



TENTATIVE AGENDA
BOARD OF ALDERMEN WORK SESSION
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE
ST. PETERS, MO 63376
NOVEMBER 10, 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. [Amendment to City Code Chapter 110 Meeting Time Change](#) – Mayor
2. [Calwood Storm Water Project P-27 Bid Recommendation](#) – Benesek
3. [Mobile Screening Plant Bid Recommendation](#) – Malach
4. [Secretary of State/Records Retention Schedule](#) – Smith
5. Miscellaneous Updates – Batzel
6. Board Meeting Agenda Item Revisions – Batzel
7. Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

D. Adjournment

AGENDA Posted at City Hall: November 7, 2016
By: P. Smith, City Clerk

Next Work Session: December 15, 2016

RBA FORM (OFFICE USE)

MEETING DATE: 11-10-16

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

**Request for Board Action
By Mayor**

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

Brief Description: Discussion/Regular Board of Aldermen Meeting
Amending the start time

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

Summary/Explanation:

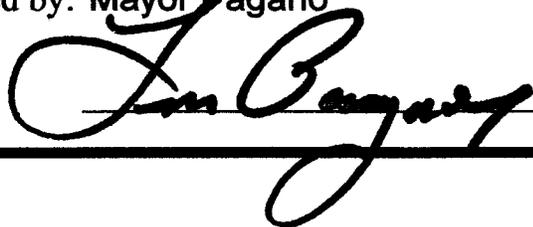
Discussion is desired to consider amending the City Code, Section 110.060, by changing the Regular Board of Aldermen meeting start time to 6:30 p.m. local time, instead of 7:00 p.m., and making this effective January 12, 2017.

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

None

RBA requested by: Mayor Pagano

CA: Russell W. Batzel



The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Section 110.060 **Regular Meetings.**

[R.O. 2007 §110.060; Ord. No. 2720 §§1 — 2, 7-24-1997; Ord. No. 3882 §1, 8-28-2003; Ord. No. 3981 §1, 1-22-2004; Ord. No. 4893 §1, 10-11-2007; Ord. No. 5144 §1, 2-12-2009; Ord. No. 5335 §1, 1-28-2010; Ord. No. 5487 §2, 10-14-2010]

- A. *Regular Meetings — Time And Place.* The Board of Aldermen shall hold its regular meetings on the second (2nd) and fourth (4th) Thursdays of January, February, March, April, May, August, September and October each calendar month, except for the months of June and July, which will meet on the (4th) Thursdays only, and there will be one (1) meeting in November on the third (3rd) Thursday and one (1) meeting in December on the third (3rd) Thursday, only. All regular meetings shall be held at the St. Peters Justice Center, located at 1020 Grand Teton Drive, St. Peters, Missouri 63376 at **6:30** P.M. local time.
- B. *Change In Starting Time Of Meeting.* Nothing in this Section shall prohibit the Board of Aldermen from commencing a meeting before or after **6:30** P.M. on the date of the regular meeting if the posted agenda for the regular meeting establishes a different starting time for the regular meeting.

RBA FORM (OFFICE USE)

MEETING DATE: November 10, 2016

Regular (X) Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance (X) Other ()

**Request for Board Action
By Staff**

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

Brief Description: An ordinance to authorize the City Administrator to enter in to a contract to construct the Calwood Creek Storm Water Retrofit Project (P-27).

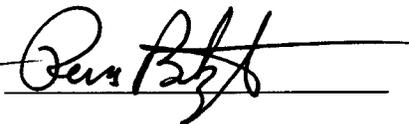
Staff: Recommended (X) Not recommended () No Position ()

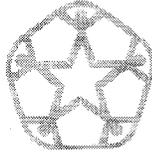
Summary/Explanation: Please see the recommendation memo attached, dated November 2, 2016.

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

This project is funded by the Storm Water Bond Fund.

RBA requested by: Burt Benesek, Manager/TDS CA: Russell W. Batzel



INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINISTRATOR
FROM: BURT BENESEK, MANAGER/TDS
SUBJECT: CALWOOD CREEK STORMWATER RETROFIT PROJECT (P-27)
 (BID NO. 17-105) BID RECOMMENDATION
DATE: NOVEMBER 2, 2016
CC: LIANE SARGENT, DIRECTOR OF ENGINEERING

WMB 11/2/16

Recommendation: Based on my review, I recommend the Calwood Creek Stormwater Retrofit Project (Bid No. 17-105) be awarded to the low, responsive bidder, JTL Landscaping, LLC of Florissant, Missouri. Approval of this recommendation will authorize the award of a contract in the initial amount of \$549,014.63.

Funds for this project are allocated within the 2017 Local Park and Storm Water fund, as part of the Calwood Creek Stabilization Project (P-27). The engineer's opinion of probable cost was \$650,000.

Background: On November 2, 2016, bids were received and opened for the Calwood Creek Stormwater Retrofit Project (Bid No. 17-105). JTL Landscaping, LLC of Florissant, Missouri, submitted the low, responsive bid of \$549,014.63. The bid submitted by JTL Landscaping is 0.04% lower than the second lowest bid received and 11% lower than the average of the bids received. A summary of the bids received is provided below.

Bidder	Total
JTL Landscaping, LLC	\$549,014.63
Ideal Landscape Construction, Inc.	\$551,303.60
Houska, Inc	\$735,791.70

JTL Landscaping LLC successfully completed creek channel stabilization work related to the Crescent Hills Stormwater Project (P-10). JTL Landscaping will utilize DJM Ecological Services as a subcontractor for the specialty vegetative clearing, planting of beneficial vegetation, and to provide two years of project maintenance (stewardship). DJM has successfully completed and maintained similar projects for St. Peters. Both JTL Landscaping and DJM Ecological Services have the staff, equipment, resources and expertise to complete the Calwood Creek Stormwater Retrofit Project as specified.

RBA FORM (OFFICE USE)

MEETING DATE:

Regular (X) 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: Bid Recommendation Mobile Screening Plant

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

Summary/Explanation: Bid Recommendation for a three-fraction mobile screening plant to Modern Tech Equipment. This item will also be on the November 10 BOA agenda. The purchase order needs to be issued by December 1 or the cost will increase due to the Tier IV emissions requirements.

Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.) This item is a scheduled capital replacement item, budgeted at \$555,000, and funded from the Water/Sewer Tap-on account (Fund 75). The purchase cost is \$542,427. This purchase will also save \$45,000/yr from the W/S Fund, which is spent on screening services.

RBA requested by: B. M. Mahan 11-3-16 CA: [Signature]



INTEROFFICE MEMORANDUM

TO: RUSS BATZEL
FROM: BILL MALACH
SUBJECT: BID RECOMMENDATION – MOBILE SCREENERING PLANT
DATE: NOVEMBER 1, 2016
CC: TIM MYERS; ROB HAMLIN; CHARLIE BURKEMPER; ELLIOT SCHNEIDER

The City of St. Peters solicited sealed bids for replacing an existing mobile trommel screener with a mobile screening plant. This piece of equipment is used at the Earth Centre to screen product for sale. This equipment was in the CIP and budgeted at \$555,000. The City currently spends \$45,000/yr for screening services after the purchase of this screener, this expenditure can be eliminated.

Bid Recommendation

Staff recommends awarding the bid to Modern Tech Equipment of St. Louis for a 2017 Backers 3-MAL at a cost of \$542,427.

This screener performed better than any other screener demonstrated. This screener meets or surpasses the specifications. Our operators evaluated screeners for over two months and researched screeners for approximately 6-months and unanimously recommend the Backers 3-MAL screener for purchase; based on its performance, versatility to produce a variety of products, references, ease of operation and service, and durability. Please see the bid evaluation, demonstration results, and performance evaluation on the following pages for additional details.

Dealer/Manufacturer	Bid
Komptech Americas, LLC Westminister, Colorado 2017 Komptech Multistar XL3	\$524,000
Neustarr Equipment, LLC Liverpool, New York 2016 Neuenhauser Super Screener	\$465,000
Peterson Corporation Eugene, Oregon 2017 Terra Select S6E	\$507,000
Modern Tech Equipment St. Louis, MO 2017 Backers 3-MAL	\$542,427

Bid Evaluation & Demonstration

The Earth Centre staff researched every type of screening equipment before determining a star-type screen was the best fit for the facility. This review determined four acceptable manufacturers of this particular type of equipment, Komptech, Neuenhauser, Terra-Select, and Backers. All four machines were vigorously researched and demonstrated on-site. Each demonstration was scheduled and executed prior to establishing specification for bid. Each demonstration was conducted in the same manner by the same staff member, employing the same test and evaluation of each machine. Each test conducted, concluded results on each of the topic listed below. A rating scale of 1-4, with 4 being the highest was assigned to each unit. A brief discussion of each of the criteria follows the Rating Table.

Rating Table				
Item	Komptech	Neuenhauser	Terraselect	Backers
Met Specifications	1	3	2	4
Reliability (Self-Cleaning)	2	3	1	4
Certified Local Service	4	1	3	4
Versatility	2	3	2	4
Ease of Operaton	2	4	1	4
Ease of Service	2	3	1	4
US Product Representation	4	4	1	2
Plastic Removal Efficiency	2	4	1	4
Durability	2	3	1	4
Throughput	1	4	2	4
Cost of Replacement Parts	1	3	2	4
Total	23	35	17	42
Warranty	2yr/2000-hrs	1-yr/2000-hrs	1-yr/2000-hrs	1-yr/1000-hrs

Met Specifications. The Neuenhauser and Backers both met the specifications but the Backers unit exceeded the specifications with its ability to screen additional material than compost.

The Komptech and Terraselect units did not provide us a full understanding on their plastic separation. Komptech indicated they could fit plastic removal systems within their unit but they were still engineering the details for this option. Terraselect indicated they could mount air-lift units on the discharge conveyors. The City has experience with air-lift technology and it is not as efficient mounting them on conveyors as it is mounting them within a vertical drop zone within the screening unit.

Reliability (Self-Cleaning). The Backers, unlike the competition, comes equipped with a separate, CanBus actuated cleaning apparatus that is designed to only run when a hydraulic pressure preset is reached. When the hydraulic pressure reaches the preset, due to loading of material on the shafts or stars, the feed stops, the deck clears, and the apparatus hydraulically lowers into place and automatically clears debris from the shaft spacers and then raises, flexing the star tips briefly to remove material build up. Earth Centre staff and references have both confirmed that by operating the upgraded deck with premium, poly-urethane coated stars (PU), the cleaning apparatus is rarely needed even with biosolid compost above 40% moisture content. This is a crucial testimony to reliability, as the competition operates with bolt on cleaning tips or protrusions built into the star tips themselves; thus causing extended wear, premature star failure and poor life expectancy, elevated wear item costs and elevated fuel costs as their machines run under higher load via heightened hydraulic pressures from extended shaft loading.

Certified Local Service. Other than the Backers unit the other three units are represented from dealers outside of the Midwest. However, all but Neuenhauser have certified repair technicians that can respond to the St. Peters site. At the time of the bid Neuenhauser had not secured a certified local service representative.

Versatility. The Backers unit demonstrates a superior offering of versatility by offering add-on options that others do not. By purchasing the “L” option, or longer, oversized material deck, the Earth Centre will have the option to pre-process wood waste and post-grind sorting of alternative mulch products without using a tub grinder. This feature offers benefits in fuel savings; 28 gph (grinder) vs. 4 gph (screener), reduced grinder wear item overhead, and the ability to market alternative products for greater return on investment. A combination of the flipper device, deck slider, and oversized heavy-duty deck 1 star options will allow us to pre-screen wood chips and logs and save on grinding operation costs. The screener runs at approximately 4-gph, where the grinder operates at 28-gph. The “L” deck option also allows for greater separation of plastics.

Ease of Operation. The Backers unit features a user friendly, touch screen, control interface for operating the machine. This CanBus type control feature integrates hydraulic control pressure sensors located throughout the machine that allow the system to shut itself off in the event the user is operating the machine in a manner that would inflict damage to the machine. This machine also comes with a hand held remote for starting and stopping the machine from within a loader to save fuel when it becomes necessary to pull away for other operations. This user interface was determined by the staff to be more user friendly than the other three machines.

Ease of Service. The Backers machine offers a ground level engine compartment and operational controls, automatic lube, American sourced hydraulic pumps and motors, easily removable deck and deck components, stainless steel hydraulic lines, components, quick disconnects and service ports, easily obtainable service and wear parts, and integrated cat-walks allowing the operator to safely perform all checks and maintenance without the use of ladders or lifts. The Backers unit offers local service from Modern Tech Equipment of St. Louis, and an authorized Perkins Diesel Engine representative from MH Equipment of St. Louis.

US Product Representation. The number of existing units in operation within the United States is listed below: The Neuenhauser, TerraSelect, and Backers units are manufactured in Germany. The Komptech unit is manufactured in Austria.

Komptech: 100 (All in compost and mulch facilities)
Neuenhauser: 21 (18 in compost & mulch, 2 in coal, 1 in topsoil)
TerraSelect: 2 (All in compost and mulch facilities)
Backers: 30-40 (50% in compost and mulch facilities)

Plastic Removal Efficiency. The Neuenhauser and Backers units both mount their plastic removal systems within a vertical drop zone between screening decks, which is the most efficient method in removing plastic contamination. The Backers uses two plastic removal systems. The Neuenhauser method of screening is removing the fines first then the material is dropped onto two additional screens to separate the coarser material which allows Neuenhauser to only have to use one plastic removal system instead of two. Although the Neuenhauser method seems less complex, research has concluded that a single separation tactic is far less efficient as the burden surpassing the separation system is far too heavy to maintain efficient throughput and separation at the same time.

The Komptech and Terraselect units did not provide us a full understanding on their plastic separation. Komptech indicated they could fit plastic removal systems within their unit but they were still engineering the details for this option. Terraselect indicated they could mount air-lift units on the discharge conveyors. The City has experience with air-lift technology and it is not as efficient mounting them on conveyors as it is mounting them within a vertical drop zone within the screening unit.

Durability. The Backers unit is the only machine designed to screen materials other than compost such as dirt, aggregate, and C&D waste; without changing out the screen deck. This concept demonstrates exceptionally durable screen deck construction, and a rugged “over-engineered” frame and hopper assembly. The Neuenhauser machine accepts the option of an alternate screen deck for screening other materials at an additional cost whereas the Komptech and Terra-Select machines do not allow for screening alternate products. Backers units are used in applications ranging from compost applications, construction and demolition recycling, rock quarry and crushing applications, and raw recyclable material sorting.

Throughput. The throughput production of each of the units was measured during the demonstration on the St. Peters Earth Centre site, screening compost.

Komptech:	225-cy/hr
Neuenhauser:	427-cy/hr (1/2” opening)
TerraSelect:	320-cy/hr
Backers:	400-cy/hr (5/16” opening)

Cost of Replacement Parts. The Backers ware parts are approximately 28% lower in cost than the same Neuenhauser ware parts.

Other Considerations. The Backers dealer is located in St. Louis through Modern Tech Equipment which is connected to Ecoverse a well know corporation in the compost industry. Ecoverse provides a multitude of composting equipment, products, and training. Seven of the ten US Compost Council board members are Ecoverse employees.

Attachments: Photos of each Screening Unit
 Demonstration Field Notes & Reference Checks



Figure 1 Komptech XL3



Figure 2 Neuenhauser Super Screener 3F



Figure 3 Terra Select S6E



Figure 4 Backers 3-MA

KOMPTECH XL3 - MULTISTAR (ONE WINDSIFTER INSTALLED)

99 HP TIER 3 PERKINS DIESEL

- THROUGHPUT AS ADVERTISED → 375 CY/HR ~ 300 CY/HR
- DEALER STATED FOR BIOSOLID COMPOST → 200 ~ 250 CY/HR
- ACTUAL THROUGHPUT (INPUT DATA)

DEMO DATES

DELIVERY → SEPTEMBER 8TH 2016

DEMO → w/ BRANDON & GARRETT SEPTEMBER 9TH 2016

ON-SITE INDIVIDUAL OPERATION → SEPTEMBER 13, 14, 19, 21, 22

DEMO PICK UP → SEPTEMBER 26TH 2016

THROUGHPUT (INPUT) UPON DEMONSTRATION:

→ TEST 1 RECIPE - ELLIOT'S COMPOST

- MATERIAL → DRY BIOSOLID (AGED) COMPOST APPROX 30~40% MOISTURE
HOPPER @ 50% 180 - 210 CY/HR → AVERAGE
230 CY/HR → MAXIMUM

→ TEST 2 RECIPE - MOIST COMPOST (TWEAKED FACTORY TUNE)

- MATERIAL → WET BIOSOLID (FRESH) COMPOST APPROX 60~65% MOISTURE
HOPPER @ 44% 180 - 200 CY/HR → AVERAGE
200 → MAX.

* AT TIMES I WAS SEEING A 150 CY/HR MAX

* AVERAGES JUDGED @ TWO (2) 30 MIN INTERVALS AND ONE (1) HOUR INTERVAL -

* ALL INTERVALS WERE SCREENED @ RELATIVE (CRAB)/RANDOM SAMPLES FROM CURINE PILES

* NO DRY COMPOST OR CURED COMPOST ON-SITE FOR NEXT MACHINE DEMOS

* GENERATED A 9/16" (15mm) FINES PRODUCT w/ CONSIDERABLE PENCILING (PENCILING WORSE ON DRIER MATERIAL)

KOMPTECH XL3

FUEL CONSUMPTION:

ADVERTISED - N/A * STATES 75% MORE EFFIC. THAN HYD MACHINES
DEALER STATED - 1.2-24 GPH ACTUAL 4-6 GPH

POWERTRAIN

99 HP PERKINS DIESEL 60 KV/A DIESEL GENERATOR

SCREEN DECKS

	LENGTH	WIDTH	AREA	HOPPER CAP.
<u>FINES DECK</u>	17.8' FT	48" INCH	73 sq/ft	9 cy
<u>COARSE DECK</u>	16.3' FT	48" INCH	64. sqft	

* LARGER COARSE DECK ALLOWS MORE FINES TO DROP OUT = CLEANER OSE

NUMBER OF WINDSIFTERS → 1 (NEED 2)

TRANSPORT WEIGHT / HEIGHT → N/A - LEGAL

STAR CLEANING SYSTEM:

RIVETED ON STEEL CLEANING TIPS - SEEMS TO WORK OK -

TWO WORRIES:

- CHANGING / REPLACING - BIOSOLID IS EXTREMELY CORROSIVE
- RUSTING

STAR COMPOSITION → POLY URETHANE STARS ON CARBON STEEL SHAFTS

KOMPTECH XL3

PROS

- MULTI FRACTION / SPEED CONTROLLED
4 FRACTION FINES DECK
- GREAT SERVICE CONTACTS
JEFF - EXTREMELY KNOWLEDGEABLE

CONS

- MULTI SPEEDS ARE GREAT TOOL
PRODUCT SIZING WHEN MATERIAL
IS DRY BUT LOSE TORQUE /
MOTORS (ELECTRIC) OVER HEAT
W/ WET MATERIAL / UNDER LOAD
- POOR USER INTERFACE / DASHBOARD
- FINES CONVEYOR LOW CLEARANCE
- WINDSIFTER OVER AMP W/ STEAM
AND MOISTURE
- WET MATERIAL OVER AMPS
DRIVES

CONS FOR WINDSIFTER:

- CANNOT SUPPLY UNTIL AT
LEAST - MARCH 2017
- CANI BUY ONE WITHOUT AND
WILL RETRO-FIT AFTER THE
FACT - ?? NEW CONCEPT
/ NO R&D = AIRLIFT
- NON PERFORATED SIDES
- NO ADD ON OPTIONS OR
CONFIGURATIONS AVAILABLE
- HARD TO ACCESS FINES DECK
FOR STAR MAINTENANCE

BACKERS 3MTA / 3MA / 3TA (ONE WIND SIFTER INSTALLED)

* SMALL 10MM DECK INSTALLED FOR DEMO

1741 HP PERKINS TIER 3 DIESEL OVER HYDRAULIC

- THROUGHPUT AS ADVERTISED - UP TO 500 (WOOD PULP)
- DEALER STATED FOR BIOSOLID COMPOST: 200 - 300
- ACTUAL THROUGHPUT (INPUT) - 260 +

DEMO DATES:

DELIVERY → 9/28/2016

DEMO → 9/29/2016

w/ LYNDALL, MICHAEL, AND JOHN (SERVICE REP)

PICK UP → 9/29/2016 BY HANSENS TREE

THROUGHPUT (BY INPUT) UPON DEMONSTRATION

→ TEST ONE (INITIAL SET UP)

HOPPER @ 30% > 190 CY/HR 50CY @ 17m 20s

DECKS @ 100%

* MATERIAL - MOIST/WET BIOSOLID COMPOST @ 60-65% MOISTURE

→ TEST TWO (FINE TUNING)

HOPPER @ 50%

- 330 CY/HR MAXIMUM
- 240 CY/HR MINIMUM
- AVG @ 30m (x2) 250 CY/HR
- AVG @ 1HR (x1) 260 CY/HR

* ALL SAMPLES - COMPOSITE GRAB SAME AS KOMATECH TEST

2 TEST @ 30min/EA 1 TEST @ 1HR FOR COMP

* 10MM DECK - PRODUCED NICE 3/8" (10mm) SIZE COMPOST (FINES) w/ NO PENCILING

FUEL CONSUMPTION

DEALER STATED: 4-5 GPH (MAX-FULL LOAD)

ACTUAL (BASED ON 2HR RUN x PLC %) - 2.8 GPH

COMMON ACTUAL → 3-4 GPH

POWER TRAIN

174 HP TIER III PERKINS DIESEL / DANFOSS HYDRAULICS

SCREEN DECKS

	LENGTH	WIDTH	AREA	HOPPER SIZE
COARSE	10.4 FT	48" INCH	41.6 sqft	10 cu
FINES	22 FT	48" INCH	88 sqft	

* SHORT DECK (COARSE) INSTALLED

* ASK FOR "L" SERIES → LONGER COARSE DECK

x "L" MODEL → 16.75 FT L x 48" W = 67.5 sqft COARSE DECK

TRANSPORT WEIGHT / HEIGHT :

STAR CLEANING SYSTEM :

- DECK CLEANING - HYDRAULIC GRID
- ONLY RUNS WHEN Hyd PSI RISES / REMOTE + MANUAL CONTROL
- LESS LOAD ON STARS AS NO BOLT ON CLEANING TABS

STAR COMPOSITION :

- POLY URETHANE - NO CLEANING TIPS
- STAINLESS SHAFTS, SPACERS, & HARDWARE
- REMOVABLE DECKS FOR EASY MAINTENANCE

AIR COMPRESSOR
FOR CLEAN UP

PROS

CONS

- OPTION TO FRACTION DECK TWO INTO 4 SECTIONS AND SPEED - OR - TO CHAIN TOGETHER FOR MAX TORQUE ON WET MATERIAL
- STD. TOOL : REMOTE PKG
- STD REVERSING COOLING FANS
- SIMPLE HYDRAULICS
- OPEN - EASY TO WORK ON / REMOVABLE DECKS - NO STEAM BUILDS UP
- EXTRA OPTIONAL EQUIPMENT
- DONT NEED CLEANERS ALL TIME
- SCREENS AGE, DIRT (C&D)
- MORE VERSATILITY W/ DECK SLIDER AND FLIPPER OPTIONS
- REMOTE CONTROL
- LOCAL SERVICE + WINDWELL IS MEMBER OF USCC

- LOW ENGINE MOUNT CREATES DUST.
- NEED LETTER OF COMMITMENT TO AVOID TIER 4
- CLEANING DECK CAUSES WEAR ON STARS AND SLABS PRODUCTION
- TRACK MACHINE - NOT IN BUDGET
- TOUCH SCREEN - RECIPE PROGRAMMING STILL IN DEVELOPMENT
- TWO WINDSIFTERS = MORE CLUTTER
- REFERENCES HAVE CONFIRMED THAT CLEANING DECK VERY RARELY RUNS ON PU STARS @ BIOSOLID COMPOST > 40% m/k

• RESEARCH - CLEANING DECK

AS MATERIAL BUILDS ON THE STARS, THE HYD PRESSURE RAISES UNTIL A POINT WHERE THE CLEANING DECK COMES DOWN AND RUNS UNTIL THE PRESSURE DROPS THIS CAUSES:

- INCREASED FUEL CONSUMPTION
- LACK OF CONSISTANCY IN PRODUCT SIZING
- SLOWED PRODUCTION DURING CLEANING

• RESEARCH - AUTO LUBE

AUTO LUBE (BEKA-MAX) EQUIPPED MACHINES SEE MORE BEARING FAILURES AS OPERATORS PUT THE WRONG GREASE IN THE DRUM AND BEL/HARDENS THE LINES - HAND DUMPING ENSURES GOOD GREAS DISTRIBUTION BY FEELING

• RESEARCH - STAR COMPOSITION

BACKERS STARS

STIFFER, MORE RUGGED STAR COMPOSED OF P-U CAN SCREEN DIRT - CLEANING DECK IS NEEDED AS THESE STARS ARE MORE PRONE TO MATERIAL BUILD-UP.

HOWEVER - NO CLEANING DECK ON OVERS DECK AND NO PROBLEMS W/ PLUGGING

NEUENHAUSER STARS

'FLEXIBLE "COATED" STARS COMPOSED OF P-U CANNOT SCREEN DIRT BUT THE FLEXIBILITY REDUCES STICKING AND NEED FOR CLEANING

• SEPARATE DECK CAN BE PURCHASED FOR SCREENING DIRT

DECK LAYOUT

• FINES 1ST

- MORE FIBEROUS FINES = MORE MATERIAL

• OVERS 1ST

MORE VERSATILITY FOR ACT. PRODUCTS

DESIREABLE EQUIPMENT / OPTIONS

- PREMIUM DECK W/PU STARS - STD
- DECK SEGMENTING - STD
- DECK SLIDER - OPT
- FLIPPER - OPT
- AUTO LOBE - STD EQUIP
- REV FANS - STD EQUIP
- TRACKS ONLY / TRACKS + MOB - SPEC & QUOTE BOTH 3MTA / TA / MA
- DECK 1 OVERS DISCHARGE CONVEYOR - STD
- 14MM DECK 2 - STD
- "L" MODEL DECK 1 - OPT
- STD DECK CLEANER - STD
- LONGER DECK CLEANER - OPT
- DECK ROLLING CHAIN - ACC
- COMPRESSOR - OPT
- 48" WIDE DECK - STD EQUIP
- TWO (2) WINDSIFTERS - STD
- ULTRASONIC HOPPER CONTROL - OPT

* AVOID TIER 4 W/ LETTER OF COMMITMENT

REFERENCE CONTACTS

- KENNY BYRNE, HANSENS TREE ST. LOUIS MO - 314-280-0579
- JEFF JONES, JONES MULCH CO. MEMPHIS TN - 901-331-1117
- MAX PEACHY, METZLER FORREST PRODUCTS, REEDSVILLE PA - 717-363-0685
- BRAD McALISTER, MIDWEST RE-CON (SERVICE) - 660-651-5899
- KENT PENNICH, A-1 ORGANICS (BIOSOLID) EATON, CO - 970-396-5295

↑ NEIGHBOR TO KOMATECH



NOTE FOR BACKERS SALES ADVANTAGE

- ECOVERSEI-EMPLOYEES 7 OF THE 10 USCC BOARD MEMBERS
! OFFERS THEIR KNOWLEDGE FREE OF CHARGE
- HANSENS TREE DEMO'S NEUENHAUSER, BACKERS AND
KOMATECH AND SELECTED BACKERS WITH OVER
30 YEARS OF INDUSTRIAL EXPERIENCE

REFERENCES - BACKERS

KENNY BYRNE (HASEN'S TREE) *****

- LIKED THE DURABILITY AND PRICE OF BACKERS
- THOUGHT BACKERS PERFORMED BETTER WITH MORE VERSATILITY AND OPTIONS

" WHAT REALLY SOLD IT WAS THE ECOVERSE TEAM AND MICHAEL. THEY ARE AWESOME, KNOWLEDGEABLE PEOPLE WITH GREAT LOCAL SERVICE AND SUPPORT.

WE BOUGHT OUR FIRST CONVEYOR FROM MICHAEL 18 YRS AGO AND HAVE BEEN HAPPY SINCE"

METZLER FOREST PRODUCTS (REEDSVILLE PA) - MAX PEACHY *****

" HAVE OWNED THE BACKERS 3MAC FOR OVER TWO YEARS WITH ABSOLUTELY NO PROBLEMS OTHER THAN A BAD BATTERY WHICH THEY COVERED UNDER WARRANTY AFTER 1000 HOURS. NEIGHBORING COMPOST FACILITY DOWN THE ROAD HAS A USED KOMTECH AND A NEWER NEUENHAUSER. THEY LIKE THE NEUENHAUSER BUT THE STARS WEAR OUT QUICKER AND THE KOMTECH HAS POOR PRODUCTION AND IS TERRIBLE TO WORK ON. BACKERS HAS AWESOME CUSTOMER SERVICE AND THE OWNER COMES ONCE A YEAR TO CHECK UP" 2700 HRS ON MACHINE

JONES MULCH CO (MEMPHIS TN) - JEFF JONES *****

- NO PROBLEMS WITH DECK OR STAR OR WEAR IN 2000 HRS
- WATER PUMP WENT OUT UNDER WARRANTY
- LOVE THE MACHINE AND CUSTOMER SVC FROM BACKERS
- OUT PERFORMED EVERY MACHINE THE LOOKED AT.

BRAD McAUSTER - MIDWEST REGION - SERVICE

- BRAD HAS ENJOYED WORKING W/ THE ECOVERSE TEAM
- BACKERS HAS SUPPLIED ECOVERSE WITH HIGHLY KNOWLEDGEABLE SERVICE TECHNICIANS
- HAS NEVER RUN INTO PARTS AVAILABILITY OR WARRANTY ISSUES.

* AI ORGANICS (NATIONWIDE COMPANY) TALKED W/ KENT @ CO YARD

" I HAVE RUN EVERY TYPE AND BRAND OFF SCREEN THERE IS ON THE MARKET. NONE OF THEM CAN DO WHAT BACKERS CAN ESPECIALLY ON WET BIOSOLID COMPOST. NEVER HAD ANY PROBLEMS WITH OUR MACHINE IN 2400 HRS, NEVER REPLACED A BEARING OR STAR AND LYADERL PATE HAS BEEN OUR MOST VALUABLE RESOURCE"

- RUNS BACKERS & DORRSTADT SCREENS, BACHOS TURNERS, TIGER DEPACKAGER, AND HARVEST QUEST
- ~~***~~ ALL ECOVERSE PRODUCTS ~~***~~
- CHOSE BACKERS OVER NEUENHAUSER AND KOMATECH FOR ALL FACILITIES STRICTLY BECAUSE OF THEIR SERVICE, RELIABILITY AND VERSITILITY

* KEEP THIS CONTACT FOR FUTURE HELP
KNOWLEDGEABLE - GREAT GUY!

TERRA-SELECT S6-E (PETERSON/ASTECC)15mm \rightarrow $\frac{1}{2}$ " - $\frac{3}{4}$ " FINES DECK INSTALLED

74 HP? JCB DIESEL

- THROUGHPUT AS ADVERTISED - UP TO 600 CY/HR
- DEALER STATED FOR BIOSOLID - UNSURE
- ACTUAL THROUGHPUT (INPUT) - 250 CY/HR

DEMO DATES

DELIVERY: 10/17/16 - MACHINE REQ. REPAIRS BEFORE OPERATION

DEMO: 10/18/16

W/ JAMES (PETERSON SCREEN SPECIALIST): DEREK IZWORSKI

- * MACHINE DID NOT ARRIVE WHEN EXPECTED (10/14/16) AND DEALER (DEREK) WAS UNREACHABLE BY MYSELF: TRUCK CO.

THROUGHPUT BY INPUT UPON DEMONSTRATION

TEST 1 \rightarrow DRY BIOSOLID COMPOST (25% MOISTURE)

HOPPER @ 50%

DECKS @ UNKNOWN

= (60 CY @ 11m 25SEC) = 320 CY/HR

TEST 2 \rightarrow WET BIOSOLID COMPOST (APPROX 50% MOISTURE)

HOPPER @ UNKNOWN

DECKS @ UNKNOWN

= (60 CY @ 14m 3SEC) = 256 CY/HR

*

FUEL CONSUMPTION:

- DEALER STATED: 1.7 GPH
- ACTUAL - 3 GPH
- COMMON ACTUAL - 2-3 GPH

POWER TRAIN

74 HP JOB TIER 4 DIESEL (NO DEF)

SCREEN DECKS

	LENGTH	WIDTH	AREA	HOPPER SIZE
COARSE	74' 1"	3' 11"	55 sqft	10.5 cu
FINES	22' 8"	3' 11"	88.75 sqft	* HARD TO LOAD

TRANSPORT HEIGHT/WEIGHT:

LEGAL → 13' 1" @ 52,900 LBS

STAR CLEANING SYSTEM:

- FINES DECK (DECK 2) PROTRUSIONS BUILT ON TO ONE FINGER EACH STAR (NEUENHUSER TYPE)
- OVERS DECK (DECK 1) BOLT ON KOMTECH LIKE CLEANING CLEATS

STAR COMPOSITION:

- POLY STARS (PU)
- STAINLESS SHAFTS
- LUBO SYSTEM FOR EASY CASSETTE REMOVAL

PROS

LOCAL SERVICE

@ GW VAN KEPPEL

CONS

• SEEMS CHEAPLY BUILT

• JCB DIESEL LESS THAN DESIREABLE

• WINDSIFTERS DO NOT COME MOUNTED,
MUST BE LIFTED ON W/MACHINE
ONCE UNFOLDED - NO PROVEN
WINDSIFTER SUCCESS

• NARROW & SMALL HOPPER,
SITUATED IN LINE W/ MIDS BELT
CAUSING OVERSPILL CONTAMINATION

• MIDS WERE NOT CLEANLY SCREENED

• MOTORS EXPOSED FOR EASY DAMAGE

• CURTAINS

NEUENHAUSER SUPER SCREENER 3F

173 HP JOHN DEERE DIESEL

INTERIM TIER 4 - NO DEF REQUIRED

- THROUGHPUT AS ADVERTISED - UP TO 600 CY/HR
- DEALER STATED FOR BIOSOLID - 400 CY/HR
- ACTUAL THROUGHPUT - MAX 427 CY/HR

DEMO DATES:

DELIVERY: 10/18/16

DEMO 10/19/16

W/ MARK LEUNER (NEUSTARR) PAT RICK FROM EMERALD EQUIP

* EMERALD EQUIP IS THE LARGEST GRINDER/CRUSHER/SCREEN DEALER

IN THE UNITED STATES

* PAT IS VERY KNOWLEDGABLE

THROUGHPUT BY INPUT UPON DEMONSTRATION

TEST 1: 30% MOISTURE BIOSOLID COMPOST (DRY)

HOPPER @ 40%

DECKS @ 60~70%

60 CY @ 8m 43sec = 427 CY/HR

TEST 2: 60% MOISTURE BIOSOLID COMPOST (WET)

HOPPER @ 36%

DECKS @ UNKNOWN

60 CY @ 13m 40sec = 276 CY/HR

* CAPABLE OF MORE, HOPPER SET @ 36% - SCREEN DECK WAS CLEAN (WET MATERIAL)

* SCREEN DECK REMAINED CLEAN THROUGHOUT ENTIRE PERFORMANCE

FUEL CONSUMPTION

- DEALER STATED
- ACTUAL
- COMMON ACTUAL

POWER TRAIN:

173 HP JOHN DEER DIESEL TIER 4i - INTERIM
 HYDRAULIC POWER

SCREEN DECKS:

	LENGTH	WIDTH	AREA	HOPPER SIZE	
<u>COARSE</u>	12' 2"	48"	48 sqft	9.5 CY	3/8" - 1/2"
<u>FINES</u>	22' 7"	48"	90 sqft	—	3/8" - 5/8"

TRANSPORT HEIGHT / WEIGHT: 53,000 lbs + PERMIT NEEDED

- OVERHEIGHT OVER WEIGHT
- DISASSEMBLY REQUIRED

STAR CLEANING SYSTEM:

PROTRUSIONS OR "THUMBS" ON TWO FINGERS OF EACH STAR, SMALLER STARS FIRST - LARGER STARS IN THE REAR

* WORKED VERY WELL - STAYS VERY CLEAN

STAR DECK COMPOSITION:

- PU - POLY URETHANE STARS
 " PROPRIETARY BLEND PREVENTS STICKING "
- STAINLESS STEEL SHAFTS & SPACERS
- EASY TO REMOVE AND SERVICE

PRO'S

- "C" BELT ARRANGEMENT W/ TRACKS ALLOWS FOR ONE OPERATOR PERFORMANCE REDUCING LABOR COST
- ONE WINDSIFTER = FEWER HOSES / BOXES = LESS CLUTTER
- BETTER HIGHER QUALITY FINES PRODUCTION THAN OTHERS
- STAINLESS HARDWARE - STAINLESS TUBES (HYDRAULIC) - MANY STAINLESS COMPONENTS
- HYDRAULIC TUBES RUN LENGTH OF CHASSIS INSTEAD OF HOSE
- REMOTE CONTROL
- OPEN / REMOVABLE DECK - NO STEAM - EASY TO WORK ON
- VERY WELL BUILT

CONS

- WIDE FOOT PRINT W/ "C" BELT ARRANGEMENT.
- SERVICE - CURRENTLY DOES NOT HAVE LOCAL TECH.
- NOT EASY / EXPENSIVE TO TRANSPORT
- ENGINE LOCATED NEXT TO HOPPER CAN CAUSE HEAT ISSUES
- NO AIR COMPRESSOR - BUDGET FOR SMALL AIR COMPRESSOR TO BE MOUNTED ON CATWALK
- CANNOT SCREEN DIRT UNLESS SEPARATE DECK IS PURCHASED SEE RESEARCH POINT ON DECK COMPOSITION
- * NO DECK SEGMENTING - BUT NOT NECESSARY!
- * REFERENCES CONFIRMED - DECK SEGMENTING WOULD MAKE THIS MACHINE MORE VERSATILE
- * ONE WINDSIFTER = MORE BURDEN UNDER ONE NOZZLE = LESS SEPARATION

REFERENCES (SOURCE NEUENHAUSER REF LIST)

ELIOT SCHNEIDER

HARVEST CONSUMER PRODUCTS - CAVE CITY KY - MIKE BERTRAM

- BRIEF CONTACT
- MACHINE WORKS WELL
- MATERIAL WILL FREEZE TO SIDES UNDER THE DECK AND TEAR UP THE STARS QUICKLY
- ONLY SCREENS DRY HARDWOOD MULCH
- TRIED SCREENING TOPSOIL
= SLOW - DAMAGED STARS
- HAS OWNED 18 MONTHS AND LOST 1 HYD MOTOR SO FAR
- SCREENS MATERIAL @ 250 CY/HR

MR MULCH - VERO BEACH, FL - RUSSEL PAYNE

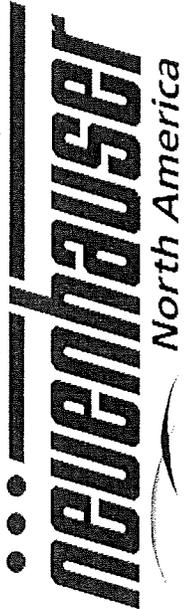
- MACHINE OVER HEATS
- "DONT HAVE TIME TO TALK ABOUT IT WILL CALL BACK"
- NO CALL BACK

ACE CORP - (DEALER) CLEVELAND OH - SEAN MCLIVOR

- SOLD TWO TO SCOTT'S MIRACLE GROW THEY LIKE THEM
- HAS LOTS OF INVENTORY PARTS

MWARD HARLEM SOLID WASTE MGMT - CHICAGO - DAN COLLINS

- SCREENS SMALL AMOUNTS OF DRY BIOSOLID
- LOVES THIER 2F MACHINE
- DONT LET MATERIAL FREEZE UP UNDER DECK
- BOUGHT IT BECAUSE THEY WERE LOW BIDDER



Company	Contact	Phone	City	State
✓ Lowe Products Co	Scott Lowe	304-671-1892	Shepardstown	WV
✓ Mr. Mulch	Russell Payne	772-473-2222	Vero Beach	FL
✓ Harvest Consumer Products	Matt Rizzuto	302-841-4483	Doswell	VA
✓ Harvest Consumer Products	Mike Bertram	980-444-2061	Cave City	KY
✓ Aggcorp	Sean McIvor	614-309-6854	Cleveland	OH
✓ R.P. Russell	Zach Eaton	603-608-9828	Brentwood	NH
✓ Yard Works	Billy Stinson	804-763-4763	Moseley	VA
✓ Oldcastle Pageland	Chad Williams	704-242-4341	Pageland	SC
Britton Industries	Jim Britton	844 274-8866	Morrisville	PA
MWRD Harlem Solids Management	Dan Collins	708-588-4300	Forrest View	IL
J.D. Raymond		207-945-9001	Bangor	ME

MULCH
MULCH
MULCH MACHINE
COMPOST MACHINE

TALKED TO ON PHONE	DATE	LEFT VOICEMAIL	DATE
HARVEST CONSUMER PROD.	10/21 (BOTH)	R.P. RUSSELL	10/21
ACE CORP (DEALER)	10/21	YARD WORKS	10/21
SCOTT'S MIRACLE GROW	10/21	MR. MULCH	10/21
MWRD	10/21	OLD CASTLE	10/21

RBA FORM (OFFICE USE)

MEETING DATE: November 10, 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

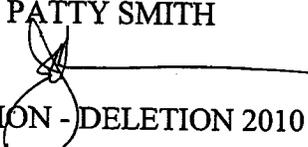






CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: CATHY PRATT, PATTY SMITH
FROM: JOHN BECHER 
SUBJECT: EMAIL RETENTION - DELETION 2010 OR EARLIER
DATE: OCTOBER 5, 2016
CC:

I have directed David Baker to initiate the automatic deletion of emails from all personal mailboxes on the Exchange Server for emails sent or received before January 1, 2011. This process will begin today, October 5, 2016 at 6pm.

We have advised staff to review and retain emails considered to be "records" by either printing or moving to a GROUP mailbox specifically created for this retention purpose. We have notified Records Coordinators to review their department's emails and retain "records" that have a retention period longer than 6 years or emails that have been identified by our attorneys to be retained for pending litigation.

There are 14,234,759 emails on the Exchange Server of which 3,789,797 are from 2010 or earlier that will be deleted with the automated process that will run this evening.



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Human Resources		Total # of Boxes:
Department Records Coordinator: Cyndi Wade		
Date: 10/04/16	Office Address: 1 St. Peters Centre Blvd., St. Peters, MO 63376	Telephone: Ext 1243

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>Cyndi Wade</i>	Date: <i>10/4/16</i>	Date of Records Destruction: 10/04/16
Group Manager: <i>Cathy Pratt</i>	Date: <i>10-14/16</i>	Destruction Method:
Date of BOA Minutes:		Shredding <input type="checkbox"/>
		Discard <input checked="" type="checkbox"/>
		Outside Vendor <input type="checkbox"/>

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 Smith</i>	Date: <i>10/14/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: <u>St. Peters Police Dept.</u>		Total # of Boxes: <u>N/A</u>
Department Records Coordinator: <u>Theresa Wilkins</u>		
Date: <u>10/04/16</u>	Office Address: <u>1020 Grand Teton, St. Peters, MO 63376</u>	Telephone: <u>(636) 278-2244</u> <u>3378</u>

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: <u>Theresa Wilkins</u>	Date: <u>10/04/16</u>	Date of Records Destruction: <u>10/04/16</u>
Group Manager: <u>[Signature]</u>	Date: <u>10/11/16</u>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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: <u>[Signature]</u>	Date: <u>10/13/16</u>

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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: WES		Total # of Boxes:
Department Records Coordinator: Nancy Mutchler		
Date: 10/04/16	Office Address: 100 Ecology Drive	Telephone: ext. 1388

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>Nancy Mutchler</i>	Date: <i>10/4/16</i>	Date of Records Destruction: 10/04/16
Group Manager: <i>Bill Mohr</i>	Date: <i>10/7/16</i>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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>Patricia E. Smith</i>	Date: <i>10/13/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



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

Page 1 of 1

Department Name: Health & Environmental Services		Total # of Boxes: <i>N/A</i>
Department Records Coordinator: Jeanette Turnbaugh		
Date: 10/04/16	Office Address: 131 Ecology Drive	Telephone: 636-477-6600 ext 1471

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>J. Turnbaugh</i>	Date: <i>10-4-16</i>	Date of Records Destruction: 10/04/16
Group Manager: <i>[Signature]</i>	Date: <i>10.4.16</i>	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: <i>10/14/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	F



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

Page ____ of ____

Department Name: SSS-FINANCE		Total # of Boxes:
Department Records Coordinator: RITA WESTERSON		
Date: 10/04/16	Office Address: CITY HALL	Telephone: 1224

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>Rita Westerson</i>	Date: <i>10-4-16</i>	Date of Records Destruction: 10/04/16
Group Manager: <i>C Pratt</i>	Date: <i>10-4-16</i>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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>Patricia Smith</i>	Date: <i>10/4/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



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

Page 1 of 1

Department Name: Recreation & Cultural Services (RCS)		Total # of Boxes:
Department Records Coordinator: Shane Kelly		
Date: 10/04/16	Office Address: 5200 Mexico Road, Saint Peters, MO 63376	Telephone: 636-939-2686

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>Shane Kelly</i>	Date: 10/3/16	Date of Records Destruction: 10/04/16
Group Manager: <i>[Signature]</i>	Date: 10/4/16	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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: 10/4/16

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
N/A	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: SSS/ADMINISTRATION		Total # of Boxes: 1/4
Department Records Coordinator: CHRIS CATTOOR		
Date: 10/04/16	Office Address: ONE ST PETERS CENTRE BLVD., ST. PETERS, MO 63376	Telephone: 636-477-6600

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: 10/4/16	Date of Records Destruction: 10/04/16
Group Manager: <i>Cathy Pratt</i>	Date: 10/24/16	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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 Smeltz</i>	Date: 10/26/16

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
N/A	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



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

Page 1 of 1

Department Name: WES/City Hall		Total # of Boxes:
Department Records Coordinator: Mary Spinner		
Date: 10/04/16	Office Address: One St. Peters Centre Blvd.	Telephone:

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 Spinner</i>	Date: <i>10-31-16</i>	Date of Records Destruction: 10/05/16
Group Manager: <i>Bill Madd</i>	Date: <i>10-31-16</i>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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 Smith</i>	Date: <i>10/31/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



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

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Department Name: TDS/PL, BOA, etc.		Total # of Boxes:
Department Records Coordinator: Melissa Vollmer		
Date: 10/04/16	Office Address: One St. Peters Centre Blvd.	Telephone:

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>Melissa Vollmer</i>	Date: <i>10-31-16</i>	Date of Records Destruction: 10/05/16
Group Manager: <i>Cathy Pratt</i>	Date: <i>10-31-16</i>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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: <i>10/25/16</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	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E



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Department Name: PGS		Total # of Boxes:
Department Records Coordinator: Mary Kuppler		
Date: 10/04/16	Office Address: One St. Peters Centre Blvd.	Telephone:

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:	Date:	Date of Records Destruction: 10/05/16
Group Manager: <i>William J. Stutz</i>	Date: 11/3/16	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" 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 Smith</i>	Date: 10/3/16

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
N/A	GS012	Correspondence - general emails city-wide all mailboxes.	2010 & older	1 year	E