



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
January 23, 2020

The Work Session was called to order at approximately 5:00 p.m. on Thursday, January 23, 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 Bateman; Alderman Barclay; Alderman Reimer; Alderman Reitmeyer; Alderman Townsend; Alderman Trupiano; Alderman Violet; Burt Benesek, Transportation and Development Services Manager; Rick Oloteo, Recreation and Cultural Services Manager; Bill Malach, Water Environment Services Manager; Cathy Pratt, Staff Support Services Manager; Rick Struttmann, Police Chief; Russ Batzel, City Administrator; John Young, City Attorney. Vicki Phillips, Acting Director of Parks and Alderman Hollingsworth were absent.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOA ITEMS FOR DISCUSSION

None

MAYOR/CITY ADMINISTRATOR ITEM

UNFINISHED BUSINESS ITEMS: None

NEW BUSINESS ITEMS:

Alderman Reitmeyer moved and Alderman Townsend seconded the motion to remove Discussion/Dissolving St. Peters Green Team from the agenda for discussion. The motion was approved.

DISCUSSION/DISSOLVING ST. PETERS GREEN TEAM – MAYOR

Mayor Pagano discussed possible restructuring of the St. Peters Green Team by including ad hoc committees to the Parks, Recreation and Arts Advisory Board without dissolving the Green Team entirely. He recounted past consolidation of the Parks Board with the Arts, and then went on to discuss the history of Old Town St. Peters. He emphasized its value and the importance of rekindling the flavor of its existence. He included in his discussion some of the historical elements of the Old Town district, like the Lady of the Way Shrine, and the log cabin, with suggestions of engaging its residents and business owners to participate and promote enhancing the appeal and history of Old Town through events, signage, tours, etc.

City Administrator Batzel explained how the Parks Board could restructure by redefining its mission, adding a historical portion and sustainability or green element with either individual members or groups who have a special interest. An annual agenda to cover these things in an organized way where citizens could participate and focus on a special aspect was suggested.

The Aldermanic Liaisons of the Green Team and Parks Advisory Board mentioned this item for discussion at their meetings, and stated that members were in favor of supporting and participating in a restructure. Discussion concluded that further review is needed for restructuring and reorganizing these two Committees; with possible changes to the Resolutions, by-laws and missions, and for future discussion by the last meeting in February. **This item will be placed on a future Board of Aldermen meeting Work Session agenda.**

Alderman Violet moved and Alderman Reitmeyer seconded the motion to remove Route 370 Ramp Cost Share Agreement with MHTC from the agenda for discussion. The motion was approved.

ROUTE 370 RAMP COST SHARE AGREEMENT WITH MHTC – BENESEK

Mr. Benesek discussed staff's recommendation to enter into a cost share agreement with the Missouri Highways and Transportation Commission (MHTC) for the construction of Route 370 at Salt River Road. A slideshow was presented to show the area of focus. The first phase of the project will construct a new ramp from eastbound Salt River Road on to southbound Route 370. This phase of the project was awarded 50% reimbursement funding by the MHTC, up to \$1,800,169.00, with a required cost share funding agreement. With Board approval, a draft ordinance will be placed on the February 13, 2020 Board of Aldermen agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Reitmeyer moved and Alderman Bateman seconded the motion to place this item on the February 13, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 13, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reimer seconded the motion to remove Intergovernmental Agreement for Centennial Greenway Phase 4 Project from the agenda for discussion. The motion was approved.

INTERGOVERNMENTAL AGREEMENT FOR CENTENNIAL GREENWAY PHASE 4 PROJECT – BENESEK

Mr. Benesek discussed staff's recommendation to execute an Intergovernmental Cooperation Agreement with the City of St. Charles for acquisition of easements and right-of-way for design and construction of a public multi-use path improvements and maintenance of improvements associated with the Centennial Greenway Phase 4 Project. A slideshow was presented to show the project area along McClay Road from McClay Trail Drive to Hackman Road. Mr. Benesek stated this agreement is necessary to allow staff to negotiate and acquire right-of-way and easements within the City of St. Peters. No further comments or questions from the Board of Aldermen. **This is business item I-8 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Reimer seconded the motion to remove Asphaltic Concrete Materials Purchase from the agenda for discussion. The motion was approved.

ASPHALTIC CONCRETE MATERIALS PURCHASE - BENESEK

Mr. Benesek explained that Fred Weber and Simpson Materials are the only suppliers for the procurement of hot mix asphaltic concrete materials in the St. Louis area and Missouri Petroleum can provide quotes for cold mix asphaltic concrete and tack oil. Staff is requesting permission to suspend the normal course of bidding and solicit quotes from the suppliers directly to waive the normal purchasing requirement to advertise for bids. He will present the bid recommendation at a future Board of Aldermen meeting. No comments or questions from the Board of Aldermen. Alderman Barclay moved and Alderman Reitmeyer seconded the motion to authorize staff to suspend the normal course of bidding and directly solicit quotes from the suppliers Fred Weber, Simpson Materials and Missouri Petroleum, and waive the normal purchasing requirement to advertise for bids. All in favor, the motion was approved. **A bid recommendation will be presented at a future Board of Aldermen Work Session.**

Alderman Reitmeyer moved and Alderman Reimer seconded the motion to remove Trucks 450 & 750 Replacement Purchase Recommendation from the agenda for discussion. The motion was approved.

TRUCKS 450 & 750 REPLACEMENT PURCHASE RECOMMENDATION – MALACH

Mr. Malach explained that in accordance with the City's 5 year CIP and FY20 budget, the City went out to bid to replace Utility Department's truck 450 and Parks Department truck 750, both 5-ton tandem axle dump trucks equipped with snow plows and salt spreaders, used for general hauling and snow and ice control program. Staff negotiated directly with the lowest cost provider on the State contract. Staff recommends awarding the lowest bid on the state contract to Navistar International, in the total amount of \$339,172 for both. No further 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 Townsend moved and Alderman Reimer seconded the motion to remove Truck 338 Replacement Purchase Recommendation from the agenda for discussion. The motion was approved.

TRUCK 338 REPLACEMENT PURCHASE RECOMMENDATION – MALACH

Mr. Malach explained that truck 338 is a bucket truck used for street light and traffic signal repair and maintenance in the Street Department; and is scheduled for replacement in accordance with the City's 5-year CIP and FY20 budget. The City went out to bid and staff recommends the City purchase the 40-ft aerial boom and utility body directly from the State contract, Drake Scruggs, in the amount of \$108,993.92. Staff negotiated with this provider, which is the lowest bid on the state contract. No comments or questions from the Board of Aldermen. **This is business item I-9 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Reimer seconded the motion to remove Truck 738 Replacement Purchase Recommendation from the agenda for discussion. The motion was approved.

TRUCK 738 REPLACEMENT PURCHASE RECOMMENDATION – MALACH

Mr. Malach explained that truck 738 scheduled replacement is in accordance with the 5-yr CIP and the FY20 budget. City went out to bid to replace truck 738, a one-ton dump body used by the Horticultural Crew for general maintenance for the snow and ice control program. The truck will be purchased with a new snow plow and salt spreader. Don Brown Chevrolet was part of the State bid and they are willing to hold their price for truck 738. Staff recommends awarding to Don Brown Chevrolet, the lowest bid, in the total amount of \$99,464.00. No further comments or questions from the Board of Aldermen. **This is business item I-10 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reimer moved and Alderman Townsend seconded the motion to remove Parking Lot Agreement with the Center for Autism Education from the agenda for discussion. The motion was approved.

PARKING LOT AGREEMENT WITH THE CENTER FOR AUTISM EDUCATION – PRATT

Ms. Pratt explained it was brought to staff's attention that the Center for Autism Education was routinely parking a large number of vehicles in the parking lot of the City's Shady Springs Park. The Center has discussed their need for up to 40 parking spaces every week day for client support and overflow parking. Given the liability associated, staff recommends allowing this on a limited continued basis for up to three years under the terms of an agreement, which was included in the meeting packet. After discussions with the Center, it was agreed this was a temporary solution and they will need to include a parking lot expansion in their future capital plan. The fee for the limited use of the parking lot is intended to cover maintenance for general wear and tear. With Board approval, a draft ordinance will be placed on the February 13, 2020 Board of Aldermen agenda for consideration. No further comments or questions from the Board of Aldermen. Alderman Bateman moved and Alderman Reimer seconded the motion to place this item on the February 13, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 13, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Reimer seconded the motion to remove Municipal Court Custodian of Records Recommendation from the agenda for discussion. The motion was approved.

MUNICIPAL COURT CUSTODIAN OF RECORDS RECOMMENDATION – PRATT

Ms. Pratt explained staff recommends the City to establish a Municipal Court Custodian of Records. Currently all public information requests for court records go through the City Clerk, which is not time efficient for staff, and would like to establish the Court Administrator as the Municipal Court Records Custodian. With Board approval, a draft ordinance will be placed on the February 13, 2020 Board of Aldermen agenda for consideration. Questions from the

Board of Aldermen were addressed. Alderman Townsend moved and Alderman Trupiano seconded the motion to place this item on the February 13, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 13, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Trupiano seconded the motion to remove Suemandy Drive One and Suemandy Drive Two CID Update from the agenda for discussion. The motion was approved.

SUEMANDY DRIVE ONE AND SUEMANDY DRIVE TWO CID UPDATE – PRATT

Ms. Pratt stated that Patricia Beckerle from Armstrong Teasdale will be speaking at the Public Hearing during tonight's Board of Aldermen meeting to further explain the Suemandy Drive One and Suemandy Drive Two CID districts amendment, located at Mid Rivers Plaza. This amendment on tonight's agenda will combine the two CIDs to pay off debt on both sides. No further comments or questions from the Board of Aldermen. **This is business item I-15 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Reimer 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 January 23, 2020. Alderman Barclay moved and Alderman Bateman seconded the motion to accept the City Clerk's report regarding the Destruction of Record forms which are provided in the Work Session packet, and to be entered into the January 23, 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

- COP REFUNDING UNDERWRITER – PRATT

Ms. Pratt gave an update on the COP refunding process of the sale and closing of the refunding 2020 certificate of participation bonds. This refunding refinances two series of bonds that were related to the construction of Rec-Plex South and some road projects, including a portion of Page Avenue extension. One of the steps in the bond process was to solicit competitive proposals for underwriters; which the City received nine (9) responses. The two (2) best proposals were from Northland Securities and Stifel Nicholas. Based on the combination of the true interest costs and the firm's approaches to the financing process, staff is recommending Northland Securities. The resolution to select Northland as the underwriter and authorized certain preliminary actions relating to the proposed sale of the bonds is Business Item I-17 on tonight's Board of Aldermen meeting agenda. An original estimate of the savings to receive for this refunding was about 1.6 million and assuming the

interest rates don't go up in the next couple weeks, the City should see a savings of about \$2.5 million dollars.

- **FY19 BUDGET ADJUSTMENT – PRATT**

Ms. Pratt advised the FY19 audit results should be presented to the Board on February 27, 2020. As the Finance Department close the books, they have a few FY19 budget adjustments related to the fire at the Golf Course and the combining of the CMPF and Solid Waste Funds into the new Environmental Services Funds; which was discussed during the FY20 Budget meetings. On April 25, 2019, a fire occurred at the Golf Course's maintenance shed. After assessing and accumulating the damages, the City submitted an insurance claim in the amount of \$952,445.77. The claim had a \$25,000 deductible; so the City received \$927,445.77 reimbursement from our insurance carrier. During FY19, the City replaced approximately \$504,000.00 of equipment and the remaining \$423,000.00 is being reserved to complete the repair replacement in FY20. In addition to the fire, the current FY19 budget for Solid Waste and CMPF needed to be altered to show the actual amount of the transfer to the new Environmental Services Fund. The budget adjustment is Business Item I-04 on tonight's Board of Aldermen meeting agenda.

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel reminded the Board that City Clerk Smith distributed revised Board of Aldermen meeting agendas and packets to the Board of Aldermen yesterday, January 22, and included the addition of Business Item I-15 relative to the Suemandy Drive One and Two CIDs, and the final draft Resolution under Business Item I-16.

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 Townsend moved and Alderman Reimer seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:59 p.m.

Submitted by,



Patricia E. Smith, City Clerk



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

Department Name: Health & Environmental Services		Total # of Boxes: 7
Department Records Coordinator: Kristen Goodson		
Date: 12/23/19	Office Address: 131 Ecology Drive, St Peters, MO 63376	Telephone: 1471

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>K Goodson</i>	Date: <i>12/23/19</i>	Date of Records Destruction: <i>1/10/2020</i>
Group Manager: <i>Bill Mabe</i>	Date: <i>12/23/19</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>1/23/2020</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>J Smith</i>	Date: <i>1/7/2020</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
RC18 A	GS008	Waste Works Scale Tickets	Jan 2018	Post Audit	P
RC18 B	GS008	Waste Works Scale Tickets	Feb 2018	Post Audit	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Department Name: Health & Environmental Services		Total # of Boxes: 7
Department Records Coordinator: Kristen Goodson		
Date: 12/23/19	Office Address: 131 Ecology Drive, St. Peters MO 63376	Telephone: 1471

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
RC18 C	GS008	Waste Works Scale Tickets	Mar 2018	Post Audit	P
RC18 D	GS008	Waste Works Scale Tickets	April 2018	Post Audit	P
RC18 E	GS008	Waste Works Scale Tickets	May 2018	Post Audit	P
RC18 F	GS008	Waste Works Scale Tickets	June 2018	Post Audit	P
RC18 G	GS008	Daily Deposit Records Finance is the official office of retention	Jan-June 2018	Post Audit	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Administration		Total # of Boxes: 2
Department Records Coordinator: Chris Cattoor		
Date: 12/26/19	Office Address: One St. Peters Centre 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>Chris Cattoor</i>	Date: <i>1-7-20</i>	Date of Records Destruction: <i>1/15/2020</i>
Group Manager: <i>Cathy Pratt</i>	Date:	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>1/23/2020</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>J. Smith</i>	Date: <i>1/9/2020</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
353	GS 021	Board of Aldermen Meeting Folders January 9, 2014 to August 14, 2014	2014	1 Year	P
354	GS 021	Board of Aldermen Meeting Folders September 12, 2014 to December 19, 2014	2014	1 Year	P

