



**MINUTES OF THE
CITY OF FRONTENAC
BOARD OF ALDERPERSONS
TUESDAY, JANUARY 21, 2025**

The January 21, 2025, the regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 5:34 p.m. with Kate Hatfield, presiding.

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

We have a quorum for tonight's meeting.

Also, in attendance were City Attorney Kevin O'Keefe, Interim City Administrator/City Clerk, Leesa Ross; Police Chief, Mark Guttman; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; Public Works Director, Jeff Wappelhorst; Finance Officer, Lea Ann Bennett; Building Commissioner, David Fairgrieve and Administrative Clerk, Shari Cooper.

The Pledge of Allegiance was stated.

MOTION TO APPROVE THE AMENDED AGENDA

Mayor Hatfield requested to amend tonight's agenda for the following items:

- Pend approval of the December 2024 Board Minutes until February 2025 for time to review
- Remove Bill No. 2025-2103 and revisit when the Board has had enough time to review
- Move New Business before Old Business to be able to address Bill No. 2025-2102
- Requested minutes from the Closed Session in December 2024

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

MOTION: Alderperson Kilker made a motion and Alderperson Millman made a second to approve the amended agenda. All Alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

PUBLIC FORUM

Steve Dallman, 35 Lynnbrook Rd. – Mr. Dallman congratulated Mr. Wappelhorst and the staff for their outstanding work during the snowstorm. He stated the crew did a great job and was very much appreciated and impressed by all.

Mr. Dallman stated he had a couple of thoughts and observations from the last meeting. He started with the \$75,000 study for Plaza Frontenac which was immediately tabled. There may be some history of working with Plaza Frontenac that he is not aware of. The property, former Cardwell's Restaurant, has been vacant for seven (7) years and we have lost the revenue associated with that. There is a study available that can utilize the property better to add another business that can generate more revenue. The revenue created from one or both of those would far exceed the \$75,000. He stated he would like the council to reconsider that motion.

The second issue is related to the height of the Le Chateau property and the layout of the site. The last time we were here I asked the developer the difference between the Wells Fargo building or the other building that's under construction and was told the new potential tower would be 33 feet higher than the Wells Fargo building and observing the building next to it is at least 20-feet higher. People are very concerned about the height of the project and I just want to put in perspective that we currently have a building that is probably somewhere around 10-feet lower overall.

The other issue that I wanted to suggest, and I don't know if it has been discussed, but there seems to be a big hot button on the setback, 30-feet versus 70-feet and concern about the neighborhood directly across the street that would be affected by light, noise and traffic. I would suggest to the developers that in the package that we currently have, we asked for a city park of minimum one (1) acre, maybe two (2). Maybe this is the spot for the park.

Kelly Harris, 10407 Frontenac Woods Ln. – Ms. Harris stated she wanted to speak on the zoning and her question, once again, is on the minimum building height of 26-feet which she equated to around two (2) stories. She spoke with some real estate developers and they traditionally don't see minimum building heights in ordinances, et cetera. She would like not to preclude a developer from being able to build one (1) story or less. As it stands right now, the minimum building height is 26-feet. She would prefer to get rid of the minimum.

Christina LaPoint, 1733 Frontenac Woods Ln. – Ms. LaPoint stated if the setback does move to 30 or 35 feet, then she would like to see the maximum building height lowered. The closer you come to Clayton Road, the building height should be lower. She stated she doesn't want Clayton Road to look like Kirkwood Road, where they have those four-story condos just putting a wall along the road. Also, per the ordinance, there is another statement that says the minimum percentage of build-to-line-build shall be occupied and 65% should be occupied by the buildings.

Mike Binette, 1616 Frontenac Woods Ln. – Mr. Binette asked if MSD had approved the 70-foot setback. Why eight (8) to ten (10) story buildings behind them? The original buildings are three (3) stories, and who's deciding the eight (8) to ten (10) stories instead?

MAYOR'S COMMENTS, REPORTS AND APPOINTMENTS

The Mayor recognized the following employee on their anniversary.

Rob Judd.....15 Years, Fire Department

Mayor Hatfield thanked Leesa Ross for providing more examples of different speaker cards. Mayor Hatfield stated that her request was to consider including speaker cards, adding that this is not to limit anyone's speaking time but be able to ask the speakers to write their name ahead of time so that we know who's coming up, what you want to learn or ask and so that we can make sure comments are more accurately collected into the record of the meeting including the spelling of your name and how someone might be able to follow up with you, which is a challenge currently. It also gives you information to people who have never come to a Board of Aldermen meeting of expectations and lets them know that their comments are part of public record and they can be provided to others when they make a Sunshine Request.

The Mayor asked the members if everyone was in favor of implementing using the speaker's cards at the next Board of Aldermen meeting in February. They were unanimously in approving the speaker cards.

Mayor Hatfield requested to please consider a change in our procedures. We currently only have Department Directors come up and present what we defined as the strategic priorities of the City. Also, defined the Frontenac 2050 Comprehensive Plan and there are specific action items and a timeline defined for that as well. We implemented an IT Strategy with specific action items and timelines as well. All of these issues come back to the Board to be reported on.

Mayor Hatfield discussed a process that other municipalities follow to where the Alderman/Councilman appointed to the Board Committee or Commission presents the report for that Board or Commission with or without the city staff person assigned. The thought process is that while the strategic priorities and Frontenac 2050 Comprehensive Plan implementation items are Board priorities and issues, residents decided are or should be priorities, some are not directly related to the daily routine activities of the paid staff but such as the zoning work group or other processes. The mayor suggested we implement this starting in February 2025.

COMMENTS – BOARD OF ALDERMEN

Alderman O'Brien addressed one question to Mr. O'Keefe. He stated that they had a motion for reconsideration tonight and I'm not sure I understand your consideration. But since there wasn't a vote and no prevailing party, do we need to bring this back.

Mr. O'Keefe stated that if it was not disposed of and is on the agenda, then he would suggest the language to reconsider is unnecessary.

Aldersperson Kilker mentioned that as we start the new year, it's kind of good to look back on the last year and look at our performance. He stated there was an email that came out in November, 2024 saying that we cancelled five (5) board meetings. He stated the Board actually conducted 18 meetings in 2024, which is outstanding for all these volunteers to offer their time and make it happen. He stated that August is usually the month we cancel but we did a special meeting on August 14th and a second special meeting on August 29th. The November, 2024 meeting didn't have a quorum. So

overall, he thinks that this Board did a really fine job and wanted to congratulate everyone for making it happen.

REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

Planning & Zoning CommitteeNone
Ways & Means CommitteeNone
Public Works Commission.....October and November 2024
Building Permit Report.....December 2024

Mayor Hatfield stated the above reports will stand as submitted.

CITY STAFF REPORTS

- **City Clerk / Interim City Administrator Report:**

Ms. Ross stated that we did have candidates who filed for the April 8th, 2025 election. Reporting the following of candidates for Mayor, Mayor Kate Hatfield, and Alderperson Pat Kilker and for Ward 1, Tim Sant and Barbara Sterkel (Reeb) and for Ward 2, Scott Mullis and Ward 3, Tom O'Brien and Howard (Kin) Watkins. She stated that these have been certified to St. Louis County Election Commission.

Ms. Ross stated that the Comprehensive Long-Range Planning status was discussed at the Ways & Means Committee meeting before this meeting with Chairman Michael Hickey presenting. She said she would request a copy and share it with the Board before the next meeting.

Ms. Ross stated that regarding the compensation update, she has reached out to peer cities but hasn't received all the information in return yet. The Mayor did provide her with some information that she would like to work on this month along with Lea Ann Bennett and Michael Hickey to try to come up with the numbers for 60% - 70% and to come up with the budget numbers for increases for the employees.

Ms. Ross said that the Mayor asked her to add recordings to the agenda and just wanted to say if we do record the meetings, we have to keep them for one (1) year, and they have to be made public if anybody requests.

MOTION: Alderperson Griesedieck motioned to begin recording meetings and keeping them available per state statute for one (1) year. Alderperson Mannion seconded. All Alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

- **Strategic Plan Update:**

Building Department: Mr. David Fairgrieve stated that within the City limits of Frontenac, we did 215 building permits, and the fees for those were \$217,788.50. He continued by stating that code

enforcement had approximately 22 cases. They ranged from damaged windows to pool issues, and three (3) ended up in municipal court. The way ARB is going they generally do not have to wait until the next meeting. We get them reviewed and turn them around within ten (10) days. This is usually approval of the permit or notes sent back to the Building/Architect/Owner to revise some information that we need to continue with the review process.

As far as Crystal Lake Park, we do all the building information and code enforcement there. They do a lot less work than we do, but we had 13 building permits, one being new construction from the ground up. The code enforcement in Crystal Lake Park was 16 violations, which resulted in three (3) summonses.

The last thing the Building Department did in 2024 was update our ICC Building Codes from 2015 to 2021 which are in line with most of the other municipalities in the general St. Louis County.

Ms. Ross addressed the Mayor and Board of Aldermen and stated she had one last thing to announce, and that being our Police Chief Mark Guttman will be retiring on March 1st, 2025, after 35 years of service. She also stated that Lieutenant Tim Barnett with the Police Department is retiring on March 6th with 23 years served with the City of Frontenac.

CONSENT AGENDA

1. **Minutes**: October 15, 2024, October 21, 2024, November 12, 2024, and November 19, 2024
2. **Warrant List**: December 1 – December 31, 2024
3. **Resolution No. 2025-588**: A resolution authorizing the mayor on behalf of the City of Frontenac, Missouri, to enter into an agreement with World Wide Technology for IT Infrastructure Technical Advisor services.

MOTION: Alderperson Mullis made a motion and Alderperson Mannion made a second to approve the consent agenda.

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

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

NEW BUSINESS

1. **Bill No. 2025-2102**: An ordinance amending the personnel handbook for the City of Frontenac to align the actual benefits provided by SLAIT to content of the handbook, and requested by Daniel Henry, the city’s insurance provider.

Ms. Bennett explained that within our COBRA policy when an employee retires, they are allowed to stay on the City's health insurance plan (COBRA) until they or their spouse reaches the age of 65 and children age allowed to the age of 26 unless they are handicapped in some form and not able to support themselves.

There was a change last year in SLAIT with Daniel and Henry, which used to require that you had to elect COBRA before you retire, but now they are allowing that if you don't elect it at the time of retirement or if you elect only to cover yourself, at a future open enrollment period you can add yourself or if you're already in it you may add your spouse or dependents under the age of 26 or incapacitated. Daniel and Henry requested we add this to our personnel handbook. This has always been our policy; we are just formalizing it. When they retire, there's no cost to the city. The employee contributes the full amount of the premium. Alderman Millman asked if the number we selected had to be 65 or Medicare eligible. Ms. Bennett agreed to keep the wording to reflect Medicare eligibility.

Melissa Pesce, Shareholder with Ogletree Deakins, stated her office provides legal (labor and employment) services to the City. She was requested to come by and answer questions.

There was no further discussion on this topic.

Mayor Hatfield asked for a motion for the reading of Bill No. 2025-2102.

MOTION: Alderperson Millman made a motion and Alderperson Griesedieck made a second to the motion to approve a reading of Bill No. 2025-2102. All alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2025-2102: An ordinance amending the personnel handbook for the City of Frontenac.

Mayor Hatfield asked for a motion to approve Bill No. 2025-2102.

MOTION: Alderperson Mannion made a motion to approve Bill No. 2025-2102 and Alderperson Kilker made a second for approval.

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

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

UNFINISHED BUSINESS

1. **To reconsider Bill No. 2024-2099:** An ordinance adopting a new section of the Frontenac City Code establishing the "BD" Business District Zoning District and enacting regulations pertaining thereto; and amending Section 405.020 to include the "BD" Business District.

John Hoal with H3 Studio gave a short presentation addressing a couple of outstanding issues and stated he would be happy to address any questions after. Mr. Hoal stated that the Business District is based upon current plan code areas, but intentionally added a series of guardrails and increased transparency in the process of the evolution of developing a plan. He stated this is not a master plan but a series of design principles and guidelines that provide the city with flexibility to achieve the intent of the comprehensive plan. It intentionally has flexibility built into it for you to be able to work with developers within the area and there are multiple developers within the area so we did not base this upon any master plan to date. It's a series of guidelines for you to be able to and the developers to develop a plan that meets the intention of the comprehensive plan.

Mr. Hoal stated the other important thing is as you evolve if you're working with a developer through the process, their processes outlined as a section within there and you'll see this really detailed recommendations of what has to be produced at different levels at decision making. Therefore, you will be able to work through some of the flexibility that's purposely built into these guidelines to be able to resolve that and there's a series of public meetings to be had as well through that process. It's supposed to be very clear and transparent, as a developer works with the city to achieve the broader objectives of the content.

Mr. Hoal stated there were three key things we wanted him to address the Clayton Road setbacks, the issue of heights, and the parking requirements. He noted that if you were to do an average setback from Lindbergh to Spode of all the buildings, the average setback is 119 feet from the curb line. If you are to do an average setback in the designated area of the business district, you'll see its 85 feet from the curb line. The ad hoc committee gave us the charge that what they would like to achieve along Clayton Road, particularly in front of the residential area was a tree line, ideally two trees deep with so that before you have the interface of the building, there was a tree line setback. The particular area in front of Triad Bank, there are two (2) trees, one (1) evergreen tree and this was used as a model setback to be able to get two (2) healthy trees in front of the buildings. In order to have properly matured trees you are going to have to have about 50 feet or more to get a series of tree sets. This became the model for the setback.

It was understood that this is a long-range plan and those buildings, there's been no change to them at the moment. They will be grandfathered in. But as we evolve or change, as typical in any zoning when there's a major change, you'll pick up on the new guideline if there's just a small variation in the building, the building remains as is. This is a typical process of integrating new zoning codes as you move through them. This became the logic of the 70-foot setback along there. And again, just reminding you of that at the moment within our full area of the business district, the average setback is 85 feet.

Mr. Hoal stated that we were increasing the planned development area into an above sea level category which provides a three-story maximum for the developer. You will see this along the front of Clayton Rd. which has this retained. The benefit that this brings to your parcel is that there, the grade changes that allow you to be able to have higher buildings although they're not higher than the designated area, you could have more floors in there depending on what uses are there.

The last thing we need to address is the parking. We are trying not to write a parking code because the truth is, we don't know the ultimate development program of this site and the uses could vary. We want to try to provide a set of key guidelines and minimum things that need to be developed in an entertainment district, one of the key things that you could use is the idea of shared parking.

Mr. Jason Olt, President of Bucksbaum Properties, said that H3 Studio has done a very good job with this business description. He did state that we agree with 90% of what is in this document. Regarding the sewer line in the setback it is one where we've voiced our concern and that's because we do believe that this storm sewer line is movable, which would, with a 30-foot setback, might allow a building. We (the City, Bucksbaums & representatives) did meet with MSD and they would not confirm anything without review of a master plan for redevelopment. If the sewer lines are not movable, MSD did confirm that there can't be any building in the utility easement.

Discussions with several members took place.

Kim Tompras, 944 Chapel Oaks Rd., started by thanking the Board for continuing to have constructive conversations about this very sensitive zoning change. It is one everyone is very passionate about. She said that being the Chair of Planning & Zoning, she has some concerns about the direction this is going. Planning & Zoning voted to approve the BD2 plan that was put forward to the Board for approval. Now there is talk of material changes to that ordinance. Respectfully, she is requesting that any amendments that the Board agrees are necessary for Board approval moving forward, being passed back to Planning & Zoning for their consideration.

Aldersperson Millman stated that he completely agrees that any changes should go back to Planning & Zoning for their review. He also wanted to stress to the public that I don't think this Board should always save something just because people need us to.

Ms. Tompras added that in her professional life as a project manager, she is faced with these problems and tasks all the time, and you have a variety of folks you are trying to please. You have a job to do and it's impossible to please everyone and still progress. It can't be done.

Mayor Hatfield asked for a motion for a first reading of Bill No. 2024-2099.

MOTION: Aldersperson Kilker made a motion and Aldersperson Griesedieck seconded to have the first reading of Bill No. 2024-2099.

Bill No. 2024-2099: An ordinance adopting a new section of the Frontenac City Code establishing the "BD" Business District Zoning District and enacting regulations pertaining thereto; and amending Section 405.020 to include the "BD" Business District.

Aldersperson Dan Millman left the meeting at 7:35 pm.

MOTION: Aldersperson O'Brien made a motion and Aldersperson Mullis seconded to amend Page 6, No. 5A on Version B.23 as follows: requirements presented in this Section apply solely to "BD" Business

District zoned parcels and are not intended, nor shall they be construed, to apply to any other parcels within the City of Frontenac. Notwithstanding anything herein to the contrary, owners of property of less than 12.5 acres in the area eligible for rezoning to the Business District 2 Sub-area zoning district classification shall not be prohibited by this Section from using, developing, or redeveloping those properties in accord with the existing zoning of the property. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Mr. O’Keefe explained that the language requested by the attorney who spoke at the last meeting aside from some grammatical changes suggests that included language that the property owner shall not be prohibited, limited, or restricted by this ordinance from developing their properties pursuant to their existing zone. Mr. O’Keefe recommended changing that broad language to say that the classification will not be prohibited by this section from using developing or redeveloping those properties in accord with the existing zoning.

Aldersperson Griesedieck apologized for not giving the information to all the members.

MOTION: Aldersperson Mullis made a motion and Aldersperson Kilker seconded to amend Exhibit A. Bill No. 2024-2099 by repealing the text of Subsection C.3.G.2 of Section 405.095 on Page 12 of Exhibit A relating to regulations for height zone one special and replace the text with the word reserved and then Figure 2 pipe zones be revised accordingly. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

Mayor Hatfield asked for a motion for a second reading of Bill No. 2024-2099. No motion given.

MOTION: Aldersperson Griesedieck made a motion and Aldersperson Mannion seconded to refer Bill No. 2024-2099 back to Planning & Zoning with the amendments they’ve not been offered. **MOTION PASSED by a vote of 4-1.**

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

ROLL CALL VOTE: Aldersperson Mannion, “Aye”; Aldersperson Mullis, “Nay”; Aldersperson Griesedieck, “Aye”; Aldersperson O’Brien, “Aye”; and Aldersperson Kilker, “Aye”. **MOTION PASSED by a vote of 4-1.**

Mayor Hatfield asked for a motion to reconsider Resolution No. 2025-586.

MOTION: Aldersperson Griesedieck made a motion and Aldersperson Mullis seconded to reconsider Resolution No. 2024-586. **MOTION FAILED by a vote of 3-2.**

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

ROLL CALL VOTE: Aldersperson Mullis, “Aye”; Aldersperson Griesedieck, “Aye”; Aldersperson O’Brien, “Nay”; Aldersperson Kilker, “Nay”; and Aldersperson Mannion, “Nay”. **MOTION FAILED by a vote of 2-3.**

Reconsidered motion to Resolution No. 2024-586 to amend the resolution for payment of services rendered by H3 Studio in the amount of \$27,370.00 and not proceeding with the proposal submitted for future costs not to exceed \$75,000.00.

MOTION: Alderperson Mannion made a motion and Alderperson Kilker seconded to pay H3 Studio \$27,370.00 for services rendered. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

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

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Kilker, "Aye"; Alderperson Mannion, "Aye"; and Alderperson Mullis, "Aye". **MOTION PASSED by a vote of 5-0.**

Mr. O'Keefe explained that he was advised that the city's purchasing policy is that the city will not expend funds for non-budgeted items which this resolution would consist of essentially approval of a new agreement for work and authorization for payment of the outstanding invoice.

MOTION: Alderperson Mannion made a motion and Alderperson Kilker made a second to reconsider the reconsideration of the reconsideration of Resolution No. 2024-586 which includes payment of \$27,370.00 which are services previously rendered. All alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Kilker, "Aye"; Alderperson Mannion, "Aye"; and Alderperson Mullis, "Aye". **MOTION PASSED by a vote of 5-0.**

MOTION: Alderperson Mullis made a motion and Alderperson Kilker made a second to reconsider Resolution No. 2024-586 to pay \$27,370.00 to H3 Studio for services previously rendered. All alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

MOTION: Alderperson O'Brien made a motion and Alderperson Mannion made a second to amend Resolution No. 2024-586 to pay \$27,370.00 to H3 Studio for services previously rendered and delete the rest of the resolution. All alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield requested a motion to approve the amended Resolution No. 2024-586.

MOTION: Alderperson Mullis made a motion and Alderperson Mannion made a second to approve amended Resolution No. 2024-586 to pay \$27,370.00 to H3 Studio for services previously rendered and delete the rest of the resolution. All alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

ROLL CALL VOTE: Alderperson O'Brien "Aye"; Alderperson Kilker, "Aye"; Alderperson Mannion "Aye"; Alderperson Mullis "Aye"; and Alderperson Griesedieck "Aye". **MOTION PASSED by a vote of 5-0.**

Mayor Hatfield asked for a motion to approve the Annual Comprehensive Financial Report as presented by Sikich LLC.

MOTION: Alderperson Kilker made a motion and Alderperson Mullis seconded to approve the annual ACFR – Annual Comprehensive Financial Report as presented by Sikich LLC. **MOTION PASSED by a vote of 5-0.**

M. EXECUTIVE SESSION FOR R.S. MO 610.021 SUBSECTION 13 (1) LEGAL (3) PERSONNEL (12) CONTRACT NEGOTIATIONS

Mayor Hatfield asked for a motion to go into Executive Session for R.S. MO 610.021 Subsection 13 (1) Legal (3) Personnel and (12) Contract Negotiations.

MOTION: Alderperson Kilker made a motion and Alderperson Griesedieck made a second to the motion to go into executive session for purposes of R.S. MO 610.210 Subsection 13 (1) legal (3) personnel and (12) contract negotiations. All alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Hatfield requested a roll call vote.

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

The meeting was adjourned at 8:09 p.m.