



City of Pevely

401 Main Street Pevely, Missouri 63070

A public notice is hereby given that the Board of Aldermen of the City of Pevely, Missouri, will conduct a special meeting at 6:15 PM on April 1, 2024, at Pevely City Hall, 401 Main Street, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

Board of Aldermen Closed Meeting

Special Note: This meeting will be recorded.

The meeting will take place on April 1, 2024, at 6:15 P.M.

Pledge of Allegiance
Roll Call
Closed Session

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to section 610:021; Paragraph (1) legal actions, causes of action or litigation and Paragraph (2) leasing, purchase or sale of real estate and Paragraph (3) hiring, firing, disciplining, or promoting of particular employees and Paragraph (13) individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Open Session
Adjourn

Posted On: 3/27/2024 2:32:26 PM By: Ashton Cooke, City Clerk



City of Pevely

401 Main Street Pevely, Missouri 63070

A public notice is hereby given that the Board of Aldermen of the City of Pevely, Missouri will conduct its regularly scheduled Board of Aldermen meeting at 7:00 P.M. on April 1, 2024, at Pevely City Hall, 401 Main Street, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determine to be appropriate for discussion at that time.

Board of Aldermen Regular Meeting

Special Note: This meeting will be recorded.

The meeting will take place on April 1, 2024, at 7:00 P.M.

1. **Pledge of Allegiance**

2. **Roll Call**

3. **Citizen's Comments**

"Citizen's Comments shall be limited to three (3) minutes to address the Council. Please fill out an index card on the podium before the meeting. Visitors are not allowed to speak during the business portion of the meeting and no responses from the Mayor or Board of Aldermen during Citizen's Comments will be given."

4. **Consent Agenda**

- a. Approval of agenda
- b. Approval of minutes – March 4 closed and regular, March 18 closed and regular
- c. Mark Glenn - Dorn Foundation Gift

5. **Appointments**

6. **Ordinances**

7. **Resolutions**

8. **Bids**

9. **Motions**

10. **New Business**

11. **Continued Business**

- a. Stormwater
- b. Sunshine request audit reports
- c. Calendars

12. **Committee Reports**

- a. Planning and Zoning
- b. Tourism Board
- c. Board of Adjustment
- d. Police Personnel Board
- e. Park Board

13. **Administrative Reports**

- a. Attorney Sweeney
- b. Police Chief
- c. City Administrator

14. **Council Member Reports**

- a. Alderman Markus

636-475-4452

*

636-475-4116 (fax)

*

www.cityofpevelymo.gov



City of Pevely

401 Main Street Pevely, Missouri 63070

- b. Alderman Menkhus
- c. Alderman Tucker
- d. Alderman Yount
- e. Alderman Leeder
- f. Alderman Dittmann
- g. Alderman Brooks
- h. Mayor Haas

15. Adjournment

All copies of all ordinances proposed to be introduced for consideration by the Board of Aldermen meeting are available for public inspection at the Office of the City Clerk. All ordinances and resolutions are read by caption only, pursuant to RSMo. 79.130.

Posted On: 3/27/2024 2:32:45 PM By: Ashton Cooke, City Clerk



City of Pevely

401 Main Street Pevely, Missouri 63070

A public notice is hereby given that the Board of Aldermen of the City of Pevely, Missouri will conduct its regularly scheduled Board of Aldermen meeting at 7:00 P.M. on March 4, 2024, at Pevely City Hall, 401 Main Street, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determine to be appropriate for discussion at that time.

Board of Aldermen Regular Meeting

Special Note: This meeting will be recorded.

The meeting took place on March 4, 2024, at 07:06:55 PM (00:00:02)

Pledge of Allegiance

Roll Call

- Alderman – Ward 1 – Steve Markus: Present
- Alderman – Ward 1 – Don Menkhus: Present
- Alderman – Ward 2 – Ryan Tucker: Present
- Alderman – Ward 2 – Rick Yount: Present
- Alderman – Ward 3 – Tyler Leeder: Present
- Alderman – Ward 4 – Travis Dittmann: Present
- Alderman – Ward 4 – William Brooks: Present

- City Attorney – Allison Sweeney
- City Clerk – Ashton Cooke
- Chief of Police – Mark Glenn
- Sewer Supervisor – Julie Axtetter
- Water Supervisor – Jackie Richardson
- Sewer Employee – Evan Ogilvie
- Animal Control Officer – Cheri Heaps



Consent Agenda

Motion: To approve the agenda

- Alderman – Ward 1 – Don Menkhus: Motion
- Alderman – Ward 4 – Travis Dittmann: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhus: Approve
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Motion: To approve the minutes as is (2/5 closed and regular and 2/19 closed and regular)

- Alderman – Ward 3 – Tyler Leeder: Motion
- Alderman – Ward 2 – Rick Yount: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhus: Approve
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve



City of Pevely

401 Main Street Pevely, Missouri 63070

February Court report

Resolutions

Resolution 2024/006 – reading and approval

Motion: To put Resolution 2024/006 on reading by caption only

Alderman – Ward 4 – William Brooks: Motion

Alderman – Ward 2 – Ryan Tucker: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhus: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Motion: To approve Resolution 2024/006 as read by caption only

Alderman – Ward 1 – Don Menkhus: Motion

Alderman – Ward 3 – Tyler Leeder: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhus: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve



Motions

MoDOT Grant Applications

Motion: To approve the MoDOT Grant Applications for 2024

Alderman – Ward 4 – William Brooks: Motion

Alderman – Ward 4 – Travis Dittmann: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhus: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Continued Business

Stormwater – Alderman Markus stated that surveying was being done in the Abbey. A brief discussion took place.

Sunshine request audit reports

Calendars



City of Pevely

401 Main Street Pevely, Missouri 63070

Committee Reports

Planning and Zoning – Alderman Markus stated that the next meeting is being held tomorrow. Public Hearings start at 5:45, 6, and 6:15 and the meeting starts at 6:30.

Tourism Board – Alderman Markus stated that Kenzie and Rhonda were trying to set up a meeting date.

Board of Adjustment – No update

Police Personnel Board – No update

Park Board – The Easter events were briefly discussed

Administrative Reports

Attorney Sweeney – No update

Police Chief - No update

City Administrator – No update

Council Member Reports

Alderman Markus – Alderman Markus asked the City employees present in the audience to introduce themselves. A brief discussion took place.

Alderman Menkhus -

- a. Water Deposit Rate Increase – Alderman Menkhus stated that he would like to potentially increase the utility deposit from \$150 to \$200. A brief discussion took place.

Alderman Tucker – No update

Alderman Yount – No update

Alderman Leeder – No update

Alderman Dittmann – No update

Alderman Brooks – Alderman Brooks reminded the board and public of the Proposition Public Safety Open House on March 12 and March 25. He asked if it was possible to do a virtual option. A brief discussion took place.

Motion: To adjourn

Alderman – Ward 3 – Tyler Leeder: Motion

Alderman – Ward 2 – Rick Yount: 2nd

All in Favor: Aye



The meeting ended at 07:20:15 PM (00:13:21)

Attest:

Ashton Cooke, City Clerk

Stephanie M. Haas, Mayor



City of Pevely

401 Main Street Pevely, Missouri 63070

A public notice is hereby given that the Board of Aldermen of the City of Pevely, Missouri will conduct its regularly scheduled Board of Aldermen meeting at 7:00 P.M. on March 18, 2024, at Pevely City Hall, 401 Main Street, to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determine to be appropriate for discussion at that time.

Board of Aldermen Regular Meeting

Special Note: This meeting will be recorded.

The meeting took place on March 18, 2024, at 07:26:36 PM (00:01:16)

Pledge of Allegiance

Roll Call

Alderman – Ward 1 – Steve Markus: Present
Alderman – Ward 1 – Don Menkhus: Present
Alderman – Ward 2 – Ryan Tucker: Present
Alderman – Ward 2 – Rick Yount: Present
Alderman – Ward 3 – Tyler Leeder: Present
Alderman – Ward 4 – Travis Dittmann: Present
Alderman – Ward 4 – William Brooks: Present

Mayor – Stephanie Haas
City Attorney – Allison Sweeney
City Clerk – Ashton Cooke
Chief of Police – Mark Glenn
City Accountant – Michelle Daniel
Building Official – Adam Mitchell
Street Supervisor – Ron Ebmeier



Consent Agenda

Motion: To approve the agenda

Alderman – Ward 1 – Don Menkhus: Motion
Alderman – Ward 2 – Ryan Tucker: 2nd

Alderman – Ward 1 – Steve Markus: Approve
Alderman – Ward 1 – Don Menkhus: Approve
Alderman – Ward 2 – Ryan Tucker: Approve
Alderman – Ward 2 – Rick Yount: Approve
Alderman – Ward 3 – Tyler Leeder: Approve
Alderman – Ward 4 – Travis Dittmann: Approve
Alderman – Ward 4 – William Brooks: Approve

February Business report

February AP report

January Financial Statement

Ordinances

Bill 2024/103 – 1st and 2nd reading

An Ordinance amending section 405.200 of the Code of Ordinances identifying special uses and uses of right within the B-2 High-Density Business District

Motion: To put bill 2023/103 on its 1st reading by caption only

Alderman – Ward 1 – Steve Markus: Motion
Alderman – Ward 2 – Rick Yount: 2nd



City of Pevely

401 Main Street Pevely, Missouri 63070

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhuis: Approve
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Motion: To accept Bill 2024/103 on its 1st reading by caption only

- Alderman – Ward 1 – Steve Markus: Motion
- Alderman – Ward 2 – Rick Yount: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhuis: Disapprove
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Motion: To put Bill 2024/103 on its 2nd and final reading by caption only

- Alderman – Ward 2 – Rick Yount: Motion
- Alderman – Ward 1 – Steve Markus: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhuis: Disapprove
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve



Motion: To approve Bill 2024/103 on its 2nd and final reading by caption only

- Alderman – Ward 2 – Rick Yount: Motion
- Alderman – Ward 4 – William Brooks: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhuis: Disapprove
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Bill 2024/104 – 1st and 2nd reading

An Ordinance amending section 405.180 of the Code of Ordinances identifying special uses and uses of right within the B-2 High-Density Business District



City of Pevely

401 Main Street Pevely, Missouri 63070

Motion: To put Bill 2024/104 on its 1st reading by caption only

Alderman – Ward 1 – Don Menkhuis: Motion

Alderman – Ward 1 – Steve Markus: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Motion: To accept Bill 2024/104 on its 1st reading by caption only

Alderman – Ward 2 – Rick Yount: Motion

Alderman – Ward 1 – Don Menkhuis: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Motion: To put Bill 2024/104 on its 2nd and final reading by caption only

Alderman – Ward 1 – Steve Markus: Motion

Alderman – Ward 4 – Travis Dittmann: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve



Motion: To approve Bill 2024/104 on its 2nd and final reading by caption only

Alderman – Ward 2 – Rick Yount: Motion

Alderman – Ward 1 – Don Menkhuis: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve



City of Pevely

401 Main Street Pevely, Missouri 63070

Bids

Mt. Cassino Drive asphalt replacement

Motion: To approve the bid from Jokerst INC for the Mt. Cassino Drive asphalt replacement project for a total cost of \$9,289.00

Alderman – Ward 1 – Don Menkhuis: Motion

Alderman – Ward 3 – Tyler Leeder: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Karon Drive concrete slab replacement

Motion: To approve the bid from Spencer Contracting for the Karon Drive concrete slab replacement project for a total cost of \$21,368.00

Alderman – Ward 1 – Steve Markus: Motion

Alderman – Ward 4 – Travis Dittmann: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve



Pheasant Drive concrete slab replacement

Motion: To approve the bid from Kingsland Concrete for the Pheasant Drive concrete slab replacement project for a total cost of \$18,775.90

Alderman – Ward 1 – Don Menkhuis: Motion

Alderman – Ward 2 – Ryan Tucker: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve

Alderman – Ward 2 – Ryan Tucker: Approve

Alderman – Ward 2 – Rick Yount: Approve

Alderman – Ward 3 – Tyler Leeder: Approve

Alderman – Ward 4 – Travis Dittmann: Approve

Alderman – Ward 4 – William Brooks: Approve

Fox Hollow Drive concrete slab replacement

Motion: To approve the bid from Kingsland Concrete for the Fox Hollow Drive concrete slab replacement project for a total cost of \$26,719.55

Alderman – Ward 1 – Don Menkhuis: Motion

Alderman – Ward 2 – Rick Yount: 2nd

Alderman – Ward 1 – Steve Markus: Approve

Alderman – Ward 1 – Don Menkhuis: Approve



City of Pevely

401 Main Street Pevely, Missouri 63070

- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

4th and Walnut storm water project

Motion: To approve the bid from Jokerst, INC for the 4th and Walnut storm water project for a total cost of \$11,264.75

- Alderman – Ward 2 – Rick Yount: Motion
- Alderman – Ward 4 – Travis Dittmann: 2nd

- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhus: Approve
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Concrete walking trail at Pevely Park

Motion: To table this bid

- Alderman – Ward 2 – Ryan Tucker: Motion
- Alderman – Ward 2 – Rick Yount: 2nd



- Alderman – Ward 1 – Steve Markus: Approve
- Alderman – Ward 1 – Don Menkhus: Approve
- Alderman – Ward 2 – Ryan Tucker: Approve
- Alderman – Ward 2 – Rick Yount: Approve
- Alderman – Ward 3 – Tyler Leeder: Approve
- Alderman – Ward 4 – Travis Dittmann: Approve
- Alderman – Ward 4 – William Brooks: Approve

Continued Business

Stormwater – Andy Hixson stated that we are still waiting on getting easements. A brief discussion took place
Sunshine request audit reports

Calendars – Ashton Cooke went over the list of events for the next few weeks. A brief discussion took place

Committee Reports

Planning and Zoning - Adam Mitchell informed the board that the next meeting would be the 2nd Tuesday in April because of the election. A brief discussion took place.

Tourism Board – No update

Board of Adjustment – No update

Police Personnel Board – Chief Glenn stated that they were trying to schedule a meeting for March.

Park Board – No update

Administrative Reports

Attorney Sweeney - No update

Police Chief – Chief Glenn gave an update on the flock cameras, uniforms, and that some officers were out at training this week. He also thanked Adam and Sharon for the hard work they put into fixing up the PD. A brief discussion took place.

City Administrator – Andy Hixson reminded the board that the Proposition Public Safety is on the ballot and that the signs would be going out soon. A brief discussion took place.



City of Pevely

401 Main Street Pevely, Missouri 63070

Council Member Reports

Alderman Markus – Alderman Markus thanked Ron for keeping the City clean, he informed the board of the Vineyards meeting on April 11 at City Hall. A brief discussion took place.

Alderman Menkhus – No update

Alderman Tucker – No update

Alderman Yount – No update

Alderman Leeder - No update

Alderman Dittmann – No update

Alderman Brooks – Alderman Brooks reminded everyone that spring break was coming up and to stay safe.

Mayor Haas – No update

Motion: To adjourn

Alderman – Ward 1 – Don Menkhus: Motion

Alderman – Ward 4 – Travis Dittmann: 2nd

All in Favor: Aye

The meeting ended at 07:53:08 PM (00:27:48)

Attest:

Ashton Cooke, City Clerk

Stephanie M. Haas, Mayor





City of Pevely

401 Main Street Pevely, Missouri 63070

Sunshine Request Audit Form

Acceptance:

Date of Request: 3/18/24 Inquiring Party: LLDA Kennon
Documents Requested: Jan Financial Statement

Accepted by: Kenzio King Date: 3/18/24 Time: 10:05 am

Acknowledgement:

Section 610.023.3, RSMo, requires that each request be responded to as soon as possible, but **no later than the end of the third business day** following the custodian of records' receipt of the request. If access is not granted immediately, the custodian of records is required to explain the reason for the delay and the earliest date and time that the records will be available. Therefore, public governmental bodies are **allowed to exceed the three days for production, but they are required to notify you of the delay and explain when they anticipate the records to be ready.**

- City official acknowledged receipt of request verbally
- City official acknowledged receipt of request via email
- City official acknowledged receipt of request via USPS
- Other: _____



Request on hold – reason for delay

- Request pending based upon Section 610.100-610.120 of RSMo (juvenile records, safety of a victim or witness, under criminal investigation, etc.)
- Cost calculation needs to be completed first
- Documents not readily available or research needs to be done first
- Other (explain): _____

Replied by: _____ Date: _____ Time: _____
How replied (circle one): Telephone Email USPS Other: _____

Action Taken:

Date: 3/19/2024
 Completed: Records ready for pick up
 Completed: Records sent via email
 Completed: Records sent via USPS
 Other: _____

Inquiring party contacted by (circle one): Telephone Email Other: _____

City Official: Ashton Hours: 7 Cost: \$ 2.70 Payment type: Cash

Valid forms of payment are: cash, check, credit card, or money order



City of Pevely

401 Main Street Pevely, Missouri 63070

Sunshine Request Audit Form

Acceptance:

Date of Request: 3/18/24 Inquiring Party: UDA Kennon
 Documents Requested: February AP report
 Accepted by: Kenzie King Date: 3/18/24 Time: 10:05 AM

Acknowledgement:

Section 610.023.3, RSMo, requires that each request be responded to as soon as possible, but **no later than the end of the third business day** following the custodian of records' receipt of the request. If access is not granted immediately, the custodian of records is required to explain the reason for the delay and the earliest date and time that the records will be available. Therefore, public governmental bodies are allowed to exceed the three days for production, but they are required to notify you of the delay and explain when they anticipate the records to be ready.

- City official acknowledged receipt of request verbally
- City official acknowledged receipt of request via email
- City official acknowledged receipt of request via USPS
- Other: _____



Request on hold – reason for delay

- Request pending based upon Section 610.100-610.120 of RSMo (juvenile records, safety of a victim or witness, under criminal investigation, etc.)
- Cost calculation needs to be completed first
- Documents not readily available or research needs to be done first
- Other (explain): _____

Replied by: _____ Date: _____ Time: _____
 How replied (circle one): Telephone Email USPS Other: _____

Action Taken:

Date: 3/15/2024
 Completed: Records ready for pick up
 Completed: Records sent via email
 Completed: Records sent via USPS
 Other: _____

Inquiring party contacted by (circle one): Telephone Email Other: _____

City Official: Ashton Hours: 1 Cost: \$ 1.30 Payment type: Cash

Valid forms of payment are: cash, check, credit card, or money order



City of Pevely

401 Main Street Pevely, Missouri 63070

Sunshine Request Audit Form

Acceptance:

Date of Request: 3/18/2024 Inquiring Party: Anthony J Crum
 Documents Requested: body cam & building cam footage from NOV 15, 2023 incident (Report # 23-0595)
 Accepted by: Ashton Date: 3/18/2024 Time: 4:27pm

Acknowledgement:

Section 610.023.3, RSMo, requires that each request be responded to as soon as possible, but no later than the end of the third business day following the custodian of records' receipt of the request. If access is not granted immediately, the custodian of records is required to explain the reason for the delay and the earliest date and time that the records will be available. Therefore, public governmental bodies are allowed to exceed the three days for production, but they are required to notify you of the delay and explain when they anticipate the records to be ready.

- City official acknowledged receipt of request verbally
- City official acknowledged receipt of request via email
- City official acknowledged receipt of request via USPS
- Other: _____



Request on hold – reason for delay

- Request pending based upon Section 610.100-610.120 of RSMo (juvenile records, safety of a victim or witness, under criminal investigation, etc.)
 - Cost calculation needs to be completed first
 - Documents not readily available or research needs to be done first
 - Other (explain): _____
- Replied by: _____ Date: _____ Time: _____
- How replied (circle one): Telephone Email USPS Other: _____

Action Taken:

- Date: 3/20/2024
- Completed: Records ready for pick up
 - Completed: Records sent via email
 - Completed: Records sent via USPS
 - Other: _____

Inquiring party contacted by (circle one): Telephone Email Other: _____

City Official: Ashton Hours: 0.25 Cost: \$ 7.79 Payment type: Cash


Valid forms of payment are: cash, check, credit card, or money order

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 BOA 7PM	2 Election Day— City Hall Dept Windows Closed	3	4 Court	5	6
7	8	9 Agenda Items to Linda by 4PM Tourism Meeting 430PM P&Z Meeting Park Board 6PM	10	11 Vineyards Resident Meeting 630PM	12	13
14	15 BOA 7PM	16	17	18 Court	19	20
21	22	23	24	25	26	27
28	29	30 Agenda Items to Linda by 4PM				



May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Court	3	4 Animal Control Vaccination Event 9AM-1PM
5	6 BOA 7PM	7 P&Z	8	9	10 	11
12	13	14 Agenda Items to Ashton by 4PM	15	16 Court	17	18
19	20 BOA 7PM	21	22	23	24	25
26	27 City Hall Closed	28 Agenda Items to Ashton by 4PM	29	30	31	