

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON JUNE 29, 2022

The June 29, 2022 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:00 p.m. with Kate Hatfield, presiding. The Alderpersons present were Dan Kemper, Pat Kilker (video), Nalini Mahadevan, Jamie Griesedieck, Tom O'Brien, and Dan Millman. The meeting was held virtually for guests.

Also, in attendance was City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Police Chief, Mark Guttman; Fire Chief, Floyd Blake; Assistant Fire Chief, Kevin Halloran; Public Works Director, Jeff Wappelhorst; Finance Officer, Lea Ann Bennett; and Building Commissioner, Jared Reid.

A. MOTION TO APPROVE AGENDA

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

The Pledge of Allegiance was stated.

B. PUBLIC HEARING

- 1) Request approval of a Conditional Use Permit for a medical marijuana dispensary business at 10310 German Boulevard. (For discussion and continuance until Tuesday, July 19, 2022, 6:00 p.m.)

Mr. Christensen stated the applicant requested to postpone the request for approval of the conditional use permit until the July 19, Board of Alderpersons meeting. Mr. Christensen stated the use would only be for medical marijuana and, if recreational marijuana was approved by voters, the applicants would have to come back for that use. Additional discussion incurred as to the use of the drive-thru. Mr. Christensen stated they did not request the use of the drive-thru. Mr. O'Keefe stated if they wanted to use the drive-thru that would be an additional CUP request, which would have to go through the entire CUP process.

- 2) Presentation of the budget for operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Ms. Bennett presented the budget and discussed the city's general fund, capital improvement fund, and storm water fund revenues and expenditures. The general fund revenues for FY2022-2023 are estimated to be \$9,548,643 and expenditures are estimated to be \$7,644,240. The capital

improvement fund revenue is estimated to be \$2,068,060 and expenditures, \$3,606,102 for FY2022-2023. The storm water fund has revenue estimated to be \$1,722,874 and expenditures, \$1,289,968. Personnel expenditures are estimated to be \$6,972,055 for all employees which includes Administration, Court, Fire Police, Public Works, Storm Water and Building Departments. There was a review of the capital purchases which is estimated to be \$2,089,390 and \$909,510 for the stormwater fund. The summary and fund balance summary were given, and the fund balance summary is estimated to be \$11,908,316, and the city would have 99% of income in reserves. There was a question regarding salary increases for the market adjustment and Ms. Bennett stated she used a place holder of \$543,000. Mr. Christensen stated it depends where the city would like to go, as there may be a need for additional funds, depending on what percentile the city choses to use for salary market adjustments.

Mayor Hatfield suggested everyone utilize ClearGov as a transparency tool.

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

No comments were made at this time.

D. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield congratulated Captain Craig Picha on 28 years of service with the City of Frontenac.

E. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

There were no comments at this time.

F. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|-------------------------------|----------|
| 1. | Planning & Zoning Commission: | None |
| 2. | Ways & Means Committee: | May 2022 |
| 3. | Public Works Commission: | None |
| 4. | Building Permit Report: | May 2022 |

Mayor Hatfield stated the above reports will stand as submitted.

G. CITY STAFF'S REPORT

1. City Clerk – no report to give at this time.
2. Finance Officer
 - May 2022 Financial Report

Ms. Bennett stated May sales taxes are up over 55% over budget. She stated variances include administrative and professional services due to the comp plan, which should be in the building department. She also stated legal fees and fuel were over budget for the year. She stated sales tax receipts are above the pre-pandemic levels.

3. City Administrator

- Comp Plan Update

Mr. Christensen advised the next comp plan meeting will take place in September, more likely on Monday, September 19. He stated a summer newsletter is being written and that the “Coffee with the Mayor” events were successful. He said a community survey will be conducted by Ken Warren of the Warren Poll, at a cost of \$13,800. An IT strategic plan is being discussed and the cost to put it together will be \$2,000.

Chief Floyd gave an update to the Fire Department Strategic Plan.

Chief Guttman gave an update to the Police Department Strategic Plan.

Specific topics discussed were response time, ISO ratings, building code updates and training from Chief Blake. Chief Guttman discussed the police department receiving accreditation. Clearance rates, body cameras, and call response times.

H. CONSENT AGENDA:

1. Minutes – May 31, 2022
2. Warrant lists for May 1 – May 31, 2022
3. **Resolution No. 2022-488** A resolution authorizing the mayor to enter into an agreement to provide health, dental and vision insurance benefits for employees of the City of Frontenac, Missouri.
4. **Resolution No. 2022-489**: A resolution authorizing the mayor to enter into an agreement to provide property, public official liability, workers compensation, cyber liability, and commercial insurance policies for the City of Frontenac, Missouri.
5. **Resolution No. 2022-490**: A resolution authorizing the mayor, on behalf of the City of Frontenac, Missouri, to enter into a contract extension for financial auditing services.
6. **Resolution NO. 2022-491**: A resolution authorizing the filing of an application with the Missouri Department of Natural Resources, Financial Assistance Center’s State ARPA Grant Programs for subaward of federal financial assistance.

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

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded the approval of the consent agenda.

ROLL CALL VOTE: Alderperson Kemper, “Aye”; Alderperson Mahadevan, “Aye”; Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Millman, “Aye”; and Alderperson Kilker, “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. NEW BUSINESS:

1. **Bill No. 2022-2029:** An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

Mayor Hatfield asked if there would be any further discussion on the budget. Ms. Bennet and Mr. Christensen both stated no.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2029.

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded the approval of the second reading of Bill No. 2022-2029. All alderpersons presented voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2022-2029: An ordinance approving and adopting a budget for the operation of the City of Frontenac, Missouri, for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

Mayor Hatfield asked Ms. Ross to call the roll.

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded the approval of Bill No. 2022-2029.

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

2. **Bill No. 2022-2030:** An ordinance approving the salary schedule for fiscal year 2022-2023 for city employees in permanent positions as listed in this ordinance and contingent on annual budget appropriation.

Mr. Christensen stated he is still working with the city's consultant who is presenting market adjustment rates for employee positions. The consultant recommended an across the board 6.2% pay increase for all employees, which is based on other organizations and wages. All salaries will be effective on the pay period ending July 10. CBIZ is still working on a market analysis and adjustment for employees between the 60th percentile and 90th percentile. Mayor Hatfield stated there will be market adjustments and payroll policies set in place.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2030.

MOTION: Alderperson Griesedieck made a motion and Alderperson Millman made a second for a second reading of Bill No. 2022-2030. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2022-2030: An ordinance approving the salary schedule for fiscal year 2022-2023 for city employees in permanent positions as listed in this ordinance and contingent on annual budget appropriation.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded the approval of Bill No. 2022-2030.

Mayor Hatfield asked Ms. Ross to call the roll.

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

3. **Bill No. 2022-2031:** An ordinance amending 220.320 of the Municipal Code of Ordinances of the City of Frontenac, Missouri, regarding yard maintenance noise and construction.

Mr. O'Keefe stated this bill restricts times on weekends after 5:00 p.m. and also allows for early construction on days when excessive heat warnings have been issued by the county. This will allow a 7:00 a.m. start for construction.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2022-2031.

MOTION: Alderperson Kemper made a motion and Alderperson O'Brien made a second for a second reading of Bill No. 2022-2031. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2022-2031: An ordinance amending 220.320 of the Municipal Code of Ordinances of the City of Frontenac, Missouri, regarding yard maintenance and construction.

MOTION: Alderperson Millman made a motion and Alderperson Kemper made a second to approve Bill No. 2022-2031.

Mayor Hatfield asked Ms. Ross to call the roll.

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

4. **Bill No. 2022-2032:** An ordinance amending Section 250.120 of the Code of Ordinances of the City of Frontenac, Missouri, pertaining to invasive and noxious vegetation.

Mr. O’Keefe stated this is tweaking section 250.120 and defines bamboo and makes anyone who has bamboo, they must register with the city by September 1, 2022. There was discussion that the city should notify the residents of this ordinance, by adding an item in the weekly e-newsletter, by adding information in the printed newsletter, and Alderperson Griesedieck suggested the city send out a post card to the residents.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper made a second for a second reading of Bill No. 2022-2328. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2022-2032: An ordinance amending Section 250.120 of the Code of Ordinances of the City of Frontenac, Missouri, pertaining to invasive and noxious vegetation.

MOTION: Alderperson Kemper made a motion and Alderperson Griesedieck made a second to approve Bill No. 2022-2032.

Mayor Hatfield asked Ms. Ross to call the roll.

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

5. **Liquor License Approvals for period of July 1, 2022- June 30, 2023:**
 - 1) Renee Bogdanos, Kreis’ Restaurant Inc., 535 S. Lindbergh (paid \$650)
 - 2) John Manzella, LTF Club Operations company, Inc., dba Life Time Fitness, 2051 S. Lindbergh Blvd. (paid \$650)
 - 3) Lorene Williams, Bravo Cucina Italiana, 1601 S. Lindbergh Blvd. (paid \$650)
 - 4) Jon Fogarty, Shack Frontenac, 731 S. Lindbergh Blvd. (paid \$650)
 - 5) Cecily Hoffius, Foodworks Inc dba Ces & Judy’s Catering, 10440 German Blvd. (paid \$650)
 - 6) Troy Imler, BrickTop’s, 10342 Clayton Road (Paid \$650)
 - 7) Stephen Mitchell, Cinema Beverages Holding Company, LLC dba Plaza Frontenac Lounge, 1701 S. Lindbergh Blvd. (paid \$650)
 - 8) Lorene Williams, Canyon Café, 1701 S. Lindbergh Blvd. (paid \$650)
 - 9) Michael Hurley, Uncle Julio’s Mexican from Scratch/Savage Burrito, 2011 S. Lindbergh Blvd. (paid \$650)
 - 10) Terry Ward, Frontenac Racquet Club, 10455 German Blvd., (paid \$450)

- 11) Matthew A. Jacober, Hilton St. Louis Frontenac, 1335 S. Lindbergh Blvd. (paid \$650)
- 12) Frank Dyer, Royal Flush Grilling, dba "Grassi's", 10450 German Blvd. (paid \$52.50)
- 13) Joshua Keck, 801 Grill STL, dba "801 Local", 2021 S Lindbergh Blvd. (paid \$650)
- 14) Michael Del Pietro, MMMMMMDP LLC, dba Sugo's Spaghetteria, 10419-10427 Clayton Road (paid \$650)
- 15) Neiman Marcus, 100 Plaza Frontenac (paid \$800)
- 16) Flemings Prime Steakhouse and Wine Bar, 1855 S. Lindbergh Blvd. (paid \$650)

MOTION: Alderperson O'Brien made a motion and Alderperson Kemper made a second to approve the year 2022-2023 liquor licenses for the City of Frontenac, listed above.

Mayor Hatfield asked Ms. Ross to call the roll.

ROLL CALL VOTE: Alderperson Millman, "Aye"; Alderperson Kilker, "Aye"; Alderperson Kemper, "Aye"; Alderperson Mahadevan, "Aye"; Alderperson Griesedieck, "Aye"; and Alderperson O'Brien, "Aye". All Alderpersons 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 AND ADJOURNMENT

Mayor Hatfield asked for a motion to adjourn the meeting and go into executive session for purposes of RSMO 610.021 (1) Legal.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded adjourn the meeting and go into executive session for purposes of RSMO 610.021 (1) Legal.

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

The meeting was adjourned at 6:58 p.m.