



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
May 14, 2020

The Work Session was called to order at approximately 5:01 p.m. on Thursday, May 14, 2020 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Scott Baumgartner, Deputy City Clerk, called the roll. The following were present: Mayor Pagano; Board President Bateman; Alderman Barclay; Alderman Townsend; Alderman Trupiano; Alderman Violet. Staff present include Vicki Phillips, Acting Director of Parks; Cathy Pratt, Staff Support Services Manager; Rick Struttman, Police Chief; Russ Batzel, City Administrator; Randy Weber, City Attorney, and Scott Baumgartner, Deputy City Clerk. Alderman Hollingsworth, Alderman Reitmeyer, and Alderman Reimer 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 Bateman moved and Alderman Townsend seconded the motion to remove Employment Medical Testing from the agenda for discussion. The motion was approved.

EMPLOYMENT MEDICAL TESTING – PRATT

Ms. Pratt stated that staff received two responses for employment medical testing RFP; which includes required pre-employment and random testing for reasonable suspicion, post-accident and return to work, for current employees. Ms. Pratt informed that the City of St. Peters generally spends \$30-40,000 per year on these services. Staff recommends entering into a one year contract with the option to renew annually for up to three years with Mercy Occupational Health for employee medical testing. Mercy Urgent Care has the closest location to City Hall, more convenient hours, and provided a better grouping of pricing. No comments or questions from the Board of Aldermen. **This is business item I-04 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Violet moved and Alderman Barclay seconded the motion to remove Draft Resolution/Parks, Recreation & Arts Advisory Board from the agenda for discussion. The motion was approved.

DRAFT RESOLUTION/PARKS, RECREATION & ARTS ADVISORY BOARD – PHILLIPS

Ms. Phillips discussed the draft Resolution provided in the packet, its purpose to establish standardized by-laws as previously requested by the Board of Aldermen and to include a provision for sub-committees related to the Parks, Recreation and Arts Advisory Board functions. Ms. Phillips explained that these special committees can provide more elected official involvement as Ex Officio members of the Parks, Recreation & Arts Advisory Board. Ms. Phillips mentioned other current and previous committee members who expressed interest in participating on a special committee. The Aldermen inquired on some possible changes to the draft Resolution pertaining to the special committee's official involvement and voting on projects, but limited budgetary voting rights for Advisory Board members only. Mayor requested staff get together to which he will provide some direction as a result of tonight's discussion. Alderman Barclay moved and Alderman Townsend seconded the motion to place this item with changes on the May 28, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Townsend seconded the motion to remove Waste Connection of MO Amendment/Assignment & Assumption from the agenda for discussion. The motion was approved.

WASTE CONNECTION OF MO AMENDMENT/ASSIGNMENT & ASSUMPTION – BATZEL

Mr. Batzel stated that he and Mr. Malach discussed and reviewed the City's current Solid Waste contract, and that Meridian Waste is the City's current solid waste provider. Waste Connections of Missouri is the current owner of the Champ landfill where the City deposits the waste. Waste Connections of American has been talking with Meridian about assuming their contract and all responsibility of that contract. He explained the advantages for the City; and no change in the rates and provisions of the current rates, and would fulfill the remaining 8 years we currently have. Mr. Batzel requested approval to place on the May 28th Regular Board meeting agenda to transfer the Solid Waste agreement from Meridian Waste to Waste Connections of Missouri. Alderman Violet moved and Alderman Trupiano seconded the motion to place this item on the May 28, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Townsend seconded the motion to remove City Hall Public Restroom Renovation Bids from the agenda for discussion. The motion was approved.

CITY HALL PUBLIC RESTROOM RENOVATION BIDS – BATZEL

Mr. Batzel recounted brief discussion during the departmental budget meetings, of a major capital item, the restrooms on the west end of city hall, near the auditorium. Upgrades for

more capacity and ADA compliance is needed; which is currently budgeted at \$150K for restroom improvement and renovation. With the COVID-19 shut down of City Hall and activities such as summer camps, etc., there is an opportunity to renovate while the building is less occupied. Mr. Batzel requested permission to wave our normal bid advertisement process; and permission to allow solicitation of the design build quotes directly to the contractors. Possible start of project is mid-June. Questions from the Aldermen were addressed regarding location of public entrance during renovation once City Hall reopens. Alderman Townsend moved and Alderman Violet seconded the motion to wave the City's normal bid advertisement process and to allow the City to solicit design build quotes directly to the contractors, outside of the normal bid process. Alderman Barclay moved and Alderman Trupiano seconded the motion to place this item on the May 28, 2020 Work Session and Board of Aldermen meeting agendas. The motion was approved. **This item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Townsend moved and Alderman Bateman seconded the motion to remove Declaration of a State of Emergency/COVID-19 Pandemic from the agenda for discussion. The motion was approved.

DECLARATION OF A STATE OF EMERGENCY/COVID-19 PANDEMIC – BATZEL

Mr. Batzel explained that when the federal government passed the CARES ACT, they are providing funds for reimbursement of direct expenses related to COVID-19. The State and St. Charles County Executive have both declared a State of Emergency, and in order for the City of St. Peters to receive reimbursement out of that fund, the City of St. Peters also needs to declare a state of emergency. A question regarding the Exhibit A of the Emergency Declaration was addressed. A draft ordinance is in the Board of Aldermen meeting packet this evening for consideration. **This is business item I-03 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Violet moved and Alderman Trupiano 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 – BAUMGARTNER

Deputy City Clerk Baumgartner 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 May 14, 2020. Alderman Townsend moved and Alderman Trupiano 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 May 14, 2020 minutes of the Board of Aldermen. The motion was approved. **No further Board of Aldermen action is required on this item.**

Alderman Bateman moved and Alderman Violet seconded the motion to remove Draft Ordinance/St. Charles County Regional SWAT Team Renewal Agreement from the agenda for discussion. The motion was approved.

DRAFT ORDINANCE/ST. CHARLES COUNTY REGIONAL SWAT TEAM RENEWAL AGREEMENT – STRUTTMANN

Chief Struttman requested authorization for renewal of the St. Charles County Regional SWAT Team Agreement with the City and St. Charles County, which brings the agreement up to current standards and up to date, revising the language to refer to the St. Charles County Police Department and other minor changes. Alderman Townsend moved and Alderman Trupiano seconded the motion to place this item on the May 28, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

MISCELLANEOUS UPDATES – BATZEL

- GOLF COURSE MAINTENANCE SHED REPLACEMENT BIDS

Mr. Batzel recounted that this item is the maintenance shed at the golf course, which burned down last year; and which has gone through all of the insurance proceedings. Numerous bids have been received on this item for a design build contract, and clarification was needed before staff could make a recommendation. Comments from contractors will be received tomorrow and he requested this item be placed on both the Work Session and Board of Aldermen Regular meeting agendas for May 28, 2020. Alderman Bateman moved and Alderman Townsend seconded the motion to place this item on both meeting agendas of May 28, 2020. The motion was approved. **This item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

- RESOLUTION PROTESTING REZONING

Mr. Batzel informed about a rezoning petition on a parcel in St. Charles County which is immediately adjacent to and lies within one and one-half (1 ½) miles of the corporate limits of the City of St. Peters. Letters from St. Charles County went out describing the project and municipalities can protest the zoning change. The resolution provides the City an opportunity to present its thoughts on this rezoning petition. Approval of this resolution allows the City Clerk to file this with the County Registrars Office, which enforces an additional level of approval necessary by the County. Five yes votes are necessary for a zoning change approval to move forward with the project. It's important to present our concerns, even though we have not seen petitioner's full presentation or application. This could make some impact on our residential areas and it's important to make the county aware of that. Further discussion on the County's distance requirements of protest submittal; and what the project/operation is consists of was held. **This is business item I-05 on this evening's Board of Aldermen meeting agenda for consideration.**

Non-agenda Item discussion:

- RENEWAL OF A CONTRACT WITH THE CITY'S INCLUSION COORDINATOR – PRATT

Ms. Pratt recounted the City's Partnership funding agreement to employ an inclusion coordinator to assist Parks and Recreation staff to include St. Charles County residents with developmental disabilities for inclusive recreation and leisure programs. The City of St.

Peters acts as the fiscal agent, where we collect the money from the other participants and pay the inclusion coordinator. She explained where the funding comes from, half from the Developmental Disabilities Resource Board (DDRB) and the other half from O'Fallon, Saint Charles and St. Peters. The total contract is for \$64,000 and is being negotiated now between the DDRB and the inclusion coordinator. The City of St. Peters contributes about 26% of the total cost for this service, around \$9,400. Ms. Pratt stated that due to the timeline, we would like to place an ordinance on the May 28th Board meeting agenda to allow us to enter into this agreement since the contract expires the end of June. With no disagreement, **this item will be placed on the May 28, 2020 Board of Aldermen meeting agenda for consideration.**

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)

Alderman Barclay moved and Alderman Bateman 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 6:05 p.m. Roll Call was taken as follows: President of the Board of Aldermen, Alderman Bateman: yes; Alderman Violet: yes; Alderman Hollingsworth: Absent; Alderman Reitmeyer: Absent; Alderman Townsend: yes; Alderman Barclay: yes; Alderman Reimer: Absent; Alderman Trupiano: yes.

ADJOURNMENT OF THE EXECUTIVE SESSION AND THE WORK SESSION

Alderman Bateman moved and Alderman Townsend seconded the motion to adjourn the Executive Session and the Work Session meetings. The motion carried and the Executive Session and the Work Session was adjourned at approximately 6:30 p.m. with roll call shown as follows: President of the Board of Aldermen, Alderman Bateman, yes; Alderman Violet, yes; Alderman Hollingsworth: absent; Alderman Reitmeyer, absent; Alderman Reimer, absent; Alderman Barclay, yes; Alderman Townsend, yes; Alderman Trupiano, yes.

Submitted by,



Scott Baumgartner
Deputy City Clerk



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: Administration		Total # of Boxes: 1
Department Records Coordinator: Chris Cattoor		
Date: 03/07/19	Office Address: One St. Peters Centre Blvd., 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>Chris Cattoor</i>	Date: 3-7-19	Date of Records Destruction: 3/20/19
Group Manager: <i>Ch Pratt</i>	Date: 3-11-19	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input checked="" type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 5-14-2020		

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: 3/18/19

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
339T	GS 021	Board of Aldermen Meeting Folders January 10, 2013 through August 22, 2013	2013	1 Year	P
340T	GS 021	Board of Aldermen Meeting Folders September 12, 2013 through December 19, 2013	2013	1 Year	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 3

Department Name: Human Resources		Total # of Boxes: 28
Department Records Coordinator: Cyndi Wade		
Date: 01/03/19	Office Address: 1 St. Peters Centre Blvd., St. Peters, MO 63376	Telephone: 636-477-6600 x-1243

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>6/13/19</i>	Date of Records Destruction: <i>See List Attached</i>
Group Manager: <i>Cathy Pratt</i>	Date: <i>6-14-19</i>	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: <i>5-14-2020</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>R. Smith</i>	Date: <i>6/19/19</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
T-1329 & thru T-1333, '15 Box 1,2,3	GS 062	Posting Folders 15-1283 through 15-1347	2015	3 Years	P
T-1400 & File Drawer	GS062	Contract Workers (background information)(Rating Records)	Contracts ended 2015	3 Years after contract ends	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

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

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
File Drawer	GS100	HIPAA Privacy Notices	2012	6 Years	P
T-0024-89	GS 033	Federal Tax For, W-2	2013	5 Years	P
T-2013-A through T-2013-E	GS68 & GS28	FY13 Payroll Verification	10/05/12 - 09/20/13	5 Years	P
T-2013-F through T-2013-G	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	10/05/12 - 09/20/13	5 Years	P
T-2013-H	GS68 & GS28	Vacation Edit, ACH, Vehicle Allowance, Outside Employment Timesheets	FY13	5 Years	P
T-2013-I	GS68 & GS28	Resident Youth, GSR 400 Hour, PT 2080 Hour, PT/FT 12-Month Advancement, GSR Life, SR 1500 Hour, Salary Edit Reports	FY13	5 Years	P
File Drawer	GS 043	Random Drug & Alcohol Results (Negative)	Jan-Dec 2017	1 Year	P
File Drawer	GS 031	I-9 Immigration and Naturalization Service Forms (Former Employee forms eligible for shredding by Federal formula & State Retention guidelines)	Through 2017	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)	2008	10 Years	P
T-1109-I (File Drawer)	GS 030	Equal Employment Opportunity (EEO) Records - Affirmative Action Data	2015	3 Years	P

Box No.	Shred Date	By
T-1329 Postings	6/27/19	CAW
T-1330 Postings	6/27/19	CAW
T-1331 Postings	6/27/19	CAW
T-1332 Postings	6/27/19	CAW
T-1333 Postings	6/27/19	CAW
2015 Box 1 of 2 Postings	6/27/19	AE
2015 Box 2 of 2 Postings	6/27/19	AE
2015 Box 3 of 3 Postings	Reduced to 2 w/ removal of applications	
T-1500-53 Applications (File Drawer)	6/25/19	AE
Applications 17-1423 through 17-1428	6/27/19	AE
• Applications 17-1429 through 17-1444	7/13/19	AE
• Applications 17-1445 through 17-1451	7/13/19	AE
• Applications 17-1452 through 17-1459	7/13/19	AE
• Applications 17-1460 through 17-1466	7/13/19	AE
• Applications 17-1467 through 17-1474	7/13/19	AE
T-0024-9 (2013 W-2)	7/2/19	AG
T-2013-A	6/20/19	AS
T-2013-B	6/20/19	AE
T-2013-C	6/20/19	AE
T-2013-D	6/20/19	AE
T-2013-E	6/24/19	AE
T-2013-F	6/24/19	AE
T-2013-G	6/24/19	AE
T-2013-H	6/25/19	AE
T-2013-I	6/25/19	AE
T-1400 Contract Workers (ending 2015) *		
T-1109-I Affirmative Action Sheets (2015)	6/25/19	AE
T-0023-A (2012) COBRA	n/a	n/a
HIPAA (2012)	7/2/19	AE
T-0028-7 LAGERS (2008)	7/5/19	AE
Random (Jan-Dec 2017) (Negative)	6/25/19	AE
I-9 Forms (Thru 2017)	6/25/19	AE

Applications 17-1475-1491 7/13/19

*