

# CITY OF FRONTENAC



## MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON DECEMBER 17, 2019

The December 17, 2019, regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 7:05 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.

Also, in attendance was City Administrator, Jaysen Christensen; City Clerk, Leesa Ross; City Attorney, Kevin O'Keefe; Fire Chief, Marc Ulses; Chief of Police, Mark Guttman; Public Works Director, Jeff Wappelhorst; Building Commissioner, John Morgan; and Finance Officer, Lea Ann Bennett.

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 the approval of tonight's agenda. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

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

Mr. Patrick Fox of Purdue in University City made comments.

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

Mayor Hatfield made no comments at this time.

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

No Board of Alderpersons made any comments at this time.

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

- |    |   |               |
|----|---|---------------|
| 1. | Planning & Zoning Commission:                   | None          |
| 2. | Ways & Means Committee:                         | None          |
| 3. | Public Works Commission:                        | November 2019 |
| 4. | Building Commissioner<br>& Zoning Administrator | November 2019 |

Mayor Hatfield stated the above reports will stand as submitted.

**F. CITY STAFF'S REPORTS**

1. City Clerk

Ms. Ross stated the election filing began today and it ends on Tuesday, January 21, 2020. The following people have filed for office.

Jamie Griesedieck, Ward II  
Kim Tompras, Ward II  
Shari Culleton, Ward II  
Daniel Millman, Ward III  
Brian Warner, Ward I

2. Finance Officer

Ms. Bennett stated for the month, revenues are significantly down and that is due to sales tax processing by the State of Missouri. She stated year to date revenues are under budget. Regarding the rolling 12 sales tax report, the numbers were corrected in December however the numbers are not reflected in the financials. She stated expenses are being kept under control and are below budget by 1.5%, year to date.

3. City Administrator

Mr. Christensen reminded everyone of the Citywide Holiday Party on Friday, December 20 at noon.

Mr. Christensen advised the city department heads will be conducting a complete review of the city's personnel manual. One issue is the vacation carryover for employees. The policy currently states employees can carry over 50% of their earned vacation time, however several employees would like to carry over more than 50%. The policy states more than 50% carryover can be allowed with approval by the department head and city administrator.

Mr. Christensen stated the city is hoping to update our mission statement, values and strategic objectives. This information will go to the Board of Alderpersons and department heads for their review with insight from the boards and commissions that they serve with.

Aldersperson Millman asked if the city needed action to allow Mr. Christensen to carry over vacation hours more than 50%. The Mayor and Board approved the carryover hours for Mr. Christensen.

**G. CONSENT AGENDA:**

1. Regular Meeting, November 19, 2019
2. Warrant Lists, November 2019
3. **Resolution No. 2019-421**: A resolution authorizing the Mayor on behalf of the City of Frontenac, Missouri to provide a holiday employee retention incentive program to all permanent employees of the City.
4. **Resolution No. 2019-422**: A resolution authorizing the Mayor on behalf of the City of Frontenac to purchase turn-out gear for the fire department.

Mayor Hatfield asked were their questions regarding any items on the consent agenda.

Aldersperson Warner asked was the turnout gear budgeted. Mr. Christensen stated yes, and that all turnout gear items came in under budget by approximately \$15,000.

Mayor Hatfield stated she would like legal authorization to give an additional \$100.00 bonus to Mr. Christensen due to his work on the library issue and his multiple late-night council meetings of other cities he attended. Mr. O'Keefe stated this should be discussed at a different time and suggested no change to the resolution 2019-421 at this time.

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

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

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

**H. UNFINISHED BUSINESS:**

1. **Bill No. 2019-1951**: An ordinance approving a conditional use permit to allow Play and Learn Tutoring and Enrichment, LLC, to operate an in-home tutoring business at 10356 Gold Dust Avenue. (First reading November 19, 2019)

Mr. O'Keefe stated it would be appropriate to amend this bill to the text given tonight. There was some discussion regarding the bill.

Mayor Hatfield asked for a motion to amend Bill No. 2019-1951, to the text given tonight.

**MOTION:** Alderperson Griesedieck made a motion and Alderperson O'Brien seconded to amend Bill No. 2019-1951 to the text of the bill handed out tonight. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

**MOTION:** Alderperson Griesedieck made a motion and Alderperson O'Brien seconded approval of the second reading of Bill No. 2019-1951 as amended. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

**Bill No. 2019-1951:** An ordinance approving a conditional use permit to allow Play and Learn Tutoring and Enrichment, LLC, to operate an in-home tutoring business at 10356 Gold Dust Avenue.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1951 as amended.

**MOTION:** Alderperson Millman made a motion and Alderperson Kemper seconded approval of Bill No. 2019-1951 as amended.

Mayor Hatfield asked Ms. Ross for a poll vote.

**ROLL CALL VOTE:** Alderperson Warner, "Aye"; Alderperson Kemper "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; and Alderperson Mahadevan, "Aye". The vote was not unanimous. **MOTION PASSED by a vote of 6-0.**

**Bill No. 2019-1951 became Ordinance No. 2019-1907.**

#### **I. NEW BUSINESS:**

1. Presentation of annual financial audit by Michael Williams of Hochschild, Bloom & Company.

Mr. Williams gave an overview of the audit presentation. He said the audit received a certificate of achievement. He discussed four notes in the separate letter referencing the fuel policy; escrow bonds; comp time and lawn mower.

Mr. Millman stated Ms. Bennett received an A+. The Board congratulated Ms. Bennett. Ms. Bennett thanked the department heads for their help and said she appreciated their cooperation.

2. Presentation of Geyer Road reconstruction, phase 2 and 3 by the Lochmueller Group.

Mr. Scott Smith of Lochmueller Group gave a presentation on the Geyer Road Revitalization Project. He stated this project was started in 2016 and we are in the design phase for phase 1 and will be applying for grant funding for phase 2. There was discussion after the presentation of combining the construction for phase 2 and phase 3. There was also discussion about providing some help on the tight curves on Geyer Road.

3. **Bill No. 2019-1954**: An ordinance authoring an application for grant funding for Geyer Road Improvements phase 2.

Mr. Christensen stated this bill is about the authorization for applying for grant funding for phase 2. He said we missed receiving a grant last year. The project will cost \$1.657 million dollars and 70% will be grant funded.

**MOTION**: Alderperson Griesedieck made a motion and Alderperson Warner seconded approval of the second reading of Bill No. 2019-1954. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED**.

**Bill No. 2019-1954**: An ordinance authorizing n application for grant funding for Geyer Road Improvements Phase 2.

Mayor Hatfield asked for a motion to approve Bill No. 2019-1954.

**MOTION**: Alderperson Warner made a motion and Alderperson Millman seconded approval of Bill No. 2019-1954.

Mayor Hatfield asked Ms. Ross for a poll vote.

**ROLL CALL VOTE**: Alderperson Kemper "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Mahadevan, "Aye"; and Alderperson Waner, "Aye". The vote was not unanimous. **MOTION PASSED by a vote of 6-0**.

**Bill No. 2019-1954 became Ordinance No. 2019-1908**.

4. **Resolution No. 2019-423**: A resolution approving the expenditure of stormwater funds and an engineering services agreement with EDM Incorporated for stormwater improvements in the vicinity of 10910 and 10928 Clayton Road.

Mr. Christensen said it will cost EDM approximately \$16,220 for additional engineering work for the storm water engineering for 10910 and 10928 Clayton Road. This resolution is for these services.

**MOTION**: Alderperson Griesedieck made a motion and Alderperson Kemper seconded to approval Resolution No. 2019-423. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED**.

5. **Resolution No. 2019-424**: A resolution authorizing the mayor of the City of Frontenac, Missouri to enter into a contract for Clayton Road ad Steeplechase Lane stormwater improvements projects.

Mr. Christensen stated the city bid the Steeplechase and Clayton Road stormwater projects and received five bids. The lowest and best qualified bid is from T. Hill Construction in the amount of \$316,291.97.

**MOTION:** Alderperson O'Brien made a motion and Alderperson Kemper seconded to approval Resolution No. 2019-424. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

6. **Resolution No. 2019-425:** A resolution approving a contract with Azavar Government Solutions to audit gross utility receipts.

Mr. O'Keefe stated the city is not ready to approve this resolution tonight. He said it will be brought back in January after discussions between him and the attorneys for Azavar.

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

Mayor Hatfield asked for a motion to go into executive session in reference to RSMO 610.021 (1) Legal (12) Contract Negotiations.

**MOTION:** Alderperson Griesedieck made a motion and Alderperson Kemper seconded approval to go into executive session.

Mayor Hatfield asked Ms. Ross for a poll vote.

**ROLL CALL VOTE:** Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Millman, "Aye"; Alderperson Mahadevan, "Aye"; Alderperson Warner, "Aye"; and Alderperson Kemper "Aye". The vote was not 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 Kemper made a motion and Alderperson Griesedieck seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting adjourned at 8:17 p.m.