



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
February 13, 2020

The Work Session was called to order at approximately 5:00 p.m. on Thursday, February 13, 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 Hollingsworth; Alderman Reimer; Alderman Reitmeyer; Alderman Townsend; Alderman Trupiano; Alderman Violet. Staff present include Burt Benesek, Transportation and Development Services Manager; Rick Olteo, Recreation and Cultural Services Manager; Bill Malach, Water Environment Services Manager; Vicki Phillips, Acting Director of Parks; Cathy Pratt, Staff Support Services Manager; Rick Struttmann, Police Chief; Russ Batzel, City Administrator; Randy Weber, City Attorney, and Patty Smith, City Clerk.

#### 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 Reimer moved and Alderman Bateman seconded the motion to remove MODOT Safety Program DWI Grant 2021 from the agenda for discussion. The motion was approved.

#### MODOT SAFETY PROGRAM DWI GRANT 2021 – STRUTTMANN

Chief Struttmann requested written authorization this evening from the Mayor and Board of Aldermen for the City of St. Peters to participate in the Missouri's Highway DWI Grant funded by MoDOT's Safety Program. This annual grant allows the City of St. Peters Police Officers to participate in DWI Task Force operations funded by the State. Alderman Reitmeyer moved and Alderman Trupiano seconded the motion to approve the City's participation for this Grant. All in favor. Motion approved. **No further action is required on this item.**

Alderman Barclay and Alderman Reimer seconded the motion to remove MODOT Safety Hazardous Moving Violation Grant 2021 from the agenda for discussion. The motion was approved.

## MODOT SAFETY PROGRAM HAZARDOUS MOVING VIOLATION GRANT 2021 – STRUTTMANN

Chief Struttman requested written authorization this evening from the Mayor and Board of Aldermen for the City of St. Peters to participate in the Missouri Hazardous Moving Violation Grant for 2020. This annual grant allows the City of St. Peters Police Officers to participate in the Hazardous Moving Violation Safety Program funded by the State. Alderman Violet moved and Alderman Townsend seconded the motion to approve the City's participation for this Grant. All in favor. Motion approved. **No further action is required on this item.**

Alderman Barclay moved and Alderman Reimer seconded the motion to remove 2020 Pavement Marking Contract Renewal Recommendation from the agenda for discussion. The motion was approved.

## 2020 PAVEMENT MARKING CONTRACT RENEWAL RECOMMENDATION – BENESEK

Mr. Benesek explained that on February 28, 2017, the City received two (2) bids for the 2017 Pavement Marking Program. The contract for the 2017 program includes language that allows the contract to be renewed if the bidder agrees to hold their unit cost pricing and the City agrees; and America's Parking and Remarketing, Incorporated of St. Louis has agreed to hold their pricing for 2020 in the amount of \$253,227.35.00; therefore staff recommends executing this final renewal clause. This project consists of the placement of long line and intersection painting pavement markings throughout the City. With Board approval, a draft ordinance will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration. Questions from the Board of Aldermen were addressed. Alderman Violet moved and Alderman Reitmeyer seconded the motion to place this item on the February 27, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Hollingsworth seconded the motion to remove 2020 Concrete Slab Replacement Bid Recommendation from the agenda for discussion. The motion was approved.

## 2020 CONCRETE SLAB REPLACEMENT BID RECOMMENDATION – BENESEK

Mr. Benesek explained that on February 4, 2020, the City received five (5) bids for the 2020 Concrete Street Slab Replacement Program. Staff recommends M&H Concrete Contractors of St. Peters who submitted the lowest combined responsive bid of \$1,153,613.20; which is approximately 10% lower than the second bid received. Approval of this recommendation will authorize the award of a contract including the Base Bid and all Contingent unit cost items, in the initial amount of \$1,153,613.20. With Board approval, a draft ordinance will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Bateman moved and Alderman Reitmeyer seconded the motion to place this item on the February 27, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reimer seconded the motion to remove Hunters Valley Stormwater Improvement Project P-33 Bid Recommendation from the agenda for discussion. The motion was approved.

#### HUNTERS VALLEY STORMWATER IMPROVEMENT PROJECT P-33 BID RECOMMENDATION – BENESEK

Mr. Benesek explained that on January 23, 2020, the City received five (5) bids for the P-33 Hunters Valley Stormwater Improvement Project. Mr. Benesek presented a slideshow to display the project area and explained the scope of the project. Staff recommends DJM Ecological Service, Inc. who submitted the lowest responsive bid of \$123,151.50; which is approximately 7% lower than the second bid received. With Board approval, a draft ordinance will be placed on the February 27, 2020. Board of Aldermen meeting agenda for consideration. Mr. Benesek addressed a question regarding an error in his memo, that the bid amount from Lamke was incorrect and they were not the lowest bidder. Alderman Hollingsworth moved and Alderman Reimer seconded the motion to place this item on the February 27, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Hollingsworth moved and Alderman Reimer seconded the motion to remove 2020 Asphaltic Concrete Materials Bid Recommendation from the agenda for discussion. The motion was approved.

#### 2020 ASPHALTIC CONCRETE MATERIALS BID RECOMMENDATION – BENESEK

Mr. Benesek reminded the Board of Aldermen that this item was discussed at the previous work session meeting giving permission to directly solicit quotes from suppliers Fred Weber, and Simpson Materials, and waive the normal purchasing requirement to advertise for bids. Mr. Benesek stated that on February 10, 2020, the City of St. Peters received two (2) quotes for the supply of various asphaltic concrete materials. Staff recommends the City accept each of the bids received and issue blanket purchase orders to Fred Weber and Simpson Materials to provide maximum flexibility to accommodate job location, weather conditions, hauling distance and waiting time for loading trucks at asphalt plant. The City will require approximately 23,000 tons of asphalt (BP-1 and Bit Base), 1,500 tons of Curb Mix, 100 tons of Cold Mix, to meet project needs in 2020. Approval of this recommendation will authorize issuance of blanket purchase orders to both Simpson Materials and Fred Weber, each valued at \$1,264,800.00. Based on the bids received, the total estimated cost of all materials will be approximately \$1,264,800.00. With Board approval, a draft ordinance will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration. No further comments or questions from the Board of Aldermen. Alderman Reitmeyer moved and Alderman Reimer seconded the motion to place this item on the February 27, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Violet moved and Alderman Hollingsworth seconded the motion to remove Draft Resolution to Write-Off Delinquent Personal Property Taxes from the agenda for discussion. The motion was approved.

#### DRAFT RESOLUTION TO WRITE-OFF DELINQUENT PERSONAL PROPERTY TAXES – PRATT

Ms. Pratt presented the annual City Collector report concerning the collection of ad valorem taxes and summary of the property tax revenue recorded for FY'19. She also explained that a Resolution is needed to write-off the Personal Property taxes that are over 5 years old; and with Board approval, a draft Resolution will be presented at the next Board of Aldermen meeting for consideration. The annual Collector's Report for 2014 taxes has been provided in the packet; which shows a total unpaid amount of \$7474.74; which in comparison is 0.09% of write-offs to amount of tax collected. Ms. Pratt explained the source of the majority of unpaid taxes that did not return their assessment to St. Charles County. With Board approval, a draft resolution will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration. No comments or questions from the Board of Aldermen. Alderman Townsend moved and Alderman Reitmeyer seconded the motion to place this item on the February 27, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the February 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Barclay moved and Alderman Reimer seconded the motion to remove Draft Resolution for Recreational Trails Program Grant from the agenda for discussion. The motion was approved.

#### DRAFT RESOLUTION FOR RECREATIONAL TRAILS PROGRAM GRANT - PHILLIPS

Ms. Phillips stated that staff is requesting to submit a grant application to the federally funded Recreational Trails Program (RTP). The RTP provides funds to develop and maintain recreational trails and trail-related facilities. Ms. Phillips displayed the proposed project area. The requested funds will provide for an extensive renovation along the Spencer Road trail. This grant will improve the design of the trail, fixing a surface problem and prolonging the trail's life. The project is estimated at \$225,000 and the City can apply for cost share assistance for up to 80%. **This Resolution is business item 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 February 13, 2020. Alderman Townsend moved and Alderman Hollingsworth 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 February 13, 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 BOND REFUNDING – PRATT

Ms. Pratt introduced Shannon Creighton from Gilmore & Bell P.C., Joy Howard from WM Financial Strategies, and Beth French, Director of Finance, to give an update on the Certificate of Participation (COP) bond refunding process of the sale and closing of the refunding of two COP series of bonds. Ms. Howard advised the 2010 Series COP refunding from the Transportation Sales tax had a savings of \$734,000.00 and the 2013 Series from the Recreation Fund had a savings of \$1,911,000.00. Ms. Creighton explained that this item will be presented during the public hearing portion on tonight's Board of Aldermen meeting agenda and is Business Item I-04 on the agenda for approval. Ms. Pratt stated she will be reading in the amendments to the ordinance.

#### BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel reminded the Board that Ms. Pratt will be reading in the amendments to Business Item I-04 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)

Alderman Barclay moved and Alderman Violet seconded the motion to enter Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6) and then adjourn the Work Session meeting from the Executive Session. With the motion approved, the Board of Aldermen entered Executive Session at approximately 5:33 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Bateman: yes; Alderman Violet: yes; Alderman Hollingsworth: yes; Alderman Reitmeyer: yes; Alderman Townsend: yes; Alderman Barclay: yes; Alderman Reimer: yes; Alderman Trupiano: yes.

#### ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Reitmeyer moved and Alderman Townsend seconded the motion to adjourn the Executive Session and the Work Session meeting. The motion carried and the Executive Session and the Work Session was adjourned at approximately 6:16 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Bateman, yes; Alderman Reitmeyer, yes; Alderman Townsend, yes; Alderman Hollingsworth, yes; Alderman Barclay, yes; Alderman Violet, yes; Alderman Reimer, yes; Alderman Trupiano, yes.

Submitted by,



Patricia E. Smith, City Clerk



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

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Department Name: <b>Parks and Golf Services</b>		Total # of Boxes: <b>1</b>
Department Records Coordinator: <b>Joanie Kruep</b>		
Date: <b>01/10/20</b>	Office Address: <b>100 Boone Hills, St. Peters, MO</b>	Telephone: <b>636.477.6600 ext 1401</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>Joanie Kruep</i>	Date: <i>1/15/20</i>	Date of Records Destruction: <i>1/28/2020</i>
Group Manager: <i>Vicki L Phillips</i>	Date: <i>1-10-20</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>2/13/20</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>[Signature]</i>	Date: <i>1/28/2020</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
n/a	GS029	Leave Requests-Vacation	2016	3	P