



**CITY OF ST. PETERS
BOARD OF ALDERMEN WORK SESSION MINUTES
AUGUST 24, 2023**

The Work Session was called to order at approximately 4:00 p.m. on Thursday, August 24, 2023 at the St. Peters Justice Center Board of Aldermen Conference Room 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

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

Ward 1 Alderman Rocky Reitmeyer was absent.

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.

LEGISLATIVE UPDATE BY REPRESENTATIVES PHIL CHRISTOFANELLI AND WENDY HAUSMAN IN ALDERMANIC CONFERENCE ROOM, 4:00 – 5:00 PM.

Missouri House of Representatives Phil Christophanelli of the 104th District and Wendy Hausman of the 65th District provided updates to the Board of Aldermen regarding the ending of the Missouri 102nd General Assembly for 2023; and discussed local level needs.

Representative Christofanelli stated that his final term is 2024 and informed of the committees, which he has served. He discussed the number of bills vetoed by the Governor, including the appropriations bill which included St. Charles County funding, specifically Route 370 at Salt River Road. He reported that no overrides were likely at this time. Representative Hausman and he met with the Governor's staff to work on getting vetoed items back into the budget. If any projects are important, let them know early. In addition, the franchise bill taskforce was not put together in time, however, they are requesting cities to submit proof with pictures and examples of any property damage that was caused during fiber installs, and not repaired in a timely manner, within the utility right-of-ways to yards, concrete/asphalt, or other utilities. Regarding SB 190, St. Charles County Council adopted the property tax freeze. He agrees the legislation could be clearer; it is not retroactive. Representative Christofanelli stated he is open to fix what failed last General Assembly to make it less burdensome on local governments.

Representative Hausman was elected to her first two-year term November 2022 and she has served on the Children & Families Committee. Discussion concerning H.R. 3557 The American Broadband Deployment Act of 2023 was held. Mayor Pagano discussed the Video Service Providers legislation and the draft Resolution on this evening's Work Session meeting agenda. With legislation previous passed, he expressed concerns about costs to cities and taxpayers and right of way maintenance; and the likelihood of less amenities for residents. Suggestion was made to send a copy to Scott Rupp, former member of the Missouri State Senate and current member of the Missouri Public Service Commission. Mayor Pagano asked Representatives Christofanelli and Hausman to look at the cost burden to the cities.

Discussion was held concerning Representative Lavasco's Home Based Business legislation from last year, which passed; and recent unsuccessful attempts to fix the concerns from the passage of HB 1662 in 2022 dealing with municipalities' ability to regulate home based businesses. The Missouri Municipal League (MML) is requesting examples of issues since the bill was passed so they can have evidence in January when it is time to revisit this bill. Representative Christofanelli needs a draft in October to file a bill by December 1st, stating how this is functionally affecting cities.

Discussion continued regarding the Governors vetoing general revenue funds for interchange improvements to Route 370 at Salt River Road, as stated in his veto letter. Representatives Christofanelli and Hausman weighed in on what the reasoning may be. Mr. Malach expressed the City's priorities of I-70 and Route 370 Salt River Road projects, and the 911 System.

The meeting concluded and Mayor Pagano expressed the importance of the attendance of the Representatives this evening; and how the outcome of the discussed legislation affects the quality of life for city residents. The Representatives were invited attend the St. Charles County Municipal League meeting in October; and attend a future Work Session meeting in January 2024.

At 5:00 p.m., Board President Reimer announced that the Board of Aldermen Work Session meeting began in the Justice Center Board of Aldermen Conference Room at 4:00 p.m. with a Legislative Update from State Representatives Phil Christofanelli and Wendy Hausman; and that we are now resuming the Work Session meeting in the Board Chambers.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOARD OF ALDERMEN ITEMS FOR DISCUSSION

Unfinished Business Items:

UPDATE ON SAFETY CONCERNS OF PANHANDLERS WITH CHILDREN AND STREET INTERSECTIONS (CONTINUED FROM 6-22-23) – BATEMAN

Alderman Bateman requested an update from City Attorney Young on this item. City Attorney Young informed the Board that they have reviewed relevant case law pertaining to these type of issues identified from provisions in the code to recommend for amendment at the next meeting. Still being reviewed are different scenarios that the Police Department has identified that they deal with daily to assist in their recommendations and that other ordinances currently in the city code address those scenarios. Alderman Bateman moved and Alderman Townsend seconded the motion to place this item on the next Work Session for September 14, 2023. All in favor, the motion was approved. **This item will be placed on the September 14, 2023 Work Session agenda for further review.**

New Business Items: None

MAYOR/CITY ADMINISTRATOR ITEMS

Unfinished Business Items: None

New Business Items:

Alderman Reimer moved and Alderman Sartorius seconded the motion to remove Resolution / Video Service Provider Franchise Discussion from the agenda for discussion. All in favor, the motion was approved.

RESOLUTION / VIDEO SERVICE PROVIDER FRANCHISE DISCUSSION – MAYOR

Mayor Pagano recounted recent conversation with the Missouri Municipal League about cable and the right of way, the continual increase of rates statewide, and a potential solution brought forward for the Missouri Public Service Commission to regulate Video Service Providers (VSP) concerning rates. Discussion was held about how streaming services should be included in the regulations; that this item should be presented at the St. Charles County Municipal League meeting in October by the Mayor and distributed to our State Senators, the Missouri Municipal League, and the St. Charles County Municipal League, as listed on the draft Resolution. Concerns were expressed that the Video Service Providers might attempt to pass along potential cost increases to the consumers for easement permits, etc. Mayor requested the City Attorney and staff review the draft Resolution for legalities and placement on the September 14, 2023 Board of Aldermen Meeting Agenda. Alderman Townsend moved and Alderman Bateman seconded the motion to approve the placement of a draft Resolution on the September 14, 2023 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the September 14, 2023 Board of Aldermen Regular meeting for consideration.**

Alderman Reimer moved and Alderman Barclay seconded the motion to remove 2023 Community Development Block Grant (CDBG) Subrecipient Agreement with St. Charles County from the agenda for discussion. All in favor, the motion was approved.

2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBRECIPIENT AGREEMENT WITH ST. CHARLES COUNTY – BENESEK

Mr. Benesek discussed the Subrecipient Agreement between St. Charles County and the City of St. Peters for conducting City Community Development Block Grant (CDBG) programs with 2023 Federal Funding. Said CDBG funds are to be used to provide programs that assist the elderly, low-income persons and persons with disabilities. Based on the cooperation agreement and CDBG guidelines, Meals on Wheels, transportation assistance, home rehabilitation assistance and lawn mowing assistance are programs the CDBG funds provide assistance for qualifying St. Peters residents. In order to receive CDBG funding reimbursement, execution of an annual Subrecipient agreement is required. Questions from the Aldermen were addressed. Alderman Sartorius moved and Alderman Trupiano seconded the motion to place a draft ordinance on the September 14, 2023 agenda for consideration. All in favor, the motion was approved. **This item will be placed on the September 14, 2023 Board of Aldermen Regular meeting for consideration.**

Alderman Bateman moved and Alderman Barclay seconded the motion to remove CDBG Home Improvement Loan Policy Revision Recommendations from the agenda for discussion. All in favor, the motion was approved.

CDBG HOME IMPROVEMENT LOAN POLICY REVISION RECOMMENDATIONS – BENESEK

Mr. Benesek presented a proposed policy revision and recommendation concerning the CDBG home improvement loans. This program has 25 – 30 folks utilizing it each year. Staff recommends eliminating the \$2,500 grant by revising the Home Improvement program administrative policy, applying the \$2,500 funds to the \$5,000.00; and allocate all \$7,500 as a forgivable, no interest loan. This would increase the number of residents who could be assisted through loan payments. With eliminating the grant, if a home improvement recipient refinanced or sold their home within 5 years of receiving the loan, all \$7,500 should be repaid. It would allow another qualifying Home Rehabilitation program applicant to be assisted more quickly. This proposed revision would begin October 1, 2023 for 2023/2024 fiscal year. Discussion included the purposes and goals of the program, and various scenarios regarding applying the loans, repayment of the loans and possible future consideration with the refinancing and repayment portion of the program. After much discussion and questions addressed, some of the Aldermen expressed their approval to staff's recommendation. Alderman Kuppler moved and Alderman Bateman seconded the motion to approve staff's recommendation and change to \$7,500. All in favor, the motion was approved.

Alderman Reimer moved and Alderman Barclay seconded the motion to remove Contract Change Order/MO 370 Interchange Ramp at Salt River Road, Phase 1 project from the agenda for discussion. All in favor, the motion was approved.

CONTRACT CHANGE ORDER/MO 370 INTERCHANGE RAMP AT SALT RIVER ROAD PHASE 1 PROJECT – BENESEK

Mr. Benesek requested authorization to execute Contract change order No. 2 for the Bid 22-159 – Missouri 370 Interchange Ramp at Salt River Road, Phase 1, Federal Project No. STP 7305(619), awarded to KCI Construction Company. Mr. Benesek explained change order No. 1 and why change order No. 2 is needed. This change order accounts for previously issued

Field Directives 3 and 4 that authorized completion of additional work necessary to address changed field conditions. This change order will also account for additional work needed to properly complete the project and adjustments to certain project quantities based on field measurements. This change order is eligible for 50% St. Charles County reimbursement funding. Approval of this change order will authorize a \$153,518.44 increase in the contract value; therefore exceeding the City Administrator's authority to execute, thereby requiring Board of Aldermen approval in the form of an authorizing ordinance on September 14, 2023 Board of Aldermen meeting agenda. Questions from the Board of Aldermen were addressed. Alderman Bateman moved and Alderman Sartorius seconded the motion to place this item on the September 14, 2023 Board of Aldermen meeting agenda for consideration. All in favor the motion was approved. **This item will be placed on the September 14, 2023 Board of Aldermen meeting agenda for consideration.**

Alderman Reimer moved and Alderman Barclay seconded the motion to remove Resolution / Establishing City Bank Accounts and Designating Authorized Signatories from the agenda for discussion. All in favor, the motion was approved.

RESOLUTION / ESTABLISHING CITY BANK ACCOUNTS AND DESIGNATING AUTHORIZED SIGNATORIES – PRATT

Ms. Pratt presented a draft resolution in the packet to establish a new City bank account to handle Automated Clearing House (ACH) banking transactions; and to close an account the City is no longer using, and updating the signatories, including changing the designation from specific names to titles. With no discussion from the Board of Aldermen, this is item I-11 on tonight's Board of Aldermen meeting agenda for consideration.

MISCELLANEOUS UPDATES – MALACH

Utility Billing Mailing Cost Reduction Research – Pratt / Harms

- MaryPat Harms, Administrative Services Manager, provided follow up presentation from previous discussion requested by the Board at the June 22, 2023 Work Session meeting, regarding research on reduction of utility billing mailing costs. Ms. Harms provided a slideshow of information on the City's utility billing costs, and savings with pros and cons of current letter vs. proposed postcard rates. Costs associated with or without return envelope; pros and cons of using a postcard; mailing bills versus ebilling costs; and costs/savings per items for letter bill/notice (without return envelope), postcard, STP Notices (automated phone calls), and ebilling. Staff recommends keeping the bill letters and not move to postcards; remove return envelopes from the bill mailing; continue encouraging folks to switch to ebills, moving friendly reminders and shutoff notices to STP NOTICES, via automated phone calls. Projected total costs and potential savings was presented. Based on 137,000 bills sent for FY22 at current postage rates, difference in sending letter vs. postcard is \$17,262.00; 18,900 Friendly Reminders sent in FY22 at current prices cost \$11,755.80; and 14,900 Shutoff Notices sent in FY22 at current rates cost \$9,267.80. Total spent in notices \$21,023.60. Removing return envelopes from regular bills saves \$2,877.00 based on 137,000 bills.

Staff requested direction from the Board on how to proceed with what was presented this evening. After much discussion with the Aldermen's questions and comments, Alderman Sartorius moved and Alderman Townsend seconded the motion to approve staff's recommendation as presented; and not use postcards and continue mailing the bills at this time; but discontinue sending the return envelopes with the regular bill mailing; and continue to encourage folks to receive ebills; and send Friendly Reminders and Shutoff Notices via STP NOTICES. With a voice vote, the ayes have it and the motion is approved.

MoDOT Monument Sign Locations – Benesek

- Mr. Malach added a non-agenda item update to the Board with the MoDOT Monument sign locations presented by Burt Benesek. Mr. Benesek recalled the previous discussion and approval of the three entrance monuments signs along I-70; one westbound at Cave Springs; and two at Mid Rivers Mall Drive, one east and one west bound. He reported that MoDOT's policy only allows one municipal monument per direction per corridor. Therefore, one of the budgeted westbound facing monuments will not be permitted. MoDOT allows one westbound and one eastbound, but not two eastbound or two westbound. After Mr. Benesek explained the City's options, discussion included the question on whether they could wait on the decision at Mid Rivers Mall Drive corridor, with the possibility of placing the eastbound City entrance monument sign at Salt River Road instead of Mid Rivers Mall Drive; and to move forward with the Cave Springs westbound City entrance sign for now. After clarification from staff on the timeline of this project, Alderman Sartorius moved to proceed with adding the westbound Cave Springs entrance monument sign at the Cave Springs corridor and Alderman Townsend seconded the motion. All in favor, the motion was approved.

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 Sartorius seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 6:18 p.m.

Submitted by,



Patricia E. Smith
City Clerk

