



**MINUTES OF THE
CITY OF FRONTENAC
REGULAR MEETING
BOARD OF ALDERMEN
TUESDAY, SEPTEMBER 18, 2007**



The September 18, 2007, regular meeting of the Board of Aldermen of the City of Frontenac was called to order at 7:04 p.m. with Mayor Lee Murray presiding. The Aldermen present were Tom Hizar, John Wynne, Susan Durbin, Margot Martin; and John Levis. Alderman Krieg was absent.

Also in attendance were City Administrator, Bob Shelton; City Clerk, Leesa Ross; City Attorney, Kevin O’Keefe; Fire Chief, John Trout; Police Chief, Tom Becker; and Building Commissioner & Zoning Administrator, Jeff Wappelhorst.

A. PLEDGE OF ALLEGIANCE

After the pledge of allegiance, the meeting was called to order.

B. APPROVAL OF AGENDA

Mayor Murray asked for a motion to approve tonight’s agenda.

MOTION: Alderman Levis motioned and Alderwoman Durbin seconded approval of tonight’s agenda. All Aldermen present voted “Aye.” The vote was unanimous. **MOTION PASSED.**

- C. APPROVAL OF MINUTES:**
- Tuesday, July 17, 2007, Public Hearing
 - Tuesday, July 17, 2007, Regular Meeting
 - Tuesday, August 28, 2007, Public Hearing
 - Tuesday, August 28, 2007, Special Meeting

Mayor Murray asked for a motion for approval of, or corrections to, the minutes.

Alderman Hizar stated he would like to have the statement he read on July 17th available as an attachment to the July 17, 2007 regular meeting minutes.

MOTION: Alderman Hizar motioned and Alderman Levis seconded amendment of the July 17, 2007 minutes to include the addendum. All Aldermen present voted “Aye.” The vote was unanimous. **MOTION PASSED.**

MOTION: Alderwoman Martin motioned and Alderwoman Durbin seconded the approval of the July 17, 2007 regular meeting minutes as amended and the other three sets of minutes listed above. All Aldermen present voted “Aye.” The vote was unanimous. **MOTION PASSED.**

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

Mr. Isselhardt of Timberwyck asked if Bill No. 2007-1579 restricting bicycles was removed from the agenda. Mayor Murray confirmed that the bill has been removed, and that the City will continue to enforce the existing bicycle ordinance without change.

Mr. Isselhardt stated that Geyer Road was not safe for walking, jogging or biking, and that he was very disappointed when the curbs were installed because those curbs made the road unsafe. He would like to see elimination of curbs and development of more pedestrian and bicycle friendly areas in the City.

Alderman Levis stated he suggested Bill No. 2007-1579 with proposed modifications to the existing bicycle ordinance but was told by Mr. Shelton that they did not comply with Missouri law. He stated he was worried about safety, as a bicyclist was hit last week. He also suggested that bicyclists should use trails instead of roads.

Mayor Murray stated cars and bicycles need to share the roadways, and that both can enjoy the privilege of riding alongside one another as long as bicycles show courtesy by falling into single file when cars approach, and as long as both respect each other and use common sense.

E. MAYOR'S COMMENTS

Mayor Murray stated she wanted to recognize Police Captain Mark Guttman, who graduated from the FBI National Academy on Friday. She asked Chief Becker to extend the City's congratulations to Mark. Chief Becker stated he was happy to have Mark back and that Mark received several awards while at the Academy.

Mayor Murray stated she wanted to mention that a longtime resident and credit to the community, Dr. Helen Drum, had recently passed away. She noted that Dr. Drum was truly a pioneer as a 1934 graduate of Washington University Medical School.

F. COMMENTS BY BOARD OF ALDERMEN MEMBERS

No members of the Board of Aldermen made comments at this time.

G. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- 1. Planning & Zoning Commission: June 26, 2007
- 2. Ways & Means Committee: None
- 3. Public Works Commission: None
- 4. Financial Report: July 2007
- 5. Building Commissioner
& Zoning Administrator July & August 2007

Mayor Murray stated the reports will stand as submitted.

6. City Administrator's Report:

Mr. Shelton stated in regard to storm water that Mr. Wappelhorst and Mr. Madalan, the City's storm water consultant, are working on finalizing easements on Holiday Lane, and this project is going out to bid soon. He stated they are also obtaining final easements on the Lynnbrook Road project.

Mr. Shelton stated as part of the storm water master plan, the City and EDM met with MoDOT to discuss detention needs under the MoDOT agreement. He also reported some upgrades for interchange beautification regarding the I-64 project will not be made available, however the City will benefit from irrigation, enhanced landscaping, lighting and signage improvements.

Also, MoDOT indicated, that a delay with the sound wall meeting is related to discussion about the height and placement of the walls, as opposed to eligibility. Alderman Hizar asked if the requirements for sound walls have changed.

Mr. Shelton stated the noise levels must be 67 decibels or higher and the wall must decrease the decibels by five. Mr. Shelton said he was notified by both Chiefs that MoDOT will close the south entrance to Clayton Terrace during the I-64 construction.

Mr. Shelton stated ISO, Insurance Services Organization, met with the City staff to evaluate fire equipment, training, staffing, communications and water service in order to rate the City for insurance purposes. He thanked Chief Trout and his staff for all of their hard work.

He stated the draft Strategic Plan will be further amended with a updated executive summary, including evaluation methods and timetables. He added that municipal complex drawings are nearing 90% completion, and he and Mr. Wappelhorst will be meeting with the architects to evaluate the electrical and HVAC systems and how to coordinate those systems in the design.

Mayor Murray thanked Mr. Shelton for his thorough report.

H. OLD BUSINESS:

None

I. NEW BUSINESS:

1. Presentation of 2007 Audit by Schowalter & Jabouri, PC

Ms. Karen Lenk of Schowalter & Jabouri gave the audit report presentation and stated the City received an unqualified opinion. She mentioned she had met with the Ways & Means Committee last week and gave a more detailed report.

Alderman Levis asked if she would highlight matters which still might be addressed.

Ms. Lenk stated the following items were listed in the audit as recommendations for improvement.

- Auditors have been assisting with the preparations of the year-end financial statements, but that could be completed by City management,
- Internal controls should be documented and updated
- A fraud risk assessment should be completed
- Segregation of duties and procedures were put into place, however additional steps should also be considered
- Someone independent should review and sign off on journal entries
- All deposits should be made daily
- The court bond account has several old bonds, and the open items list should match the bank reconciliation
- All voided receipts should be retained

Alderman Wynne noted the audit report showed that revenues increased by 7 1/2% and expenses increased by 4%. Alderman Wynne thanked the auditors for putting the numbers into a form that everyone can understand and stated that the report will be useful when financing for a new fire and police station is considered in the spring of 2008.

Ms. Lenk thanked the City for the opportunity to perform the service.

- 2. Referral to Planning and Zoning Commission:** The State of Missouri "2007 Video Services Providers Act" approved state-wide video franchising but retained local government authority for fees, uniform customer service standards and location and appearance of video equipment on rights-of-way and private property. These local controls are required to have Planning and Zoning review.

Mr. O'Keefe stated this is on the agenda at this time only for a referral to the Planning & Zoning Commission. He stated the State General Assembly has approved a statewide licensing agreement with AT&T and incumbent cable companies. This item needs to be reviewed by the Planning & Zoning Commission, after which there will be a public hearing, then consideration by the Board of Aldermen. Alderman Wynne asked that a legal opinion be drafted to the Board of Aldermen prior to its consideration of the bill. Mr. O'Keefe reiterated that the Planning & Zoning Commission will only look at the pertinent land use issues. Mr. O'Keefe indicated that AT&T has stated it will continue to abide by the franchise agreement it entered into with the City.

MOTION: Alderman Levis motioned and Alderwoman Martin seconded that this issue regarding the "2007 Video Services Providers Act" be referred to the Planning & Zoning Commission for their recommendation. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

- 3. Bill No. 2007-1578:** An Ordinance amending the salaries and pay schedule for fiscal year 2007-2008, for City of Frontenac, Missouri employees in permanent positions as listed in this Ordinance.

Ms. Ross gave the first reading of Bill No. 2007-1578.

Mayor Murray asked Mr. Shelton for comments on this bill.

Mr. Shelton stated this will impact only new employee salaries in the Administrative Department, and was based on research compiled by Michael Hilburg.

Mayor Murray asked for a motion for a second reading.

MOTION: Alderman Levis motioned and Alderwoman Durbin seconded approval of the second reading of Bill No. 2007-1578. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Murray asked Ms. Ross to give the second reading of Bill No. 2007-1578.

Bill No. 2007-1578: An Ordinance amending the salaries and pay schedule for fiscal year 2007-2008, for City of Frontenac, Missouri employees in permanent positions as listed in this Ordinance.

Mayor Murray asked for a motion to approve Bill No. 2007-1578.

MOTION: Alderman Levis motioned and Alderwoman Durbin seconded approval of Bill No. 2007-1578.

Mayor Murray asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderman Wynne, "Aye"; Alderwoman Durbin, "Aye;" Alderwoman Martin, "Aye;" Alderman Levis, "Aye"; and Alderman Hizar, "Aye". All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2007-1578 became Ordinance No. 2007-1553.

- 4. Resolution No. 2007-172:** A Resolution authorizing the Mayor to enter into an agreement to provide alarm system equipment and monitoring to the City of Frontenac, Missouri.

Mr. Shelton stated the City requested and received bids to provide alarm system equipment, and Hackett Security had the lowest bid. He stated they have upgraded the system at no cost to the City.

Alderman Wynne asked if the new monitoring equipment is compatible with all security systems. Chief Becker stated the upgrade involved only a modem. The old system was dial up and this system is better.

MOTION: Alderman Levis motioned and Alderwoman Durbin seconded approval of Resolution 2007-172. All Aldermen present voted "Aye". The vote was unanimous.
MOTION PASSED.

5. **Resolution No. 2007-175:** A Resolution authoring the Mayor to enter into an agreement to provide cleaning services to the City of Frontenac, Missouri.

Alderman Hizar asked Mr. Shelton if he could expand on the bidding information that is the resolution. Mr. Shelton stated in the future he will include the budget figures and other information.

MOTION: Alderman Levis motioned and Alderman Wynne seconded approval of Resolution 2007-175. All Aldermen present voted "Aye". The vote was unanimous.
MOTION PASSED.

6. **Resolution No. 2007-176:** A Resolution authorizing the Mayor to enter into an agreement to provide leaf vacuuming services to the City of Frontenac, Missouri.

Mr. Shelton stated a new draft agreement was distributed at the beginning of the meeting which had some changes suggested by Mr. O'Keefe. He stated Article 3, general conditions, clarifies the duties of the contractor and the residents; Section 4, the payment section, was updated at the contractor's request; and Section 8, added an indemnification clause.

MOTION: Alderman Levis motioned and Alderman Hizar seconded approval of Resolution 2007-176. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

7. **Resolution No. 2007-177:** A Resolution to amend the hourly fee charged by Lewis, Rice & Fingersh, L.C. for special counsel to the City of Frontenac, Missouri.

Alderman Levis asked what their current hourly fee is. Mr. Shelton stated they currently charge \$225 an hour and would like to increase that to \$255 an hour. Mr. Shelton stated the request for the increase came from Lewis, Rice & Fingersh, LC, which stated it had not asked for a fee increase since 2005.

MOTION: Alderman Levis motioned and Alderwoman Durbin seconded approval of Resolution 2007-177.

Alderwoman Martin asked how much are they paid on a monthly basis. Mr. Shelton stated they are not paid on a monthly basis, only as specifically needed for periodic human

resources and personnel matters. They have also conducted some specialized staff training for the City. Mr. Shelton stated the new rate would be comparable to other cities.

ROLL CALL VOTE: Alderwoman Durbin, "Aye;" Alderwoman Martin, "Aye;" Alderman Levis, "Aye"; Alderman Hizar, "Aye"; and Alderman Wynne, "Aye". All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

8. **Resolution No. 2007-178:** A Resolution authorizing the Mayor to enter into an intergovernmental cooperation agreement with St. Louis County to operate and maintain Conway Road during the I-64 Reconstruction Project.

Mr. Shelton stated this agreement is the same form as the existing agreement for Clayton Road, except this agreement pertains to Conway Road.

MOTION: Alderman Levis motioned and Alderwoman Martin seconded approval of Resolution 2007-178. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

- J. **APPROVAL OF WARRANT LISTS:** June 30, 2007 through June 30, 2007 & July 1, 2007 through September 13, 2007

MOTION: Alderman Hizar motioned and Alderwoman Martin seconded the above warrant lists be approved.

Mayor Murray asked if there was any discussion. There was none.

Mayor Murray asked Ms. Ross for a roll call vote.

ROLL CALL VOTE: Alderwoman Martin, "Aye"; Alderman Levis, "Aye"; Alderman Hizar, "Aye;" Alderman Wynne, "Aye;" and Alderwoman Durbin, "Aye". All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

K. ADJOURNMENT

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

MOTION: Alderman Levis motioned and Alderwoman Martin seconded to adjourn. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED**

The meeting adjourned at 8:05 p.m.

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