

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON DECEMBER 22, 2020

The December 22, 2020 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:05 p.m. with Kate Hatfield, presiding. The Alderpersons present were Dan Millman, Brian Warner, Jamie Griesedieck, Dan Kemper, and Tom O'Brien. (All participated via video). Alderperson Brian Warner was absent. Alderperson Mahadevan was absent.

Also, in attendance was City Administrator, Jaysen Christensen (video); City Clerk, Leesa Ross (video); City Attorney, Edward Sluys (video); Police Chief, Mark Guttman (video); Fire Chief, Marc Ulses (video); Building Commissioner and Zoning Administrator, John Morgan (phone) and Joseph Iliff (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.

MOTION: Alderperson Millman 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)

There were no comments from the public.

C. MAYOR'S COMMENTS, REPORTS, APPOINTMENTS

Mayor Hatfield thanked the Board of Aldermen and staff, legal advisors and everyone that kept the residents and visitors of the City of Frontenac safe, and she is appreciative of everything during this challenging year.

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

Alderperson O'Brien asked about the B'nai El proposal by Barry Simon and asked are they pursuing a boundary adjustment. Mr. Christensen stated no, Westwood is not interested in a boundary adjustment. Mr. Christensen stated Westwood has spoken to Mr. O'Keefe about legislation for a special zoning district for Westwood, for smaller zoning.

Aldersperson Millman stated the library construction crews have done a good job on cleaning the roadways. He asked going forward that the city continues to stay diligent, keep it up and keep the pressure on them.

Mr. Morgan stated this is his last Board of Aldersperson's meeting and Mr. Iliff will be taking over. Mayor Hatfield stated Mr. Iliff comes with a wealth of experience, from Texas, and the Illinois metropolitan area. He has a degree in planning and was the unanimous selection. She said she is glad he accepted the position and she welcomed him to Frontenac.

Aldersperson Warner said he received a letter from Scott Humes of Countryside regarding an ordinance on deer hunting. He asked what have other surrounding cities done, and what their ordinances looked like. Mayor Hatfield stated she looked at Ladue and Creve Coeur who do bow hunting and stated Town & Country does sharp shooters. The discussion of the head count was brought up and the cost is \$5,000, which the city does not have budgeted. Mayor Hatfield suggested Aldersperson Warner do a public forum to generate interest, as some residents were willing to kick in \$1,000 to \$1,500 for the cost. She stated Frontenac's options are limited. She said Ladue's study show they have 30 deer per square mile. Aldersperson Millman asked can we bow hunt on Mercy's property? Mr. Sluys stated we would need Mercy's permission if we wanted to bow hunt on their property. As the property owners, they would need to be on board. Mayor Hatfield again suggested someone facilitate a public forum, and she stated DNR would help facilitate this as well. Mr. Christensen said he would gather information from surrounding cities, as well as the deer bow hunting programs. Aldersperson Warner said he will work with Mr. Christensen about having a public forum.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

- | | | |
|----|---|---------------------------|
| 1. | Planning & Zoning Commission: | August 2020 |
| 2. | Ways & Means Committee: | November 2020 |
| 3. | Public Works Commission: | October and November 2020 |
| 4. | Building Commissioner
& Zoning Administrator | October and November 2020 |

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF'S REPORT

1. City Clerk

Ms. Ross stated election filing began on December 15 at 8:00 a.m. and remains open until January 19, 2021.

2. Finance Officer

- November 2020 Financial Report

Ms. Bennett stated review of the November financials show revenues up 6% due to the \$119,000, received from the CARES Act Funding from St. Louis County, as well as building permits which are performing well due to the Arbors Project. She said sales tax from December are slightly above budget. CARES Act funding is half of what we are anticipating. Also, sales taxes were budgeted to be down 25%.

3. City Administrator

Mr. Christensen had nothing to report at this time.

G. CONSENT AGENDA:

November 17, 2020 regular meeting minutes and warrant lists for November 1 – November 30, 2020.

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

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

ROLL CALL VOTE: Alderperson Kemper, "Aye"; Alderperson Warner, "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. AUDIT DRAFT PRESENTATION

Mr. Mike Williams of Hochschild Bloom & Company was present to present the draft audit for fiscal year 7/1/19 - 06/3020.

Mr. Williams stated there are two reports, the Comprehensive Annual Financial Report (CAFR) and the Management Letter with comments and recommendations. The transmittal letter enclosed in the CAFR is dated November 12, 2020.

The listed items below were discussed by Mr. Williams:

- Information about the economy, and the City's finances;
- Certificate of Achievement for Financial Reporting, which was received before. Independent Auditor's Report dated November 12;
- No qualifications or modifications to the opinion; this is a clean opinion.
- on page 6, the big picture of the City's finances shows Total assets of \$26,461,000, a decrease of 6.3%; Total Liabilities are \$4,231,000, a 6.9% increase. The Total Net Position is \$22,563,000, a \$763,000 decrease;
- summary of overall revenues and expenses;
- balance sheet for governmental statements
- significant changes due to the transfer of the amount due to other funds from the General Fund to the Capital Improvement Fund of \$6.1 million;
- the General Fund had a fund balance of \$13.1 million last year and \$6.7 million this year;
- a review of cash and investments, which is required by the FDIC, shows the City complies with the funds being fully secured;
- capital assets are significant, which decrease over time, are construction, vehicles, etc.;
- pension plan information including summary of balance, fiduciary fund, net pension, liability of pension, and net pension;
- net pension liability asset was \$5.2 million last year has been reduced to \$3.89 million this year;
- The Certificates of Participation balance went from \$2.635 million to \$2.410 million.
- tax abatements are listed for the DESCO Project;
- supplement information relating to revenues and expenses Show that revenues were under budget by \$439,000 and expenditures were under budget by \$137,000;
- budget policies and multi-year information, budget schedule, and statistical information along with the summary of current compared to prior year; and
- internal control and compliance sections that the auditors are required to evaluate showed no instances of none compliance that needed to be reported.

In the Management Letter, there were six comments and recommendations:

- recommend the City update the policies and procedures for fuel purchases;
- recommend the City review old escrow bonds;
- recommend the City review comp time balances related to some employees;
- recommend the City document voided receipts;
- recommend finance review detail of court receivables; and
- recommend Court Department reconcile the bank information in Show-Me Courts and court bond reports monthly.

2. Presentation of Building Department. Public Works Department and Administration Strategic Plan.

Update of the strategic plan of the administration department by Mr. Christensen.

Present Goals:

- Enhance communications plan
- Improve communications with city website
- Investigate opportunities for shared services (dispatch, court, IT)
- Continue to establish and strengthen relationships with utility providers
- Communications Plan
- Establish and maintain commercial zoning areas
- Collaborate with community organizations
- Establish a plan to collaborate and support city businesses
- Maintain Superior City Services

Maintain a profession staff; resident satisfaction; employee retention; worker's compensation rates

Maintain bond rating and certificate of achievement

- AAA bond rating
- GFOA certificate of achievement

Maintain City Trash Service

- Track complaints- Gateway Disposal

Maintain Annual Leaf Collections Services

- Track complaints – Hendel Lawncare

Milestone Anniversaries Celebrated in 2020; 30 years of service, Chief Guttman and Captain Teague; 25 years of service, Gary McDaniel and 20 years of service, Lieutenant Murray and Corporal Lockwood. There were five new employees hired and the city is anticipating hiring one new police officer.

Update of Strategic Plan for the Zoning and Building Department:

- Zoning and sign decision fairly and impartially
- Review the comprehensive land use plan & ordinances
- Complete RFP Process
- Update of comp plan and building code
- Speak with residents and educate them, a P&Z training
- ISO I survey rating of 3 or higher, top 2 ½% commercial, top 4% residential
- Update ARB Guidelines
- Review of Residential Permit Applications
- Review of Plans
- ARB, review of landscaping guidelines
- No data on inspections, to be provided in the future

Update of Strategic Plan for the Public Works Department:

- Improve and maintain roadways – Geyer Road Project, phase 1 & 2 are on schedule

- Prepare Street Evaluation, maintenance, rehab plan – condition of pavement and bridges - Spoede Road Bridge Replacement Project 2020-2025 plan
- Establish Annual Pan to maintain city vehicles – establish city police, fire and public works vehicle maintenance plan
- Emergency response plans to Frontenac, Westwood, Huntleigh & Crystal Lake Park
- Reduce negative stormwater impact on residential and commercial properties, update 10-year storm water management plan – completed in 2020
- Key measures and comparison data – condition of pavement

The following recommendations were suggested

- Purchase building plan review software
- Eliminate ARB Review of replacement fences and generators meeting all building and ARB requirements
- Reinstate Employee Retention Incentive (which was voted on In November and reinstated)

3. Presentation of ambulance proposal.

Chief Ulses and Fire Captain Smith gave a proposal for the new ambulance. The base price on a Ford F550 Chassis, is \$328,956, minus discounts and trade-in the total cost is \$300,756, with a prepayment discount of \$4,600, for a final total of \$296,156. Delivery of the ambulance will be 150 to 210 days. Chief Ulses recommends the purchase from ARV. The government contract is through HGAC, a competitive intergovernmental procurement mechanism, which was also used in 2017 when they purchased the Rosenbauer fire truck. It meets the cities procurement standards and purchasing requirements. An overview of the basis components of the ambulance were explained. The same ambulance was recently purchased by Shrewsbury, St. Charles City; Clayton, and Brentwood. The price includes the power lift and cot which comes with the purchase. The ambulance was financed with the recent bond refinance. The current ambulance was purchased eleven years ago at a cost of \$213,000, and Captain Smith said it is imperative to replace them every ten years.

4. **Bill No. 2020-1979**: An ordinance of the Board of Aldermen of the City of Frontenac, Missouri consenting to the issuance of tax-exempt obligations by the Lind-Litz Community Improvement District and the Lind-Litz Transportation Development District; authorizing the issuance of a series of notes by the Lind-Litz Community Improvement District relating to the storm water project; and authorizing and approving certain financing documents relating thereto and the taking of certain action in connection therewith.

Mr. Christensen stated at the January Board of Alderpersons meeting approval was granted for Lind-Litz to approve tax exempt bonds. Due to COVID-19 there is no bond market, and instead they will issue tax exempt notes. This does require the city to approve the notes, to allow Lind-Litz to produce revenue to pay back some infrastructure costs. Alderman O'Brien asked does affect the PILOT agreements. Mr. Sluys said no, and stated he reviewed the proposed ordinance and agreement. Mr. Christensen stated

when the bond market goes back to normal, they will ask the city to issue tax exempt bonds at that time. Ms. Angela Odum was the representative present.

MOTION: Alderperson Warner made a motion and Alderperson Griesedieck seconded for a second reading of Bill No. 2020-1979. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1979: An ordinance of the Board of Aldermen of the City of Frontenac, Missouri consenting to the issuance of tax-exempt obligations by the Lind-Litz Community Improvement District and the Lind-Litz Transportation Development District; authorizing the issuance of a series of notes by the Lind-Litz Community Improvement District relating to the storm water project; and authorizing and approving certain financing documents relating thereto and the taking of certain action in connection therewith.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1979.

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded approval of Bill No. 2020-1979.

Mayor Hatfield asked Ms. Ross to call the roll.

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

MOTION PASSED by a vote of 5-0.

Bill No. 2020-1979 became Ordinance No. 2020-1933.

5. **Bill No. 2020-1980:** An ordinance authorizing final approval to re-subdivide the properties located at 10407 Savannah Avenue including one requested variance, in the City of Frontenac, Missouri.

Mr. Morgan stated this is due to two 25 foot lots with homes on both sides. They cannot bring these lots into conformance. The petitioner requested a variance for a 50-foot lot. It cannot be made into a conforming lot as there is no land on each side to make it a conforming lot.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1980.

MOTION: Alderperson Millman made a motion and Alderperson Warner seconded for a second reading of Bill No. 2020-1980. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1980: An ordinance authorizing final approval to re-subdivide the properties located at 10407 Savannah Avenue including one requested variance, in the City of Frontenac, Missouri.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1980.

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MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded approval of Bill No. 2020-1980.

Mayor Hatfield asked Ms. Ross to call the roll.

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

MOTION PASSED by a vote of 5-0.

Bill No. 2020-1980 became Ordinance No. 2020-1934.

6. **Resolution No. 2020-446:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into a contract with Davey Tree Service for street tree trimming in West End Park.

Mr. Christensen stated there is a need in West End Park for tree trimming with complaints from residents and our fire department, as limbs are hanging lower than 12 feet. It is more efficient and cost effective to contract the tree trimming out. The plan is to have Davey Tree Service to do the trimming at \$1,500 per day, and the trimming will be completed in five days or fewer. The cost will be \$40 per household and will be billed back to the residents in the bi-annual billing.

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded to approve Resolution No. 2020-446.

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

MOTION PASSED by a vote of 5-0.

7. **Resolution No. 2020-447:** 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.

MOTION: Alderperson Warner made a motion and Alderperson O'Brien seconded to approve Resolution No. 2020-447.

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

MOTION PASSED by a vote of 5-0.

8. **Resolution No. 2020-448:** A resolution authorizing the Mayor, on behalf of the City of Frontenac, Missouri, to enter into an agreement with ClearGov, Inc., for budget and financial transparency services.

Mayor Hatfield stated this was reviewed last month and it is for the purchase of software and two modules. She said the city's legal counsel reviewed the contract. Mr. O'Keefe suggested multiple changes to the contract and the company agreed to the changes. Ms. Sherwood, Chairperson of the

Ways & Means Committee said she did not have a change to review this software. Ms. Sherwood, Chairperson of the Ways and Means Committee said they did look at the documentations and email links at the W&M committee. The committee had mixed feelings about the purchase. She said they all want internal and external communications tools. She also stated staff has not fully reviewed the software. Ms. Sherwood said several members of the Ways and Means Committee suggested postponing the purchase for a more thorough staff reviews and better handle of finances. A few other members said go forward. She said the Board of Alderpersons makes the final decision

Mayor Hatfield clarified the committee was not denied an attempt to review. She said the staff felt they did not need the third piece, budgeting and forecasting. She said this is more than a communications tool. There was additional discussion Ms. Sherwood asked what the staff's perception of purchasing this was when there are some things that are more important to the day to day function, i.e., an 11-year-old copier, postponement of the purchase of police vehicles and a salary freeze and step increase freeze.

Alderperson Warner moved that this is postponed for a review by staff and the Way & Means Committee. There was additional discussion to allow time for a staff review.

MOTION: Alderperson Warner made a motion and Alderperson O'Brien seconded to table Resolution No. 2020-448. All alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

9. **Resolution No. 2020-449:** A resolution authorizing the expenditure of funds for St. Louis County Fire Academy tuition.

Mr. Christensen stated recently they recruited two new firefighters. The city changed the advertisement which said there was a preference but not a requirement for applicants to attend fire academy. Currently the St. Louis County Charter requires firefighters who work in the county, must attend the county fire academy. They had two qualified candidates who are paramedics but have not attended the county fire academy. The proposal is to send both individuals through the academy, at a cost of \$4,000 per candidate. They will complete the academy in 14 weeks. If the new hires leave before two years, they will be required to pay the cost back to the city. The cities of Kirkwood and Des Peres both recently sent employees to the academy.

Mayor Hatfield asked for a motion for approval.

MOTION: Alderperson O'Brien made a motion and Alderperson Millman seconded to approve Resolution No. 2020-449.

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

10. **Resolution No. 2020-450:** A resolution authorizing the Mayor of the City of Frontenac, Missouri, to purchase one 2021 Traumahawk X-Series Type I Custom Ambulance from American Response Vehicles (ARV) in the amount of \$296,156.00.

Captain Smith provided costs of other cities ambulance purchases. Clayton paid \$299,000 for a similar ambulance. Ladue AEV purchase \$280,000 without a stretcher; Brentwood and Berkeley \$325,000 and \$311,000.

Mayor Hatfield asked for a motion for approval.

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

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

11. **Resolution No. 2020-451:** A resolution of the City of Frontenac, Missouri encouraging Governor Parson to impose a Statewide mask mandate to support controlling the spread of COVID-19.

Mayor Hatfield, Alderperson Millman, Alderperson Griesedieck and Alderperson Warner had concerns regarding this resolution.

Mayor Hatfield asked for a motion to pass Resolution No. 2020-451. There was no motion made, the resolution died.

12. **Resolution No. 2020-452:** A resolution of the Board of Aldermen of the City of Frontenac, Missouri endorsing encouraging reasonable accommodations to the current orders impacting bars and restaurants.

There was discussion regarding this bill among the Mayor and Alderpersons. Alderperson Warner asked that the word "flourish" is removed from the 7th whereas clause. Alderperson Millman stated this would help Frontenac businesses.

Mayor Hatfield asked for a motion to approve Resolution No. 2020-452.

MOTION: Alderperson Millman made a motion and Alderperson O'Brien seconded to approve Resolution No. 2020-452. All in favor. Motion passed. The vote was unanimous. **MOTION PASSED by a vote of 5-0.**

J. ADJOURNMENT

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

MOTION: Alderperson O'Brien made motion and Alderperson Warner seconded the meeting be adjourned. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

The meeting was adjourned at 8:26 p.m.