



**CITY OF ST. PETERS  
BOARD OF ALDERMEN WORK SESSION MINUTES  
AUGUST 10, 2023**

The Work Session was called to order at approximately 5:00 p.m. on Thursday, August 10, 2023 at the St. Peters Justice Center Board of Aldermen Chambers located at 1020 Grand Teton Drive.

City Clerk Patty Smith 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 Dave Kuppler and Board President Alderman Melissa Reimer

Ward 4 – Alderman Nick Trupiano and Alderman Patrick Barclay

A quorum was established.

The following staff were present: Elliot Schneider, Environmental & Fleet Services Manager; Dan Emrick, Parks and Recreation Services Manager; Amy Haddock, Water Environment Services Manager; Burt Benesek, Transportation Development Services Manager; Cathy Pratt, Staff Support Services Manager; Andy Ramirez, Police Chief; 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 Bateman moved and Alderman Townsend seconded the motion to remove Board of Appeals Code Amendment from the agenda for discussion. All in favor, the motion was approved.

**BOARD OF APPEALS CODE AMENDMENT – BENESEK**

Mr. Benesek presented a slideshow explaining that to ensure members of the Board of Appeals have the necessary qualifications, staff recommends an amendment to the City Code. Mr. Benesek further explained that the Board of Appeals purpose is to hear and make determinations regarding interpretation of building and related code. The members should be experienced in the building and/or construction industry including interpreting plans and specifications related to building, site design, and applying municipal building and engineering code. An update of the current code is

recommended to provide more specific membership requirements and be consistent with local standards. Mr. Benesek reviewed the proposed revisions to Section 505 of City Code. Prior to tonight's meeting, Mr. Benesek distributed a memo dated August 10, 2023 with those recommended code revisions. Questions from the Board of Aldermen were addressed by Mr. Benesek regarding how often building codes are revised, alternate members, and if there are issues filling positions. Mr. Benesek stated there is an update in the process for fall, and currently don't foresee an issue filling positions if members are regularly contacted. No further comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the August 24, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the August 24, 2023 Board of Aldermen meeting agenda.**

Alderman Reimer moved and Alderman Barclay seconded the motion to remove MO370-Salt River Road Engineering Services Amendment from the agenda for discussion. All in favor, the motion was approved.

#### MO370-SALT RIVER ROAD ENGINEERING SERVICES AMENDMENT – BENESEK

Mr. Benesek reminded the Board that at the July 25 Budget Work Shop meeting he discussed issues with finding funding for future road projects. Mr. Benesek presented a slideshow explaining the project areas and phases. He requested to execute an amendment to the engineering services agreement with Horner and Shifrin for the MO370-Salt River Road Ramp 1 and Ramp 2/3 Design Project to complete design in the total amount of \$600,637.00; contingent upon County approval of a funding agreement amendment. The engineering services amendment accounts for additional Geotechnical analysis performed, preparation of alternative design options, and additional effort required to prepare plans and specification for selected alternative for future construction projects. The City of St. Peters allocated portion is estimated at \$120,147.40. No further comments or questions from the Board of Aldermen. Alderman Reitmeyer moved and Alderman Bateman seconded the motion to place this item on a future Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on a future Board of Aldermen meeting agenda.**

Alderman Reimer moved and Alderman Bateman seconded the motion to remove MO370-Salt River Road Board Funding Agreement Amendment from the agenda for discussion. All in favor, the motion was approved.

#### MO370-SALT RIVER ROAD BOARD FUNDING AGREEMENT AMENDMENT – BENESEK

Mr. Benesek displayed a slideshow on a proposed amendment to an agreement with St. Charles County for design MO370 of the Salt River Road Ramp 1 and Ramp 2/3 design project. Mr. Benesek further explained that the City and St. Charles County executed a Design Funding Agreement for ramp 2/3 in 2019. This agreement allows the City to be eligible to receive 80% reimbursement up to one million dollars. In September, the St. Charles County Road Board will consider a funding agreement amendment to increase the eligible reimbursement funding by approximately \$230,000.00. This accounts for a proposed Engineering Services Agreement for \$600,637.00. No comments or questions from the Board of Aldermen. Alderman Sartorius moved and Alderman Townsend seconded the motion to place this item on a future Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on a future Board of Aldermen meeting agenda.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove Routeware Route Optimization Recommendation from the agenda for discussion. All in favor, the motion was approved.

#### ROUTEWARE ROUTE OPTIMIZATION RECOMMENDATION – SCHNEIDER

Mr. Schneider explained staff's recommendation to competitively negotiate with Routeware for the installation of route optimization software for the Solid Waste department; which was previously discussed at the July 25 Budget Work Session meeting. This software will give the ability to track these route metrics and recycling program compliance which is crucial in the development of the new single stream recycling program and route efficiency improvements. Mr. Schneider further explained the objective is to improve customer service, communication, and interaction. Mr. Schneider discussed staff's extensive evaluation parameters for routing, tracking, and telemetry. The total cost of this project for all associated hardware, software, professional services and one year subscription is \$160,868.04. Due to a cancellation of a budgeted truck purchase, funds are available in the current budget. Mr. Schneider addressed aldermen questions on extended annual subscriptions and equipment warranties. No further comments or questions from the Board of Aldermen. Alderman Sartorius moved and Alderman Reimer seconded the motion to place this item on the August 24, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the August 24, 2023 Board of Aldermen meeting agenda.**

Alderman Bateman moved and Alderman Sartorius seconded the motion to remove Inclusive Recreation Coordinator Agreement Recommendation from the agenda for discussion. All in favor, the motion was approved.

#### INCLUSIVE RECREATION COORDINATOR AGREEMENT RECOMMENDATION – EMRICK

Mr. Emrick stated staff recommends a FY'24 professional services agreement with TaBri, LLC for inclusive recreation services in an amount not to exceed \$80,070.82. This service is sponsored by Developmental Disabilities Resource Board (DDRB) and administered by the City of St. Peters. The Inclusion Coordinator is a resource to assist staff to include St. Charles County residents with developmental disabilities in existing and age-appropriate inclusive recreation and leisure programs and services. The City of St. Peters portion of the agreement is in the amount of \$10,090.65. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the August 24, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the August 24, 2023 Board of Aldermen meeting agenda.**

Alderman Barclay moved and Alderman Reimer seconded the motion to remove Developmental Disabilities Resource Board Letter of Understanding Recommendation from the agenda for discussion. All in favor, the motion was approved.

#### DEVELOPMENTAL DISABILITIES RESOURCE BOARD LETTER OF UNDERSTANDING RECOMMENDATION – EMRICK

Mr. Emrick stated it is staff's recommendation to approve the FY24 Letter of Understanding with Developmental Disabilities Resource Board (DDRB) of St. Charles County to utilize funds to employ an Inclusion Coordinator. The City of St. Peters portion of the agreement is in the amount of \$10,090.65. With no comments or questions from the Board of Aldermen, Alderman Sartorius moved and Alderman Townsend seconded the motion to place this item on the August 24, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the August 24, 2023 Board of Aldermen meeting agenda.**

Alderman Bateman moved and Alderman Reimer seconded the motion to remove Dardenne Creek Blueway Cooperative Agreement at Woodlands Sports Park from the agenda for discussion. All in favor, the motion was approved.

#### DARDENNE CREEK BLUEWAY COOPERATIVE AGREEMENT AT WOODLANDS SPORTS PARK – EMRICK

Mr. Emrick reviewed the proposed Certain Cooperative Agreement with St. Charles County, Missouri, for the construction of an access area to Dardenne Creek Blueway at Woodlands Sports Park; which was previously discussed at the July 25 Budget Work Session meeting. St. Charles County's Master Plan for the Dardenne Creek Blueway includes six (6) total launch locations when fully implemented with four (4) launch sites located within 370 Lakeside Park, Lone Wolff Park, and Woodlands Sports Park. Approval of this recommendation will authorize the expenditure not to exceed amount of \$60,000 from the current LPSW Parking Lot Budget, with St. Charles County responsible for reimbursing 50% of the final material expense after completion. Work is expected between October, 2023 and April, 2024. There were no comments or questions from the Board of Aldermen. Alderman Sartorius moved and Alderman Reitmeyer seconded the motion to place this item on the August 24, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the August 24, 2023 Board of Aldermen meeting agenda.**

Alderman Reimer moved and Alderman Bateman seconded the motion to remove Secretary of State/Records Retention Schedule from the agenda for discussion. All in favor, 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 August 10, 2023. Alderman Reitmeyer moved and Alderman Kuppler 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 August 10, 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)

No Executive Session was called.

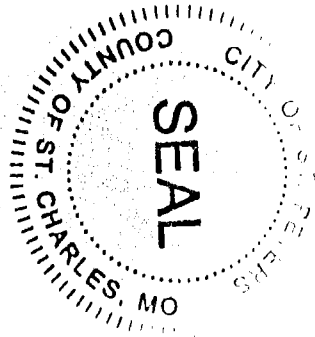
ADJOURNMENT OF THE WORK SESSION

Alderman Reimer moved and Alderman Kuppler seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:47 p.m.

Submitted by,



Patricia E. Smith  
City Clerk





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

Department Name: <b>Human Resources</b>		Total # of Boxes: <b>16</b>
Department Records Coordinator: <b>Cyndi Wade</b>		
Date: <b>6/22/23</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters, MO 63376</b>	Telephone: <b>636-477-6600 x-1243</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>Cyndi Wade</i>	Date: <i>6/22/23</i>	Date of Records Destruction: <i>7/11-7/25/23</i>
Group Manager: <i>Corey Pratt</i>	Date: <i>6-23-23</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>8/10/23</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>C. Brutt</i>	Date: <i>7/26/23</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
T-1348 ✓ thru T-1349 ✓	GS 062	Posting Folders 19-1565 through 19-1634	2019	3 Years	P
T-1400 & ✓ File Drawer	GS 062	Contracted Service Providers (background information)(Rating Records)	Contracts ended 2019	3 Years after contract ends	P



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File Drawer ✓	GS100	HIPAA Privacy Notices	2016	6 Years	P
T-0024-17 (e) ✓	GS 033	Federal Tax Form W-2	2017	5 Years	E
T-2017-B-C ✓ T-2017-E-F ✓	GS 068 & GS 028	FY17 Payroll Verification	10/4/16 - 09/29/17	5 Years Min 3 Yr + complete audit	P
T-2017-A ✓	GS 068 & GS 028	Net Transmittal, MO Tax, Qtr/Monthly MO Tax, Federal/ FICA/Medicare, Tuition, Rec-Plex, United Way	10/4/16 - 09/29/17	5 Years Min 3 Yr + complete audit	P
T-2017-D ✓	GS 068 & GS 028	Resident Youth, GSR 500 Hour, PT/FT12 Month Advancement, 2080 Hour, GSR Life, GSR/PT 1500 Hr, Payroll Change Memos , Rec-Plex, Vehicle Allowance, Outside Employment	10/4/16 - 09/29/17	5 Years Min 3 Yr + complete audit	P
File Drawer ✓	GS 043	Random Drug & Alcohol Results (Negative)	Jan-Dec 2021	1 Year	P
File Drawer ✓	GS 043	Random Drug & Alcohol Results (Positive)	Jan-Dec 2017	5 Years	P
File Drawer ✓	GS 031	I-9 Immigration and Naturalization Service Forms (Former Employee forms eligible for shredding by Federal formula & State Retention guidelines)	Through 2021	3 Yrs after DOH or 1 Yr after term whichever is >	P
T-0028-9 ✓	GS 068	LAGERS Monthly Employee/Employer Contribution record/check request (Required retention 5 Years - LAGERS uses a 10 year period for wage verification of retired employees)	2012	10 Years	P
T-0030 ✓	GS 033	ACA 1095 Form (Wage and Tax Statement)	2017	5 Years	P



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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
T-0023-A ✓	GS50-03E-03	Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms  *Equal to ERISA Federal Employee Benefits Retention	2016	6 Years*	P
T-1500-57 ✓ T-1500-58 ✓	GS 062	Regular FT/PT, SR A-Z, Municipal Youth, Interviewed - Not Recommended	2021	1 year after filled or recruitment cancelled	P
1202 ✓	GS 091	Workers Compensation Case Files	2019	3 Years; No action taken	P
Electronic ✓	GS 062	2021 Applications (CivicHR)	1/1/2021-12/31/2021	1 year after filled or cancelled	E
Electronic ✓	GS 062	2019 Posting/Requisitions (CivicHR)	1/1/2019 - 12/31/2019	3 Years	E
					E
					E



Box No.	Shred Date	By
- T-1348 Postings ✓	7/13/2023	Milo Bates
- T-1349 Postings ✓	7/13/2023	Milo Bates
- T-2017-A ✓	7/12/2023	Milo Bates
- T-2017-B ✓	7/12/2023	Milo Bates
- T-2017-C ✓	7/17/2023	Milo Bates
- T-2017-D ✓	7/18/2023	Milo Bates
- T-2017-E ✓	7/18/2023	Milo Bates
- T-2017-F ✓	7/14/2023	Milo Bates
T-1500-57/58 2021 Applications Interviewed/Not Recommended ✓	7/21/2023	Milo Bates
T-1400 Contract Workers (ending 2019) ✓	7/21/2023	Milo Bates
T-0023-A (2016) COBRA ✓	7/25/23	Cyndi Wade
HIPAA (2016) ✓	7/19/2023	Milo Bates
- T-0028-9 LAGERS (2012) ✓	7/11/2023	Milo Bates
Random (Jan-Dec 2021) (Negative) ✓	7/24/2023	Milo Bates
Random (Jan-Dec 2017) (Positive) ✓	NA	
I-9 Forms (Thru 2021) ✓	8/2022	Cyndi Wade
Workers Comp Case Files - 2019 ✓	7/24/2023	Milo Bates
- T-0030 ACA 1095 form (2017) ✓	7/11/2023	Milo Bates
T-0024-17 (2017 W-2) (Electronic) ✓	7/25/23	} Cyndi Wade
2021 Applications CivicHR (Electronic) ✓	7/25/23	
2019 Posting/Requisitions CivicHR (Electronic) ✓	7/25/23	