



**CITY OF ST. PETERS  
BOARD OF ALDERMEN WORK SESSION MINUTES  
FEBRUARY 9, 2023**

The Work Session was called to order at approximately 5:00 p.m. on Thursday, February 9, 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; Bill Malach, 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**

No items for discussion

**MAYOR/CITY ADMINISTRATOR ITEMS**

Unfinished Business Items: None

New Business Items:

Alderman Townsend moved and Alderman Sartorius seconded the motion to remove Creek Corridor Stewardship Contract Recommendation from the agenda for discussion. The motion was approved.

**CREEK CORRIDOR STEWARDSHIP CONTRACT RECOMMENDATION – HADDOCK**

Ms. Haddock presented a slideshow recommending forgoing the bid process and awarding the Creek Corridor Stewardship Maintenance Contract to Native Landscape Solutions, Inc. based on competitive negotiations. Native Landscape Solutions, Inc. (NLS), provided these contracted services for 21 creek sites in FY'22 and cannot hold their current unit prices for

FY'23; however, their approximate 4% increase is still lower than the next bid received. Staff recommends awarding Native Landscape Solutions based on competitive negotiations in the initial amount of \$105,100.00 to prevent delay in the Creek Corridor Stewardship Activities. Ms. Haddock responded to Alderman's request for clarification on the motivation to not hold a bid process and work history with this company. No further comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Townsend seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Bateman seconded the motion to remove Basin Stewardship Contract Recommendation from the agenda for discussion. The motion was approved.

#### **BASIN STEWARDSHIP CONTRACT RECOMMENDATION – HADDOCK**

Ms. Haddock recommended forgoing the bid process and awarding the Basin & BMP Stewardship Maintenance Contract to Native Landscape Solutions, Inc. based on competitive negotiations. Native Landscape Solutions provided these contracted services in FY'22 and cannot hold their current prices. They are increasing their costs approximately 4%, but they are still lower than the next lowest bidder when bids were received in 2022. The stewardship work includes specialty services such as control of invasive species by selective hand clearing, herbicide application, or limited mowing; in addition, the contract includes debris removal, removal of blockages impeding flow, and general site stewardship for 41 native water quality basins. Approval of this contract in the amount of \$103,385.00 will prevent interruption of service/stewardship to these sites. No comments or questions from the Board of Aldermen. Alderman Sartorius moved and Alderman Reitmeyer seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Reimer moved and Alderman Barclay seconded the motion to remove Long Line & Intersection Pavement Marking Contract Recommendation from the agenda for discussion. The motion was approved.

#### **LONG LINE & INTERSECTION PAVEMENT MARKING CONTRACT RECOMMENDATION – BENESEK**

Mr. Benesek recommended utilizing a renewal clause in the 2021 Pavement Marking Program to award the 2023 Long Line Pavement Marking Program to America's Parking Remarking, Incorporated. Mr. Benesek explained that on March 10, 2021, the City received three (3) bids for the 2021 Pavement Marking Program with America's Parking Remarking submitting the lowest bid. This project consists of the placement of painted long line and intersection pavement markings throughout the City. The contract for the 2021 program includes language that allows the contract to be renewed if the bidder agrees to hold their unit cost pricing and if the City agrees. America's Parking and Remarking has agreed to hold their 2021 pricing for the 2023 contract. With Board approval, this recommendation will authorize the award of the contract in the initial amount of \$284,983.93. No comments or questions from the Board of Aldermen. Alderman Violet moved and Alderman Sartorius

seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Bateman seconded the motion to remove Rec-Plex North Air Handling Unit Repair Contract Change Order Recommendation from the agenda for discussion. The motion was approved.

**REC-PLEX NORTH AIR HANDLING UNIT REPAIR CONTRACT CHANGE ORDER RECOMMENDATION – BENESEK**

Mr. Benesek recounted that at the Pre-CIP meeting on February 2<sup>nd</sup> he explained that the humidity in the Rec-Plex North natatorium is controlled by two PoolPak air-handling units (AHUs), with a replacement value of \$650,000. Dehumidified Air Solutions is currently under contract to repair and refurbish PoolPak Unit#1 (AHU-7). This work is substantially complete and the contractor has demonstrated a proven repair method. PoolPak Unit#2 (AHU-8) requires similar repair and refurbishment. Dehumidified Air Solutions has provided a written scope and quote to complete the necessary repair and refurbishments to PoolPak Unit #2 for \$88,864.00. Staff recommends execution of a change order to the existing contract to account for this additional work. Execution of this contract change order will authorize an \$88,864.00 increase in the contract value, from \$60,226.64 to \$149,090.64, along with a corresponding FY23 Recreation Fund budget adjustment to provide the required FY23 budget. No comments or questions from the Board of Aldermen. **This is Business Item I-5 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Violet seconded the motion to remove Resolution/Write-Off Delinquent Personal Property Taxes from the agenda for discussion. The motion was approved.

**RESOLUTION/WRITE-OFF DELINQUENT PERSONAL PROPERTY TAXES – PRATT**

Ms. Pratt presented the annual City Collector report concerning the collection of ad valorem taxes and summary of the property tax revenue recorded for FY'22. She explained that a Resolution is needed to write-off the Personal Property taxes that are over 5 years old; and with Board approval, a draft Resolution will be presented at the next Board of Aldermen meeting for consideration. The annual Collector's Report for 2017 taxes provided in the packet shows a total unpaid personal property taxes in the amount of \$9,428; which represents .1% of the total tax assessed of \$9,528,408.00. Ms. Pratt explained the source of the majority of unpaid taxes that did not return their assessment to St. Charles County. No further comments or questions from the Board of Aldermen. Alderman Violet moved and Alderman Reimer seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Right-of-Way Agreement for Business Sign from the agenda for discussion. The motion was approved.

**RIGHT-OF-WAY AGREEMENT FOR BUSINESS SIGN – PRATT**

Ms. Pratt explained an existing sign is within the right-of-way at the Hyundai dealership on Spencer Loop South; the sign has been there for some time. With the remodeling of the building, a new sign application has been submitted. Upon review, staff determined that the sign is within the right-of-way of Spencer Loop South. The new sign will be on the same base. Staff has reviewed the area and verified that the sign placement does not negatively impact visibility. Staff recommends approval of a Right-of-Way Agreement for the business sign. No comments or questions from the Board of Aldermen. Alderman Townsend moved and Alderman Trupiano seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Sartorius seconded the motion to remove Rec-Plex North Lobby Restroom Renovation Contract Recommendation from the agenda for discussion. The motion was approved.

REC-PLEX NORTH LOBBY RESTROOM RENOVATION CONTRACT  
RECOMMENDATION – EMRICK

Mr. Emrick gave a slideshow presentation for the Rec-Plex North Lobby Restroom Renovation Contract Recommendation. Mr. Emrick stated the upper level lobby restrooms at Rec-Plex North are original 1994 construction with outdated finishes, as well as miscellaneous mechanical issues. This would be the final area on the main level to be renovated and modernized. Staff received two proposals on January 4, 2023 and recommend the low and responsible bidder Aspire Construction Services in the amount of \$191,400.00. Approval of this recommendation will authorize the expenditure of FY23 budgeted amount of \$166,000 from the Recreation Fund. The \$25,400 overage will be absorbed by operational budget. Project is scheduled to start on June 5, 2023 and completed by August 26, 2023. No comments or questions from the Board were of Aldermen. Alderman Violet moved and Alderman Sartorius seconded the motion to place this item on the February 23, 2023 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 23, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend 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 February 9, 2023. Alderman Townsend moved and Alderman Reitmeyer 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 February 9, 2023 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – MALACH

None

BOARD MEETING AGENDA ITEM REVISIONS – MALACH

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 Trupiano moved and Alderman Townsend 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 5:32 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Trupiano, yes; Alderman Bateman, yes; Alderman Barclay, yes; Alderman Reitmeyer, yes; Alderman Sartorius, yes; Alderman Violet, yes; Alderman Reimer, yes; Alderman Townsend, yes.

ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Trupiano moved and Alderman Townsend 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 6:29 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Trupiano, yes; Alderman Bateman, yes; Alderman Barclay, yes; Alderman Reitmeyer, yes; Alderman Sartorius, yes; Alderman Violet, yes; Alderman Reimer, yes; Alderman Townsend, yes.

Submitted by,



Patricia E. Smith  
City Clerk





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

Page 1 of 1

Department Name: <b>Parks &amp; Recreation Services</b>		Total # of Boxes: <b>1</b>
Department Records Coordinator: <b>Shane Kelly</b>		
Date: <b>01/10/23</b>	Office Address: <b>One St. Peters Centre Blvd., St. Peters, MO 63376</b>	Telephone: <b>636-477-6600 x1402</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>Shane Kelly</i>	Date: <b>1/10/23</b>	Date of Records Destruction: <b>1/22/23</b>
Group Manager: <i>[Signature]</i>	Date: <b>1/10/23</b>	Destruction Method:  Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <b>2/9/23</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: <i>[Signature]</i>	Date: <b>1/19/23</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
20-E	GS065 GS083 0217 GS076	2019 Swim Lesson Attendance Logs 2017 Lifeguard Rescue Report 2017 Opening/Closing Checklist 2020: Shift Reports, Oxygen Log, AED Log	2019 2017 2017 2020	3 Years 5 Years 5 Years Comp. Aud	P P P P
20-E	GS076	2019: Oxygen Log, AED Log, VAT Log	2019	Complete Aud.	P



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

Page 1 of 1

Department Name: <b>St. Peters Police Department, Chiefs Administrative Specialist</b>		Total # of Boxes: <b>1</b>
Department Records Coordinator: <b>Sgt. Melissa Doss Records Administrator</b>		
Date: <b>01/19/23</b>	Office Address: <b>1020 Grand Teton Drive, St. Peters, MO 63376</b>	Telephone: <b>636-477-6600, x3549</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>Melissa Doss</i>	Date: <i>1-26-23</i>	Date of Records Destruction: <i>1-27-23</i>
Group Manager: <i>Richard Stueffert</i>	Date: <i>1-20-23</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" type="checkbox"/>
Date of BOA Minutes: <i>2/9/23</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>1-26-23</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	GS 050	Federal Firearms License Applications Copies 2014, 2015, 2016, 2017, 2018, 2019 Block Party and Parade Permits 2017. Pertains to Permits and Licenses. (2 year retention).	2014,2015, 2016, 2017,2018, 2019	2 Years	P
1	GS 029	St. Peters Police Department, Vacation Leave Request. Includes employee's name, date request, and individual authorizing leave and approval date.	DECEMBER 2018 - DECEMBER 2019	3 years plus completion of audit	P

**GS 048****Orders Issued by Local Governing Bodies (commissions, councils, legislatures, etc.)***Also Called:*

County Court Orders; Writs of execution

*Function:*

Documents directives issued by local governing body, including those related to tax collection/abatement.

*Content:**Minimum Retention:*

If recorded in official minutes, retain through Completion of Audit. If not recorded, retain permanently as official copy.

*Disposition:*

Permanent records: Archive. Other records: Destroy securely.

*Note:*

Tax change must be entered into the permanent tax record book prior to the destruction of the court orders for tax abatements/additions.

*Approval Date:*

August 24, 2004

**GS 049****Request and Complaint Files***Also Called:**Function:**Content:*

Documents citizen requests or complaints about service, maintenance, repairs, materials, etc. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data.

*Minimum Retention:*

3 years after final disposition

*Disposition:*

Destroy securely.

*Note:*

See also: Equal Employment Opportunity (EEO) Records and Grievance and Complaint Records in the Personnel section; See also: Correspondence, General in this section for routine requests for information or publications.

*Approval Date:*

August 24, 2004

**GS 050****Permits and Licenses***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Building Trades Certification; Contractor Licensing File; Application for Motor Vehicle License; Business License; Facility Use Permit; Parade Permit

Records documenting review, background investigations, recommendations and other actions related to permits and licenses issued for various activities such as: the use of public facilities for dances, parades, etc.; the operation of retail and other businesses including sales, solicitors, second-hand dealers and taxi cabs; also tree removal, temporary signs, keeping livestock, billboards, etc.

May include: applications, background investigation reports, permits, licenses, renewals and related records.

Retain 2 years after expiration.

Destroy securely

This record series does not apply to several types of permit records related to construction, certain public works functions, and others. See: GS 052 for Building Permits and Applications. See: specific office schedules for other permits.

August 24, 2004

**GS 051****Disaster/Emergency Preparedness and Recovery Records***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Civil Defense Plans/Files; Homeland Security Plans; Emergency Management Files; Disaster Plan; Drill Records

Documents the plans for protection and reestablishment of services and equipment in the event of a disaster (natural, chemical, terrorist, etc.).

May include: plan, procedures, checklists, emergency phone numbers and addresses. Also records of practice drills and preparations.

Retain until superseded or no longer needed. Evaluate for historical content.

Retain documents with historical value permanently; all others: Destroy securely

Disaster/Emergency Preparedness and Recovery Plans are considered ESSENTIAL RECORDS (see note in introduction). Recommend duplicate copies be maintained in a secure location, accessible to authorized personnel in the event of an emergency.

August 24, 2004



**GS 029**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Leave Requests**

Leave Applications

Records documenting an employee's request for sick, vacation, compensatory, or other leave time.

May include: employee's name, department, date, type of leave requested, leave dates, hours, related information, signature of individual authorizing leave and approval date.

3 years plus completion of audit

Destroy securely

See also: Time and Attendance Records

August 19, 2003

**GS 030**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Equal Employment Opportunity (EEO) Records**

Affirmative Action Records

Records documenting the adoption, administration and compliance with US Equal Employment Opportunity Commission regulations.

Records may include: policies, plans, procedures, work place analyses, EEO-4 reports and related records and complaint records (which may include reports, exhibits, withdrawal notices, copies of decision, hearing and meeting records, and related documentation and correspondence).

Plans, policies and updates: Permanent; Complaint records: 3 years after final decision;

Other records: 3 years

Destroy securely

August 19, 2003

**GS 031**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Employment Eligibility Verification Forms**

I-9 Forms

Documents the filing of US Immigration and Naturalization Service form I-9, which verifies that an applicant or employee is eligible to work in the United States.

3 years from date of hire, or 1 year after date of separation, whichever is later

Destroy securely

This form is not part of the Employee Personnel Record and should be filed separately.

August 19, 2003; Revised August 24, 2017

**GS 032**

*Note:*

*Approval Date:*

**Employee Benefit Records**

See GS 116, GS 117, GS 118, GS 119

August 19, 2003; Revised August 28, 2012; Obsolete August 24, 2022

**GS 033**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Wage and Tax Statements**

Federal tax form W-2

Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

5 years

Destroy securely

See also: Federal and State Tax Forms in this section for related records.

August 19, 2003