

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON MAY 29, 2019

The May 29, 2019, regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 7:18 p.m. with Mayor Kate Hatfield, presiding. The Alderpersons present were Dan Millman, Brian Warner, Dan Kemper, Jamie Griesedieck and Tom O'Brien. Alderperson Mahadevan was not present.

Also in attendance was City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Fire Chief, Marc Ulses; Chief of Police, Mark Guttman; Public Works Director, Jeff Wappelhorst; and Finance Officer, Lea Ann Bennett.

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

Mayor Hatfield asked for a motion to approve tonight's agenda.

MOTION: Alderperson O'Brien motioned and Alderperson Kemper seconded the approval of tonight's agenda. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

Dr. Peter Schroeder of Oak Hill School stated they would like to raise chickens for their students. He stated he applied for a permit and followed with a conditional use permit application, however the city's regulations on chickens were for single family homes. He was advised to come to the meeting by Mr. Morgan. Mr. Schroeder stated their school sits on 61 acres with a large distance from the nearest homes on Bluespring. He stated they did purchase a chicken coop and would like to add a few a year, up to 14, which is the amount the coop, can hold. Mr. Christensen said most cities have a sliding scale in relative to the size of the property. A recommendation was made that Mr. Christensen do research and come back with a report, for the city to allow more chickens on a larger lot. Additional discussion insured.

Mr. Manlin read a statement regarding his request to subdivide lots, located at 10477 Garibaldi Place and 10480 Donoho Place. The statement is attached.

C. MAYOR’S COMMENTS

Mayor Hatfield made the following appointments:

Mayor Hatfield stated she would like to appoint Dan Kemper to serve as President of the Board of Aldermen.

Mayor Hatfield stated she would like to appoint Alan Key to serve as Provisional Judge.

Mayor Hatfield stated she would like to appoint Dan Millman to serve as the Board of Aldermen’s representative on the Ways & Means Committee.

Mayor Hatfield asked for a motion to approve the appointments.

MOTION: Alderperson Kemper motioned and Alderperson Warner seconded approval of the mayor’s three appointments. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

No Board of Alderpersons made comments at this time.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|---|------------|
| 1. | Planning & Zoning Commission: | April 2019 |
| 2. | Ways & Means Committee: | April 2019 |
| 3. | Public Works Commission: | April 2019 |
| 4. | Building Commissioner
& Zoning Administrator | April 2019 |

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF’S REPORTS

1. City Clerk

Ms. Ross had no report at this time.

2. Finance Officer

Ms. Bennett said revenues are outperforming year to date and were up 33% in April and 5.5% year to date. She stated the reason for the large increase is the business license revenue that was received in April. The overall sales taxes, building permits and interest income are all up. She stated expenses continue to be under budget.

3. City Administrator

Mr. Christensen stated the final development plan for 11130 South 40 Drive and 11155 Clayton Road was presented by Mr. Stock with a comprehensive review. The plan was received by Mr. Morgan and reviewed by the Planning & Zoning Commission on April 23, with no changes. The final development plan requires a review, and hearing for questions, however no action is needed.

G. CONSENT AGENDA: Public Hearing, April 16, 2019

Regular Meeting, April 16, 2019

Warrant Lists, April 1 – April 30, 2019

1. **Resolution No. 2019-396:** A resolution authorizing the Mayor to enter into an agreement with West County EMS and Fire Protection District to provide training to the fire department personnel.
2. **Resolution No. 2018-397:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with Bartlett & West for engineering services on the Spoede Road Bridge.
3. **Resolution No. 2019-398:** A resolution authorizing the purchase and installation of new computer software for the City of Frontenac.
4. **Resolution No. 2018-399:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with America's Parking Remarketing Inc., for striping of the four city owned streets.

Mayor Hatfield asked were their questions regarding any items on the consent agenda.

Aldersperson Kemper asked would the new software effect the equipment in the council room. Mr. Christensen stated no, it is for software for 36 work stations, and it does not have anything to do with the audio visual equipment.

Aldersperson Kemper asked how often is striping done and he asked will they strip Geyer Road. Mr. Wappelhorst stated striping is completed once a year, and yes Geyer Road will be restriped as Phase I will not take place to later in 2020 or early 2021. Aldersperson Warner asked if the city can notify the residents when striping is about to take place.

Mayor Hatfield asked for a motion to approve the consent agenda.

MOTION: Aldersperson Warner motioned and Aldersperson Millman seconded the approval of the consent agenda.

ROLL CALL VOTE: Alderperson Warner, “Aye”; Alderperson Kemper, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; and Alderperson Millman, “Aye”. All Alderpersons present voted “Aye.” The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

H. UNFINISHED BUSINESS

1. **Bill No. 2019-1929.1:** An ordinance amending Chapter 150 of the Code of Ordinances of the City of Frontenac, Missouri to establish a video conference meeting policy.

The first reading of this bill was given at the April 16, 2019 meeting.

Mr. O’Keefe stated this ordinance allows for video conferencing for subjects who are unable to attend the meeting. He said a quorum must be physically present and the Board or Commission must accept to allow video conferencing. He stated there must be a two-way audio and video collection. He also said when someone is participating remotely, votes count under the Missouri Sunshine Law. It does not have to be an emergency for someone to participate this way, however this should not be the norm.

Mayor Hatfield asked for a motion to amend Bill No. 2019-1929 to the text of Bill No. 2019-1929.1

MOTION: Alderperson Warner motioned and Alderperson Griesedieck seconded to amend Bill No. 2019-1929.1. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked for a motion for a second reading of Bill No. 2019-1929.1 as amended.

MOTION: Alderperson Millman motioned and Alderperson O’Brien seconded approval of the second reading of Bill No. 2019-1929.1 as amended. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2019-1929.1: An ordinance amending Chapter 150 of the Code of Ordinances of the City of Frontenac, Missouri to establish a video conference meeting policy.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1929.1 as amended.

MOTION: Alderperson Griesedieck motioned and Alderperson Warner seconded approval of Bill No. 2019-1929.1 as amended.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Kemper, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; and Alderperson Warner, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Bill No. 2019-1929.1 became Ordinance No. 2019-1883.

2. **Bill No. 2019-1930.1:** An ordinance amending Chapter 215 of the Frontenac Municipal Code of Ordinances to prohibit the supplemental feeding of deer and other wildlife.

The first reading of this bill was given at the April 16, 2019 meeting.

Mr. O’Keefe stated the previous version was amended to clarify the keeping of food and its availability.

Mayor Hatfield asked for a motion to amend Bill No. 2019-1930 to the text of Bill No. 2019-1930.1.

MOTION: Alderperson Millman motioned and Alderperson Warner seconded amending Bill No. 2019-1930.1. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked for a motion for a second reading of Bill No. 2019-1930.1 as amended.

MOTION: Alderperson Warner motioned and Alderperson Millman seconded approval of the second reading of Bill No. 2019-1930.1 as amended. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2019-1930.1: An ordinance amending Chapter 215 of the Frontenac Municipal Code of Ordinances to prohibit the supplemental feeding of deer and other wildlife.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1930.1.

MOTION: Alderperson motioned and Alderperson seconded approval of Bill No. 2019-1930.1.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; Alderperson Warner, “Aye”; and Alderperson Kemper, “Nay” . The vote was not unanimous. **MOTION PASSED by a vote of 4-1.**

Bill No. 2019-1930.1 became Ordinance No. 2019-1884.

I. NEW BUSINESS:

1. **Bill No. 2019-1931:** An ordinance authorizing final approval to re-subdivide the properties located at 10477 Garibaldi Place and 10480 Donoho Place including two requested variances, in the City of Frontenac, Missouri.

Mayor Hatfield asked Mr. Christensen for an explanation of this bill. Mr. Christensen stated there was a request for re-subdivision of two 100x100 lots into two 50x200 lots. A public hearing was held in April. There were concerns about the density. Mr. Manlin has resubmitted plans that include a deed restriction for the two lots on Donoho that will not allow them to be developed. Alderperson Warner asked how many 50x100 lots existed in West End Park. Mr. Manlin had information and said there were 39. Alderperson Millman asked would the deed restriction expire, and would it be forever. Mr. O’Keefe stated the city will make sure the deed restriction runs in favor of the city. There was a letter submitted by Marc Enger of Anzeiger who stated he was in favor of the proposed bill. Mayor Hatfield asked would it be an issue that the lots which were originally platted as 25x100 foot lots, many are not consolidated when combined, and that the city does not have an ordinance

forcing them to do so. She also asked are they platted by common ownership. Mr. O'Keefe stated if it was replatted, that wipes out the previous configuration. Mr. Christensen stated for these two properties, in 2015, the lots were 25 feet wide and they were platted into two 100x100 lots. He said Mr. Manlin had to request a re-subdivision, as what was previously done and could not be undone, other than by ordinance. Mr. Christensen stated he will follow up with the deed restriction.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson O'Brien motioned and Alderperson Griesedieck seconded approval of the second reading of Bill No. 2019-1931. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2019-1931: An ordinance authorizing final approval to re-subdivide the properties located at 10477 Garibaldi Place and 10480 Donoho Place including two requested variances, in the City of Frontenac, Missouri.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1931.

MOTION: Alderperson Kemper motioned and Alderperson O'Brien seconded approval of Bill No. 2019-1931.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Warner, "Aye"; and Alderperson Kemper. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Bill No. 2019-1931 became Ordinance No. 2019-1885.

2. **Bill No. 2019-1932:** An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Mayor Hatfield asked Mr. Christensen for an explanation of this bill. Mr. Christensen stated he had no further comments.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson Warner motioned and Alderperson O'Brien seconded approval of the second reading of Bill No. 2019-1932. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2019-1932: An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1932.

MOTION: Alderperson Kemper motioned and Alderperson Warner seconded approval of Bill No. 2019-1932.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Warner, "Aye" and Alderperson Kemper, "Aye". The vote was unanimous.

MOTION PASSED by a vote of 5-0.

Bill No. 2019-1932 became Ordinance No. 2019-1886.

- 3. Bill No. 2019-1933:** An ordinance approving modifications to the budget of the City of Frontenac, Missouri for the fiscal year 2018-2019.

Mayor Hatfield asked Mr. Christensen for an explanation on this bill. Mr. Christensen stated these are all for storm water funds which were not spent in fiscal year 2018-2019.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson Warner motioned and Alderperson Kemper seconded approval of the second reading of Bill No. 2019-1933. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2019-1933: An ordinance approving modifications to the budget of the City of Frontenac, Missouri for the fiscal year 2018-2019.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1933.

MOTION: Alderperson Millman motioned and Alderperson Warner seconded approval of Bill No. 2019-1933.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Millman, "Aye"; Alderperson Warner, "Aye"; Alderperson Kemper, "Nay"; Alderperson Griesedieck, "Aye"; and Alderperson O'Brien, "Aye". The vote was unanimous.

MOTION PASSED by a vote of 5-0.

Bill No. 2019-1933 became Ordinance No. 2019-1887.

- 4. Bill No. 2019-1934:** An ordinance amending Schedule III of the Code of Ordinances of the City of Frontenac to include two (2) additional stop signs.

Mayor Hatfield asked Mr. Christensen for an explanation on this bill. Mr. Christensen stated stop signs are allowed and are required to be installed by ordinance. These are for two new stop signs on Cordata Lane in the McBride Development. Once sign will face eastbound, the other sign westbound.

MOTION: Alderperson Warner motioned and Alderperson O'Brien seconded approval of the second reading of Bill No. 2019-1934. All Alderpersons present voted "Aye". The vote was unanimous.
MOTION PASSED.

Bill No. 2019-1934: An ordinance amending Schedule III of the Code of Ordinances of the City of Frontenac to include two (2) additional stop signs.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1934.

MOTION: Alderperson Warner motioned and Alderperson Kemper seconded approval of Bill No. 2019-1934.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Warner, "Aye"; Alderperson Kemper, "Aye"; and Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; and Alderperson Millman, "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Bill No. 2019-1934 became Ordinance No. 2019-1888.

5. **Bill No. 2019-1935:** An ordinance authorizing an STP-Urban Program Agreement with the Missouri Highways and Transportation Commission for improvements to Geyer Road, Federal Project No. STP-5303(607).

Mayor Hatfield asked Mr. Christensen for an explanation of this bill. Mr. Christensen stated this is for the grant approving the agreement with MoDOT, to oversee federal funds, administration, and reimbursement. This is Phase I, which design will begin soon with construction in 2020 and ending in 2021. Mr. Christensen stated the city was recently informed that our grant submission for Phase II was not recommended. Our application scored well but there were a lot of good projects and ours did not get funded. This will bump the process for Phase II back one year with a possible start date of 2022. Mayor Hatfield asked if the city has any risks that Phase I will not be completed, Mr. Christensen stated no, the grant funds are already set aside.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson Warner motioned and Alderperson Millman seconded approval of the second reading of Bill No. 2019-1935. All Alderpersons present voted "Aye". The vote was unanimous.
MOTION PASSED.

Bill No. 2019-1935: An ordinance authorizing an STP-Urban Program Agreement with the Missouri Highways and Transportation Commission for improvements to Geyer Road, Federal Project No. STP-5303(607).

Mayor Hatfield asked for a motion to approve Bill No. 2019-1935.

MOTION: Alderperson Kemper motioned and Alderperson Warner seconded approval of Bill No. 2019-1935.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Kemper, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; and Alderperson Warner, “Aye”;. The vote was unanimous.
MOTION PASSED by a vote of 5-0.

Bill No. 2019-1935 became Ordinance No. 2019-1889.

6. **Bill No. 2019-1936:** An ordinance amending Section 500.020 of the Frontenac Municipal Code relating to safety standards for construction projects.

Mayor Hatfield asked Mr. O’Keefe for an explanation of this bill. Mr. O’Keefe stated this bill is within the city’s continuing effort for standards of construction, and for best practices for public safety. This ensures the city will continue with safety practices, to maintain and enhance the city’s regulatory rule.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson Millman motioned and Alderperson Warner seconded approval of the second reading of Bill No. 2019-1936. All Alderpersons present voted “Aye”. The vote was unanimous.
MOTION PASSED.

Bill No. 2019-1936: An ordinance amending Sections 500.020 of the Frontenac Municipal Code relating to safety standards for construction projects.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1936.

MOTION: Alderperson Kemper motioned and Alderperson Warner seconded approval of Bill No. 2019-1936.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; Alderperson Warner, “Aye”; and Alderperson Kemper, “Aye”. The vote was unanimous.
MOTION PASSED by a vote of 5-0.

Bill No. 2019-1936 became Ordinance No. 2019-1890.

7. **Bill No. 2019-1937:** An ordinance amending the Frontenac Municipal Code pertaining to Ways and Means and Public Works Committees.

Mayor Hatfield asked Mr. Christensen for an explanation of this bill. Mr. Christensen stated this amends the structure of the Ways & Means Committee and allows the treasurer to be a voting member. The treasurer is currently an ex-officio and not a voting member. It also reduces the number of regular members by one, with five citizen members, the city treasurer and the aldermanic representative as voting members. He stated regarding the Public Works Commission it removes the city’s liaison from the Building Commission and adds the Public Works Director.

Mayor Hatfield asked for a motion for a second reading.

MOTION: Alderperson Kemper motioned and Alderperson Millman seconded approval of the second reading of Bill No. 2019-1937. All Alderpersons present voted “Aye”. The vote was unanimous.
MOTION PASSED.

Bill No. 2019-1937: An ordinance amending the Frontenac Municipal Code pertaining to Ways and Means and Public Work Committees.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1937.

MOTION: Alderperson motioned and Alderperson seconded approval of Bill No. 2019-1937.

Mayor Hatfield asked Ms. Ross for a poll vote.

ROLL CALL VOTE: A Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; Alderperson Warner, “Aye”; Alderperson Kemper, “Aye”; and Alderperson Griesedieck, “Aye”. The vote was unanimous.
MOTION PASSED by a vote of 5-0.

Bill No. 2019-1937 became Ordinance No. 2019-1891.

8. **Bill No. 2019-1938:** An ordinance amending Sections 125.020, 125.030, and 125.040 of the Frontenac Municipal Code, relating conflicts of interest.

Mr. O’Keefe stated this bill will enhance transparency for all elected and appointed officials. The officials will have to disclose transactions and potential conflicts of interest in business annually. Mr. O’Keefe stated elected officials must fill out a short form and disclose transactions. With the use of the long form, the form he is recommending; elected and appointed officials must disclose substantial interests for not just elected officials but all citizen volunteers. This will require them to disclose interests within 30 days. Mr. O’Keefe said this comes from a variety of standards and concerns. There was discussion from the board whether to require the long form or the short form. Mr. O’Keefe stated the short form deals with transactions with the city or individuals, the long form deals with public interest and personal interest. Mayor Hatfield stated by adopting this, it will increase transparency.

MOTION: Alderperson O’Brien motioned and Alderperson Griesedieck seconded to table Bill No. 2019-1938.

9. **Resolution No. 2019-400:** A resolution authorizing the Mayor on behalf of the City of Frontenac, Missouri, to enter into a contract for the Clayton Terrace, Garibaldi and Arthur Storm Water Improvement Project.

Mayor Hatfield asked for an explanation of this resolution from Mr. Christensen. Mr. Christensen stated this resolution authorizes the city to contract with DW Mertzke for storm water improvements for the Clayton Terrace, Garibaldi and Arthur Storm Water Improvement Project. This project is in line with the city’s storm water master plan. Two bids were received and DW Mertzke was the best

qualified bid. This was also reviewed and approved by the Public Works Commission and it is a budgeted expenditure.

MOTION: Alderperson O'Brien motioned and Alderperson Kemper seconded approval of Resolution No. 2019-400. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

J. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (12) CONTRACT NEGOTIATIONS

MOTION: Alderperson Griesedieck motioned and Alderperson Kemper seconded to go into executive session for R.S. MO 610.021 (1) Legal (12) Contract Negotiations.

ROLL CALL VOTE: Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Warner, "Aye"; Alderperson Kemper, "Aye"; and Alderperson Griesedieck, "Aye". All Alderperson present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

K. ADJOURNMENT

Mayor Hatfield asked for a motion and second to adjourn the meeting.

MOTION: Alderperson Griesedieck motioned and Alderperson Kemper seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting adjourned at 8:13 p.m.