



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
October 10, 2019

The Work Session was called to order at approximately 5:00 p.m. on Thursday, October 10, 2019 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; Burt Benesek, Transportation and Development Services Manager; Rick Oloteo, Recreation and Cultural Services Manager; Bill Malach, Water Environment Services Manager; Jeff Hutsler, Parks and Golf Services Manager; Cathy Pratt, Staff Support Services Manager; Rick Struttmann, Police Chief; Russ Batzel, City Administrator; Special Counsel John Young; and Patty Smith, City Clerk. Alderman Hollingsworth and Alderman Violet were absent.

COMMUNICATIONS FROM BOARD MEMBERS/ALDERMANIC REPRESENTATIVES

Committee reports were given during this time.

BOA ITEMS FOR DISCUSSION

No items were discussed.

MAYOR/CITY ADMINISTRATOR ITEM

UNFINISHED BUSINESS ITEMS: NONE

NEW BUSINESS ITEMS:

Alderman Reitmeyer moved and Alderman Townsend seconded the motion to remove Discussion Regarding the Parking of Commercial Vehicles in Commercial Parking Lots from the agenda for discussion. The motion was approved.

DISCUSSION REGARDING THE PARKING OF COMMERCIAL VEHICLES IN COMMERCIAL PARKING LOTS – MAYOR/REITMEYER/TOWNSEND

Mayor advised he initially received a resident complaint of commercial vehicles parked on residential streets in the Country Hill Subdivision. After contact with the vehicles' owner, the commercial vehicles were then moved to the Country Hill Plaza. After a resident complained to the plaza owner, the commercial vehicles were then moved to another lot. Discussion ensued on how to prevent commercial vehicles from parking on privately owned parking lots; and possibly address this from a zoning code enforcement. After a discussion among the Aldermen and recommendations made, Aldermen agreed to have staff to look into ideas to

further review and rectify this situation. **No further Board of Aldermen action is required on this item.**

Alderman Reitmeyer moved and Alderman Reimer seconded the motion to remove Recommendation for Towing Service Contract from the agenda for discussion. The motion was approved.

RECOMMENDATION FOR TOWING SERVICE CONTRACT – STRUTTMANN

Chief Struttman stated the City received three (3) bids for the Police Department's Towing Service Contract. Bidders provided costs for their towing services for police authorized tows, City authorized tows, and private request tows. After a thorough review, staff is recommending awarding A-One for the City towing services contract and storage services. Questions from the Board of Aldermen were addressed. No further comments or questions. **This is business item I-04 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Bateman seconded the motion to remove Draft Resolution/ Regional 2020-2025 Updated Hazard Mitigation Plan from the agenda for discussion. The motion was approved.

DRAFT RESOLUTION/ REGIONAL 2020-2025 UPDATED HAZARD MITIGATION PLAN – HICKEY

Lieutenant Tim Hickey, Director of Emergency Management, gave a PowerPoint presentation overview on the Updated 2020-2025 St. Louis Regional Hazard Mitigation Plan. The Mitigation Plan was prepared by East-West Gateway Council of Governments; it covers St. Louis City, St. Louis, St. Charles, Jefferson, and Franklin Counties; and is required to be renewed every five years. He explained the purpose of the plan, what the plan covers, and what the plan factors in. The partnerships within the governments, businesses, and community will suggest mitigation plans, provide education programs, identify and respond to special needs issues and warning and evacuation measures.

Federal Emergency Management Agency (FEMA) requires local governments and school districts to adopt an updated plan by resolution every five years. By adopting the plan, the City of St. Peters will be eligible to apply for federal or state financial aid in implementing pre-disaster mitigation projects. With Board approval, a draft resolution will be placed on the October 24, 2019 Board of Aldermen agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the October 24, 2019 Board of Aldermen meeting agenda. **The motion was approved. This item will be placed on the October 24, 2019 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reitmeyer seconded the motion to remove 1st Amendment Agreement with St. Charles County for Spencer Road Reconstruction Project from the agenda for discussion. The motion was approved.

1ST AMENDMENT AGREEMENT WITH ST. CHARLES COUNTY FOR SPENCER ROAD RECONSTRUCTION PROJECT – BENESEK

Mr. Benesek recounted that in 2018, the City of St. Peters was awarded St. Charles County Road Board funds for 80% of the total estimated cost of the Spencer Road Reconstruction project. This project will remove, replace and upgrade Spencer Road from Willott Road to Thoele Road/Springwood Drive, to provide more durable pavement, control vehicle speeds and improve pedestrian safety. In 2019, this project was also awarded 80% federal reimbursement funding for construction only. To account for the federal funds now allocated to the project, St. Charles County has requested the Road Board funding agreement be amended to reduce the St. Charles County Road Board funding to allow funds to be reallocated to other approved projects. With Board approval, a draft ordinance will be placed on the October 24, 2019 Board of Aldermen agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the October 24, 2019 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the October 24, 2019 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reimer seconded the motion to remove Draft Resolution Amending Parks, Recreation and Arts Advisory Board By-Laws from the agenda for discussion. The motion was approved.

DRAFT RESOLUTION AMENDING PARKS, RECREATION AND ARTS ADVISORY BOARD BY-LAWS – HUTSLER

Mr. Hutsler informed that the Parks, Recreation and Arts Advisory Board recently approved their by-laws. In order to be consistent with other City Boards and Commissions, they are changing their mission statement and purpose statement. In addition, they are including the word "arts" to be included in the purpose statement. Changes to the by-laws require Board of Aldermen approval in the form of a Resolution, which was included in tonight's Work Session packet. With Board approval, a draft resolution will be placed on the October 24, 2019 Board of Aldermen agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Reimer moved and Alderman Reitmeyer seconded the motion to place this item on the October 24, 2019 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the October 24, 2019 Board of Aldermen meeting agenda for consideration.**

Alderman Reimer moved and Alderman Townsend seconded the motion to remove Draft Ordinances to Execute Agreements with SCC Ambulance District and Central County Fire and Rescue from the agenda for discussion. The motion was approved.

DRAFT ORDINANCES TO EXECUTE AGREEMENTS WITH SCC AMBULANCE DISTRICT AND CENTRAL COUNTY FIRE AND RESCUE – BATZEL

Mr. Batzel stated that intergovernmental agreements with St. Charles County Ambulance and Central County Fire and Rescue are needed for the Medline Industries Project in Premiere 370. He stated that both district Boards have passed agreements to approve up to 50% tax abatement for their districts, consistent with their terms and conditions that the

City will impose on the Chapter 100 for the Medline Project. The final Chapter 100 ordinance will be on the November Board of Aldermen meeting agenda. **This is business items I-06 and I-07 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 October 10, 2019. Alderman Reimer 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 October 10, 2019 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

MISCELLANEOUS UPDATES – BATZEL

- 2019 CELEBRATE ST. PETERS REVIEW - BEDIAN

Lisa Bedian, Director of Communications, gave a "wrap up" update on 2019 Celebrate St. Peters. She thanked the elected officials, sponsors, staff, volunteers, and residents for attending Celebrate St. Peters on September 20-21 and informed that there were over 20,000 attendees over the two days of festivities. Staff will review suggestions and ideas for planning next year's event; which will be September 18-19, 2020. She stated the format will remain with the country theme on Friday evening and classic rock theme for Saturday entertainment next year. She also thanked the weekend's many sponsors. The Aldermen provided a couple of suggestions for next year regarding the handicapped parking and the drop off area near the concert location.

Ms. Bedian invited everyone to the St. Peters 30th Anniversary Tree Lighting ceremony on December 6th at 6:30 p.m. with special guests Butch Wax and the Hollywoods performing a Holiday Hop. No further comments or questions from the Board of Aldermen.

BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel stated that this is not a revision but reported that City Clerk Smith did email to the Mayor and Board of Aldermen yesterday, the attachment to Business Item I-07 on tonight's Board of Aldermen meeting agenda.

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 Reitmeyer 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 6:09 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "Patricia E. Smith". The signature is written in a cursive style with a large initial "P" and "S".

Patricia E. Smith
City Clerk



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

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Department Name: Recreation & Cultural Services		Total # of Boxes: 1
Department Records Coordinator: Shane Kelly		
Date: 09/19/19	Office Address: P.O. Box 9, 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>Shane Kelly</i>	Date: <i>9/19/19</i>	Date of Records Destruction: 09/27/19
Group Manager: <i>[Signature]</i>	Date: <i>9/19/19</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>10/10/19</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>[Signature]</i>	Date: <i>9/23/19</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
12N	GS065 GS050	2013 Art Exhibition Registration Forms & Gallery Request Forms 2013 Completed/Closed St. Peters Cultural Arts Centre Permits 2013 Art Camp Registration Forms, A - Z & Art Camp Attendance S	2013	2-3 YEARS	P
12N	GS076	2013 City Centre Dance Ticket Sales logs for Dean Christopher 2013 Cultural Arts Centre Event "Portrait of my People" ticket sale log 2013 "Dean Christopher Show" ticket sale logs & City Centre Dance ticket sales log	2013	N/A	P