner seeking a waiver under this Section Three shall file an application with the Board of Aldermen within ninety (90) days after the effective date of this Ordinance. The Board of Aldermen, after hearing, may grant a waiver to the moratorium and permit review of and approval of plans and of development on a specific parcel where the Board of Aldermen determines, based upon substantial competent evidence, that the plan or development adequately addresses public health concerns, will not be detrimental to the public health, safety or welfare of the residents of the City, and otherwise complies with the requirements of the Municipal Code of the City of Dardenne Prairie. Hearings conducted pursuant to Section Three shall be conducted in the same manner as provided for in Section 405.871.A of the Municipal Code of the City of Dardenne Prairie.

SECTION 4. Determination of Vested Rights or Denial of All Economic Use.

- A. Nothing in this Ordinance shall be construed or applied to abrogate the vested right of a property owner to continue development of a parcel where the property owner can demonstrate by substantial competent evidence each of the following:
 - 1. A governmental act of approval for the development was obtained prior to the effective date of this Ordinance; and
 - 2. Actual use or a substantial step toward the use authorized by such approval.
- B. Nothing in this Ordinance shall be construed or applied to prevent development of a particular parcel where the property owner can demonstrate by substantial competent evidence that because of the moratorium no economic use can be made of the parcel.
- C. Any property owner claiming vested rights or denial of all use under this Section Four must file an application with the Board of Aldermen for a determination within ninety (90) days after the effective date of this Ordinance. The application shall be accompanied by an application fee of Three Hundred and 00/100 Dollars (\$300.00) and contain a sworn statement as to the basis upon which the vested rights or denial of all use are asserted together with documentation required by the City and other documentary evidence supporting the claim. The Board of Aldermen shall hold a hearing on the application and, based upon the competent substantial evidence submitted, shall make a determination as to whether the property owner has established vested rights or a lack of all economic use for the parcel. Hearings conducted pursuant to this Section Four shall be conducted in the same manner as provided for in Section 405.871 of the Municipal Code of the City of Dardenne Prairie.

SECTION 5. Referral to the Planning and Zoning Commission. During the pendency of the moratorium approved pursuant to this Ordinance, the Board of Aldermen refers to the Planning and Zoning Commission consideration, study and review of the impacts of multiple-family dwellings on schools, traffic, property values, crime, the maintenance of open space and public infrastructure and resources, among other things, and how best to address any negative impacts, and considered implementing a moratorium on all multiple-family property which first requires rezoning.

SECTION 6. Term. The moratorium imposed by this Ordinance is temporary and shall be effective for a period of no longer than one (1) year from the effective date of this Ordinance unless dissolved earlier by the Board of Aldermen.

SECTION 7. Savings Clause. Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION 8. Severability Clause. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 9. Effective Date. This Ordinance shall take effect and be in force from and after its passage by the Board of Aldermen and its approval by the Mayor of the City of Dardenne Prairie, Missouri.

Read two (2) times, passed, and approved this _____ day of _____, 2025.

As Presiding Officer and as Mayor

Attest:

City Clerk

Approved this _____ day of _____, 2025.

Mayor

Attest:

City Clerk

BILL NO. 25-33

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE,
MISSOURI, APPROVING AN AMENDED P.U.D. FINAL
PLAN FOR A CERTAIN DEVELOPMENT COMMONLY
KNOWN AS THE “DARDENNE PRAIRIE APARTMENTS”**

WHEREAS, the Board of Aldermen of the City of Dardenne Prairie, Missouri (the “City”) approved a P.U.D. Final Plan (the “Original Final Plan”) for certain real property commonly known as the “Dardenne Prairie Apartments” (the “Development”) and owned by Moline Management, LLC (“Owner”), which Original Final Plan was reapproved by Ordinance No. 2316; and

WHEREAS, thereafter, Bax Engineering Co., a Missouri corporation (“Applicant”) submitted an amended Area Plan (the “First Amended Area Plan”) to the Board of Aldermen of the City, which First Amended Area Plan was approved; and

WHEREAS, following approval of the First Amended Area Plan, Applicant submitted an application, dated December 13, 2024, for an amended P.U.D. Final Plan for the Development to the Board of Aldermen seeking approval thereof (the “Amended P.U.D. Final Plan”); and

WHEREAS, the Planning and Zoning Commission of the City considered the Amended P.U.D. Final Plan and recommended approval of the same; and

WHEREAS, the Board of Aldermen approved the Amended P.U.D. Final Plan by Ordinance No. 2340; and

WHEREAS, per Section 405.340.C of the Municipal Code of the City of Dardenne Prairie, “[a]pproval of the Final Plan of a P.U.D. shall expire and be of no effect one hundred eighty (180) days after the date of approval unless and until all appropriate fees have been paid and the City shall have approved the improvement plans for the development;” and

WHEREAS, the Applicant submitted an application seeking re-approval of the Amended P.U.D. Final Plan expecting the improvement plans shall not be submitted to the City within the required one hundred eighty (180) days period before expiration; and

WHEREAS, on June 11, 2025, the Planning and Zoning Commission considered re-approval of the Amended P.U.D. Final Plan and recommended re-approval thereof to the Board of Aldermen.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF
THE CITY OF DARDENNE PRAIRIE, MISSOURI, AS FOLLOWS:**

SECTION 1. Amended P.U.D. Final Plan Approval. That upon review, first before the Planning and Zoning Commission and then the Board of Aldermen of the City of Dardenne Prairie, Missouri, the Board of Aldermen does hereby approve the Amended P.U.D. Final Plan, prepared by Bax Engineering Co., dated November 22, 2024, referencing Project Number 24-19350, and containing pages C-1 to C-5, which Final Plan is inclusive of a Master Planting Plan, prepared by Landscape Technologies, dated December 19, 2024, referencing Job No. 2023-128, and containing pages L-1 to L-3, subject to the Applicant's and Owner's, and their respective successors in interests, compliance with all conditions reflected on the approved Amended P.U.D. Final Plan and this Ordinance, which Amended P.U.D. Final Plan is on file in the office of the City Clerk and incorporated by reference herein.

SECTION 2. Savings Clause. Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION 3. Severability Clause. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 4. Effective Date. This Ordinance shall take effect and be in force from and after its passage by the Board of Aldermen and its approval by the Mayor of the City of Dardenne Prairie, Missouri.

Read two (2) times, passed, and approved this _____ day of _____, 2025.

As Presiding Officer and as Mayor

Attest:

City Clerk

Approved this _____ day of _____, 2025.

Mayor

Attest:

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI,
AUTHORIZING THE MAYOR TO EXECUTE A CITY ADMINISTRATOR
EMPLOYMENT AGREEMENT WITH CATHY PRATT TO SERVE AS
CITY ADMINISTRATOR**

WHEREAS, the City of Dardenne Prairie, Missouri, is a city of the fourth class; and

WHEREAS, Section 77.042 RSMo, provides that “any fourth class city may by ordinance provide for the employment by the governing body with the approval of the mayor of a city administrator who shall be the chief administrative assistant to the mayor and who shall have general superintending control of the administration and management of the government business, officers and employees of the city, subject to the direction and supervision of the mayor”; and

WHEREAS, the City of Dardenne Prairie, pursuant to Sections 77.042 to 77.048 RSMo, enacted Sections 115.150 to 115.180 of the Municipal Code of the City of Dardenne Prairie, Missouri, providing for the creation of the office of City Administrator, establishing the qualifications for such office, and describing the powers and duties of the City Administrator; and

WHEREAS, on October 16, 2024, pursuant to Ordinance No. 2322 the office of City Administrator and authorized an Interim City Administrator Employment Agreement related thereto (the “Interim Employment Agreement”); and

WHEREAS, pursuant to the Interim Agreement, the City Administrator’s employment with the City is scheduled to terminate at 11:59 pm on June 20, 2025; and

WHEREAS, the Board of Aldermen desires to retain Cathy Pratt as the City Administrator; and

WHEREAS, the Board of Aldermen finds and determines that Cathy Pratt possesses the necessary qualifications and experience to serve as the City Administrator for the City of Dardenne Prairie;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AS FOLLOWS:

SECTION 1. City Administrator Employment Agreement. The form, terms, and provisions of the City Administrator Employment Agreement, attached hereto, marked as **Exhibit A**, and incorporated by reference herein, be and they hereby are in all respects approved, and the Mayor is hereby authorized, empowered and directed to further negotiate, execute, acknowledge, deliver and administer for and on behalf of the City said City Administrator

Employment Agreement in substantially the form attached hereto. The City Clerk is hereby authorized to attest the City Administrator Employment Agreement, and other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of the City Administrator Employment Agreement and this Ordinance.

SECTION 2. Savings Clause: Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION 3. Severability Clause: If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 4. Effective Date: This Ordinance shall be in full force and take effect from and after its final passage and approval.

Read two times, passed, and approved this _____ day of _____, 2025.

As Presiding Officer and as Mayor

Attest:

City Clerk

Approved this _____ day of _____, 2025.

Mayor

Attest:

City Clerk

EXHIBIT A

CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

This City Administrator Employment Agreement (the "Agreement"), is made and entered into as of 12:01 a.m on June 19, 2025 (the "Effective Date"), by and between the CITY OF DARDENNE PRAIRIE, MISSOURI, a municipal corporation (hereinafter the "City"), and CATHY PRATT (hereinafter the "Employee").

WITNESSETH:

WHEREAS, the City employed the services of Employee as its City Administrator pursuant to Ordinance Number _____ of the City; and

WHEREAS, it is the desire of the City to define certain benefits, establish certain conditions of employment, and to set certain working conditions of Employee; and

WHEREAS, it is the desire of the City to secure and retain the future services of Employee, to provide compensation for services performed, and to provide a just means for terminating Employee's services; and

WHEREAS, Employee desires to define the terms of her employment as City Administrator of the City.

NOW THEREFORE, for and in consideration of the sum of One Dollar (\$1.00), the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

SECTION 1. Duties.

City hereby employs Employee as its City Administrator to perform the functions and duties specified in Sections 115.150 to 115.180 of the Municipal Code of the City of Dardenne Prairie, Missouri, and to perform such other legally permissible and proper duties and functions as the Mayor and Board of Aldermen shall assign to her from time to time.

SECTION 2. Term.

A. Employee agrees to remain in the exclusive employ of the City, and to neither accept nor become employed by any other person until such employment is terminated by Employee or City.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Mayor and Board of Aldermen to terminate the services of Employee at any time, subject only to the provisions set forth herein and those of the Municipal Code of the City of Dardenne Prairie, Missouri.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with the City, subject only to the provisions set forth herein.

SECTION 3. Compensation.

City agrees to pay Employee for her services rendered pursuant hereto an annual base salary of One Hundred Forty-five Thousand Dollars (\$145,000), or such greater amount as may be approved by ordinance from time to time ("Salary"), to be paid at such intervals or dates as all other City employees may be paid.

SECTION 4. Automobile.

The City acknowledges that Employee is required to have and maintain in good repair an automobile for transportation uses essential to carrying out her assigned responsibilities as City Administrator. In recognition of this requirement, City agrees to pay an automobile allowance to Employee in the amount of Two Hundred Fifty Dollars (\$250.00) per month to assist Employee in meeting expenses associated with the cost of providing such an automobile.

The foregoing notwithstanding, for any travel outside of St. Charles County related to the official use in the fulfillment of her duties that requires an overnight stay, or as otherwise approved by the Mayor, a City vehicle will be provided to Employee. This vehicle may not be used for commuting or for personal use. The City vehicle remains the property of the City and shall be covered with liability insurance the same as other City vehicles. The City shall provide for maintenance, insurance, and all other reasonable expenses related to the assigned vehicle.

SECTION 5. Communications Equipment.

To facilitate Employee working remotely, City shall purchase and provide Employee, at the City's expense, with a cell phone, computer, and necessary data processing hardware and software to provide capability for communications with City. Equipment shall be returned to the possession of the City upon termination of Employee's employment.

SECTION 6. Professional Development and Memberships.

A. City hereby agrees to budget and to pay the travel, lodging and subsistence expenses of Employee to attend meetings and occasions necessary to the pursuit of official and other functions of the City as deemed necessary by the Mayor.

B. City hereby agrees to budget and to pay the travel, lodging and subsistence expenses of Employee to attend short courses, institutes and seminars necessary for professional development and for the good of the City as deemed necessary by the Mayor.

C. City hereby agrees to budget and pay for professional dues and subscriptions of the Employee necessary for her continuation and full participation in national, state, regional and local associations and organizations necessary and desirable for her continued professional

participation, growth, and advancement, and for the good of the City and as approved by the City.

D. City recognizes the desirability of representation in and before local civic and other organizations and the Employee is authorized to become a member of one (1) such civic club or organization of her choice as a representative of the City, for which the City shall pay for all normal membership expenses, including meals.

SECTION 7. Benefits.

A. Employee shall be covered under the same vacation, long-term disability, and other employee benefit plans provided all other City employees plus an additional fifteen (15) days of annual vacation leave. Notwithstanding the foregoing, any employee policies and procedures applicable to all other City employees requiring approval or authorization by the City Administrator shall, in lieu thereof, require approval or authorization of the Mayor.

B. Notwithstanding any other provision of City policies and procedures to the contrary, Employee shall be credited with all allowed vacation leave immediately upon the Effective Date.

SECTION 8. General Expenses.

The City recognizes that certain expenses of a non-personal and generally job-affiliated nature will be incurred by the Employee, and hereby agrees to reimburse or to pay said expenses. These expenses are to be reviewed and approved by the Mayor prior to payment or reimbursement in accordance with established policies.

SECTION 9. Working Hours.

It is the understanding of the parties that Employee will attend all regular and special meetings of the Board of Aldermen, such other meetings as may be directed by the Mayor. Employee is expected to be generally available at City Hall during regular business hours, except that Employee shall be permitted to work remotely at least one day per week and as may otherwise be approved by the Mayor.

SECTION 10. Termination and Severance Pay.

A. In the event Employee is terminated by the City during such time that Employee is willing and able to perform her duties as City Administrator, then and in that event, the City agrees to pay Employee, in addition to all other benefits payable to all other employees of the City upon termination of their employment, a lump sum cash payment equal to one (1) month's Salary for each full year of employment with the City, but not to exceed six (6) month's Salary (the "Severance Pay"). In the event Employee is terminated because of a crime involving moral turpitude or other felonious criminal action, or for a breach of the Code of Ethics of the International City/County Managers Association (the "ICMA") adopted by the ICMA

Membership in 1924 and amended in June 2023, such Code of Ethics being incorporated by reference herein, as may be determined by the City pursuant to procedures set forth in Section 11 of this Agreement, then in that event the City shall have no obligation to pay the termination benefits and Severance Pay provided for in this Section.

B. In the event Employee voluntarily resigns her position with the City, Employee shall give the City one hundred twenty (120) days advance written notice, unless a shorter period is mutually agreed to.

C. No severance payments shall be paid if Employee resigns her employment as set forth or if Employee abandons her position by giving no notice or less than the notice required above when terminating this Agreement.

D. The City Administrator further agrees to execute a separation Agreement and release of liability prior to receiving the Severance Pay. The City Administrator further agrees that by making any claim against the City related to her employment by the City, except for a claim for Workers' Compensation, she waives any claim to the above severance pay and if payment of the above severance is made by the City prior to the claim being made, Employee agrees to repay the Severance Pay, including interest, to the City as a condition precedent to the filing of any litigation or arbitration against the City or any elected or appointed official, employee or agent of the City.

SECTION 11. Procedures for Ethics Violations.

The Mayor, with the approval of a majority of the members of the Board of Aldermen, may institute proceedings for alleged violations of the ICMA Code of Ethics against the Employee under the following terms and conditions:

A. All charges against Employee shall be made in Closed Meeting, as that term is defined in Section 610.010(1), RSMo., of the Board of Aldermen ("Closed Meeting"). Employee shall have the right to attend and speak at such Closed Meeting.

B. The charges against Employee shall be in writing and be specific as to the particular act(s) of misconduct charged, with specific facts in support of such alleged misconduct.

C. All proceedings against Employee shall be, to the extent permitted by law, held in a Closed Meeting of the Board of Aldermen, unless Employee waived this requirement in writing, in which event the proceedings shall be at a Public Meeting, as that term is defined in Section 610.010(5), RSMo., of the Board of Aldermen ("Public Meeting").

D. Employee may accept charges of violations of the ICMA Code of Ethics without necessity of a formal hearing if employee agrees to the penalty assessed against Employee in writing or by failing to request a hearing pursuant to Subsection E of this Section.

E. Employee may, within thirty (30) days from Employee's receipt of the written charges provided for in Subsection B, demand a hearing on the charges filed before the Board of

Aldermen in a Closed Meeting or a Public Meeting. Employee, the Mayor, and the Board of Aldermen may compel the attendance of witnesses to appear and testify before the Board of Aldermen. The record of any hearing, whether in a Closed Meeting or Public Meeting, shall include written charges and full and complete transcript of all testimony and comments of witnesses. The Mayor shall preside at such hearing.

F. The Board of Aldermen, by roll call vote, shall determine if Employee is guilty or not guilty as charged based on the preponderance of the credible evidence.

G. If Employee is found guilty of the charges as filed, a majority of the members of the Board of Aldermen, by roll call vote, may assess the following penalties.

- (1) A written oral reprimand;
- (2) Suspension; or
- (3) Termination.

H. Employee shall have the right to appeal the finding of such guilt, other than a reprimand, to the circuit Court of St. Charles County, Missouri, within thirty (30) days of final determination of guilt by the Board of Aldermen.

I. Nothing contained in this Section 12 shall pertain to or alter the provisions of the discharge of Employee for any reason set out in Section 2 of this Agreement.

SECTION 12. General.

A. This Agreement supersedes all other agreements of the parties with respect to the subject matter hereof, and this Agreement may not be further amended except by the mutual, written agreement of the City and Employee.

B. If any provisions of this Agreement are held to be invalid or unenforceable, the remainder thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.

C. Captions and headings of the sections and paragraphs of this Agreement are intended solely for convenience and no provision of this Agreement is to be construed by reference to the caption or heading of any section or paragraph.

D. This Agreement may be executed in separate counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri excluding principles of conflicts of laws, and the parties hereto irrevocably commit to the jurisdiction and venue of the courts of St. Charles County, Missouri, to resolve and disputes arising hereunder or related thereto.

F. In the event that either party hereto brings an action or proceeding for a declaration of the rights of the parties under this Agreement or for any alleged breach or default

thereof, or for any other acts arising out of this Agreement, the prevailing party to such action shall be entitled to an award of all its costs including reasonable attorney's fees, and any court costs incurred in said action or proceeding in addition to other damages or relief awarded, regardless of whether final judgment is entered in such action or proceeding.

G. EMPLOYEE ACKNOWLEDGES AND AGREES THAT SHE HAS FULLY READ, UNDERSTANDS AND VOLUNTARILY ENTERS INTO THIS AGREEMENT. EMPLOYEE ACKNOWLEDGES AND AGREES THAT SHE HAS HAD AN OPPORTUNITY TO ASK QUESTIONS AND CONSULT WITH AN ATTORNEY FO HER CHOICE BEFORE SIGNING THIS AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate, as of the date first above written.

CITY OF DARDENNE PRAIRIE,
MISSOURI

By: _____
Keith Widaman, Mayor

ATTEST:

City Clerk

Cathy Pratt, Employee

WITNESS: