



**CITY OF DARDENNE PRAIRIE  
2032 HANLEY ROAD  
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN MEETING  
WORK SESSION AGENDA  
APRIL 1, 2026  
6:00 p.m.**

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**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ITEMS FOR DISCUSSION AND CONSIDERATION**

1. Capt. Kile Bay, St. Charles County Police Department – Quarterly Report / Police Services
2. RBA – Lateral Water Line Insurance for Dardenne Prairie Residents – Alderman Johnson and Waters
3. RBA – Amendment to Ordinance No. 2402 – THC restrictions – Mayor Widaman
4. RBA – Acceptable Use Policy for Technology / Computer – Rose Maresca, IT Manager
5. Travel Policy Update – Cathy Pratt, City Administrator
6. Regular Meeting Date Change for Second Board of Alderman Meeting in April to Swear in Newly Elected Officials
7. Review of 04 01 26 Board of Aldermen agenda

**STAFF COMMUNICATIONS**

1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor

**CLOSED SESSION**

Roll call vote to hold closed session pursuant to RSMo 610.021 section \_\_\_\_\_  
Litigation and Privileged Communications (1)  
Real Estate (2)  
Personnel (3)  
Bid Specs (11)  
Audit (17)

**RETURN TO REGULAR MEETING AGENDA**

**ADJOURNMENT**

RBA FORM (OFFICE USE ONLY)  
MEETING DATE: 03/04/2026  
Regular ( ) Work Session ( X )  
ATTACHMENT: YES ( ) NO ( )  
Contract ( ) Ordinance ( ) Other ( )

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Request for Board Action  
By: Alderman Johnson

Ward   3  

• **Description:**

*Water line protection for residents of Dardenne Prairie*

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• **Recommendation:** Staff – Approve ( ) Disapprove ( )

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• **Summary/Explanation:**

A water line protection from the meter to the home.

This would be paid for by the resident when they pay their personal property tax.

I would recommend the City Administrator look into the same program the City of O'Fallon has.

This would be put to the vote of the residents.

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• **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

There would be no budget impact as it would be funded by the residents.

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RBA requested by: Mark G Johnson and Bob Walters

Date: 03/25/2026

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**RBA FORM (OFFICE USE ONLY)**

MEETING DATE: **04 01 26**

Regular ( ) Work Session (**X**)  
ATTACHMENT: YES ( ) NO ( )  
Contract ( ) Ordinance ( ) Other ( )

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**Request for Board Action**  
**By: Mayor Widaman**

• **Description:**

Requested Board consideration for an Amendment to Bill No. 26-05 / Ordinance No. 2402 – Section 605.090.B., related to establishments that have an age requirement of 21 years old.

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• **Recommendation:** Staff – Approve ( ) Disapprove ( )

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• **Summary/Explanation:**

This amendment will allow for liquor stores, where it is a requirement to be 21 years old to enter the premises, not be restricted on how products containing THC/Hemp or similar products are displayed or stored. Allowing customers access to the products without assistance of an employee.

Current legislation states:

- A. No person required to obtain a license under this Chapter shall, themselves or by or through their owners, officers, agents or employees, sell or offer for sale consumable industrial hemp, or any product packaged in a manner indicating that it contains any amount of consumable industrial hemp, unless, prior to the time of sale, it is stored and displayed in a manner that prevents customers from physically accessing the products without the assistance of an employee.

The intent of this legislation is to keep the products containing THC or similar out of the hands of minors. For retail establishments located within the City Limits that restrict anyone under the age of 21, should not be required to keep products out of the reach of the customers.

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• **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

None

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RBA requested by: 

Date: 3/25/26

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EXHIBIT A

**RBA FORM (OFFICE USE ONLY)**

MEETING DATE: 4/1/2026

Regular ( X ) Work Session ( X )

ATTACHMENT: YES (X) NO ( )

Contract ( ) Ordinance ( X ) Other ( )

**Request for Board Action**

**By: Staff**

**Ward** \_\_\_\_\_

- **Description: Incorporate Acceptable Use Policy into our Policy and Procedures Manual**

- **Recommendation: Staff – Approve (X) Disapprove ( )**

• **Summary/Explanation:**

This request seeks approval to incorporate an Acceptable Use Policy (AUP) into the City’s Policy and Procedures Manual. The AUP establishes clear guidelines for the appropriate use of City-owned technology resources, including computers, networks, internet access, email systems, and mobile devices.

The purpose of this policy is to:

- Protect the security and integrity of the City’s information systems and data
- Ensure compliance with legal, regulatory, and cybersecurity requirements
- Define acceptable and prohibited activities for employees, contractors, and authorized users
- Reduce risk related to data breaches, misuse of resources, and cybersecurity threats

The policy outlines user responsibilities, monitoring practices, enforcement measures, and consequences for violations. Implementing this policy will strengthen the City’s overall cybersecurity posture, promote responsible use of technology, and align internal practices with industry standards and best practices.

Approval of this addition will formalize expectations for technology use and support ongoing efforts to safeguard City operations and information assets.

- **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

N/A

RBA requested by: Rose Maresca

CA: Debbie Ryan, City Clerk  
in Cathy Pratt absence

## **Section 117.290: Travel Policy**

### **1. Purpose**

This policy establishes guidelines for reimbursement of travel and related expenses incurred while conducting official City business. The intent is to ensure responsible stewardship of public funds, consistency in reimbursements, and clear accountability.

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### **2. General Eligibility**

Reimbursable travel expenses are limited to those:

- **Pre-authorized** by the City Administrator for City staff, and
- **Pre-authorized** by the Mayor for elected official travel, and
- **Necessary and reasonable** for conducting official City business.

Expenses incurred for personal benefit or convenience are **not reimbursable**.

The City reserves the right to deny reimbursement for any expense that does not comply with this policy.

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### **3. Non-Reimbursable Expenses**

The following expenses are strictly prohibited from reimbursement, including but not limited to:

- Alcoholic beverages, mini bar charges and bar charges
- Personal meals beyond approved per diem based on U.S. GSA per diem rates for location of travel
- Credit card annual fees, interest, or late payment fees
- Airline seat upgrades (unless pre-approved for documented medical need)
- Personal entertainment (movies, streaming, events, etc.)
- Magazines, books, periodicals, newspapers or personal subscriptions
- Personal care items (toiletries, grooming products, etc.)
- Laundry service for travel less than five (5) consecutive days
- Traffic fines or parking violations
- Travel expenses for family members or guests
- Any expenses incurred for personal travel days

If a trip includes both business and personal time, only the portion directly related to approved and official City business will be reimbursed.

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## **4. Transportation**

### **A. City Vehicle**

- City Vehicle should be taken for travel and fuel shall be purchased:
  - Utilizing a City issued Credit card, or if
  - Utilizing a personal credit/debit card, the individual is required to submit fuel receipts to receive reimbursement.

### **B. Privately Owned Vehicles (POV)**

- If the City vehicle is not available and a privately owned vehicle is authorized, reimbursement shall be paid at the current IRS standard mileage rate for business.
- If the individual opts to take their personal vehicle when the City vehicle is available, reimbursement shall be paid at the GSA privately owned vehicle (POV) mileage reimbursement rate - if government-furnished automobile is authorized and available.

The following must be included in the travel expense report for Mileage reimbursement requests:

- Date of travel
- Description(s)
- Purpose of trip
- Total trip miles (if applicable)

### **C. Airfare, Rail, and Other Commercial Transportation**

- Must be coach/economy class unless otherwise pre-approved.
- Reservations should be made at the lowest logical fare.
- Applicable baggage fees are reimbursable. Fees for excess and/or overweight baggage are not reimbursable.
- Ridesharing (i.e. Uber, Lyft or taxi service) is reimbursable in lieu of Airport parking if demonstrated less expensive.
- Optional travel insurance and early boarding upgrades are not reimbursable.

### **D. Rental Vehicles**

- Must be pre-approved.
- It is the discretion and authority of the City Clerk to reserve a rental vehicle in the interest of the City.
- Standard or mid-size vehicles are permitted unless additional capacity is justified.

## E. Tolls and Parking

- Reasonable toll road fees and parking charges are reimbursable.
  - Receipts are required when available.
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## 5. Lodging

- It is the discretion and authority of the City Clerk to reserve lodging in the interest of the City.
  - Lodging must be reasonably priced, utilize tax exemption letter and appropriate for the location.
  - Government or conference rates should be used when available.
  - Charges for in-room movies, minibar purchases, and personal services are not reimbursable.
  - Itemized hotel receipts are required.
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## 6. Meals

- Meals are reimbursable only when associated with approved overnight travel or extended travel status.
  - Reimbursement shall be paid at the current U.S. GSA per diem rates for the location of travel.
  - Meals for one-day local travel are not reimbursable unless specifically approved.
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## 7. Expense Reporting and Documentation

All reimbursable expenses must be:

- Submitted on a City-approved written expense report form.
- Accompanied by **itemized receipts** for each expense (excluding mileage).
- Submitted within **45 days** of completion of travel.

Expense reports must clearly document:

- Dates of travel
- Business purpose
- Conference/event name (if applicable)
- Locations visited
- Description of official business conducted

Incomplete or inaccurate reports may delay or result in denial of reimbursement.

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### **8. Approval Authority**

- All travel expenses require approval from the City Administrator.
  - Expenses exceeding budgeted or pre-approved amounts may require additional justification.
  - The City Administrator may request supplemental documentation at any time.
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### **9. Compliance**

Elected officials and City staff are expected to exercise prudent judgment and fiscal responsibility when incurring travel expenses. Misrepresentation, falsification, or misuse of City funds may result in:

- Denial of reimbursement
- Repayment of improperly reimbursed amounts
- Disciplinary action, up to and including termination



**CITY OF DARDENNE PRAIRIE  
2032 HANLEY ROAD  
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN  
AGENDA  
APRIL 1, 2026  
7:00 p.m.**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mayor Widaman  
Alderman Detweiler  
Alderman Gittemeier  
Alderman Johnson  
Alderman Nay  
Alderman Waters  
Alderman Wilson

**CONSENT AGENDA**

1. Board of Aldermen Work Session Minutes – 03 04 26
2. Board of Aldermen Regular Session Minutes – 03 04 26
3. Board of Aldermen Work Session Minutes – 03 18 26
4. Board of Aldermen Regular Session Minutes – 03 18 26
5. Joint Board Meeting Minutes of Planning and Zoning Commission and the Board of Aldermen – 03 26 26
6. Expenditures Report dated - 04 01 26

**ITEMS REMOVED FROM CONSENT AGENDA**

**PUBLIC COMMENT**

**PUBLIC HEARING**

**NEW BUSINESS**

1. **Bill No. 26-13**  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AMENDING SECTION 117.310 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL BY DELETING SECTION 117.310 IN ITS ENTIREITY; ENACTING A NEW SECTION 117.310 REGARDING TECHNOLOGY
2. **Bill No. 26-14**  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AMENDING SECTION 117.290 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL BY DELETING SECTION 117.290 IN ITS ENTIREITY; ENACTING A NEW SECTION 117.290 REGARDING THE CITY'S TRAVEL POLICY



**3. Bill No. 26-15**

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A JANITORIAL AND CLEANING SERVICES CONTRACT BY AND BETWEEN THE CITY OF DARDENNE PRAIRIE, MISSOURI AND SRB CLEANING SOLUTIONS, LLC FOR CLEANING SERVICES AT CITY HALL

**OLD BUSINESS**

1. **Bill No. 26-02** (First reading on 01 21 26, request to postpone indefinitely)  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING THE REZONING OF CERTAIN REAL PROPERTY LOCATED AT 7393 HIGHWAY N AND STUMP ROAD FROM "C-2," GENERAL COMMERCIAL DISTRICT, TO "R-1D," SINGLE-FAMILY RESIDENTIAL DISTRICT, PLANNED UNIT DEVELOPMENT (P.U.D.); AND APPROVING AN AREA PLAN WITH CONDITIONS FOR THE SAME
2. **Bill No. 26-10** (First reading on 03 18 26)  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING THE REZONING OF CERTAIN REAL PROPERTY LOCATED AT 7393 HIGHWAY N AND STUMP ROAD FROM "C-2," GENERAL COMMERCIAL DISTRICT, TO "R-1D," SINGLE-FAMILY RESIDENTIAL DISTRICT
3. **Bill No. 26-03** (First reading on 01 21 26)  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING A CONDITIONAL USE PERMIT FOR CERTAIN REAL PROPERTY LOCATED AT 7393 HIGHWAY N AND STUMP ROAD
4. **Bill No. 26-11** (First reading on 03 18 26)  
AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPROVING THE REZONING OF CERTAIN REAL PROPERTY LOCATED APPROXIMATELY 875 FEET WEST OF HIGHWAY N AND ARDMORE DRIVE, OTHERWISE KNOWN AS "PRAIRIE POINT," FROM "ND," NEW DEVELOPMENT DISTRICT, TO "R-1D," SINGLE-FAMILY RESIDENTIAL DISTRICT, PLANNED UNIT DEVELOPMENT (P.U.D.); AND APPROVING AN AREA PLAN WITH CONDITIONS FOR THE SAME

**OFFICER & STAFF COMMUNICATIONS**

1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor

**ADJOURNMENT**