



**MINUTES OF THE
CITY OF FRONTENAC
SPECIAL BOARD OF ALDERPERSONS MEETING
TUESDAY, FEBRUARY 8, 2022. 5:00 P.M.
VIA VIDEO CONFERENCE**

The February 8, 2022, special meeting of the Board of Alderpersons of the City of Frontenac was called to order at 5:04 p.m., by Mayor Kate Hatfield. The Board of Alderpersons present were Brian Warner, Dan Kemper, Jamie Griesedieck, Nalini Mahadevan, and Tom O'Brien (all participated via video conference). Alderperson Dan Millman was absent.

The Ways & Means Committee Chairperson Mr. Sant was present.

Also, in attendance was City Administrator, Jaysen Christensen (video); and City Clerk, Leesa Ross (video); Finance Officer, Lea Ann Bennett (phone).

A. CALL TO ORDER

Mayor Hatfield called the meeting to order.

Mayor Hatfield explained the city is looking at comparable cities, salaries, etc. The will bring the employees up to the 60th or 90th percentile. She stated a cost of living increase was given to all employees in the fall of 2021, and the Ways & Means Committee has recommended doing a comprehensive compensation analysis, and to hire a professional company to do so. She also said this will also help in the fire union negotiations.

Mr. Christensen has one proposal from CBIZ at a cost of \$25,875. They were highly recommended by the cities of University City and Wentzville. The study will include a compensation study and job descriptions. The study should be complete by May for changes to salaries effective July 1, and for final job classifications and pay grades by June. He said due to our procurement policy, this is normally bid out, due to the amount, however this is a professional service, and it is not necessary.

Alderperson Millman who was unable to attend the meeting stated he is in favor of using CBIZ and is comfortable with the proposal.

Alderperson O'Brien asked if this included a study of the pension plan. Mr. Christensen stated no.

Mr. Sant stated he supports this effort.

B. NEW BUSINESS:

1. **Resolution No. 2022-476**: A resolution authorizing the Mayor on behalf of the City of Frontenac, Missouri to contract CBIZ Benefits and Insurance Services, Inc., for professional services to provide an employee compensation study and job description development.

Mayor Hatfield asked for a motion to approve Resolution No. 2022-476.

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded the approval of Resolution No. 2022-476.

ROLL CALL VOTE: Alderperson Mahadevan, "Aye"; Alderperson Warner, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Griesedieck, "Aye"; and Alderperson Dan Kemper, "Aye". All Alderpersons present voted "Aye." The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

C. ADJOURNMENT

The meeting adjourned at 5:23 p.m. with a motion by Alderperson Kemper and seconded by Alderperson Warner. All Alderpersons present voted "Aye". The vote was unanimous.