

Introduced by: Acting City Manager April Walton

AN ORDINANCE FOR THE CITY OF BERKELEY MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH PLANNING AND DESIGN STUDIO PENDING AWARD OF MUNICIPAL PARKS PLANNING GRANT

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

- Section 1.** The Mayor is hereby authorized to execute an agreement for planning and design of Memorial Park via Planning and Design Studio pending grant award from the Municipal Park Grant Commission of St. Louis.
- Section 2.** The agreement is attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.
- Section 3.** This Ordinance shall be in full force and effect from and after its date of passage.

1st Reading this _____ day of _____ 2025
2nd Reading this _____ day of _____ 2025
3rd Reading, PASSED and APPROVED, this _____ day of _____ 2025

Rita Crawford-Graham, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved as to Form:
Phillip C. Boyd, City Attorney

Final Roll Call:

Councilwoman Holmes	Aye	___	Nay	___	Absent	___	Abstain	___
Councilwoman Williams	Aye	___	Nay	___	Absent	___	Abstain	___
Councilman Hoskins	Aye	___	Nay	___	Absent	___	Abstain	___
Councilwoman Anthony	Aye	___	Nay	___	Absent	___	Abstain	___
Councilman Hindeleh	Aye	___	Nay	___	Absent	___	Abstain	___
Mayor Crawford-Graham	Aye	___	Nay	___	Absent	___	Abstain	___

MEMORANDUM

TO: April Walton, Acting City Manager

FROM: Andrew Gai, Interim Parks Director

DATE: 9/2/2025

RE: Memorial Park Grant Application.

The Parks and Recreation department is applying for the Municipal Parks Planning Grant for the Fiscal year 2025-2026. The Parks and Recreation department has picked Memorial Park at the corner of North Hanley and Airport Road as the site of a new Veterans Memorial Park. Planning and design of the park is warranted for further development.

The Parks and Recreation Department has chosen Planning and Design studio for design and planning pending the awarding of the Municipal parks planning grant to the City of Berkeley. The Planning grant is a necessity for future construction grant application and acceptance. The details are as follows:

- Grant request: \$10,000
- Project cost: \$12 500
- Project cost to city post reimbursement: \$2,500
- Contractor: Planning and Design Studio

The City of Berkeley would initially pay the entire cost of \$12,500 to Planning and Design Studio for the attached terms, with \$10,000 reimbursement from the Municipal Parks Grant Commission post completion.

Planning and Design Studio was recently used by the City of Berkeley for the Parks Master plan. The Memorial Park plan would be redone with city and resident input and proper documentation for application to Parks Construction grant in Summer of 2026.

SUPPORTING DOCUMENTS

Please find attached the bid along with scope of work.

IMPACT ON CITY'S BUDGET

Initial \$12,500 with \$10,000 reimbursement from Municipal Parks Grant post Completion. Overall impact is \$2,500 from the Parks Improvements budget.

RECOMMENDED CITY COUNCIL ACTION

Approve project dependent on Grant Award.

Respectfully submitted,

Planning & Design Services Agreement

for City of Berkeley, MO – Memorial Park Master Plan

Project: **Memorial Park Master Plan**

Client or City: **City of Berkeley, MO** (also referred to as the City)
8425 Airport Road Drive
Berkeley, MO 63134

City's Contact: Mr. Andrew Gai, Interim Parks Director
Telephone: (314) 400-3751
Email: agai@berkeleymo.us

Consultant: **Planning Design Studio LLC** (also referred to as PDS)
2816 Sutton Blvd, Suite 1
Maplewood, MO 63143

PDS Contact: Scott V. Emmelkamp, Principal
Telephone: (314) 328-5239
Email: scotte@planningdesignstudio.com

1.0 PROJECT LOCATION & OVERVIEW:

The objective of this Planning Services Agreement is to develop a master plan for Berkeley's new Memorial Park, which will be located at the corner of Airport Road and North Hanley Road. The intent is to develop a park master plan that incorporates the previous planning ideas for the park, as presented in the 2024 Parks and Recreation Master Plan.

2.0 SCOPE OF SERVICES: The park planning tasks to be performed are detailed in the following scope of work and will include those identified in the guidelines for the St. Louis County Municipal Park Planning Grants. PDS will complete the following services:

- 2.1 Project Kickoff & Inventory Analysis:** PDS will meet with the city's staff in a kickoff meeting to confirm the master plan project goals/objectives and review/request available background information for the planning effort. PDS anticipates utilizing available base mapping information from the City or St. Louis County GIS aerial/topographic mapping. The overall park site will be illustrated on an overview drawing at a scale to fit on an 11" x 17" sheet.
- 2.2** PDS will visit the project site to assess existing facilities and conditions to identify and document opportunities and constraints for developing the plan recommendations. PDS will also prepare a summary graphic of the site analysis plan.
- 2.3 Visioning & Alternative Concept Plans:** PDS will develop two plan alternatives for soliciting citizen input for incorporation into the plan that will reflect the proposed programmed improvements within the park.

Planning & Design Services Agreement

for City of Berkeley, MO – Memorial Park Master Plan

- 2.4** City Review: Review concepts with City Staff before meeting with the public to solicit input and confirm that the concepts meet the City's expectations and requirements for the park plan. The concepts will be revised and/or refined before seeking Community Input.
- 2.5** Community Input #1: PDS will work with the City's staff to coordinate community input through a meeting (in-person or Zoom) and an online survey to include a summary of the proposed facility program, site analysis, and plan alternatives. The purpose is to solicit citizen input on the data collected and suggestions for improvements. The location for the in-person meeting could be either at the Parks and Recreation Meeting Room or at the park site as an "On-Site Open House" type meeting. The in-person meeting would include:
- A.** Display type images of the Program, Analysis, and Alternative Plans for review by attendees.
 - B.** PDS staff will be available to review materials with park users and residents.
 - C.** A sign-in sheet and comment forms will be provided to solicit written comments.
- 2.6** Draft Plan: Based on the input received, PDS will refine the alternatives into a Draft Plan that will include a Site Plan, Budget Estimate, and Summary Description.
- 2.7** City Review: The Draft Plan documents will be reviewed with City Staff before soliciting input and confirming that the proposed Plan meets the City's expectations and requirements. Refinements will be made as needed.
- 2.8** Community Input #2: PDS will work with the City's staff to coordinate community input through a meeting (in-person or Zoom) related to the Draft Plan. An in-person meeting will be organized as an "Open House" style meeting held at a meeting room and will include:
- A.** PDS will provide images of the Draft Plan for review by citizens.
 - B.** PDS will present a brief PowerPoint show describing the Draft Plan.
 - C.** A question and comment session will be conducted where the public can provide input to the Draft plan.
 - D.** A sign-in sheet as well as comment forms will be provided to allow citizens to submit written comments as well.
- 2.9** Following the Community Meeting, PDS will summarize the findings and meet with City Staff to discuss the input received and the preferred direction to proceed.
- 2.10** Revise/Refine Plan: Based on direction received, PDS will revise/refine the materials into the final Plan, including the Site Plan, Summary Description, and Budget Estimate.
- 2.11** Assist the City in completing a St. Louis County Municipal Park Grant Application for construction improvements within the park.

Planning & Design Services Agreement

for City of Berkeley, MO – Memorial Park Master Plan

3.0 SCHEDULE: PDS will coordinate with the City to complete the above-referenced services upon a mutually agreeable schedule, but could generally be completed as shown below.

3.1 Task 2.1 through 2.4 to be completed within 45 days of Notice to Proceed.

3.2 Task 2.5 through 2.7 to be completed within 45 days from the first meeting.

3.3 Task 2.8 and 2.9 to be completed within 15 days of the second meeting.

3.4 Task 2.10 to be completed within 15 days of authorization.

4.0 COMPENSATION: The City will compensate PDS for the Scope of Services described above on a Lump Sum Fee basis in the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00). This Lump Sum Fee amount includes all labor costs and reimbursables.

Payment shall be made monthly upon submission of an invoice based on the percentage of the work completed in the preceding month. All invoices shall be due and payable within thirty (30) calendar days.

5.0 TERMS & CONDITIONS: The parties agree as follows:

5.1 PDS's Responsibilities: PDS will perform the tasks identified in the Scope of Services above per the standards customarily provided by an experienced and competent professional planning design organization rendering these types of services.

5.2 Client's Responsibilities: The Client will pay PDS upon submittal of written invoices.

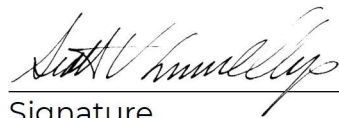
5.3 Termination: The Client or PDS may terminate this CONTRACT at any time by written notice to the other party. The City shall pay for all work completed at the time of termination.

5.4 Ownership of Documents: Related documents created hereunder shall be and become the property of the City.

5.5 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

6.0 ACCEPTANCE: The following authorized representatives hereby execute this Agreement and accept the terms and conditions herein.

Planning Design Studio LLC



Signature

Scott V. Emmelkamp

Typed or Printed Name

Principal

Title

8/21/2025

Date

City of Berkeley, MO

Signature

Rita Crawford-Graham

Typed or Printed Name

Mayor

Title

Date