

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON NOVEMBER 17, 2020

The November 17, 2020 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:02 p.m. with Kate Hatfield, presiding. The Alderpersons present were Dan Millman, Nalini Mahadevan, Jamie Griesedieck, Dan Kemper, and Tom O'Brien. (All participated via video). Alderperson Brian Warner was absent.

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

The Pledge of Allegiance was stated.

A. MOTION TO APPROVE AGENDA

Mayor Hatfield asked for a motion to approve tonight's agenda. She stated she would like to add a strategic plan initiative review of the police department, prosecutorial services and municipal court. She also stated she would like to add a presentation for ClearGov software. Mayor Hatfield asked for a motion to approve the amended agenda.

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

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

There were no comments by the audience.

C. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield stated she would like to restore the retention bonus incentive for employees this year. She said she is thankful for all the hard work the staff has done during the pandemic and added that a salary freeze had to be implemented this year. She stated she spoke to the Board members and they are in support of this. She stated the cost would be \$5,300. She said revenues are up 6% above budget and the city anticipates receiving \$240,000 for CARES Act funding.

MOTION: Alderperson Millman and Alderperson Kemper motioned to approve the employee incentive retention bonus at a cost of \$5,300. All Alderpersons present voted “Aye”. The vote was unanimous. The vote passed by a vote of 5-0.

Mayor Hatfield asked for prayer for Board of Adjustment Chairperson David Johnson, as his son is gravely ill.

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

Alderperson O’Brien inquired about the chain link fence at the library development. Mr. Christensen stated the fence was approved and there are plans to put up some screening on the fence. The city hopes to ask for green fabric.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|---|--------------|
| 1. | Planning & Zoning Commission: | None |
| 2. | Ways & Means Committee: | October 2020 |
| 3. | Public Works Commission: | None |
| 4. | Building Commissioner
& Zoning Administrator | None |

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF’S REPORT

1. City Clerk

Ms. Ross presented information on the election sign up dates which begins on Tuesday, December 15 at 8:00 a.m. and closes at Tuesday, January 19 at 5:00 p.m.

The positions which will be up are Mayor and three aldermanic seats, currently held by Dan Kemper, Nalini Mahadevan and Tom O’Brien.

2. Finance Officer
 - October 2020 Financial Report

Ms. Bennett stated sales tax received in September and October are better than anticipated. They still are below budget, however the month to month receipts are doing well. All revenue is up 6% and part is due to the approximately \$120,000 received from St. Louis County for the CARES Act. The city anticipates a second payment of the same amount soon. Expenses are running above budget by 2%.

3. City Administrator

Mr. Christensen stated he had no comments.

G. CONSENT AGENDA:

October 20, 2020 regular meeting minutes and warrant lists for October 1 – October 31, 2020.

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

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

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

H. UNFINISHED BUSINESS

None

I. NEW BUSINESS:

1. **Bill No. 2020-1977:** An ordinance authorizing the Mayor of the City of Frontenac, Missouri, to execute the Municipal Housing and Community Development Cooperation Supplement Agreement of 2020 with St. Louis County with regard to the Housing and Community Development Act of 1974 as amended.

Mr. Christensen stated this bill is passed each year, and it is for St. Louis County to administer disbursement of \$20,000, allocated towards a housing rehabilitation program. The public hearing was held on May 18. The recommendation is to put the funds towards a housing rehabilitation program for low income Frontenac residents.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1977.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded for a second reading of Bill No. 2020-1977. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2020-1977: An ordinance Authorizing the Mayor of the City of Frontenac, Missouri, to execute the Municipal Housing and Community Cooperation Supplement Agreement of 2020 with St. Louis County with regard to the Housing and Community Development Act of 1974 as amended.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1977.

MOTION: Alderperson Griesedieck made a motion and Alderperson Millman seconded approval of Bill No. 2020-1977.

Mayor Hatfield asked Ms. Ross to call the roll.

ROLL CALL VOTE: Alderperson Kemper, "Aye"; Alderperson Griesedieck, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Mahadevan, "Aye"; and Alderperson Millman, "Aye". The vote was unanimous.

MOTION PASSED by a vote of 5-0.

Bill No. 2020-1977 became Ordinance No. 2020-1931.

2. **Bill No. 2020-1978:** An ordinance authorizing the execution of an amended West Central Dispatch Center ("WCDC") participation agreement on behalf of the City of Frontenac, Missouri.

Mr. Christensen stated in 2011 Frontenac, Town & Country and Creve Coeur consolidated 911 emergency dispatch operations, housed in the Town & County Dispatch center. They have been in discussion with Ladue, who has elected to join West Central Dispatch Center ("WCDC"). There is a requirement for each city to amend the participation agreement to allow Ladue to join in. This will improve services by bringing in more dispatches, and it will reduce the cost by \$10,000 per year. If passed this will be effective January 1, 2021.

Alderperson Millman and O'Brien had questions regarding the improved services and the buy in fee. Mr. Christensen and Chief Guttman stated services would be improved as there will be more dispatchers, and it will allow the four departments to better coordinate services. Mr. Christensen stated the \$25,000 buy in fee will go into the city's general revenue fund.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1978.

MOTION: Alderperson Kemper made a motion and Alderperson Millman seconded for a second reading of Bill No. 2020-1978. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1978: An ordinance authorizing the execution of an amended West Central Dispatch Center ("WCDC") participation agreement on behalf of the City of Frontenac, Missouri.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1978.

MOTION: Alderperson O'Brien made a motion and Alderperson Kemper seconded approval of Bill No. 2020-1978.

Mayor Hatfield asked Ms. Ross to call the roll.

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

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Bill No. 2020-1978 became Ordinance No. 2020-1932.

3. **Resolution No. 2020-444:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with Lochmueller Group, Inc., to provide land acquisition services for Geyer Road Reconstruction Phase 1.

Mr. Christensen stated there was a virtual public hearing held on November 5. The next part of Phase 1 is land acquisitions. He said there are a number of easements, which are temporary construction easements, to regrade, and scope yards, that will need to be obtained, to meet up with the new grade and street. Lochmueller will be responsible for this work and offer residents payments. The fees Lochmueller charges are set by MoDOT and the fee is not to exceed \$119,700. The goal is to start construction in the fall of 2021, and to have it completed by the end of 2021, with some additional work that may need to be completed in 2022.

MOTION: Alderperson Kemper made a motion and Alderperson O'Brien seconded to approve Resolution No. 2020-444.

ROLL CALL VOTE: Alderperson Millman, "Aye"; Alderperson Kemper, "Aye"; Alderperson O'Brien, "Aye"; Alderperson Griesedieck, "Aye"; and Alderperson Mahadevan, "Aye". The vote was unanimous.

MOTION PASSED by a vote of 5-0.

4. **Resolution No. 2020-445:** A resolution adopting the updated Operation and Maintenance Program for the prevention and reduction of stormwater runoff from municipal operations within the City of Frontenac.

Mr. Christensen stated this adopts the storm water manual which is part of the permit with the Department of Natural Resources for storm water, which 60 other municipalities across St. Louis County have passed. This allows the city to adopt a program for best practices, i.e., salt on roads, drains in the city garage, etc. The city has been following the storm water manual for years, however the city had never formally adopted the manual.

MOTION: Alderperson Kemper made a motion and Alderperson Griesedieck seconded to approve Resolution No. 2020-445. All in favor. Motion passed. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

5. Update of strategic plan initiatives by the Police Department, Prosecutorial Services and Municipal Court.

Chief Guttman went over the strategic plan for the Police Department. He said their goals were to:

- Maintain superior police services
- Maintain accreditation through MO Police Chiefs.
- Continue to promote community relations and engagement.
- Promote Citizens Police Academy, ongoing since 2016. One held in the spring, and an advanced academy held in the fall.

- Employee retention and succession planning, which includes training of the six supervisors, where all have attended the National FBI Academy for municipal law enforcement.
- Crime Clearance Rates within the national average.
- Minimum training standards of 24 hours per office per year. The officers currently average 33.5 hours of training per year.
- Safety and Preparedness
- Update equipment and technology with hopes to implement body cameras by 2022
- Annual review of policies: use of force, pursuits, traffic crashes and TASER.
- MACTAC Training – Active Shooter.
- Audits of Evidence and Petty Cash.
- Review of the organization chart, an average of 21 years of experience for supervisors.
- Recommendations on moving forward. Decreasing payroll steps from 6 to 4, looking at maintaining the 60th percentile for salaries and pay parity with the police and fire departments.

Prosecutorial Services, Keith Chueng, employed for 16 years with the City of Frontenac.

- PA in Frontenac since 2004, PA in Town & Country since 1994, and also serves as the Municipal Judge in Ladue.

Mr. Cheung's goals:

- Prosecute people because they should be prosecuted.
- No felonies or serious crimes occur in our court, the biggest problems are DWI, stealing, and property crimes. Currently there are a large number of people driving excessive speeds.
- Works closely with the City Administrator and Chief of Police, and Police Captain.
- The City of Frontenac has a great professional police department.
- Continue doing what they do, as there have been changes due to laws in the State of Missouri.
- In the past the court clerk did all work, but they can no longer work with the PA.
- PA administrative work is done at his office, and they took items in house, and made things more efficient. Handle all PA work out of their office.
- All the court clerk handles is the court.
- He said the Board sets the rules and policies. If they would like changes, he asked them to reach out to him.
- Regarding shoplifting offenses, they are not dealt away, they plead guilty.

Judicial service, Judge Andrea Niehoff

- Strategic planning, after Ferguson, there are minimum court standards implemented.
- The issue of adequate facilities is not an issue here in Frontenac, nor the availability of the court administration, nor the separation of court and PA services.
- Regarding a satisfaction survey, the judge would be prohibited from participating. This should be separate from the court.

- St. Louis County has a spokesperson, for complaints about the court. Something separate would have to be established.
- Maintaining the courts integrity has been established, with fines, which have been set, post Ferguson.
- The court has highly skilled staff. There is a need for continuing legal education. She stated she is on supreme court committees, and on the board of municipal court association. Mr. Chueng also serves on a supreme court committee. Staff is maintaining accreditation and is part of the rule making of the municipal courts in MO.
- Court has been in session via Zoom during the pandemic.
- She asked that the court administrator maintain court automation.
- There may be an option to continue to use Zoom after the pandemic.

Judge Niehoff stated IT needs to be added to court, to make sure the court has proper equipment, i.e., laptops for court. She stated no warrants were issued during the pandemic, as they currently are on hold.

Mayor Hatfield stated the city has a new policy that all phone calls and complaint calls are returned within 24 hours. She mentioned the city’s need to conduct a satisfaction survey.

Mayor Hatfield thanked Chief Guttman, Mr. Cheung and Ms. Niehoff for their presentations and time.

6, ClearGov, Rachel Alexander

Ms. Alexander gave a brief overview of the software ClearGov. She showed modules of the transparency platform and digital budget platform. The alderpersons had questions regarding the data and training, which were answered by Ms. Alexander.

J. EXECUTIVE SESSION FOR R.S. MO 610.021 (1) LEGAL (3) PERSONNEL (12) CONTRACT NEGOTIATIONS

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded to go into executive session for purposes of RSMO 610.021 (1) Legal (3) Personnel (12) Contract Negotiations.

ROLL CALL VOTE: Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Kemper, “Aye” Alderperson Mahadevan, “Aye”; and Alderperson Millman, “Aye”. The vote was unanimous.

MOTION PASSED by a vote of 5-0.

K. ADJOURNMENT

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

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

The meeting was adjourned at 7:30 p.m.