

**MINUTES OF THE  
CITY OF FRONTENAC  
BOARD OF ALDERPERSON  
MAY 30, 2023**

The May 30, 2023 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:08 p.m. with Kate Hatfield, presiding. The Alderpersons present were Pat Kilker, Meg Mannion (participated via video conference), Jamie Griesedieck, Scott Mullis, and Dan Millman arrived 6:21 pm. Alderperson Tom O'Brien was absent.

Also, in attendance was City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Police Chief, Mark Guttman; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; Public Works Director, Jeff Wappelhorst; Finance Officer, Lea Ann Bennett; Building Commissioner, David Fairgrieve; and Building Inspector, Jon Jespersen.

The Pledge of Allegiance was stated.

**A. MOTION TO APPROVE AGENDA**

Mayor Hatfield asked for a motion to approve the meeting agenda for Tuesday, May 30, 2023.

**MOTION:** Alderperson Kilker made a motion and Alderperson Mullis made a second to approve the amended meeting agenda. All Alderpersons present voted "Aye". The vote was unanimous.

**MOTION PASSED.**

**B. PUBLIC HEARING**

Presentation of the budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Ms. Bennett stated the general fund net income is \$1.95 million, and there will be a transfer of \$2.3 million, net income capital fund deficit \$2.23 million, capital fund assigned \$1.104 million. The storm water deficit of \$1.962 million, total net loss \$2.12 million.

**C. PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS)**

Mark Bumiller of 10424 Savannah, read a statement, which is attached and was passed out to Mayor Hatfield and the Board of Alderpersons. A copy of the statement is attached to the minutes. Mayor Hatfield stated the previous building commissioner was asked to look into this project. Mr. Fairgrieve will be asked to investigate this issue.

**D. MAYOR’S COMMENTS, REPORTS, APPOINTMENTS**

Mayor Hatfield’s appointment of David Fairgrieve as Building Commissioner for the City of Frontenac, Missouri.

**MOTION:** Alderperson Kilker made a motion and Alderperson Mullis made a second to the motion to appointment David Fairgrieve as Building Commissioner of the City of Frontenac, Missouri. All Alderpersons voted “Aye”. The vote unanimous. **MOTION PASSED.**

Mayor Hatfield congratulated the following employees on their work anniversaries.

- Craig Smith, 26 years
- Cody Loveless, 19 years
- Tim Duda, 16 years
- Bryce Wehlermann, 2 years

Mayor Hatfield congratulated City Clerk, Leesa Ross on her appointment as Region VII Director for the international Institute of Municipal Clerks. Leesa was sworn in on May 17 and will serve with 27 other board directors, representing 15,000 members. Leesa will serve a three-year term, representing city clerks in Missouri, Illinois and Kansas.

**E. COMMENTS BY BOARD OF ALDERPERSON MEMBERS**

No comments were made at this time.

**F. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES**

- 1. Planning & Zoning Commission: None
- 2. Ways & Means Committee: April 2023
- 3. Public Works Commission: April 2023
- 4. Building Permit Report: April 2023

Mayor Hatfield stated the above reports will stand as submitted.

**G. CITY STAFF’S REPORT**

- 1. City Clerk / City Administrator Report

Ms. Ross gave an update of the new and closed businesses in the City of Frontenac.

- 2. Finance Officer

Ms. Bennett stated revenues are up for the month and expenses are down. Lea Ann gave an update on the audit recommendations which included court reconciliations, escrow balances on building projects and excessive leave balances for vacation and comp time. Mayor Hatfield asked Ms. Bennett to see how much it would cost the city to pay the leave out. Chief Blake stated the balances are down and should be in line this year.

#### **H. CONSENT AGENDA:**

1. Minutes – April 18, 2023, Regular Meeting
2. Warrant lists for April 1 – April 30, 2023
3. **Resolution No. 2023-527**: A resolution resending Resolution No. 2023-522 related to an agreement for street patching and authorizing the mayor, on behalf of the City of Frontenac, Missouri, to enter into a new agreement with Spencer Contracting to provide street patching.

**MOTION**: Alderperson Griesedieck made a motion and Alderperson Kilker made a second to approve the consent agenda.

**ROLL CALL VOTE**: Alderperson Mannion, “Aye”; Alderperson Kilker, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson Mullis, “Aye”; and Alderperson Millman, “Aye”. All Alderpersons present voted “Aye.” The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

#### **I. UNFINISHED BUSINESS**

There was no unfinished business.

#### **J. NEW BUSINESS:**

1. **Bill No. 2023-2063**: An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Mayor Hatfield asked was there any additional discussion.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2063.

**MOTION**: Alderperson Griesedieck made a motion and Alderperson Mullis made a second to the motion to approve a second reading of Bill No. 2023-2063. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2063.

**Bill No. 2023-2063:** An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2063.

**MOTION:** Alderperson Griesedieck made a motion to approve Bill No. 2023-2063 and Alderperson Mullis made a second for approval.

Mayor Hatfield asked Ms. Ross for a roll call of the Board of Alderpersons.

**ROLL CALL VOTE:** Alderperson Kilker, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson Mullis, "Aye"; Alderperson Millman, "Aye"; and Alderperson Mannion, "Aye". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

2. **Resolution No. 2023-528:** A resolution authorizing the mayor of the City of Frontenac, Missouri, to accept a proposal from H3 Studio to complete zoning code update.

Mr. Tim Brieihan of H3 Studio stated they worked over the last 14-16 months to update the comprehensive plan of the city. Updates to the land use plan occurred. Their proposal is to complete zoning code updates in recommendation to the comp plan. The updates are divided into three tasks. The first is to prepare text amendment to the code. They will remove PD-R, PD-C, and PD-MXD. They will then look at strategic potential updates to R-1 and R-2 zoning districts to address size and compatible updates. They will then develop a new zoning district for Frontenac business districts, in Le Chateau, the area of the Hilton, Plaza Frontenac and on German Boulevard. They will engage key property owners on German Blvd area, particularly looking at the Deer Creek flood study. They will also look at gaps or barriers and flood requirements. Administrative procedures will be reviewed and updated to bring to coordination.

Mr. Brieihan envisioned this will take several adoption processes. The text amendments and repeals may happen quickly, the new business districts may take longer. The fee proposal is structured on an hourly basis and a not to exceed maximum price and hours, for each phase.

Alderperson Mullis asked about the timeline. Mr. Brieihan stated they hope to work in the window of the zoning moratorium which is in place, and he hopes to move as soon as possible. Alderperson Millman said it will take approximately 300 hours at the project manager level. Mr. Brieihan said certain tasks require different personnel to handle due to levels of expertise. He said he wants to deliver this as cost effective as possible.

Mayor Hatfield asked for a motion to approval Resolution No. 2023-528.

**MOTION:** Alderperson Griesedieck made a motion to approve Resolution No. 2023-528 and Alderperson Millman made a second to the motion for approval.

Mayor Hatfield asked Ms. Ross for a roll call of the Board of Alderpersons.

**ROLL CALL VOTE:** Alderperson Griesedieck, “Aye”; Alderperson Mullis, “Aye”; Alderperson Millman, “Aye”; Alderperson Mannion, “Aye”; and Alderperson Kilker, “Aye”. The vote was unanimous.  
**MOTION PASSED by a vote of 5-0.**

Ms. Ross advised in order to have a set price on the pumper, the order for the pumper would have to be signed off by June 10. The cost of the pumper is approximately \$1,103,204. Mayor Hatfield asked Mr. O’Keefe could we pass this by a motion and pass a resolution at a later date. Mr. O’Keefe stated it would fine to pass as a voice motion, and no further action would be needed.

Mayor Hatfield asked for a motion to allow her to sign the contract for the new fire pumper.

**MOTION:** Alderperson Millman made a motion and Alderperson Kilker made a second to the motion to authorize the mayor to execute a contract for a fire pumper in order to hold the price at \$1,103,204.

**ROLL CALL VOTE:** Alderperson Millman, “Aye”; Alderperson Mullis, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson Kilker, “Aye”; and Alderperson Mannion, “Aye”. Motion passed unanimously, by a vote of 5-0.

**K. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (3) PERSONNEL AND MEETING A MEETING ADJOURNMENT**

Mayor Hatfield asked for a motion to adjourn the meeting.

**MOTION:** Alderperson Griesedieck made a motion and Alderperson Mullis made a second to the motion to go into executive session for purposes of R.S. MO 610.021 (1) legal and (3) personnel and to adjourn the meeting.

**ROLL CALL VOTE:** Alderperson Mullis, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson Kilker, “Aye”; Alderperson Mannion, “Aye”; and Alderperson Millman, “Aye”. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

The meeting was adjourned at 6:44 p.m.