



**CITY OF ST. PETERS
BOARD OF ALDERMEN WORK SESSION MINUTES
JANUARY 12, 2023**

The Work Session was called to order at approximately 5:00 p.m. on Thursday, January 12, 2023 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Patty Smith, City Clerk, called the roll. The following Elected Officials were present:

Mayor Len Pagano

Ward 1 - Alderman Joyce Townsend and Alderman John "Rocky" Reitmeyer

Ward 2 – Alderman Judy Bateman and Alderman Dr. Gregg Sartorius

Ward 3 - Alderman Terri Violet and Alderman Melissa Reimer

Ward 4 - Board President Nick Trupiano and Alderman Patrick Barclay

A quorum was established.

The following staff were present:

Amy Haddock, Water Environment Services Manager; Carl Crain, Environmental & Fleet Services Manager; Dan Emrick, Parks & Recreation Services Manager and Cathy Pratt, Staff Support Services Manager; Rick Struttmann, Police Chief; Burt Benesek, Transportation Development Services Manager; Russ Batzel, City Administrator; Bill Malach, Assistant to the City Administrator; and Patty Smith, City Clerk. John Young, City Attorney was also present.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

Alderman Bateman moved and Alderman Sartorius seconded the motion to remove Discussion/Special Use Permit City Code from the agenda for discussion. The motion was approved.

DISCUSSION/SPECIAL USE PERMIT CITY CODE – TOWNSEND

Alderman Townsend discussed the Planning and Zoning Commission's request for consideration and review of the standards applicable to the approval of the Special Use Permits. City Attorney Young spoke about the changes included in the draft amendment to City Code Section 405.780, which establishes the submittal process and review criteria for special use permits; and all of which broadens the scope of the standard of review, and is similar to what other cities in the region apply, which have been supported by case law. The changes specify what the Commission is to review and what the applicant must prove to the Commission of what they are asking for of the Special Use Permit. These proposed changes would help clarify the Commission's interpretation of this City Code. City Attorney Young reviewed the evaluation criteria and spoke on presented language changes. Discussion was held regarding compatibility analysis with Special Uses. A review of these changes during a

Joint Work Session was suggested. Alderman Townsend stated these changes put more of a burden on the developer of what they must prove to the Commission for the Special Use Permit. She asked to start this process on this particular part of these regulations, as it may take 2 or 3 months, then which goes back to Planning & Zoning Commission for a vote, then to the Board of Aldermen for consideration, unless anyone has any specific changes to what's presented. Alderman Trupiano moved and Alderman Sartorius seconded the motion to move forward with the amended language as presented for Section 405.780 and forward to Planning and Zoning for their recommendation. All in favor. The motion was approved. **This business item will be placed on a future Board of Aldermen meeting agenda for consideration.**

MAYOR/CITY ADMINISTRATOR ITEMS

Unfinished Business Items: None

New Business Items:

Alderman Violet moved and Alderman Townsend seconded the motion to remove Recreational Marijuana Tax Ballot Measure from the agenda for discussion. The motion was approved.

RECREATIONAL MARIJUANA TAX BALLOT MEASURE – MAYOR

Mayor Pagano detailed that on November 8, 2022 the electors of the State of Missouri approved Amendment 3 to the Missouri Constitution enacting Section 2 of Article XIV of the Missouri Constitution effective December 8, 2022. Mayor explained the Constitution provides that the City of St. Peters is authorized to impose an additional sales tax not to exceed three percent on retail sales of adult use recreational marijuana sold. There are currently five medical marijuana retail businesses in St. Peters that will qualify under this State of Missouri amendment. To impose such a sales tax, the City must submit to the voters for approval by a majority of those voting at a general, primary or special election. It is estimated that between \$750,000 and \$950,000 may be generated each year by this additional sales tax to be used for general revenue purposes. Questions regarding it being an additional tax were addressed. It was clarified that there is already a 2% tax on medicinal and recreational marijuana sales. A draft ordinance for consideration is included in tonight's meeting agenda packet. Discussion ensued among the Board of Aldermen on whether to place on the April 4, 2023 General Municipal Election ballot Proposition M for voter consideration of an additional 3% sales tax on retail sales of adult use recreational marijuana. **This is business item I-4 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Townsend seconded the motion to remove Use Tax Ballot Measure from the agenda for discussion. The motion was approved.

USE TAX BALLOT MEASURE – MAYOR

Mayor spoke on the present and future financial status for the City of St. Peters and mentioned the current empty business sites and the recent bankrupt filing announcements of four businesses located within the City. There are also future emerging technology expectations and those perceived costs. Mayor stated he continues to support brick and

mortar stores and does not want to lose additional stores in our community due to online purchases. He further explained that he observes online purchases being delivered to residents daily using City streets, but the City is losing out on taxpayer monies from those online purchases to go in part toward street repair. The draft ordinance requests to submit to the voters at the April 4, 2023 General Municipal Election, a ballot measure to impose a local use tax at a rate equal to the rate of the total local sales taxes in effect in the City, and for general revenue purposes with a priority focus on public safety. A draft ordinance for consideration is included in tonight's meeting agenda packet. It is estimated that between \$450,000 and \$1,400,000 may be generated annually and our surrounding municipalities have previously passed this measure. Comments followed among the Board of Aldermen on ballot item Proposition S for voter consideration. **This is business item I-5 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Violet seconded the motion to remove Kimberly Lane Water Tower Coating Project Bid Recommendation from the agenda for discussion. The motion was approved.

KIMBERLY LANE WATER TOWER COATING PROJECT BID RECOMMENDATION – HADDOCK

Ms. Haddock presented a slideshow for the Kimberly Lane Water Tower Coating Project Bid Recommendation. The City received six bids on December 5, 2022 for this project that includes sand blasting the existing interior and exterior coatings from the steel tank, completing miscellaneous steel repairs, and then applying new coatings on the tank interior and exterior. Additionally, a bid alternate to paint the piping and valves inside the valve vault is included and was evaluated. Staff recommended the lowest bidder, Viking Painting, LLC for the sandblasting, miscellaneous steel repairs, and painting of the Kimberly Lane Water Tower and valve vault in the initial award amount of \$263,500. Work is to begin spring 2023. This project was budgeted and funded from the Water/Sewer Utility Construction Fund 750. With approval, an authorizing Ordinance will be placed on the January 26, 2023 Board of Aldermen meeting agenda. Questions were addressed. Alderman Reimer moved and Alderman Townsend seconded the motion to place this item on the January 26, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the January 26, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Reimer moved and Alderman Bateman seconded the motion to remove 2023 Water Service Line Repair Program Renewal Recommendation from the agenda for discussion. The motion was approved.

2023 WATER SERVICE LINE REPAIR PROGRAM RENEWAL RECOMMENDATION – BENESEK

Mr. Benesek recommended renewal of the City's contract with Jeff Roderfeld Construction, LLC for the 2023 Water Service Line Repair Program. Mr. Benesek reminded the Board of Aldermen that in 2012, with authorization by state statutes and approval of the voters in the City of St. Peters, a \$12.00 per household annual assessment (billed by St. Charles County along with the annual real estate taxes) was established to fund the Water Service Line Repair Program. The City of St. Peters administers the Residential Water Service Line Repair Program for our residents. This program assists residents with repairs to their domestic water

service line from water meter to house foundation wall. The program pays 85% of the repair costs up to a maximum of \$3,000 per household. To expedite repairs, the City contracts with a licensed plumber to establish base unit costs. In 2021, a contract was initiated with Jeff Roderfeld Construction, LLC that included a renewal option for three (3) additional one-year periods, if the contractor would hold their pricing. Jeff Roderfeld Construction, LLC has agreed to hold their pricing for the 2023 contract year (February 13, 2023 – February 12, 2024). This will be the first contract renewal of Jeff Roderfeld Construction, LLC. Approval of this recommendation would authorize the award of a contract in the initial amount of \$180,000.00. The project is funded by the Water Service Line Repair Program. With approval, an authorizing Ordinance will be placed on the January 26, 2023 Board of Aldermen meeting agenda. No further comments or questions from the Board were of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the January 26, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the January 26, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Trupiano seconded the motion to remove McClay Road MHTC TEAP Funding Agreement from the agenda for discussion. The motion was approved.

MCCLAY ROAD MHTC TEAP FUNDING AGREEMENT – BENESEK

Mr. Benesek recommended executing a Missouri Highway and Transportation Commission Traffic Engineering Assistance Program Agreement to study the intersections of McClay Road at Harvester Road and at Jungermann Road (Award Number: TEAP070). Mr. Benesek displayed an aerial photo of the study area. The City of St. Peters has been awarded matching Traffic Engineering Assistance Program (TEAP) funds, administered by the Missouri Department of Transportation, for a capacity improvements study of these intersections. This study will collect and analyze various traffic information and propose safety improvements and reduce congestion along the roadway and the two intersections. In order to receive said funds, the City of St. Peters must execute an agreement with the Missouri Highways and Transportation Commission detailing funding requirements. Execution of this agreement will allow the City of St. Peters to be eligible to receive up to 80% for reimbursable traffic study expenses. Funds for this TEAP study are incorporated with the traffic department's professional services budget, within the Transportation Trust Fund. With approval, the total cost to the City will be as follows: MoDOT (80%): \$12,000.00 and City (20%): \$3,000.00. With approval, an authorizing Ordinance will be placed on the January 26, 2023 Board of Aldermen meeting agenda. Comments were made and no questions from the Aldermen were addressed. Alderman Violet moved and Alderman Barclay seconded the motion to place this item on the January 26, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the January 26, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Barclay seconded the motion to remove Recommendation/Amend Policy 107, SR Compensation & Benefits from the agenda for discussion. The motion was approved.

RECOMMENDATION/AMEND POLICY 107, SR COMPENSATION & BENEFITS – EMRICK

Mr. Emrick presented a slideshow recommending an amendment to Policy 107 – Service Representative Compensation & Benefits. Mr. Emrick stated approximately 125 lifeguards are needed each summer pool season in order to operate The Cove, Laurel Park, and the Rec-Plex Natatorium. We typically have to hire about 50 new lifeguards each spring to add to the 75 that we are able to keep year round. In 2022, we were successfully able to keep all of our pool operations open unlike many of our bordering municipalities. Staff believes this is attributed to the \$2/hour Service Rep rate increase that the Board of Aldermen approved at the February 1, 2022 Pre-CIP Budget Meeting. This approved increase was in response to the Missouri State Minimum Wage Increase to \$11.15/hour on January 1, 2022 and \$12.00/hour on January 1, 2023. After bordering municipalities had closed or partially closed pools in 2022 due to lifeguard shortages, they have now proactively raised their wages in time for the hiring season that starts in February. In order to stay competitive within the market and keep pool amenities open in 2023, we are recommending an additional \$2/hour increase for lifeguards. In addition, there is a similar situation with summer camps conducted within the Rec-Plex & Arts Center. Based on a competitive market analysis gathered recently from other municipalities, staff is recommending a \$1/hour increase for both Rec-Plex and Art Camp Counselors and the addition of an Art Camp Director to mirror the staffing format at Rec-Plex. Lastly, staff is recommending all "lead" positions be set at a \$1.50 premium rather than having separate \$1 premium and \$1.50 premium positions. The \$1 premium is original from when minimum wage was \$7.25/hour and is no longer proportionate to current hourly wages and responsibilities that comes with a "lead" role. The positions eligible for these premiums are babysitters, cart attendants, food service attendant, front desk attendant, gym attendant, ice attendant, marshals, lifeguards, camp attendant, and inclusion support. FY'23 budget impacts include \$45,000 (Lifeguards); \$8,300 (Rec-Plex Camp Counselors); \$23,000 (Art Camp Counselors/Art Camp Director); \$3,217 (Lead Premiums) for a total of \$79,517. For future consideration, staff plans to propose rate increases at the February 3, 2023 Pre-CIP Budget Meeting on outdoor pool passes and general admission, as well as both Rec-Plex and Art Camp registration rates that will account for at least \$54,000 of the \$79,517 additional expense to properly operate these amenities (assuming no additional growth in business). An Aldermen comment was made and no questions were addressed. Alderman Bateman moved and Alderman Violet seconded the motion to move forward with the proposed amendments to policy 107 for Service Representative compensation and benefits. All in favor. The motion was approved. **No further Board of Aldermen action is required on this item.**

Alderman Reimer moved and Alderman Reitmeyer seconded the motion to remove Golf Operations Assistant Position Recommendation from the agenda for discussion. The motion was approved.

GOLF OPERATIONS ASSISTANT POSITION RECOMMENDATION – EMRICK

Mr. Emrick presented a slideshow explaining staff's recommendation to convert the Golf Operations Assistant position at St. Peters Golf Club from Part-Time to Full-Time and post the position immediately in order to fill positions prior to the busy golf season. Mr. Emrick explained when St. Peters Golf Club re-opened after the renovation of the clubhouse, a Part-Time Golf Operations Assistant was added to help support the Golf Operations Coordinator with the expanded golf operation of Caddy's, a Tournament Pavilion, and The Shack. With a

20% increase in rounds of golf and a 25% increase in golf revenue since the grand re-opening in 2019, supervision has become very challenging with considerable strain on the Golf Operations Coordinator and Part-Time staff has been difficult to retain. FY'23 budget will be impacted by \$22,000 and the FY'24 will be impacted by \$48,000. A \$1 greens fees increase was previously approved that accounts for \$20,000 of this cost addition and proposing rate increases at Water's Edge. Golf & Banquet currently has a \$469,509 fund balance from FY'22. The amendments would be implemented immediately for the February 1st hiring season. No comments or questions from the Board of Aldermen. Alderman Violet moved and Alderman Townsend seconded the motion to move forward with the recommended converting the Golf Operations Assistant to a full time position. All in favor. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – BATZEL

- **BODY CAM EQUIPMENT/UNIFORM PURCHASE – STRUTTMANN**

Chief Struttmann gave an update on the Digital Recording System Project for the Police Department, also known as body cam project. Staff is proceeding with the project to procure cameras for the City's officers and fleet vehicles during the current budget cycle. Staff with the MPS group and the City's I.T. Department is currently evaluating bid proposals for this project. The project is composed of three components: computer hardware and software, modifications to the Justice Center building to meet the ...and electrical requirements of the devices, and police uniform modifications to permit mounting of systems on officers' uniforms. The Board of Aldermen has previously authorized the use of American Rescue Plan Act (ARPA) funds for this project. Staff believes ARPA is an appropriate funding source for both the software, hardware and facility infrastructure modifications; however, in discussions with financing staff, believe that the ARPA funding is not appropriate for the purchase of police uniforms. Since the inception of the project, it is known that the change of police uniforms would be necessitated. Staff has performed various trials of numerous components over the past several months and believe a solution was found which would work with any body camera vendor that the City recommends. Staff anticipates that the body camera project, including the uniform change, will still be within the original budgeted amount as presented to the Board of Aldermen; however, since the uniforms will not be purchases with ARPA funds, will be seeking authorization for the purchase uniforms within the existing MPS budget at the next Board of Aldermen meeting. With potential delays in procurement of uniforms, staff believes that delaying the purchase may unduly extend the deployment of the body camera systems once approved. Staff anticipates a FY'23 budget adjustment later in the year to cover a portion of the uniform costs. With approval, Chief Struttmann would like to place the uniform purchase on both the January 26, 2023 Work Session and Board of Aldermen meeting agendas. The ARPA funding purchases will be placed on a future Board of Aldermen meeting for consideration. An aldermen comment was made and no questions were presented. Alderman Townsend moved and Alderman Reimer seconded the motion to place this item on both the January 26, 2023 Work Session and Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the January 26, 2023 Work Session meeting agenda and the Board of Aldermen meeting agenda for consideration.**

- **RESOLUTION OF SUPPORT FOR DED GRANT – BATZEL**

Mr. Batzel stated on December 21, 2022, the Department of Economic Development (DED) posted a grant opportunity for possible consideration. Mr. Batzel explained this grant is an opportunity to receive funding for industrial site development project. Mr. Batzel reminded the Board of the recent groundbreaking for the NorthPoint Project. This project meets the criteria of the application guidelines. The development partnership agreement with NorthPoint includes building an extension of Spencer Road and expanding the water and sewer infrastructure. Staff would request approval to seek grant funding to help offset the City's cost of this project. Grant applications are due on February 20, 2023. The City will be seeking approximately \$1.5 million in funding. A draft resolution was included in the Work Session packet. With approval, a resolution of support will be placed on the January 26, 2023 Board of Aldermen meeting agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Sartorius seconded the motion to place this item on the January 26, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the January 26, 2023 Board of Aldermen meeting agenda for consideration.**

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel stated there are no revisions; however, reminded the Board that a revised packet was emailed to the Board of Aldermen on January 11, 2023.

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

No Executive Session was called at this time.

ADJOURNMENT OF THE WORK SESSION

Alderman Violet moved and Alderman Bateman seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 6:37 p.m.

Submitted by,



Patricia E. Smith
City Clerk

