



TENTATIVE AGENDA  
BOARD OF ALDERMEN WORK SESSION  
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE  
ST. PETERS, MO 63376  
OCTOBER 27, 2016 AT 5:00 P.M.

A. Communications from Board Members/Aldermanic Representatives

B. BOA Items for Discussion

No items scheduled for discussion

C. Mayor/City Administrator Item

1. [Water Meter Bid Recommendation](#) – Malach
2. [County Kennel Agreement](#) - Kuppler
3. [Secretary of State/Records Retention Schedule](#) – Smith
4. Miscellaneous Updates – Batzel
  - Report from Manager of Parks & Golf Services
5. Board Meeting Agenda Item Revisions – Batzel
6. 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: October 24, 2016

By: P. Smith, City Clerk

Next Board of Aldermen Work Session: November 10, 2016

**RBA FORM (OFFICE USE)**

MEETING DATE: October 27, 2016

Regular ( ) Work Session ( X )

ATTACHMENT: YES ( ) NO ( X )

Contract ( ) Ordinance ( ) Other ( X )

**Request for Board Action  
By Staff**

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

**Brief Description:** Annual Water Meter Purchase.

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

**Summary/Explanation:** In 2006, the automated reading system was competitively bid and Neptune was the system selected, therefore, Neptune meters are required to be purchased in order for the meters and electronic heads to be compatible with the meter reading software.

Schulte Supply of St. Peters is the sole source provider of Neptune meters in the State of Missouri. This year we will be purchasing the following size meters:

- 720 - 5/8 x 3/4 Neptune meter R-900-1 w/antenna
- 7 - 1" Neptune R-900-1 meter w/antenna
- 11 - 1 1/2" Neptune R-900-1 meter w/antenna
- 9 - 2" Neptune R-900-1 meter w/antenna
- 3 - 3" Neptune R-900-1 Compound w/antennas
- 2 - 4" Neptune R-900-1 Compound w/antennas

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

The Water Meter Placement Program is an annual CIP item in the Water/Sewer Fund and the City budgeted \$200,000.00 this year for residential and commercial meter replacement.

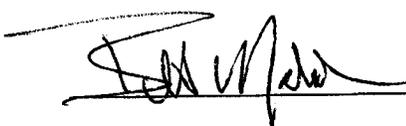
This fiscal year's bulk order is for \$ 172,933.38. The remainder will be kept in reserve during the fiscal year to purchase additional meters when the need arises.

These purchases will be split 50/50 using the following:

- Water Operating Fund Capital Purchase: 700-4800-58400
- Sewer Operating Fund Capital Purchase: 700-4850-58400

RBA requested by: Bill Malach

CA: Russ Batzel

 10-20-16

\_\_\_\_\_

**RBA FORM (OFFICE USE)**

MEETING DATE: 10-27-16

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract (X) Ordinance ( ) Other ( )

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**Request for Board Action  
By Staff**

**Ward** 1 ( ) 2 ( ) 3 ( ) 4 ( ) All

Wards (X)

**Brief Description:** Kenneling Services Agreement

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

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**Summary/Explanation:**

Our current Kenneling Services Agreement with St. Charles County expires December 31<sup>st</sup>, 2016. We are requesting to enter into a new agreement with St. Charles County to use the Pet Adoption Center to meet the City's needs to kennel our animals.

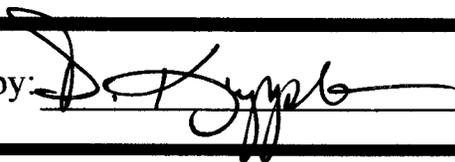
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**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

As part of the current Kenneling Services Agreement the City is paying St. Charles County \$31,000 each year. In addition, the City is not charging them for their water service which amounts to \$2,500 to \$3,000 a year. St. Charles County has agreed to no longer charge the City for our kenneling services and will pay for their water service at the Pet Adoption Center. The County is also in the process of modifying their ordinances so they will not adversely impact our current code and operations. It is anticipated that St. Charles County will adopt those changes to their animal regulations at their Council Meeting on October 24<sup>th</sup>, 2016. The attached agreement will remain the same but with a change to the effective date of January 1, 2017. Exhibit A will also be changed to reflect their new animal regulations ordinances.

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RBA requested by:



CA:



## AGREEMENT TO PROVIDE KENNEL SERVICES

This Agreement to Provide Kennel Services (the "Agreement"), into as of the date of signature by the undersigned by ST. CHARLES COUNTY, MISSOURI (hereinafter "COUNTY") and \_\_\_\_\_, a municipal corporation (hereinafter "MUNICIPALITY") is subject to the following terms and conditions:

### ARTICLE ONE - KENNEL SERVICES

- A. In consideration of the MUNICIPALITY'S covenants hereinafter expressed, the COUNTY agrees to provide kennel services to consist of canine and feline boarding services to the MUNICIPALITY, subject to the provisions of this Agreement.
- B. The MUNICIPALITY agrees:
1. To adopt relevant portions of the COUNTY'S Animal Control Ordinance as provided in Article Two of this Agreement; and
  2. To adopt the COUNTY'S fees for services set forth in the Ordinances of St. Charles County ("OSCCMo") § 205.240, for the purpose of collection by the County from citizens of MUNICIPALITY using those certain services performed pursuant to the Animal Control Ordinance to be adopted as provided as set forth in 1. above and in Article Two of this Agreement.
  3. The COUNTY shall collect and retain one hundred (100%) percent of all fees duly adopted by MUNICIPALITY on behalf of COUNTY pursuant to Article II, including but not limited to kennel boarding fees, adoption fees, disposal fees, drop-off fees, euthanasia fees, spay/neuter fees, surrender fees, quarantine/difficult animal boarding fees, and microchip fees.
  4. The Director of COUNTY's Division of Humane Services shall have sole discretion in any and all decisions related to care and/or disposition of all animals kenneled or boarded pursuant to this Agreement.
  5. The MUNICIPALITY shall retain one hundred (100%) percent of all fees or fines it may duly adopt or impose in addition to the COUNTY fee schedule adopted by MUNICIPALITY pursuant to Article II for kennel or animal boarding related services. COUNTY shall NOT be responsible for the collection of any such fees or fines in excesses of the COUNTY'S fees for services performed under the Animal Control Ordinance.
  6. The MUNICIPALITY shall adopt a feral cat program as provided for pursuant to OSCCMo § 205.225. Such a program shall be substantially in the form of the "Outline for Feral Cat Program" (attached hereto as Exhibit "C").
  7. The MUNICIPALITY shall be allowed access to the COUNTY'S Pet Adoption Center ("Facility"), located at 4850 Mid Rivers Mall Drive, St. Peters, MO 63376, once per quarter, for the purpose of completing a walk through and inspection of the Facility. This walk through and inspection shall be scheduled at a time mutually agreed upon by the COUNTY and the MUNICIPALITY.
  8. The COUNTY shall record and report to the MUNICIPALITY on a monthly basis, the date the animal arrived at the Facility, the animal's species, the animal's sex, the animal's breed (if known), a brief description of the animal's color, the animal's

microchip number (if applicable), the MUNICIPALITY'S case number, and the date and disposition of the animal for all animals housed by the COUNTY pursuant to this agreement. This report may also include: Total number of canines and felines taken into custody on behalf of the MUNICIPALITY during the reporting month; Total number of canines and felines euthanized on behalf of the MUNICIPALITY during the reporting month; Total number of canines and felines held in COUNTY custody on behalf of the MUNICIPALITY adopted during the reporting month; Total number of canines and felines held in COUNTY custody on behalf of the MUNICIPALITY released to foster care during the reporting month; Total number of canines and felines held in COUNTY custody on behalf of the MUNICIPALITY released to animal rescue organizations during the reporting month; and Total number of canines and felines held in the custody of the COUNTY, at the Facility, on behalf of the MUNICIPALITY at the time of the report. This report shall be provided to the MUNICIPALITY on or before the tenth day of the following month and may be transmitted electronically.

- C. The COUNTY shall provide no further services related to or involving Animal Control and Enforcement other than the kennel and boarding services explicitly provide for herein.

#### ARTICLE TWO – PARTICULAR TERMS AND CONDITIONS

- A. The MUNICIPALITY shall adopt sections of the COUNTY'S Animal Regulations required for the performance of this Agreement. The sections to be adopted are set out as follows: Chapter 205, Ordinances of St. Charles County, Missouri, Article I: In General, Sections 205.010-205.020; Article III Registration and Impoundment, Sections 205.110-205.147; Article V: Additional Services provided by the Division of Humane Services, Sections 205.220-205.225 and 205.235; and Article VI: Fees, Penalties and Enforcement: Section 240 (attached hereto as Exhibit "A").
- B. The MUNICIPALITY shall adopt the COUNTY'S animal regulations authorizing the COUNTY'S Department of Public Health to collect fees for services under Article VI, Section 205.240, OSCCMo. (attached hereto as Exhibit "B")
- C. The MUNICIPALITY shall adopt any amendments to Chapter 205, Ordinances of St. Charles County, Missouri, Article I: In General, Sections 205.010-205.020; Article III Registration and Impoundment, Sections 205.110-205.147; Article V: Additional Services provided by the Division of Humane Services, Sections 205.220-205.225 and 205.235; and Article VI: Fees, Penalties and Enforcement: Section 240 that the COUNTY may enact in the future.
- D. The MUNICIPALITY shall adopt any amendments to the COUNTY'S regulations authorizing fees for services under Article VI, Section 205.240, OSCCMo, that the COUNTY may enact in the future, subject to the Constitution and laws of the State of Missouri.
- E. The MUNICIPALITY shall certify a copy of its act adopting Animal Regulations, OSCCMo, and any amendments to those regulations, to:
  - 1. The St. Charles County Register; and
  - 2. The COUNTY'S Department of Public Health.

F. The MUNICIPALITY may elect NOT to adopt Sections 205.142: Procedures and Requirements for Declaring Dogs to be Dangerous and for Handling such Dogs, and 205.145 Control and Euthanasia of Dangerous Dogs by notifying the COUNTY, in writing, at the time this Agreement is executed that the MUNICIPALITY has elected not to adopt Section 205.142: Procedures and Requirements for Declaring Dogs to be Dangerous and for Handling such Dogs, and 205.145 Control and Euthanasia of Dangerous Dogs. Such writing shall be attached hereto and incorporated herein as part of this Agreement.

### ARTICLE THREE – LIMITATIONS

- A. The contract hereby given is not assignable and is to be exercised solely by the COUNTY and the MUNICIPALITY as provided herein.
- B. The MUNICIPALITY shall comply with all applicable laws, ordinances, rules, regulations and requirements now in force or enacted in the future.
- C. Nothing herein shall require the COUNTY to file any legal action in the enforcement of the regulations described herein.

### ARTICLE FOUR – LIABILITY

To the extent permitted by law, the MUNICIPALITY 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 judgment 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 MUNICIPALITY, its agents, servants or employees in performing its obligations under this contract.

To the extent provided by law, the COUNTY shall indemnify, protect and hold harmless the MUNICIPALITY from and against the loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgment 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 worker'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 COUNTY, its agents, servants or employees in performing its obligations under this contract.

### ARTICLE FIVE – TERMINATION

The term of this Agreement shall commence on January 1, 2016, and shall terminate on December 31, 2016. This Agreement shall automatically be renewed for additional one year terms on January 1 of each year for a period of 5 years unless either party gives written notice on or before December 1 of each year.

This Agreement may be terminated by either party hereto at any time by giving forty-five (45) days prior written notice to the other party at the address shown on the signature page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ST CHARLES COUNTY, MISSOURI  
100 North Third Street, Suite 216  
St Charles, Missouri 63301

\_\_\_\_\_

\_\_\_\_\_  
Steve Ehlmann, County Executive

ATTEST:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
County Register

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT

Exhibit B

ARTICLE VI. FEES, PENALTIES AND ENFORCEMENT

SECTION 205.240: FEES

C. The Division of Humane Services of St. Charles County shall charge fees for services required or requested pursuant to this Chapter as follows:

Rabies Vaccination Registration -Altered .....	\$5.00
Rabies Vaccination Registration –Unaltered.....	\$10.00
Rabies Vouchers:	
Altered.....	\$27.00
Unaltered.....	\$30.00
Vaccination.....	\$5.00
Administration Fee.....	\$10.00
Administration Fee Multiples of 5 or more animals.....	\$30.00
Kennel Boarding (Daily Fee).....	\$10.00
Medical Treatment Fee.....	\$25.00
Adoption Fee:	
All Dogs, Cats, & Parrots.....	\$60.00
Pocket Pets.....	\$5.00
Cockatiels/Parakeets/Canaries.....	\$10.00
Rabbits & Ferrets Altered by PAC.....	\$30.00
Rabbits & Ferrets already Altered.....	\$10.00
Lizards/snakes.....	\$20.00
Rescue Adoption.....	\$30.00
Kennel Registration.....	\$50.00
Grooming Fee (Flea or Tick Treatment).....	\$25.00
Relinquished Animals.....	\$20.00
Euthanasia.....	\$45.00
Microchips.....	\$10.00
Trap Deposit:	
Cat.....	\$40.00
Dog.....	\$100.00
Cat Carrier.....	\$5.00
Leash.....	\$1.00
No-Jump Harness.....	\$15.00
Disposal of Euthanized /Dead Animals.....	\$20.00
Transport of privately owned animals.....	\$40.00
Service Fee for wild animal removal.....	\$40.00
Home quarantine monitoring fee.....	\$40.00
Pickup of wild animals:	
During business hours.....	\$40.00
After Hours.....	\$100.00
Portable Coral Set Up Fee.....	\$150.00

Necropsy.....	\$100.00
Diagnostic Testing.....	Actual Costs

D. The St. Charles County Department of Public Health, Division of Humane Services shall charge fees, based upon their actual expenses, not to exceed the fee schedule herein set out, required or requested pursuant to the Animal Control Ordinance by instituting an "Impound Fee" with a fee schedule as follows:

Running At Large Registered/Vaccinated Fees

1 <sup>st</sup> Offense.....	\$20.00
2 <sup>nd</sup> Offense.....	\$35.00
3 <sup>rd</sup> Offense.....	\$50.00
4 <sup>th</sup> Offense and additional offenses (per offense).....	\$100.00

Running At Large Not Registered/Vaccinated Fees

1 <sup>st</sup> Offense.....	\$25.00
2 <sup>nd</sup> Offense.....	\$50.00
3 <sup>rd</sup> Offense and additional offenses (per offense).....	\$100.00

C. In addition to the fees listed in Section 205.240, the Division of Humane Services of St. Charles County shall charge for its expenses in impounding, apprehending, catching, trapping, netting, tranquilizing or treating any animal not subject to this Chapter.

D. The Director of the Division of Humane Services may waive or modify a fee if they determine waiver or modification of such fee to be appropriate

## Exhibit C

### OUTLINE FOR FERAL CAT PROGRAM

#### PURPOSE:

The purpose of this program is to decrease the number of unwanted kittens being born. For six months out of the year, the shelter is severely overburdened with a high volume of kittens. A large percentage of these kittens are feral and community cats. The shelter has limited space and resources to house and care for all these cats. By reducing the number of unwanted kittens being born, the number of cats and kittens entering the shelter should likewise decrease. This will decrease euthanasia and allow for a more efficient use of valuable resources.

#### FERAL CAT PROGRAM:

A Feral Cat Program consists of all of the following:

- Education - All Animal Control Officers and other city staff responsible for assisting the public with animal related concerns must be able to educate the public about feral cats and the programs available. Staff will need to distribute Feral Cat educational handouts, TNR information, and make referrals. These educational materials are available on the internet at no cost to municipalities. The St. Charles County Division of Humane Services will offer training to Animal Control Officers or any other municipal staff.
- Animal Control Support – Animal Control Officers must contact individuals in the field after receiving a complaint of or becoming aware of a multiple-cat problem area. Animal Control Officers must determine if there is a caregiver or a food source. If a caregiver is located, that caregiver must be educated as to the issues of feral cat overpopulation and provided with solutions to aid in reducing the feral cat population, such as assistance with Trap, Neuter, and Return (“TNR”) or clinic referrals. Animal Control Officers should strive to educate individuals who provide care to feral cats as to the issue overpopulation without criminalizing such behavior.
- Affordable or Free Spay/Neuter Services – Implement a regular, free or low cost spay/neuter, vaccination, and ear tip program in your community. A few ways to implement such a program are set out below:
  - Work with local veterinarians to develop a program in your community where feral cats can be taken to a clinic, spayed/neutered, vaccinated for rabies, and ear tipped at one low-cost.
  - Implement a monthly clinic at a local veterinarian, city, or county facility, subsidized by the municipality, where feral cats will be spayed/neutered, vaccinated for rabies, and ear tipped at one low cost.
  - Partner with St. Charles County to utilize the Operation Sterile Feral Clinic (OSF) and offer subsidies to municipal residents.
- Trap, Neuter, & Return or TNR - Implement a program whereby free-roaming, un-owned cats are humanely trapped, spayed/neutered, vaccinated for rabies, and ear tipped for identification purposes then returned to the locations where they were found. If those locations are deemed unsafe or otherwise inappropriate, feral cats should be relocated to barn homes if possible. Kittens young enough to be socialized and friendly adult cats are typically placed in adoption programs rather than returned to the outdoors. Cats found suffering with terminal or untreatable illness are euthanized.

## MEMORANDUM

**TO:** Members of the County Council  
**FROM:** Hope Woodson, Department Director  
**RE:** Amendments to Animal Regulations  
**DATE:** 10/06/2016

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Members of the Council,

This bill makes minor changes to Ordinance of St. Charles County, Missouri, (“OSCCMo”) Chapter 205, Animal Regulations.

Specifically, changes are made to the definition of “Animal at Large” and “Dangerous Dog.”

The sections related to the application of Chapter 205, harboring dangerous dogs, impounding animals, procedures following animal bites, procedures for declaring a dog dangerous, and procedures for control and euthanasia of dangerous dogs are also modified.

These changes have been made at the behest of the City of St. Peters. Once approved, St Peters will enter into a Kenneling agreement with our Humane Division.

If you have any questions, please do not hesitate to ask. [hwoodson@sccmo.org](mailto:hwoodson@sccmo.org) or x7407.

Respectfully,



Hope Woodson, MHA  
Department Director

Bill No. 4394

Ordinance No. \_\_\_\_\_

Requested by: Hope Woodson

Sponsored by: Dave Hammond

AN ORDINANCE AMENDING SECTIONS  
205.010, 205.020, 205.062, 205.120, 205.140,  
205.142, AND 205.145 OF CHAPTER 205  
ORDINANCES OF ST. CHARLES COUNTY,  
MISSOURI (“OSCCMO”), ANIMAL  
REGULATIONS

WHEREAS, Article II, Section 2.529 of the St. Charles County Charter (2014) provides that the Council may exercise legislative power pertaining to public health and welfare, police and traffic, building construction, and planning and zoning, in the part of the County outside incorporated cities, towns, and villages, and on such other subjects as may be authorized by the Constitution or by applicable law; and

WHEREAS, pursuant to that provision of its Charter, St. Charles County has adopted Animal Regulations in Chapter 205 of OSCCMo; and

WHEREAS, pursuant to Missouri Revised Statute Section 192.300, St. Charles County may enact certain health and safety ordinances related to rabies, in all areas of the county, whether unincorporated or incorporated, to wit: §§ 205.120 and 205.140 OSCCMo; and

WHEREAS, the County Council finds that it is in the public interest to amend Sections 205.010, 205.020, 205.062, 205.120, 205.140, 205.142, and 205.145 of Chapter 205 of OSCCMo, as provided herein; and

WHEREAS, the amended Sections 205.010, 205.020, 205.062, 205.120, 205.140, 205.142, and 205.145 of Chapter 205 may be adopted, in whole or in part, as part of contracts for services for kennel services or kennel and enforcement services; and

WHEREAS, municipalities contracting for kennel services with St. Charles County may adopt §§205.140 and 205.145.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Chapter 205, Ordinances of St. Charles County, Missouri (“OSCCMo”) is hereby amended to read as follows (added language in **bold typeface**, deleted text shown [~~bracketed and stricken~~]):

SECTION 205.010: DEFINITIONS

For the purposes of this Chapter, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

**ADEQUATE CARE:** Normal and prudent attention to the needs of an animal, including wholesome food, clean water shelter and health care as necessary to maintain good health, in a specific species of animal.

**ADEQUATE CONTROL:** Reasonable restraint sufficient to prevent an animal from running at large, or from injuring itself, or from any person, or any other animal, or from damaging any property.

**ADEQUATE SHELTER** Structurally sound, properly ventilated and weatherproofed housing which is large enough to let the animal housed in it stand up, turn around, and lie down; is equipped with bedding that will not absorb water and/or freeze; and will not exacerbate existing weather conditions by, for example, absorbing heat on hot sunny days.

**ADULT CAT:** Any domestic member of the felis catus family over the age of six (6) months.

**ADULT DOG:** Any domestic member of the canis familiaris family over the age of six (6) months.

**ANIMAL:** Any living vertebrate except human.

**AT LARGE:** Off the premises of the owner, or of anyone having care, custody, or control and not under the adequate control of the owner or of anyone having care custody or control. **At Large shall not include any dog or puppy lawfully off-leashes in a designated off-leash animal park.**

**BOARDING KENNEL:** A place or establishment other than a pound where animals not owned by the proprietor are sheltered, fed and watered for a fee.

**BREEDING KENNEL:** A place or establishment maintaining five (5) or more female cats or dogs as breeding stock.

**COMMUNITY CAT:** A cat that is un-owned, free roaming, stray, lost or an abandoned former pet

living in the wild that may or may not be feral or socialized.

COMPENDIUM: The current Compendium of Animal Rabies Control issued by the National Association of State Public Health Veterinarians, Inc.

COMPETENT PERSON: Any person, regardless of age, who has custody of the animal in question or is capable of controlling and governing the animal in question whose commands the animal is obedient.

DANGEROUS DOG: Any dog with the following characteristics:

1. Any dog which has inflicted a severe or fatal injury on a human, whether upon public or private property, provided that the Division has a signed physician's statement documenting the injury and its treatment, and qualifying the injury as a severe or fatal injury.
2. Any dog declared by the Director to be dangerous pursuant to Section 205.142(C) and (D) of this Chapter **or lawfully declared dangerous by a city or municipality within the County.**

DEALER: Any person, group of persons or corporation engaged in selling or donating dogs, cats or other small animals to other dealers, or to kennels, pet shops or research facilities.

DIRECTOR: The Director of the Division of Humane Services or any person or agent employed or designated by the Director.

**DOMESTICATED ANIMAL:** Any animal, including but not limited to a cat, dog, kitten or puppy, that has been tamed and kept by humans primarily for labor, food or for human companionship. Domesticated Animal shall not include fish or any of the following caged animals: birds, reptiles, amphibians, other small mammals weighing less than 6 pounds, or Exotic/Dangerous Animals.

**EXOTIC/DANGEROUS ANIMAL:** Any animal not indigenous to the United States and/or not normally kept as a pet including but not limited to non-human primates, alligators, large carnivores, deadly or poisonous animals, wolves, coyotes or any animal bred with a wolf or coyote.

**EXPOSED TO RABIES:** Any animal, whether licensed and vaccinated for rabies or not, which has been bitten by or has been fighting with, or has consorted with an animal known to have rabies or showing symptoms of rabies.

**FERAL CAT:** A domestic cat born in the wild or that has reverted back to a wild state and is not tame or socialized.

**FERAL CAT PROGRAM:** Any program adopted as provided for in Ordinance of St. Charles County Section 205.225 or approved by the Director of the Division of Humane Services.

**GROOMING SHOP OR PARLOR:** Any

establishment or place where animals are bathed and/or groomed for a fee.

HARBOR: To feed, shelter, or confine an animal.

IMPOUND: To apprehend, catch, trap, net or, if necessary, kill any animal by the Division of Humane Services of the County or its agent.

IMPOUNDING FACILITIES: Any premises designated by the County for the purpose of caring for animals impounded by the Division of Humane Services of the County or its agent.

KENNEL: Any person, group of persons or corporation engaged in buying, selling, breeding, or boarding dogs, cats or other small animals

KITTEN: Any domestic member of the felis catus family age of six (6) months or under.

OWNER: Any person with custody of an animal who purchased, was gifted or otherwise legally acquired such animal.

PEN: A secure enclosure primarily used for dogs with 4 sides, a top, and a lockable gate/door that is large enough to allow animals free movement while inside, protection from the elements and will prevent an animal from escaping or entering.

PET SHOP: Any commercial establishment where dogs, cats or other small animals are bought, sold, or exchanged.

**PUPPY:** Any domestic member of the canis familiaris family age of six (6) months or under.

**REGISTRATION-VACCINATION:** The procedure of vaccinating against the rabies virus and issuing a numbered tag and an identically numbered certificate of vaccination. The words "registration" and "vaccination" shall be interchangeable.

**SECURE FENCE:** Any fence or pen kept in good repair, constructed of wood, metal or plastic and built to prevent an animal from going over, under or through; and prevents the animal from putting his head or mouth through any opening.

**SEVERE OR FATAL ATTACK:** Any attack by a dog which causes a severe or fatal injury, or the death to a domestic animal.

**TAG:** Any object, which bears the number of a certificate of vaccination and which has been issued by the authority of the Division of Humane Services of the County.

**VETERINARIAN:** Any individual who is validly and currently licensed to practice veterinary medicine in Missouri as determined by the Missouri veterinary medical board in accordance with the requirements and provisions of Missouri Revised Statute Sections 340.200 to 340.298.

**WILD ANIMAL:** Any indigenous species of animal which is not normally domesticated in the United

States and would normally live in the wild, irrespective of its actual state of domesticity, docility or tameness.

#### SECTION 205.020: APPLICATION

This Chapter shall apply to the unincorporated area of the County, **or to any cities or municipalities having adopted this chapter in whole or in part.**

#### SECTION 205.062: HARBORING DANGEROUS DOGS

A. No owner or competent person shall keep or harbor upon his/her premises any dangerous dog in violation of the provisions of **this Chapter** [~~Section 205.145(B)~~], nor shall any owner or competent person fail to control his or her dangerous dog as required by the provisions of this Chapter. Violation of this provision shall be subject to the penalties set out in Section 205.250, in addition to the fees and penalties set out in Section 205.240.

B. This Section shall not apply to:

1. Dogs [øf] being used for official purposes by any government agency.
2. Kennels operating under licenses issued by St. Charles County.

#### SECTION 205.120: ANIMALS IMPOUNDED— WHEN - WHERE KEPT

A. The Director of the Division of Humane Services of the County, or other persons designated by the Director, shall have the power

to enter onto any lots or lands to impound the following animals:

1. All dogs outside while in estrus not securely confined in an enclosed pen;
2. All animals which are at large contrary to the requirements of Article II, Section 205.040, or which have been at large and are immediately pursued by an employee of the Division of Humane Services regardless of whether the animal is at large at the time it is apprehended;
3. All animals for which there is no competent person apparently responsible who can provide adequate care;
4. All animals exposed to rabies, whether or not at large, or on a leash, or confined to an owner's premises;
5. Any dog or cat which has not been vaccinated within seventy-two-hour period following release from any impounding facility;
6. Any dog or cat not vaccinated against the rabies virus;
7. Any animal that has bitten a person, **or animal, or any animal that has lawfully been declared dangerous by the County or a city or municipality within the County;** [~~or animal;~~]

8. Any animal whose owner has voluntarily and intentionally relinquished control to the Director;
9. Any cat, dog, kitten or puppy not wearing a registration tag;
10. Any animal in imminent danger of death or in pain or suffering and the issues causing the imminent danger of death or pain and suffering is not being addressed by the owner or custodian of the animal;
11. Any animal that requires adequate care and the owner or anyone having care, custody or control has failed to provide such care after being notified by an animal control officer or law enforcement official;
12. Any animal in a residence or on a property that has been found unfit for habitation;
13. Any animal in a residence or on the property where the owners or occupants have been evicted by a law enforcement agency;
14. Any animal in a residence or on the property where law enforcement has taken into custody the owner or occupant;
15. Animals tethered not in compliance with any part of Section 205.034.

- B. Any animal impounded pursuant to this Section shall be impounded in the St. Charles County Animal Control Shelter or elsewhere under the supervision of and in a manner satisfactory to the Director.
- C. Any impounded animal bearing registration tags or bearing identification of ownership shall be held ten (10) days after the owner has been notified, unless it is claimed sooner by the owner. The Director shall make reasonable efforts within twenty-four (24) hours of impoundment to notify the owner, and, if unsuccessful, shall send the owner written notice by mail within forty-eight (48) hours of impoundment. The written notice shall include the date by which the owner must redeem the impounded animal, and state the fees payable pursuant to Sections 205.150 and 205.240 prior to release. Once written notice is sent, the impounded animal shall be held for ten (10) days from the date of mailing. Any impounded animal unclaimed after ten (10) days shall be placed for adoption or humanely destroyed. But no animal shall be placed for adoption if suspected of rabies, exposed to rabies, or known to have bitten any person.
- D. If an impounded animal does not bear registration tags or identification of ownership, and is not diseased or disabled beyond reasonable recovery, that animal shall be held for five (5) consecutive business days. If unclaimed by its owner after five (5) days, that animal may be placed for adoption or humanely

destroyed. But no animal shall be placed for adoption if suspected of being rabid, exposed to rabies, or known to have bitten any person or domestic animal.

- E. The Director shall have discretion in the decision to treat or euthanize an animal, including, but not limited to, feral cats or any diseased, disabled, sick or injured animal pursuant to procedures authorized, in writing, by the Director of Public Health.

#### SECTION 205.140: PROCEDURE FOLLOWING ANIMAL BITE

- A. The owner of any cat, dog, kitten, or puppy which bites any person **or animal**, regardless of the circumstances or irrespective of whether such cat, dog, kitten, or puppy is vaccinated, shall place such cat or dog, kitten, or puppy in the custody of the Director for confinement in a manner satisfactory to the Director and in a manner that will prevent contact with people and other animals not already exposed for a period of not less than two hundred forty (240) hours following the date of the bite, for the purpose of clinical observation. As set out in Section 205.141, during such confinement, the cat, dog, kitten, or puppy shall be permanently identified by a microchip providing a permanent record of the identity of the animal. All expenses shall be borne by the owner of the cat, dog, kitten, or puppy as provided in Section 205.150 of this Article. If for any reason, such cat, dog, kitten, or puppy should die while in confinement, its head

shall be removed and submitted to a qualified laboratory. If at the end of the period of observation such cat, dog, kitten, or puppy is alive and healthy, it may be released to its owner unless such cat or dog has been declared a dangerous animal and is subject to the provisions of Section 205.145 **or subject to a contracting city's or municipality's ordinance authorizing humane euthanasia. An animal subject to Section 205.145 or subject to a contracting city's or municipality's ordinance authorizing humane euthanasia, shall be released or euthanized in conjunction with the provisions of those sections.** [~~An animal subject to the provisions of Section 205.145 shall be released or euthanized in conjunction with the provisions of that Section.~~]

- B. The Division of Humane Services is authorized to allow confinement in a manner other than as described in Subsection (A) of this Section when such animal will be controlled and observed in accordance with the owner's signed agreement. Preconditions for quarantine are: the animal does not have a recent history of being at large, the animal is not displaying a sudden change in disposition, and the owner has both the ability and desire to keep the animal in a secure building and separate from other animals. All expenses shall be borne by the owner of the cat, dog, kitten, or puppy as provided in Section 205.150 of this Article. Dogs and/or puppies shall be confined in one of the following manners: (a) complete indoor housing, (b) secure caging or a pen in an enclosure with a locked gate, or (c)

yard confinement with secure perimeter fencing and locked gate. Cats and/or kittens shall be confined in one of the following manners: (a) complete indoor housing, or (b) caging in a secure enclosure. The animal's needs for ambient temperature control, water, nutrition, elimination, and space to comfortably stand up and lie down must be adequately provided by the selected confinement method. Should the animal exhibit neurologic signs, die, or disappear during the quarantine period, Humane Services shall be notified immediately.

- C. All other conditions of this Section and of Section 205.150 must be fulfilled prior to the release of any animal impounded or confined for clinical observation as the result of biting a person.
- D. It shall be the duty of a person bitten by any animal, or of the parent or guardian of a minor bitten by an animal, to report the bite to the Division of Humane Services immediately. Such report shall contain the name and address of the owner of the animal, the date and time of the bite, the place where the person was bitten, and a general description of the animal and all circumstances pertaining to the bite.
- E. All other animals subject to rabies shall be quarantined or euthanized and rabies tested in a laboratory in accordance with the rabies compendium and Public Health Officials recommendations on a case by case basis.

SECTION 205.142: PROCEDURES AND REQUIREMENTS FOR DECLARING DOGS TO BE DANGEROUS AND FOR HANDLING SUCH DOGS AFTER BITE INCIDENTS

- A. Whenever the Director learns that a dog has bitten a human being or another domestic animal, the Director shall record the incident and determine whether the Division has records of prior incidents in which the dog in question has bitten human beings or domestic animals. The Director may consider information that the dog in question has bitten human beings or domestic animals in other Cities or Counties when that information is received in writing from the individual(s) responsible for animal control in that City or County.
- B. If the Director finds no records of such prior incidents, and the Director determines that the bite was a provoked attack in which a human being or domestic animal has been injured and required medical care from a physician or veterinarian or was an unprovoked attack in which a human being or domestic animal was not injured and did not require medical care, the Director shall give the dog's owner an educational packet prepared by the Division stating the Division's procedures in bite cases and the Division's recommendations for animal care and for handling dogs that have bitten. If the Director determines that the bite was an unprovoked attack in which a human being or domestic animal has been injured and required

medical care from a physician or veterinarian, the Director may, after considering all mitigating factors, declare the animal a dangerous dog and may utilize the procedures set out in Section 205.145. The Director's determination that the animal is a dangerous dog may be based on information that the dog in question has been declared a dangerous dog in another City or County when that information is received in writing from the individual(s) responsible for animal control in that City or County and when the criteria for determining the animal a dangerous dog in that City or County are substantially similar to the criteria set forth herein.

- C. Regardless of whether the attack is provoked or unprovoked, where a bite occurred on the property of the owner of the dog under review, the Director may consider, as a mitigating factor in his/her decision whether to declare a dog to be dangerous, that the victim of the bite is an animal which intruded onto those premises. Where the victim of a bite which occurs on the premises of the owner is a human, the Director may only consider a provoked bite as a mitigating factor in his decision whether to declare a dog to be dangerous.
- D. If the Director finds any record of one (1) such prior incident, including any one (1) such prior incident in another City or County, the Director

shall:

1. Determine whether to declare the dog in question a dangerous dog after considering any or all of the following factors:
  - a. Whether the dog has killed a domestic animal, livestock or poultry without provocation while off the owner's property;
  - b. Whether the dog's owner owns or harbors the dog primarily or in part for the purpose of dog fighting, or has trained the dog for dog fighting;
  - c. Whether the dog has bitten a human being or domestic animal without provocation and off the premises of the dog's owner regardless of whether medical care was required;
  - d. Whether the dog, while on the owner's premises, has bitten without provocation a human being other than the dog's owner, or a member of that owner's family normally residing where the dog is harbored;
  - e. Whether the dog, when unprovoked, has chased or approached a human being off the premises of the dog's

owner and in a menacing fashion or apparent attitudes of attack, regardless of whether the human being is injured by the dog;

- f. Whether the dog has a known propensity, tendency or disposition to make unprovoked attacks, to cause injury, or to otherwise threaten the safety of human beings or domestic animals;
  - g. Whether the dog can be effectively trained or retrained to change its temperament or behavior;
  - h. Whether the owner maintains the dog to promote its aggressive tendencies or responses;
  - i. Any other relevant evidence concerning the maintenance of the dog; and
  - j. Any other relevant evidence regarding the ability of the owner to protect the public safety in the future if the dog is permitted to remain in the County.
2. Impound any dog determined to be a dangerous dog at a designated kennel as provided in Section 205.140(A) of this

Chapter; and

3. Spay or neuter any dog determined to be dangerous while that dog is impounded.
- E. If the Director receives a report that a dog, when unprovoked, has chased or approached a human being or domestic animal while at large and off the premises of the dog's owner and confronted that person in a menacing fashion or apparent attitude of attack, regardless of whether the human being or domestic animal is injured by the dog, the Director shall give the dog's owner an educational packet prepared by the Division concerning dangerous dogs. The Director shall record the incident in the Department's records and that incident may be taken into account in determining whether the dog is a dangerous dog should there be any subsequent bite of a human or domestic animal. The Director may consider information that a dog has, when unprovoked, chased or menaced a human being in another City or County, when that information is received in writing from the individual(s) responsible for animal control in that City or County, in determining whether to provide educational information to the dog's owner. The Director may record such information from another City or County into the Department's records and may consider such information in determining whether the dog is a dangerous dog should there be any subsequent bite of a human being or domestic

animal.

- F. If the Director finds records of two (2) or more prior incidents in which a dog has bitten a human being or a domestic animal, including incidents occurring in another City or County, where that information is received in writing from the individual(s) responsible for animal control in that City or County, the Director shall:
1. Declare the dog a dangerous dog;
  2. Impound the dog at a designated kennel as provided in Section 205.140(A) of this Chapter; and
  3. At the end of the dog's impoundment as provided above, cause the dog to be humanely euthanized pursuant to Section 205.145.
- G. This Section shall not apply to any city or municipality having contracted with the County and opted out of this section as provided pursuant to their contract for humane enforcement services or kenneling services.**

SECTION 205.145: CONTROL AND EUTHANASIA OF DANGEROUS DOGS

- A. If the Director declares that a dog that has

bitten a human being or a domestic animal is dangerous, the Director shall dispose of the dog as follows:

1. If the Director finds that the dog made a severe or fatal attack upon a human being or domestic animal, the Director shall cause the dog to be humanely euthanized as set out in Subsection (C) herein.
2. If the Director finds that the dog had been provoked to make a severe or fatal attack upon a human being or domestic animal, the Director shall either cause the dog to be humanely destroyed or return the dog to its owner subject to the owner's written agreement to control the dog as provided in Section 205.145(B) below. The agreement may include a provision that if the animal attacks again, it shall be humanely euthanized.
3. The Director has discretion to dispose of all other dogs declared to be dangerous either by causing them to be humanely euthanized or returned to its owner subject to the restrictions as provided in Section 205.145(B) below, after giving notice and an opportunity to be heard to the dog's

owner as provided in Section 205.145(C) below.

- B. Before the Director returns a dangerous dog to its owner, the Director shall secure that owner's written agreement to control the dog as provided herein.
1. Any dangerous dog shall wear at all times a bright collar with the words "Dangerous Dog" embroidered or stamped on the collar so the dog can readily be identified as a dangerous dog.
  2. The owner of the dangerous dog shall notify the Division of Humane Services immediately if the dog is loose or missing or has attacked another animal or human being.
  3. The owner of the dangerous dog shall notify the Division of Humane Services within twenty-four (24) hours if the dog has died or has been sold or given away to a new owner. The owner transferring custody to a new owner shall comply with the notice provisions of Section 205.141(C). If the dog has been sold or given away, the owner

shall provide the Division of Humane Services with the name, address and telephone number of the new owner. The new owner, if the animal is kept within St. Charles County, must comply with the requirements in this Chapter for keeping a dangerous animal.

4. While on its owner's property, a dangerous dog must be securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent the animal from escaping. Such a pen or structure must have a minimum dimension of five (5) feet by ten (10) feet, must have strong, secure sides and a secure top. If it has no bottom secured to the sides, the sides must be embedded into the ground no less than twelve (12) inches. The enclosure must also provide adequate shelter, as defined by this Chapter. The enclosure, when occupied by a dangerous dog, shall not be occupied by any other animal, unless the dangerous dog is a female with young under three (3) months of

age, in which case the young may occupy the same enclosure as the mother.

5. No dangerous dog may be kept in any area of the owner's property that would allow the dog to exit easily (i.e. behind screen doors or windows), nor may any dangerous dog be chained without a physical barrier to prevent contact with other animals or people or the escape of the dog.
6. A sign indicating the presence of a dangerous dog shall be present at and large enough to read from any public thoroughfare from which the property is entered and the owner of the dog shall post a notice conspicuously visible to the public at each entrance to the premises and on each side of the dog's enclosure, if any, reading in letters not less than two (2) inches high "DANGEROUS DOG - BEWARE". A sign with a picture of a growling dog shall also be displayed at all places where the notice of dangerous

dog is posted. The sign available from the Division of Humane Services shall be deemed to meet this requirement. Any alternate sign shall be approved in advance, in writing, by the Director and a copy of the approved sign shall be maintained in the Division's file on the dog.

7. A dangerous dog may be off the owner's premises only if it is securely muzzled with a humane muzzle and on a strong leash no more than four (4) feet long and under the control of the owner.
8. The owner of a dangerous dog shall present to the Division of Humane Services proof that the owner has procured primary liability insurance or a surety bond to include bodily injury and property damage in the amount of at least three hundred thousand dollars (\$300,000.00). Such insurance or surety bond shall be for an initial period of twelve (12) months and must be continuously renewed without a break in coverage for as long as

the dangerous dog lives or is kept in St. Charles County. The insurance or bond shall be payable to any person injured by the dangerous dog. This policy or bond shall contain a provision requiring the County to be notified by the issuing company at least ten (10) working days prior to any cancellation, termination or expiration of the policy.

9. All owners of dangerous dogs must, within ten (10) days of such declaration, provide the Division of Humane Services with two (2) sets of color photographs of the dangerous dog, one (1) of each side and showing the color and approximate size of the dog. The owners shall, in addition to any information required by Section 205.141, provide the following information: The dog's name or names and the name, address and phone number of the dog's veterinarian.

10. All owners of dangerous dogs must, within ten (10) days of

such declaration, have the dog spayed or neutered and must provide evidence of such spaying or neutering from a duly licensed veterinarian.

11. Any dog not controlled as provided in this Subsection 205.145(B) shall be subject to immediate seizure and impoundment for a minimum of ten (10) days or for the time necessary for the owner to comply with this Subsection, whichever is larger.

C. The Director shall give owners of dogs declared to be dangerous notice of the Director's declaration and intended disposition of the dog, as provided herein.

1. Notice of declaration of dangerous dog and of disposition. Immediately upon determining that a dog is dangerous, and at least ten (10) days prior to any humane euthanasia of any such dog, the Division of Humane Services shall notify the dog's owner, if known, if the owner is unknown or unable to be contacted, of the declaration and of any

scheduled euthanasia. The notice shall state the owner's right to request a hearing before the Director of the Department of Public Health of any determination made by the Director by submitting a written request for hearing to the Director of the Department of Public Health within five (5) days of receiving the aforesaid notice.

2. Hearing. Upon timely receipt of the written request submitted pursuant to Subsection 205.145(C)(1), above, the Director of the Department of Public Health shall schedule a hearing at which all interested parties may be heard, including the owner, individuals possessing knowledge of the characteristics of the dog in question, and any other individuals who may come into contact with the dog if it is not destroyed. After all parties have been heard, the Director of the Department of Public Health shall make the final determinations as to whether a dog is a dangerous dog and

what its disposition shall be under the provisions of this Chapter. The Director of the Department of Public Health's determination and decision is final for all purposes, and there shall be no further administrative relief available.

- D. The Director may declare a dog to be dangerous because of its prior acts even after its owner has removed it from unincorporated St. Charles County. Such a dog may not be returned to the County.
- E. Should the Director receive from any court of competent jurisdiction a stay of an order of euthanasia on a dog, the dog shall remain impounded in the County animal facility until the court has issued its final order.
- F. **This Section shall not apply to any city or municipality having contracted with the County and opted out of this section as provided pursuant to their contract for humane enforcement services or kenneling services.**

Section 2.

This ordinance is subject to penalty provisions for its violation and therefore, for penal purposes, shall be effective thirty-one (31) days after its posting in six public places, its publication in full on the web site of St. Charles County, and the publication of its title and

the location in St. Charles County where it may be viewed in its entirety in a legal publication or a newspaper of general circulation in St. Charles County.

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DATE PASSED

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DATE APPROVED BY COUNTY EXECUTIVE

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CHAIR OF THE COUNCIL

---

COUNTY EXECUTIVE

ATTEST:

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COUNTY REGISTRAR

DRAFT

**RBA FORM (OFFICE USE)**

MEETING DATE: October 27, 2016

Regular ( ) Work Session ( X )

ATTACHMENT: YES ( X ) NO ( )

Contract ( ) Ordinance ( ) Other ( X )

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**Request for Board Action  
By Staff**

**Ward** 1 ( ) 2 ( ) 3 ( ) 4 ( ) All Wards ( N/A )

**Brief Description:** Secretary of State/Records Retention Schedules

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

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**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.

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

None

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RBA requested by: Patty Smith, City Clerk

CA: Russell W. Batzel

  
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**City of St. Peters - Records Management  
RECORDS DESTRUCTION FORM**

Page 1 of 2

Department Name: <b>HES - Recycle City</b>		Total # of Boxes: <b>8</b>
Department Records Coordinator: <b>Jeanette Turnbaugh</b>		
Date: <b>09/26/16</b>	Office Address: <b>131 Ecology Drive St. Peters, MO 63376</b>	Telephone: <b>x 1471</b>

**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>Jeanette Turnbaugh</i>	Date: <b>9-26-16</b>	Date of Records Destruction: <b>10/5/16</b>
Group Manager: <i>[Signature]</i>	Date: <b>9.26.16</b>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>[Signature]</i>		

**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>Patricia E. Smith</i>	Date: <b>10/4/16</b>

**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
RC14-4	GS-008	Daily Deposit records, daily cash tender reports, daily scale activity reports - Finance is Office of Record	Jan-Jun 2014	Upon completion of audit	P
RC14-5	GS-008	Daily Deposit records, daily cash tender reports, daily scale activity reports - Finance is Office of Record	Jul-Dec 2014	Upon completion of audit	P



**City of St. Peters - Records Management  
RECORDS DESTRUCTION FORM**

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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
RC15-1	GS-008	Daily Deposit records, daily cash tender reports, daily scale activity reports - Finance is the Office of Record.	Jan-Jun 2015	Upon completion of audit	P
RC15-2	GS-008	Daily Scale Tickets (date, vehicle weight in and out, type of customer/material and fee)	Jan-Feb 2015	Upon completion of audit	P
RC15-3	GS-008	Daily Scale Tickets (date, vehicle weight in and out, type of customer/material and fee)	Mar-Apr 2015	Upon completion of audit	P
RC15-4	GS-008	Daily Scale Tickets (date, vehicle weight in and out, type of customer/material and fee)	Apr-May 2015	Upon completion of audit	P
RC15-5	GS-008	Daily Scale Tickets (date, vehicle weight in and out, type of customer/material and fee)	May-June 2015	Upon completion of audit	P
RC15-6	GS-008	Daily Scale Tickets (date, vehicle weight in and out, type of customer/material and fee)	June/July 2015	Upon completion of audit	