

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSONS DECEMBER 19, 2023

The December 19, 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, Jamie Griesedieck, Tom O'Brien, and Dan Millman. Alderperson Scott Mullis was absent.

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

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

Alderperson O'Brien requested Resolution 2023-550 be taken off the consent agenda and moved to new business.

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

MOTION: Alderperson O'Brien made a motion and Alderperson Kilker made a second to amend the meeting agenda dated amended 12/19/2023. All Alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

No comments were made at this time.

C. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Police Officers Introductions:

1. Cooung "Ken" Quach
2. William Harrington

Chief Mark Guttman introduced the city's two new police officers to the Mayor and Board of Alderpersons. The mayor and board congratulated Officers Quach and Harrington.

Mayor Hatfield congratulated Public Work's employee, Gene Fowler on his 39th anniversary with the city, and Assistant Fire Chief, Kevin Halloran on his 2nd anniversary with the city.

Mayor Hatfield gave an extensive update regarding stores and vacancies at Plaza Frontenac. She also thanked staff members, in the building department, the fire marshal and the city clerk who recently helped businesses which were opening.

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

No comments were made by Board of Alderpersons members.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|-------------------------------|-------------------|
| 1. | Planning & Zoning Commission: | None |
| 2. | Ways & Means Committee: | November 20, 2023 |
| 3. | Public Works Commission: | November 8, 2023 |
| 4. | Building Permit Report: | November 2023 |

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF'S REPORT

1. City Clerk

Ms. Ross advised of the candidates who filed for election and that filing closes on Tuesday, December 26 at 5:00 p.m.

Ms. Ross reminded everyone of the City's holiday party, on Friday, December 22 at 12:00 p.m.

2. Finance Officer

Ms. Bennett stated the November financial reports state revenue is up 6.1% over budget, due to the use tax and investment revenue. Expenses are under budget by .7%. year to date, sales taxes, Prop P, and use tax, which are 2% over from last year and 2.4% over budget.

Mayor Hatfield asked if the city could execute filing an exception to Form 990 for the Frontenac Garden Club. She stated no one has filed one, and it is past due.

3. City Administrator Report

- Strategic Planning Updates

Mr. Schaefer said H3 Studio is behind on zoning deliverables, after the comp plan was approved in May. They have received nothing since July. He said the city has met with them twice and has reached out to them for a status update. He stated there will be a meeting next week with H3 Studio, with himself, the mayor, Alderperson O'Brien and members of the Planning Commission. He stated he will keep the board up to date after the meeting. There were questions regarding the process. Mr. Schaefer stated they are breaking it into two steps, a residential amendment first, and a commercial amendment second. Mr. Schaefer stated he hopes to have something before the Planning & Zoning Commission in January and feels the process will take several months to accomplish passing both sets of regulations.

Mr. Schaefer stated the city is transitioning from the 2015 building codes to 2021 IBC codes. We have complied with the statutory waiting periods, and legislation will be before the board in January 2024.

Mr. Schaefer stated a facilities study is being completed by SM Wilson. He said they have identified close to \$1 million in capital projects, which will need to be done over multiple years. This will be sent to board soon, and capital projects will be prioritized and budgeted accordingly.

Mr. Schaefer gave kudos to Ms. Ross for organizing the city's holiday party Friday. He also recognized Forshaw's for donating the Christmas tree in the lobby.

G. CONSENT AGENDA:

1. Minutes – November 14, 2023, work session and regular meeting
2. Warrant lists for November 1 – November 30, 2023
3. **Resolution No. 2023-548**: A resolution acknowledging receipt and acceptance of an IT Strategic Plan prepared by Word Wide Technology (WWT)
4. **Resolution No. 2023-549**: A resolution acknowledging receipt of the 2022-2023 Fiscal year Audit and Annual Compensation Financial Report (ACFR)

MOTION: Alderperson Kilker made a motion and Alderperson O'Brien made a second to approve 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. **Bill No. 2023-2076:** An ordinance authorizing the City of Frontenac, Missouri to enter into an amended agreement with Central County E-911 Emergency Dispatch for fire and EMS dispatching services

Chief Blake stated Central County did an assessment based on current valuation. He stated it came in higher than normal. The increase was to be \$48,000, however they rolled back \$20,000, and the new increase is \$28,000.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2076.

MOTION: Alderperson Millman made a motion and Alderperson Mannion made a second to the motion to approve a second reading of Bill No. 2023-2076. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2076.

Bill No. 2023-2076: An ordinance authorizing the City of Frontenac, Missouri to enter into an amended agreement with Central County E-911 Emergency Dispatch for fire and EMS dispatching services

Mayor Hatfield asked for a motion to approve Bill No. 2023-2076.

MOTION: Alderperson Millman made a motion to approve Bill No. 2023-2076 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". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

2. **Resolution No. 2023-550:** A resolution of the City of Frontenac, Missouri authorizing a consulting agreement with Filament to conduct a leadership retreat

Alderperson O'Brien stated he is not opposed to this concept, he would like to delay it until later in the year, and he is concerned with the cost. Mayor Hatfield stated this is to discuss the upcoming year's strategic priorities. Mr. Schaefer stated he is the person who came up with the idea for a retreat and said there is value in doing one. Alderperson Kilker asked who would be invited to attend. Mayor Hatfield said the Board of Alderpersons and the leadership team members, who are appointed by the

board and any staff members, they wish to invite. Alderperson O'Brien stated he feels we should do it in a future budget cycle.

MOTION: Alderperson O'Brien made a motion to withdraw Resolution 2023-550 for further consideration at this time, and Alderperson Millman made a second to the motion. All Alderpersons present voted "Aye". **MOTION PASSED by a vote of 5-0.**

Alderperson Griesedieck stated he sees value in doing this and would like everyone to get together as a group. Mayor Hatfield stated she would add it to the January 30, board agenda.

3. **Bill No. 2023-2077:** An ordinance of the City of Frontenac, Missouri, approving a cost-of-living adjustment for city employees in permanent positions effective January 8, 2024

Alderperson Mannion asked was there a 3% increase in the budget, for salary adjustments. Mr. Schaefer stated yes. Mr. Schaefer explained the process he went through, and what was presented to the Ways & Means Committee, and he stated this was given a favorable recommendation from the committee, yesterday. He stated they requested to come back in six months to see what pay adjustments need to be made, and to get the city on track for future pay increases effective July 1, the start of the fiscal year.

Mayor Hatfield stated the compensation discussion was moved from June to January because of the union negotiations and an external compensation study. She said the board did not want to put passage of a new pay schedule on newly elected individuals. She said January allows more time for research and for people to understand the compensation, but she said there is nothing on moving pay to January. She again said last year's exception was due to the union negotiations., and feels it was a one-time exception. Alderperson Kilker stated the Ways & Means Committee supports a 3% COLA effective January, and they will look at it again to get it back on cycle in July. He said to the employees, the boards desires are to treat you fairly and give a pay increase as the last one was 12 months ago, and he said he does not feel it is right to make employees wait 18 months for a pay increase.

MOTION: Alderman Kilker made a motion to enact a COLA effective in January, and to look at compensation again in July for the period of July 2024 – July 2025. **Motion died for a lack of a second.**

Mayor Hatfield stated she feels employees should get the raises they are required to receive, however the city went through a compensation study and changed the process, to decide what a COLA is. She said employees may get market ranges or may not. The policy says the wage ranges should not be changed on page 3. She said if Mr. Christensen communicated that everyone would get their step increases, and a COLA, that was wrong. She said increases should occur on an employees' anniversary date, but the pay ranges should not be increased, except for every 3-5 years, when a new compensation study is reviewed. She said the compensation policy was to put guidelines in effect, and to be equitable, as other expectations were set.

Alderperson Millman stated he understands we are changing the ranges 3%. When an organization does an across the board range, the range moves 3%. COLA adjustment, keeps the ranges moving with

market. Mayor Hatfield stated we don't move the range. She stated the city's labor attorney said, we cannot move the ranges. Mayor Hatfield stated if they are not going to comply with the policy, it should be removed.

Aldersperson Millman stated this is based on going forward and said it was talked about in the summer of 2022. He said half of the employees are at the max, and some have had the same range of pay since, January 2023. He said If we don't do this, they would not get a raise until July. He said the concept in the compensation study would not change the ranges for three to five years. He said this is \$150,000 out of a \$10,000,000 budget, which is not much. He said the majority of the employees are not subject to an increase in pay. Aldersperson Kilker stated this is a one-time deal. We had high inflation, we decided in January, we won't do a one-time payment on the anniversary. Mayor Hatfield stated there should be a one-time lump payment on the employees' anniversary date. Additional discussion occurred. Aldersperson Griesedieck stated this is consistent with what the Ways & Means Committee recommended. He said if we have to fine tune it, we fine tune it. Aldersperson Kilker said the policy gives the board the power to make the calls. It gives us latitude. He also stated this is a customary COLA, that peer groups are doing, and he does not think employees should go more than 12 months without an increase.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2023-2077.

MOTION: Aldersperson Griesedieck made a motion and Aldersperson Mannion made a second to the motion to approve a second reading of Bill No. 2023-2077. All alderspersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield asked Ms. Ross for a second reading of Bill No. 2023-2077.

Bill No. 2023-2077: An ordinance of the City of Frontenac, Missouri, approving a cost-of-living adjustment for city employees in permanent positions effective January 8, 2024.

Mayor Hatfield asked for a motion to approve Bill No. 2023-2077.

MOTION: Aldersperson Kilker made a motion to approve Bill No. 2023-2077 and Aldersperson O'Brien made a second for approval.

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

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

4. **Resolution No. 2023-546.1:** A resolution authorizing payment of the previously budgeted employee retention incentive to all permanent employees of the city.

MOTION: Alderperson Kilker made a motion and Alderperson Griesedieck made a second to approve Resolution n. 2023-546.1.

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

5. **Resolution No. 2023-551:** A resolution of the City of Frontenac, Missouri authorizing an agreement with Justin A. Rapoff, D.O. for EMS Medical Director Services

Mr. Schaefer asked to remove this resolution, as the city is not ready to present this item, at this time.

Mayor Hatfield started a discussion regarding new ranges for some employees, who she feels were not compensated correctly in January 2023. There is a difference of what some people are being paid, regarding employees in steps and increases. The total difference in pay is \$73,462. Alderperson Millman stated this was an inadvertent oversight, a mistake. He stated if we did what we thought we were doing, and said the issue is making it right.

Mr. O'Keefe stated compensation must be by ordinance. He also stated employees are paid by what was passed. Mayor Hatfield stated the ordinance pay ranges are set by minimum and maximums. She said we don't need to change the ordinance, as people were not put in the right ranges. Mr. O'Keefe stated an ordinance passed needed to be adjusted. Additional discuss occurred. Mr. O'Keefe stated additional compensation, after service has been rendered, we must articulate that in the legislation, to differentiate it from the constitution constraint from paying back wages. There was additional discussion on this topic.

Alderperson Kilker asked is this right, is this correct. Mr. Schaefer stated methodically there was a formula articulated, which was years of service within the specific range and not total years of service with the city. He said it is for 10 or 11 employees. Mr. O'Keefe stated the ordinance approved one year ago, does convey that formula and methodology. What was approved is reflected in the document. Mr. O'Keefe read the ordinance and said pay calculations were consistent with the pay plan.

Ms. Bennett stated she disagreed with the suggestion that employees should receive credit for prior years of total service with the city, and she said no one was given prior credit. Everyone effected was hired or promoted within the last five years. She also stated she disagrees with the numbers and does not agree there is a problem.

Alderperson Kilker stated can we look at the numbers. Also, this was not discussed with the Ways & Means Committee. Mr. Schaefer suggested bringing in CBIZ. Mayor Hatfield stated it is an internal issue.

J. MEETING ADJOURNMENT

Mayor Hatfield asked for a motion to adjourn the meeting.

MOTION: Alderperson Mannion made a motion and Alderperson Kilker made a second to adjourn the meeting. All Alderpersons present voted “Aye.” The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

The meeting was adjourned at 7:35 p.m.