



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
May 26, 2016

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

The Work Session was called to order at approximately 5:00 p.m. on Thursday, May 26, 2016 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Patty Smith, City Clerk, called the roll. The following were present: Mayor Pagano; Alderman Aytes, Alderman Barclay; Alderman Bateman; Board President Reitmeyer; Alderman Shea; Alderman Thomas, Alderman Violet; Bill Charnisky, City Administrator; Jeff Finkelstein, Chief of Police; Special Counsel Weber; Russ Batzel, Transportation and Development Services Manager; Cathy Pratt, Director of Human Resources and Community Services; Bill Malach, Water Environment Services Manager; Dave Kuppler, Health and Environmental Services Manager; Rick Oloteo, Director of Recreation Services; Patty Smith, City Clerk. Alderman Hollingsworth was absent.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

NEW BUSINESS ITEMS

Alderman Bateman moved and Alderman Shea seconded the motion to remove Discussion/ "Welcome Home Vietnam Veterans Day in St. Peters" from the agenda for discussion. The motion was approved.

DISCUSSION/ "WELCOME HOME VIETNAM VETERANS DAY IN ST. PETERS" -  
SHEA

Alderman Shea requested a resolution to designate March 30<sup>th</sup> yearly, from 2017 until 2025, as "Welcome Home Vietnam Veterans Day" in St. Peters. He advised that March 30, 2011 was officially designated as "Welcome Home Vietnam Veterans Day" by the U.S. Senate. This date marks the 38<sup>th</sup> anniversary of the withdrawal of U.S. combat and combat support units from Vietnam. Alderman Bateman advised that Alderman Shea presented this idea to the Veterans' Commission in May and stated it was well received by the Commission and is something that the Veterans Commission can build on. Questions were addressed and discussion held regarding the likelihood of any other programs or events being held that would coincide with the designation of this day, and would require staff time and have a budget impact. Alderman Shea stated not at this time, and clarified that any future ceremonies or events held on that day will be organized through the Veterans Commission; and this resolution does not require any ceremonies to take place. Questions about the time frame of the Resolution were addressed and Alderman Shea explained that the original crafting of the State bill was designed to recognize the length of the Vietnam War from beginning to end, which is the reason why those

dates are set. Alderman Barclay noted that after reviewing the state bill that is signed by Governor Nixon, it also declared that March 26<sup>th</sup> of each year to be recognized as "Veterans of Operation Iraqi/Enduring Freedom Day"; which he suggested may be something that the Veterans Commission may want to review in the future as well. Alderman Thomas moved and Alderman Violet seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Violet seconded the motion to remove Discussion/Consider Combat Wounded Veteran Parking Spaces from the agenda for discussion. The motion was approved.

DISCUSSION/CONSIDER COMBAT WOUNDED VETERAN PARKING SPACES -  
VIOLET/BATEMAN/BARCLAY/THOMAS

Alderman Violet discussed how the City supports their veterans and since the City is designated as a Purple Heart City, she would like to extend this appreciation by designating Purple Heart parking spaces for wounded veterans at the following three locations on City property; the Cultural Art Center, War Memorial at City Hall, Rec-Plex; and also two temporary signs at 370 Lakeside Park used during the Celebrate St. Peters event. She suggested that more spaces could be added once staff is comfortable with the application of the paint. She provided photographs of the sign and the purple parking spot. Signs could be donated through Wounded Warriors Family Support Organization; with the exception of shipping, and time and materials to install and paint the parking spot, unless a donation was provided. She would like to have a small dedication of the first parking spot to commemorate this program and provide public awareness.

Concerns were addressed regarding running out of regular parking spaces; the funding of this program with the cost of materials and staff time; regulating the use of these spaces; and promotion of the Wounded Warrior organization on public property. Alderman Bateman stated that since these are not designated as handicapped spots, she feels people will not abuse the privilege; Mr. Batzel explained that the costs are incidental as Alderman Violet explained, and not a budgetary item; Chief Finkelstein advised that these spaces will not be regulated, as they are similar to other courtesy signs like expectant mother signs; Mr. Batzel commented that this organization is a non-profit, which causes concern that on public property we are promoting this organization by displaying their sign and which may draw other non-profits who may want signs up as well. He suggested providing signs without the reference to Wounded Warrior organization. Alderman Bateman moved and Alderman Aytes seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

MAYOR/CITY ADMINISTRATOR ITEMS FOR DISCUSSION

NEW BUSINESS ITEMS

Alderman Reitmeyer moved and Alderman Barclay seconded the motion to remove Purchase Recommendation of Replacement Aerial Lift Truck from the agenda for discussion. The motion was approved.

#### PURCHASE RECOMMENDATION OF REPLACEMENT AERIAL LIFT TRUCK – KUPPLER

Mr. Kuppler stated for FY16, \$110,000 was budgeted to purchase a new truck to replace the 2008 Aerial Lift Truck which is operated by the TDS maintenance group. The truck is used for access to traffic control equipment and street lights. Staff has reviewed both the statewide and MoDOT contracts and there are four options from three vendors for the purchase of this truck on the MoDOT contract and nothing on the statewide contract. Altec has agreed to provide a Ford F-550 for the chassis for the same price as the Dodge 5500. Staff is recommending the City purchase the truck from Altec Industries, who is the lowest bidder. The price of the truck from Altec Industries is \$103,218.00 and is \$6,782.00 under budget. Alderman Thomas moved and Alderman Barclay seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Barclay seconded the motion to remove Storm Water Project P-5 Channel Improvements from the agenda for discussion. The motion was approved.

#### STORM WATER PROJECT P-5 CHANNEL IMPROVEMENTS – BATZEL

Mr. Batzel advised this item is for the construction of the Mid Rivers Estates Stream Channel Improvement Project that goes from Grand Teton to South Church Street and parallels Mid Rivers Mall Drive. On May 23, 2016, the city received four (4) bids for this project. Bids ranged from \$275,016 to \$405,448. The recommended low bidder is Alpha II Contracting, as they were 9% lower than the second lowest bid and have successfully completed other projects for the City in the past. Staff is recommending Alpha II for this project in the amount of \$275,016. Alderman Violet moved and Alderman Reitmeyer seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Cave Springs Traffic Signal Replacement Bid from the agenda for discussion. The motion was approved.

#### CAVE SPRINGS TRAFFIC SIGNAL REPLACEMENT BID – BATZEL

Mr. Batzel displayed an aerial photo of intersection at Cave Springs Boulevard and Mexico Road which is the site of the traffic signal replacement project. Mr. Batzel stated that on May 16, 2016, two (2) bids were received for this project. The bids ranged from \$232,167 to \$257,043. Staff is recommending award to the low bidder of Gerstner Electric who was 11% lower than the second low bid. They have previously completed several projects in

the City including the traffic signal in front of City Hall. Brief discussion about enhancements was held. Mr. Batzel explained the traffic signal would be enhanced by being painted black, but there isn't enough room for decorative stamping. Alderman Violet moved and Alderman Reitmeyer seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Barclay seconded the motion to remove Amendment to Engineering Agreement for the Sun River / McClay Meadows Stormwater Improvement Project P-21 from the agenda for discussion. The motion was approved.

#### AMENDMENT TO ENGINEERING AGREEMENT FOR THE SUN RIVER / MCCLAY MEADOWS STORMWATER IMPROVEMENT PROJECT P-21 – BATZEL

Mr. Batzel displayed an aerial photo of the project area south of McClay Road behind Sun River Apartments. On August 13, 2015 the City approved and retained Barr Engineering to perform Phase I engineering services to develop conceptual designs for the Sun River/McClay Meadows Stormwater Improvement Project P-21 for improvements to detention basin and channel improvements that will improve water quality and flooding issues and better convey the stormwater runoff from the area. They are now ready to move forward with Phase II. Barr Engineering prepared a proposal to complete this design work and prepare construction bid documents with final design services estimated at \$256,100. Staff recommended proceeding with Phase II engineering services with Barr Engineering for this project. Alderman Bateman moved and Alderman Reitmeyer seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove 2016 Concrete Ready Mix Supply Purchase Order from the agenda for discussion. The motion was approved.

#### 2016 CONCRETE READY MIX SUPPLY PURCHASE ORDER – BATZEL

Mr. Batzel explained that this request is to renew the contract for the supply and delivery of various types of concrete ready mix with Schreiter Ready Mix. On June 3, 2015 the City received five (5) bids for concrete ready mix used in various City projects by streets, parks, and utility departments. Schreiter Ready Mix was the low bidder and the bid from last year allowed for an option for up to three, twelve month renewals with specified unit cost increases. Schreiter Ready Mix has agreed to renew the purchase order with a three percent (3%) increase for the 2016-17 season of up to \$200,000 beginning on July 2, 2016. Alderman Thomas moved and Alderman Reitmeyer seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Resolution/G.O. Bonds for Stormwater Projects from the agenda for discussion. The motion was approved.

#### RESOLUTION/G.O. BONDS FOR STORMWATER PROJECTS – PRATT

Ms. Pratt advised that this Resolution on tonight's agenda is for the sale of General Obligation Bonds for the principal amount of \$8,000,000 for Stormwater projects. On August 3, 2010, voters authorized the City to issue up to \$40 million in bonds for the purpose of stormwater improvement projects. The City has issued \$17,465,000 in bonds to date with this issue bringing the total to \$25,465,000. Although revenues from the Parks and Stormwater Sales Tax are not pledged to the payment of the Bonds, the City intends to budget such revenues to make debt service payments on the bonds. **This is business item I-13 on this evening's Board of Aldermen meeting agenda for consideration.** Alderman Barclay moved and Alderman Bateman seconded the motion to place this item on the June 23, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the June 23, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Secretary of State/Records Retention Schedule from the agenda for discussion. The motion was approved.

#### SECRETARY OF STATE/RECORDS RETENTION SCHEDULE – SMITH

City Clerk Smith stated that the Destruction of Records forms provided in this evening's meeting packet necessitate being entered and made a part of the minutes of the Board of Aldermen for May 26, 2016. Alderman Reitmeyer moved and Alderman Violet seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms that are provided in the Work Session packet and to be entered into the May 26, 2016 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

#### MISCELLANEOUS UPDATES – CHARNISKY

Mr. Rick Oloteo, Director of Recreation, displayed an aerial drawing and gave an update on the Rec-Plex front entrance construction. Mr. Oloteo stated the project will begin on Monday, June 6<sup>th</sup> and will be completed in two phases. Phase 1 will begin on June 13<sup>th</sup> for the new exit/entrance to Mexico Road, the four-way stop, and new parking lot. Phase 1 is expected to be completed around August 19<sup>th</sup>. Phase 2 will allow the parking lot to be opened up and will begin August 22, which will open up the new parking lot, and project expected to be completed on October 24.

Mr. Bill Malach, Water Environment Services Manager, displayed an aerial photo and gave an update and history of the Westwood/St. Mary's/Steeplechase/St. Peters Estates Special Service Area Sewer Project. This project is located in unincorporated St. Charles County south of Interstate 70 north of Mexico Road, west of South Church Street and east of Dardenne Creek. This area is served by the City's sanitary sewers. In 2014, the City went

out for engineering proposals to study this service area that has historically experienced sewer overflows and basement backups. In 2014, George Butler and Associates performed a sanitary sewer evaluation study and made suggestions in making improvements. In September, 2015, the City entered into a design contract with George Butler and Associates to design the recommended improvements. On Thursday, June 2, these improvements will go out for bid, with a bid opening date of June 17<sup>th</sup>, the Friday before the next Board of Alderman meeting. Mr. Malach requested to place this item on both the Work Session and Board of Aldermen meeting agenda for June 23, 2016. This project is estimated at \$1.3ML; which will be paid back to the City over the next twenty years from the 810 households in the special service area. Mr. Malach explained the scope of the project and advised he will provide the bid recommendation to the Mayor and Board of Aldermen early in the week of June 20th. Questions from the Aldermen were addressed. The Board of Aldermen was in agreement with his request.

#### BOARD MEETING AGENDA ITEM REVISIONS – CHARNISKY

None

#### EXECUTIVE SESSION RE: LITIGATION, REAL ESTATE AND PERSONNEL, PURSUANT TO SECTION 610.021 (1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to enter Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6) and then adjourn the Work Session meeting from the Executive Session. With the motion approved, the Board of Aldermen entered Executive Session at approximately 5:54 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Reitmeyer: yes; Alderman Hollingsworth: absent; Alderman Thomas: yes; Alderman Bateman: yes; Alderman Violet: yes; Alderman Shea: yes; Alderman Barclay: yes; Alderman Aytes: yes.

#### ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Reitmeyer moved and Alderman Thomas seconded the motion to adjourn the Executive Session and the Work Session meetings. The motion carried and the Executive Session and the Work Session was adjourned at approximately 6:09 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Reitmeyer, yes; Alderman Hollingsworth, absent; Alderman Bateman, yes; Alderman Thomas, yes; Alderman Barclay, yes; Alderman Violet, yes; Alderman Shea, yes; Alderman Aytes, yes.

Submitted by,



Patricia E. Smith  
City Clerk



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

Page 1 of 3

Department Name: <b>Human Resources</b>		Total # of Boxes: <i>23 boxes + 3 file drawers</i>
Department Records Coordinator: <b>Amy E. Heckart</b>		
Date: <b>12/14/15</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters, MO 63376</b>	Telephone: <b>636-477-6600 x-1204</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>Amy Heckart</i>	Date: <i>1-15-16</i>	Date of Records Destruction: <i>See attached dates</i>
Group Manager: <i>Tim Wilkinson</i>	Date: <i>1/19/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>5-26-16</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>1/20/16</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
T-1320	GS 062	Posting Folders 12-1137 through 12-1185	2012	3 Years	P
T-1500-30 thru T-1500-34	GS 062	Applications 12-1138, 12-1140, 12-1141, 12-1142, 12-1144, 12-1146, 12-1147, 12-1148, 12-1154, 12-1155, 12-1137, 12-1143, 12-1149, 12-1152, 12-1156, 12-1157, 12-1162, 12-1163, 12-1164, 12-1165, 12-1172, 2012 GSR's A-Z, 2012 Misc, 2012 Resident Youth	2012	3 Years	P



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

Page 2 of 3

Department Name: <b>Human Resources</b>		Total # of Boxes:
Department Records Coordinator: <b>Amy E. Heckart</b>		
Date: <b>12/14/15</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters MO 63376</b>	Telephone: <b>636-477-6600 x-1204</b>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
T-1500-35 thru T-1500-38	GS 062	Applications 12-1165, 12-1167, 12-1168, 12-1171, 12-1175, 12-1177, 12-1173, 12-1174, 12-1181, 12-1185, 12-1180, 12-1182, 12-1183	2012	3 Years	P
T-0024-7	GS 033	W-2	2010	5 Years	P
T-2010-A thru T-2010-D	GS68 & GS28	FY10 Payroll Verification  T-2010-D Includes Safety Award Information Year (7/30/10-9/24/10) and Safety Awards (7/1/07-6/30/10)	10/09/09 to 09/24/10	5 Years	P
T-2010-F	GS68	Net transmittal, Mo Tax, Qtr/Monthly MO Tax, Federal, FICA, Medicare, Tuition Deduction, Rec-Plex withholding, United Way withholdings	Oct 2009 - Sept 2010	5 Years	P
T-2010-G	GS68	400 Hour Report, PT 2080 Report, Resident Youth, Vacation Edit, GSR Life Hours, PT/FT 12 Month Advancement, PT/FT Payroll Change Memos	Oct 2009 - Sept 2010	5 Years	P
T-2010-H	GS68 & GS28	Payroll Verification / Ice Timesheets	10/9/09-4/23/10	5 Years	P
T-2010-E	GS68 & GS28	Benefit Bank, Bi-Weekly Overtime, Direct Deposit, Check Register	Oct 2009 - Sept 2010	5 Years	P
T-2010-I	GS68 & GS28	Payroll Verification / Ice Timesheets	05/07/10-09/24/10	5 Years	P
File Drawer	GS 043	Random Drug & Alcohol Results (Negative)	Jan - Dec 2013	1 Year	P
File Drawer	GS 031	I-9 Immigration and Naturalization Service Forms (Former Employee forms eligible for shredding by Federal formula & State Retention guidelines)	Through 2014	3Yrs after DOH or 1Yr after term whichever is >	P



<u>Box No.</u>	<u>Shred Date</u>	<u>By</u>
T-1320	3/14/16	[Signature] LS
T-1500-30	2/10/16	[Signature] LS
T-1500-31	2/10/16	[Signature] LS
T-1500-32	2/12/16	[Signature] LS
T-1500-33	2/12/16	[Signature] LS
T-1500-34	3/2/16	[Signature] LS
T-1500-35	2/17/16	[Signature] LS
T-1500-36	2/17/16	[Signature] LS
T-1500-37	2/19/16	[Signature] LS
T-1500-38	2/29/16	[Signature] LS
T-0024-7 (2010)	2/1/16	[Signature] LS
T-2010-A	2/1/16	[Signature] LS
T-2010-B	2/1/16	[Signature] LS
T-2010-C	2/1/16	[Signature] LS
T-2010-D	2/1/16	[Signature] LS
T-2010-E	2/3/16	[Signature] LS
T-2010-F	2/3/16	[Signature] LS
T-2010-G	2/5/16	[Signature] LS
T-2010-H	2/5/16	[Signature] LS
T-2010-I	2/8/16	[Signature] LS
T-1109-I (2012)	3/14/16	[Signature] LS
T-0023-A (2009)	5/6/16	[Signature] LS
T-0028-5 (2005)	2/1/16	[Signature] LS
Random (Jan-Dec 2013)	5/6/16	[Signature] LS
I-9 Forms	3/2/16	[Signature] LS
T-1400 Contract Workers (ending 2012)	5/6/16	[Signature] LS



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

Page 1 of 2

Department Name: <b>SSS/ Human Resources</b>		Total # of Boxes: <b>5</b>
Department Records Coordinator: <b>Amy Heckart</b>		
Date: <b>01/25/16</b>	Office Address: <b>One St. Peters Centre Blvd., St. Peters, MO 63376</b>	Telephone: <b>636-477-6600</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>Amy Heckart</i>	Date: <i>1-27-16</i>	Date of Records Destruction: <i>3-16-16 &amp; 3-18-16</i>
Group Manager: <i>Tom Wilkerson</i>	Date: <i>1/27/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>5-26-16</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>2/1/16</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
CDBG	GS 040	CDBG Home Help Loans 2007	2007	3 years past 5yr length of loan	P
CDBG	GS 040	CDBG Home Help Loans 2007	2007	3 years past 5yr length of loan	P

