

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON APRIL 21, 2020

The April 21, 2020, regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:05 p.m. with Mayor Kate Hatfield, presiding. The Alderpersons present were Dan Millman, Nalini Mahadevan, Brian Warner, Dan Kemper, Jamie Griesedieck and Tom O'Brien. All participated via video conference.

Also, in attendance was City Administrator, Jaysen Christensen (via video conference); City Clerk, Leesa Ross; (via video conference) City Attorney, Kevin O'Keefe (via video conference); Chief of Police, Mark Guttman; Public Works Director, Jeff Wappelhorst; Building Commissioner, John Morgan; and Finance Officer, Lea Ann Bennett (all via telephone).

The Pledge of Allegiance was stated.

### **A. MOTION TO APPROVE AGENDA**

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

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

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

Ms. Ross stated no comments were submitted by the public prior to the meeting. There were no public comments made at this time.

### **C. MAYOR'S COMMENTS**

Mayor Hatfield made no comments at this time.

### **D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS**

Alderperson Warner asked what is being done with the strategic plan. Mayor Hatfield stated it was approved at the meeting last month and she stated it is currently being reviewed by the department directors and Mr. Christensen. She also stated after their feedback it will come back to the Board of Alderpersons for review of the strategic priorities.

Aldersperson Warner stated he wanted to address the budget issues and asked what the long-term and short-term plans are. Mr. Christensen stated they have decided to defer the comp plan until the FY20-21 budget at a cost of \$90,000, as well as the Spoede Road Bridge project at a cost of \$90,000. He said vehicle and capital purchases have been postponed for the FY20-21. He said the decision has also been made to freeze employee salaries. He stated other cities are looking at furloughs which are mostly to parks and rec employees and non-essential employees. He said most of our budget goes to police and fire salaries, and our only other two departments are public works and administration, which includes the building department. He said the city will continue to provide great service. He said the court is currently closed by a court order by the presiding judge. He said payments are being processed and cases are being continued and closed. Mayor Hatfield advised that the meeting notices of the Ways & Means Committee have been sent out. Aldersperson Mahadevan asked about Neiman Marcus and their bankruptcy filing, asking how this effect would be for Frontenac. Mayor Hatfield asked if we would hold off on this discuss as it is later in the agenda.

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

- |    |   |                      |
|----|---|----------------------|
| 1. | Planning & Zoning Commission:                   | None                 |
| 2. | Ways & Means Committee:                         | January & March 2020 |
| 3. | Public Works Commission:                        | March 2020           |
| 4. | Building Commissioner<br>& Zoning Administrator | March 2020           |

Mayor Hatfield asked for a motion to approve the above sets of minutes and reports.

**MOTION:** Aldersperson Warner motioned and Aldersperson Millman seconded approval of the above sets of minutes and reports. All Alderspersons voted “Aye”. The vote passed by 6-0.

#### **F. CITY STAFF’S REPORTS**

1. City Clerk

Ms. Ross reminded everyone that the general municipal election which was postponed from April 7 will take place on Tuesday, June 2. Mayor Hatfield inquired about appointments that expire in May or June. Mr. O’Keefe stated anyone holding an appointment will remain until a successor is appointed.

2. Finance Officer

Ms. Bennett said regarding March revenues they are down 3% and expenses are down 5%. She said these numbers account for January sales. She said we have not seen the effect of the shut down yet and expects to see that in May or June.

3. City Administrator

Mr. Christensen had no report at this time.

**G. CONSENT AGENDA:**

1. Regular Meeting, March 17, 2020 and March 27, 2020
2. Warrant Lists, March 2020

**MOTION:** Alderperson O'Brien made a motion and Alderperson Warner seconded the motion to approve the consent agenda.

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

**H. UNFINISHED BUSINESS:**

None

**I. NEW BUSINESS:**

1. Discussion Items:
  - COVID-19 Response

Mr. Christensen stated the city continues to operation except for the court. Administration employees are working part-time at home. The lobby is shut down however plans can be dropped off and contractors can schedule a time to pick up permits in the lobby. The building department inspections were down 20%, however Mr. Morgan stated they are picking up now. Mr. Christensen stated things are a bit slow as calls for police and fire are down. The City is currently tracking expenditures. The city has incurred costs of \$11,000 for overtime. The city expects to be reimbursed at 70% by FEMA. He said the city did receive a check from Homeland Security in the amount of \$4,000.

- FY2020-2021 Budget

Mayor Hatfield stated she, Ms. Sherwood and Alderperson Millman has been in discussion to look at the potential impact of the shut down and she stated 58% of our budget comes from sales tax revenue and 75% of that comes from Plaza Frontenac. She sated she has reviewed the Pandemic Task Force and St. Louis Task Force Information. She said Plaza Frontenac could be shut down until June 1. She said we are unsure when the traffic will come back, and when travel picks up, and the Hilton will be at capacity. She said the impact of the shutdown to our revenue is substantial. She said they will be doing some modeling for FY20-21 to see if a property tax, utility tax or sales tax increase is needed. She said this will have to be reviewed and voted on by May 26, as that is the day it must be certified to the county election board. She said if this is decided a Board meeting will be needed by May 22 to get the election information to the county election board.

Ms. Bennett stated for the FY20-21 budget she is looking to cut revenue by 25% from the amounts of the FY19-20 budget. She said sales tax will be down and business licenses will also be down, as they are reflective of the sales tax revenue. Mayor Hatfield said a worse-case scenario will be investigated for both short-term and long-term. Alderperson Warner stated he would like to see a full month effect in dollars for the mall being closed. Ms. Bennett stated she is budgeting for March to receive 60% of the projected revenue and in April and May, to receive 20% of the projected revenue. She said she believes the total impact for the general fund for FY19-20 will be a deficit of \$750,000. She also stated the projected impact for the FY20-21 budget will be \$765,000 for the general fund. She said the capital fund impact will be \$250,000. There was additional discussion regarding the budget. Ms. Bennett stated a budget must be passed by May 31 per the city's ordinances. She stated after the budget is passed it can be amended at any time. Mayor Hatfield reiterated that if a tax increase is needed, it must be filed by May 26. Mr. Christensen stated the city is working on the expenditure side, without cutting employees salaries or benefits. He said there is not a lot we can do with the budget. The capital side has some things we can look at, but it is hard to delay things long-term. He said it is very difficult to look at the budget without looking at the revenue sources.

Ms. Bennett stated when discussing salaries, she asked the city to consider not charging the 2% increase for health insurance and allow the budget to absorb that cost. Mayor Hatfield stated this is reasonable. Mayor Hatfield stated we need to consider the idea of a property tax, utility tax or fire tax. Alderperson Warner stated we again need to see what the numbers are. Additional discussion referencing businesses and PILOT agreements incurred.

- Scheduling Date of Upcoming Meeting

Mr. Christensen stated a joint workshop of the Board of Alderpersons and the Ways & Means Committee is scheduled for Wednesday, May 27 at 5:00 p.m. and he stated the regular meeting of the Board of Alderpersons is set for Wednesday, May 27 at 6:00 p.m.

Mayor Hatfield asked for a motion to move the Board of Aldermen meeting date from May 19 to May 27.

**MOTION:** Alderperson Millman motioned and Alderperson Kemper seconded to change the May meeting date from May 19 to May 27. All Alderpersons present voted "Aye". Motion passed by a vote of 6-0

#### **J. EXECUTIVE SESSION FOR RSMO 610.021 (1) LEGAL (12) CONTRACT NEGOTIATIONS**

**MOTION:** Alderperson O'Brien made a motion and Alderperson Millman seconded to go into executive session for purposes of RSMO 610.021 (1) Legal.

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

**K. ADJOURNMENT**

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

**MOTION:** Alderperson Millman made a motion and Alderperson Kemper seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting adjourned at 6:49 p.m.