



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

The Work Session was called to order at approximately 5:00 p.m. on Thursday, August 13, 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; Alderman Barclay; Alderman Bateman; Alderman Reimer; Alderman Townsend; Alderman Trupiano; Alderman Violet. Staff present includes; Rick Struttmann, Police Chief; Russ Batzel, City Administrator; Bill Malach, Water Environment Services Manager; John Young, City Attorney; and Scott Baumgartner, Deputy City Clerk. Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation Development Services Manager; Board President Reitmeyer and Alderman Sartorius were absent. Alderman Bateman was presiding Board President during Alderman Reitmeyer's absence.

#### 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 Townsend moved and Alderman Violet seconded the motion to remove Recommendation/ Use and Maintenance Agreements from the agenda for discussion. The motion was approved.

#### RECOMMENDATION/ USE AND MAINTENANCE AGREEMENTS – POWERS

Ms. Powers gave a slideshow presentation to display the areas of three existing commercial business sites that have signs that are partially or fully within the City's right-of-way. These businesses have limited ground area for a freestanding sign and have previously obtained variances for reduced sign setbacks. Staff has verified that the sign placements will not negatively impact visibility in the area. Use and Maintenance Agreements are needed for the signs at QuikTrip, 391 Main Street; Study Metrix, 3862 Mexico Road; and Regional Eye Care, 3821 Mexico Road. With no further comments or questions from the Board of Aldermen, **an authorizing ordinance for these agreements will be presented at the August 27, 2020 Board of Aldermen meeting.**

Alderman Reimer moved and Alderman Bateman seconded the motion to remove Recommendation/ Roadway Salt Purchase from the agenda for discussion. The motion was approved.

#### RECOMMENDATION/ ROADWAY SALT PURCHASE – BATZEL

Mr. Batzel stated the City annually purchases roadway salt for snow and ice operations from the St. Louis Metro American Public Works Association (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 individually. On June 18, 2020, the City of Chesterfield accepted the low responsive bid of \$46.39 per ton for the supply of roadway salt from Compass Minerals in the fall of 2020 and \$51.39 for the supply of roadway salt in the winter of 2021. The City of Chesterfield also accepted the low responsive bid of \$11.43 per ton for the delivery of roadway salt from Beelman Logistics, LLC for delivery to the City of St. Peters. Staff recommends authorization of the total expenditure of \$191,665.00 for the supply and delivery of 3,250 tons of roadway salt to the City of St. Peters. No further comments or questions from the Board of Aldermen. **This is business item I-05 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Trupiano moved and Alderman Reimer seconded the motion to remove Recommendation/ Natatorium Victaulic Coupling Replacement Contract Change Order from the agenda for discussion. The motion was approved.

#### RECOMMENDATION/NATATORIUM VICTAULIC COUPLING REPLACEMENT CONTRACT CHANGE ORDER – BATZEL

Mr. Batzel recalled that the Natatorium Victaulic Coupling Replacement was discussed during the Budget Work Session. This project will remove and replace pipe coupling and damaged pipe sections in the boiler and pipe system at the Rec-Plex Natatorium. Additional work is now required to replace additional pipe and valves and repair an underground pipe leak. Staff is recommending the proposed change order no. 2 in the amount of \$42,650.00. No comments or questions from the Board of Aldermen. **This is business item I-08 on this evening's Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Reimer seconded the motion to remove Project Smile Development Agreement from the agenda for discussion. The motion was approved.

#### PROJECT SMILE DEVELOPMENT AGREEMENT – BATZEL

Mr. Batzel advised the site plan for the Project Smile Development on 36 acres, north of Spencer Road, was approved at the August 5<sup>th</sup> Planning and Zoning Commission meeting. Mr. Batzel stated the developer, CRG LLC, and land owner, is scheduled to close on this property mid-September. An aerial photo was displayed of the development area and the extension of Spencer Road that the developer will pay 50% to the St. Charles County Road Board to extend the road 3,000 feet. The City of St. Peters also has a water well in a 5,000 square foot parcel; which the City will surrender to the land owner, with an unconditional guarantee, to be incorporated into the development area. Mr. Batzel advised that several

ordinances with the developer, CRG LLC, will be needed to move forward with this project including: a Development Agreement between the City of St. Peters and the Developer, CRG LLC; certain vacation of easement ordinances; a County Road Board agreement between the City of St. Peters and St. Charles County for the extension of Spencer Road; and a road construction agreement between the City and the developer's contractor to build the road. No comments or questions from the Board of Aldermen. Alderman Violet moved and Alderman Townsend seconded the motion to place these items on the August 27, 2020 Board of Aldermen meeting agenda as discussed. The motion was approved. **These items will be placed on the August 27, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Reimer 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 August 13, 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 August 13, 2020 meeting minutes of the Board of Aldermen Work Session. The motion was approved. **No further Board of Aldermen action is required on this item.**

#### MISCELLANEOUS UPDATES – BATZEL

Bill Malach spoke on several Dardenne Creek bank stabilization projects. Mr. Malach stated this is a project that has been in the process since late 2017 to protect City sewer, protect University of Missouri Extension Council's private property, and control erosion from public runoff. Mr. Malach displayed the project areas while explaining the extent of completing the three projects; while working along with the University of Missouri Extension Council. Staff is recommending an Intergovernmental Cooperation Agreement with University of Missouri Extension Council of St. Charles County and a construction bid recommendation with Two Alpha Contracting LLC, the low bidder, in the total amount of \$258,958. The University of Missouri Extension Council will reimburse the City of St. Peters \$95,969.75 for their portion of the project. With no further comments or questions from the Board, Alderman Townsend moved and Alderman Trupiano seconded the motion to place these two items on both the August 27, 2020 Work Session meeting and Board of Aldermen meeting agendas as discussed. The motion was approved. **These items will be placed on the August 27, 2020 Work Session and Board of Aldermen meeting agendas for consideration.**

#### BOARD MEETING AGENDA ITEM REVISIONS – BATZEL

Mr. Batzel reminded the Board that New Business Item I-08 was added Wednesday, August 12, 2020, to tonight's Board of Aldermen meeting agenda for the Natatorium Victaulic Coupling replacement; which was discussed earlier this evening.

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 Bateman seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:40 p.m.

Submitted by,



Scott Baumgartner  
Deputy City Clerk



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

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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: <b>8/13/20</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: <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



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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



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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



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: <b>8/13/20</b>		

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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 040***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