

**MINUTES OF THE  
CITY OF FRONTENAC  
BOARD OF ALDERPERSON  
FEBRUARY 28, 2023**

The February 28, 2023 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:02 p.m. with Kate Hatfield, presiding. The Alderpersons present were Pat Kilker, Meg Mannion, Jamie Griesedieck, Tom O'Brien, and Dan Millman. Alderperson Nalini Mahadevan was absent.

Also, in attendance was City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; City Attorney, Edward Sluys; Police Chief, Mark Guttman; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; Public Works Director, Jeff Wappelhorst; Finance Officer, Lea Ann Bennett; and Building Commissioner, Jared Reid.

The Pledge of Allegiance was stated.

**A. MOTION TO APPROVE AGENDA**

Mayor Hatfield asked for a motion to approve the meeting agenda for Tuesday, February 28, 2023.

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

**MOTION PASSED.**

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

There were no comments made at this time.

**C. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS**

Mayor Hatfield thanked the police officers and fire fighters for their participation and support today at Red Key Realtors. She also congratulated the following employees on work anniversaries, Mark Guttman, Leesa Ross, Rich Helm and Chad Fallert.

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

No comments were made at this time.

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

1. Planning & Zoning Commission: None
2. Ways & Means Committee: January 2023
3. Public Works Commission: December 2022
4. Building Permit Report: January 2023

Mayor Hatfield stated the above reports will stand as submitted.

**F. CITY STAFF'S REPORT**

1. City Clerk

Ms. Ross has no report at this time.

2. Finance Officer

Ms. Bennett stated the report for January, has revenue up 8.4% over budget, and expenses down 1%. She also said sales tax had a large bump in February, which was December sales.

Aldersperson Millman commented on the building permit report and several swimming pools permits which seem extremely low.

3. City Administrator

Mr. Christensen stated the final public forum was held over a week ago at Nieman Marcus. The contractor, H3 Studio, is working on drafting the language for the comp plan and he stated he hopes it is completed in several weeks. The public hearing will be held at either the March or April Planning & Zoning Commission meeting. Mayor Hatfield requested H3 Studio, update the comp plan so it can be published. It needs to be updated to remove residential single family from the business district area.

**G. CONSENT AGENDA:**

1. Minutes – January 17, 2023 Workshop Meeting and Regular Meeting
2. Warrant lists for January 1 – January 31, 2023
3. **Resolution No. 2023-518:** A resolution authorizing the purchase of seventeen (17) first responder kits that include gas masks, filters, and carriers for the Frontenac Police Department.

**MOTION:** Aldersperson O'Brien made a motion and Aldersperson Mannion seconded the approval of the consent agenda.

**ROLL CALL VOTE:** Alderperson Mannion, “Aye”; Alderperson Kilker, “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**

There was no unfinished business.

## **I. NEW BUSINESS:**

### **1. Audit Report – Sikich LLP**

Mr. Mike Williams of Sikich presented the annual financial audit. Mr. Williams stated there were three reports, the basic audited financial statements, the management letter and the transmittal letter. A certificate of achievement was presented for last year’s audited financial report. An opinion statement stated there were no qualifications or modifications. Mr. Williams discussed the management, discussion and analysis, and the net position of the city. Assets have increase and liability have decreased. Deferred Inflows of resources refer to the pension plan. The summary of revenue and expenses were presented. The general fund balances were stated, as well as revenue and expenses and references to the financial statement. Capital assets and the pension plan were discussed. He stated the LAGERS pension plan is 97% funded. Deferred inflows and outflows were presented. Long term liabilities are down. Additional discussion of lessor disclosures, insurance, dispatching services, tax abatements, and future accounting pronouncements.

The management letter was referenced, and Mr. Williams stated the following three recommendations were noted:

#1 Escrow revenue over five years are still outstanding.

#2 Some compensatory time balances are over the allowed limits.

#3 The bank reconciliations were not completed in the Show-Me courts system by the Court Department during the year.

There was discussion about the city’s debt, which is \$1.36 million. There was also discussion from Mr. Christensen about correcting the issues listed above regarding escrows, comp time balances and court reconciliations.

Alderperson Millman thanked Mr. Williams and Ms. Bennett on a great job.

Ms. Bennett stated, the city recently invested \$5 million dollars with MOSIP, which has a return of 5% on a 180-day term.

- 2. Bill No. 2023-2052:** An ordinance amending Chapter 100 of the City of Frontenac, Municipal Code of Ordinances, relating to enforcement of city ordinances, reimbursement of city expenses, and remedies for misconduct by city vendors and contractors.

Mr. Sluys stated this bill will amend and firm up provisions to give the city more power in enforcing certain ordinances. This allows injunctions for a court order and the city's authority to do so, and it pertains to delinquent applicants, as subjects who can be disqualified for future permits. It also allows for reimbursement for the cost of processing applications, as well as a debarment process. This proposal ties up processes to protect the city.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2052.

**MOTION:** Alderperson Millman made a motion and Alderperson Griesedieck made a second to the motion to approve a second reading of Bill No. 2023-2052. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2052.

**Bill No. 2023-2052:** An ordinance amending Chapter 100 of the City of Frontenac, Municipal Code of Ordinances, relating to enforcement of city ordinances, reimbursement of city expenses, and remedies for misconduct by city vendors and contractors.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2052.

**MOTION:** Alderperson Kilker made a motion to approve Bill No. 2023-2052 and Alderperson Griesedieck made a second for approval.

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

**ROLL CALL VOTE:** Alderperson Mannion, "Aye"; Alderperson Kilker, "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.**

3. **Bill No. 2023-2053:** An ordinance relating to procedures for issuance and enforcement of subpoenas in furtherance of Board of Aldermen proceedings.

Mr. Sluys stated this is another tool, that gives the city the power to subpoena witnesses to testify before the board. This is the process, to bring someone in to testify, and how we use subpoena power. It enhances the city's current processes.

Mayor Hatfield asked for a motion for a second reading.

**MOTION:** Alderperson Kilker made a motion and Alderperson O'Brien made a second to the motion to approve a second reading of Bill No. 2023-2053. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2053.

**Bill No. 2023-2053:** An ordinance relating to procedures for issuance and enforcement of subpoenas in furtherance of Board of Aldermen proceedings.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2053.

**MOTION:** Alderperson Griesedieck made a motion to approve Bill No. 2023-2053 and Alderperson Mannion 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 O’Brien, “Aye”; Alderperson Millman, “Aye”; and Alderperson Mannion, “Aye”. The vote was unanimous.

**MOTION PASSED by a vote of 5-0.**

4. **Bill No. 2023-2054:** An ordinance authorizing adoption of an amendment to the contract for housing of municipal inmates with St. Louis County Justice Center.

Mr. Christensen stated this is a increase in fees from \$30 to \$50 for the county to house municipal prisoners, for the City of Frontenac. Chief Guttman stated \$120 was proposed, and it has been \$30 since 1998.

Mayor Hatfield asked for a motion for a second reading.

**MOTION:** Alderperson Griesedieck made a motion and Alderperson Kilker made a second to the motion to approve a second reading of Bill No. 2023-2054. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2054.

**Bill No. 2023-2054:** An ordinance authorizing adoption of an amendment to the contract for housing of municipal inmates with St. Louis County Justice Center.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2054.

**MOTION:** Alderperson Millman made a motion to approve Bill No. 2023-2054 and Alderperson Mannion made a second for approval.

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

**ROLL CALL VOTE:** Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; Alderperson Mannion, “Aye”; and Alderperson Kilker, “Aye”. The vote was unanimous.

**MOTION PASSED by a vote of 5-0.**

5. **Bill No. 2023-2055**: An ordinance authorizing an amendment to an agreement with Gateway Disposal, LLC, to increase monthly fees in order to help offset unanticipated fuel costs.

Aldersperson Millman discussed the proposed rate increase, and that, he, Mr. Christensen, and Mr. O’Keefe, met with Chuck Barcom owner of Gateway Disposal. Aldersperson Millman stated this was a cumbersome process. They converted the usage into a monthly fee, took the average, and made it an even \$28.00 per month. Diesel fuel currently is ranging between \$3.70 - \$3.75 per gallon. Mr. Christensen stated when the contract was signed, diesel fuel was \$2.19 a gallon, and it was budgeted to go up to no more than \$3.25 per gallon.

Mayor Hatfield asked for a motion for a second reading.

**MOTION**: Aldersperson Millman made a motion and Aldersperson O’Brien made a second to the motion to approve a second reading of Bill No. 2023-2055. All alderspersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2055.

**Bill No. 2023-2055**: An ordinance authorizing an amendment to an agreement with Gateway Disposal, LLC, to increase monthly fees in order to help offset unanticipated fuel costs.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2055.

**MOTION**: Aldersperson Kilker made a motion to approve Bill No. 2023-2055 and Aldersperson Mannion made a second for approval.

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

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

6. **Resolution No. 2023-519**: A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri, to approve a task order with EDM Incorporated for a supplemental services proposal for properties located near 2100 through 2106 North Geyer Road and West Geyer Lane.

Mr. Wappelhorst stated the original slated repairs were part of the storm water master plan. He started while working on flooding issues at 2026 N Geyer Road, the program began working on homes above there for rerouting water. There were three homes on the far west end of West Geyer Lane, and homes at 1 and 2 West Geyer. The problems included water discharge, flooding of the street and water getting into the interior of a home. He said it was an opportune moment to fix the other issues, and EDM did an addendum.

**MOTION:** Alderperson Griesedieck made a motion and Alderperson Mannion made a second to the motion to approve Resolution No. 2023-519. All in favor.

7. **Resolution No. 2023-520:** A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with Qmerit Electrification for the installation of an electric vehicle charging station.

There was discussion on what rate the city should charge for the usage of the electric. Mr. Christensen stated there is a \$10,000 rebate from Ameren Missouri. There was discussion of future grants that may be available. It was decided to move forward with this process and look for grants to possibly expand the station in the future. There was a discussion on where the charging stations should go. The cost to the city would be approximately \$20,000, after the grant.

**MOTION:** Alderperson O'Brien made a motion and Alderperson Millman made a second to the motion to approve Resolution No. 2023-520. All in favor.

#### **I. 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 Kilker 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 Kilker, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; and Alderperson Mannion, "Aye". All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

The meeting was adjourned at 7:10 p.m.