



TENTATIVE AGENDA
BOARD OF ALDERMEN WORK SESSION
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE
ST. PETERS, MO 63376
AUGUST 25, 2016 AT 5:00 P.M.

A. Communications from Board Members/Aldermanic Representatives

B. BOA Items for Discussion

1. [Discussion/"No Solicitation Without License" Signs at Subdivision Entrances](#) – Barclay
2. [Discussion/City Licensing Requirements for Contractors](#) – Shea/Reitmeyer/Mayor
3. [Discussion/Water Service Line Repair Program](#) – Thomas/Reitmeyer

C. Mayor/City Administrator Item

Unfinished (Old) Business Items:

1. [Discussion/Running for Office Filing Location](#) (continued from 8-11-16) – Mayor
2. [Discussion/Running for Office Filing Fees](#) (continued from 8-11-16) – Mayor

New Business Items:

3. [2016 Concrete Slab Replacement Change Order](#) – Benesek
4. [Storm Water Pump Station No. 3 Replacement Project Bid Recommendation](#) – Malach
5. Miscellaneous Updates – Batzel
6. Board Meeting Agenda Item Revisions – Batzel
7. Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

D. Adjournment

AGENDA Posted at City Hall: August 22, 2016
By: P. Smith, City Clerk

Next Work Session: September 8, 2016

RBA FORM (OFFICE USE)

MEETING DATE: 08-25-16

Regular () Work Session (X)

ATTACHMENTS: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Alderman Barclay**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Discuss Installing “No Solicitation Without License” Signs At Subdivision Entrances

Staff: Recommended () Not recommended () No Position ()

Summary/Explanation:

Over time more and more residents have complained about solicitors coming to their homes without obtaining a “Solicitors Peddlers License” from the city. There is a fee for the license and background check. Also, during natural disasters (i.e. hail storm on May 11, 2016) there is an influx of out of town contractors swarming neighborhoods who don’t comply with this.

Attached is our current “No Solicitors Invited” sticker that residents can place on their front doors or windows. This prevents people from either knocking or leaving any flyers. The second picture attached is an actual sign that the City of St. Charles uses to remind companies they need a permit.

I am requesting a discussion to talk about posting these similar types of sign at the entrances of subdivisions in the City of St. Peters. (Using existing poles)

If approved, they can be installed in subdivisions who request one. Staff would decide the verbiage to include City Code and logo.

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

RBA requested by: Alderman Barclay

CA: Russ Batzel

Patrick Barclay

Russ Batzel

No Solicitors Invited

St. Peters City Code Section 605.170



**Do not leave or post any flyers,
advertisements or other written
or printed materials of any kind.**

**NO
SOLICITATION
WITHOUT PERMIT**

PERMIT SECTION 119.51 OF CITY ORDINANCE

RBA FORM (OFFICE USE)

MEETING DATE: Aug 25, 2016

Regular () Work Session (x)

ATTACHMENT: YES () NO (x)

Contract () Ordinance () Other ()

**Request for Board Action
By Aldermen and Mayor**

Ward 1 () 2 () 3 (x) 4 () All Wards (X)

Brief Description: Discussion/City Licensing Requirements for Contractors

Staff: Recommended () Not recommended () No Position ()

Summary/Explanation:

Discussion is desired to review the City's licensing requirements for contractors, in an effort to assist in preventing our residents from becoming the victims of scams and rip-offs from contractors who come into the City to conduct business without a valid City of St. Peters Business License.

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

Business Licensing fees apply

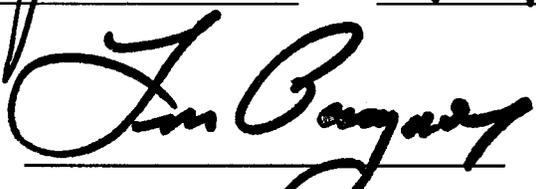
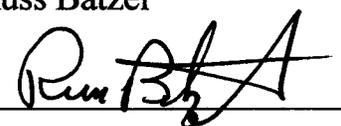
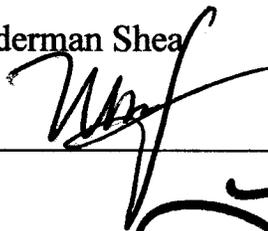
RBA requested by: Alderman Shea

CA: Russ Batzel

Co-Sponsors:

Mayor Pagano

Board President Reitmeyer



RBA FORM (OFFICE USE)

MEETING DATE: 8-25-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Discussion Water Service Line Repair Program – Leak
Detection

Staff: Recommended () Not recommended () No Position (X)

Summary/Explanation: See attached memorandum Outlining the Water Service
Line Repair Program and discussion to provide leak detection services

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)
Estimated at \$3,800/yr for Leak Detection Services

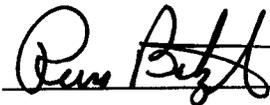
RBA requested by: Alderman Thomas

CA: Russ Batzel



Alderman Reitmeyer







INTEROFFICE MEMORANDUM

TO: RUSS BATZEL
FROM: BILL MALACH
SUBJECT: WATER SERVICE LINE REPAIR PROGRAM – LEAK DETECTION
DATE: AUGUST 16, 2016
CC: TIM MYERS; VANESSA PRINSTER; SUE HAYWOOD

The purpose of this memorandum is to discuss the request from Aldermen Thomas and Reitmeyer to include leak detection as an eligible cost in the water service line program.

Staff Summary

A summary of our evaluation to add leak detection services to the Water Line Insurance Fund is outlined below. Please see the remainder of this memorandum for program background and further detail.

- Leak Detection Services would cost approximately \$3,800/yr
- Currently the fund is running at a deficit due to increase repair costs.
- The City could contract with a leak detection contractor and the resident could pay a \$300 fee for the service, similar to the sewer lateral program, where the residents pay \$300 for a sewer lateral inspection. However, leak detection is paid on an hourly basis (\$225/hr) and the length of time to determine a leak can range. A procedure would have to be developed so leak detection costs don't exceed the cost of the potential repair or the cost of loss water.
- Leak Detection Services funded by the Water Service Line Repair program can be evaluated on an annual basis. There may be sometime in the future the fund could afford this service.

Background

In the April 2012 election City residents passed the following ballot language to assess themselves \$12/yr for a water line insurance program. The program was implemented in January 2013. See attached Administration Policy, ADM-48 – Water Service Line Repair Program for further information.

Ballot Language

The following ballot language is from House Bill 142,

For the purpose of repair or replacement of water lines extending from the water main to a residential dwelling due to failure of the line, shall the City of St. Peters be authorized to impose a fee not to exceed one dollar per month or twelve dollars annually on residential property for each water service line providing water service within the City of St. Peters to residential property having four or fewer dwelling units for the purpose of paying for the costs of necessary water service line repairs or replacements?

Overview of the Water Service Line Repair Program

According to City Ordinance, a property may be considered for the water service line repair program only if the following criteria are met:

1. The property is residential and no more than 4 units and located within the city limits of St. Peters.
2. The criteria for the water service line repair program are met. (Application completed, Water Bill and Real Estate Taxes are current)

Requests to participate may be disallowed in those cases where:

1. The repair to the water service line is located in the house, or under or through a structure.
2. The property owner has failed to have the leak located, if necessary.

The Water Department is dispatched to the home to confirm a potential leak reported by a resident or to investigate high usage prompted by Utility Billing. A repair notice is completed with the details including: location of the meter, suspected leak site, severity of the leak including gallons per minute, probable damage, meter reading, and any other pertinent information.

The resident is given the water service line application packet and advised to apply to the program. The documented paperwork is forwarded to the Environmental Compliance department. Upon receipt of the signed application to the Environmental Compliance department a site visit is completed (if needed) to complete the repair report. The RFQ and all related documents are completed and sent to Purchasing for bids. Once bids are received the resident is called with the bid information and the resident information is submitted to the contractor for scheduling.

The Purchasing department is notified and the contract between the City and the Contractor is completed and signed, before a notice to proceed is issued. If a pull through the foundation charge is needed the resident must pay that amount prior to the work being completed. Once the work is finished, the ground has settled, final grade on the site has

been completed and restored another site visit is completed to approve the work prior to signing off on the invoice. This process can be a few weeks to a few months (winter repairs take longer to complete the yard work).

Program Budget

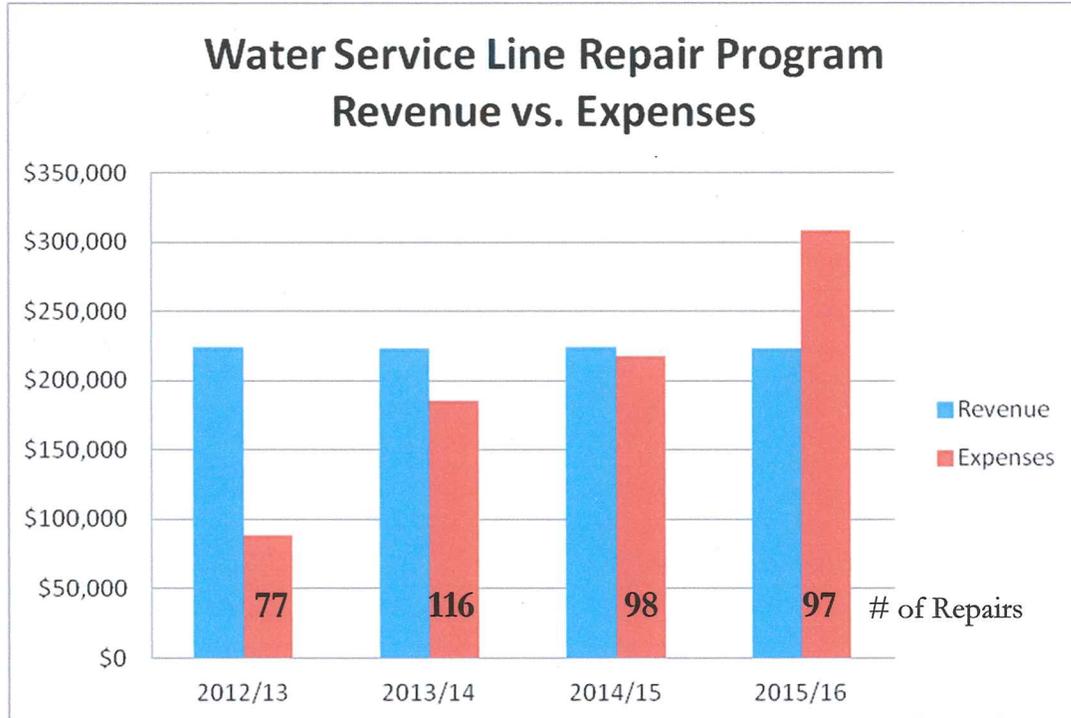
Revenue

City collects an average of \$223,000 annually to fund the Water Service Line Repair Program. This is funded by a \$12/year assessment to qualified residential units.

Expenses

Salary & Benefits (0.35 FTE)	\$31,500
Collection Expense and Assessment Fee:	\$5,100
Insurance	\$400
<u>Water Service Line Repairs</u>	<u>\$186,000</u>
Total Expenses	\$223,000

The following chart shows the history of annual revenue and expenses. As the chart indicates the current year expenses are exceeding revenue. This current fiscal year we transferred \$85,000 from the fund reserves to cover the overage. This lowered the fund balance reserve to \$94,032. The City has been averaging 97-repairs/FY. The average repair cost has increased from \$1,153 to \$2,015 per repair.



Cost Control

We are evaluating a procedural change, which includes negotiating a flat unit price fee with 3-4 contractors, instead of competitively bidding each individual repair. This will improve customer service by reducing the amount of time it takes to bid individually. It will also reduce costs. Currently, the same contractor is the only one bidding the majority of the repairs, which is leading to higher repair costs.

Proposed Leak Detection

Currently the program does not cover the costs for leak detection. Approximately 10% of the 97-repairs/yr (10-repairs/yr) requires some type of leak detection. Leak detection is required when the leak is not severe enough that the location of the leak can be determined from the ground surface. The resident then hires a leak detection company that can use acoustical sounding devices to try to determine the leak location.

Leak Detection Costs

American Leak Detection is the company most commonly used and they specialize in leak detection.

Fees: \$225/hr (1-hr minimum)
\$150/hr (Each additional hour)

Average leak of less than 1-gpm takes one to three hours to locate. Leaks less than 0.25-gpm can take longer to locate.

Using the above costs and estimating 10-leaks per year, assuming 5 out of 10-leaks can be located within the 1-hr minimum, and the other 5-leaks take 3-hours to locate. The estimate cost for locating 10 leaks is \$3,750/yr.

Other Items to Consider

- 1) The City will need to set a maximum cost to spend on an individual leak detection service. Some leaks may be so minor that the cost of locating the leak is more than the cost of the loss water or the cost of complete line replacement.

Example: Leak Detection Cost: \$225

Equivalent Water Volume $\$225/\$3.03/1000\text{-gals} = 74,257\text{-gals}$

$74,257\text{-gals} / 60\text{-day (billing cycle)} = 0.86\text{-gpm}$

Therefore, no more than an hour should be spent locating a leak less than 0.86-gpm. However, this would lead to disagreements with customers that are paying for loss water and wanting the City to spend more on leak detection. Currently the resident makes that

determination to either pay for water loss or additional leak detection services.

- 2) The cost of the leak detection would need to be deducted from the maximum repair cost of \$3,000 per leak. Residents are responsible for any costs that exceed \$3,000.
- 3) Leak Detection services are not guaranteed. There have been times the service has missed located a leak. Our contractor excavated where the service indicated and the leak was not found. Currently the resident makes the determination if they want to spend additional money on leak detection. If the City is involved, then we would have to spend more costs on additional detection services and may not have enough funds to actually repair the leak when located or reduce the number of leaks we repair each year.

ADMINISTRATIVE POLICIES

POLICY NO.: ADM-48



POLICY: WATER SERVICE LINE REPAIR PROGRAM

ORIGINAL ISSUE DATE: 01/01/13

REVISION EFFECTIVE DATE: 08/01/16

Approved by: _____

PURPOSE: The purpose of this policy is to establish guidelines and procedures for the consistent implementation of the Water Service Line Repair Program in helping our residents in the necessary repair of their private water service lines.

POLICY: It is the policy of the City of St. Peters to provide assistance to owners of residential property within the City limits for the repair of water service lines that connect each residence to the public water supply. The City Administrator shall promulgate rules and regulations to carry out the purposes and intent of the Water Service Line Repair Program to protect the public safety, health and welfare and to administer the program in an effective, efficient and timely manner.

WATER SERVICE LINE REPAIR PROGRAM:

In 2012, with authorization by state statutes and approval of the voters in the City of St. Peters, a \$12.00 per household annual assessment (billed by St. Charles County along with the annual real estate taxes) was established to fund the Water Service Line Repair Program.

Private residential water service lines are defined as that portion from the City water meter to the foundation wall of the residence. The program includes real estate within the City of St. Peters as identified by a single locator number in which the St. Charles County Assessor's Office classifies as: Class One--Single-Family Residence (r), Class Thirteen--Duplex (r), Class Fourteen--Condo Residential (r), Class Nineteen--Single Unit Apartment (r), Class Thirty-One--Residential Triplex (r), or Class Forty-One--Four Units (r).

Application forms for the program are available from the City and must be completed and submitted along with a copy of the paid real estate tax receipt from the prior taxing year, and copy of a repair notice from the City of St. Peters or Missouri American Water Company. The water bill shall be current at the time of application to the program.

POLICY NO.: ADM-48

Eligible repairs are:

- Repairs to private water service lines from the exterior residential building foundation wall to the water meter.
- Required street, driveway, or sidewalk replacement
- Sod or seed and straw for yard repair
- Permits and administrative costs

Ineligible repairs consist of, but are not limited to:

- Repair, relocation, or damage to structures, retaining walls, swimming pools, sprinkler systems, electronic dog fences, and landscaping
- Damage caused by water service line leaks or breaks
- Damage caused by contractor's performance
- Repairs performed prior to application and acceptance into the program
- Replacement of water service lines through the residence foundation or in the interior of the residence
- Water service lines to irrigation systems or to any other building or fixtures other than the primary residence.

If a repair is deemed eligible, and funds are still available, City staff will obtain three bids for repair. City staff will approve the lowest qualified bid. The resident will be informed of bid results and the cost (if any) not covered by the Water Service Line Repair Program. The contractor will be issued a notice to proceed after bonding and insurance requirements are completed. The contractor will then apply for and be issued a permit to perform the work. The City Administrator will be responsible for approving field directives during repair up to assigned purchasing limits. After passing a final inspection by the City's Building Department and yard repair completion verified by an Environmental Compliance Inspector, the City will issue payment made payable to the contractor.

This program will provide a maximum of \$3,000 per household (limited to one (1) time per calendar year) with any remaining balance being the homeowner's responsibility.

Funds are allocated on a first-come, first-served basis until all the funds have been used for that calendar year. If there are no more available funds, applications may still be submitted for review with qualified applicants with eligible repairs being placed on a waiting list for the next year's funds. If any funds are not used during the calendar year, they will be carried over to the next year for use on eligible repair projects for applicants.

NOTE: If the City initiates a repair at the water meter, between the water meter and the public water main, or on the public main, the homeowners will not be responsible for any repair costs for that repair.

EMERGENCY WATER SERVICE LINE REPAIRS

Homeowner must complete the application process and submit a copy of the paid real estate tax receipt from the prior taxing year, and copy of a repair notice from the City of St. Peters or Missouri American Water Company.

Emergencies are defined as:

- A severe leak or break in the water service line, which impedes or does not allow sufficient flow of water or pressure from the public water main to the residence to maintain a minimum flow of water for health and sanitary needs and the residence cannot be temporarily served by other means.

If a repair is determined to be an emergency, the City Administrator, Assistant City Administrator, Manager of Water Environment Services or the Director of Finance may approve a request to waive the quote/bid process. If deemed necessary, and they have confirmation that the contractor has adequate insurance and bonding in place, they may allow verbal approval to be given to the contractor to begin the repair. The resident will be informed of the cost (if any) not covered by the Water Service Line Repair Program. The contractor will then apply for and be issued a permit to perform the work. After passing a final inspection by the City's Building Department or other approved representative and yard repair completion verified by an Environmental Compliance Inspector, the City will issue payment made payable to the contractor. As soon as practicable, all normal purchasing approvals and paperwork will be completed for the file.

Point Repairs/Complete Line Replacement

The City will determine whether a point repair or a complete line replacement from the meter to the exterior foundation wall shall be completed. This determination will be based on the frequency and quantity of past point repairs, existing service line pipe material, and the location of the existing service line. In some cases, it may be more feasible to pull a new line through the existing line to limit disruption and restoration costs.

RBA FORM (OFFICE USE)

MEETING DATE: August 25, 2016

Regular () Work Session (x)

ATTACHMENT: YES (x) NO ()

Contract () Ordinance () Other (x)

**Request for Board Action
By Mayor**

Ward 1 () 2 () 3 () 4 () All Wards (x)

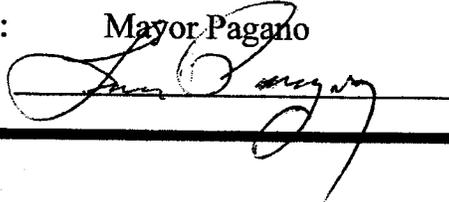
Brief Description: Running for Office Filing Location

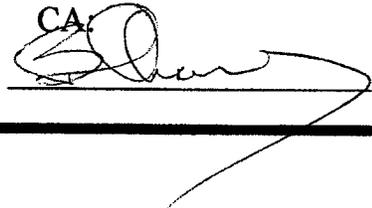
Staff: Recommended () Not recommended () No Position ()

Summary/Explanation: There is a need to press forward with discussion regarding the location for filing for office.

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

RBA requested by: Mayor Pagano



CA: 



City of St. Peters General Election

April 2, 2019

Judge

Ward 1

Ward 2

Ward 3

Ward 4



City of St. Peters General Election

April 7, 2020

Mayor

Ward 1

Ward 2

Ward 3

Ward 4



City of St. Peters General Election

Judge

Ward 1

Ward 2

Ward 3

Ward 4



City of St. Peters General Election

Mayor

Ward 1

Ward 2

Ward 3

Ward 4

RBA FORM (OFFICE USE)

MEETING DATE: August 25, 2016

Regular () Work Session (x)

ATTACHMENT: YES () NO (x)

Contract () Ordinance () Other (x)

**Request for Board Action
By Mayor**

Ward 1 () 2 () 3 () 4 () All Wards (x)

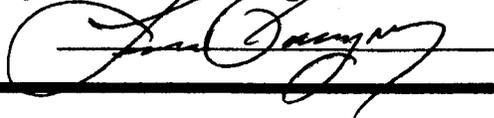
Brief Description: Running for Office Filing fees

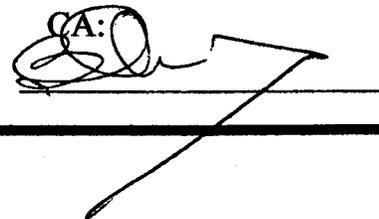
Staff: Recommended () Not recommended () No Position ()

Summary/Explanation: There is a need to press forward with discussion regarding the cost in filing for office from \$75.00, due to the added staff hours and responsibilities of the City Clerk.

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

RBA requested by: Mayor Pagano



CA: 

RBA FORM (OFFICE USE)

MEETING DATE: August 25, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Proposed ordinance authorizing the City Administrator to execute a contract change order for the 2016 Concrete Slab Replacement Program.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation: Please see the attached memo dated August 17, 2016

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

Execution of this ordinance will authorize a net \$280,000 increase in the contract value, from \$1,217,066 to \$1,497,066.

Funds for this change order will come from a reallocation of FY 2016 street repair and maintenance accounts budgeted within the Transportation Trust Fund.

RBA requested by: Burt Benesek



CA: Russ Batzel





INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINSTRATOR
FROM: BURT BENESEK, MANAGER/TDS
SUBJECT: REQUEST TO EXECUTE CONTRACT CHANGE ORDER NO. 2
2016 CONCRETE SLAB REPLACEMENT PROGRAM
DATE: AUGUST 17, 2016
CC:

Recommendation: I request approval to execute Contract Change Order No. 2 for the 2016 Concrete Slab Replacement Program, awarded to M & H Concrete Contractors, Inc., of St. Peters, Missouri. Approval of this recommendation will authorize a \$280,000 increase the contract value, from \$1,217,066 to \$1,497,066.

Funds for this change order will come from remaining FY 2016 street maintenance funds budgeted for concrete pavement replacement and reallocation of various street maintenance repair and maintenance accounts budgeted within the Transportation Trust Fund.

Background: The initial contract executed with M & H Concrete included the removal and replacement of 33,425 square yards of residential concrete pavement on 39 streets, with related sidewalk accessible improvements, incidental unit cost line items, and placement of concrete spoil material at the St Peters Golf Course. M&H Concrete submitted the low bid, which was 33.3% lower than the second lowest bid and 23.7% lower than the average of the bids received.

M&H Concrete has completed concrete pavement replacement identified in the initial contract, except for work on Millwood Drive and Driftwood Drive. The work on these streets have been differed to FY 2017 due to ongoing storm water improvement projects.

The proposed change order will account for adjustments to the contract quantities for work completed based on final field measurements and the addition of approximately 8,125 square yards of concrete pavement replacement along 25 residential streets. The additional pavement replacement will complete remaining slab replacement projects identified in the 2016 Pavement Management Program and complete slab replacement concerns received during the summer.

2016 Concrete Slab Replacement Program
Additional Pavement Repair Locations

Street	Quantity (SY)
Almond Tree Dr	750
Twin Fawns Ct	250
Autumn Oaks Dr	225
Silverwood Ct	250
Autumn View Dr	425
Autumn View Ct	150
Ashford Dr	425
N Hillview Dr	2525
Butler Ridge Ct	125
Mt Laurel Dr	150
Savannah Ct	175
Charleston Ct	500
Augusta Downs Dr	275
Red Ridge Pkwy	625
Warm Springs Ct	175
Plum Creek	300
Long & Winding Rd	50
Sgt Pepper Dr	150
Florence Dr	125
Prairie Meadow Ct	125
Bellemeade Dr	25
Fairwood Forest Dr	25
Whispering Ridge Ln	100
Crescent Hills Dr	150
Carrington Dr	50
Total	8,125

RBA FORM (OFFICE USE)

MEETING DATE: August 25, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract (X) Ordinance () Other ()

**Request for Board Action
By Staff**

Ward 1 () 2 () 3 () 4 () All Wards (X)

Brief Description: Storm Water Pump Station No. 3 Replacement Project Bid Recommendation.

Staff: Recommended (X) Not recommended () No Position ()

Summary/Explanation: Bid recommendation for KCI Construction Company to construct the Storm Water Pump Station No. 3 Replacement Project. Please refer to the attached bid recommendation memorandum for further detail.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)
The total project is being funded from the Old Town TIF for infrastructure improvements and the construction cost is \$2,540,000

RBA requested by:

Bill Malak
8-13-16

CA:

Russ Beyer



INTEROFFICE MEMORANDUM

TO: RUSS BATZEL
FROM: BILL MALACH *W/M*
SUBJECT: STORM WATER PUMP STATION NO. 3- BID RECOMMENDATION
DATE: AUGUST 18, 2016
CC: TIM MYERS

Recommendation: I am recommending BOA approval for issuing a contract to KCI Construction Company in the initial amount of \$2,540,000 for the Storm Water Pump Station No. 3 Replacement Project.

KCI submitted the lowest qualified bid of the two bids received. KCI has successfully performed several St. Peters Water & Sewer plant projects. These projects have included two water storage tanks, new clarifier, headworks building, and oxidation basin modifications. KCI was also the contractor that constructed the Premier 370 levee pump stations No. 1 and No.2.

Background: The City opened bids on Thursday, August 18. The bids are listed below.

KCI Construction Company:	\$2,540,000
Martin General Contractors LLC:	\$3,812,373
Engineer's Cost Estimate:	\$3,180,000

Bid Evaluation

I spoke with KCI after the bid opening and they are very comfortable with their submitted bid. KCI is using the same mechanical and coating subcontractors that they used on our previous projects. The electrical subcontractor, Vision Electric is from O'Fallon, MO and both Martin and KCI listed them as their electrical subcontractor. Vision Electric is currently working on the Missouri-American Central Plant in St. Louis County, so they have industrial electrical experience.

Martin was using subcontractors for their excavation, dewatering, concrete foundations, and electrical. KCI is capable of doing all the work in-house with the exception of the mechanical, electrical, and coating work.