



TENTATIVE AGENDA  
BOARD OF ALDERMEN WORK SESSION  
ST. PETERS JUSTICE CENTER, 1020 GRAND TETON DRIVE  
ST. PETERS, MO 63376  
AUGUST 27, 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. [Intergovernmental Agreement MU Extension – Malach](#)
2. [Recommendation/ Dardenne Creek Bank Stabilization Project – Malach](#)
3. [Facility Energy Management Improvements – Benesek](#)
4. [Secretary of State/Records Retention Schedule – Schroeder](#)
5. Miscellaneous Updates – Batzel
6. Board Meeting Agenda Item Revisions – Batzel
7. 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 24, 2020

By: P. Smith, City Clerk

Next Work Session: September 10, 2020

**RBA FORM (OFFICE USE)**

MEETING DATE: August 27, 2020

Regular (X) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( ) Other (X)

---

**Request for Board Action  
By Staff**

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

**Brief Description:** Ordinance to authorize the City Administrator to execute an Intergovernmental Cooperation Agreement between University of Missouri Extension Council of St. Charles County and the City of St. Peters, Missouri to construct improvements from the Dardenne Creek Bank Stabilization (North of I-70) Project (Bid 20-160) on MU Extension property.

---

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

---

**Summary/Explanation:** This agreement will allow both agencies to construct their improvements using the same contractor under one construction project managed by the City. All costs associated with improvements on MU Extension property will be paid by MU Extension.

---

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

There is no cost for this Intergovernmental Cooperation Agreement.

---

RBA requested by: Bill McNeil 8-15-20 CA: [Signature]

---



EXHIBIT 1

1"=20ft.

**RBA FORM (OFFICE USE)**

MEETING DATE: August 27, 2020

Regular (X) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( ) Other (X)

---

**Request for Board Action  
By Staff**

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

**Brief Description:** Ordinance to authorize the City Administrator to execute a contract to construct the Dardenne Creek Bank Stabilization (North of I-70) Project (Bid 20-160).

---

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

---

**Summary/Explanation:** Please refer to the attached recommendation memo dated August 11, 2020.

---

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.) Approval of this recommendation will authorize expenditure of \$162,988.25 for the 90 degree bend and gully treatment. The authorized budget for each project area is as follows:

90-degree bend	Water-Sewer Fund 700	\$ 97,392.00
Gully Treatment	LPSW Fund	\$65,596.25
	Total	\$162,988.25
Bank Stabilization at MU Extension	Paid by UM Extension Office	\$ 95,969.75
	Grand Total	\$258,958.00

---

RBA requested by: Bill Madel 8-15-2020 CA: Ram B...

---



**INTEROFFICE MEMORANDUM**

**TO:** BILL MALACH, MANAGER, WES  
**FROM:** AMY HADDOCK, DIRECTOR OF STORM WATER  
**SUBJECT:** DARDENNE CREEK BANK STABILIZATION NORTH OF I-70 PROJECT  
 BID RECOMMENDATION (BID NO. 20-160)  
**DATE:** AUGUST 11, 2020  
**CC:** TIM MYERS, DIRECTOR OF UTILITIES, LIANE SARGENT, DIRECTOR OF ENGINEERING;

**Recommendation:** Based on my review, I recommend the Dardenne Creek Bank Stabilization Project North of I-70 (Bid No. 20-160) be awarded to the low bidder, Two Alpha Contracting, LLC, of Wright City, Missouri. Approval of this recommendation will authorize the award of a contract in the initial amount of \$258,958.00 for base bid, bid additive #1 and bid additive #2.

The project is funded by the Water/Sewer and LPSW Funds.

**Background:** On August 6, 2020, four (4) bids were received and opened for the Dardenne Creek Bank Stabilization Project North of I-70. Two Alpha Contracting, LLC, of Wright City, Missouri, submitted the low bid of \$258,958.00 for base bid and bid additives 1 and 2. Two Alpha’s bid is 21% lower than the second lowest bid submitted by Ideal Landscape Construction, Inc. and 31% lower than the average of the bids received. A summary of the bids received is provided below.

Bidder	Base Bid	Bid Add #1	Bid Add #2	Total
<b>Two Alpha Contracting LLC, Wright City, MO</b>	<b>\$97,392.00</b>	<b>\$95,969.75</b>	<b>\$65,596.25</b>	<b>\$258,958.00</b>
Ideal Landscape Construction, Inc., St. Louis, MO	\$124,490.00	\$136,968.00	\$51,650.00	\$313,108.00
Gershenson Construction Co., Inc, Eureka,MO	\$128,400.00	\$166,150.00	\$63,850.00	\$358,400.00
JTL Landscaping, LLC, Florissant, MO	\$224,000.00	\$238,000.00	\$109,000.00	\$571,000.00

I recommend awarding the project to the low bidder, Two Alpha Contracting LLC, Inc. as they have experience constructing similar projects. In addition, Two Alpha constructed the P-5 and P-6A Storm Water Improvement projects for the City. Two Alpha has the staff, equipment and resources to complete the project as specified.

The following table describes the bid structure and funding sources for the project.

	Description	Cost	Responsibility
Base Bid	Bank Stabilization at 90 Degree Bend	\$97,392.00	City Water/Sewer (Fund 700)
Bid Add #2	Gully Treatment at UM-Extension Office	\$65,596.25	City (LPSW)
<b>Total Cost to City</b>		<b>\$162,988.25</b>	
Bid Add #1	Bank Stabilization at UM Extension Office	\$95,969.75	UM-Extension *

\*The UM Extension Council of St. Charles County and the City of St. Peters will enter into an Interagency Agreement prior to awarding contract. UM Extension Council will pay in full within 30 days of City invoice.

**RBA FORM (OFFICE USE)**

MEETING DATE: August 27, 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 execute an agreement to complete energy management improvements at St. Peters City Hall, Justice Center, Rec-Plex North and Rec-Plex South facilities.

---

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

---

**Summary/Explanation:** Please see the attached memo dated August 19, 2020.

---

**Budget Impact:** (revenue generated, estimated cost, CIP item, budgeted, non-budgeted etc.)  
Approval of this recommendation will authorize the execution of an agreement in the amount of \$137,550. A portion of this work, once completed, will be eligible for reimbursement through various energy savings incentive programs administered by local utility companies. Below is a summary of the expected project cost:

Energy Improvement Agreement:	\$137,550.00
Misc. Building System Repairs:	\$30,000.00 (If Required)
Estimated Energy Reimbursements:	(\$64,235.00)
<b>Total:</b>	<b>\$103,315.00</b>

Funds for this project are budgeted as part of the FY2020 General Fund.

---

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





---

**INTEROFFICE MEMORANDUM**

---

**TO:** RUSS BATZEL, CITY ADMINSTRATOR  
**FROM:** WILLIAM B. BENESEK, MANAGER/TDS *WMB 8/19/20*  
**SUBJECT:** ENERGY MANAGEMENT IMPROVEMENTS RECOMMENDATION  
**DATE:** AUGUST 19, 2020  
**CC:** JEREMY DEAN, FACILITIES MANAGER

---

**Recommendation:** I request approval to award via competitive negotiation a contract to Siemens Industry Incorporated to perform and implement energy management improvements at St. Peters City Hall, St. Peters Justice Center, Rec-Plex North and Rec-Plex South facilities. These facilities utilize a propriety central building control system provided by and maintained by Siemens Industry. Siemens Industry is most familiar with the City's building control system and is the sole company able to implement the recommended energy improvements.

Approval of this recommendation will authorize execution of an agreement in the amount of \$137,550.00. These energy management improvements are eligible for partial reimbursement through various energy efficiency incentive programs with local utility companies. Accounting for the estimated value of these energy incentives, the net cost to the City will be as follows:

Energy Improvement Agreement:	\$137,550.00
Estimated Energy Reimbursements:	(\$64,235.00)
<b>Total:</b>	<b>\$73,315.00</b>

The FY2020 General Fund budget includes \$200,000 for implementation of security improvements at City Hall and facility building control system improvements.

**Background:** St. Peters City Hall, St. Peters Justice Center, Rec-Plex North and Rec-Plex South facilities are served by a variety of heating, air conditioning and lighting systems that consume electricity and gas. A majority of these energy consuming systems are managed by a centralize building control system purchased from Siemens Industry. This building management system is capable of monitoring building operations, alerting maintenance staff of trouble, and also coordinates the operation of these various building systems to optimize energy usage.

Utilizing a portion of the FY2020 General Fund budget allocated for building control system improvements, Siemens Industry performed an energy usage assessment and found recommissioning of the building control systems at St. Peters City Hall, St. Peters Justice

Center, Rec-Plex North and Rec-Plex South facilities is estimated to save approximately \$54,000 per year in energy costs. The company also engaged various utility companies serving these facilities, and took the necessary steps for implementation their recommended building control improvements, to be eligible for energy optimization incentives, valued at up to \$64,235.00.

Siemens Industry has provided a cost proposal, in the amount of \$137,550, to implement the recommendations of its energy usage study and assist the City will be obtaining available energy usage incentives. The improvements will include a full inspection and condition assessment of all building control system elements, rebalancing and tuning of air handling and air return units, and reprogramming of how and when these systems will operate. Additional repair and maintenance funds budged for the individual facility being upgraded will be used if needed to replace building control system components found to require replacement.

Applying both the reimbursement from available energy incentive programs and estimated energy usage cost savings, the \$137,550 investment to recommission and optimize said facilities will pay for itself in approximately 1.5 years.

**RBA FORM (OFFICE USE)**

MEETING DATE: August 27, 2020

Regular ( ) Work Session (X)

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( ) Other (X)

---

**Request for Board Action  
By Staff**

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

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

---

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

---

**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.

---

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

None

---

RBA requested by: Lisa Schroeder

C.A. Russell W. Batzel





---

<u>Box No.</u>	<u>Shred Date</u>	<u>By</u>
T-1334 Postings	5/26/2020	alyssa elliot
T-1335 Postings	5/26/2020	alyssa elliot
T-1336 Postings	5/20/2020	alyssa elliot
T-1337 Postings	5/20/2020	alyssa elliot
T-1338 Postings	5/26/2020	alyssa elliot
2018 Applications GSR/RV; Misc	5/11/2020	alyssa elliot
2018 Applications Interviewed/Not Recommended	5/13/2020	alyssa elliot
T-0024-9 (2014 W-2)	5/13/2020	alyssa elliot
T-2014-A	5/11/2020	alyssa elliot
T-2014-B	5/11/2020	alyssa elliot
T-2014-C	5/12/2020	alyssa elliot
T-2014-D	5/12/2020	alyssa elliot
T-2014-E	5/13/2020	alyssa elliot
T-2014-F	5/8/2020	alyssa elliot
T-2014-G	5/8/2020	alyssa elliot
T-1400 Contract Workers (ending 2016)	5/11/2020	alyssa elliot
T-1109-I Affirmative Action Sheets (2016)	5/11/2020	alyssa elliot
T-0023-A (2013) COBRA	6/2/2020	Lynne Wade
HIPAA (2013)	5/11/2020	alyssa elliot
T-0028-7 LAGERS (2009)	6/2/2020	alyssa elliot
Random (Jan-Dec 2018) (Negative)	5/14/2020	alyssa elliot
Random (Jan-Dec 2014) (Positive)	5/13/2020	alyssa elliot
I-9 Forms (Thru 2018)	5/27/2020	alyssa elliot
Workers Comp Case Files - 2016	8/10/2020	alyssa elliot
T-0020-7 W2's 2009-10	5/13/2020	alyssa elliot

	<b>City of St. Peters - Records Management</b> <b>RECORDS DESTRUCTION FORM</b>	Page <u>1</u> of <u>3</u>
---	---	---------------------------

Department Name: <b>Human Resources</b>		Total # of Boxes:
Department Records Coordinator: <b>Cyndi Wade</b>		
Date: <b>04/15/20</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters, MO 63376</b>	Telephone: <b>636-477-6600 x-1243</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>Cyndi Wade</i>	Date: <i>5/4/20</i>	Date of Records Destruction:
Group Manager: <i>Cathy Pratt</i>	Date: <i>5/6/20</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" 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: <i>J. Smith</i>	Date: <i>5/7/2020</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
T-1334 thru T-1338	GS 062	Posting Folders 16-1348 through 16-1422	2016	3 Years	P
T-1400 & File Drawer <i>Connell</i>	GS062	Contract Workers (background information)(Rating Records)	Contracts ended 2016	3 Years after contract ends	P



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

Department Name: <b>Human Resources</b>		Total # of Boxes:
Department Records Coordinator: <b>Cyndi Wade</b>		
Date: <b>01/03/19</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters MO 63376</b>	Telephone: <b>636-477-6600 x-1243</b>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
File Drawer <i>Cyndi</i>	GS100	HIPAA Privacy Notices	2013	6 Years	P
T-0024-9	GS 033	Federal Tax Form W-2	2014	5 Years	P
T-2014-A through T-2014-C	GS68 & GS28	FY14 Payroll Verification	10/04/13 - 09/19/14	5 Years <i>min 3 years + completion of audit</i>	P
T-2014-D through T-2014-E	GS68 & GS28	Benefit Bank, Overtime, Direct Deposit/Check Register Net transmittal, Mo Tax, Qtr/Monthly MO Tax, Federal, FICA, Medicare, Tuition Deduction, Rec-Plex withholding, United Way withholdings	10/04/13 - 09/19/14	5 Years <i>min 3 years + completion of audit</i>	P
T-2014-G	GS68 & GS28	Vacation Edit, ACH, Vehicle Allowance, Outside Employment Timesheets	FY14	5 Years <i>min 3 years + completion of audit</i>	P
T-2014-F	GS68 & GS28	Resident Youth, GSR 400 Hour, PT 2080 Hour, PT/FT 12-Month Advancement, GSR Life, SR 1500 Hour, Salary Edit Reports	FY14	5 Years <i>min 3 years + completion of audit</i>	P
File Drawer <i>Connie</i>	GS 043	Random Drug & Alcohol Results (Negative) Random Drug & Alcohol Results (Positive)	Jan-Dec 2018 Jan-Dec 2014	1 Year 5 Years	P
File Drawer <i>HR</i>	GS 031	I-9 Immigration and Naturalization Service Forms (Former Employee forms eligible for shredding by Federal formula & State Retention guidelines)	Through 2018	3Yrs after DOH or 1Yr after term whichever is >	P
T-0028-7	GS068	LAGERS Monthly Employee/Employer Contribution record/check request (Required retention 5 Years - LAGERS uses a 10 year period for wage verification of retired employees)	2009	10 Years <i>Retain all other records 5 years</i>	P
T-1109-I (File Drawer) <i>HR</i>	GS 030	Equal Employment Opportunity (EEO) Records - Affirmative Action Data	2016	3 Years <i>Other records</i>	P



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

Department Name: <b>Human Resources</b>		Total # of Boxes:
Department Records Coordinator: <b>Cyndi Wade</b>		
Date: <b>04/15/20</b>	Office Address: <b>1 St. Peters Centre Blvd., St. Peters MO 63376</b>	Telephone: <b>636-477-6600 x-1243</b>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
<i>Cyndi</i> T-0023-A	<i>Equal to ECLSA Fed. Empl. benefits retention</i> GS062	Consolidated Omnibus Budget Reconciliation Act (COBRA) Extension Notice and Election Forms	2013	6 Years	P
<i>Cyndi</i> T-1500-54	GS062	GSR A-Z, Resident Youth, Miscellaneous, No Position Available, Received after deadline, Not Resident, etc.	2018	1 year after filled or recruitment cancelled	P
<i>Cyndi</i> File Drawer	GS062	2018 Applications (18-1492 through 18-1568) - Interviewed/Not Recommended	2018	1 year after filled or recruitment cancelled	P
T-1500-55	GS062	2018 Regular FT / PT Interviewed - Not Recommended	2018	1 year after filled or recruitment cancelled	P
<i>Conrad</i> 1200	GS091	Workers Compensation Case Files	2016	3 Years; No action taken <i>(incidents only)</i>	P
Electronic	GS062	2017 Applications	11/1/2017-12/31/2017	1 year after filled or recruitment	E
Electronic	GS062	2018 Applications	1/1/2018 - 12/31/2018	1 year after filled or recruitment	E

*5/18/2019  
3rd party  
HARRIS TRP*



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>7/20/20</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

**GS 010***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Banking and Investment Records**

Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills

Records documenting the transactions of government offices with financial institutions, the status of accounts, investments and the current status of public funds.

May include: bank and/or account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and other related information.

Completion of audit plus 1 year

Destroy

This entry deals with the investment of public monies in banks, certificates of deposit, stocks and bonds. For the management of publically issued bonds, please see the appropriate office/entity retention schedule

August 15, 2001; Revised August 28, 2012

**GS 011***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Receipts**

Copies of receipts issued by the office to persons paying fees, turning over funds, or for the accounting of petty cash expenses.

May include: date, number, from whom received, amount, purpose, and authorizing signatures.

Completion of audit

Destroy

August 15, 2001

**GS 015***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Postal Records**

Records documenting transactions with the US Postal Service and private carriers.

May include: postal meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.

1 year

Destroy

August 15, 2001

**GS 010***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Grant Records**

Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundation and other private funding sources.

Records may include but are not limited to: applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification, grant evaluation records and recommendations concerning grant applications, grant administration records including progress reports, budgets, project objectives, proposals, and summaries, records documenting allocation of funds, contracts, records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.

Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer. Retain unsuccessful grant applications 1 year after rejection or withdrawal.

Permanent records: Archive. Other records: Destroy securely.

August 19, 2003