



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
October 27, 2016

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

The Work Session was called to order at approximately 5:00 p.m. on Thursday, October 27, 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; Alderman Hollingsworth; Alderman Shea; Alderman Thomas; Alderman Violet; Russ Batzel, City Administrator; Special Counsel Randy Weber; Jeff Finkelstein, Chief of Police; Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation and Development Services Manager; Bill Malach, Water Environment Services Manager; Rick Oloteo, Recreation and Cultural Services Manager; Jeff Hutsler, Parks and Golf Services Manager; Dave Kuppler, Health and Environmental Services Manager; Patty Smith, City Clerk. Alderman Reitmeyer was absent. Alderman Hollingsworth was presiding Board President during Alderman Reitmeyer's absence.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

Alderman Thomas reported on the Community Health & Wellness Advisory Committee's discussion pertaining to the October 13, 2016 Work Session item "Discussion/Citywide Smoking Ban inside Public Places – Aytes". At that meeting, the Board of Aldermen recommended Alderman Thomas present this to the Committee for discussion. Alderman Thomas gave his report, stating that although there was good dialogue among the Committee members, no recommendation to ban smoking was made by the Committee. The Committee Chairperson spoke with County Executive Steve Ehlmann on this topic and Mr. Ehlmann stated there is no support from the County Council for a Countywide ban on smoking. The consensus from the Committee was to allow businesses to continue to self-regulate smoking in their businesses; unless this initiative to ban smoking should come from the County or State level, then the City should support a vote of the people. Should the Board of Aldermen desire to continue this smoking ban discussion within the City limits, the Committee felt it should go to the vote of the people. Further discussion was held to not prohibit smoking in City parks, but rather consider regulating it at special outdoor City events. No formal motions or recommendations on the issue were made. Final discussion with the Committee was centered on their "Let's Talk" initiative to be held on February 27, 2017, and the speakers who would be scheduled to attend.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

UNFINISHED BUSINESS ITEMS

None

## NEW BUSINESS ITEMS

None

## MAYOR/CITY ADMINISTRATOR ITEM

## UNFINISHED BUSINESS ITEMS

None

## NEW BUSINESS ITEMS

Alderman Hollingsworth moved and Alderman Bateman seconded the motion to remove Water Meter Bid Recommendation from the agenda for discussion. The motion was approved.

## WATER METER BID RECOMMENDATION – MALACH

Mr. Malach recounted that in 2006, the automated reading system was competitively bid and Neptune is the system required to be purchased and Schulte Supply in St. Peters is the sole source provider in the State of Missouri, who was the low bidder in 2006. This fiscal year's bulk order is for \$172,933.38. With the Board's approval, Mr. Malach will bring an ordinance back for the November 10, 2016 Board of Aldermen meeting agenda. Alderman Shea moved and Alderman Bateman seconded the motion to place this item on the November 10, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the November 10, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Shea seconded the motion to remove County Kennel Agreement from the agenda for discussion. The motion was approved.

## COUNTY KENNEL AGREEMENT – KUPPLER

Mr. Kuppler explained that the City's current Kenneling Services Agreement with St. Charles County expires on December 31, 2016. The proposed agreement in this evening's packet with St. Charles County is to use the Pet Adoption Center to meet the City's needs to kennel our animals. He explained the proposed changes to the agreement and to the County's Animal Regulation code changes, which the County adopted those code changes at their October 24<sup>th</sup> Council meeting. The County has agreed to no longer charge the City for kenneling services and they will pay for their water service at the Pet Adoption Center. The effective date will be January 1, 2017 for one year, with automatic renewals for additional one year terms on January 1<sup>st</sup> of each year for a period of 5 years, unless either party gives written notice on or before December 1<sup>st</sup> of each year. As the City adopts the County's code, they will provide a Memorandum of Understanding (MOU) that says the City is a designee of the County and any code we have to adopt we can also enforce on our side too. Mr. Kuppler anticipates having the redlined code changes and MOU at the

November 10, 2016 Board of Aldermen meeting; however if not received in time, this may be pushed back to the December 15, 2016 meeting.

Alderman Thomas moved and Alderman Shea seconded the motion to place this item on the November 10, 2016 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the November 10, 2016 Board of Aldermen meeting agenda for consideration.**

Alderman Shea moved and Alderman Hollingsworth 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 October 27, 2016. Alderman Barclay moved and Alderman Hollingsworth 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 October 27, 2016 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

#### MISCELLANEOUS UPDATES – BATZEL

Mr. Kuppler provided an update on a schedule issue at Recycle City regarding the installation of a new push wall on November 17<sup>th</sup> and 18<sup>th</sup>. The City is asking residents to limit collection of their blue bags to the first collection cycle that week only. A Nixle alert and press release will be arranged for this event.

#### REPORT FROM MANAGER OF PARKS & GOLF SERVICES - HUTSLER

Mr. Hutsler provided a PowerPoint Presentation on the past, present and future Parks & Golf Services projects.

#### BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

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 Hollingsworth 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 5:40 p.m. Roll Call was taken as follows: Alderman Hollingsworth: yes; Alderman Reitmeyer: 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 Shea moved and Alderman Barclay 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 6:00 p.m. with roll call shown as follows: Alderman Hollingsworth, yes; Alderman Bateman, yes; Alderman Reitmeyer, absent; 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 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:<br><i>Jeanette Turnbaugh</i> | Date:<br><b>9-26-16</b> | Date of Records Destruction:<br><b>10/5/16</b>  |
| Group Manager:<br><i>[Signature]</i>                         | Date:<br><b>9.26.16</b> | Destruction Method:<br>Shredding <input type="checkbox"/><br>Discard <input checked="" type="checkbox"/><br>Outside Vendor <input type="checkbox"/> |
| Date of BOA Minutes:<br><b>10/27/16</b>                      |                         |   |

**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:<br><i>Patricia Edmister</i> | Date:<br><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**

|   |  |                            |
|---|--|----------------------------|
| 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>   |

| 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 |        |
|            |                                   |   |                   |                          |        |
|            |                                   |   |                   |                          |        |
|            |                                   |   |                   |                          |        |
|            |                                   |   |                   |                          |        |