

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON MAY 18, 2021

The May 18, 2021 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 5:44 p.m. with Kate Hatfield, presiding. The Alderpersons present were Brian Warner, Nalini Mahadevan, Jamie Griesedieck, Dan Kemper, Tom O'Brien, and Dan Millman. (All participated in-person).

Also, in attendance was City Administrator, Jaysen Christensen (in-person); City Clerk, Leesa Ross (in-person); City Attorney, Kevin O'Keefe (in-person); Police Chief, Mark Guttman (in person); Fire Chief, Marc Ulses (phone); Public Works Director, Jeff Wappelhorst (in-person); Finance Officer, Lea Ann Bennett; Finance Officer (in-person) and Building Commissioner and Zoning Administrator, Joseph Iliff (in-person).

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

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

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded to approve the meeting agenda. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

No public comments were made at this time.

C. NEW BUSINESS:

1. **Bill No. 2021-1989:** An ordinance authorizing and directing the mayor to execute a letter of engagement governing compensation for employment law counsel by Ogletree, Deakins, Nash, Smoak, and Stewart, P.C.

Mr. Christensen gave an update on this bill. Mr. Todd of Ogletree Deakins was present. Mr. Todd helped in the review of the HR Personnel Handbook. Mr. Todd is a Frontenac resident and employment law specialist. His rate is \$380 an hour, and the associates' rate is \$285-\$350 an hour.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2021-1989.

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded for a second reading of Bill No. 2021-1989. All Alderpersons present voted “Aye”. The vote was unanimous.
MOTION PASSED.

Bill No. 2021-1989: An ordinance authorizing and directing the mayor to execute a letter of engagement governing compensation for employment law counsel by Ogletree, Deakins, Nash, Smoak, and Stewart, P.C.

Mayor Hatfield asked for a motion to approve Bill No. 2021-1989.

MOTION: Alderperson Millman made a motion and Alderperson Mahadevan seconded approval of Bill No. 2021-1989.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2021-1989 became Ordinance No. 2021-1943.

2. **Bill No. 2021-1990:** An ordinance repealing the Personnel Rules and Regulations of the City of Frontenac, Missouri and enacting in lieu thereof a new Personnel Handbook for the City of Frontenac employees.

Mayor Hatfield made comments regarding the process of approving the Personnel Handbook. Mr. Christensen said he had a question in Article IX, Section 3, regarding sick leave accrual. He said those particulars should have been for the sick leave incentive program. There was a suggestion to remove language in section 5 and replace it with 10.8 hours for fire department shift personnel, 12 hours for patrol personnel, 10 hours for detectives and 8 hours for all other personnel.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2021-1990 as amended.

MOTION: Alderperson Millman made a motion and Alderperson Warner seconded for a second reading of Bill No. 2021-1990 as amended. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2021-1990: An ordinance repealing the Personnel Rules and Regulations of the City of Frontenac, Missouri and enacting in lieu thereof a new Personnel Handbook for the City of Frontenac employees.

Mayor Hatfield asked for a motion to approve Bill No. 2021-1990 as amended.

MOTION: Alderperson Warner made a motion and Alderperson Millman seconded approval of Bill No. 2021-1990 as amended.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2021-1990 became Ordinance No. 2021-1944.

3. **Bill No. 2021-1991:** An ordinance authorizing the mayor to execute an agreement on behalf of the City of Frontenac, Missouri to provide police, fire and EMS services to the City of Huntleigh, Missouri.

Mr. Christensen gave an update on this bill, which would be effective Jan 1, 2022, and stated it is a five-year contract with a 2% escalator. There was additional discussion about the escalator. Mr. O'Keefe suggested this issue be discussed in executive session as it is negotiation of a contract.

4. **Bill No. 2021-1992:** An ordinance authorizing the mayor to enter into an agreement with West County EMS and Fire Protection District to provide training to the fire department personnel.

Mr. Christensen said this is a renewal of a contract with West County Fire District to provide training for fire department personnel. The rate was held for two additional years. Chief Ulses said training is required by ISO.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2021-1992.

MOTION: Alderperson Kemper made a motion and Alderperson Griesedieck seconded for a second reading of Bill No. 2021-1992. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

Bill No. 2021-1992: An ordinance authorizing the mayor to enter into an agreement with West County EMS and fire Protection District to provide training to the fire department personnel.

Mayor Hatfield asked for a motion to approve Bill No. 2021-1992.

MOTION: Alderperson O'Brien made a motion and Alderperson Kemper seconded approval of Bill No. 2021-1992.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2021-1992 became Ordinance No. 2021-1945.

5. **Bill No. 2021-1993:** An ordinance calling for an election on August 3, 2021, for the purpose of submitting to the qualified voters of the City of Frontenac the question of increasing the city's property tax to fund essential city services.

There was no further discussion at this time.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2021-1993.

MOTION: Alderperson Griesedieck made a motion and Alderperson Warner seconded for a second reading of Bill No. 2021-1993. All Alderpersons present voted “Aye”. The vote was unanimous.
MOTION PASSED.

Bill No. 2021-1993: An ordinance calling for an election on August 3, 2021, for the purpose of submitting to the qualified voters of the City of Frontenac the question of increasing the city’s property tax to fund essential city services.

Mayor Hatfield asked for a motion to approve Bill No. 2021-1993.

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded approval of Bill No. 2021-19xx.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2021-1993 became Ordinance No. 2021-1946.

6. **Resolution No. 2021-457:** A resolution authorizing the mayor on behalf of the City of Frontenac, Missouri, to enter into a contract with RICOH USA Inc. for the purpose of one copier machine for the City of Frontenac.

Mayor Hatfield asked for a motion to approve Resolution No. 2021-457.

MOTION: Alderperson Warner made a motion and Alderperson Griesedieck seconded approval of Resolution No. 2021-453.

Mayor Hatfield asked Ms. Ross to call the roll.

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

7. **Resolution No. 2021-458:** A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with Leritz/Busy Bee Paving Company to provide asphalt street paving and asphalt curb replacement.

Mr. Christensen presented information on this bill. This work will include the Clayton & Spoede intersection and sidewalk and will be for paving and patching work throughout the city.

Mayor Hatfield asked for a motion to approve Resolution No. 2021-458.

MOTION: Alderperson O'Brien made a motion and Alderperson Warner seconded approval of Resolution No. 2021-458.

Mayor Hatfield asked Ms. Ross to call the roll.

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

8. **Resolution No. 2021-459:** A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with PLM Company to provide crack sealing on city owned streets.

Mr. Christensen stated bids were solicited for cracking sealing of Clayton, Spoede, and Conway Roads to occur next budget year. There will be no work on Geyer Road, due to the upcoming resurfacing projects.

Mayor Hatfield asked for a motion to approve Resolution No. 2021-459.

MOTION: Alderperson O'Brien made a motion and Alderperson Millman seconded approval of Resolution No. 2021-459.

Mayor Hatfield asked Ms. Ross to call the roll.

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

9. **Resolution No. 2021-460:** A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri to execute an agreement for on-call traffic signal maintenance services.

Mr. Christensen stated this contract is for traffic signal maintenance services. Mr. Wappelhorst stated it is a co-op agreement with other cities in the county and they received a group pricing rate. Mr. Christensen stated the price typical does not exceed \$5,000 a year.

Mayor Hatfield asked for a motion to approve Resolution No. 2021-460.

MOTION: Alderperson O'Brien made a motion and Alderperson Warner seconded approval of Resolution No. 2021-460.

Mayor Hatfield asked Ms. Ross to call the roll.

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

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D. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield thanked Alderperson Millman. Chairperson Sherwood, Ms. Bennett and the Ways and Means Committee on the work preparing the model, the budget and help with the tax initiative.

E. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

Alderperson Millman stated a portion of the fence at the library property is falling in the street and needs repairs. Alderperson Griesedieck said there is a road construction sign blocking the sidewalk at Spoede and I-64. Alderperson Millman asked about the issue of the invasive species. Mr. O'Keefe stated he needs to research this further. Mayor Hatfield advised Ladue recently passed an ordinance and stated this topic will be added to the upcoming tree preservation ordinance.

F. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|---|--------------------|
| 1. | Planning & Zoning Commission: | None |
| 2. | Ways & Means Committee: | March & April 2021 |
| 3. | Public Works Commission: | None |
| 4. | Building Commissioner
& Zoning Administrator | April 2021 |

Mayor Hatfield stated the above reports will stand as submitted.

G. CITY STAFF'S REPORT

1. City Clerk

Ms. Ross stated she will certify the ballot initiative to the County Election Authority by Tuesday, May 25, 2021.

2. Finance Officer

- April 2021 Financial Report

Ms. Bennett presented the financial report.

3. City Administrator

Mr. Christensen stated on Tuesday, August 10, 2021 at 6:00 p.m. there will be a deer forum held to discuss the archery program. This is at the request of the Department of Natural Resources.

H. CONSENT AGENDA:

April 20, 2021 public hearing and regular meeting minutes and April 26, 2021 Special Meeting and warrant lists for April 1 – April 30, 2021.

Mayor Hatfield asked for a motion to approve the consent agenda.

MOTION: Alderperson O'Brien made a motion and Alderperson Kemper seconded the approval of the consent agenda.

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

I. UNFINISHED BUSINESS

There was no unfinished business.

J. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (3) PERSONNEL (11) CONTRACT NEGOTIATIONS

MOTION: Alderperson Kemper made a motion and Alderperson Griesedieck second to go into executive session for purposes of RSMO 610.021 (1) Legal (3) Personnel (11) Contract Negotiations.

ROLL CALL VOTE: Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Kemper, "Aye"; Alderperson Warner, "Aye"; Alderman Millman "Aye"; and Alderperson Mahadevan, "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 Warner made motion and Alderperson Millman seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting was adjourned at 6:50 p.m.