



CITY OF ST. PETERS BOARD OF ALDERMEN
WORK SESSION MINUTES
September 10, 2020

The Work Session was called to order at approximately 5:00 p.m. on Thursday, September 10, 2020 at the St. Peters Justice Center located at 1020 Grand Teton Drive. Patty Smith, City Clerk, called the roll. The following were present: Mayor Pagano; Alderman Barclay; Alderman Bateman; Alderman Reimer; Alderman Sartorius; Alderman Townsend; Alderman Trupiano; Alderman Violet. Staff present includes: Cathy Pratt, Staff Support Services Manager; Burt Benesek, Transportation Development Services Manager; Rick Struttman, Police Chief; Russ Batzel, City Administrator; John Young, City Attorney; and Patty Smith, City Clerk. Board President Reitmeyer was 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/ 2020 Concrete Slab Replacement Change Order from the agenda for discussion. The motion was approved.

RECOMMENDATION/ 2020 CONCRETE SLAB REPLACEMENT CHANGE ORDER –
BENESEK

Mr. Benesek presented a slideshow requesting approval to execute a contract change order with M & H Concrete Contractors for removal and replacement of an additional 1,750 square yards of concrete pavement. The initial contract of \$1,153,613.20 and two previous change orders in the total value of \$52,710.96; now with a proposed change order of \$78,370.00 (change order no. 3) will account for adjustments to the contract quantities for work completed based on final field measurements for replacement along Laurelwood Drive and Kirkwood Court, which addresses multiple pavement condition concerns on file. With approval, an authorizing ordinance will be placed on the September 24, 2020 BOA agenda. Comments were made and questions from the Aldermen were addressed. Alderman Reimer

moved and Alderman Trupiano seconded the motion to place this item on the September 24, 2020 Board of Aldermen meeting agenda for consideration. All in favor, the motion was approved. **This item will be placed on the September 24, 2020 Board of Aldermen meeting agenda for consideration.**

Alderman Bateman moved and Alderman Reimer seconded the motion to remove City Code 615 Body Art Establishments Amendment from the agenda for discussion. The motion was approved.

CITY CODE 615 BODY ART ESTABLISHMENTS AMENDMENT – BENESEK

Mr. Benesek introduced Ms. Claire Toledo, Health Supervisor, who presented a slideshow of this item. Ms. Toledo explained the update to Chapter 615 from Tattoo Establishments to Body Art Establishments. The changes model the National Environmental Health Association (NEHA), who has come up with a model Body Art Code, and is available nationwide for states and cities to adopt. The Code will apply to all popular forms of body art; incorporates regulations for the use of piercing guns and application of permanent cosmetics; allows the City's Health Department to regulate health and safety standards in all body art establishments, not just tattoo establishments; additional proposed fees for re-inspections, similar to the food code. Ms. Toledo also discussed establishing facility record keeping requirements; the biggest changes for the operators, required training for artists; and conversations with operators in the industry. A proposed amendment to the license titles in Chapter 605 under the Licensing fee schedule will be necessary in conjunction Chapter 615 code amendments. Questions from the Aldermen were addressed concerning the notification process of these code amendments to these business types. Alderman Townsend moved and Alderman Violet seconded the motion to place this item on the September 24, 2020 Board of Aldermen meeting agenda. The motion was approved. **This item will be placed on the September 24, 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 – SMITH

City Clerk Smith 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 September 10, 2020. Alderman Bateman 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 September 10, 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

None

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 Bateman moved and Alderman Violet seconded the motion to adjourn the Work Session meeting. The motion was approved and the Work Session meeting was adjourned at approximately 5:41 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "Patricia E. Smith". The signature is written in a cursive style with a large initial "P".

Patricia E. Smith
City Clerk



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: TDS - Health Department		Total # of Boxes: 1
Department Records Coordinator: Jo Ann Morris		
Date: 08/04/20	Office Address: 131 Ecology Dr	Telephone: ext. 1340

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: 8-4-20	Date of Records Destruction: 9/2/20
Group Manager:	Date: 8/21/20	Destruction Method: Shredding <input checked="" type="checkbox"/> Discard <input type="checkbox"/> Outside Vendor <input type="checkbox"/>
Date of BOA Minutes: 9/10/2020		

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:	Date: 8/31/20

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	0801	Food Handler Inspection Records	2014	5 yrs after approved inspection	P

0773

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Data Entry Coding

Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance)

5 years after all defects have been corrected

Destroy

0774

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Remittance Advices

5 years

Destroy

0801

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Food Handler Inspection Records

5 years after approved inspection

Destroy

Parks and Recreation Records

1001

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Maintenance: Parks, Parkways, and Recreation Areas

5 years

Destroy

Forestry and Landscaping Records

1010

Also Called:

Function:

Content:

Retention:

Disposition:

Note:

Approval Date:

Tree and Shrub Planting and Maintenance File

Records describing the planting and maintenance of trees and shrubs on city-owned property

May include tree and shrub location, type, date of planting, and maintenance

Permanent as updated or revised

Destroy outdated material