



Tentative Agenda

**Board of Aldermen Work Session Meeting
City of St. Peters Justice Center
1020 Grand Teton Drive, St. Peters, MO 63376
April 23, 2026, at 5:00 PM**

- A. Call to Order, Board President Bateman
- B. Roll Call
- C. Communications from Board Members/Aldermanic Representatives
- D. Board of Aldermen Unfinished Business Items
 - 1. Draft Ordinance Imposing Data Center Moratorium - Powers
(Continued from 1/13/26 Budget Work Session)
- E. Board of Aldermen New Business Items
 - 1. Discuss Proposed Slate of Aldermen Assignments - Bateman
- F. Mayor and City Administrator Unfinished Business Items
 - 1. Agreement Amendment No. 1 with Whistle Stop 301 - Powers
(Continued from 4/9/26 Work Session)
- G. Mayor and City Administrator New Business Items
 - 1. Levee Mowing and Maintenance Bid Recommendation - Haddock
 - 2. Basin and BMP Stewardship Maintenance Bid Recommendation - Haddock
 - 3. Creek Corridor Stewardship Maintenance Bid Recommendation - Haddock
 - 4. The Behavior Helper Academy Parking Lot License Agreement - Emrick
 - 5. Secretary of State/Records Retention Schedule – Schroeder
- H. Miscellaneous Updates – Malach
- I. Board Meeting Agenda Item Revisions – Malach
- J. Executive Session re: Litigation, Real Estate, Personnel, and Security pursuant to Section 610.021(1)(2)(3)(9)(12)(13)(14)(18)(19)(20) & 610.022 (1-6)
- K. Adjournment

Agenda Posted at City Hall: April 20, 2026 at 9:00 a.m.
By: L. Schroeder, City Clerk

Next Work Session: May 14, 2026

The meeting is available for viewing at www.sptvnow.net



Request for Board Action

To: Board of Aldermen

From: JULIE POWERS, Director of Planning, Community & Economic Development

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 5/14/2026

Brief Description: Draft Ordinance Imposing Data Center Moratorium - Powers
(Continued from 1/13/26 Budget Work Session)

Staff: Recommended

Summary/Explanation:

The Board discussed the need for a moratorium on data centers to allow time for staff to research and prepare regulations related to data centers.

Budget Impact:

No impact is anticipated.

Attachments:

1. Draft Ordinance Imposing Data Ctr Moratorium (1)

BILL NO. ____

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF ST. PETERS,
MISSOURI, IMPOSING A TEMPORARY MORATORIUM
ON THE DEVELOPMENT OF CERTAIN PROPERTY
DURING THE PENDENCY OF A REVIEW OF
REGULATIONS AND STANDARDS FOR DEVELOPMENT
OF SUCH PROPERTIES; AND OTHER MATTERS
RELATING THERETO**

WHEREAS, residents have raised concerns pertaining to the impact of information technology and data processing facilities in the City of St. Peters, Missouri (the “City”) on public infrastructure, electricity, water supply, noise, and property values, among other things; and

WHEREAS, it is to the benefit of the health, safety, and general welfare of all residents of the City that the City maintain regulations, policies, and standards for information technology and data processing facilities that avoid negative impacts on public infrastructure and residents’ quality of life; and

WHEREAS, the Board of Aldermen, through the Planning and Zoning Commission, desires to study, review, and consider policies, regulations, and standards for development of information technology and data processing facilities within the City; and

WHEREAS, the Planning and Zoning Commission declared its intention to study and review the impact of information technology and data processing facilities on public infrastructure, electricity, water supply, noise, and property values, among other things, and how best to address any negative impacts, and considered implementing a moratorium on all information technology and data processing facilities which first requires rezoning, a special use permit, site plan approval and/or a building permit; and

WHEREAS, after providing notice per the requirements of the St. Peters City Code (the “City Code”), the Planning and Zoning Commission conducted a public hearing on this proposed moratorium whereat residents, property owners, and other interested parties were given the opportunity to be heard; and

WHEREAS, the Planning and Zoning Commission recommended to the Board of Aldermen the adoption of a moratorium not exceeding one (1) year in duration from the effective date of this Ordinance to review, study and consider policies, regulations, and standards for development of information technology and data processing facilities within the City; and

WHEREAS, the Board of Aldermen hereby finds that it is to the benefit of the health, safety, and welfare of the residents of the City to impose a moratorium not to exceed one (1) year on the acceptance and consideration of applications for zoning amendments, special use permits, site plan approvals and building permits that include requests for information technology and data

processing facilities to allow for the Planning and Zoning Commission and the Board of Aldermen to study and review of information technology and data processing facilities' effects on the community, and how to best approach challenges related thereto.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. PETERS, MISSOURI, AS FOLLOWS:

SECTION NO. 1. Findings of Fact. The recitals set forth above are hereby ratified and incorporated as legislative findings of fact in support of this Ordinance.

SECTION NO. 2. Information Technology and Data Processing Facility Defined. For purposes of this ordinance, "information technology and data processing facility" shall mean a facility used primarily for the storage, management, processing, or transmission of digital information and data for any purpose. Such facilities typically contain computers, computer servers, digital storage devices, networking equipment, and associated infrastructure, including mechanical and electrical systems such as backup power supplies, cooling systems, and security controls. The term includes, but is not limited to, data centers, cloud computing facilities, web hosting facilities, and colocation facilities. This term does not include facilities already existing and operating within the City, wireless support structures, or facilities that contain only incidental computer equipment used for internal business or administrative purposes, such as standard office spaces, hospitals, small-scale computer repair shops, or similar operations.

SECTION NO. 3. Moratorium Imposed. During the time that this Ordinance is in effect as specified in Section No. 6 of this Ordinance, there shall be a moratorium on the review and approval of plans and development for properties requiring zoning amendments, site plans, special use permits, and building permits that include requests for information technology and data processing facilities.

SECTION NO. 4. Waivers. Any property owner seeking a waiver under this Section Four shall file an application with the Board of Adjustment within ninety (90) days after the effective date of this Ordinance. The Board of Adjustment, after hearing, may grant a waiver to the moratorium and permit review of and approval of plans and of development on a specific parcel where the Board of Adjustment determines, based upon substantial competent evidence, that the plan or development adequately addresses public health concerns, will not be detrimental to the public health, safety, or welfare of the residents of the City, and otherwise complies with the requirements of the City Code. Except as otherwise set forth in this Ordinance, hearings conducted pursuant to Section Four shall be conducted in the same manner as provided for in Section 405.780.H of the City Code.

SECTION NO. 5. Determination of Vested Rights or Denial of All Economic Use.

A. Nothing in this Ordinance shall be construed or applied to abrogate the vested right of a property owner to continue development of a parcel where the property owner can demonstrate by substantial competent evidence each of the following:

1. A governmental act of approval for the development was obtained prior to the effective date of this Ordinance; and

2. Actual use or a substantial step toward the use authorized by such approval.

B. Nothing in this Ordinance shall be construed or applied to prevent development of a particular parcel where the property owner can demonstrate by substantial competent evidence that because of the moratorium no economic use can be made of the parcel.

C. Any property owner claiming vested rights or denial of all use under this Section Five must file an application with the Board of Adjustment for a determination within ninety (90) days after the effective date of this Ordinance. The application shall be accompanied by an application fee of Three Hundred and 00/100 Dollars (\$300.00) and contain a sworn statement as to the basis upon which the vested rights or denial of all use are asserted together with documentation required by the City and other documentary evidence supporting the claim. The Board of Adjustment shall hold a hearing on the application and, based upon the competent substantial evidence submitted, shall make a determination as to whether the property owner has established vested rights or a lack of all economic use for the parcel. Except as otherwise set forth in this Ordinance, hearings conducted pursuant to this Section Five shall be conducted in the same manner as provided for in Section 405.780.H of the City Code.

SECTION NO. 6. Term. The moratorium imposed by this Ordinance is temporary and shall be effective for a period of no longer than one (1) year from the effective date of this Ordinance unless dissolved earlier by the Board of Aldermen. Further, the moratorium shall automatically dissolve upon the adoption of such regulations and standards as may be recommended by the Planning and Zoning Commission consistent with this Ordinance.

SECTION NO. 7. Savings Clause. Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant, or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION NO. 8. Severability Clause. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION NO. 9. Effective Date. This Ordinance shall take effect and be in force from and after its passage by the Board of Aldermen and its approval by the Mayor of the City of St. Peters, Missouri.

Read two times, passed, and approved this ____ day of _____, 2026.

Len Pagano, as Presiding Officer and as Mayor

Attest: _____
Lisa Schroeder, City Clerk

DRAFT



Request for Board Action

To: Board of Aldermen

From: Judy Bateman, Ward 2 Alderman

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 4/23/2026

Brief Description: Discuss Proposed Slate of Aldermen Assignments - Bateman

Staff: No Position

Summary/Explanation:

Discuss the selection of the Board of Aldermen President and Alderman Representatives to various boards and commissions. Assignments will be voted on at the April 23, 2026, BOA meeting.

Budget Impact:

None

Attachments:

1. 2026-2027 Proposed Aldermanic Representative Assignments

Aldermanic Representative Assignments to Boards and Commissions and Board President

Board of Aldermen President: Alderman Dave Kuppler, Ward 3

Planning & Zoning Commission: Alderman Judy Bateman, Ward 2 or
Alderman Randy Green, Ward 2

Parks, Recreation & Arts Advisory Board - Focus Groups

Historical: Alderman Joyce Townsend, Ward 1

Parks & Trails: Alderman Melissa Reimer, Ward 3 or
Alderman Patrick Barclay, Ward 4

Recreation & Arts: Alderman

Sustainability: Alderman Nick Trupiano, Ward 4

Veterans Memorial Commission: Alderman Rocky Reitmeyer, Ward 1

Senior Advisory Committee: Alderman

Appointments will run from 4-24-26 to 4-22-27



Request for Board Action

To: Board of Aldermen

From:

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 4/23/2026

Brief Description: Agreement Amendment No. 1 with Whistle Stop 301 - Powers
(Continued from 4/9/26 Work Session)

Staff: No Position

Summary/Explanation:

The attached Amendment No. 1 between the City of St. Peters and Whistle Stop 301 will allow the City to procure and install temporary signage along Rights-of-Way to promote the Twilight Markets.

Budget Impact:

Additional signage will not exceed \$500/year

Attachments:

1. Ordinance Whistle Stop Amendment
2. Agreement-Whistle Stop 301 -City of St. Peters - Amendment No 1 without mark-ups FINAL (2)
3. Agreement-Whistle Stop 301 -City of St. Peters - Amendment No 1 with mark-ups (5)

ORDINANCE NO. XXXX

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR OF THE CITY OF ST. PETERS, MISSOURI, TO AMEND THE AGREEMENT BETWEEN WHISTLE STOP 301 AND THE CITY OF ST. PETERS ALLOWING FOR ADDITIONAL SIGNAGE

WHEREAS, the City of St. Peters Board of Alderman passed Ordinance 7785 authorizing an Agreement between the City of St. Peters and Whistle Stop 301 to support Urban Markets in Old Town St. Peters; and

WHEREAS, it is a goal of the City to create a destination draw to the Old Town area, support existing commercial businesses in Old Town, and enhance economic development in Old Town; and

WHEREAS, economic activity in Old Town will be a benefit to all businesses, creating awareness of Old Town and additional commerce; and

WHEREAS, there is an important public purpose in creating activity and vitality in the original core of the City - Old Town; and

WHEREAS, it has been determined that additional advertising signs are desired to increase event participation.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. PETERS, MISSOURI, AS FOLLOWS:

SECTION NO. 1. The City Administrator of the City of St. Peters, Missouri, is hereby authorized to amend the agreement with Whistle Stop 301 in the amount of \$500 for additional signage.

SECTION NO. 2. That the City Administrator be and he is hereby authorized and directed to negotiate, execute, and administer said amendment on behalf of the City of St. Peters.

SECTION NO. 3. This Ordinance shall be in full force and take effect from and after the date of its final passage and approval.

SECTION NO. 4. Savings.

No. XXXX

Except as expressly set forth herein, nothing contained in this Ordinance shall in any manner be deemed or construed to alter, modify, supersede, supplant, or otherwise nullify any other Ordinance of the City or the requirements thereof, whether or not relating to or in manner connected with the subject matter hereof.

SECTION NO. 5. Severability.

If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer valid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

Read two times, passed, and approved this 23rd day of April, 2026.

Len Pagano, As Presiding Officer and as Mayor

Attest: _____
Lisa L. Schroeder, City Clerk

No. XXXX

**AGREEMENT AMENDMENT NO. 1
REGARDING CITY SUPPORT AND RESOURCES
BETWEEN THE CITY OF ST. PETERS AND
WHISTLE STOP 301 (KATIE REUTHER)**

This Agreement (“Agreement”) is made and entered into by and between the City of St. Peters (“CSP”) and Whistle Stop 301 (“Whistle Stop”) as of the 23rd day of March, 2023 and amended as of April 23, 2026.

In consideration of the promises, mutual covenants and consideration contained herein, the parties agree as follows:

I. CSP shall provide the following to Whistle Stop 301:

A. Promotion of Urban Market:

1. My Hometown Magazine – elected official mention
2. CSP website/calendar – April – November
3. Upfront e-newsletter reference – monthly between April – November
4. SPTV stories
5. Temporary signs.
 - a. Procure and install temporary signs along street right-of-way.
 - b. The signs shall be approximately 18” x 24” in size.
 - c. Financial support for temporary signs shall not exceed \$500 annually.

B. Installation of directional signage on Mid Rivers Mall Drive and the I-70 Outer Road North

1. The location of the sign(s) shall be determined upon field survey and the location of utilities in the general area of the sign.
2. The location of the sign(s) shall be as generally shown in Attachment A.

C. Barricades for a portion of Depot Street adjacent to the Whistle Stop site as generally shown in Attachment B.

1. The street may be closed for a period of time from one hour prior to the start of the market to one hour after the end of the market.
2. Vehicular traffic will be prevented from using the street during the period of time designated in item C.1.
3. Whistle Stop may use the street area for vendors, food trucks, or other market related activities.
4. Whistle Stop shall advise CSP of the need for barricades at least one (1) week prior to the event date.

D. Financial support for the cost of public restrooms or other public amenities at the urban markets. The costs shall be reimbursed on an annual basis at the end of the market season.

The costs shall not exceed \$300.00 per event or \$2,400 annually. Reimbursement for public amenities other than restrooms shall be subject to CSP approval prior to reimbursement.

- E. Financial support for the cost of musical performers at the Urban Markets. The costs shall be reimbursed on an annual basis at the end of the market season. The costs shall not exceed \$500.00 per event or \$4,000 annually.

II. Whistle Stop 301 shall provide the following to the CSP:

- A. Host monthly urban markets per the stated and advertised schedule.
- B. A table or booth shall be made available for use by the CSP, or other public agency as assigned by the CSP, at each urban market event. The CSP or an assigned agency may staff the table/booth to provide public information including, but not limited to, recruiting, recreational opportunities, recycling information, historical information, safety information, and animal control information.

III. Reimbursement:

- A. Whistle Stop 301 shall provide a detailed invoice to CSP after each urban market event with receipts for restrooms, wash stations or other public amenities, and musical performers at each urban market. The costs shall not exceed the amounts stated in items I.D. and I.E. above.
- B. After review of costs as presented, CSP shall provide reimbursement to Whistle Stop 301.

IV. Liability:

- A. Indemnification. Whistle Stop 301 agrees to defend, indemnify, and hold harmless the CSP, its employees, agents, officers and officials from and against liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action of every kind, nature and character arising or alleged to arise out of the negligent or willful acts or omissions of Whistle Stop 301, its officials, agents and employees and subcontractors in the performance of this Agreement, including installation of signs on CSP property, set-up of supplies and equipment and services provided by others. Whistle Stop 301 shall, at its sole cost and expense, appear, defend and pay all attorney fees and other costs and expenses arising hereunder. In addition, if any judgment shall be rendered against CSP in any such action, Whistle Stop shall, at its sole cost and expense, satisfy and discharge such obligation of the CSP. CSP shall have the right, at its own expense, to participate in the defense of any suit without relieving Center of any of its obligations hereunder. CSP retains final approval of any and all settlements or legal strategies which involve the interest of CSP. The indemnities set forth herein shall survive the expiration or termination of this Agreement.
- B. Insurance. Prior to the initial request for the temporary closing of Depot Street, Whistle Stop 301 further agrees to provide the CSP a Certificate of Insurance which names the CSP as an additional insured and which meets current minimum coverage requirements. Whistle Stop shall purchase, maintain and keep in force during the term of this Agreement at Whistle Stop's sole cost and expense the following insurance:

Commercial General Liability shall include endorsements naming City of St. Peters, its Officers, Agents, Volunteers and Employees as additional insured. Endorsement for General Liability shall state that the Licensee's insurance is "primary" and the City of St. Peters is "non-contributory," or copies of the complete policy which state the equivalent may be

submitted in their entirety.

Minimum Insurance Requirements – General Liability Insurance:

One million dollars (\$1,000,000) each occurrence (combined single limit). One million dollars (\$1,000,000) for personal injury liability. One million dollars (\$1,000,000) in the aggregate. Certificate must be provided to the CSP 30 days prior to the date of the event.

V. Termination

- A. Unless otherwise terminated as provided below, this Agreement shall remain in full force and effect until December 1, 2023, and shall automatically renew each year thereafter unless either party shall give the other prior written notice of its intention to terminate this agreement as set forth in Section V. B below.
- B. Either party may terminate this Agreement without cause upon 30 days written notice.

VI. Notices

- A. All notices of termination shall be sent postage prepaid, delivery confirmation required.
- B. For purposes of this provision, notice shall be sent as follows:

To the City of St. Peters:
Attn: City Administrator
One St. Peters Centre Blvd.
St. Peters, MO 63376

To the Whistle Stop 301:
Attn: Katie Reuther
Whistle Stop 301
301 Main Street
St. Peters, MO 63376

VII. Governing Provisions

- A. The provisions of this Agreement will be governed by the laws of the State of Missouri.
- B. This Agreement constitutes the entire Agreement between CSP and Whistle Stop 301, and supersedes all prior understandings, whether oral or written, between the parties with regard to the subject matter hereof. Any amendments or modifications to this Agreement must be in writing and signed by the parties.
- C. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. There are no third party beneficiaries to this Agreement, and both CSP and Whistle Stop 301 agree that this Agreement is not intended to extend to, or create, any third party beneficiary.
- D. Except as otherwise modified, amended, or supplemented by this Amendment No. 1, the Original Agreement between the parties shall remain in full force and effect and the terms of the Original Agreement shall extend and apply to this Amendment No. 1

WHEREFORE, the parties hereto have caused this First Amendment to be executed as of the date last written below.

CITY OF ST. PETERS
One St. Peters Centre Blvd.
St. Peters, MO 63376

Whistle Stop 301
301 Main Street
St. Peters, MO 63376

William J. Malach
City Administrator

Katie Reuther

Date

Date

ATTACHMENT A



ATTACHMENT B



AGREEMENT AMENDMENT NO. 1
REGARDING CITY SUPPORT AND RESOURCES
BETWEEN THE CITY OF ST. PETERS AND
WHISTLE STOP 301 (KATIE REUTHER)

This Agreement (“Agreement”) is made and entered into by and between the City of St. Peters (“CSP”) and Whistle Stop 301 (“Whistle Stop”) as of the 23rd day of March, 2023 and amended as of April 23, 2026.

In consideration of the promises, mutual covenants and consideration contained herein, the parties agree as follows:

I. CSP shall provide the following to Whistle Stop 301:

A. Promotion of Urban Market:

1. My Hometown Magazine – elected official mention
2. CSP website/calendar – April – November
3. Upfront e-newsletter reference – monthly between April – November
4. SPTV stories
- 5. Temporary signs.**
 - a. Procure and install temporary signs along street right-of-way.**
 - b. The signs shall be approximately 18” x 24” in size.**
 - c. Financial support for temporary signs shall not exceed \$500 annually.**
- a. Installation of directional signage on Mid Rivers Mall Drive and the I-70 Outer Road North
 - i. The location of the sign(s) shall be determined upon field survey and the location of utilities in the general area of the sign.
 - ii. The location of the sign(s) shall be as generally shown in Attachment A.
- b. Barricades for a portion of Depot Street adjacent to the Whistle Stop site as generally shown in Attachment B.
 - i. The street may be closed for a period of time from one hour prior to the start of the market to one hour after the end of the market.
 - ii. Vehicular traffic will be prevented from using the street during the period of time designated in item C.1.
 - iii. Whistle Stop may use the street area for vendors, food trucks, or other market related activities.
 - iv. Whistle Stop shall advise CSP of the need for barricades at least one (1) week prior to the event date.
- c. Financial support for the cost of public restrooms or other public amenities at the urban markets. The costs shall be reimbursed on an annual basis at the end of the market season.

The costs shall not exceed \$300.00 per event or \$2,400 annually. Reimbursement for public amenities other than restrooms shall be subject to CSP approval prior to reimbursement.

- d. Financial support for the cost of musical performers at the Urban Markets. The costs shall be reimbursed on an annual basis at the end of the market season. The costs shall not exceed \$500.00 per event or \$4,000 annually.

CI. Whistle Stop 301 shall provide the following to the CSP:

- a. Host monthly urban markets per the stated and advertised schedule.
- b. A table or booth shall be made available for use by the CSP, or other public agency as assigned by the CSP, at each urban market event. The CSP or an assigned agency may staff the table/booth to provide public information including, but not limited to, recruiting, recreational opportunities, recycling information, historical information, safety information, and animal control information.

CII. Reimbursement:

- a. Whistle Stop 301 shall provide a detailed invoice to CSP after each urban market event with receipts for restrooms, wash stations or other public amenities, and musical performers at each urban market. The costs shall not exceed the amounts stated in items I.D. and I.E. above.
- b. After review of costs as presented, CSP shall provide reimbursement to Whistle Stop 301.

CIII. Liability:

- a. Indemnification. Whistle Stop 301 agrees to defend, indemnify, and hold harmless the CSP, its employees, agents, officers and officials from and against liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action of every kind, nature and character arising or alleged to arise out of the negligent or willful acts or omissions of Whistle Stop 301, its officials, agents and employees and subcontractors in the performance of this Agreement, including installation of signs on CSP property, set-up of supplies and equipment and services provided by others. Whistle Stop 301 shall, at its sole cost and expense, appear, defend and pay all attorney fees and other costs and expenses arising hereunder. In addition, if any judgment shall be rendered against CSP in any such action, Whistle Stop shall, at its sole cost and expense, satisfy and discharge such obligation of the CSP. CSP shall have the right, at its own expense, to participate in the defense of any suit without relieving Center of any of its obligations hereunder. CSP retains final approval of any and all settlements or legal strategies which involve the interest of CSP. The indemnities set forth herein shall survive the expiration or termination of this Agreement.
- b. Insurance. Prior to the initial request for the temporary closing of Depot Street, Whistle Stop 301 further agrees to provide the CSP a Certificate of Insurance which names the CSP as an additional insured and which meets current minimum coverage requirements. Whistle Stop shall purchase, maintain and keep in force during the term of this Agreement at Whistle Stop's sole cost and expense the following insurance:

Commercial General Liability shall include endorsements naming City of St. Peters, its Officers, Agents, Volunteers and Employees as additional insured. Endorsement for General Liability shall state that the Licensee's insurance is "primary" and the City of St. Peters is "non-contributory," or copies of the complete policy which state the equivalent may be

submitted in their entirety.

Minimum Insurance Requirements – General Liability Insurance:

One million dollars (\$1,000,000) each occurrence (combined single limit). One million dollars (\$1,000,000) for personal injury liability. One million dollars (\$1,000,000) in the aggregate. Certificate must be provided to the CSP 30 days prior to the date of the event.

CIV. Termination

- a. Unless otherwise terminated as provided below, this Agreement shall remain in full force and effect until December 1, 2023, and shall automatically renew each year thereafter unless either party shall give the other prior written notice of its intention to terminate this agreement as set forth in Section V. B below.
- b. Either party may terminate this Agreement without cause upon 30 days written notice.

CV. Notices

- a. All notices of termination shall be sent postage prepaid, delivery confirmation required.
- b. For purposes of this provision, notice shall be sent as follows:

To the City of St. Peters:
Attn: City Administrator
One St. Peters Centre Blvd.
St. Peters, MO 63376

To the Whistle Stop 301:
Attn: Katie Reuther
Whistle Stop 301
301 Main Street
St. Peters, MO 63376

CVI. Governing Provisions

- a. The provisions of this Agreement will be governed by the laws of the State of Missouri.
- b. This Agreement constitutes the entire Agreement between CSP and Whistle Stop 301, and supersedes all prior understandings, whether oral or written, between the parties with regard to the subject matter hereof. Any amendments or modifications to this Agreement must be in writing and signed by the parties.
- c. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. There are no third party beneficiaries to this Agreement, and both CSP and Whistle Stop 301 agree that this Agreement is not intended to extend to, or create, any third party beneficiary.
- d. Except as otherwise modified, amended, or supplemented by this Amendment No. 1, the Original Agreement between the parties shall remain in full force and effect and the terms of the Original Agreement shall extend and apply to this Amendment No. 1

WHEREFORE, the parties hereto have caused this **First Amendment** to be executed as of the date last written below.

CITY OF ST. PETERS
One St. Peters Centre Blvd.
St. Peters, MO 63376

Whistle Stop 301
301 Main Street
St. Peters, MO 63376

William J. Malach
City Administrator

Katie Reuther

Date

Date

ATTACHMENT A



ATTACHMENT B





Request for Board Action

To: Board of Aldermen

From: Amy Haddock, Group Manager

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 5/14/2026

Brief Description: Levee Mowing and Maintenance Bid Recommendation - Haddock

Staff: Recommended

Summary/Explanation:

An ordinance authorizing the City Administrator to enter into a contract with GPM Inc. for Levee Mowing and Maintenance (Bid 26-144)

Budget Impact:

Approval of this recommendation will authorize the initial expenditure of \$100,879.52 for FY26 Levee Mowing and Maintenance. WES has budgeted \$145,000.00 in FY26 LPSW for this annual maintenance work. Please see attached recommendation memo for additional details.

Attachments:

1. Recommendation - Bid Rec Levee Mowing and Maintenance



INTEROFFICE MEMORANDUM

TO: AMY HADDOCK, GROUP MANAGER, WES
FROM: PATRICK TILK, DIRECTOR OF STORM WATER
SUBJECT: BID RECOMMENDATION FOR LEVEE MOWING AND MAINTENANCE
(BID 26-144)
DATE: APRIL 14, 2026
CC: ANTON WEINMAN, PROJECT MANAGER

Recommendation: I recommend award of the Levee Mowing and Maintenance bid to the low, responsible bidder, GPM Inc. This contract includes the option to renew the contract for 3 additional years. Approval of this recommendation will authorize award of a contract in the initial amount of \$100,879.52. This project will be funded by LPSW account code 380-4450-56560 – Stormwater Management/ R&M-Levee. The FY26 budget for this bid was \$145,000.00.

Background: The Levee Mowing and Maintenance bid will allow the City to keep the Old Town, 370 Agricultural, and Sandfort Agricultural Levees in proper shape. The contract includes mowing, herbicide application, clearing and grubbing of rip rap areas, seeding and fertilizing, and access road maintenance.

Two (2) bids were received and opened on April 7, 2026. GPM Inc. submitted the lowest bid of \$ 100,879.52. GPM's bid is approximately 28% lower than the second lowest bid received. A summary of the bids received is provided below.

Bidder	Total
GPM Inc.	\$100,879.52
Macc Contracting	\$139,746.64

After careful review, I recommend awarding the project to the lowest, responsible bidder GPM Inc. They have been performing the levee maintenance work for this contract since at least 2017 for the City of St. Peters.

Attachment: Bid tab 26-144 Levee Mowing and Maintenance, dated 4/7/2026

Bid No. 26-144 - Levee Mowing and Maintenance
Bid Opening 2:00 PM, April 7, 2026
All Bids are subject to correction after bids have been completely reviewed



GPM Inc.	Macc Contracting
8393 N. Hwy 94	9620 Midland Blvd
West Alton, MO 63386	St Louis, MO 63114
314-575-8183	314-346-5251
rfechter@gpmincservices.com	nick@macccontracting.com

Item	Description	Qty	Unit	Unit Cost	Cost	Unit Cost	Cost
1	Mowing – Old Town Levee (45.0 acres)	7	EA	\$1,413.98	\$9,897.86	\$3,500.00	\$24,500.00
2	Mowing - Lakeside 370 Agriculture Levee (28 acres)	4	EA	\$860.14	\$3,440.56	\$2,250.00	\$9,000.00
3	Mowing - Sandfort Levee (4.55 acres)	4	EA	\$139.76	\$559.04	\$365.00	\$1,460.00
4	Herbicide – Broadleaf & Woody Vegetation	73	ACRE	\$236.71	\$17,279.83	\$100.00	\$7,300.00
5	Herbicide – Johnson Grass	73	ACRE	\$200.29	\$14,621.17	\$100.00	\$7,300.00
6	Herbicide – Rip Rap Areas – Spring Application	9.9	ACRE	\$166.30	\$1,646.37	\$130.00	\$1,287.00
7	Herbicide – Rip Rap Areas – Fall Application	9.9	ACRE	\$166.30	\$1,646.37	\$130.00	\$1,287.00
8	Cutting & Grubbing – Rip Rap Areas	9.9	ACRE	\$345.97	\$3,425.10	\$1,350.00	\$13,365.00
9	Over Seeding	41.9	ACRE	\$240.36	\$10,071.08	\$150.00	\$6,285.00
10	Fertilizing	41.9	ACRE	\$145.67	\$6,103.57	\$100.00	\$4,190.00
11	Scarifying Levee Access Roads	15,112	LF	\$0.08	\$1,208.96	\$0.60	\$9,067.20
12	Rock Refreshing Levee Access Roads	15,112	LF	\$2.05	\$30,979.60	\$3.62	\$54,705.44
Base Bid Total Items 1-12				\$100,879.52		\$139,746.64	



Request for Board Action

To: Board of Aldermen

From: Amy Haddock, Group Manager

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 5/14/2026

Brief Description: Basin and BMP Stewardship Maintenance Bid Recommendation - Haddock

Staff: Recommended

Summary/Explanation:

An ordinance authorizing the City Administrator to enter into a contract with Native Landscape Solutions Inc for the Basin and BMP Stewardship Maintenance Contract (Bid No. 26-146).

Budget Impact:

Approval of this recommendation will authorize the initial expenditure of \$140,080.00 for FY26 Basin and BMP Stewardship Maintenance. WES has budgeted \$210,000.00 in FY26 LPSW for this annual stewardship work. Please see attached recommendation memo for additional details.

Attachments:

1. Recommendation to award Basin and BMP Stewardship Maintenance Bid



INTEROFFICE MEMORANDUM

TO: AMY HADDOCK, GROUP MANAGER, WES
FROM: PATRICK TILK, DIRECTOR OF STORM WATER
SUBJECT: BID RECOMMENDATION FOR BASIN AND BMP STEWARDSHIP
MAINTENANCE (BID 26-146)
DATE: APRIL 14, 2026
CC: ANTON WEINMAN, PROJECT MANAGER

Recommendation: I recommend award of the Basin and BMP Stewardship Maintenance bid to the low, responsible bidder, Native Landscape Solutions Inc. This contract includes the option to renew the contract for 3 additional years. Approval of this recommendation will authorize award of a contract in the initial amount of \$140,080.00. This project will be funded by LPSW account code 380-4450-56570 – Stormwater Management/ R&M-Detention Basins. The FY26 budget for this bid was \$210,000.00.

Background: The Basin and BMP Stewardship Maintenance bid will allow the City to provide stewardship/maintenance of the basins and water quality best management practices (BMPs) the City has invested in. The contract includes basin and BMPs all across the City.

Three (3) bids were received and opened on April 10, 2026. Native Landscape Solutions Inc. submitted the lowest bid of \$140,080.00. Native Landscape Solutions' bid is approximately 24% lower than the next lowest bid received. A summary of the bids received is provided below.

Bidder	Total
Native Landscape Solutions Inc.	\$140,080.00
George Douglas LLC D/B/A Landesign Plus	\$184,297.20
Drainscapes STL LLC	\$445,000.00

After careful review, I recommend awarding the project to the lowest, responsible bidder Native Landscape Solutions Inc. They have been performing the Basin and BMP Stewardship Maintenance work for these areas since at least 2017 for the City of St. Peters. Native Landscape Solutions is also the lowest, responsible bidder on the Creek Maintenance contract. The City has reached out to confirm they have the staff, equipment and capacity to handle both contracts.

Attachment: Bid tab for Bid No. 26-146 Basin and BMP Stewardship Maintenance, dated April 10, 2026

Bid No. 26-146 - Basin and BMP Stewardship Maintenance
Bid Opening 2:00 PM, April 10, 2026

All Bids are subject to correction after bids have been completely reviewed



				Native Landscape Solutions, Inc		George Douglas LLC D/B/A Landesign Plus		Drainscapes STL LLC	
				9814 Gravois Ave.		1491 E. Pearce Blvd.		17209 Chesterfield Airport Rd. PMB 132	
				St. Louis, MO 63123		Wentzville, MO 63385		Chesterfield, MO 63005	
				314-477-9961		636-887-0354		314-892-9888	
				chuckc@nativelandscapes.biz		luke@landesignplus.net		office@drainscapes.com	
Item	Description	Qty	Unit	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
1	City Centre Park Bioswales	8	Site Visit	\$250.00	\$2,000.00	\$161.00	\$1,288.00	\$1,875.00	\$15,000.00
2	HES Operations Bldg. Bioswales	8	Site Visit	\$350.00	\$2,800.00	\$265.00	\$2,120.00	\$1,250.00	\$10,000.00
3	PJC Bioswales & Detention Basin	8	Site Visit	\$400.00	\$3,200.00	\$320.00	\$2,560.00	\$2,500.00	\$20,000.00
4	Rec-Plex South Rain Garden	8	Site Visit	\$300.00	\$2,400.00	\$157.37	\$1,258.96	\$1,250.00	\$10,000.00
5	Salt River Road Mitigation Area	8	Site Visit	\$300.00	\$2,400.00	\$215.00	\$1,720.00	\$625.00	\$5,000.00
6	Triad North Basin	8	Site Visit	\$430.00	\$3,440.00	\$246.25	\$1,970.00	\$625.00	\$5,000.00
7	Jungermann Circle Rain Garden	8	Site Visit	\$275.00	\$2,200.00	\$121.25	\$970.00	\$625.00	\$5,000.00
8	Water Treatment Plant Prairie Reserve	8	Site Visit	\$300.00	\$2,400.00	\$622.26	\$4,978.08	\$625.00	\$5,000.00
9	Country Lake	8	Site Visit	\$300.00	\$2,400.00	\$358.75	\$2,870.00	\$1,250.00	\$10,000.00
10	Forest Grove Basin Plantings	8	Site Visit	\$280.00	\$2,240.00	\$121.25	\$970.00	\$625.00	\$5,000.00
11	Ohmes Farm Entrance Basin	8	Site Visit	\$260.00	\$2,080.00	\$683.75	\$5,470.00	\$625.00	\$5,000.00
12	Ohmes Farm Bay Tree Basin	8	Site Visit	\$190.00	\$1,520.00	\$469.13	\$3,753.04	\$625.00	\$5,000.00
13	Ohmes Farm Cherry Creek Basin	8	Site Visit	\$235.00	\$1,880.00	\$817.25	\$6,538.00	\$1,250.00	\$10,000.00
14	Ohmes Farm Orchid Blossom Basin	8	Site Visit	\$225.00	\$1,800.00	\$817.25	\$6,538.00	\$625.00	\$5,000.00
15	Ohmes Farm Chestnut Basin	8	Site Visit	\$225.00	\$1,800.00	\$774.37	\$6,194.96	\$1,250.00	\$10,000.00
16	Ohmes Farm Dogwood Meadow Basin	8	Site Visit	\$205.00	\$1,640.00	\$817.25	\$6,538.00	\$625.00	\$5,000.00
17	Pegasus Farms North Basin	8	Site Visit	\$165.00	\$1,320.00	\$537.25	\$4,298.00	\$625.00	\$5,000.00
18	St. Peters Villas	8	Site Visit	\$300.00	\$2,400.00	\$540.25	\$4,322.00	\$1,250.00	\$10,000.00
19	Willott Square Basin	8	Site Visit	\$155.00	\$1,240.00	\$267.77	\$2,142.16	\$625.00	\$5,000.00
20	Highlands, Hilton Park Basin	8	Site Visit	\$300.00	\$2,400.00	\$469.13	\$3,753.04	\$625.00	\$5,000.00
21	Highlands, Whiting Bay Basin	8	Site Visit	\$300.00	\$2,400.00	\$344.75	\$2,758.00	\$625.00	\$5,000.00
22	Highlands, Glencourse Creek Corridor	8	Site Visit	\$400.00	\$3,200.00	\$406.87	\$3,254.96	\$1,250.00	\$10,000.00
23	Highlands, Mt. Ellen Basin	8	Site Visit	\$300.00	\$2,400.00	\$319.68	\$2,557.44	\$625.00	\$5,000.00
24	Highlands, Greenburg Basin	8	Site Visit	\$350.00	\$2,800.00	\$271.25	\$2,170.00	\$625.00	\$5,000.00
25	Bellmeade Basin A	8	Site Visit	\$1,500.00	\$12,000.00	\$1,235.00	\$9,880.00	\$1,875.00	\$15,000.00
26	Bellmeade Basin B	8	Site Visit	\$1,000.00	\$8,000.00	\$236.25	\$1,890.00	\$625.00	\$5,000.00
27	Bellmeade Basin C	8	Site Visit	\$815.00	\$6,520.00	\$215.00	\$1,720.00	\$625.00	\$5,000.00
28	Applewood Basin	8	Site Visit	\$325.00	\$2,600.00	\$626.80	\$5,014.40	\$1,250.00	\$10,000.00
29	Enwood Basin	8	Site Visit	\$325.00	\$2,600.00	\$564.50	\$4,516.00	\$1,250.00	\$10,000.00
30	McClay Valley Basin	8	Site Visit	\$400.00	\$3,200.00	\$1,379.87	\$11,038.96	\$2,500.00	\$20,000.00
31	Pegasus Farms South Basin	8	Site Visit	\$350.00	\$2,800.00	\$1,288.00	\$10,304.00	\$625.00	\$5,000.00
32	Willott Square Daycare Basin	8	Site Visit	\$240.00	\$1,920.00	\$152.50	\$1,220.00	\$625.00	\$5,000.00
33	Country Creek North Basin	8	Site Visit	\$215.00	\$1,720.00	\$422.71	\$3,381.68	\$625.00	\$5,000.00
34	Country Creek South Basin	8	Site Visit	\$215.00	\$1,720.00	\$227.54	\$1,820.32	\$625.00	\$5,000.00
35	St Peters Condos Basin	8	Site Visit	\$330.00	\$2,640.00	\$591.50	\$4,732.00	\$625.00	\$5,000.00
36	Mid Valley Basin	8	Site Visit	\$160.00	\$1,280.00	\$714.00	\$5,712.00	\$2,500.00	\$20,000.00
37	Laurel Park	8	Site Visit	\$1,000.00	\$8,000.00	\$1,400.00	\$11,200.00	\$9,375.00	\$75,000.00
38	Candlewick Basin	8	Site Visit	\$400.00	\$3,200.00	\$255.66	\$2,045.28	\$625.00	\$5,000.00
39	Hunters Valley Basin	8	Site Visit	\$250.00	\$2,000.00	\$549.25	\$4,394.00	\$625.00	\$5,000.00
40	Salt Dome Basin	8	Site Visit	\$210.00	\$1,680.00	\$410.37	\$3,282.96	\$1,250.00	\$10,000.00
41	Clarendale Basin	8	Site Visit	\$250.00	\$2,000.00	\$944.12	\$7,552.96	\$1,250.00	\$10,000.00
42	Barrington Square	8	Site Visit	\$390.00	\$3,120.00	\$300.00	\$2,400.00	\$625.00	\$5,000.00
43	Twill Valley	8	Site Visit	\$360.00	\$2,880.00	\$200.00	\$1,600.00	\$625.00	\$5,000.00
44	Woodstone	8	Site Visit	\$300.00	\$2,400.00	\$250.00	\$2,000.00	\$1,250.00	\$10,000.00
45	Cottages at Wedgewood	8	Site Visit	\$330.00	\$2,640.00	\$200.00	\$1,600.00	\$625.00	\$5,000.00
46	Village Point Basin 1	8	Site Visit	\$240.00	\$1,920.00	\$100.00	\$800.00	\$625.00	\$5,000.00
47	Village Point Basin 2	8	Site Visit	\$210.00	\$1,680.00	\$100.00	\$800.00	\$625.00	\$5,000.00
48	Village Point Basin 3	8	Site Visit	\$300.00	\$2,400.00	\$150.00	\$1,200.00	\$625.00	\$5,000.00
49	Crossing at Bella Vista-West	8	Site Visit	\$300.00	\$2,400.00	\$200.00	\$1,600.00	\$625.00	\$5,000.00
50	Crossing at Bella Vista-East	8	Site Visit	\$300.00	\$2,400.00	\$200.00	\$1,600.00	\$625.00	\$5,000.00
Base Bid Total Items 1-41				\$140,080.00		\$184,297.20		\$445,000.00	
Item	Bid Options For Additional Services	Qty	Unit	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
51	Planting - plant installation, watering & one year warranty - 2" Plug	1,000	PLUG	\$4.95	\$4,950.00	\$10.00	\$10,000.00	\$7.70	\$7,700.00
52	Native grass seeding - Per acre (including installation and watering)	0.5	ACRE	\$2,760.00	\$1,380.00	\$2,600.00	\$1,300.00	\$2,800.00	\$1,400.00
53	Mowing include mobilization	0.5	ACRE	\$169.00	\$84.50	\$600.00	\$300.00	\$3,600.00	\$1,800.00
54	Erosion Control Blanket & Installation	1	SY	\$1.46	\$1.46	\$6.80	\$6.80	\$9.90	\$9.90



Request for Board Action

To: Board of Aldermen

From: Amy Haddock, Group Manager

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 5/14/2026

Brief Description: Creek Corridor Stewardship Maintenance Bid Recommendation - Haddock

Staff: Recommended

Summary/Explanation:

An ordinance authorizing the City Administrator to enter into a contract with Native Landscape Solutions Inc. for Creek Corridor Stewardship Maintenance (Bid No. 26-145)

Budget Impact:

Approval of this recommendation will authorize the initial expenditure of \$135,870.00 for FY26 Creek Corridor Stewardship Maintenance. WES has budgeted \$215,000.00 in FY26 LPSW for this annual stewardship work. Please see attached recommendation memo for additional details.

Attachments:

1. Recommendation - Creek Corridor Stewardship Maintenance



INTEROFFICE MEMORANDUM

TO: AMY HADDOCK, GROUP MANAGER, WES
FROM: PATRICK TILK, DIRECTOR OF STORM WATER
SUBJECT: BID RECOMMENDATION FOR CREEK CORRIDOR STEWARDSHIP
MAINTENANCE (BID 26-145)
DATE: APRIL 14, 2026
CC: ANTON WEINMAN, PROJECT MANAGER

Recommendation: I recommend award of the Creek Corridor Stewardship Maintenance bid to the low, responsible bidder, Native Landscape Solutions Inc. This contract includes the option to renew the contract for 3 additional years. Approval of this recommendation will authorize award of a contract in the initial amount of \$135,870.00. This project will be funded by LPSW account code 380-4450-56570 – Stormwater Management/ R&M-Detention Basins. The FY26 budget for this bid is \$215,000.00.

Background: The Creek Corridor Stewardship Maintenance bid will allow the City to provide stewardship on the creek corridors the City has previously stabilized and restored with native plantings.

Two (2) bids were received and opened on April 9, 2026. Native Landscape Solutions Inc. submitted the lowest bid of \$135,870.00. Native Landscape Solutions' bid is approximately 1% lower than the next lowest bid received. A summary of the bids received is provided below.

Bidder	Total
Native Landscape Solutions Inc.	\$135,870.00
George Douglas LLC D/B/A Landesign Plus	\$137,031.00

After careful review, I recommend awarding the project to the lowest, responsible bidder Native Landscape Solutions Inc. They have been performing the Creek Corridor Stewardship Maintenance work since at least 2017 for the City of St. Peters. Native Landscape Solutions is also the lowest, responsible bidder on the Basin and BMP Stewardship Maintenance contract. The City confirmed they have the staff, equipment and capacity to handle both contracts.

Attachment: 26-145 Creek Corridor Stewardship Maintenance Bid Tab, dated April 9, 2026

26-145 - Creek Corridor Stewardship Maintenance

Bid Opening 2:00 PM, April 9, 2026

All Bids are subject to correction after bids have been completely reviewed



Native Landscape Solutions, Inc	George Douglas LLC D/B/A Landesign Plus
9814 Gravois Rd.	1491 E. Pearce Blvd.
St. Louis, MO 63123	Wentzville, MO 63385
314-544-7918	636-887-0354
scotth@nativelandscape.biz	luke@landesignplus.net

Item	Description	Qty	Unit	Unit Cost	Cost	Unit Cost	Cost
1	Brookmount – Growing Season	7	Site Visit	\$300.00	\$2,100.00	\$250.00	\$1,750.00
2	Brookmount – Dormant Season	3	Site Visit	\$175.00	\$525.00	\$125.00	\$375.00
3	Country Crossing Country (CC-1) – Growing Season	7	Site Visit	\$300.00	\$2,100.00	\$286.00	\$2,002.00
4	Country Crossing Country (CC-1) – Dormant Season	3	Site Visit	\$175.00	\$525.00	\$143.00	\$429.00
5	Country Crossing Country (Country Squire Cr) – Growing Season	7	Site Visit	\$350.00	\$2,450.00	\$286.00	\$2,002.00
6	Country Crossing Country (Country Squire Cr) – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$143.00	\$429.00
7	Country Crossing Country (Arborshadow Ct) – Growing Season	7	Site Visit	\$300.00	\$2,100.00	\$175.00	\$1,225.00
8	Country Crossing Country (Arborshadow Ct) – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$100.00	\$300.00
9	Homestead Estates (HS-2) – Growing Season	7	Site Visit	\$500.00	\$3,500.00	\$584.00	\$4,088.00
10	Homestead Estates (HS-2) – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$292.00	\$876.00
11	Homestead Estates (HS-1/P-5) – Growing Season	7	Site Visit	\$600.00	\$4,200.00	\$584.00	\$4,088.00
12	Homestead Estates (HS-1/P-5) – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$292.00	\$876.00
13	Margaret Brown – Growing Season	7	Site Visit	\$200.00	\$1,400.00	\$200.00	\$1,400.00
14	Margaret Brown – Dormant Season	1	Site Visit	\$175.00	\$175.00	\$100.00	\$100.00
15	McClay Village – Growing Season	7	Site Visit	\$400.00	\$2,800.00	\$372.00	\$2,604.00
16	McClay Village – Dormant Season	3	Site Visit	\$225.00	\$675.00	\$186.00	\$558.00
17	Ohmes Farm Mitigation Area – Growing Season	7	Site Visit	\$950.00	\$6,650.00	\$1,252.00	\$8,764.00
18	Ohmes Farm Mitigation Area – Dormant Season	3	Site Visit	\$300.00	\$900.00	\$300.00	\$900.00
19	Plum Creek – Growing Season	7	Site Visit	\$500.00	\$3,500.00	\$570.00	\$3,990.00
20	Plum Creek – Dormant Season	3	Site Visit	\$275.00	\$825.00	\$285.00	\$855.00
21	St. Peters Condos – Growing Season	7	Site Visit	\$460.00	\$3,220.00	\$417.00	\$2,919.00
22	St. Peters Condos – Dormant Season	3	Site Visit	\$225.00	\$675.00	\$208.00	\$624.00
23	Spencer Creek – Growing Season	7	Site Visit	\$630.00	\$4,410.00	\$818.00	\$5,726.00
24	Spencer Creek – Dormant Season	3	Site Visit	\$300.00	\$900.00	\$409.00	\$1,227.00
25	Spencer Crossing – Growing Season	7	Site Visit	\$250.00	\$1,750.00	\$263.00	\$1,841.00
26	Spencer Crossing – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$131.00	\$393.00
27	Sutters Mill – Growing Season	7	Site Visit	\$500.00	\$3,500.00	\$544.00	\$3,808.00
28	Sutters Mill – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$272.00	\$816.00
29	Bella Vista Creek Corridor – Growing Season	7	Site Visit	\$300.00	\$2,100.00	\$544.00	\$3,808.00
30	Bella Vista Creek Corridor – Dormant Season	1	Site Visit	\$250.00	\$250.00	\$272.00	\$272.00
31	Athens Channel – Growing Season	7	Site Visit	\$390.00	\$2,730.00	\$389.00	\$2,723.00
32	Athens Channel – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$195.00	\$585.00
33	Canyon Creek Channel – Growing Season	7	Site Visit	\$425.00	\$2,975.00	\$367.00	\$2,569.00
34	Canyon Creek Channel – Dormant Season	3	Site Visit	\$260.00	\$780.00	\$184.00	\$552.00
35	Crescent Hills Channel – Growing Season	7	Site Visit	\$390.00	\$2,730.00	\$299.00	\$2,093.00
36	Crescent Hills Channel – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$150.00	\$450.00
37	Englewood Channel – Growing Season	7	Site Visit	\$1,000.00	\$7,000.00	\$1,400.00	\$9,800.00
38	Englewood Channel – Dormant Season	3	Site Visit	\$350.00	\$1,050.00	\$400.00	\$1,200.00
39	Golf Course Creek Restoration – Growing Season	7	Site Visit	\$625.00	\$4,375.00	\$175.00	\$1,225.00
40	Golf Course Creek Restoration – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$100.00	\$300.00
41	Woodbriar to McClay Valley Basin Creek Improvements – Growing Season	7	Site Visit	\$500.00	\$3,500.00	\$717.00	\$5,019.00
42	Woodbriar to McClay Valley Basin Creek Improvements – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$300.00	\$900.00
43	Ditch "B" Drainage Improvements – Growing Season	7	Site Visit	\$600.00	\$4,200.00	\$717.00	\$5,019.00
44	Ditch "B" Drainage Improvements – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$300.00	\$900.00
45	Spencer Creek West Branch (Reach A) – Growing Season	7	Site Visit	\$370.00	\$2,590.00	\$414.00	\$2,898.00
46	Spencer Creek West Branch (Reach A) – Dormant Season	3	Site Visit	\$200.00	\$600.00	\$207.00	\$621.00
47	Spencer Creek Park – Growing Season	7	Site Visit	\$950.00	\$6,650.00	\$1,018.00	\$7,126.00
48	Spencer Creek Park – Dormant Season	3	Site Visit	\$400.00	\$1,200.00	\$400.00	\$1,200.00
49	Boone Hills Flood Restoration Area – Growing Season	7	Site Visit	\$390.00	\$2,730.00	\$364.00	\$2,548.00
50	Boone Hills Flood Restoration Area – Dormant Season	3	Site Visit	\$250.00	\$750.00	\$175.00	\$525.00
51	Sun River Basins and Corridor – Growing Season	7	Site Visit	\$825.00	\$5,775.00	\$1,118.00	\$7,826.00
52	Sun River Basins and Corridor – Dormant Season	3	Site Visit	\$350.00	\$1,050.00	\$300.00	\$900.00
53	Calwood – Growing Season	7	Site Visit	\$1,100.00	\$7,700.00	\$617.00	\$4,319.00
54	Calwood – Dormant Season	3	Site Visit	\$350.00	\$1,050.00	\$300.00	\$900.00
55	Spencer Creek West Branch (Reach "B") – Growing Season	7	Site Visit	\$370.00	\$2,590.00	\$417.00	\$2,919.00
56	Spencer Creek West Branch (Reach "B") – Dormant Season	3	Site Visit	\$205.00	\$615.00	\$200.00	\$600.00
57	Covenant Park – Growing Season	7	Site Visit	\$750.00	\$5,250.00	\$1,018.00	\$7,126.00
58	Covenant Park – Dormant Season	3	Site Visit	\$300.00	\$900.00	\$400.00	\$1,200.00
59	Jungermann Rd. P-28 – Growing Season	7	Site Visit	\$1,000.00	\$7,000.00	\$475.00	\$3,325.00
60	Jungermann Rd. P-28 – Dormant Season	3	Site Visit	\$500.00	\$1,500.00	\$200.00	\$600.00
Base Bid Total (Items 1-60)				\$135,870.00		\$137,013.00	

Item	Bid Options For Additional Services	Qty	Unit	Unit Cost	Cost	Unit Cost	Cost
61	Planting-Installation, watering, 1 year warranty – 2" Plug	1	PLUG	\$4.95	\$4.95	\$10.00	\$10.00
62	Erosion Control Blanket and Installation	1	SY	\$1.46	\$1.46	\$1.85	\$1.85
63	Native Grass Seeding and watering	1	ACRE	\$2,800.00	\$2,800.00	\$12.00	\$12.00
64	Mowing Including Mobilization	1	ACRE	\$169.00	\$169.00	\$125.00	\$125.00



Request for Board Action

To: Board of Aldermen

From: DANIEL EMRICK, Group Manager

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date: 4/23/2026

Brief Description: The Behavior Helper Academy Parking Lot License Agreement - Emrick

Staff: Recommended

Summary/Explanation:

This is a recommendation to enter into a Parking Lot License Agreement with The Behavior Helper Academy located at 3888 Shady Springs Lane in St. Charles adjacent to Shady Springs Park. The agreement is identical to what was in place with the Center of Autism Education, who last occupied the building, and allows The Behavior Helper Academy to utilize up to 40 parking spaces within Shady Springs Park between 7:00am-4:30pm on weekdays only.

Budget Impact:

This is annual agreement running from June 1 through May 31 and is valued at \$2,124.10 in year 1, \$2,336.51 in year 2, and \$2,570.16 in year 3. The fees are based upon an estimate of the cost of surface care and parking space striping, with payments due by May 31 annually.

Attachments:

1. Memo - TBHA Parking Lot License Agreement (4-23-26)
2. The Behavior Helper Academy - Parking Lot License Agreement (4-23-26)



INTEROFFICE MEMORANDUM

TO: BILL MALACH, CITY ADMINISTRATOR
FROM: DAN EMRICK, MANAGER, PARKS & RECREATION SERVICES
SUBJECT: THE BEHAVIOR HELPER ACADEMY – PARKING LOT LICENSE AGREEMENT
DATE: APRIL 15, 2026

Recommendation:

I recommend that we execute a parking lot license agreement with The Behavior Helper Academy located at 3888 Shady Springs Lane in St. Charles adjacent to Shady Springs Park permitting them to utilize 40 parking spaces on weekdays only between 7:00am-4:30pm.

History:

This building was previously occupied by The Center of Autism, who had a Parking Lot License Agreement, but it is now occupied by The Behavior Helper Academy and they would like the same arrangement. The annual fees are based upon an estimate of the cost of surface care and parking space striping

Financial Impact:

June 1, 2026 – May 31, 2027:	\$2,124.10
June 1, 2027 – May 31, 2028:	\$2,336.51 (if renewed)
June 1, 2028 – May 31, 2029:	\$2,570.16 (if renewed)

Dan
Emrick

Digitally signed by
Dan Emrick
Date: 2026.04.15
09:43:47 -05'00'

PARKING LOT LICENSE AGREEMENT

THIS PARKING LOT AGREEMENT (the "Agreement") is made and entered into by and between the City of St. Peters, Missouri, (the "City"), and The Behavior Helper Academy, a Missouri nonprofit corporation (the "Academy").

RECITALS:

- A. City is the owner of a parking lot in Shady Springs Park, a municipal park located at 3888 Shady Springs Lane in St Peters, Missouri (the "Parking Lot").
- B. The Academy desires to utilize, on a non-exclusive basis, up to forty (40) parking spaces in the Parking Lot, for the parking of motor vehicles only, on weekdays from 7:00 a.m. to 4:30 p.m., upon the terms and conditions set forth below.

AGREEMENT

NOW THEREFORE, the parties agree as follows:

- I. **Licensed Use.** City hereby licenses and authorizes the Academy, its employees, agents and invitees the non-exclusive right, privilege and permission, subject to the terms and provisions of this Agreement, to use forty (40) parking spaces in the Parking Lot for the sole purpose as defined and set forth below.
2. **License Is Revocable.**
 - a. The Academy acknowledges and agrees that the City may revoke this license at any time; provided, that if the City shall at any time revoke the license herein granted, the City shall refund to the Academy the pro-rata portion of the License Fee paid for the balance of that Term following the effective date of such revocation. The determination regarding revocation shall be made in the sole discretion of the City and not be subject to further review.
 - b. The Academy further acknowledges and agrees that this license is a mere privilege to go upon the Parking Lot for a particular purpose, and that it does not operate to convey any leasehold interest, estate or easement in the Parking Lot.
 - c. The Academy further acknowledges and agrees that this license is not coupled with an interest, nor is it necessary to the Academy's possession or enjoyment of any other right or privilege as a result of this license or any other agreement between the City and the Academy.
3. **Limitations To Agreement.** Academy's use of the Parking Lot shall not be exclusive. City shall also have the right to use the Parking Lot for its own purposes, which shall take priority over Academy's right of use. The City's use of the Parking Lot,

exclusive of the Academy, may occur at any time with seven (7) days advance written notice to Academy. In the case of an emergency, as determined by the City in its sole discretion, this one week notice requirement shall be waived, allowing for the Parking Lot's immediate and exclusive use by the City. There is no time limit on such use by the City. The Academy, nor any of its employees, patrons, or invitees, may sell, rent, lease, or charge for the use of the Parking Lot. The Academy shall use the Parking Lot solely for its own nonprofit related services.

4. License Fee. It is mutually understood and agreed that the agreed upon fee for the Academy's use of the Parking Lot ("License Fee") was determined based upon an estimate of the cost of surface care and parking space striping of the Parking Lot. The term of the Agreement will run from June 1 through May 31. The License Fees will be due on the 31st day of May of each year as follows: 1st renewal fee of \$2124.10, 2nd renewal fee of \$2,336.51, and 3rd renewal fee of \$2,570.16.
5. Compliance with Laws. Academy shall, at all times during the Term, comply (and shall cause its employees, agents, patrons, and invitees, to comply) with all laws, codes, statutes, ordinances and regulations applicable to this Agreement and Academy's use of the Parking Lot.
6. Maintenance and Notice of Necessary Repairs. The City will be responsible for the Parking Lot surface care and parking space striping.
7. Indemnification. Academy agrees to defend, indemnify and hold harmless the City, its employees, agents, officers and officials from and against liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of the Academy's use of the Parking Lot by its employees, agents, patrons, and invitees. In addition, if any judgment shall be rendered against City in any such action, Academy shall, at its sole cost and expense, satisfy and discharge such obligation of the City. City shall have the right, at its own expense, to participate in the defense of any suit, without relieving Center of any of its obligations hereunder. City retains final approval of any and all settlements or legal strategies which involve any interest of the City. The indemnities set forth herein shall survive the expiration or termination of this Agreement.
8. Assumption of Risk. Academy acknowledges and agrees that by use of the Parking Lot, Center assumes all risk of loss or damage to property, including, without limitation, property damage, items or possessions in the vehicle, and all risk of personal injury, including but not limited to death, attributable to any cause other than the gross negligence or willful misconduct of City. Academy further agrees that it is familiar with the condition of the Parking Lot and the suitability of the Parking Lot for its intended use, and accepts the Parking Lot on an "AS-IS," "WHERE-IS," and "WITH ALL FAULTS" basis. Academy forever releases City, its agents, elected and appointed officials, and employees from and against any and all claims, causes of action, liabilities and expenses arising out of or relating to any such loss, damage, or

injury. City, its agents, elected and appointed officials, and employees shall not be responsible or liable for loss or damages by reason of fire, theft, collision or any other cause to parked vehicles or their contents on the Parking Lot.

9. Insurance Requirements. The procuring of required policies of insurance shall not be construed to limit Licensee's liability thereunder, nor to fulfill the indemnification provisions and requirements of this License. Notwithstanding said policies of insurance, Licensee shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this License or with Licensee's use or occupancy of any portion of the Premises.

The Licensee shall purchase, maintain and keep in force during the term of this License at Licensee's sole cost and expense the following insurance:

- a. CERTIFICATE OF WORKERS' COMPENSATION INSURANCE
for statutory limits and Employer's Liability minimum \$500,000 limit.
- b. CERTIFICATE OF COMPREHENSIVE GENERAL LIABILITY INSURANCE AND AUTO LIABILITY INSURANCE with accompanying "Additional Insured" and "Waiver of Subrogation" endorsement documents. All endorsements shall clearly state policy number.

Commercial General Liability and Auto Liability policies shall include endorsements naming City of St. Peters, Its Officers, Agents, Volunteers and Employees as additional insured. Endorsements for General Liability and Auto Liability shall state that the Licensee's insurance is "primmy" and the City of St. Peters is "non-contributory," or copies of the complete policy which state the equivalent may be submitted in their entirety.

- c. Minimum Insurance Requirements - General Liability Insurance:

One million dollars (\$1,000,000) each occurrence (combined single limit)
One million dollars (\$1,000,000) for personal injury liability
One million dollars (\$1,000,000) in the aggregate
- d. Minimum Insurance Requirements - Auto Liability Insurance:

One million dollars (\$1,000,000) per occurrence for bodily injury and/or property damage
One million dollars (\$1,000,000) in the aggregate
Policy shall cover any auto

10. Academy Events of Default. Events of default ("Events of Default") by the Academy which may cause the City's immediate termination of this Agreement include, but

are not limited to, the following:

Failure of Academy to perform in accordance with or comply with the terms and conditions of this Agreement, including, but not limited to, the following:

- i) Action or failure to act which affects the safety and/or welfare of individuals on or around the Parking Lot;
- ii) Failure to perform any of the terms and conditions of this Agreement; or
- iii) Failure to use the Parking Lot in a manner unsatisfactory to the City.

11. Assignment. The interest of the Academy under this Agreement is personal to the Academy and may not be assigned or transferred to any other individual or person without the City's prior written consent which may be withheld in its complete and sole discretion.

12. Notices. All notices required hereunder shall be in writing and shall be deemed properly served if delivered in person or if sent by registered or certified mail, with postage prepaid and return receipt requested, to the following addresses (or to such other address as either party may subsequently designate in the same fashion):

If to City: City of St. Peters,
Missouri One St. Peters
Centre Blvd. St. Peters,
Missouri 63376 Attn: City
Administrator

With a copy Hamilton Weber LLC
to: City Attorneys
200 N. 3rd Street
St. Charles, Missouri 63301
Attn: John Young

If to The Behavior Helper Academy
Academy: 3888 Shady Springs Lane
St. Charles, MO 63376
Attn:

All notices required hereunder shall be deemed received on the date of delivery if delivered in person, or if mailed, on the date which is two (2) days after the date such notice is deposited in the U.S. mail, postage prepaid.

13. Severability. In the event that any provision(s) of this Agreement is (are) determined to be legally invalid, the parties hereto agree that that particular provision shall be null and void, but that the remainder of this Agreement shall remain in full force and effect.
14. No Third-Party Beneficiary. This Agreement is not intended and shall not be construed so as to grant, provide or confer any benefits, rights, privileges, claims, causes of action or remedies to any person as a third-party beneficiary under any statutes, laws, codes, ordinances or otherwise.
15. No Waiver. No waiver of any default under this Agreement shall constitute or operate as a waiver of any subsequent default hereunder, and no delay, failure or omission in exercising or enforcing any right, privilege or option under this Agreement shall constitute a waiver, abandonment or relinquishment thereof.
16. Entire Agreement and Amendment. The Agreement constitutes the entire Agreement of the parties with respect to the matters contained herein. No modification of or amendment to the Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of the Agreement, are of no force or effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY:
City of St. Peters,
Missouri

By: _____
Bill Malach
City Administrator

Date: _____

CENTER:
The Behavior Helper

Academy By: • _____

Date: _____



Request for Board Action

To: Board of Aldermen

From: Lisa Schroeder, City Clerk

Work Session Meeting Date: April 23, 2026

Proposed Board of Aldermen Meeting Date:

Brief Description: Secretary of State/Records Retention Schedule – Schroeder

Staff: Recommended

Summary/Explanation:

The destruction of records schedule is set by the Secretary of State, Chapter 109, which states 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, the 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:

None

Attachments:

1. Finance Destruction Form
2. MPS Destruction Form
3. HR Destruction Forms
4. EFS Destruction Forms
5. TDS Destruction Forms
6. WES Destruction Forms

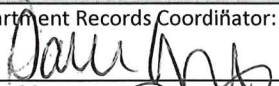


City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page ____ of ____

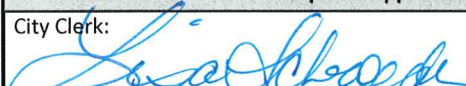
Department Name: FINANCE		Total # of Boxes:
Department Records Coordinator: Dawn Blazier		
Date: 11/19/25	Office Address: City Hall	Telephone: 636-477-6600

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: 		Date: 11/19/25	Date of Records Destruction: 12/26/25
Group Manager: 	Date: 11/19/25	Destruction Method:	
Date of BOA Minutes:		Shredding ☒ Discard ☐ Outside Vendor ☐	

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: 12/10/25

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
	G007 G007	ELECTRONIC FILES CONTAINING FRANCHISE TAX REFUND INFORMATION IN SUPPORT OF FY 20 AP FILES	FY21	COMPLETION OF AUDIT	E



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: St. Peters Police, Julie H. Smith, Chiefs Administrative Specialist		Total # of Boxes: 1
Department Records Coordinator: Melissa Creasy, Records Administrator		
Date: 01/23/25	Office Address: 1020 Grand Teton Drive, St. Peters, MO 63376	Telephone: Ext. 3549

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>Melissa Creasy</i>		Date: <i>1/8/26</i>	Date of Records Destruction: <i>1/23/2026</i>
Group Manager: <i>AK</i>		Date: <i>1-7-06</i>	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☒
Date of BOA Minutes: <i>AK</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>[Signature]</i>	Date: <i>1-9/26</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	GS029	St. Peters Police, Vacation Leave Request. Includes employee's name, date request, and individual authorizing leave and approval date.	December 2020-December 2021	3 YEARS	P
					P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: Human Resources		Total # of Boxes: 2
Department Records Coordinator: Cyndi Wade		
Date: 01/22/26	Office Address: One St. Peters Center 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>Cyndi Wade</i> Date: <i>1/21/26</i>		Date of Records Destruction: <i>1/30/26</i>
Group Manager: <i>[Signature]</i> Date: <i>1/24/25</i>	Destruction Method:	
Date of BOA Minutes:	Shredding ☒ Discard ☒ Outside Vendor ☐	

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: <i>1/26/26</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
Box #1	GS042	Volunteer Records: Incomplete Applications, inactive volunteers who haven't worked since 2020 or earlier	1996-2020	3 years after separation	P
Box #2	GS042	Volunteer Records: inactive volunteers who haven't worked since 2020 or earlier,	1996-2020	3 years after separation	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 2 of 2

Department Name: <u>Human Resources</u>		Total # of Boxes: <u>2</u>
Department Records Coordinator: <u>Cyndi Wade</u>		
Date: <u>1/22/20</u>	Office Address: <u>1 St. Peters Center Blvd. St. Peters, MO</u>	Telephone: <u>636-477-6600</u>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
Box #2	GS064	Employee Training Sign-In Sheets, evaluations, and presentation materials - training completion also recorded in individual employee training profile/personnel file	2004-2022	3 years or until superseded	E P

GS 042

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Volunteer Worker Records

Documents work performed by citizens without compensation for their services.

May include agreements, applications, skills test results, training documentation, tasks assigned and monitoring records, and related information.

3 years after separation; Unaccepted volunteer applications, 1 Year

Destroy securely

August 19, 2003; Revised August 24, 2022

GS 043

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Drug Testing Records

Drug screening records

Documents the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute.

Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing.

Retain positive test results 5 years. Retain negative test results 1 year. See Note.

Destroy securely

If filed with Employee Medical Records, retain 7 years after separation. For USDOT drug testing requirements, see Multimodal and Transit Records Retention Schedule

August 19, 2003; Updated August 21, 2019

GS 061

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Grievance and Complaint Records

Grievance Record

Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts.

May include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings and related records.

5 years after final disposition

Destroy securely

May be filed with employee's personnel records.

August 24, 2004

GS 062

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Employment Recruitment and Selection Records

Employee Application Files; Applications for Employment;

Documents the recruitment and selection of employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, consultants, and others.

Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibility, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation.

Retain announcement records and position description 3 years; Retain unsolicited applications and resumes 6 months if not returned to the solicitor; Retain unsuccessful applications, all background checks and other records 1 year after position filled or recruitment

Destroy securely.

See also: Employee Personnel Records and Employment Eligibility Verification Forms (I-9), GS 126 Civil Service Exams, GS 127 Eligible List.

August 24, 2004; Updated August 23, 2023

GS 063

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Position Description, Classification, and Compensation Records

Records document the description, classification, and compensation of jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, position descriptions, position evaluations, compensation studies, wage determination surveys, job analyses, interview data, selection criteria, authorizations, agreements, and related records.

3 years after obsolete or superseded

Destroy

August 24, 2004

GS 064

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Training Records

Training Materials; Training Program Records

All records associated with or documenting the job-related instruction of employees/officials for job proficiency, enhancement or for the promotion of skill attainment or improvement.

1) Training materials may include, but are not limited to: course descriptions, manuals, textbooks, worksheets, handouts, films, videos, and course outlines. 2) Program records may include but are not limited to: instructor roster and certifications, planning and development documentation, class enrollment and attendance records, and course evaluations. 3) Individual Employee/Official Training Records may include, but are not limited to: name of employee, social security number, date attended, course title, agency or educational institution, hours of credit, test scores, final grades, certificates of training.

1) Training materials, retain one copy until superseded; 2) Program materials, retain 3 years; 3) Individual Employee/Official Training Records, retain 5 years after termination of employment any records not transferred to the employee/official's master Personnel Record

Destroy

Administrators must determine which Individual Employee/Official Training Records should be included in the Employee Personnel Records (GS 026)

August 24, 2005; Revised August 20, 2013

GS 090

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Unemployment Insurance Case Files

Unemployment Case Files; Unemployment Claims Files

Documents unemployment claims

2 years after last action

Destroy

August 24, 2010

GS 091

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Worker's Compensation Case File

Worker's Compensation Claims; Worker's Comp

Documents claims filed against local government

May include: insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.

If action taken, retain 10 years after case closed, dismissed, or date of last action; If no action taken, retain 3 years

Destroy

August 24, 2010



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: EFS / Fleet Maintenance		Total # of Boxes: 3
Department Records Coordinator: Lisa Bowden		
Date: 03/18/26	Office Address: 135 Ecology Drive, 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>Lisa Bowden</i>	Date: 3/18/26	Date of Records Destruction: 4/11/26
Group Manager: <i>[Signature]</i>	Date: 3/18/26	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☐
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>[Signature]</i>	Date: 4/7/26

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
FL 26-A	GS 067	Vehicle Information Including: Asset Disposal Forms; Copies of Titles, Purchase Orders, Title Applications, Certificate of Origin, etc; Copies of Vendor Repair Invoices; Vehicle Information from GovDeals Auction - ALL SOLD (See Attached Vehicle Asset Number List)	2024-2025	Unit Sold or Disposed Of	P
FL 26-B	0718	Fuel Inventory Report Thermal Tapes	2019-2020	5 Years	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 2 of 2

Department Name: EFS / Fleet Maintenance		Total # of Boxes: 3
Department Records Coordinator: Lisa Bowden		
Date: 03/18/26	Office Address: 135 Ecology Drive, St. Peters, MO 63376	Telephone: 636-477-6600

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
FL26 - C	GS 065	Nitrogen Promise To Release Signed Forms	2021-2022	3 Years	P

CITY VEHICLE ASSET

1361	1734
1408	1742
1481	1751
1483	1810
1489	1811
1521	1818
1533	1827
1547	1828
1550	1835
1555	1838
1566	1839
1571	1844
1582	1845
1588	1856
1589	
1593	
1601	
1611	
1618	
1619	
1620	
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1733	

TDS-2026-1



City of St. Peters – Records Management RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: TDS/CDBG		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 01/02/26	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>Amanda May</i> Date: <i>1/27/26</i>		Date of Records Destruction: <i>4/10/26</i>
Group Manager: <i>Rae S. S.</i> Date: <i>4/28/26</i>		Destruction Method:
Date of BOA Minutes:		Shredding ☒
		Discard ☐
		Outside Vendor ☐

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>Linda B. Bode</i>	Date: <i>3/29/26</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
CDBG	GS 040	Removed Transportation Participant Files	Removed 09/2022	1 Year Retention	P
					P

CDBG Transportation Removed Applicants as of 09/28/22

(Participant Files/Applications Inactive and Removed Participants)

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>Date of Removal</u>
Abrahamczyk	Jeanette	128 Calwood Drive	03.03.20
Alexander	Janette	615 S. Church St. Apt. 113	03.29.22
Agee	Cathy	303 Spencer Place	03.26.21
Armistead	Gary Ray	2 West Sunnywood Court	08.24.22
Baker	Steven	866 Du Pre Court	03.03.20
Bibko	Milton	5400 Executive Centre Parkway	09.23.21
Boettler	Mary Jane	8110 Wyrndham Park Dr.	06.28.21
Bowdren	Christina	104 Angie Drive, Apt. A	09.02.22
Boyd	Louis	9 Jane Drive	09.28.22
Bracken	Barbara	212 Troyers Trail	02.18.22
Bruce	Nelle	363 Jungermann Rd., Apt 247	03.03.20
Brooks	Sharon	1744 Coupe Ct.	11.29.21
Brooks	Emily Rachelle	1744 Coupe Ct.	11.29.21
Buskirk	Robert	43 Oxbow Rd	08.23.22
Calaway	James	5011 Royal Burgess Drive	06.06.22
Degenoff	Rose	363 Jungermann Rd Apt 333	10.04.21
Demasy	Chris	807 Angie Drive, Apt. C	03.03.20
Dompierre	Michael	119 Long & Winding Road	03.03.20
Dugan	Jean	3028 Valley Ridge Drive	03.03.22
Endraske	Elsa	1201 Wyrndham Park Dr	08.23.22
Evans	Ann	65 McClay Trail Drive	03.23.22
Fink	Sarah	1110 Amberglan Drive	06.06.22
Forin	Suzanne	19 Soenker Circle	02.18.22
Gambino	Linda	200 Cardinal Place, #36	03.03.20
Ghrist	Raymond	94 Vera Cruz Ct.	06.08.20
Graham	Betty Lou	363 Jungermann Rd	09.04.20
Gritini	Vito	1840 Sterling Oaks Drive	01.17.20
Gumm	Shirley	514 Aldeney S.	03.03.20
Hall	Debois	4209 Wyrndham Park Drive	06.03.22
Hernandez	Billie D.	312 Crown Colony Court	10.13.21
Kaczmarki	Kenneth	10 Ellington Oaks Ct.	03.25.22
Kelly	Juanita	103 Lindy's Landing Court	06.28.21
Krueger	Marshall	12 River Boat Drive	01.04.21
Kuhn	Lydia	265 Spencer Road	07.15.22
Larkin	Kathleen	212 Wyrndham Park Drive	01.31.20
Layton	Craig	724 Magnolia Lane	08.25.22
Layton	Susan	724 Magnolia Lane	08.25.22
Leeman	Barbara	3801 McClay Road	09.23.22
Ludvik	Pam	1918 Peach St.	09.18.20
Madden	Shella	8 Oak Hill Lane	09.21.21
Main	Kim (Chun Hwa)	19 Valley View Drive	03.26.21
Main	Michael	19 Valley View Drive	05.04.20
Mannon	Carma	114 Canterbury Park	02.22.21
Miller	Brenda	615 S. Church St. Apt. 111	04.08.21

Montgomery	Becky	8211 Wyndham Park	09.22.20
Noble-Martenau	Gloria	1905 S. Blitmore Way	09.27.22
Norman	Francis "Ed"	3156 Meadow Trail Drive	03.03.20
Of	Linda S.	4 Twelve Oaks	03.21.22
Pangborn	Lisa	406 Angie Drive Apt. B	04.23.21
Peery	Mildred	615 S Church, apt. 205	03.03.20
Perry	Joan	49 Canterbury Park Dr.	03.18.21
Ponder	Christina	731 Sugar Glen Drive	03.03.20
Price	Margaret	200 Cardinal Place, #52	07.14.22
Quindry	Charles	209 Barkwood Trails	03.14.22
Rice-Bugett	Janice	230 Spencer Rd.	04.07.22
Sahl	Linda	135 Kesslers Run	03.03.20
Schlinker	Margie	230 Spencer Rd.	05.18.22
Schmidt	Robin	1206 Garden Valley Dr. Apt B	08.24.20
Schmidt	Mary E.	200 Cardinal Place, Apt. 13	05.02.22
Scroggins	Euretta	4307 Wyndham Park Dr	03.18.21
Sherod	Martha	1113 Saravalle Drive	09.02.20
Stanfield	Paula. J.	103 Canterbury Park Drive	06.28.21
Stone	Debra	8110 Wyndham Park Drive	03.28.22
Strelow	Arlene	1202 Wyndham Park Dr.	06.21.21
Stuber	Charles	5300 Mexico Rd. Apt. 2324	09.21.22
Swinney	David	363 Jungermann Rd. Apt. 264	04.16.21
Tharp	Lavonne	77 Canterbury Park Drive	08.25.22
Urban	Mary	615 S. Church Street Apt. 115	03.15.22
Volkman	Donna	93 Aspen Ridge Court	03.03.20
Weidon	Martha	405 Villa Circle Dr.	02.22.21
Wilson	Alice D.	615 S Church Street, Apt 102	09.21.20
Winscher	Carol	38 Deer Grove Drive	03.03.20
Woods	Marshal	102 Donner Pass, Apt. B	01.23.20
Zeiss	Carol	5400 Executive Centre, Rm 425	01.22.20
Zichler	Mary	8210 Wyndham Park Drive	03.03.20
Zuchero	Rosetta	229 Troyers Trail	10.18.21

INSTRUCTIONS/PROCESS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in your department name, address, phone number, date, and the total number of boxes to be destroyed.
2. Place a unique number on each box and write that same number in the "User Box #" column.
3. Locate a description of your records in the Records Retention Schedule and enter the Records Item Number (Records Retention Schedule) that corresponds with the records series in the column labeled "Retention Schedule Records Item #" of the form.
4. Enter the description of the records (Records Retention Schedule) in the "Description of Records" column.
5. Fill in the "Inclusive Dates" of the records for each box. Please include month and year.
6. Fill in the "Retention Period" listed for the records in the Records Retention Schedule.
7. Fill in the "Medium" of the records (for example, P=paper, E=electronic, A=audio, CD=compact disc, V=video, DVD=digital versatile disc, etc.)
8. The Department Records Coordinator and the Group Manager must sign the form.
9. After being signed by the Department Records Coordinator and the Group Manager, the form must be forwarded to the City Clerk's Office at City Hall, One St. Peters Blvd., St. Peters, MO 63376 for approval.
10. Upon City Clerk approval, a copy of the Records Destruction form will be sent back to the department and the records can be destroyed.
11. Once the records are destroyed, contact the City Clerk's office with a Records Destruction Date for the form.
12. The copy of the completed Records Destruction form may be kept in the department for reference by the department's Records Coordinator. The original Records Destruction form will be made a part the City's permanent record and recorded in the Board of Aldermen meeting minutes.

TDS-2026-2



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

Department Name: TDS - STAFF SUPPORT		Total # of Boxes: 1
Department Records Coordinator: AMANDA MAY		
Date: 01/28/26	Office Address: 1 ST. PETERS CENTRE BLVD	Telephone: 636-477-6600 X 1313

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>[Signature]</i>	Date: 1/28/26	Date of Records Destruction: 4/10/26
Group Manager: <i>[Signature]</i>	Date: 1/28/26	Destruction Method:
Date of BOA Minutes:		Shredding ☐ Discard ☒ Outside Vendor ☐

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.
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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 3/2/26

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	GS004	DEPARTMENT CUSTOMER SERVICE SURVEYS FOR BUDGET PREPERATION	2021-2024	Completi n of audit	P

TDS-2024-3

	City of St. Peters – Records Management RECORDS DESTRUCTION FORM	Page <u>1</u> of <u>2</u>

Department Name: TDS - Health Department		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 01/27/26	Office Address: One St. Peters Centre Blvd	Telephone: Ext 1313

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>[Signature]</i>	Date: 2/2/26	Date of Records Destruction: 4/10/26
Group Manager: <i>[Signature]</i>	Date: 2/4/26	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☐
Date of BOA Minutes:		

Request for Department Destruction

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Required Approval Signature	
City Clerk: <i>[Signature]</i>	Date: 3/20/26

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- Health 1	AC001	Case/Investigation	1994-2019	5 yrs	P
TDS- Health 1	AC001	Statements for Cases/Investigations	2020	5 yrs	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 2 of 2

Department Name: TDS-Health Department		Total # of Boxes: 1
Department Records Coordinator: Amanda May		
Date: 12/30/24 <i>1/23/25</i>	Office Address: One St. Peters Centre Blvd	Telephone: Ext 1313

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
TDS- Health 1	AC001	Summons investigation/ case	2019/2020	5 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2015	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2012	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2015	10 years	P
TDS- Health 1	AC002	Dangerous Dog Case	2014	10 years	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 1

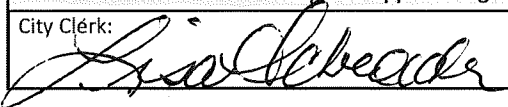
Department Name: WES		Total # of Boxes: 2
Department Records Coordinator: Tammy Shewfelt		
Date: 03/19/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

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: Tammy Shewfelt Digitally signed by Tammy Shewfelt DN: DC=net, DC=stpetersmo, OU=EPROXY, CN=Tammy Shewfelt, E=shewfelt@stpetersmo.net Reason: I have reviewed this document Location: WES Date: 2024.03.19 15:35:19 -0500 Form PDF Editor Version: 12.1.9		Date: 4/11/26	Date of Records Destruction:
Group Manager: Amy Haddock Digitally signed by Amy Haddock DN: DC=net, DC=stpetersmo, OU=EPROXY, CN=Amy Haddock, E=ahaddock@stpetersmo.net Reason: I am approving this document Location: Date: 2024.03.19 16:21:09 -0500 Form PDF Editor Version: 12.1.9		Date:	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☐
Date of BOA Minutes:			

Request for Department Destruction

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Required Approval Signature	
City Clerk: 	Date: 3/29/26

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
208	1302	WWTP Lab Chains of Custody Records, WWTP Operational Log Pages	2020	5 years	P
208	1302	WWTP Daily Operational Sheets & Lab Records	2019-2020	5 Years	P
208	1302	Acute WET Test	2020	5 Years	P
208	GS072	Desk Calendar	2020	1 Year	P
208	1303	EDMR Reports	2018-2020	5 Years	P
208	1304	VENMP, Biosolids, DNR Reports and Yes	2020	5 Years	P
208	1302	Grease/Oil % Chlorine Quarterly Report	2019	5 Years	P
46	1302	Daily Plant Log Sheets Jan-Oct	2020	5 Years	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: WES		Total # of Boxes: 3
Department Records Coordinator: Tammy Shewfelt		
Date: 3/9/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

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: 3/9/26	Date of Records Destruction: 4/11/26
Group Manager: Amy Haddock	Date: 3/9/26	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☐
Date of BOA Minutes:		

Digitally signed by Amy Haddock
DN: DC=stl, OU=Missouri, OU=EPROXY, CN=Amy Haddock, email=haddock@stlpetersmo.net
Reason: I am approving this document
Location: WES
Date: 2026.03.10 14:27:42-0500
First PDF Editor Version: 12.1.9

Request for Department Destruction

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Required Approval Signature	
City Clerk:	Date: 3/20/26

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
156	1304	Monthly Monitoring Records for WWTP	2008	5 Years	P
156	1302	Chains of Custody	2008	5 Years	P
156	1304	Biosolids	2008	5 Years	P
156	1304	WET Test	2008	1 Year	P
156	1302	pH Meter Logs	2008	5 Years	P
156	1302	Effluent Grease and Oil	2008	5 Years	P
156	1302	Bac-T Reports Jan-Dec	2008	5 Years	P
156	1302	St. Louis Bacteriological/Turbidity Analysis	2008	5 Years	P



City of St. Peters – Records Management
RECORDS DESTRUCTION FORM

Page 2 of 2

Department Name: <u>WES</u>		Total # of Boxes: <u>3</u>
Department Records Coordinator: <u>Tammy Shewfelt</u>		
Date: <u>3/9/26</u>	Office Address: <u>100 Ecology Dr.</u>	Telephone: <u>636-477-6600</u>

User Box #	Retention Schedule Records Item #	Description of Records	Inclusive Year(s)	Retention Period	Medium
156	1304	Fecal Coliform	2008	5 Years	P
156	1302	Compost	2008	5 Years	P
156	1302	Influent Comp	2008	5 Years	P
156	1302	St. Louis Quarterly Trihalomethanes/Haloacetic Acids/TOC	2008	5 Years	P
156	1302	St. Louis Annual Nitrate Analysis/VOC&IOC Monitoring	2008	5 Years	P
156	1302	Misc Analysis	2008	5 Years	P
156	1304	Priority Pollutant	2008	5 Years	P
156	1302	LAP	2008	5 Years	P
156	1302	St. Louis Quarterly SOC Monitoring	2008	5 Years	P
156	1302	DMR-QA 25	2005	5 Years	P
156	1302	DMR-QA 26	2006	5 Years	P
141	1302	Misc Analysis	2006	5 Years	P
141	1302	Wastewater Tests Jan-Dec	2006	5 Years	P
141	1302	Chains of Custody	2006	5 Years	P
141	1304	Biosolids	2006	5 Years	P
141	1304	Fecal Coliform and Total Solids	2006	5 Years	P
141	1304	Priority Pollutants	2006	5 Years	P
141	1302	Influent Composite	2006	5 Years	P
141	1302	Effluent Grab Grease and Oil	2006	5 Years	P
141	1302	Compost	2006	5 Years	P
141	1304	Wet Test	2006	1 Year	P
141	GS020	Water Complaints	2006	5 Years	P
141	1302	pH Meter Log	2006	5 Years	P
141	1302	Bacteriological Reports Jan-Dec	2006	5 Years	P
141	1302	Bacteriological Turbidity Analysis - St. Louis	2006	5 Years	P
141	1302	Quarterly Haloacetic Acids St. Louis	2006	5 Years	P
141	1302	Quarterly Trihalomethanes St. Louis	2006	5 Years	P
141	1302	TOC and Atrazine St. Louis	2006	5 Years	P
141	1302	VOC and IOC St. Louis	2006	5 Years	P
141	1302	Land Application	2006	5 Years	P
141	1304	Duplicate Reports	2006	5 Years	P
141	1302	Lead and Copper	2001/2004	12 Years	P
95	GS012	Misc Correspondence	1985-1990	1 Year	P
95	GS072	Planners	1984-1986	1 Year	P
95	GS029	Vacation Requests	1989-1990	3 Years	P
95	GS049	Complaint Logs	12/89-12/9	3 Years	P
95	GS072	Calendar	1988	1 Year	P
95	GS012	Memo Books/Notes	1987-1989	1 Year	P
95	GS020	Work Orders	1990	3 Years	P
95	GS085	Safety Meeting Notes	1990	3 Years	P



City of St. Peters - Records Management
RECORDS DESTRUCTION FORM

Page 1 of 2

Department Name: WES		Total # of Boxes: 6
Department Records Coordinator: Tammy Shewfelt		
Date: 04/07/26	Office Address: 100 Ecology Drive, 63376	Telephone: 636-477-6600 ext 1388

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: Tammy Shewfelt		Date:	Date of Records Destruction: 4/11/26
Group Manager: Amy Haddock		Date:	Destruction Method: Shredding ☒ Discard ☐ Outside Vendor ☐
Date of BOA Minutes:			

Request for Department Destruction

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Required Approval Signature	
City Clerk: 	Date: 4/8/26

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
207	1302	Water Plant Daily Operations Logs Oct-Dec	2020	5 years	P
207	1302	pH Log	2020	5 Years	P
207	1302	Fridge/Incubator Temperature Charts	2020	5 Years	P
207	1302	VOC/IC/Nitrates	2020	5 Years	P
207	1302	Bac T Results	2020	5 Years	P
85	GS012	General Correspondence	2002	1 Year	P
85	GS049	Resident Concerns	2002-2003	3 Years	P
206	1302	Water Plant Operations Logs Jan-Oct	2020	5 Years	P

Department Name: WES		Total # of Boxes: 6
Department Records Coordinator: Tammy Shewfelt		
Date: 04/07/26	Office Address: 100 Ecology Dr	Telephone: 636-477-6600 Ext. 1388

[illegible]