



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
June 25, 2020

The Work Session was called to order at approximately 5:00 p.m. on Thursday, June 25, 2020 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Patty Smith, City Clerk, called the roll. The following were present: Mayor Pagano; Board President Reitmeyer; Alderman Barclay; Alderman Bateman; Alderman Hollingsworth; Alderman Reimer; Alderman Townsend; Alderman Trupiano; Alderman Violet. Staff present include Vicki Phillips, Acting Director of Parks; Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation Development Services Manager; Rick Struttman, Police Chief; Russ Batzel, City Administrator; John Young, City Attorney, and Patty Smith, City Clerk.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOA ITEMS FOR DISCUSSION

Unfinished Business Items: None

New Business Items:

Alderman Reimer moved and Alderman Hollingsworth seconded the motion to remove Illy Drive Annexation/Rezoning Cottleville from the agenda for discussion. The motion was approved.

ILLY DRIVE ANNEXATION/REZONING COTTLEVILLE – BATEMAN

Alderman Bateman spoke about an annexation/rezoning petition with the City of Cottleville on a parcel located at 1 Illy Drive in St. Charles County which is immediately adjacent to the corporate limits of the City of St. Peters. The resolution on tonight's Board of Aldermen agenda provides the City an opportunity to present its thoughts on this petition scheduled for a public hearing before the Planning and Zoning Commission of the City of Cottleville on July 6, 2020. It's important to present our concerns, even though we have not seen petitioner's full presentation or application but believed to be for the enlarged or expanded use of the property for the collection of yard waste materials or composting. This could make an impact on our residential areas and it's important to make the City of Cottleville aware. Suggestion was made by the Board to contact Cottleville's City Administrator, Rich Francis, and explain the City's opposition. **This Resolution is Business Item I-06 on tonight's Board of Aldermen meeting agenda.**

MAYOR/CITY ADMINISTRATOR ITEM

Unfinished Business Items: None

New Business Items:

Alderman Townsend moved and Alderman Violet seconded the motion to remove Aging Ahead Agreement Recommendation from the agenda for discussion. The motion was approved.

AGING AHEAD AGREEMENT RECOMMENDATION – PRATT

Ms. Pratt stated staff is recommending entering into an agreement with Aging Ahead for the continuation of nutrition and multi-purpose senior services at the Tom Brown Senior Center. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Bateman seconded the motion to approve an Aging Ahead agreement. **This is Business Item I-02 on tonight's Board of Aldermen meeting agenda.**

Alderman Bateman moved and Alderman Hollingsworth seconded the motion to remove HIE Richmond Center Community Improvement District Amended & Restated Petition from the agenda for discussion. The motion was approved.

HIE RICHMOND CENTER COMMUNITY IMPROVEMENT DISTRICT AMENDED & RESTATED PETITION – PRATT

Mayor spoke on previous discussions between staff and the petitioner on the Holiday Inn Express Richmond Center Community Improvement District (CID) Amended and Restated Petition for maintenance and upkeep of the CID.

Ms. Pratt explained staff is expected to receive the petition by July 1st in order to meet the timeline the petitioner requested. A public hearing and CID petition be placed on the July 23, 2020 Board of Aldermen meeting agenda for approval. Ms. Pratt noted that a public hearing notice will be mailed to the property owner/petition, and a public notice will be posted twice in the St. Charles County Journal. Ms. Pratt introduced Attorney Robert Klahr with Armstrong Teasdale, LLP, who spoke on behalf of the petitioner. Mr. Klahr explained the Holiday Inn Express CID petition will recover the extraordinary costs that were associated with changes to the project as it was going through the approval process to accommodate the adjacent residential properties. Aldermen questions on the construction timeline for completion were addressed by the petitioner, Mr. Hemal Patel, who advised work should be completed within 30-60 days and is willing to give City staff construction updates. No further comments or questions from the Board of Aldermen. Alderman Hollingsworth moved and Alderman Reitmeyer seconded the motion to place this item on the July 23, 2020 Board of Aldermen meeting agenda as discussed. The motion was approved. **This item will be placed on the July 23, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Trupiano seconded the motion to remove Spencer Rd & Premier Parkway project Bid Recommendation from the agenda for discussion. The motion was approved.

SPENCER RD & PREMIER PARKWAY PROJECT BID RECOMMENDATION – BENESEK

Mr. Benesek presented a slideshow and stated staff received six (6) bids for the Spencer Road Transportation Improvement Project. This project is the last phase to improve the intersection of Spencer Road and Premier Parkway to include lane widening, traffic signal installation, signing addition, fiber installation, and ADA improvements. After a thorough review, staff recommends awarding the low, responsible bid, NB West Construction Company in the initial amount of \$1,019,509.47. This project is eligible to receive 80% St. Charles County Road Board funding, up to \$838,856.00. No comments or questions from the Board of Aldermen. **This is business item I-03 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Violet seconded the motion to remove Concrete Ready Mix Bid Recommendation from the agenda for discussion. The motion was approved.

CONCRETE READY MIX BID RECOMMENDATION – BENESEK

Mr. Benesek stated on June 3, 2019, two (2) bids were received for the supply and delivery of various types of concrete ready mix and concrete additives. At that time, an agreement with Schreiter Ready Mix of O'Fallon, Missouri was authorized the issuance of a blanket purchase order for the expenditure of up to \$250,000 beginning on July 2, 2019 and for a twelve month period, with a clause that allows the agreement to be renewed up to three (3) times. Staff is recommending a twelve month renewal; which will maintain existing unit cost pricing and authorize the expenditure of up to \$250,000, beginning on July 2, 2020. This blanket purchase order is used by the Street, Traffic, Utilities, and Parks departments. No comments or questions from the Board of Aldermen. **This is business item I-04 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reimer 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 June 25, 2020. Alderman Reitmeyer moved and Alderman Townsend 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 June 25, 2020 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – BATZEL

- City Code Editorial and Code Analysis/10 Year Review – Pratt/Smith/Young

City Attorney John Young stated the City's recodification process that was presented at the last Work Session includes recommended revisions from the various City departments for review. City Attorney Young explained a revised draft will be presented which removes a

couple items separately, because of their substance. City Attorney Young stated these revisions will be presented for consideration at the July 23rd Board of Aldermen meeting agenda. No further comments or questions from the Aldermen.

- Inclusion Coordinator and DDRB Coordinator – Pratt

Ms. Pratt stated that Unfinished Business Items H-2 and H-3 on tonight's Board of Aldermen meeting agenda are renewal agreements for the Inclusion Coordinator and funding agreement with Development Disabilities Resources Board (DDRB). Ms. Pratt stated the total contract for the Inclusion Coordinator is \$70,166.57; of which DDRB funds \$38,131.00 and the City of St. Peters along with St. Charles and O'Fallon funds the remaining amount at \$9,568.49 each. This contract will start July 1st.

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel reminded the Board of Aldermen that City Clerk Smith emailed a revised agenda yesterday, June 24, 2020. Mr. Batzel requested that Unfinished Business Item H-1 for Waste Connections be tabled until the July 23, 2020 Board of Aldermen meeting to give more time for the agreement to be finalized.

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 Reimer moved and Alderman Hollingsworth seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:53 p.m.

Submitted by,



Patricia E. Smith
City Clerk



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page ____ of ____

Department Name: SSS-PURCHASING		Total # of Boxes:
Department Records Coordinator: RITA WESTERSON		
Date: 06/01/20	Office Address: CITY HALL	Telephone: EXT 1224

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>Rita Westerson</i>	Date: <i>6-1-20</i>	Date of Records Destruction: <i>6-15-2020</i>
Group Manager: <i>Cathy Pratt</i>	Date: <i>6-2-2020</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>6/25/20</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>Patricia Edmister</i>	Date: <i>6/12/20</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
	GS060	MAINTENANCE AGREEMENTS	2008-2013	<i>5</i> YEARS AFTER EXPIRATION	

Maintenance 5 Year after agreement expires

Active Network	9/30/08	
ADT Security	9/19/11	
Adtran	11/30/03	
Advanced Wireless	9/30/10	
Americom	12/22/06	
Americom Imaging	11/19/10	
AT&T	10/6/09	
Attachmate	9/30/02	
Aurigo Software	12/31/12	
Blue Valley Public	3/3/89	
Brown Traffic	5/31/13	
Bruce Terminix	11/30/09	
CamDex Security	10/31/10	
CK Power	10/15/09	Kohler
CK Power	10/15/09	Generator
CK Power	10/15/09	Cummins
CK Power	10/15/09	Police Generec
CDS Office Technologies	4/30/13	
CDS Office	5/11/09	
CDW	5/29/14	Bluecoat
CDW	10/2/07	Apple
Compaq	9/30/02	
Da Com	11/16/13	CMPF 1 st Floor
Da Com	11/16/13	CMPF 2 nd Floor
Da Com	10/26/03	Comm Arts
Da Com	12/9/07	CMPF
Danka	12/15/03	Streets
Danka	12/31/07	IS

Maintenance 5 Year after agreement expires

Danka	3/23/06	Utilities
Danka	2/28/07	Parks
Dataforce	9/30/02	
Data Processing	4/29/07	
Deighton Assoc.	10/31/03	
Delores McCombs & Assoc.	3/31/12	
Dictaphone	9/30/03	
Digital AV	5/31/12	
DTN	8/31/12	
EBE	7/17/13	
DPSI	9/30/12	
FHE	12/31/11	
Fishnet	2/21/10	
Fishnet	8/24/14	
Elliott	4/30/14	
Fishnet	1/28/04	
Enterprise	4/27/09	
Gateway Ind. Power	6/30/03	
GFI digital	1/10/08	
Haines & Co	11/17/11	
Help Desk tech corp.	11/30/10	
HLP	12/31/13	
IBM	9/23/08	
HP IS	10/16/06	
Ikon – CM	6/30/04	
Ikon PD	2/29/13	
Ikon CMPF	1/10/04	
Ikon CMPF	12/28/06	
Ikon Com Rel	12/11/07	

Maintenance 5 Year after agreement expires

Ikon Eng	1/8/07
Ikon PD	5/18/05
Ikon PD	9/13/07
Ikon PD	1/31/07
Ikon PD	2/14/07
Ikon R.P.	10/19/04
Ikon PD	2/14/07
Integraph IS	4/30/11
Intermec IS	10/26/05
Interface Security	March 2013
Insight	3/29/12
Kustom Sig PD Surveillance	6/4/04
Kroll	12/10/10
Lancope IS	12/31/08
Liebert IS	4/24/07
Locate Plus PD	5/21/12
Marconi - Switch	2/1/05
M Orenet Fees – win	9/9/05
McAfee Antnirus – SSS IT	7/21/12
MGBS Inc – Scanners Finance	3/23/11
Network Technology – Golf Course	6/1/10
Nixle	4/28/12
Orbit	3/20/10
Overhead Door	10/12/10
Panasonic Courts	9/30/03
Panasonic PD	6/30/03
Perseus Development	8/31/05
Panasonic Eng	10/1/04
Panasonic Admin	2/28/02

Maintenance 5 Year after agreement expires

Philibert Security	7/31/12
Pitney Bowes – IS	10/1/10
Pitney Bowes – PD	3/30/11
RBM Streets	2/1/11
RBM WIN	11/1/06
RBM Community Arts	12/31/10
RBM Court	3/1/06
RBM R.P.	3/23/06
RBM CAC	3/23/06
Insight Rkon – IS	6/4/15
RM Wester	10/31/12
Rejis	11/30/12
Rejis	6/30/12
Rejis	10/31/12
Rejis	9/30/08
Rejis Pd	4/2/04
Rejis IS	12/27/04
Ricoh PD	11/13/12
SBC – AT&T	6/29/09
Sentinel technologies Sophos	9/17/12



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: Human Resources		Total # of Boxes: 2
Department Records Coordinator: Cyndi Wade		
Date: 05/08/20	Office Address: One St. Peters Center Blvd, St. Peters, MO 63376	Telephone: 636.477.6600

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>5/8/20</i>	Date of Records Destruction: <i>5/18/2020 & 5/19/2020</i>
Group Manager: <i>Debbie Pratt</i>	Date: <i>5-11-2020</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>6/25/20</i>		

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Required Approval Signature	
City Clerk: <i>Bonnie</i>	Date: <i>5/18/2020</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
Box #1	GS064	Employee Training Documents: Sign In Sheets, Tests, Evaluations, etc.	June 2001-April 2017	3 years	P
Box #2	GS041	Volunteer Program Records: statistics, sign in sheets, program planning	September 1995-February 2015	5 years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Department Name: Human Resources		Total # of Boxes: 2
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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
Box #2	GS042	Volunteer Worker Records: Inactive Volunteers, Incomplete Applications, Interns	March 1997-April 2017	3 years after separation	
					P
					P
					P
					P
					P
					P
					P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: Human Resources		Total # of Boxes: 1
Department Records Coordinator: Cyndi Wade		
Date: 06/04/20	Office Address: One St. Peters Center Blvd, St. Peters, MO 63376	Telephone: 636.477.6600

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>6/5/20</i>	Date of Records Destruction: <i>6-15-2020</i>
Group Manager: <i>Kathy Pratt</i>	Date: <i>6-7-2020</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>6/25/20</i>		

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Required Approval Signature	
City Clerk: <i>Patricia Smith</i>	Date: <i>6/12/20</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
Box #1	GS064	Employee Training Documents: Tests	May 2017	3 years !	P
Box #1	GS041	Volunteer Program Records: statistics, sign in sheets, agreements, program planning, reports, copies of check requests, petty cash reimbursements, and purchase orders	June 2008-April 2015	5 years !	P

