

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON APRIL 18, 2023

The April 18, 2023 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 4:34 p.m. with Kate Hatfield, presiding. The Alderpersons present were Pat Kilker, Meg Mannion, Jamie Griesedieck, Tom O'Brien, and Dan Millman.

Also, in attendance was City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Police Chief, Mark Guttmann; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; and Finance Officer, Lea Ann Bennett. Also, in attendance was City Building Consultant, Ellen Rottjakob arrived at 6:00 p.m.

### A. MOTION TO APPROVE AGENDA

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

The Pledge of Allegiance was stated.

### B. CERTIFICATION OF ELECTION RESULTS

City Clerk Ross read the certified election results:

#### OFFICIAL ELECTION RESULTS - CITY OF FRONTENAC, ELECTION DATE, APRIL 4, 2023

##### MAYOR

Kate Hatfield	561
Registered Voters	2,938
Total Ballots Cast	668
Percentage Caste	22.74%

##### WARD ONE

Meg Mannion	51
Other Votes	23
Registered Voters	951
Total Ballots Cast	191
Percentage Cast	20.08%

**WARD TWO**

Scott Mullis	188
Registered Voters	896
Total Ballots Cast	243
Percentage Cast	27.12%

**WARD THREE**

Tom O'Brien	126
Michael D. O'Hara	70
Registered Voters	1091
Total Ballots Cast	234
Percentage Cast	24.45%

**PROPOSITION M**

Yes	487
No	169
Ballots Cast	656
Total Ballots Cast	668
Registered Voters	2,938
Percentage Cast	22.74%

The votes were certified by the St. Louis County Board of Election Commissioners on April 14, 2023.

**C. VOTE TO APPROVE ELECTION RESULTS**

Mayor Hatfield asked for a motion to approve the certified results of the April 4, 2023, general municipal election.

**MOTION:** Alderperson Mannion made a motion and Alderperson Kilker seconded to approve the certified election results from the April 4, 2023 election. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

**D. SWEARING IN OF NEWLY ELECTED OFFICIALS**

Ms. Ross swore in Mayor Kate Hatfield and Alderpersons Meg Mannion, Scott Mullis and Tom O'Brien.

**F. ROLL CALL**

Mayor Hatfield asked for a roll call.

Roll Call: Alderperson Mullis, Alderperson Mannion, Alderperson Kilker, Alderperson Griesedieck, Alderperson O'Brien, and Alderperson Millman, all present.

**E. PRESENTATIONS**

Mayor Hatfield presented a plaque to outgoing Alderperson Nalini Mahadevan for serving six years on the Board of Alderpersons. (This occurred at 6:00 p.m. when meeting was reopened).

**F. PUBLIC FORUM (PRESENTATION OF REMARKS AND/OR PETITIONS)** Individuals who have concerns or remarks may address the Board of Alderpersons at this time.

No comments from the public were made at this time.

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

Mayor Hatfield asked for a motion for the appointment of Municipal Judge Andrea Niehoff and Provisional Judge, Alan Key.

Mayor Hatfield made the following additional appointments to the Boards and Commissions.

President of the Board of Alderperson, Dan Millman  
Aldermanic Rep to the Planning & Zoning Commission, Tom O'Brien  
Aldermanic Rep to the Public Works Commission, Pat Kilker  
Aldermanic Rep to the Architectural Review Board, Meg Mannion

Citizen Appointments to Boards and Commissions:

Architectural Review Board: Reappoint Tom Erman  
Public Works: Reappoint Jeff Christofferson and Peter Newton  
Ways & Means: Reappoint John Kennedy, Ken Marx and Katie Dixon  
Treasurer Tim Sant and Alternate: Emily Arneson  
Planning & Zoning Reappoint Kin Watkins and Kim Jackman Tompras  
Zoning Board of Adjustment – no appointments at this time

**MOTION:** A motion was made by Alderperson O'Brien and seconded by Alderperson Kilker to approve Mayor Hatfield's appointments for municipal judge and provisional judge, aldermanic representatives and reappointments to boards and commissions, and city treasurer and alternate treasurer. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

There were no comments at this time.

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

1. Planning & Zoning Commission: September 2022
2. Ways & Means Committee: February 2023
3. Public Works Commission: March 2023
4. Building Commissioner  
& Zoning Administrator February and March 2023

Mayor Hatfield stated the above reports will stand as submitted.

**J. CITY STAFF'S REPORT**

1. City Clerk
  - Metro East Regional Meeting, Missouri Municipal League, May 17, 2023
  - Elected Officials Conference, June 8- 9, 2023, Columbia MO

Ms. Ross gave an update on business licenses and new stores coming to Plaza Frontenac, and several stores which recently closed.

2. Finance Officer
  - February and March 2023 Financial Report

Ms Bennett stated revenue is up \$700,000, which is 7.6%. She said expenses are even. She said sales tax is doing well and most retailers are up, and that some are up double digits.

3. City Administrator

Mr. Christensen stated the comprehensive plan public hearing, will be held on Wednesday May 3, at 6:00 p.m. The draft plan will be up on the city's website within the next two days. H3 Studio is working on getting zoning ordinances in place quickly. The city has a proposal from H3 Studio, legal counsel and Ms. Rottjakob to assist with the ordinances.

**K. CONSENT AGENDA:**

1. Minutes – February 28, 2023, regular meeting and March 14 and March 31, special meetings
2. **Warrant Lists** for February 1 – March 31, 2023
3. **Resolution No. 2023-522** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with STL Milling and Paving to provide street patching

4. **Resolution No. 2023-523**: A resolution of the City of Frontenac Board of Alderpersons, endorsing Saint Louis County's Grant Program for the city's waste reduction efforts.
5. **Resolution No. 2023-524**: A resolution authorizing the City Administrator to approve certain payments for easements along Geyer Road.
6. **Resolution No. 2023-525**: A resolution authorizing and directing the mayor to execute a letter of engagement governing compensation for employment law counsel by Ogletree, Deakins, Nash, Smoak, and Stewart, P.C.
7. **Resolution No. 2023-526**: A resolution authorizing an incentive payment to certain employees and contractors working for the City of Frontenac for the purpose of recruiting a building commissioner.

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

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

**ROLL CALL VOTE**: Alderperson Mannion, "Aye"; Alderperson Kilker, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; and Alderperson Mullis, "Aye". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

#### **L. UNFINISHED BUSINESS**

There was no unfinished business.

#### **M. NEW BUSINESS:**

1. **Bill No. 2023-2057**: An ordinance authorizing the City of Frontenac, Missouri to enter into and execute an intergovernmental master agreement between the Frontenac Police Department and the Regional Justice Information Service Commission (REJIS).

Chief Guttman stated this would update our computer aided dispatch system. We will be moving from Global to Motorola.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2057.

**MOTION**: Alderperson Millman made a motion and Alderperson O'Brien seconded for a second reading of Bill No. 2023-2057. All Alderpersons present voted "Aye" The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2057**: An ordinance authorizing the City of Frontenac, Missouri to enter into and execute an intergovernmental master agreement between the Frontenac Police Department and the Regional Justice Information Service Commission (REJIS).

Mayor Hatfield asked for a motion to approve Bill No. 2023-2057.

**MOTION:** Alderperson Mannion made a motion and Alderperson Kilker seconded approval of Bill No. 2023-2057.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE:** Alderperson Griesedieck, “Aye”; Alderperson Mannion, “Aye”; Alderperson Mullis “Aye”; Alderperson Millman, “Aye”; and Alderperson Kilker, “Aye”; and Alderperson Kilker, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2057 became Ordinance No. 2023-2008.**

2. **Bill No. 2023-2058:** An ordinance authorizing the mayor of the City of Frontenac, Missouri to execute the municipal housing and community development cooperation supplemental cooperation agreement with St. Louis County with regard to the Housing and Community Development Act of 1977.

Mr. Christensen stated the county administers this program and makes housing grants available for residents who apply. This is based on income. Mr. Christensen stated the residents are made aware of the program, and information is placed in the city’s newsletters.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2058.

**MOTION:** Alderperson Kilker made a motion and Alderperson Mannion seconded for a second reading of Bill No. 2023-2058. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2058:** An ordinance authorizing the mayor of the City of Frontenac, Missouri to execute the municipal housing and community development cooperation supplemental cooperation agreement with St. Louis County with regard to the Housing and Community Development Act of 1977.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2058.

**MOTION:** Alderperson Mannion made a motion and Alderperson Millman seconded approval of Bill No. 2023-2058.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE:** Alderperson Mannion, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; Alderperson Mullis, “Aye”; Alderperson Griesedieck, “Aye”; and Alderperson Kilker, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2058 became Ordinance No. 2023-2009.**

3. **Bill No. 2023-2059**: An ordinance authorizing and directing the Mayor of the City of Frontenac, to enter into on behalf of the city a contract with St. Louis County, Missouri for vector control services.

Mr. Christensen stated we have contracted with the County for them to provide larviciding, adulticiding and rodent abatement services. This is a five-year renewal. The fees increased approximately \$20.00 per service from the renewal five years ago. This is the only way to get the service and it is best for a small city. The contract does have an early termination clause.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2059.

**MOTION**: Alderperson Mannion made a motion and Alderperson Mullis seconded for a second reading of Bill No. 2023-2059. All Alderpersons present voted “Aye” The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2059**: An ordinance authorizing and directing the Mayor of the City of Frontenac, to enter into on behalf of the city a contract with St. Louis County, Missouri for vector control services.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2059.

**MOTION**: Alderperson Mannion made a motion and Alderperson Mullis seconded of approval of Bill No. 2023-2059.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE**: Alderperson Mannion, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman “Aye”; Alderperson Mullis, “Aye”; Alderperson Griesedieck, “Aye”; and Alderperson Kilker, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2059 became Ordinance No. 2023-2010.**

4. **Bill No. 2023-2060**: An ordinance authorizing the mayor to execute an agreement on behalf of the City of Frontenac, Missouri, to provide leaf vacuuming services to the City of Frontenac, Missouri.

Mr. Christensen stated the city went out to bid for leaf vacuuming services, as the contract expired in 2022. The new contract will be for three years. Hendel Lawncare was the only contractor who submitted a proposal. The price increased from \$112,000 to \$128,000 a year.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2060.

**MOTION**: Alderperson Mannion made a motion and Alderperson Millman seconded for a second reading of Bill No. 2023-2060. All Alderpersons present voted “Aye” The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2060:** An ordinance authorizing the mayor to execute an agreement on behalf of the City of Frontenac, Missouri, to provide leaf vacuuming services to the City of Frontenac, Missouri.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2060.

**MOTION:** Alderperson Mannion made a motion and Alderperson Mullis seconded of approval of Bill No. 2023-2060.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE:** Alderperson Kilker, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman "Aye"; Alderperson Mullis, "Aye"; Alderperson Mannion, "Aye"; and Alderperson Griesedieck, "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2060 became Ordinance No. 2023-2011.**

5. Discussion of Updated Strategic Plan.

Mayor Hatfield stated the action plans were approved by staff. There were steps for the priorities for the strategic plan.

Alderperson Mullis requested a change to the mission statement to read:

"Our mission is to enhance Frontenac as a desirable destination for residents, visitors, business and employees by enhancing its livability, vibrancy, and economic opportunities".

**MOTION:** Alderperson Millman made a motion and Alderperson Kilker made a second to the motion to approve the updated Strategic Plan. All Alderperson present voted "Aye". Motion was unanimous. **MOTION PASSED by a vote of 6-0.**

**N. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (3) PERSONNEL (12) CONTRACT NEGOTIATIONS**

**MOTION:** Alderperson Millman made a motion and Alderperson Mannion made a second to the motion to go into executive session for purposes of RSMO 610.021 (1) Legal (3) Personnel and (12) Contract Negotiations.

**ROLL CALL VOTE:** Alderperson Mullis, "Aye"; Alderperson Mannion, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson Kilker, "Aye"; Alderperson O'Brien, "Aye"; and Alderperson Millman, "Aye". Motion was unanimous. **MOTION PASSED by a vote of 6-0.**

The meeting resumed at 6:00 p.m.



**O. PUBLIC HEARING – 6:00 p.m. (as advertised)**

Request to amend Title IV, Chapter 405 of the Frontenac Municipal Code of Ordinances pertaining to fence regulations.

Ms. Rottjakob stated the state statute limited the city’s ability to regulate fences, but not the location. The revised regulations were reviewed by the Planning & Zoning Commission, who voted to approve as advised. Fences can be in the side yard and front yard. Openness is still in place, and fences do have to go to ARB for review. Alderperson Millman clarified that front yard fences would be allowed in the front yard, after going to ARB and granted approval. Mr. O’Keefe stated yes, however subdivisions indentures are still enforced and can be more restrictive than the city regulations.

**P. CONTINUED NEW BUSINESS**

6. **Bill No. 2023-2061**: An ordinance amending Title IV “Land Use:”, Chapter 405 (Zoning Regulations) of the Municipal Code of the City of Frontenac, Missouri, pertaining to fence regulations.

Mayor Hatfield asked if there were any additional questions. There were none.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2061.

**MOTION**: Alderperson Mannion made a motion and Alderperson Kilker seconded for a second reading of Bill No. 2023-2061. All Alderpersons present voted “Aye” The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2061**: An ordinance amending Title IV “Land Use:”, Chapter 405 (Zoning Regulations) of the Municipal Code of the City of Frontenac, Missouri, pertaining to fence regulations.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2061.

**MOTION**: Alderperson Mannion made a motion and Alderperson Mullis seconded of approval of Bill No. 2023-2061.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE**: Alderperson Kilker, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson Mannion, “Aye”; Alderperson Millman, “Aye”; and Alderperson Mullis, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2061 became Ordinance No. 2023-2012.**

7. **Bill No 2023-2062:** An ordinance establishing a temporary moratorium on the consolidation of rezoning applications in the City of Frontenac, Missouri, pending updating of the city's comprehensive plan and land use regulations.

Mayor Hatfield asked if there were any additional questions. There were none.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2062.

**MOTION:** Alderperson Millman made a motion and Alderperson Mannion seconded for a second reading of Bill No. 2023-2062. All Alderpersons present voted "Aye" The vote was unanimous.

**MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2062:** An ordinance establishing a temporary moratorium on the consolidation of rezoning applications in the City of Frontenac, Missouri, pending updating of the city's comprehensive plan and land use regulations.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2062.

**MOTION:** Alderperson Mannion made a motion and Alderperson Kilker seconded of approval of Bill No. 2023-2061.

Mayor Hatfield asked Ms. Ross to call the roll.

**ROLL CALL VOTE:** Alderperson O'Brien, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson Millman, "Aye"; Alderperson Mullis, "Aye"; Alderperson Mannion, "Aye"; and Alderperson Kilker, "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2023-2062 became Ordinance No. 2023-2013.**

## **Q. ADJOURNMENT**

**MOTION:** Alderperson Mannion made a motion and Alderperson Kilker seconded for a second to adjourn the meeting. All Alderpersons present voted "Aye" The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

The meeting was adjourned at 6:15 p.m.