



**TENTATIVE AGENDA  
BOARD OF ALDERMEN WORK SESSION MEETING  
City of St. Peters Justice Center  
1020 Grand Teton Drive, St. Peters, MO 63376  
May 11, 2023 at 5:00 p.m.**

A. Communications from Board Members/Aldermanic Representatives

B. Board of Aldermen Items for Discussion

Unfinished Business Items: None

New Business Items: None

C. Mayor/City Administrator Items

Unfinished Business Items: None

New Business Items:

1. [Jungs Station Road Resurfacing Design](#) – Rich
2. [2023 Concrete Ready Mix Bid Recommendation](#) – Rich
3. [2022 Bioxide Chemical Purchase Recommendation](#) – Kinion
4. [Third Party Claims Administration Services Provider Recommendation](#) - Pratt
5. Miscellaneous Updates – Pratt
  - Elevator Moderation Ordinance Correction – Rich
6. Board Meeting Agenda Item Revisions – Pratt

D. Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

E. Adjournment

Agenda Posted at City Hall: May 8, 2023

By: P. Smith, City Clerk

Next Work Session: May 25, 2023

Meeting available for viewing at [www.sptvnow.net](http://www.sptvnow.net)

**RBA FORM (OFFICE USE)**

MEETING DATE: May 11, 2023

Regular ( ) Work Session (X)

ATTACHMENT: YES ( ) NO (X)

Contract ( ) Ordinance ( ) Other ( )

**Request for Board Action  
By Staff**

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

**Brief Description:** An ordinance to authorize the City Administrator to execute an engineering services agreement for design of Jungs Station Rd Resurfacing (STP 7305(623)).

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

**Summary/Explanation:** The City has been awarded both Federal and St. Charles County Road Board reimbursement funding to repair the driving surface of Jungs Station Road, from Kings Crossing to Country Mill Court. Similar to the previously constructed McClay Road Resurfacing project, the Jungs Station Road project will replace damaged concrete slabs and diamond grind to provide a smooth driving surface, reconstruct all sidewalk, reconstruct the signal at Plum Creek Drive, and improve communication with the signal at Plum Creek Drive by providing a fiber optic cable interconnect to the signal system. In order to complete the project, a consultant is needed to prepare all required plans and specifications and prepare property acquisition descriptions.

The City publically solicited proposals from qualified engineering consultants. Seven proposals were received on Thursday, April 27, 2023, and are currently under review. In order to maintain the project's implementation schedule, staff requests approval to present a consultant recommendation and consideration of an authorizing ordinance at the May 25, 2023 Work Session and Board of Alderman meetings.

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

The FY 2023 Transportation Trust Fund budget for the Jungs Station Rd Resurfacing project is \$228,505.00.

RBA requested by: Amanda Rich, Dir. of Transportation CA: William J. Malach



**RBA FORM (OFFICE USE)**

MEETING DATE: May 11, 2023

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:** Proposed ordinance authorizing the City Administrator to execute a blanket purchase order for the supply of various concrete ready mix and related materials.

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

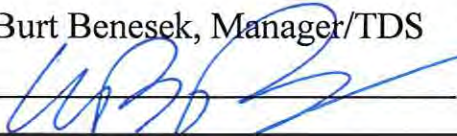
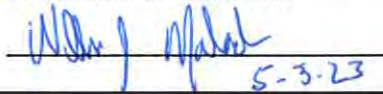
**Summary/Explanation:**

Please reference attached recommendation memo dated May 2, 2023.

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

Execution of this ordinance will authorize issuance of a blanket purchase order agreement for \$350,000 for the supply of various concrete ready-mix and related materials. Funds for the use of this blanket purchase order are incorporated within the various project and department budgets utilizing said concrete ready-mix materials.

RBA requested by: Burt Benesek, Manager/TDS CA: William J. Malach

  
  
5-3-23



**INTEROFFICE MEMORANDUM**

**TO:** WILLIAM J. MALACH, CITY ADMINISTRATOR  
**FROM:** WILLIAM B. BENESEK, MANAGER/TDS *WB 5/2/23*  
**SUBJECT:** 2023 READY MIX CONCRETE PURCHASE ORDER  
 BID RECOMMENDATION  
**DATE:** MAY 2, 2023  
**CC:** AMANDA RICH, DIRECTOR OF TRANSPORTATION; JEFF BATEMAN, STREET  
 MAINTENANCE SUPERINTENDENT

**Recommendation:** I recommend issuance of a blanket purchase order to the sole bidder, Eastern Missouri Concrete LLC., of St. Charles, MO, for the supply of various ready mix concrete materials for the 2023-2024 season. Ready mix concrete materials are used by various City departments, but primarily the Street Maintenance, Utilities and Parks departments, to perform budgeted projects and repair and maintenance operations.

Approval of the recommendation will authorize issuance of a blanket purchase order valued at \$350,000. Funds for the use of this blanket purchase order are incorporated in the various project budgets for which the ready mix materials are used.

**Background:** On April 14, 2023, the City of St. Peters received one (1) bid for the supply and delivery of various types of concrete ready mix and concrete additives. Bids were solicited for unit costs only. The bid was evaluated using typical annual usage, which is mainly an EMPC 6.3 sack concrete mix, 1% calcium additive and high early additive (HE 122). Eastern Missouri Concrete has been our secondary concrete supplier for the last 2 years and has performed well. The company has the experience and resources to provide ready mix concrete materials as specified.

Below is a summary of the unit cost bid received for our most used materials:

Concrete Material	2022-2023 Unit Cost	2023-2024 Unit Cost
EMPC 6.3 sack 4000 PSI Mix	\$115.50/CY	<b>\$135.00/CY</b>
1% Calcium Chloride Additive	\$2.00/CY	<b>\$2.25/CY</b>
2% Calcium Chloride Additive	\$4.00/CY	<b>\$4.50/CY</b>
Heated Concrete Additive	\$7.00/CY	<b>\$6.00/CY</b>
Meramec Sand Additive	\$4.00/CY	<b>\$4.00/CY</b>
Minimum Order Quantity	6 CY	<b>6 CY</b>

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Regular ( ) Work Session (X)

ATTACHMENT: YES ( ) NO (X)

Contract ( ) Ordinance ( ) Other ( )

**Request for Board Action  
By Staff**

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

**Brief Description:** Proposed ordinance authorizing the City Administrator to exceed \$100,000 as needed in order to properly control the levels of hydrogen sulfide gas at 370 Pump Station 2.

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

**Summary/Explanation:** Bioxide is used to control H2S gas at sanitary lift stations, and quantities are estimated based on previous years' actual usage, and can be affected by temperature and atmospheric conditions. Based on previous year's need the value did not necessitate Board of Alderman approval; however, chemical usage was greater than estimated for 2022 and additional quantity is necessary to properly control the levels of hydrogen sulfide gas at 370 Pump Station 2. Therefore, it is recommended the City Administrator be authorized to exceed \$100,000 as needed in order to properly control the levels of hydrogen sulfide gas at 370 Pump Station 2 for safety, and to prevent odor and corrosion issues.

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.) This is an annual operating expense in the Water-Sewer Fund, and the expense is split equally between the City and East Central Missouri Water and Sewer Authority (ECMWSA). The anticipated total cost will not exceed \$110,000.00.

RBA requested by: Graddick 5.4.23 CA: W. J. Miller 5-4-23

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Regular ( ) Work Session ( X )

ATTACHMENT: YES ( ) NO ( X )

Contract ( ) Ordinance ( ) Other ( )

**Request for Board Action  
By Staff**

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

**Brief Description:** Recommendation for casualty, property, and workers' compensation administrative services.

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

**Summary/Explanation:** Recommendation for third party claims administration services provider for St. Peters. The City went out with an RFQ and received three (3) qualified proposals. Staff is recommending a one-year agreement with Thomas McGee Group, effective August 1, 2023, with an option to renew for four additional one-year periods. A copy of their proposal is available for viewing with the City Clerk's Office.

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

Budgeted- estimated five year cost \$343,750

RBA requested by: Cathy Pratt Cathy Pratt

CA: W. J. Mahl

5-5-23