



CITY OF ST. PETERS BOARD OF ALDERMEN  
WORK SESSION MINUTES  
March 12, 2020

The Work Session was called to order at approximately 5:00 p.m. on Thursday, March 12, 2020 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Lisa Schroeder, Deputy 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. Staff present include Burt Benesek, Transportation and Development Services Manager; Rick Oloteo, 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 Lisa Schroeder, Deputy City Clerk. Alderman Hollingsworth was 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 Reimer seconded the motion to remove 10 Ton Roller Replacement Bid Recommendation from the agenda for discussion. The motion was approved.

10 TON ROLLER REPLACEMENT BID RECOMMENDATION - BENESEK

Mr. Benesek explained that on February 19, 2020, the City received four (4) bids for the supply of a replacement 10 ton utility roller to be used by the Street Department for asphalt overlay operations and general road construction. Staff recommends Fabick CAT who submitted the lowest responsive bid with a five year warranty in the amount of \$141,752.40; for a 2020 CAT CB10 roller and trade in the City's existing 10-ton roller for trade to offset the purchase of the new roller. With Board approval, a draft ordinance will be placed on the March 26, 2020 Board of Aldermen meeting agenda for consideration. No questions or

comments from the Board of Aldermen. Alderman Townsend moved and Alderman Bateman seconded the motion to place this item on the March 26, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the March 26, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Reitmeyer moved and Alderman Violet 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 - SCHROEDER

Deputy City Clerk Schroeder 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 March 12, 2020. Alderman Reimer moved and Alderman Bateman seconded the motion to accept the Deputy City Clerk's report regarding the Destruction of Record forms that are provided in the Work Session packet and to be entered into the March 12, 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

- WATER'S EDGE BANQUET CENTER UPDATE – EMRICK/WATKINS

Dan Emrick, Director of Golf and Banquet Operations, and Kristen Watkins, Event Marketing and Sales Specialist, gave a slideshow update on the progress of Water's Edge Banquet Center; which has been open for business since fall of 2019. Mr. Emrick remarked that they have met or exceeded the sales goals and rental agreements since they've opened for business. Ms. Watkins spoke of their success so far and the marketing efforts, including social media; which have proved beneficial.

- FY20 STAFFING RECOMMENDATIONS – EMRICK/MALACH/PHILLIPS

Dan Emrick requested to add one (1) part-time Banquet Operations Specialist in the 2020 Fiscal Year with a budget adjustment. This new position will assist with management, administrative duties, customer service and support with extended business hours that are planned. With no further comments or questions from the Board of Aldermen, Alderman Reitmeyer moved and Alderman Violet seconded the motion to approve the budget adjustment to add the part-time position at the Water's Edge Banquet Center. All in favor, the motion was approved.

City Administrator Batzel recounted the Health & Environmental Services (HES) department's recent reorganization, where the department's responsibilities were divided between the Transportation and Development Services (TDS) and Water and Environmental Services (WES) departments. Mr. Malach explained there is a need to add funding for a part-time Office Clerk to the Scale House at Recycle City. One of the current part-time Office Clerk positions at the Scale House is funded out of the Health and Animal Control budget. Due to the reorganization, the funding for this position moved to TDS as part of the Health and Animal Control budget. This request would not be adding

another employee to the Scale House, it is a request to add the funds to the WES budget for the part-time Office Clerk position that was moved to TDS. This was originally requested through the FY21 budget; however, in order to keep the scale house fully staffed, Mr. Malach requested the part-time office clerk position to be filled now and a budget adjustment to be made at a later date. With no comments or questions from the Board of Aldermen, Alderman Bateman moved and Alderman Reimer seconded the motion to approve a budget adjustment to add a part-time Office Clerk to the WES budget. All in favor, the motion was approved.

Vicki Phillips stated that the natural areas in the City's parks are in decline and need improvements by tackling and eradicating invasive plants. The Parks Department would like to make a focus on improving these natural areas, without compromising the existing services already offered in the Parks Department. She requested to transfer funds in the FY20 budget from the Regular salaried employee fund to part-time salaried employee fund to allow the hiring of two temporary part-time employees to work 1500 hours each annually. With the slight surplus in the budget due to recent retirements, funds are available. The new employees will remove invasive plants and replace with native plants and trees which help clean storm water and create a natural habitat for animals. Ms. Phillips spoke of partnering with the Water Environment Services (WES) storm water group to work along with their stewardship program for restoration projects to receive the environmental benefits the native plants will offer. Ms. Phillips answered questions from the Board of Aldermen related to job requirements, training, and the herbicide product used during eradication. With no further comments or questions from the Board of Aldermen, Alderman Reitmeyer moved and Alderman Violet seconded the motion to approve the addition of two part time Parks Service employees. All in favor, the motion was approved.

- SUNSET FRIDAYS UPDATE – BEDIAN

Ms. Bedian gave a presentation update on the upcoming Sunset Friday Schedule. Ms. Bedian stated that this is the eighth year at 370 Lakeside Park with performances starting on May 8<sup>th</sup> and continuing until August. She suggested for folks to check the City's website for further information on the bands scheduled and locations.

#### BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

None

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.

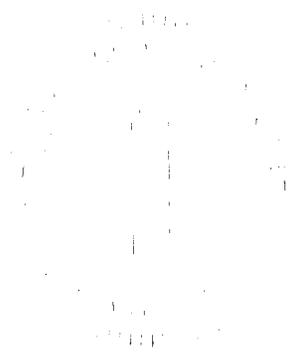
#### ADJOURNMENT OF THE WORK SESSION

Alderman Reimer moved and Alderman Townsend seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:50 p.m.

Submitted by,



Lisa L. Schroeder  
Deputy City Clerk





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

Page 1 of 1

Department Name: <b>TDS - Health Department</b>		Total # of Boxes: <b>1</b>
Department Records Coordinator: <b>Jo Ann Morris</b>		
Date: <b>01/07/20</b>	Office Address: <b>131 Ecology Dr</b>	Telephone: <b>ext. 1340</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>1-9-20</b>	Date of Records Destruction: <b>2-13-20</b>
Group Manager:	Date: <b>1/9/20</b>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <b>3/12/20</b>		

**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>1/29/20</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
TDS - Health1	0101	animal control pick-up slips, door notices, bite records, statements, quarantine forms	2017	2 yrs	P
TDS - Health1	GS060	trap & collar usage agreements	2014 2015 2016	3 yrs	P P P



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

Page 1 of 2

Department Name: <b>St. Peters Police Department</b>		Total # of Boxes: <b>13</b>
Department Records Coordinator: <b>Theresa Wilkins</b>		
Date: <b>01/15/20</b>	Office Address: <b>1020 Grand Teton, St. Peters, MO 63376</b>	Telephone: <b>636-278-2244 ext. 3578</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>Theresa Wilkins</i>	Date: <i>2/10/2020</i>	Date of Records Destruction: <i>2/24/2020</i>
Group Manager: <i>Z. Stuehmann</i>	Date: <i>2/10/20</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input checked="" type="checkbox"/>
Date of BOA Minutes: <i>3/12/20</i>		

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Required Approval Signature	
City Clerk: <i>J. Smith</i>	Date: <i>2/18/20</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
1	POL006	ARREST RECORDS Arrest Logs	2013-2014	5 years	P
1	GS012	CORRESPONDENCE - GENERAL Court Orders for Fingerprints Non-Sunshine Requests for Information	2018	1 year	P



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

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User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
1	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Police Record Checks	2016	3 years	P
1	GS012	CORRESPONDENCE - GENERAL Customer Survey Records Warrant App Refusals/Additional Info Requests	2018	1 year	P
2	GS066	PUBLIC INFORMATION REQUESTS AND DOCUMENTATION Sunshine Law Requests/Related Documents	2016	3 years	P
3	POL002	NON-CRIMINAL INCIDENT REPORT/FILE Tow Sheets	2018	1 year	P
3	POL004	MISSING PERSON/RUNAWAY REPORT Missing Person Located Safe	2018	1 year	P
4-13	POL006	ARREST RECORDS Booking Sheets/Fingerprint Cards/Related Documents	2014	5 years	P

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

Page 1 of 1

Department Name: <b>Administration</b>		Total # of Boxes: <b>0</b>
Department Records Coordinator: <b>Chris Cattoor</b>		
Date: <b>02/25/20</b>	Office Address: <b>One St. Peters Centre Blvd., St. Peters, MO 63376</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: <i>Chris Cattoor</i>	Date: <i>2-25-20</i>	Date of Records Destruction: <i>2-28-2020</i>
Group Manager: <i>Cathy Pratt</i>	Date: <i>2-25-2020</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>3/12/20</i>		

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Required Approval Signature	
City Clerk: <i>J. Smith</i>	Date: <i>2/26/20</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
None	GS 022	Board of Aldermen Meeting Public Notices 1-8-2014 to 12-14-2016	2014 - 2016	3 Years	P



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

Page \_\_\_\_ of \_\_\_\_

Department Name: <b>SSS-FINANCE</b>		Total # of Boxes:
Department Records Coordinator: <b>RITA WESTERSON</b>		
Date: <b>02/28/20</b>	Office Address: <b>CITY HALL</b>	Telephone: <b>EXT 1224</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>Rita Westerson</i>	Date: <b>2-28-2020</b>	Date of Records Destruction: <b>3/12/2020</b>
Group Manager: <i>Cathy Platt</i>	Date: <b>2-28-2020</b>	Destruction Method: Shredding <input type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <b>3/12/20</b>		

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: <b>2/28/20</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
	G0007	ELECTRONIC FILE CONTAINING FRANCHISE TAX REFUND INFORMATION IN SUPPORT OF THE FY'16 AP FILES	FY'16	COMPLETION OF AUDIT	E