



TENTATIVE AGENDA
BOARD OF ALDERMEN WORK SESSION
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE
ST. PETERS, MO 63376
MARCH 12, 2020 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

Unfinished Business Items: None

New Business Items:

1. [10 Ton Roller Replacement Bid Recommendation](#) – Benesek
2. [Secretary of State/Records Retention Schedule](#) – Schroeder
3. Miscellaneous Updates – Batzel
 - Water's Edge Banquet Center Update
 - FY20 Staffing Recommendations
4. Board Meeting Agenda Item Revisions – Batzel
5. 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: March 6, 2020
By: P. Smith, City Clerk

Next Work Session: March 26, 2020

RBA FORM (OFFICE USE)

MEETING DATE: March 12, 2020

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 (X)

Brief Description: An ordinance authorizing the City Administrator to execute a purchase agreement for replacement of a ten (10) ton roller.

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

Summary/Explanation:

Please see the attached memo date February 25, 2020.

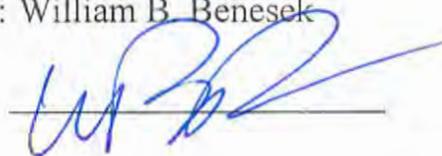
Budget Impact: (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

Approval of this recommendation will authorize the purchase of a ten (10) ton roller, with specified optional equipment, in the amount of \$161,752.40, and accept the awarded vendor's trade-in offer of \$20,000.00 for the City's existing ten (10) ton roller. Below is a summary of the recommended purchase and trade:

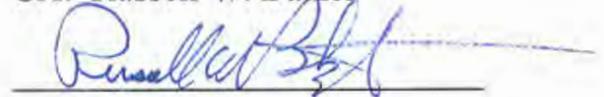
Base Bid with Specified Options:	\$155,117.40
5 Year Warranty	\$6,635.00
Less Trade-In Offer:	<u>(\$20,000.00)</u>
Total:	\$141,752.40

FY 2020 Transportation Trust Fund budget for this purchase is \$200,000.00.

RBA requested by: William B. Benesek



CA: Russell W. Batzel





CITY OF ST. PETERS, MO

INTEROFFICE MEMORANDUM

TO: RUSS BATZEL, CITY ADMINISTRATOR
FROM: WILLIAM B. BENESEK, MANAGER /TDS *WM 2/25/20*
SUBJECT: BID RECOMMENDATION REPLACEMENT (BID 20-118)
10 TON UTILITY ROLLER
DATE: FEBRUARY 25, 2020
CC: JEFF BATEMAN, STREET MAINTENANCE SUPERINTENDENT

Recommendation: After review of the bids received, I recommend awarding the purchase of a replacement 10-ton utility roller to the low bidder, Fabick CAT of Foristell, MO. Approval of this recommendation will authorize the purchase of a CAT CB10 roller with selected options and five year warranty in the amount of \$161,752.40. I further recommend accepting the trade-in value offered for the City's existing 2001 CAT CB-534C roller in the amount of \$20,000.00. Below is a summary of the recommended award:

Award Base Bid with Options:	\$155,117.40
Optional 5-year warranty:	\$6,635.00
Less Trade-in Offer:	(\$20,000.00)
Total:	\$141,752.40

The FY2020 Transportation Trust Fund budget for this purchase is \$200,000.00.

Background: On February 19, 2020, the City received four (4) bids for the supply of a replacement 10-ton roller to be used by the Street Department for asphalt overlay operations and general road construction. In addition to the specified requirements for the roller, the bid solicitation offered the City's 2001 CAT CB-534C roller (asset #999261), operated by the Street Department, for trade to offset the purchase of the new roller.

The bids were evaluated based on compliance with specifications, initial cost, trade-in value offered, selected option costs provided and warranty. After careful review, I recommend accepting the low bid, offered by Fabick CAT of Foristell, MO., to provide a 2020 CAT CB10 roller and purchase the City's existing 10-ton roller, a 2001 CAT CB -534C (asset # 999261) as trade.

On the following page is a summary of bids received.

Bid Summary

Bidder	Base bid w/ Options	Trade in	5 year warranty	Total
Fabick Cat, Foristell, MO.	\$155,117.40	(\$20,000.00)	\$6,635.00	\$141,752.40
Cummins, McGowan West, St.Louis, MO.	\$152,972.00	(\$9,000.00)	\$5,800.00	\$149,772.00
Roland Machinery, Bridgeton, MO	\$166,435.00	(\$8,000.00)	No bid provided	\$158,435.00
Roland Machinery, Bridgeton, MO	\$170,480.00	(\$8,000.00)	No bid provided	\$162,480.00

RBA FORM (OFFICE USE)

MEETING DATE: March 12, 2020

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



C.A. Russell W. Batzel





City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: TDS - Health Department		Total # of Boxes: 1
Department Records Coordinator: Jo Ann Morris		
Date: 01/07/20	Office Address: 131 Ecology Dr	Telephone: ext. 1340

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: 1-9-20	Date of Records Destruction: 2-13-20
Group Manager:	Date: 1/9/20	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input 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:	Date: 1/29/20

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
TDS - Health1	0101	animal control pick-up slips, door notices, bite records, statements, quarantine forms	2017	2 yrs	P
TDS - Health1	GS060	trap & collar usage agreements	2014 2015 2016	3 yrs	P P P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: St. Peters Police Department		Total # of Boxes: 13
Department Records Coordinator: Theresa Wilkins		
Date: 01/15/20	Office Address: 1020 Grand Teton, St. Peters, MO 63376	Telephone: 636-278-2244 ext. 3578

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>Theresa Wilkins</i>	Date: <i>2/10/2020</i>	Date of Records Destruction: <i>2/24/2020</i>
Group Manager: <i>Z. Stueffmann</i>	Date: <i>2/10/20</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>J. Smith</i>	Date: <i>2/18/20</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
1	POL006	ARREST RECORDS Arrest Logs	2013-2014	5 years	P
1	GS012	CORRESPONDENCE - GENERAL Court Orders for Fingerprints Non-Sunshine Requests for Information	2018	1 year	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
1	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Police Record Checks	2016	3 years	P
1	GS012	CORRESPONDENCE - GENERAL Customer Survey Records Warrant App Refusals/Additional Info Requests	2018	1 year	P
2	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Sunshine Law Requests/Related Documents	2016	3 years	P
3	POL002	NON-CRIMINAL INCIDENT REPORT/FILE Tow Sheets	2018	1 year	P
3	POL004	MISSING PERSON/RUNAWAY REPORT Missing Person Located Safe	2018	1 year	P
4-13	POL006	ARREST RECORDS Booking Sheets/Fingerprint Cards/Related Documents	2014	5 years	P

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City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Administration		Total # of Boxes: 0
Department Records Coordinator: Chris Cattoor		
Date: 02/25/20	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: <i>2-25-20</i>	Date of Records Destruction: <i>2-28-2020</i>
Group Manager: <i>Cathy Pratt</i>	Date: <i>2-25-2020</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>J. Smith</i>	Date: <i>2/26/20</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
None	GS 022	Board of Aldermen Meeting Public Notices 1-8-2014 to 12-14-2016	2014 - 2016	3 Years	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page ____ of ____

Department Name: SSS-FINANCE		Total # of Boxes:
Department Records Coordinator: RITA WESTERSON		
Date: 02/28/20	Office Address: CITY HALL	Telephone: EXT 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: 2-28-2020	Date of Records Destruction: 3/2/2020
Group Manager: <i>Cathy Platt</i>	Date: 2-28-2020	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

Request for Department Destruction

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- 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: 2/28/20

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
	G0007	ELECTRONIC FILE CONTAINING FRANCHISE TAX REFUND INFORMATION IN SUPPORT OF THE FY'16 AP FILES	FY'16	COMPLETION OF AUDIT	E