



**MINUTES OF THE  
CITY OF FRONTENAC  
BOARD OF ALDERMEN  
NOVEMBER 17, 2009**

The November 17, 2009, regular meeting of the Board of Aldermen of the City of Frontenac was called to order at 7:00 p.m. with Mayor Keith Krieg, presiding. The Aldermen present were Tom Hizar, Jon Serkes, John Wynne, Susan Durbin, Margot Martin and John Levis.

Also in attendance were City Administrator, Bob Shelton; City Clerk, Leesa Ross; City Attorney, Lee Curtis; Fire Chief, John Trout; Police Chief, Tom Becker; Building Commissioner and Zoning Administrator, John Morgan; Public Works Director, Jeff Wappelhorst; Finance Officer, Julie O'Guinn and Asst. Fire Chief Ulses.

After the Pledge of Allegiance, Mayor Krieg called the meeting to order.

**A. ROLL CALL**

Mayor Krieg asked for a roll call.

Roll Call: Alderman Hizar, Alderman Serkes, Alderman Wynne, Alderwoman Durbin, Alderwoman Martin and Alderman Levis, all present.

**B. MOTION TO APPROVE AGENDA**

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

**MOTION:** Alderman Levis motioned and Alderwoman Durbin seconded the approval of tonight's agenda. All Aldermen present voted "Aye". The vote was unanimous.

**MOTION PASSED.**

**C. VOTE TO APPROVE MINUTES:** October 20, 2009, Regular Meeting

Mayor Krieg asked for a motion to approve the minutes.

Alderwoman Martin advised of corrections on the bottom of page two and a typographical error on page three. Ms. Ross stated she would make the corrections.

**MOTION:** Alderman Hizar motioned and Alderwoman Martin seconded the approval of all the above meeting minutes as amended. All Aldermen present voted "Aye." The vote was unanimous. **MOTION PASSED.**

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

No audience members made comments at this time.

#### **E. MAYOR'S COMMENTS**

##### 1. Service Awards

Jim McClain, Fire Captain, 35 years of service

Gene Fowler, Public Works Skilled Maintenance Worker, 25 years of service

Jim Griffin, Public Works Street Foreman, 20 years of service

Mayor Krieg presented Captain McClain with a 35 year service award; Skilled Maintenance Worker Fowler with a 25 year service award and Street Foreman Griffin with a 20 year service award.

Mayor Krieg also mentioned the passing of former Planning & Zoning Chairman, Patrick Donelan.

#### **F. COMMENTS BY BOARD OF ALDERMEN MEMBERS**

No Aldermen made comments at this time.

#### **G. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES**

1. Planning & Zoning Commission: None
2. Ways & Means Committee: October 13, 2009
3. Public Works Commission: October 14, 2009
4. Financial Report: October 2009
5. Building Commissioner  
& Zoning Administrator October 2009

Mayor Krieg stated the above reports will stand as submitted.

#### **H. CITY ADMINISTRATOR'S REPORT**

##### 1. MSD Sanitary Project Update

Mr. Jerry Jung a Civil Engineer with MSD gave a presentation of an upcoming MSD project in Frontenac that will include an area that encompasses the Frontenac Hilton Hotel, through upper West End Park, down Conway to the Frontenac Estates area over to Clayton Road and the Stonington area. He stated approximately 420 letters were mailed to property owners in the area. This project is trying to eliminate illegal dumping of storm water into the sewer system. A consulting firm RJN Group completed some smoke testing which was in the preliminary phase. They currently are in the design and budget phases and he anticipates this project to start in November or December 2010. They hope in the end to make the system better. Alderman Levis asked if the project will impact the municipal complex area. Mr. Shelton stated no, the closest it should get

to the project is the Le Chateau parking lot near I-64. Mr. Jung stated there will be another project to remove storm water out of the system in several years near Hermitage Hill and Steeplechase.

Mayor Krieg thanked Mr. Jung for his presentation.

## 2. Financial Report

Ms. O'Guinn gave the financial report and noted revenues are down 6% year to date compared to budget and 11% compared to last year. She stated October revenues were down 21% compared to budget, however with the real estate income, it is a timing issue and actually down only 13% compared to budget. She also stated regarding the revenue variances, sales tax is dipping lower than budget at 9% and is 7.26% down compared to last year. She also stated interest income is down 47% this month and 31% for the year.

Ms. O'Guinn stated court fines are down, and she will look to see if adjustments are needed. She also said City expenses are down compared to budget, but are based on timing. In December she will have budget modifications. She stated the Ways & Means Committee suggested she come up with audit, accounting, reporting and payable procedures for the municipal complex, and stated this information will be added to the financial statements, starting next month.

## 3. City Administrator Report

Mr. Shelton stated at the Public Works Public forum on November 12<sup>th</sup>, the majority of the residents present wanted Clayton Road returned to two lanes. The majority of resident comments received by phone calls and emails also wanted the road to be returned to two lanes. Mr. Shelton stated to maintain the road at the current configuration of three lanes would cost approximately \$700,000.

Alderman Levis asked who showed up. Mr. Shelton stated there were approximately 30 residents and two non-residents. He stated the majority of the speakers either lived off Clayton Road or use Clayton Road. Alderman Levis asked how residents who still want three lanes can express themselves on a go forward basis. Alderman Serkes stated if they didn't show up, to see the cost impact, they cannot make an informed decision. Mr. Shelton stated they can always come to the Board of Aldermen meeting to express their concerns.

Mr. Shelton stated Alderwoman Martin asked for an inspection process for rental properties and said Mr. Morgan had come up with some information, which will be distributed to the Mayor and Board of Aldermen. He stated he would like to have this as a discussion item at the December meeting. He also said the City currently only does occupancy inspections on new construction.

Mr. Shelton stated today work began on the municipal complex, since the easement was secured late last week from the church. He stated they started placing the poles for the utilities and said City Hall's move is scheduled for December 7<sup>th</sup>.

Mr. Shelton stated the building department received its ISO rating and stated the rating dropped from a five to a three and he complimented John Morgan and his staff. Mr. Shelton also stated Eric Hall of the Frontenac Fire Department will be boxing in Guns & Hoses which benefits Backstoppers. The event will be on Wednesday, November 25<sup>th</sup> at the Scottrade Center.

Mr. Shelton stated Ways & Means Chairman Warren Winner will be honored as Frontenac's Citizen of the Year by the Town & Country/Frontenac Chamber of Commerce. He stated the luncheon is Wednesday, December 9<sup>th</sup> and if anyone would like to attend, to please contact Ms. Ross.

Mayor Krieg stated this is the last Board of Aldermen meeting in this building.

## **I. OLD BUSINESS**

None

## **J. NEW BUSINESS:**

1. Presentation of 2009 Audit by Schmersahl Treloar & Co.

Mr. Mark Graves of Schmersahl Treloar & Co. presented the annual audit to the Board of Aldermen which was also presented to the Ways & Means Committee in detail last week. He thanked everyone for the opportunity and stated the City is a fantastic client. He thanked Mr. Shelton & Ms. O'Guinn and stated this past year there was a lot of planning for the new municipal complex as well as the implementation of a new accounting software system. He also stated the Ways & Means Committee of the City received more detailed financial information than most cities receive. He said the City received an unqualified opinion, which is the best you can receive and stated you are in compliance with GASB principals. Mr. Graves gave an overview of the assets, liabilities and expenses. Mayor Krieg thanked Mr. Graves for his report and asked him to draft a management letter. Mr. Graves stated he would do so and stated there is a lot of work done and credits the Mayor, Aldermen, and Ways & Means committee. Alderman Wynne asked if there are any significant issues they should be aware of in tracking. Mr. Graves stated only that the City needs an up-to-date procedure manual of the finance department, which is being worked on.

2. **Bill No. 2009-1646:** An Ordinance amending Section 245.080 of the City of Frontenac, Missouri, Code of Ordinances relating to prohibited practices associated with solid waste collection and prohibiting burning solid waste and failure to participate in the City's trash collection and removal program.

Ms. Ross gave the first reading of Bill No. 2009-1646.

Mr. Shelton stated this bill was proposed by Mr. O'Keefe and stated this is part one of a two part process that needs to be implemented to pass the cost of trash on to the residents. He said the second step will be to authorize Veolia to bill the residents. The significant change in the ordinance is in Section One, #6. Mr. Shelton stated Veolia will be asked to bill the residents from January 1, 2010 through March 16<sup>th</sup>, when our current contract expires.

Alderman Levis asked if the contact could be terminated prior to that date and what Veolia's fiduciary responsibilities are. Mr. Shelton stated he has not been able to identify a breach in the contact, and does not want to terminate the current contact without the City having another trash hauling contractor to provide the service.

**MOTION:** Alderwoman Martin motioned and Alderman Wynne seconded approval of a second reading of Bill No. 2009-1646. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Krieg asked Ms. Ross to give the second reading of Bill No. 2009-1646.

**Bill No. 2009-1646:** An Ordinance amending Section 245.080 of the City of Frontenac, Missouri, Code of Ordinances relating to prohibited practices associated with solid waste collection and prohibiting burning solid waste and failure to participate in the City's trash collection and removal program.

Mayor Krieg asked for a motion to approve Bill No. 2009-1646.

**MOTION:** Alderman Wynne motioned and Alderwoman Martin seconded approval of Bill No. 2009-1646.

Mayor Krieg asked Ms. Ross for a poll vote.

**ROLL CALL VOTE:** Alderman Serkes, "Aye"; 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. 2009-1646 became Ordinance No. 2009-1614.**

3. **Bill No. 2009-1647:** An ordinance approving the installation of a fire hydrant at a proposed development at 10450 Donoho Place in the West End Park neighborhood of the City of Frontenac, Missouri.

Ms. Ross gave the first reading of Bill No. 2009-1647.

Mr. Shelton stated this is recommended by the fire department for a proposed development on Donoho. This ordinance states it will be installed pending approval of the development which has been reviewed by Mr. Morgan and Chief Trout.

**MOTION:** Alderman Levis motioned and Alderwoman Martin seconded approval of a second reading of Bill No. 2009-1647. All Aldermen present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Krieg asked Ms. Ross to give the second reading of Bill No. 2009-1647.

**Bill No. 2009-1646:** An ordinance approving the installation of a fire hydrant at a proposed development at 10450 Donoho Place in the West End Park neighborhood of the City of Frontenac, Missouri.

Mayor Krieg asked for a motion to approve Bill No. 2009-1647.

**MOTION:** Alderman Levis motioned and Alderwoman Durbin seconded approval of Bill No. 2009-1647.

Mayor Krieg asked Ms. Ross for a poll vote.

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

**Bill No. 2009-1647 became Ordinance No. 2009-1615.**

4. **Resolution No. 2009-229:** A resolution setting the spending guidelines for change orders regarding the new municipal complex.

Mr. Shelton stated there was discussion about setting spending guidelines on change orders for unforeseen items pertaining to the new municipal complex. He stated the guidelines are consistent with the current purchasing policy, which will allow the City Administrator to make changes up to \$2,500 and up to \$7,500 with concurrence of the City’s Owners Representative Rich Vandegrift, or a department head. Mr. Shelton stated any changes will be reported to both the Board of Aldermen and Ways & Means Committee, which will show any change order or expense adjustment on a monthly report.

Mayor Krieg stated this tightens up the process and gives Mr. Vandegrift some input.

Mayor Krieg asked for a motion to approve Resolution No. 2009-229.

**MOTION:** Alderman Levis motioned and Alderman Wynne seconded Resolution No. 2009-229 is approved. All Aldermen voted “Aye”. The vote was unanimous. **MOTION PASSED.**

5. **Resolution No. 2009-230**: A resolution for the purchase of one 2009 GMC C4500 Duramax diesel custom ambulance from American Response Vehicles (ARV) in the amount of \$197,484.

Mr. Shelton advised of a typographical error in the third whereas clause. This resolution will allow for the purchase of an ambulance and equipment tied into the ambulance, which are both budgeted items, and stated the equipment would also be purchased from ARV.

Mr. Shelton stated there were questions about housing the three additional staff members, and stated they would be in bunk beds and will fit in the existing building. He stated both the pumper 2914 and the ambulance will be housed at the fire house and stated the old pumper will be housed at the public works garage. The manufacturing of the ambulance will take 130 – 140 days. Mr. Shelton stated the item went through a public bid and opening and this is the lowest qualified bidder.

Chief Trout stated the heart monitor was included in the specifications and stated they have an eight year old unit, which they were to replace in FY 2012-2013. He stated they were able to receive a 20% discount on the price, by bidding along with other departments. He stated it is not included in this total price and wanted to present the option to the Board of Aldermen.

Alderman Levis stated recently he had an opportunity to visit the fire station with some younger relatives and he thanked Captain Smith for his excitement and knowledge of an ambulance and the thoroughness of how the department approached this issue, with the best and newest technology.

Mr. Shelton stated Chief Trout wanted to present the option for the purchase of the new heart monitor to the Board. Mr. Wynne stated the budgeted amount is \$200,000 and stated it is less than \$15,000 to add the heart monitor. Alderman Levis stated the exact difference is \$12,399.

Captain Smith explained the differences in the old monitor and the new monitor, which has an integrated CO monitor and technology that you can send directly to the hospital. He also said other neighboring departments have this new monitor. Chief Trout stated he could trade the old unit in for \$2,000 but feels it is needed on the second pumper.

Mayor Krieg asked for a motion to approve Resolution No. 2009-230.

**MOTION:** Alderman Levis motioned and Alderman Hizar seconded Resolution No. 2009-230 is amended to include the purchase of an ambulance and to also add the purchase of the LifePak 15 heart monitor, at a total cost of \$212,399. All Aldermen voted “Aye”. The vote was unanimous. **MOTION PASSED.**

6. **Resolution No. 2009-231**: A Resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to provide a holiday benefit to all permanent employees of the City.

Mayor Krieg asked for a motion to approve Resolution No. 2009-231.

**MOTION:** Alderman Levis motioned and Alderwoman Durbin seconded Resolution No. 2009-231 is approved. The vote was unanimous. **MOTION PASSED.**

Mr. Shelton advised of the employee holiday event on Friday, December 18<sup>th</sup>, 12:00 pm at Our Lady of the Pillar Church. Ms. Ross will send out more information at a later date.

Mr. Shelton also stated the City will have to hold a public hearing and pass a resolution to begin the procedure of obtaining an ambulance license with the State of Missouri.

**L. APPROVAL OF WARRANT LISTS:** October 1, 2009 through October 31, 2009

Mayor Krieg asked for consideration and approval of the warrant list.

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

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

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

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

**M. ADJOURNMENT**

Mayor Krieg asked for a motion to adjourn the meeting.

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

The meeting adjourned at 8:26 p.m.