



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
JULY 28, 2016

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

The Work Session was called to order at approximately 4:30 p.m. on Thursday, July 28, 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; Board President Reitmeyer; Alderman Shea; Alderman Violet; Alderman Thomas; Jeff Finkelstein, Chief of Police; Russ Batzel, Assistant City Administrator; Cathy Pratt, Director of Human Resources and Community Services; Bill Malach, Water Environment Services Manager; Dave Kuppler, Health and Environmental Services Manager; Jeff Hutsler, Parks & Recreation Services Manager; Rick Oloteo, Director of Recreation Services; Scott Baumgartner, Deputy City Clerk; Patty Smith, City Clerk.

MAYOR/CITY ADMINISTRATOR ITEM IN ALDERMANIC CONFERENCE ROOM FROM  
4:30 - 5:00 PM

DISCUSSION/WARD BOUNDARIES – MAYOR

Mayor and Special Counsel Weber provided the Board of Aldermen an existing ward boundaries map for the basis of discussion to consider adjusting the City's current ward boundaries for a more equal apportionment, based on the 2010 census. Special Counsel Weber referred to a recent U.S. Supreme Court ruling in Texas where the Court unanimously ruled that a state or locality is allowed to draw its legislative districts based on total population alone. He explained the "One Vote One Person" principle of the Equal Protection Clause; and according to the ruling with state and local legislative districts, where the maximum population deviation between the largest and smallest district is less than 10%, a state or local legislative map presumptively complies with the one-person, one-vote rule. Special Counsel Weber offered that the simplest and only true measure is with the census. He stated that Ward 3 is really where the only issue with apportionment lies and he provided those differences. After further discussion on why to redistrict, Alderman Hollingsworth moved and Alderman Shea seconded the motion to direct Russ Batzel to make the final adjustments to the apportionment between Wards 2 and 3, and to bring back to the August 11, 2016 Work Session meeting agenda for further review. Alderman Thomas moved to amend the motion to bring this item back to the August 25, 2016 Work Session meeting agenda and Alderman Hollingsworth seconded the amendment. All in favor, the motion was approved as amended. **This item will be placed on the August 25, 2016 Work Session meeting agenda for further review.**

Alderman Hollingsworth moved and Alderman Bateman seconded the motion to remove Discussion/Residential Rental Inspections Code Amendment from the agenda for discussion. The motion was approved.

#### DISCUSSION/RESIDENTIAL RENTAL INSPECTIONS CODE AMENDMENT - BATEMAN

After brief discussion of postponing this item for a future meeting, Alderman Bateman moved and Alderman Hollingsworth seconded the motion to table this item indefinitely. All in favor, the motion was approved.

#### MAYOR/CITY ADMINISTRATOR ITEMS

#### DISCUSSION/RUNNING FOR OFFICE FILING LOCATION - MAYOR

Mayor Pagano discussed proposed changes to the City Code regarding Filing of Candidacy. The location of where nominees will line up for candidacy filing and the use of a sign in sheet were proposed. He introduced the sign in sheet as provided in the Work Session packet for discussion. The idea was to open up to the nominees, after 5:00 p.m, the City Hall Atrium Lobby, on the Sunday prior to the first day to file for candidacy; which will provide restroom availability and warmth. This proposal would require a Park Ranger or Police Officer present along with City Clerk staff. Mayor then moved on to the next item, Discussion/Running for Office Filing Fees, which relates to this item.

#### DISCUSSION/RUNNING FOR OFFICE FILING FEES - MAYOR

Mayor proposed changing the filing fee for nominees for public office to \$150 in order to offset the cost of potentially having certain staff remain in the building after hours on the evening(s) prior to open filing. Discussion was held regarding changing the day from Sunday to Monday to open up City Hall at 5:00 p.m. Alderman Thomas moved and Alderman Reitmeyer seconded the motion to allow filers to only have access inside the west wing of City Hall while prohibiting access to the atrium; starting the Monday evening prior to filing, at 5:00 p.m. The motion was approved. A roll call vote was taken as follows: Alderman Bateman, yes; Board President Reitmeyer, yes; Alderman Thomas, yes; Alderman Hollingsworth, yes; Alderman Violet, yes; Alderman Shea, no; Alderman Barclay, no; Alderman Aytes, yes.

Discussion was held regarding the filing fee and costs associated with it. Alderman Shea moved and Alderman Hollingsworth seconded the motion to set the filing fees to \$150. Discussion on other cities' filing fees was held. Alderman Thomas moved to amend the motion and make the filing fee \$100.00 instead of \$150.00. After additional discussion, the motion failed for lack of a second. Discussion was held suggesting the sign in sheet include the date, time and office seeking; and prohibiting anyone who signs the sheet from leaving the premises. Mayor suggested that the Board of Aldermen consider these proposals and come back in two weeks to share their ideas and suggestions. A lottery for filing was briefly discussed. Alderman Barclay moved to amend the main motion and Alderman Thomas seconded, to set the filing fee at

\$125.00. The motion failed with a voice vote of five (5) no and three (3) yes. Special Counsel Weber recommended a recap of the portion of cost for duties necessary on that Monday evening, allowing staff to review the costs associated with this proposal to substantiate the increase in filing fee. Special Counsel Weber referred back to the main motion moved by Alderman Shea and seconded by Alderman Hollingsworth, to set the filing fees to \$150.00. After a voice vote of six (6) yes, two (2) no, the motion was approved.

Alderman Barclay moved and Alderman Hollingsworth seconded the motion to set the sign in sheet to include the following: office seeking, date, time and name; and the City Clerk or Assistant City Clerk be present the Monday evening before the date filing begins. The motion was approved. **By unanimous consent, these items will be placed on the August 11, 2016 Work Session meeting for further discussion and the August 25, 2016 Board of Aldermen meeting for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to recess for 5 minutes at 5:25 p.m. The motion was approved.

At approximately 5:32 p.m. the meeting resumed in the Aldermanic Chambers.

#### COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

#### BOARD OF ALDERMEN ITEMS FOR DISCUSSION

##### UNFINISHED (OLD) BUSINESS ITEMS

No unfinished items scheduled for discussion

##### NEW BUSINESS ITEMS

#### MAYOR/CITY ADMINISTRATOR ITEMS FOR DISCUSSION (CONTINUED)

##### UNFINISHED (OLD) BUSINESS ITEMS

None

##### NEW BUSINESS ITEMS

Alderman Hollingsworth moved and Alderman Violet seconded the motion to remove Proposed City Code Chapters 215 Nuisances & 217 Abandoned Property Amendments from the agenda for discussion. The motion was approved.

#### PROPOSED CITY CODE CHAPTERS 215 NUISANCES & 217 ABANDONED PROPERTY AMENDMENTS – FINKELSTEIN

Chief Finkelstein advised after reviewing the City Codes, they found there were some inconsistencies with the State Law. After reviewing with Special Counsel Weber, they have made some revisions to the City Code to make them in compliance with the State Law. **This is business item I-07 on this evening's Board of Aldermen meeting agenda for consideration.**

#### DISCUSSION/BUSINESS RECOGNITION PROGRAM – MAYOR

Mayor discussed the current Business Recognition Program and possibly discontinuing the recognitions during the Board of Aldermen meetings due to lack of attendance by the businesses and the difficulty for businesses to attend. After some discussion, by unanimous consent, it was determined that businesses that have been in the City for over 25 years will still be recognized by the Aldermen in their respective Wards; and staff will provide the business name, contact person and phone number, and recognition plaque and various items for the Aldermen to deliver personally.

Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to remove Proposed City Code Chapter 210 Criminal Code Amendments from the agenda for discussion. The motion was approved.

#### PROPOSED CITY CODE CHAPTER 210 CRIMINAL CODE AMENDMENTS – FINKELSTEIN

Chief Finkelstein advised in January 2017 the State of Missouri is revising their criminal code. Randy Weber's office has rewritten City Code 210 to also go into effect January 2017, to be in compliance with the State Code. **This is business item I-08 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Hollingsworth seconded the motion to remove Mid Rivers Mall Drive/Ohmes Road Intersection Improvement Project Bid Recommendation from the agenda for discussion. The motion was approved.

#### MID RIVERS MALL DRIVE/OHMES ROAD INTERSECTION IMPROVEMENT PROJECT BID RECOMMENDATION – BATZEL

Mr. Batzel advised that on June 30, 2016, four (4) bids were received and opened for the Mid Rivers Mall Drive and Ohmes Road Intersection Improvement Project. Bids ranged from \$812,645 to \$996,783. Staff recommended awarding the project to the low responsive bidder, NB West Contracting Company, in the amount of \$812,645.47. NB West has successfully completed several projects for the City in the past. **This is business item I-17 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to remove Mid Rivers Mall Drive Right Turn Lanes Project Bid Recommendation from the agenda for discussion. The motion was approved.

## MID RIVERS MALL DRIVE RIGHT TURN LANES PROJECT BID RECOMMENDATION – BATZEL

Mr. Batzel displayed an aerial photo showing the project area of Mid Rivers Mall Drive and three right turn lanes at McMenamy and Suemandy, and the entrance to the mall. This project is 80% funded by the St. Charles County Road Board. On July 7, 2016, the city received eight (8) bids from contractors for this project. Bids ranged from \$588,220 to \$732,081. Staff recommended the low responsive bid, of Gershenson Construction Company of Eureka, Missouri, in the amount of \$588,220. Gershenson Construction has successfully completed several projects for the City. **This is business item I-16 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Violet seconded the motion to remove Jungermann Road Stream and Trail Improvement Project, P-28 from the agenda for discussion. The motion was approved.

## JUNGERMANN ROAD STREAM AND TRAIL IMPROVEMENT PROJECT, P-28 – BATZEL

Mr. Batzel displayed an aerial photo and explained the Jungermann Road Stream and Sidewalk Improvement Project, which includes a stream relocation on the east side of Jungermann Road from Country Creek Drive to south of Margaret Brown. This stream relocation now gives the opportunity to remove the guardrails along that route and extend the trail to ten (10') feet wide. To accomplish this, an amendment is needed to authorize these changes in the amount of \$38,346 to HR Green. This would be amendment 2 to the City's current engineering services agreement with HR Green. **This is business item I-18 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to remove Norfolk-Southern Railway Preliminary Engineering Services Agreement from the agenda for discussion. The motion was approved.

## NORFOLK-SOUTHERN RAILWAY PRELIMINARY ENGINEERING SERVICES AGREEMENT – BATZEL

Mr. Batzel explained this agreement with Norfolk-Southern Railway is in association with another project to widen Mid Rivers Mall Drive. Mr. Batzel showed an aerial photo of the North Outer Road at Mid Rivers Mall Drive and I-70 area. The project would widen Mid Rivers Mall Drive to Ecology Drive crossing at-grade railroad tracks in Old Town. The rail road crossing is owned and operated by Norfolk Southern Railway Company, who requires design of the at-grade rail road crossing to be performed by a consultant of their choosing. The estimated cost for the design services is \$35,833; with 80% to be reimbursed by St. Charles County Road Board with the City's share of the cost to be \$7,166.60. **This is business item I-21 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to remove Dardenne Creek Stream Bank Repair Design Agreement from the agenda for discussion. The motion was approved.

#### DARDENNE CREEK STREAM BANK REPAIR DESIGN AGREEMENT – BATZEL

Mr. Batzel gave some background of the December 2015 flooding of Dardenne Creek which caused stream bank failures to the St. Peters Golf Course near holes five (5) and eight (8). Mr. Batzel displayed pictures of the damage. Staff met with the US Army Corps of Engineers, and recommends entering into an engineering services agreement for professional design services with BAX Engineering for the Dardenne Creek Stream Bank Improvement Project in the amount of \$33,875.00, to incorporate the design that the Corps of Engineers will approve. The objective will be to complete the work so the project can be bid in October 2016 and constructed during the winter months. FEMA was also contacted and feel it is eligible for reimbursement. **This is business item I-24 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Road Relinquishment Agreement of Heritage Crossing from the agenda for discussion. The motion was approved.

#### ROAD RELINQUISHMENT AGREEMENT OF HERITAGE CROSSING – BATZEL

Mr. Batzel showed an aerial photo while explaining that Missouri Highways and Transportation Commission will transfer ownership from the Commission to the City of St. Peters by Quit Claim Deed, of Heritage Crossing from south of Route 364 to Gettysburg Landing. The City currently plows this roadway, as it is a main arterial that serves residents of both the City and County. **This is business item I-22 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Hollingsworth seconded the motion to remove Woodlands Park Playground Bid Recommendation from the agenda for discussion. The motion was approved.

#### WOODLANDS PARK PLAYGROUND BID RECOMMENDATION – HUTSLER

Mr. Hutsler displayed drawings of the proposed playground design and recommended awarding the bid to Miracle Recreation of Monett, Missouri in the amount of \$200,000. He advised on July 11, 2016, four (4) companies submitted seven (7) proposals for a new playground at Woodlands Sports Park. Staff is recommending Proposal A from Miracle Recreation based on originality, play value, and visual appearance of the proposed playground design. Miracle Recreation has completed playgrounds in five of our city parks in the past. This playground will be built near the west entrance of Fairview Drive. **This is business item I-19 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Violet seconded the motion to remove Laurel Park Playground Bid Recommendation from the agenda for discussion. The motion was approved.

#### LAUREL PARK PLAYGROUND BID RECOMMENDATION – HUTSLER

Mr. Hutsler recommended awarding the Laurel Park Playground Project to GameTime Recreation c/o Cunningham Recreation out of Charlotte, North Carolina in the amount of \$246,824.89. On July 11, 2016, the City received bids from five (5) companies to replace the 2-5 years and 5-12 years playground structures. Staff recommended GameTime Recreation based on originality, play value, and visual appearance of the proposed playground design. GameTime has previously installed play equipment in four City parks. **This is business item I-20 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to remove Readopt Biennial Financial Disclosure Statement Ordinance from the agenda for discussion. The motion was approved.

#### READOPT BIENNIAL FINANCIAL DISCLOSURE STATEMENT ORDINANCE - SMITH

City Clerk Smith advised that every two years to fulfill the requirements of the Missouri Ethics Commission in accordance with revised Missouri Statue 105.485.4 regarding the conflict of interest and the personal finance disclosure, cities with an annual operating budget over one million dollars must readopt an ordinance establishing their personal financial disclosure requirements. **This is business item I-06 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Shea 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 July 28, 2016. Alderman Barclay moved and Alderman Hollingsworth seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms and to be entered into the July 28, 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. Batzel notified the Board that the new Aldermen conference room is complete with new furniture and mailboxes on the second floor of City Hall along with a new Human Resources conference and training room.

Mr. Batzel gave an update on the Kennel agreement with St. Charles County and advised it should be available to be brought before the Board during the August 11<sup>th</sup> Board of Aldermen meeting.

Mr. Batzel also stated that five (5) of the eight (8) wayfinding signs have been installed along the Mexico Road corridor. These will provide some direction to main City locations.

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

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 Thomas 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 6:11 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Reitmeyer: yes; Alderman Hollingsworth: yes; 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 Hollingsworth 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 6:32 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Reitmeyer, yes; Alderman Bateman, yes; Alderman Hollingsworth, 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 2

Department Name: <b>SSS/ADMIN BUSINESS LICENSING</b>		Total # of Boxes: <b>3</b>
Department Records Coordinator: <b>CHRIS CATTOOR</b>		
Date: <b>06/08/16</b>	Office Address: <b>ONE SAINT PETERS CENTRE BLVD</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>Chris Cattoor</i>	Date: <i>6-8-16</i>	Date of Records Destruction: <i>323T on 6/8/16, 324T 6/16/16</i>
Group Manager: <i>Wilkinson</i>	Date: <i>6/8/16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>7/28/16</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>Peterson E. Small</i>	Date: <i>6/8/16</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
323T	GS050	City Liquor Licensing Records - application files, renewals, background investigation forms, licenses, related records	2012-2013	2 YEARS	P
	GS012	General Correspondence related to liquor licensees/establishments	2012-2013	1 YEAR	P
324T	GS050	City Liquor Licensing Records - application files, renewals, background investigation forms, licenses, related records	2014	2 YEARS	P
	GS012	General Correspondence related to liquor licensees/establishments	2014	1 YEAR	P

**FOR REVIEW JANUARY 2016**  
GENERAL RECORDS RETENTION CODE GS 050

**BOX 323 T**

LIQUOR LICENSING RECORDS

- 1893 & 1894 7 ELEVEN #25859B (CLOSED 1/18/13)
- 2077 & 5090 O.M. INC DBA CRAZY SUSHI (CLOSED 7/10/12)
- 3290 & 4673 MID RIVERS MANAGEMENT & CONSULTING INC DBA MID RIVERS BAR & GRILL (CLOSED 5/21/12)
- 4408 & 4409 SPORTS PARTNERS INC. DBA MATTESON SQUARE GARDENS TRIPLEX (CLOSED 12/21/12)
- 6399 & 6404 DRURY CAPITAL CORP DBA DRURY INN-ST. PETERS (CLOSED 11/14/12)
- 7625 & 7626 SUMMIT FARE LLC DBA PIZZA HUT (CLOSED 6/27/12)
- 8736 & 8737 RT ST. LOUIS FRANCHISE LLC DBA RUBY TUESDAY (CLOSED 9/17/12)
- 8739 & 8740 GMRI INC DBA RED LOBSTER #0181 (CLOSED 5/7/12)
- 8815 & 8816 BOSS ENTERPRISE DBA SOMBRERO'S MEXICAN CUISINE & SPORTS SALOON (CLOSED 1/31/13)
- 9010 & 9011 MISSOURI WINE AND GIFT (CLOSED 5/18/12)
- 9057 & 9058 HR LIQUOR MINI MART (CLOSED 3/6/13)
- 9521 & 9522 O'CHARLEYS INC DBA O'CHARLEYS'S #390 (CLOSED 5/30/12)
- 9576 & 9577 7-ELEVEN SALES CORP DBA 7-ELEVEN STORE #26923 (CLOSED 11/28/12)
- 9599 MISSOURI EMS CARES (UNISSUED TEMPORARY)
- 9868 DQ3J HOLDING DBA LOUISIANA CAFÉ (UNISSUED, CLOSED OUT 2/25/13)

**FOR REVIEW JANUARY 2016**  
GENERAL RECORDS RETENTION CODE GS 050

**BOX 324 T**

LIQUOR LICENSING RECORDS

- 1889, 1890, 6452 SHOP 'N SAVE WAREHOUSE FOODS (CLOSED 7/1/13) (2 FOLDERS)
- 1973, 1974, 6453 SHOP 'N SAVE WAREHOUSE FOODS (CLOSED 7/1/13) (2 FOLDERS)
- 9428, 9429 ATLANTIC GOURMET INC. DBA COPPER CHIMNEY (CLOSED 7/1/13)
- 5967, 5968 SASIMONTHON LLC. DBA THAI KITCHEN (CLOSED 7/1/13)
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**Box 324T (Continued)**

- **7121, 7122** MAC ACQUISITION LLC DBA ROMANO'S MACARONI GRILL (CLOSED 7/1/13)
  - **8645, 8646** ZRC OPERATION CO INC. DBA QDOBA MEXICAN GRILL (CLOSED 7/1/13)
  - **5465, 5466** PROFESSIONAL FIREFIGHTERS OF EAST. MO HALL & PROPERTY BOARD LLC (CLOSED 6/25/13)
  - **9866** SMOOTH GLASS ENTERTAINMENT LLC DBA GLOW (CLOSED 3/22/13)
  - **10303** TEMP PICNIC: NATIONAL AUDUBON SOCIETY OF MISSOURI (CLOSED 4/29/13)
  - **9174** TEMP CATERING: COLD SPRING HOLDINGS LLC DBA SHERLOCK STEAK & SEAFOOD (CLOSED 4/25/12)
  - **2643** TEMP 5% BEER & LIGHT WINE LTD T. PETERS CHAMBER OF COMMERCE (CLOSED 6/17/11)
  - **5432, 5616, 5795** TEMP CATERING: CITY OF ST. PETERS COMMUNITY & ARTS CENTER (CLOSED 12/31/08)
  - **7241, 7242** ST. CHARLES HOTEL COMPANY DBA GARDEN PLAZA LOUIE'S LOUNGE (CLOSED 6/30/13)
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City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

Department Name: <b>WES</b>		Total # of Boxes: <b>1</b>
Department Records Coordinator: <b>Nancy Mutchler</b>		
Date: <b>05/19/16</b>	Office Address: <b>100 Ecology Drive</b>	Telephone: <b>ext. 1388</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>Nancy Mutchler</i>	Date: <i>5/19/16</i>	Date of Records Destruction: <i>5-24-16</i>
Group Manager: <i>Bill Maher</i>	Date: <i>5-23-16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>7/23/16</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>Patty Smith</i>	Date: <i>5/27/16</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
L-2003	GS-052	Missouri One Call Locate Tickets	2003	5 year	P



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

Page 1 of 2

Department Name: <b>SSS/Administration</b>		Total # of Boxes: <b>3</b>
Department Records Coordinator: <b>Chris Cattoor</b>		
Date: <b>06/30/16</b>	Office Address: <b>One St. Peters Centre, St. Peters, MO 63376</b>	Telephone: <b>636-447-6600</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>Chris Cattoor</i>	Date: <i>7-5-16</i>	Date of Records Destruction: <i>unboxed 7/7/16</i> <i>342T-7-7-16</i> <i>343T-7-14-16</i> <i>344T-7-21-16</i>
Group Manager: <i>Cathy Pratt</i>	Date: <i>7-5-16</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>7/28/16</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 Smith</i>	Date: <i>7/5/16</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
341T	GS 050	2013 General Business License Unissued Files 2013 General Business License Files 0-6199	2013	Retain 2 years after expiration.	P P
342T	GS 050	2013 General Business License Files 6200-8599	2013	Retain 2 years after expiration.	P



**FOR REVIEW JANUARY 2016**  
GENERAL RECORDS RETENTION CODE GS 050

**BOX # 341T**

Business Licensing Records

- 2013 General Business License Unissued Files
- 2013 General Business License Files 0-6199

**FOR REVIEW JANUARY 2016**  
GENERAL RECORDS RETENTION CODE GS 050

**BOX # 342T**

Business Licensing Records

- 2013 General Business License Files 6200-8599

**FOR REVIEW JANUARY 2016**  
GENERAL RECORDS RETENTION CODE GS 050

**BOX # 343T**

Business Licensing Records

- 2013 General Business License Files 8600-9949

**FOR REVIEW** January 2016

GENERAL RECORD RETENTION CODE GS 050

**BOX** NONE

*MASSAGE LICENSE RECORDS*

- Massage Unissued for 2009
- BL 7715 – Alexander Scofield (closed 2009)
- BL 8369 – Marilyn Elizabeth Caldwell (closed 2009)
- BL 3909 – Olaz S. Nordemann (closed 2012)
- BL 4179 – Shear Lock Combs West (closed 2012)
- BL 4396 – Massage Matters DBA: Nirvana (closed 2012)
- BL 5960 – Vicki Kemner (closed 2012)
- BL 6588 – Stevye Jean Hartwig (closed 2012)
- BL 7250 – Jennifer Warren (closed 2012)
- BL 7525 – Body Balance Massage (closed 2012)
- BL 7526 – Sara Peleshenko (closed 2012)
- BL 8150 – B7 Wellness (closed 2012)
- BL 8372 – Jennifer Cross (closed 2012)
- BL 8374 – Michelle Boyd
- BL 8478 – Linda Sue Greenwy (closed 2013)
- BL 8484 – Jackie L. O'Brien (closed 2013)
- BL 8375 – Mokii Bose (closed 2013)
- BL 9318 – Daniel Sandvig (closed 2013)
- BL 6732 – Ronda Wieschhaus (closed 2013)