



TENTATIVE AGENDA  
BOARD OF ALDERMEN WORK SESSION  
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE  
ST. PETERS, MO 63376  
AUGUST 13, 2020 AT 5:00 P.M.

A. Communications from Board Members/Aldermanic Representatives

B. BOA Items for Discussion

No items scheduled for discussion

C. Mayor/City Administrator Item

Unfinished Business Items: None

New Business Items:

1. [Recommendation/ Use and Maintenance Agreements](#) – Powers
2. [Recommendation/ Roadway Salt Purchase](#) – Sargent
3. [Recommendation/ Natatorium Victaulic Coupling Replacement Contract Change Order](#) - Sargent
4. [Project Smile Development Agreement](#) - Batzel
5. [Secretary of State/Records Retention Schedule](#) – Baumgartner
6. Miscellaneous Updates – Batzel
7. Board Meeting Agenda Item Revisions – Batzel
8. Executive Session re: Litigation, Real Estate and Personnel, pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14) & 610.022 (1-6)

D. Adjournment

AGENDA Posted at City Hall: August 10, 2020  
By: P. Smith, City Clerk

Next Work Session: August 27, 2020

**RBA FORM (OFFICE USE)**

MEETING DATE: Aug. 13, 2020

Regular ( ) Work Session (x)

ATTACHMENT: YES ( ) NO (x)

Contract ( ) Ordinance ( ) Other (x)

**Request for Board Action  
By Staff**

Ward 1 (X) 2 ( ) 3 (X) 4 ( ) All Wards ( )

**Brief Description:** review of Use and Maintenance Agreements for three signs in the right-of-way – QT, 391 Main Street; Study Metrix, 3862 Mexico Rd.; Regional Eye Care, 3821 Mexico Rd.

**Staff:** Recommended (x) Not recommended ( ) No Position ( )

**Summary/Explanation:**

Three existing commercial developments have unique situations with limited ground area for placement of a freestanding sign. In these cases, variances have been obtained for reduced sign setbacks. The signs are proposed or located within the right-of-way adjacent to the commercial properties. Staff has reviewed and verified that the sign placement will not negatively impact visibility in the area. With review of the required variances, staff determined that alternative sign locations are not available.

These agreements will be forwarded to the Board of Aldermen for final action on August 27, 2020.

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

n/a

RBA requested by: J. Powers

CA: 

**RBA FORM (OFFICE USE)**

MEETING DATE: August 13, 2020

Regular (X) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance (X) Other (X)

**Request for Board Action  
By Staff**

Ward 1 ( ) 2 ( ) 3 ( ) 4 ( ) All Wards (X)

**Brief Description:** An ordinance to authorize the City Administrator to purchase roadway salt for snow and ice control operation.

**Staff:** Recommended (X) Not recommended ( ) No Position ( )

**Summary/Explanation:** Please see the attached memo dated August 5, 2020.

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

Approval of this recommendation will authorize the total expenditure of \$191,665.00 for supply and delivery of roadway salt for snow and ice control operations as follows:

Roadway Salt Fall Purchase: \$115,975.00 (2,500 tons @ \$46.39/ton)

Roadway Salt Winter Purchase: \$38,542.50 (750 tons @ \$51.39/ton)

Salt Delivery: \$37,147.50 (3,250 tons @ \$11.43/ton)

**Total: \$191,665.00**

Funds will come from the Transportation Trust Fund.

RBA requested by: Burt Benesek, Manager/TDS CA: Russell W. Batzel





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**INTEROFFICE MEMORANDUM**

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**TO:** RUSS BATZEL, CITY ADMINISTRATOR  
**FROM:** WILLIAM B. BENESEK, MANAGER / TDS *WMB 8/5/20*  
**SUBJECT:** RECOMMENDATION –ST. LOUIS METRO APWA SALT COOPERATIVE PURCHASE  
**DATE:** AUGUST 5, 2020  
**CC:** JEFF BATEMAN, STREET MAINTENANCE SUPERINTENDENT

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**Recommendation:** I request approval to execute a two purchase order agreements for the supply and delivery of 3,250 tons of roadway salt to be used for snow and ice control operations. After careful review of the bids received by the City of Chesterfield, on behalf of the St. Louis Metro APWA Salt Cooperative, I recommend the following:

1. Issuance of a purchase order to the City of Chesterfield, in the amount of \$115,975.00, for the fall supply of 2,500 tons of roadway salt, and \$38,542.50 for the winter 2021 supply of 750 tons of roadway salt, with the final total value adjusted to reflect actual quantities at the unit prices bid.
2. Issuance of a purchase order to Beelman Logistics, LLC, in the initial amount of \$37,147.50, for the fall and winter delivery of 3,250 tons of roadway salt, with the final total value adjusted to reflect actual quantities at the unit prices bid.

Approval of this recommendation will authorize the total initial expenditure of \$191,665.00, with the final total value adjusted to reflect actual quantities at the unit prices bid.

Funds for this purchase will come from the Transportation Trust Fund.

**Background:** The City annually purchases roadway salt for snow and ice operations from the St. Louis Metro APWA Salt Cooperative, administered by the City of Chesterfield. This cooperative salt procurement program allows member municipalities to purchase salt at rates much lower than possible individually.

On June 18, 2020, the City of Chesterfield received competitive bids for the supply and delivery of roadway salt on behalf of the St. Louis Metro APWA Salt Cooperative. The City of Chesterfield has accepted the low responsive bid of \$46.39 per ton, submitted by Compass Minerals, for the supply of roadway salt in the fall of 2020 and \$51.39 for the supply of roadway salt in the winter of 2021. The City of Chesterfield has also accepted the low responsive bid of \$11.43 per ton, submitted by Beelman Logistics, LLC, for the delivery of roadway salt to the City of St. Peters.

After careful review, I concur with the City of Chesterfield's bid recommendations on behalf of the St. Louis Metro APWA Salt Cooperative. Execution of this recommendation will authorize the total initial expenditure of \$191,665.00 for the supply and delivery of 3,250 tons of roadway salt to the City of St. Peters, with the final total value adjusted to reflect actual quantities at the unit prices bid.

**RBA FORM (OFFICE USE)**

MEETING DATE: August 13, 2020

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( ) Other (X)

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**Request for Board Action  
By Staff**

**Ward** 1 ( ) 2 ( ) 3 ( ) 4 ( ) All Wards (X)

**Brief Description:** An ordinance to authorize the City Administrator to execute a contract change order for the 2020 St. Peters Rec-Plex Improvements – Natatorium Victaulic Coupling Replacement project.

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**Staff:** Recommended (X) Not recommended ( ) No Position ( )

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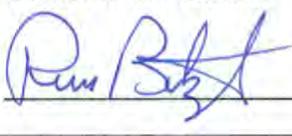
**Summary/Explanation:** Please see the attached memo dated August 7, 2020

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**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)  
Approval of this recommendation will authorize the expenditure of up to \$135,000 for various pipe and coupling replacements and repairs. Funds for this change order will come from the FY20 Recreation Fund, utilizing a portion of the \$1.7 million allocated for repairs and refurbishments to the Rec-Plex North facility.

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RBA requested by: Burt Beneseck, Manager/TDS CA: Russell W. Batzel

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CITY OF ST. PETERS, MO

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**INTEROFFICE MEMORANDUM**

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**TO:** RUSS BATZEL, CITY ADMINISTRATOR  
**FROM:** BURT BENESEK, MANAGER/TDS *WB 8/7/20*  
**SUBJECT:** 2020 ST. PETERS REC-PLEX IMPROVEMENTS – NATATORIUM  
VICTAULIC COUPLING REPLACEMENT PROJECT CHANGE ORDER 2  
RECOMMENDATION  
**DATE:** AUGUST 7, 2020  
**CC:** JEREMY DEAM, FACILITIES MANAGER

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**Recommendation:** I request authorization to execute Contract Change Order No. 2 for the 2020 St. Peters Rec-Plex Improvements – Natatorium Victaulic Coupling Replacement Project (Bid No. 20-151), awarded to JW Mechanical, LLC. This change order accounts for additional pipe rehabilitation, pipe replacement and various system repairs related to the hot water boiler system for the Rec-Plex North facility. Approval of this change order request will authorize will authorize an overall \$85,024.56 increase in the contract value, and extend the time allotted for completion of the project by 17 calendar days.

Below is a summary of the changes to the contract to date:

Original Contract Value:	\$49,975.00
Change Order 1 (Approved)	\$42,375.44
Change Order 2 (Pending)	\$42,650.00
<b>Proposed Contract Value:</b>	<b>\$135,000.44</b>

I further request voice vote approval at the August 13, 2020 Board of Alderman Work Session, that will allow issuance of a field directive to JW Mechanical and authorize a total contract expenditure of up to \$135,000.44. A corresponding change order will be placed on the August 27, 2020 Board of Aldermen Meeting agenda.

Funds for this work are allocated as part of the \$1.7 million dollars budgeted for improvements to the Rec-Plex Natatorium. These funds are budgeted with in the FY20 Recreation Fund.

**Background:** The St. Peters Rec-Plex Improvements – Natatorium Victaulic Coupling Replacement Project involves the removal, replacement and inspection of all Victaulic couplings and associated piping within the Rec-Plex hot water system. Also included is a full boiler inspection and condition report. This work is necessary to maintain the operation and function of the systems that control water and air temperature through the Natatorium and fitness facility. The replacement of the Victaulic couplings will resolve leaking connections throughout the facility and allow the boilers to be run at a more energy efficient temperature during un occupied hours.

While performing work associated with the project, the contractor found pipe replacement, existing pipe refurbishments and various system component replacements that were beyond the initial scope as defined in the executed contract. Completion of this additional work is necessary for the hot water boiler system to function properly and for the contractor to complete specified work in compliance with the specified warranty. The value of this additional work after previous execution of Change Order 1 is approximately \$42,649.56

Time is of the essence to approve the contractor to begin this additional work so that the contractor can complete project in time for reopening of the Rec-Plex Natatorium in early September. Therefore, I am requesting a voice vote at the August 13, 2020 Board of Alderman Work Session, that will allow issuance of a field directive to JW Mechanical and authorize a total contract expenditure of up to \$135,000.44.

With this approval of this field directive, an ordinance authorizing City Administrator execute of a contract change order will be placed on the August 27, 2020 Board of Alderman agenda.

**RBA FORM (OFFICE USE)**

MEETING DATE: August 13, 2020

Regular ( ) Work Session (X)

ATTACHMENT: YES ( ) NO (X)

Contract ( ) Ordinance (X) Other ( )

**Request for Board Action  
By Staff**

Ward 1 ( ) 2 ( ) 3 (X) 4 ( ) All Wards ( )

**Brief Description:** An ordinance to authorize the City Administrator to execute an agreement with CRG Services, LLC for conveyance of City property located within the boundaries of Lot 6 of Premier 370 Business Park Plat 2 and an ordinance for transportation improvements related to development on Lot 6 in Premier 370 Business Park.

**Staff:** Recommended (X) Not recommended ( ) No Position ( )

**Summary/Explanation:** The proposed agreement with CRG Services, LLC addresses the conveyance of a City owned parcel, the closure of a City water well, the vacation of certain easements on the property and the construction of an extension of Spencer Road to allow for planned development.

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)  
No budget impact for the City. The Developer will pay all costs associated with closing the existing water well and the cost of constructing the road.

RBA requested by: Russ Batzel

CA: Russell W. Batzel



**RBA FORM (OFFICE USE)**

MEETING DATE: August 13, 2020

Regular ( ) Work Session ( X )

ATTACHMENT: YES ( X ) NO ( )

Contract ( ) Ordinance ( ) Other ( X )

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**Request for Board Action  
By Staff**

**Ward** 1 ( ) 2 ( ) 3 ( ) 4 ( ) All Wards ( N/A )

**Brief Description:** Secretary of State/Records Retention Schedules

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**Staff:** Recommended ( X ) Not recommended ( ) No Position ( )

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**Summary/Explanation:**

The destruction of records schedule is set by the Secretary of State, which states the following: the disposition of records should be recorded in a document such as the minutes of the Board of Aldermen or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which the destruction was completed.

Please view the attached destruction of records forms to be entered and made a part of the minutes.

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**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)

None

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RBA requested by: Scott Baumgartner



C.A. Russell W. Batzel



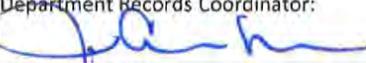


City of St. Peters - Records Management  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

Department Name: <b>TDS/Streets Department</b>		Total # of Boxes: <b>2</b>
Department Records Coordinator: <b>Jo Ann Morris</b>		
Date: <b>7/17/20</b>	Office Address: <b>One St. Peters Centre Blvd; St. Peters, MO 633</b>	Telephone: <b>636-477-6600</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: 	Date: <b>7-17-20</b>	Date of Records Destruction: <b>8-5-2020</b>
Group Manager: 	Date: <b>7/21/20</b>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

**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: 	Date: <b>8/4/20</b>

**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
CDBG	GS 040	CDBG Home Help Loans 2011 (Home Improvement Apps and Working Files 2011)	2011	3 years past 5 yr length of loan	P
CDBG	GS 040	CDBG Home Help Loans 2011 (Home Improvement Apps and Working Files 2011)	2011	3 years past 5 yr length of loan	P



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

Page 1 of 3

Department Name: <b>RECREATION CULTURAL SERVICES</b>		Total # of Boxes: <b>6</b>
Department Records Coordinator: <b>SHANE KELLY</b>		
Date: <b>04/08/20</b>	Office Address: <b>5200 MEXICO RD, ST PETERS, MO 63376</b>	Telephone: <b>636-477-6600 x1402</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>Shane Kelly</i>	Date: <b>4-8-2020</b>	Date of Records Destruction: <b>6/12/20</b>
Group Manager: <i>[Signature]</i>	Date:	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes:		

**Request for Department Destruction**

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <b>4/16/20</b>

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
AQ BOX 1	GS083	LIFEGUARD RESCUE / INCIDENT REPORTS	2004-2010	5 YEARS	P
AQ BOX 2	GS064	IN SERVICE TRAINING LOG	JAN. 2001- JUN. 2008	5 YEARS AFTER TERM.	P



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

Department Name: <b>RECREATION CULTURAL SERVICES</b>		Total # of Boxes: <b>6</b>
Department Records Coordinator: <b>SHANE KELLY</b>		
Date: <b>04/08/20</b>	Office Address: <b>5200 MEXICO RD, ST PETERS, MO 63376</b>	Telephone: <b>636-477-6600 x1402</b>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
AQ BOX 2	GS083	LIFEGUARD RESCUE / INCIDENT REPORTS	2013	5 YEARS	P
AQ BOX 2	GS104	VIGILANCE AWARENESS TRAINING (VAT) LOG	2013	2 RE-ACCRED. CYCLES	P
AQ BOX 2	GS076	AQUATICS DAILY SHIFT LOG	2009, 2011, 2013, 2017	COMPLETE AUDIT	P
AQ BOX 2	0217	DAILY OPENING / CLOSING ATTRACTION SAFETY CHECKLIST REPORT	2011, 2013	5 YEARS	P
AQ BOX 3	GS076	AQUATICS DAILY SHIFT LOG	1997-2009, 2010, 2012	COMPLETE AUDIT	P
AQ BOX 3	0217	DAILY OPENING / CLOSING ATTRACTION SAFETY CHECKLIST REPORT	2011, 2012	5 YEARS	P
AQ BOX 4	GS083	LIFEGUARD RESCUE / INCIDENT REPORTS	2001, 2002, 2003, 2011, 2013	5 YEARS	P
AQ BOX 4	GS104	VIGILANCE AWARENESS TRAINING (VAT) LOG	2011, 2012	2 RE-ACCRED. CYCLES	P
AQ BOX 5	GS028	PAYROLL / TIMESHEETS / SHIFT SIGN IN SHEETS	2014, 2015	3 YEARS	P
AQ BOX 5	GS083	LIFEGUARD RESCUE / INCIDENT REPORTS	2014	5 YEARS	P



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

Department Name: <b>RECREATION CULTURAL SERVICES</b>		Total # of Boxes: <b>6</b>
Department Records Coordinator: <b>SHANE KELLY</b>		
Date: <b>04/08/20</b>	Office Address: <b>5200 MEXICO RD, ST PETERS, MO 63376</b>	Telephone: <b>636-477-6600 x1402</b>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
AQ BOX 5	GS076	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOG	2010, 2011, 2012, 2013, 2014, 2016, 2017	COMPLETE AUDIT	P
AQ BOX 5	GS076	SUPPLEMENTAL OXYGEN LOG	2001, 2009, 2010-2013, 2016-2017	COMPLETE AUDIT	P
AQ BOX 6	GS076	AQUATICS DAILY SHIFT LOG	2009, 2011, 2013, 2017	COMPLETE AUDIT	P
AQ BOX 6	GS028	PAYROLL / TIMESHEETS / SHIFT SIGN IN SHEETS	OCT. 2016-DEC 2016	3 YEARS	P
AQ BOX 6	0217	DAILY OPENING / CLOSING ATTRACTION SAFETY CHECKLIST REPORT	2014	5 YEARS	P
AQ BOX 6	GS104	VIGILANCE AWARENESS TRAINING (VAT) LOG	2014, 2015	2 RE-ACCRED. CYCLES	P
AQ BOX 6	GS076	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOG	2009	COMPLETE AUDIT	P
AQ BOX 6	GS076	SUPPLEMENTAL OXYGEN LOG	2014	COMPLETE AUDIT	P