

**CITY OF
FRONTENAC**



**MINUTES OF THE
CITY OF FRONTENAC
BOARD OF ALDERPERSONS
TUESDAY, DECEMBER 16, 2025**

The December 16, 2025, regular meeting of the Board of Aldermen of the City of Frontenac was called to order at 6:00 p.m. with Mayor Pat Kilker presiding.

The Pledge of Allegiance was stated.

A. ROLL CALL

The Aldermen present were Dan Millman, Annie DiPasco, Scott Mullis, Tim Sant, Jamie Griesedieck, and Tom O'Brien.

Ms. Ross noted a quorum for tonight's meeting.

Also, in attendance were City Administrator, Andrea Muskopf; City Attorney, Kevin O'Keefe; Senior City Clerk, Leesa Ross; City Clerk, Khianna DeGarmo; Police Chief, 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.

B. MOTION TO APPROVE THE AGENDA

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

MOTION: Alderman Mullis made a motion, and Alderman O'Brien made a second to the motion to approve tonight's meeting agenda. **MOTION PASSED by a vote of 6-0.**

C. PUBLIC HEARINGS

- 1, A request from Louie Tocco with COZAD Commercial Real Estate, representing Frontenac Grove, LLC, for a Conditional Use Permit to allow occupancy of a bank with drive-through at 10429 Clayton Road.

Mr. Louie Tocco, agent for Frontenac Grove LLC and for the center, was present and asked the city to consider a conditional use permit for a new user at 10429 Clayton Road. The former use of space was Commence Bank, and the space has been vacant since December 2021. Midwest Bank Centre approached them this summer and will be moving from a nearby location, and would like to use the space in full to become a banking branch. He said they were seeking approval from the city.

Mayor Kilker closed the first public hearing.

2. A request from Louie Tocco with COZAD Commercial Real Estate, representing Frontenac Grove, LLC, for a Conditional Use Permit to allow occupancy of a physical therapy business at 10435 Clayton Road.

Mr. Louie Tocco was the representative. He said that at the medical building, Apex Physical Therapy operated in the space prior to vacating it 18 months ago. The applicant, SSM Select Rehabilitation, is seeking a similar use. He said the rehab facility will be utilized by the doctors at the center. They will lease half of the unit. They are seeking the board's approval.

Alderman O'Brien asked about the elevator and access in the basement. Mr. Tocco said the elevator was near the front door of the lower level. For future use, their footprint will be deeper in the space, and the tenant will open deeper and will have their own entrance.

Mayor Kilker closed the public hearing.

D. PUBLIC FORUM

No comments were made at this time.

E. MAYOR'S COMMENTS, REPORTS, AND APPOINTMENTS

Mayor Kilker made no comment at this time.

F. COMMENTS – BOARD OF ALDERMEN

Alderman Griesedieck stated he liked the event on Friday with the Clydesdale and Santa, and said he hopes the city continues the event in the future.

G. REPORTS OF OFFICERS AND COMMITTEES AND MINUTES:

1. Planning & Zoning Commission: December 2025
2. Ways & Means Committee: November 2025
3. Public Works Commission: None
4. Building Permit Report: November 2025

Mayor Kilker stated the reports will stand as submitted.

H. CITY STAFF REPORTS

- **City Administrator**

Ms. Muskopf made no comments at this time.

- **City Clerk**

Ms. Ross reminded everyone of the election filing dates. She stated filing closes on Tuesday, December 30, at 5:00 p.m. There is one position for aldermen for wards 1, 2, and 3.

- **Finance Report – November 2025**

Ms. Bennett stated she will factor out grant revenue. She said the city is \$90,000 or 2.8% under budget for revenue, and expenses are down 2.7%. Sales taxes are in a downward trend at the moment.

I. CONSENT AGENDA

1. Minutes of November 18, 2025, Board of Aldermen meeting.
2. Warrant Lists: November 1 through November 30, 2025
3. Resolution No. 2025-616: A resolution authorizing investment and banking services agreements, including operating accounts.
4. Resolution No. 2025-617: A resolution authorizing the City Administrator to execute an addendum to the information technology services agreement with Acumen to extend the agreement for three months with an option to renew for an additional three months.
5. Resolution No. 2025-618: A resolution authorizing payment of the previously budgeted employee retention incentive to all permanent employees of the city.
6. Resolution No. 2025-619: A resolution authorizing the purchase of Rosenbauer pumper firetruck for the Fire Department

MOTION: Alderman Sant made a motion to approve the consent agenda and Alderwoman DiPasco made a second to the motion.

Mayor Kilker asked Ms. Ross for a vote of the Board of Alderpersons.

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

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

1. **Bill No. 2025-2123**: An ordinance authorizing the mayor to execute an agreement on behalf of the City of Frontenac, Missouri, to provide office space/shared services to the City of Crystal Lake Park, Missouri.

Ms. Muskopf stated that in 2012, the city entered into a letter of agreement for shared office space with Crystal Lake Park. She is looking to modernize the agreement, which replaces the one from 2012, and updates the cost, with adjustments for CPI and clarification. The City of Crystal Lake Park approved the agreement on December 8. The updated monthly rate will increase from \$150 to \$850, with an annual CPI adjustment beginning in January of each year. There will be an automatic termination if the police and fire agreement between the cities is terminated.

Mayor Kilker asked for a second reading of Bill No. 2025-2123.

MOTION: A motion was made by Alderman O'Brien and seconded by Alderman Millman for a second reading of Bill No. 2025-2123. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED**.

Bill No. 2025-2123: An ordinance authorizing the mayor to execute an agreement on behalf of the City of Crystal Lake Park, Missouri. to provide office space/shared services to the City of Crystal Lake Park, Missouri.

MOTION: Alderman Mullis made a motion, and Alderman Sant seconded the approval of Bill No. 2025-2123.

Mayor Kilker asked Ms. Ross for a vote of the Board of Aldermen.

ROLL CALL VOTE: Alderwoman DiPasco, "Aye"; Alderman Mullis, "Aye"; Alderman Sant, "Aye"; Alderman Griesedieck, "Aye"; Alderman O'Brien, "Aye"; and Alderman Millman, "Aye". The vote was passed. **MOTION PASSED by a vote of 6-0**.

2. **Bill No. 2025-2125.1**: An ordinance amending a conditional use permit authorizing a bank with drive-thru at 10429 Clayton Road (AKA Frontenac Grove).

Ms. Rottjakob stated the Planning & Zoning Commission considered the requests at their meeting on October 21. meeting. Two new tenants asked for approval to occupy space in Frontenac Grove at 10429 and 10435 Clayton Road. Conditional Use Permits are required for all occupants in Frontenac Grove. There is no change in parking demand. CBB was hired by the property owner to conduct a traffic analysis and did so. CBB stated there will be no additional traffic impact. The Planning & Zoning Commission recommended approval of both uses. CBB stated the owners should continue to monitor the parking, especially at the medical facility, in particular, the employee parking.

Mr. O'Keefe made no substantive changes, as the changes were to clean up the bill, and each bill was labeled .1.

Mayor Kilker asked if there were any additional questions on this topic.

MOTION: A motion was made by Alderman Mullis and seconded by Alderwoman DiPasco to approve Bill No. 2025-2125.1.

Mayor Kilker asked for a second reading of Bill No. 2025-2125.1.

Bill No. 2025-2125.1: An ordinance amending a conditional use permit authorizing a bank with drive-thru at 10429 Clayton Road (AKA Frontenac Grove).

MOTION: A motion was made by Alderman Mullis and seconded by Alderman Sant for a second reading of Bill No. 2025-2125.1. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Kilker asked Ms. Ross for a vote of the Board of Alderpersons.

ROLL CALL VOTE: Alderwoman Mullis, "Aye" Alderman Sant, "Aye"; Alderman Griesedieck, "Aye"; Alderman O'Brien, "Aye"; Alderman Millman, "Aye"; and Alderman DiPasco, "Aye". The vote was passed. **MOTION PASSED by a vote of 6-0.**

3. **Bill No. 2025-2126.1:** An ordinance amending a conditional use permit authorizing a physical therapy business at 10435 Clayton Road (AKA Frontenac Grove).

Ms. Rottjakob stated that P&Z approved the request and recommended approval to the Board of Aldermen. Mr. O'Keefe stated he had no additional comments.

Mayor Kilker asked for a second reading of Bill No. 2025-2126.1.

MOTION: A motion was made by Alderman Millman and seconded by Alderman Mullis for a second reading of Bill No. 2025-2126.1. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2025-2126.1: An ordinance amending a conditional use permit authorizing a physical therapy business at 10435 Clayton Road (AKA Frontenac Grove).

MOTION: Alderman Mullis made a motion, and Alderman Sant seconded the approval of Bill No. 2025-2126.1.

Mayor Kilker asked Ms. Ross for a vote of the Board of Alderpersons.

ROLL CALL VOTE: Alderman Mullis, "Aye"; Alderman Sant, "Aye"; Alderman Griesedieck, "Aye"; Alderman O'Brien, "Aye"; Alderman Millman, "Aye"; and Alderwoman DiPasco, "Aye". The vote was passed. **MOTION PASSED by a vote of 6-0.**

4. **Bill No. 2025-2127.1:** An ordinance authorizing an application for a surface transportation program (STP) application for sidewalks on Clayton Road.

Ms. Muskopf stated the city applied for an STP grant for sidewalks going west from Geyer to the western city limits. The grant was denied as sidewalks were originally applied for both the north and south sides of the street. The city has an application to reapply. The fee with Lochmueller does not exceed \$5,000 for engineering services and the application to apply for grant funding. The new application is for sidewalks on the south side only. There will be an additional application fee not to exceed \$15,000 for the East-West Gateway application. The city was refunded \$17,714 for the 2025 STP grant application. It is currently an unbudgeted item; however, incremental costs will not exceed \$2,300.

There was additional discussion with Mr. Wappelhorst about the scope of the former and current applications. Mr. Wappelhorst stated the application will be reviewed by East-West Gateway in October. There was also discussion about the scoring criteria. Mr. Wappelhorst stated we were denied this year because of the scope of the project and the cost. He feels we will have a much better chance of receiving a grant with the scope being changed. There was a question of a subdivision monument sign located in the right-of-way.

Mayor Kilker asked if there were any questions on this topic.

MOTION: A motion was made by Alderman Griesedieck and seconded by Alderwoman DiPasco to approve Bill No. 2025-2127.1.

Mayor Kilker asked for a second reading of Bill No. 2025-2127.1.

Bill No. 2025-2127-1: An ordinance authorizing an application for a surface transportation program (STP) application for sidewalks on Clayton Road.

MOTION: A motion was made by Alderman Griesedieck and seconded by Alderman Mullis for a second reading of Bill No. 2025-2127.1. All Aldermen present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Kilker asked Ms. Ross for a vote of the Board of Alderpersons.

ROLL CALL VOTE: Alderman Griesedieck, "Aye"; Alderman O'Brien, "Aye"; Alderman Millman, "Aye"; Alderman DiPasco, "Aye"; Alderman Mullis, "Aye"; and Alderwoman Sant, "Aye". The vote was passed. **MOTION PASSED by a vote of 6-0.**

5. **Bill No. 2025-2128**: An ordinance authorizing and directing the mayor to execute and enter into an amended contract governing compensation for legal services by the Prosecuting Attorney and Prosecutor's Assistant.

Ma. Muskopf stated Mr. Cheung has been the city's prosecuting attorney since 2005. This is an increase in the rate for the PA Assistant from \$30 to \$50 an hour. Although the increase is not budgeted, the increase for the remainder of the year will be less than \$2,000 and can be absorbed in the budget.

Mayor Kilker asked whether there were any questions on this subject.

Mayor Kilker asked for a second reading of Bill No. 2025-2128.

MOTION: A motion was made by Alderwoman DiPasco and seconded by Alderperson Mullis for a second reading of Bill No. 2025-2128. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED**.

Bill No. 2025-2128: An ordinance authorizing and directing the mayor to execute and enter into an amended contract governing compensation for legal services by the Prosecuting Attorney and Prosecutor's Assistant.

MOTION: Alderman Sant made a motion, and Alderman Millman seconded the approval of Bill No. 2025-2128.

Mayor Kilker asked Ms. Ross for a vote of the Board of Aldermen.

ROLL CALL VOTE: Alderman Griesedieck, "Aye"; Alderman O'Brien, "Aye"; Alderman Millman, "Aye"; Alderman Mullis, "Aye"; Alderman Sant, "Aye"; and Alderwoman DiPasco, "Aye". The vote was passed. **MOTION PASSED by a vote of 6-0**.

L. EXECUTIVE SESSION RSMO 610.021(1) LEGAL (2) REAL ESTATE (12) CONTRACT NEGOTIATIONS

Mayor Kilker asked for a motion to go into executive session for RSMO 610.021 (1) Legal (2) Real Estate (12) contract session.

MOTION: Alderman Millman made a motion to go into executive session, and Alderman O'Brien made a second to the motion and to adjourn the meeting.

ROLL CALL VOTE: Alderman O'Brien, "Aye"; Alderman Millman, "Aye"; Alderman Mullis, "Aye"; Alderman Sant, "Aye"; Alderwoman DiPasco, "Aye"; and Alderman Griesedieck, "Aye". The vote was unanimous. The motion passed by a vote of 6-0.

M. ADJOURNMENT

Mayor Kilker adjourned the meeting at 6:25 p.m.

