

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON DECEMBER 19, 2017

The December 19, 2017 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 7:17 p.m. with Mayor Margot Martin, presiding. The Alderpersons present were David Bray, Nalini Mahadevan, Brian Warner, Dan Kemper, Jamie Griesedieck and Tom O'Brien.

Also in attendance was City Administrator, Bob Shelton; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Fire Chief, Jack Trout; Police Chief, Tom Becker; Public Works Director, Jeff Wappelhorst; Building Commissioner, John Morgan; and Lea Ann Bennett, Finance Officer.

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

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

MOTION: Alderperson O'Brien motioned and Alderperson Kemper seconded the approval of tonight's agenda. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

B. VOTE TO APPROVE MINUTES: Public Hearing, November 27, 2017 Regular Meeting, November 27, 2017

Mayor Martin asked if there were any corrections to the minutes, there were none. Mayor Martin asked for a motion to approve the four sets of minutes.

MOTION: Alderperson Warner motioned and Alderperson O'Brien seconded the approval of the November 27, 2017, meeting minutes. All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED.**

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

There were no comments from the audience members.

D. MAYOR'S COMMENTS

1. Presentation of a certificate of appreciation to Michael Del Pietro, owner of Sugo's/Via Vino.

Mayor Martin stated Michael Del Pietro is ill and will be recognized next month.

2. Proclamation for the City of Frontenac recognizing Arbor Day.

Mr. Shelton stated that the city needs to issue a proclamation for Arbor Day to be recognized as Tree City USA to apply for grants.

Mayor Martin asked for a motion to approve the Proclamation for Arbor Day.

MOTION: Alderperson Warner motioned and Alderperson Bray seconded the approval of the Proclamation for Arbor Day. All Alderpersons present voted "Aye." The vote was unanimous.

MOTION PASSED.

3. Surprise Certificate of Appreciation, to Bob Shelton, who served the City of Frontenac for 12 years as City Administrator

Mayor Martin presented City Administrator Bob Shelton with a certificate of appreciation for 12 years of service to the City of Frontenac. Mr. Shelton has accepted a position with the City of Town & Country and will be leaving the City in January. Former Mayor Keith Krieg was present and said words along with former Aldermen John Wynne, Mike Schoedel, John O'Connell and current Alderpersons. Mr. Shelton's wife, JoAnne and son, Jack and daughter, Annie were also present. Mr. Shelton was also presented with a gift card from Fleming's. Mr. Shelton thanked Mayor Martin, the Board of Alderpersons, former Mayor Keith Krieg, and all the former Alderpersons present. He also said it was a tough decision and he said he enjoyed working with the City Department heads and all employees and elected officials.

E. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

There were no comments from the Board of Alderpersons members.

F. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|---|---------------|
| 1. | Planning & Zoning Commission: | October 2017 |
| 2. | Ways & Means Committee: | November 2017 |
| 3. | Public Works Commission: | None |
| 4. | Building Commissioner
& Zoning Administrator | November 2017 |

Mayor Martin stated the above reports will stand as submitted.

G. CITY ADMINISTRATOR'S REPORT

1. Finance Report – November 2017

Ms. Bennett stated court fines and building permits are up for the year. She said revenue is up year to date by 7% and expenses are down 2.5%. She said net income is up \$236,000 compared to budget.

2. City Administrator's Report

Mr. Shelton had no report.

H. UNFINISHED BUSINESS

1. **Bill No. 2017-1873.1**: An ordinance amending Chapter 405 of the City of Frontenac, Missouri Municipal Code of Ordinances, pertaining to the use of portable restrooms.

Ms. Ross gave the first reading of this bill at the November 27, 2017 meeting.

Mr. Shelton stated there were some minor changes to the bill which requires a permit from the building commissioner for a portable restroom up to 30 days; and requires Board of Aldermen approval for any portable restrooms over 30 days.

Mayor Martin asked for a motion to amend Bill No. 2017-1873 to Bill No. 2017-1873.1.

MOTION: Alderperson Warner motioned and Alderperson Bray seconded to amend Bill No. 2017-1873 to Bill No. 2017-1873.1. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Mayor Martin asked for a motion for a second reading as amended.

MOTION: Alderperson Warner motioned and Alderperson Bray seconded approval of the second reading of Bill No. 2017-1868.1 as amended. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2017-1873.1: An ordinance amending Chapter 405 of the City of Frontenac, Missouri, Municipal Code of Ordinances, pertaining to the use of portable restrooms.

Mayor Martin asked for a motion to approve Bill No. 2017-1873.1.

MOTION: Alderperson Warner motioned and Alderperson Bray seconded approval of Bill No. 2017-1873.1 as amended.

Mayor Martin asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Mahadevan, "Aye"; Alderperson Warner, "Aye"; Alderperson Kemper, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; and Alderperson Bray, "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2017-1873.1 became Ordinance No. 2017-1833.

2. Resolution No. 2017-371: A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to join Mayors for Peace.

MOTION: Alderperson Mahadevan motioned, there was no second. Resolution dies for a lack of a second.

I. NEW BUSINESS:

1. Municipal Audit Report represented by Hochchild Bloom & Company.

Mr. Mike Williams of Hochschild Bloom & Company presented the audit report in detail. Mr. Williams reviewed the management letter, gave a clean opinion and stated the city was in good standing. Five management suggestions were written. Ms. Bennett stated of the five, two are now in compliance and she is working on correcting the other three issues.

MOTION: Alderperson Warner and Alderperson Kemper seconded to accept the audit report for FY 2016-2017. All Alderpersons present voted "Aye". **MOTION PASSED.**

2. Referral to the Planning & Zoning commission, lighting and tree preservation regulations for review.

MOTION: Alderperson Bray and Alderperson O'Brien seconded to forward lighting and tree preservation regulations for review to the Planning & Zoning Commission. All Alderpersons present voted "Aye". **MOTION PASSED.**

3. Bill No. 2017-1876: An ordinance calling for an election within the City of Frontenac, Missouri, to be held on April 3, 2018, for the purpose of submitting to the qualified voters of the City of Frontenac, Missouri, the question of imposing a general property tax of \$.35 additional on each \$100 of assessed valuation of all taxable residential, commercial and personal property for the purposes described herein.

Ms. Ross gave the first reading of this bill.

MOTION: Alderperson Mahadevan motioned and Alderperson Warner seconded approval of the second reading of Bill No. 2017-1876. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2017-1876: An ordinance calling for an election within the City of Frontenac, Missouri, to be held on April 3, 2018, for the purpose of submitting to the qualified voters of the City of Frontenac, Missouri, the question of imposing a general property tax of \$.35 additional on each \$100 of assessed valuation of all taxable residential, commercial and personal property for the purposes described herein.

Mayor Martin asked for a motion to approve Bill No. 2017-1876.

MOTION: Alderperson Warner motioned and Alderperson O'Brien seconded approval of Bill No. 2017-1876.

Mayor Martin asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Warner, “Aye””; Alderperson Kemper, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Bray, “Aye”; and Alderperson Mahadevan, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2017-1876 became Ordinance No. 2017-1834.

4. **Bill No. 2017-1877:** An ordinance approving a final development plan for property at 2001 South Lindbergh Boulevard.

Ms. Ross gave the first reading of Bill No. 2017-1877.

Alderperson Bray advised of a typographical error on page 4, Section 3(d), first line, the word “achieved” should be “achieve”. Also, Alderperson Bray asked on page 7, that it does not mention the trash enclosures having a roof. Mr. O’Keefe suggested this language:

“The dumpster areas shall be as shown on the final development plan. The Life Time Fitness dumpster area will be fully enclosed utilizing material similar and of the same quality as the building. The other dumpster areas will be enclosed with a masonry structure on three sides and a roof with heavy duty sight-proof fences for entry. The design of the enclosures is to be reviewed and approved by the Frontenac Architectural Review Board.”

Mayor Martin asked for a motion to amend Bill No. 2017-1877.

MOTION: Alderperson O’Brien motioned and Alderperson Warner seconded to amend Bill No. 2017-1877. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Mayor Martin asked for a motion for a second reading.

MOTION: Alderperson Bray motioned and Alderperson O’Brien seconded approval of the second reading of Bill No. 2017-1877 as amended. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2017-1877: An ordinance approving a final development plan for property at 2001 South Lindbergh Boulevard.

Mayor Martin asked for a motion to approve Bill No. 2017-1877 as amended.

MOTION: Alderperson Warner motioned and Alderperson Kemper seconded approval of Bill No. 2017-1877 as amended.

Mayor Martin asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Kemper, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Bray, “Aye”; Alderperson Mahadevan, “Aye”; and Alderperson Warner, “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2017-1877 became Ordinance No. 2017-1835.

5. **Bill No. 2017-1878**: An ordinance approving the subdivision of lots for TDG Development, LLC, under contract for 2001 S. Lindbergh Boulevard, a tract of land being Shriners Hospital.

Ms. Ross gave the first reading of Bill No. 2017-1878.

Mayor Martin asked for a motion for a second reading.

MOTION: Alderperson Bray motioned and Alderperson Warner seconded approval of the second reading of Bill No. 2017-1878. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2017-1878: An ordinance approving the subdivision of lots for TDG Development, LLC, under contract for 2001 South Lindbergh Boulevard, a tract of land being Shriners Hospital.

Mayor Martin asked for a motion to approve Bill No. 2017-1878.

MOTION: Alderperson Warner motioned and Alderperson Kemper seconded approval of Bill No. 2017-1878.

Mayor Martin asked Ms. Ross for a poll vote.

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Bray, "Aye"; Alderperson Warner, "Aye"; Alderperson Mahadevan, "Aye"; and Alderman Kemper, "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2017-1878 became Ordinance No. 2017-1836.

6. **Bill No. 2017-1879**: An ordinance establishing the terms of office for committee chairmen of Architectural Review Board, Public Works and Ways and Means Committees.

Ms. Ross gave the first reading of Bill No. 2017-1879.

Alderperson Bray asked for some explanation on this bill. Mr. Shelton stated terms for the Planning & Zoning Commissioner and Board of Adjustment Chairmen are set by ordinance. This will allow the Mayor to set the terms of the Chairmen for the Architectural Review Board, Public Works Commission and Ways & Means Committee. They Mayor would be able to rotate the chairmanship. Alderperson Bray asked when this bill would go into effect. Mr. O'Keefe stated after passage. Because some of the chairmanships would terminate immediately, it was decided not to move forward with this bill at this time.

7. **Resolution No. 2017-372**: A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with Lochmueller Group to conduct an ADA Transition Plan Update.

Mayor Martin asked for a motion to approve Resolution No. 2017-372.

Mr. Shelton stated we were successful in obtaining grant funding, and the public works commission had an ADA Plan, which needs to be updated. This resolution is for an agreement with Lochmueller Group to conduct the update. Alderperson Bray asked if it had to do with Resolution No. 2017-374. Mr. Shelton stated all the resolutions are somewhat related. He said we will need GIS mapping to show the ramps and sidewalks. Alderperson Bray stated Resolution No. 374 is opened ended. Mr. Shelton stated it will allow us to become ADA compliance, but will also allow work to be completed on rain gardens and storm water, but the amount is capped at \$5,000.

MOTION: Alderperson Mahadevan and Alderperson Warner seconded approval of Resolution No. 2017-372. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

8. **Resolution No. 2017-373:** A resolution authorizing the Mayor to enter into an agreement with the Midland Group for GIS mapping services.

Mr. Wappelhorst stated this is GIS services and is support work.

Mayor Martin asked for a motion to approve Resolution No. 2017-373.

MOTION: Alderperson O'Brien and Alderperson Kemper seconded approval of Resolution No. 2017-373. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

9. **Resolution No. 2017-374:** A resolution authorizing the Mayor, to enter into an agreement with Lochmueller Group for GIS consulting services.

Mayor Martin asked for a motion to approve Resolution No. 2017-374.

MOTION: Alderperson Kemper and Alderperson Warner seconded approval of Resolution No. 2017-374. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

J. **APPROVAL OF WARRANT LISTS:** November 1, 2017 through November 30, 2017

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

MOTION: Alderperson O'Brien motioned and Alderperson Bray seconded the above warrant lists be approved.

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

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

ROLL CALL VOTE: Alderperson O'Brien, "Aye"; Alderperson Bray, "Aye"; Alderperson Mahadevan, "Aye"; Alderperson Warner, "Aye"; Alderperson Kemper, "Aye"; and Alderperson Griesedieck, "Aye". All Alderperson present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

K. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL

MOTION: Alderperson Griesedieck motioned and Alderperson Kemper seconded to go into executive session for R.S. MO 610.021 (1) Legal.

ROLL CALL VOTE: Alderperson Bray, "Aye"; Alderperson Mahadevan, "Aye"; Alderperson Warner, "Aye"; Alderperson Kemper, "Aye"; Alderperson Griesedieck, "Aye" and Alderperson O'Brien, "Aye". All Alderperson present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

L. ADJOURNMENT

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

MOTION: Alderperson Griesedieck motioned and Alderperson Kemper seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting adjourned at 8:06 p.m.