



TENTATIVE AGENDA
BOARD OF ALDERMEN WORK SESSION
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE
ST. PETERS, MO 63376
SEPTEMBER 8, 2016 AT 5:00 P.M.

A. Communications from Board Members/Aldermanic Representatives

B. BOA Items for Discussion

Unfinished (Old) Business Items:

1. Discussion/Water Service Line Repair Program – Thomas/Reitmeyer

New Business Items:

2. [Draft Resolution/Prescription Drug Monitoring Program](#) – BOA/Mayor

C. Mayor/City Administrator Item

1. Discussion/Chapter 105 Elections – Mayor
2. [No Parking on Grand Teton Drive between Mid Rivers Mall Drive and Dubray Drive](#) – Benesek
3. [No Parking on Timberbrook Drive near Salt Lick](#) – Benesek
4. [Sewer Lateral Program Intergovernmental Agreement](#) – Malach
5. [Bid Proposal Recommendation/Woodlands Sports Park Field Lighting](#) – Hutsler
6. [Secretary of State/Records Retention Schedule](#) – Smith
7. Miscellaneous Updates – Batzel
8. Board Meeting Agenda Item Revisions – Batzel
9. 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: September 6, 2016
By: P. Smith, City Clerk

Next Work Session: September 22, 2016

RBA FORM (OFFICE USE)

MEETING DATE: 9-8-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By BOA & Mayor**

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

Brief Description: Review Draft Resolution in Support of Prescription Drug Monitoring Program

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

Summary/Explanation:

Review draft resolution in support of both St. Charles County leadership and State of Missouri leadership to adopt findings of fact and become the last state in the United States of America to be integrated with and amongst a Prescription Drug Monitoring Program.

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

None

RBA requested by: Alderman Thomas

Dave Thomas

Alderman Hollingsworth

Jerry Hollingsworth

Board President Reitmeyer

John Reitmeyer

Alderman Violet

Jenni Violet

Alderman Shea

Walter Shea

CA: Russ Batzel

Russ Batzel

Alderman Bateman

Judy Bateman

Alderman Aytes

David Aytes

Alderman Barclay

Patrick A. Barclay

Mayor Pagano

Tom Pagano

A RESOLUTION SUPPORTING ST. CHARLES COUNTY LEADERSHIP IN ADOPTING A PRESCRIPTION DRUG MONITORING PROGRAM FOR ST. CHARLES COUNTY AND URGING THE GENERAL ASSEMBLY TO ADOPT A PRESCRIPTION DRUG MONITORING PROGRAM FOR THE STATE OF MISSOURI

WHEREAS, overdose deaths involving prescription opioids have quadrupled since 1999, as have sales of these prescription drugs; and

WHEREAS, at least half of all U.S. opioid overdose deaths each year involve a prescription opioid; and

WHEREAS, in 2014, almost 2 million Americans abused or were dependent on prescription opioids; and

WHEREAS, the United States has a prescription drug abuse problem that does not appear to be dissipating in the near future; and

WHEREAS, prescription drug databases can be used to track the filling and dispensing of prescriptions drugs to ensure appropriate prescribing practices and assist in combating prescription drug abuse; and

WHEREAS, 49 states in the United States have enacted a prescription drug database to identify people who are acquiring excess prescription drugs and the physicians who are distributing those prescription drugs; and

WHEREAS, Missouri is the only state in the United States to have not implemented a prescription drug database; and

WHEREAS, St. Charles County is considering adopting its own prescription drug monitoring program; and

WHEREAS, the Board of Aldermen of the City of St. Peters finds and determines that it is in the interest of the general health, safety and welfare of the residents of the City to support the St. Charles County Council in adopting a prescription drug monitoring program and to urge the Missouri General Assembly to enact legislation to adopt a prescription drug monitoring program.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. PETERS, MISSOURI, AS FOLLOWS:

Section 1. That the City of St. Peters, Missouri supports the St. Charles County Council in adopting a prescription drug monitoring program and urges the General Assembly of the State of Missouri to become the 50th state to enact a prescription drug monitoring program to assist in combating prescription drug abuse.

Section 2. That a copy of this Resolution be forwarded to members of the St. Charles County Council and to our St. Charles County Legislative Delegation.

Read and adopted this _____ day of _____, 2016.

As Presiding Officer and as Mayor
Len Pagano, Mayor

ATTEST: _____
Patricia E. Smith, City Clerk

RBA FORM (OFFICE USE)

MEETING DATE: September 8, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

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

Brief Description: An ordinance to authorize the City Administrator to install signs prohibiting parking, standing and stopping at all times along both sides of Grand Teton Drive, between Mid Rivers Mall Drive and Dubray Drive.

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

Summary/Explanation:

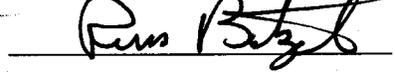
See the attached memo dated August 29, 2016.

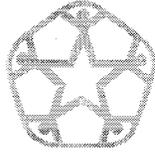
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

The estimated cost to install appropriate no parking signs is \$800.00, which will come from funds budgeted as part of the FY 2016 Repair and Maintenance of Street Signs account within the Transportation Trust Fund.

RBA requested by: Burt Benesek, Manager/TDS

CA: Russ Batzel





CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINSTRATOR
FROM: BURT BENESEK, MANAGER/TDS
SUBJECT: GRAND TETON DRIVE (MID RIVERS MALL DR TO DUBRAY DR)
RECOMMENDATION TO PROHIBIT PARKING
DATE: AUGUST 29, 2016
CC:

mm 8/29/16

Recommendation: I recommend prohibiting parking, standing and stopping at all times along both sides of Grand Teton Drive, from Mid Rivers Mall Drive to Dubray Drive. Establishing this parking restriction will eliminate a traffic safety hazard and alleviate traffic congestion along Grand Teton Drive due to vehicles queued to pickup students from Dubray Middle School.

The required length of the proposed parking restriction exceeds the authority granted to the City of St. Peters Traffic Engineer per Section 355.080 of St. Peters City Code, therefore an authorizing ordinance is required.

Background: Staff received government concern 72644 and concern 71244 stating vehicles parked along Grand Teton Drive, Dubray Drive and Martha Street were creating safety and congestion issues for local traffic. In response, traffic staff inspection the areas in question and observed traffic operations. Staff observed traffic congestion, primarily between the hours of 2PM and 4PM, caused by vehicles parking of stopping in order to pickup students from Dubray Middle School. Vehicles were observed parked or stopped along Dubray Drive, Martha Street and Grand Teton Drive.

The primary traffic safety and congestion concern is caused by vehicles parked or stopped along Grand Teton Drive. Staff regularly observed queues of vehicles extending near the Mid Rivers Mall Drive intersection. Vehicles parked or stopped in this manner are difficult to see by drivers turning from Mid Rivers Mall Drive. These vehicles also block one of the east bound lanes of Grand Teton Drive.

Staff reviewed its observations with the Dubray Middle School principle, and also reviewed the school's drop off and pickup traffic plan. Restricting on street parking as recommended along Grand Teton Drive will not adversely impact the school's traffic plan.

Grand Teton Drive @ Mid Rivers Mall Drive Proposed No Parking, Standing or Stopping At All Times



RBA FORM (OFFICE USE)

MEETING DATE: September 8, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

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

Brief Description: An ordinance to authorize the City Administrator to install signs prohibiting parking at all times along Timberbrook Drive, from Salt Lick Road to a point 300 feet east.

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

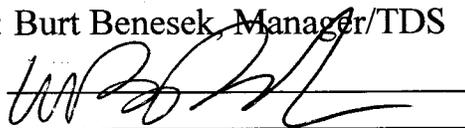
Summary/Explanation:

See the attached memo dated August 30, 2016.

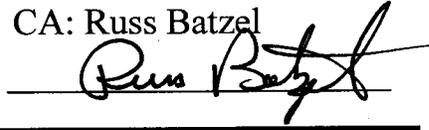
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

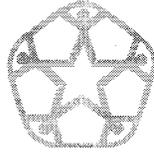
The estimated cost to install appropriate no parking signs is \$200.00, which will come from funds budgeted as part of the FY 2016 Repair and Maintenance of Street Signs account within the Transportation Trust Fund.

RBA requested by: Burt Benesek, Manager/TDS



CA: Russ Batzel





CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINSTRATOR
FROM: BURT BENESEK, MANAGER/TDS
SUBJECT: TIMBERBROOK DRIVE NO PARKING RECOMMENDATION
DATE: AUGUST 30, 2016
CC:

MM 8/30/16

Recommendation: I recommend extending the current parking restriction along the Timberbrook Drive, near its intersection with Salt Lick Road. Approval of this recommendation will prohibit parking at all times along the north side of Timberbrook Drive, from Salt Lick Road to a point 275 feet east. Establishing this parking restriction will eliminate obstructions that make it difficult for fire trucks and fire equipment to turn in to and from the adjacent Central County Fire and Rescue facility.

The required length of the proposed parking restriction (approximately 275 feet) exceeds the authority granted to the City's Traffic Engineer per Section 355.080 of St. Peters City Code. Therefore an authorizing ordinance is required.

Background: Staff was contacted by Central County Fire and Rescue requesting the City consider extending the current parking restriction along the north side of Timberbrook Drive to prohibit on street parking near its entrances. The fire department's concern is a vehicle parked near its entrances makes it difficult for fire trucks and equipment to turn in to and from the entrance. Traffic staff inspected the area and concurs that on street parking near the entrances makes turning movements difficult for larger trucks and equipment.

Currently vehicles are prohibited from parking at all times along both sides of Timberbrook Drive, from Salt Lick Road to a point approximately 100 feet east. Staff recommends extending this parking restriction along the north side of Timberbrook Drive to the east boundary line of Central County Fire and Rescue's property (a point approximately 275 feet east of Salt Lick Road). On street parking will remain prohibited at all times along the south side of Timberbrook Drive, from Salt Lick Road to a point approximately 100 feet east.

Timberbrook Drive Proposed No Parking At All Times



RBA FORM (OFFICE USE)

MEETING DATE: September 8, 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: Intergovernmental Agreement with St. Charles County for collecting, accounting for and disbursing revenues from annual fees charged for a sewer lateral repair program for certain residential properties within unincorporated St. Charles County.

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

Summary/Explanation: On August 2, 2016, St. Charles County voters approved a proposition to assess fees to certain residents in unincorporated St. Charles County to cover approved repairs and/or replacement of private sanitary sewer laterals.

St. Charles County will collect, account for, and disburse funds, to cover the approved repairs, collected from certain unincorporated County residents for private sewer lateral repairs that have been contracted by each service provider.

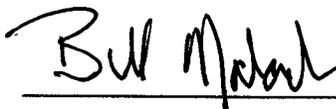
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

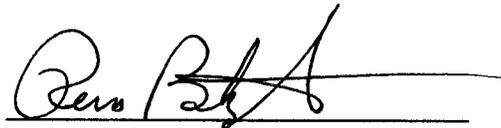
The County will assess residents in un-incorporated St. Charles County which are connected to sewers served by the City of St. Peters. These funds will be placed in a separate account to administer this program.

There is no additional cost to the City.

RBA requested by: Bill Malach

CA: Russ Batzel





INTERGOVERNMENTAL AGREEMENT
FOR COLLECTING, ACCOUNTING FOR AND DISBURSING REVENUES
FROM ANNUAL FEES CHARGED TO CERTAIN RESIDENTIAL PROPERTIES IN
UNINCORPORATED ST. CHARLES COUNTY,
FOR THE REPAIR OF LATERAL SEWER SERVICE LINES
SERVING THOSE PROPERTIES WHICH ARE CONNECTED
TO SANITARY SEWERS OWNED OR SERVED OR OPERATED BY THE CITY OF
ST. PETERS

THIS INTERGOVERNMENTAL AGREEMENT (“AGREEMENT”) is entered into by St. Charles County, Missouri, a charter county organized pursuant to Article VI, Section 18 of the Constitution of the State of Missouri under the St. Charles County Charter (“County”), and St. Peters, a municipal corporation and political subdivision of the State of Missouri (“City”), for collecting, accounting for and disbursing revenues from annual fees charged to certain residential properties in unincorporated St. Charles County, for the repair of lateral sewer service lines serving those properties which are connected to sanitary sewers owned or served or operated by City.

WITNESSETH:

WHEREAS, under Section 249.422, RSMo, any city, town or village and certain counties may, upon approval by a majority of the voters voting on the proposal, adopt an ordinance authorizing the levy and imposition on certain residential properties of an annual fee not to exceed fifty dollars for the repair of lateral sewer service lines connecting certain residential properties to public sanitary sewers; and

WHEREAS, pursuant to the St. Charles County Charter Article I, Section 1.501 (2014), St. Charles County may exercise all powers given by applicable law to this county or any county of whatever class, whether or not St. Charles County would be included therein; and

WHEREAS, in Ordinance 15-011, St. Charles County found that it is in the public interest that owners of residential properties in unincorporated St. Charles County that are served by public sanitary sewers operated by municipalities may participate in programs for funding the repair of lateral sewer service lines; and

WHEREAS, in Ordinance 15-011, St. Charles County further found that if the voters approve the annual fees described above, it is in the public interest to provide for the collection, administration and use of those fees for the repair

of lateral sewer service lines under intergovernmental agreements with municipalities that provide sanitary sewer service in St. Charles County; and

WHEREAS, in Ordinance 15-011, St. Charles County submitted to the voters the approval of the annual fees described above; and

WHEREAS, on August 2, 2016, the voters approved that proposition; and

WHEREAS, pursuant to Section 70.220, RSMo, as amended, and the St. Charles County Charter Article II, section 2.528, and Article X, section 10.502 (2014) St. Charles County may form such intergovernmental agreements for this common service with such cities or municipalities.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND REPRESENTATIONS IN THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS.

Section 1. Purpose. County and City enter into this agreement for the common service of collecting annual fees to fund the repair of lateral sewer service lines on certain residential properties in unincorporated St. Charles County that are served by sanitary sewers owned or served or operated by City, on the same terms that City collects such annual fees from owners of qualifying residential properties within City's incorporated area.

Section 2. Duties of the County. The County shall:

- 1) Collect and account for the annual fees authorized by St. Charles County Ordinance 15-011;
- 2) Impose those annual fees only in amounts authorized by Section 7.A.2.b of St. Charles County Ordinance 15-011;
- 3) Provide inspection services for the lateral repairs but waive its own permit and inspection fees for repair projects undertaken pursuant to this agreement;
- 4) Remit proceeds of those annual fees to municipality by February 1 of each calendar year;
- 5) Certify any changes in Ordinance 15-011 and the fee authorized by it to the City; and

- 6) Audit every three years the special fund into which the deposits the fees authorized by Ordinance 15-011.

Section 3. Duties of City. The City shall:

- 1) Certify to the County any changes in the amount of the own annual fee and adjust the amount of the annual fee authorized consistently with Section 7.A.2.c of St. Charles County Ordinance 15-011; and
- 2) Deposit the funds collected pursuant to St. Charles County Ordinance 15-011 in a special fund, and use that special fund as provided in Section 249.422.3, RSMo, as amended, for eligible properties in unincorporated St. Charles County; and
- 3) Make records of that special fund available for audit by the County Auditor every three years.

Section 4. Use of Special Fund. The special fund mentioned above shall be used for projects authorized by Section 249.422.3, RSMo, as amended, and for City's associated costs of overseeing such projects by, for example, soliciting bids and oversight of contractors and inspecting work as it relates to the lateral connection to the public sewer main. Those associated costs shall be calculated at the same rates charged for projects at properties within City.

Section 5. Claims for Eligible Properties in Unincorporated St. Charles County. The City's programs for serving County eligible properties in unincorporated St. Charles County shall be identical the to City's program for serving eligible properties within City, except that based on actuarial analysis claims for eligible properties in unincorporated St. Charles County shall be capped at \$4,000 per claim. County may amend that cap annually and notify City of the amended cap by February 1 of each calendar year.

Section 6. Notices.

The parties shall provide notices to each other in writing mailed or faxed to the persons identified on the signature page of this Agreement, or to such officials as those persons may designate in writing.

Section 7. Term, Renewals, Termination.

- A. This Agreement shall be for a term beginning on the day it is fully executed and expiring on December 31, 2021, unless terminated as provided herein.
- B. This Agreement shall renew automatically for additional three-year terms unless terminated as provided herein.
- C. This Agreement may be terminated upon sixty (60) days' written notice by one party to the other.
- D. In cases of breach of contract, this Agreement may be terminated upon written notice by one party to the other, the other party having an opportunity to cure the breach within sixty (60) days of receipt of written notice.

Section 8. Compensation. In consideration of the County's authorization of annual fees pursuant to St. Charles County Ordinance 15-011, the County's meeting its obligations under this Agreement, and the parties' mutual agreement and understanding in this Agreement that annual fees paid by owners of property in unincorporated St. Charles County under this Agreement shall be identical to those paid owners of property within the City, the City agrees not to charge the County fees for the administration of the special fund in which those fees are deposited, and to use that special fund as provided in Section 4, above.

Section 9. Miscellaneous Provisions.

- A. This Agreement is subject to the provisions of Section 249.422, RSMo, as amended, and St. Charles County Ordinance 15-011.
- B. This Agreement shall be governed by the laws of the State of Missouri, both as to interpretation and performance. Any and all legal action necessary to enforce this Agreement shall be brought in the Circuit Court of St. Charles County, Missouri.
- C. This Agreement constitutes the entire undertaking between the parties hereto with respect to the transactions contemplated herein.
- D. This Agreement is not assignable and is to be exercised solely by the City subject to the provisions of Section 249.422, RSMo, as amended and St. Charles County Ordinance 15-011.

- E. The parties to this Agreement are independent entities, and neither is an agent of the other. No employee of either party is entitled to the benefits provided by the other party to its employees, including, but not limited to, group insurance or pension plan.
- F. The City shall indemnify, protect and hold harmless the County from and against the loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgement for damages to property or injury to or death of persons, including the officers, agents and employees of either party herein, and including payment under any workmen's compensation law, or under any plan for employee's disability or death benefit, which may arise out of or be caused in whole or in part by the fault, failure, negligence or alleged negligence of the City, its agents, servants or employees in performing its obligations under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last written below.

Executed by the County this ____ day of _____, 20__.

Executed by the Municipality this ____ day of _____, 20__.

ST. CHARLES COUNTY, MISSOURI

CITY OF ST PETERS

Steve Ehlmann
County Executive
100 North Third Street
St. Charles, Missouri 63301
Tel: 636-949-7520
Fax:636-949-7521
Email:executive@sccmo.org
ATTEST:

Russell W. Batzel
City Administrator
One St. Peters Centre Blvd.
St. Peters, MO 63376
Tel: 636-477-6600
Fax: 636-926-2047
Email: Rbatzel@stpetersmo.net
ATTEST:

Ruth Miller, County Registrar

Patricia E. Smith, City Clerk

Draft

Draft

RBA FORM (OFFICE USE)

MEETING DATE: September 8, 2016

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Staff**

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

Brief Description:

Recommendation to award the construction of ball field lights on Diamond 25 at Woodlands Sports Park.

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

Summary/Explanation:

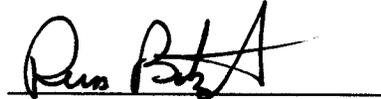
Please refer to the attached recommendation memo dated August 31, 2016.

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

The FY16 Local Parks & Stormwater budget for this project is \$200,000

RBA requested by: Jeff Hutsler

CA: Russ Batzel





INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINISTRATOR
FROM: JEFF HUTSLER, MANAGER/PGS
SUBJECT: RECOMMENDATION FOR BALL FIELD LIGHTS AT WOODLANDS SPORTS PARK
DATE: AUGUST 31, 2016

Recommendation: I recommend awarding the proposal for ball field lights at Woodlands Sports Park Diamond 25 (RFP 16-190) to All Purpose Erectors, Inc. of Lebanon, Illinois. Approval of this recommendation will authorize the award of a contract in the amount of \$199,800.

The FY16 Local Parks & Stormwater budget for this project is \$200,000.

Background: On August 18, 2016, five (5) companies submitted proposals for ball field lighting at Woodlands Sports Park Diamond 25 (RFP 16-190). All Purpose Erectors submitted the lowest cost proposal for field lights at \$184,900. Also included in the proposal specifications was a bid option for additional lights for the parking lot near Diamond 25. All Purpose Erectors cost for this option was \$14,900.

Below is a summary of the bids received:

Bidder	Field Lights	Parking Lot Lights	Total
All Purpose Erectors, Lebanon, IL	\$184,900	\$14,900	\$199,800
Integra, Inc. St. Charles, MO	\$219,900	\$14,900	\$234,800
J. F. Electric, Inc., Edwardsville, IL	\$228,397	\$12,288	\$240,685
Wright Construction Services, St. Peters, MO	\$264,000	\$14,900	\$279,800
Simply Bright Ideas, Inc., St. Charles, MO	\$300,000	\$10,000	\$310,000

We have worked with All Purpose Erectors on several athletic field lighting projects and are very pleased with their service.

RBA FORM (OFFICE USE)

MEETING DATE: September 8, 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 (N/A)

Brief Description: Secretary of State/Records Retention Schedules

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

Summary/Explanation:

The destruction of records schedule is set by the Secretary of State, which states the following: the disposition of records should be recorded in a document such as the minutes of the Board of Aldermen or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which the destruction was completed.

Please view the attached destruction of records forms to be entered and made a part of the minutes.

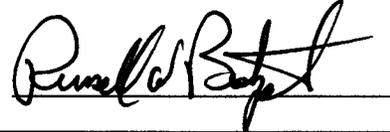
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

None

RBA requested by: Patty Smith, City Clerk

CA: Russell W. Batzel







City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 6

Department Name: SSS/ADMIN BUSINESS LICENSING		Total # of Boxes: 4
Department Records Coordinator: CHRIS CATTOOR		
Date: 08/09/16	Office Address: ONE ST PETERS CNTR BLVD, ST. PETERS, MO 63376	Telephone: 636-447-6600

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Chris Cattoor</i>	Date: 8-9-16	Date of Records Destruction: NOT BOXED animal lic. 8/10/16 BOXES 344/346 8/11/16 BOXES 347/345 8/12/16
Group Manager: <i>Cathy Pratt</i>	Date: 8-9-16	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>Patty Smart</i>	Date: 8/9/16

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
UNBOXED	GS-050	COMMERCIAL ANIMAL LICENSES CLOSED 2009-2013. HOTEL LICENSES CLOSED 2009-2013, AMUSEMENT LICENSE 7-22-13, OUTPATIENT LICENSE CLOSED 2008.	2008-2013	2 YEARS	P
UNBOXED	GS-050	COMMERICAL ANIMAL TEMPORARY FOR 2009, COMMERCIAL ANIMAL UNISSUED FOR 2007, 2012, 2013, CIRCUS CARNIVAL ISSUED FOR 2013, FIREWORKS PERMIT ISSUED 2012 AND 2013, REQUEST FOR BACKGROUND CHECKS (2013).	2007-2013	2 YEARS	

INTEROFFICE MEMORANDUM

TO: CHRIS CATOOR, RECORDS COORDINATOR
FROM: JOANIE KRUEP, LICENSING SPECIALIST
SUBJECT: RECORD RETENTION - TEMPORARY
DATE: JULY 22, 2016
CC: BARB DECAROLIS, ANN BURGENDORF

Attached is a request to destroy business license files Not Boxed:

Commercial Animal Closed

BL 65 - Cindy's Zoo (closed 2010)
BL 8241 - Dogville, LLC (closed 2013)
BL 5756- Dog Gone Pretty (closed 2012)
BL 1099 -Giddy Up Pony Rides & Petty Zoo (closed 2009)
BL 2149- Holiday Inn St. Peters (closed 2009) **Hotel License**
BL 7276 – Garden Plaza Hotel (closed 2013) **Hotel License**
BL 8309 Mark's Sports Bar & Grill – **Amusement License**
BL 4026 – The Surgery Center at St. Joseph – (closed 2008) **Outpatient License**

Commercial Animal Temporary for: 2009
Commercial Animal Unissued for: 2007, 2012, 2013
Circus Carnival Issued for 2013
Fireworks Permits Issued 2012 & 2013
Request for Background (2013)

These records are at the 2-year retention requirement, were reviewed on 7-22-16 and are now being recommended for destruction. Please advise if we may proceed.

Once approved for destruction, if possible, we would like to have our resident youth go through and remove any salvageable items, like paper clips, folders, etc. while removing the staples before destruction. It is my understanding that these records must be shredded. Thank you,

Approved for destruction by shredding per State retention schedule guidelines.


Chris Cattoor



CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: CHRISTINE CATTOOR, RECORDS COORDINATOR
FROM: BARBARA DECAROLIS, LICENSING SPECIALIST
SUBJECT: RECORD RETENTION - TEMPORARY
DATE: JULY 22, 2016
CC: ANN BURGDORF, JOANIE KRUEP

Attached is a request to review for destruction licensing records in temporary storage:

Boxes 344T, 345T, 346T and 347T marked for review January 2016

These records are at the 2-year retention requirement, were reviewed on 7-22-16 and are now being recommended for destruction. Please advise if we may proceed.

Once approved for destruction, if possible, we would like to have our resident youth go through and remove any salvageable items, like paper clips, folders, etc. while removing the staples before destruction. It is my understanding that these records must be shredded. Thank you,

Approved for destruction by shredding per State retention schedule guidelines.

A handwritten signature in black ink, appearing to read "Christine Cattoor", is written over a horizontal line.

Christine Cattoor
Records Coordinator

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 344T

Business Licensing Records

- 2013 General Business License Files 9950-10649

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 345T

Business Licensing Records

2013 General Business License Files 10650 -10984

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 346T

Business Licensing Records

- 2013 Temporary Food Business Licenses
- 2013 Food Business License Unissued Files
- 2013 Food Business License Files 1 - 10950

FOR REVIEW JANUARY 2016
GENERAL RECORDS RETENTION CODE GS 050

BOX # 347T

Business Licensing Records

- 2013 Peddler Business License Unissued
- 2013 Peddler Business License
- 2013 Multi-Vendor Business License Unissued
- 2013 Multi-Vendor Business License
- 2013 Itinerant Business License Unissued
- 2013 Itinerant Business Licenses 13-01 – 13-119
- 2013 Background Checks

GS 048**Orders Issued by Local Governing Bodies (commissions, councils, legislatures, etc.)***Also Called:*

County Court Orders; Writs of execution

Function:

Documents directives issued by local governing body, including those related to tax collection/abatement.

*Content:**Minimum Retention:*

If recorded in official minutes, retain through Completion of Audit. If not recorded, retain permanently as official copy.

Disposition:

Permanent records: Archive. Other records: Destroy securely.

Note:

Tax change must be entered into the permanent tax record book prior to the destruction of the court orders for tax abatements/additions.

Approval Date:

August 24, 2004

GS 049**Request and Complaint Files***Also Called:**Function:**Content:*

Documents citizen requests or complaints about service, maintenance, repairs, materials, etc.

Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data.

Minimum Retention:

3 years after final disposition

Disposition:

Destroy securely.

Note:

See also: Equal Employment Opportunity (EEO) Records and Grievance and Complaint Records in the Personnel section; See also: Correspondence, General in this section for routine requests for information or publications.

Approval Date:

August 24, 2004

GS 050**Permits and Licenses***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Building Trades Certification; Contractor Licensing File; Application for Motor Vehicle License; Business License; Facility Use Permit; Parade Permit

Records documenting review, background investigations, recommendations and other actions related to permits and licenses issued for various activities such as: the use of public facilities for dances, parades, etc.; the operation of retail and other businesses including sales, solicitors, second-hand dealers and taxi cabs; also tree removal, temporary signs, keeping livestock, billboards, etc.

May include: applications, background investigation reports, permits, licenses, renewals and related records.

Retain 2 years after expiration.

Destroy securely

This record series does not apply to several types of permit records related to construction, certain public works functions, and others. See: GS 052 for Building Permits and Applications. See: specific office schedules for other permits.

August 24, 2004

GS 051**Disaster/Emergency Preparedness and Recovery Records***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Civil Defense Plans/Files; Homeland Security Plans; Emergency Management Files; Disaster Plan; Drill Records

Documents the plans for protection and reestablishment of services and equipment in the event of a disaster (natural, chemical, terrorist, etc.).

May include: plan, procedures, checklists, emergency phone numbers and addresses. Also records of practice drills and preparations.

Retain until superseded or no longer needed. Evaluate for historical content.

Retain documents with historical value permanently; all others: Destroy securely

Disaster/Emergency Preparedness and Recovery Plans are considered VITAL RECORDS (see note in introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency.

August 24, 2004



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Parks & Golf Services		Total # of Boxes: 0
Department Records Coordinator: Mary Kuppler		
Date: 08/22/16	Office Address: 100 Boone Hills	Telephone: x 1319

Caution: A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.

Department Records Coordinator: <i>Mary Kuppler</i>	Date: <i>8.22.16</i>	Date of Records Destruction: <i>8/24/16</i>
Group Manager: <i>[Signature]</i>	Date: <i>8/23/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

- I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Missouri Secretary of State Records Retention Schedule and that all audit and administrative requirements have been satisfied.
- I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and that all administrative requirements have been satisfied.

Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <i>8/24/16</i>

Note: Please read the instructions on page 3 concerning Departmental Records Destruction.

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
N/A	N/A <i>GS 029</i>	Employee Vacation Requests - Parks Department	2010-2012	3 yrs	P

GS 029

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Leave Requests

Leave Applications

Records documenting an employee's request for sick, vacation, compensatory, or other leave time.

May include: employee's name, department, date, type of leave requested, leave dates, hours, related information, signature of individual authorizing leave and approval date.

3 years plus completion of audit

Destroy securely

See also: Time and Attendance Records

August 19, 2003

GS 030

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Equal Employment Opportunity (EEO) Records

Affirmative Action Records

Records documenting the adoption, administration and compliance with US Equal Employment Opportunity Commission regulations.

Records may include: policies, plans, procedures, work place analyses, EEO-4 reports and related records and complaint records (which may include reports, exhibits, withdrawal notices, copies of decision, hearing and meeting records, and related documentation and correspondence).

Plans, policies and updates: Permanent; Complaint records: 3 years after final decision;

Other records: 3 years

Destroy securely

August 19, 2003

GS 031

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Eligibility Verification Forms

I-9 Forms

Documents the filing of US Immigration and Naturalization Service form I-9, which verifies that an applicant or employee is eligible to work in the United States.

Retain for length of employment plus one year

Destroy securely

This form is not part of the Employee Personnel Record and should be filed separately.

August 19, 2003

GS 032

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employee Benefit Records

County Employee Retirement Fund (CERF) Records; LAGERS; Supplemental Insurance

Documents an individual employee's benefit information such as selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information.

Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, and related documentation.

Retain year-end leave balance reports and a copy of retirement enrollment records 75 years after date of hire. Retain other records 3 years after employee separation or eligibility expired.

Destroy securely

August 19, 2003; Revised August 28, 2012

GS 033

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Wage and Tax Statements

Federal tax form W-2

Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

5 years

Destroy securely

See also: Federal and State Tax Forms in this section for related records.

August 19, 2003