

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSONS MARCH 19, 2024

The March 19, 2024 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:03 p.m. with Kate Hatfield, presiding.

The Alderpersons present were Dan Millman, Scott Mullis, Meg Mannion, Pat Kilker, and Tom O'Brien. Alderperson Jamie Griesedieck appeared via video.

Also, in attendance was City Administrator, Scott Schaefer; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Chief of Police Mark Guttman; 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

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

MOTION: Alderperson Kilker made a motion and Alderperson Mannion made a second to approve tonight's agenda. 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

Mayor Hatfield gave an update regarding the 50th anniversary for Plaza Frontenac. She said Anthropologie, Flower Child and Vuori are opening soon at Plaza Frontenac.

Mayor Hatfield recognized City Clerk, Leesa Ross on her 33rd anniversary with the city. She stated Leesa was the first African-American employee of the City, she was the first African-American President of the Missouri City Clerks and Finance Officers Association and the first African-American Region VII Director from Missouri. Last week, Leesa was awarded the Outstanding City Clerk for 2024 from the Missouri City Clerks and Finance Officers Association. Everyone congratulated Leesa.

Mayor Hatfield recognized Police Chief Guttman on 34 years of service with the city.

Mayor Hatfield recognized Firefighter/Paramedic Nick Kaiser for 5 years of service with the city.

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

No comments were made by any alderpersons at this time.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|-------------------------------|---------------------------|
| 1. | Planning & Zoning Commission: | None |
| 2. | Ways & Means Committee: | February 28, 2024 |
| 3. | Public Works Commission: | March 13, 2024 |
| 4. | Building Permit Report: | January and February 2024 |

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF'S REPORT

1. City Clerk

Ms. Ross updated everyone on the upcoming election on Tuesday, April 2. Guest lecturer from MSD will be presenting information at the subdivision trustee and Interested parties meeting on Wednesday, March 27 to discuss the two MSD ballot issues.

2. Finance Officer

Ms. Bennett stated per the January financial reports, revenues are .4% over budget and expenses are 2% under budget. Sales tax this year is over budget .5% over last year and 3% over budget for this year. Alderperson Millman stated real estate taxes are lagging due to delays because of appeals heard through the Board of Equalization. Mr. O'Keefe stated the county has a universal release project, where they must go to court, and get authorization to release the impounded tax funds. He said this normally takes place in April and pays out to the cities in May or June.

Mayor Hatfield asked the finance department and Ways & Means Committee to look into what it may cost the city if the senior property tax decrease is passed, and the grocery tax on food purchases is passed.

3. City Administrator Report

- Emergency Purchase – Creston Electrical Interface

Mr. Schaefer stated there was a need for an emergency purchase for the city's Creston Electrical Interface. The emergency purchase was four weeks ago, however it is a mute gesture as the price has escalated from \$14,000 to approximately \$41,000. He stated he has prepared a resolution. He said due to the expense, the city has filed an insurance claim. The incident happened in January, and Ameren

Missouri has determined this to be a weather event, caused by a power surge. Additional items effected were the fire department's emergency alerting system.

Mayor Hatfield had questions regarding the emergency expenditure and the notification to the Board of Alderperson. Mayor Hatfield references the ordinance which references the city administrator which allows purchases up to \$1,000. She requested all expenditures over \$1,000 be sent to the Board of Alderpersons for approval. Mr. O'Keefe read the purchasing policy and spending limits authorized by the city administrator. Alderperson Millman stated he would prefer the Board keep up with the current purchasing policy in place and discuss and revisit this topic next month.

- Strategic Planning Updates – IT Upgrades

Mr. Schaefer stated he was requested to provide a progress report on IT upgrades. He said an IT Strategic Plan was passed in December. He said the city's website redesign is in motion., and a mock up was provided to the Board. He said he has reached out to Tech Electronics for updates on AV in the Council chambers. He said a new computer has been purchased and monitors, an overhead projector and a camera have all been ordered, however the items are on back order. A large issue in the WWT study was internet connectively. He said recently the city upgraded to fiber and the internet speeds have improved. He said he is going to move forward on a new phone system. The current phone system was purchased prior to coming into the new building. There is \$75,000 budgeted this fiscal year, and he hopes to upgrade to a cloud based off premise system. He said he will need to coordinate with Spectrum and Charter.

Mr. Schaefer stated he and Mayor Hatfield recently met on an economic development with the WWT team. It was determined that there is potential for grant money which could underwrite some of the improvements previously mentioned and help cover some costs, especially in the ram of security.

Alderperson Griesedieck asked if our meetings should be taped and/or recorded? Their issue was discussion by Mr. Schaefer who stated they currently are not recorded and said he had concerns of data storage if we did. Ms. Ross stated if meetings are recorded, they must be kept for one year. Someone stated that people on the live stream have recorded our meetings in the past.

4. Building Commissioner

- Construction Escrows – General Discussion

Mr. Fairgrieve addressed the situation on construction escrows. The building departments seek approval from HOA's before releasing construction escrows. Municipal Code Section 105.3.3. states "bonds can be released in the matter satisfactory to the building commissioner", not the HOA. He suggested we follow what is in the ordinance, and leave it up to the building department, without HOA approval. Two recent situations occurred and one HOA wanted to use the money for other improvements on the street.

G. CONSENT AGENDA:

1. Minutes – January 30, 2024 and February 8, 2024, regular and special meetings
2. Warrant lists for January 1 – February 29, 2024
3. **Resolution No. 2024-556**: A resolution authorizing supplement agreement No. 8 with EDM Incorporated for inspection and monitoring services relating to the Countryside Stormwater Project.

Aldersperson O'Brien requested the February 8, 2024 minutes be removed to #6 under new business.

MOTION: Aldersperson Kilker made a motion and Aldersperson Mullis made a second to approve the consent agenda, except for approval of the February 8, 2024 special meeting minutes.

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

H. UNFINISHED BUSINESS:

1. **Resolution No. 2024-557**: A resolution of the City of Frontenac, Missouri authorizing an agreement with SC Ryan Consulting LLC for media relations and executive coaching

This item has been removed at the request of Ms. Susan Ryan.

I. NEW BUSINESS:

1. **Resolution No. 2024-558**: A resolution of the City of Frontenac, Missouri authorizing an emergency task order with Bates Electric for partial replacement of the City Hall Creston Electrical System

There was no further discussion on this item.

Mayor Hatfield asked for a motion to approve Resolution No. 2024-558.

MOTION: Aldersperson Millman made a motion to approve Resolution No. 2024-558 and Aldersperson Mullis made a second for approval.

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

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

2. **Resolution No. 2024-559**: A resolution of the City of Frontenac, Missouri awarding a construction bid to Ideal Landscaping for the Countryside Stormwater Project (#19133)

Mr. Wappelhorst was asked about this project. He stated this is the largest storm water project to date, and it covers the most land, and grant funding will be provided through ARPA, DNR, MSD, and the Corp of Engineers.

Mayor Hatfield asked for a motion to approve Resolution No. 2024-559.

MOTION: Alderperson Mannion made a motion to approve Resolution No. 2024-559 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 O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Mullis, "Aye"; and Alderperson Mannion, "Aye". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

3. **Resolution No. 2024-560**: A resolution of the City of Frontenac, Missouri authorizing purchase of display banners to promote the 50th Anniversary of Plaza Frontenac and its fashion show preview event

Mayor Hatfield stated a fashion show was originally planned to celebrate Plaza Frontenac's 50th anniversary, put on by the students from Lindenwood University. The estimated participants were scheduled to be between 350 – 500 people and the cost was estimated to be \$10,000. After final bids were secured, the cost came in between \$30,000 and \$40,000. The committee decided to postpone the large event until 2025. They will now have a smaller fashion show preview for VIPs. Neiman Marcus will host a 50-person VIP reception, and Saks will host the smaller event for 100 people. Lindenwood is donating art work and Plaza Frontenac found some historical photos for banners. They will purchase a total of five banners which will be posted throughout the plaza from Neiman Marcus to Saks Fifth Avenue. Three banners will be made to reuse. They are not fashion show specific. Alderperson Millman said we already approved \$1,000. Mayor Hatfield said it is up to \$1,500, the bulk is the base.

Mayor Hatfield asked for a motion to approve Resolution No. 2024-560.

MOTION: Alderperson Millman made a motion to approve Resolution No. 2024-560 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 O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Mullis, "Aye"; Alderperson Mannion, "Aye"; Alderperson Kilker, "Aye"; and Alderperson Griesedieck. All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

4. **Bill No. 2024-2079**: An ordinance of the City of Frontenac, Missouri authorizing a supplemental agreement with the Missouri Highways and Transportation Commission relating to the replacement of the Spoede Road Bridge over Deer Creek

Aldersperson O'Brien asked about the two bridges, one over Lindbergh and the other over Spoede Road. Mr. Wappelhorst stated the timeline is for us to obligate funding now, and the forecast for the replacement of the Spoede Road Bridge is Summer of 2025. Regarding the Lindbergh Project, MoDOT is currently working on the west side going south and will work through Kirkwood Road. Once the north side is complete, they will move to the east side and work north. They will then upgrade signals, and medians, and then work on replacing the bridge over Deer Creek. He believes this possibly could take place in the summer of 2026. Mayor Hatfield stated the city originally rejected grant funding and reapplied, and now costs will be covered at 80%. Mr. Wappelhorst stated he would like to thank Bartlett and West, who is working with the city on the project.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2024-2079.

MOTION: Aldersperson Millman made a motion and Aldersperson Mannion made a second to the motion to approve a second reading of Bill No. 2024-2079. All alderspersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2024-2079: An ordinance of the City of Frontenac, Missouri authorizing a supplemental agreement with the Missouri Highways and Transportation Commission relating to the replacement of the Spoede Road Bridge over Deer Creek

Mayor Hatfield asked for a motion to approve Bill No. 2024-2079.

MOTION: Aldersperson Kilker made a motion to approve Bill No. 2024-2079 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 Millman, "Aye"; Aldersperson Mullis, "Aye"; Aldersperson Mannion, "Aye"; Aldersperson Kilker, "Aye"; and Aldersperson O'Brien, "Aye"; and Aldersperson Griesedieck, "Aye". All Alderspersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

5. **Solar Panel Request: Referral to Planning & Zoning Commission**

Mr. Schaefer stated a pending request is before the board to legalize roof mounted solar panels facing the street. The applicant was denied a permit from the building department and appealed to the Board of Adjustment. Mr. Schaefer states the process to change the ordinance starts at the board and ends at the board. The board can refer the issue to the Planning & Zoning Commission to review. They will then make a recommendation and forward it to the Board of Alderspersons. The city's current ordinance states solar panels can be placed on the rear or side, however not on front. A memo from

Ms. Rottjakob was in the packet. Alderperson Griesedieck stated he would like to see it referred to the Planning & Zoning Commission for review and stated, this case is different because it is on a smaller lot in West End Park.

MOTION: A motion was made by Alderperson Mullis to refer the issue of solar panels to the Planning & Zoning Commission for review and to return a recommendation back to the Board of Alderpersons for consideration, and Alderperson Griesedieck, made a second to the motion. All Alderpersons presented voted “Aye”. Motion passed by a vote of 6-0.

6. Approval of the Special Meeting Minutes from February 8, 2024.

Alderperson Kilker stated he would like to remove the comments from Mayor Hatfield from the meeting minutes.

MOTION: Alderperson O’Brien motioned to approve the February 8, 2024 meeting minutes and to remove Mayor Hatfield’s comments, and Alderperson Dan Millman made a second to the motion. All Alderpersons presented voted “Aye”. Motion passed by a vote of 6-0.

J. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (9) NEGOTIATIONS WITH EMPLOYEE GROUPS (13) PERSONNEL AND MEETING ADJOURNMENT

Mayor Hatfield asked for a motion to go into executive session for purposes of R.S.MO 610.021 (1) legal (9) negotiations with employee groups (13) personnel. Mayor Hatfield requested the meeting be reconvened for item #7, Bill No. 2024-2081, after the executive session.

MOTION: Alderperson Mannion made a motion and Alderperson Kilker made a second to the motion to go into executive session.

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.**

Executive Session began at 7:21 p.m.

Open session resumed at 9:10 p.m.

7. **Bill No. 2024-2081:** An ordinance of the City of Frontenac, Missouri establishing a retention incentive award

Mayor Hatfield stated there was a 3% pay raise given to all employees in January, which was a COLA. She said this would equate to a total \$9,000 increase. An alderperson stated Mr. Schaefer will not be paid until his anniversary. Mayor stated there are other employees who she feels have not been compensated fairly. She said she would like to see those increases take place before this. Mr. O’Keefe clarified that it is not a bonus, it is an incentive to stay.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2024-2081.

MOTION: Alderperson Kilker made a motion and Alderperson O'Brien made a second to the motion to approve a second reading of Bill No. 2024-2081. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2024-2081: An ordinance of the City of Frontenac, Missouri establishing a retention incentive award

Mayor Hatfield asked for a motion to approve Bill No. 2024-2081.

MOTION: Alderperson O'Brien made a motion to approve Bill No. 2024-2081 and Alderperson Kilker made a second for approval.

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

ROLL CALL VOTE: Alderperson Mullis, "Aye"; 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 6-0.**

Mayor Hatfield advised she would not sign the ordinance.

MOTION: Alderperson Mannion made a motion to adjourn the meeting, and Alderperson Griesedieck made a second to the motion. All alderpersons present voted "Aye". Motion passed by a vote of 6-0.

The meeting was adjourned at 9:15 p.m.