

CITY OF FRONTENAC



MINUTES OF THE CITY OF FRONTENAC BOARD OF ALDERPERSON SEPTEMBER 29, 2020

The September 29, 2020 regular meeting of the Board of Alderpersons of the City of Frontenac was called to order at 6:49 p.m. with Kate Hatfield, presiding. The Alderpersons present were Dan Millman, Nalini Mahadevan, Brian Warner, Jamie Griesedieck, Dan Kemper, and Tom O'Brien. (All participated via video).

Also, in attendance was City Administrator, Jaysen Christensen (video); City Clerk, Leesa Ross (video); City Attorney, Kevin O'Keefe (video); Police Chief, Mark Guttman (video); Fire Chief, Marc Ulses (phone); Assistant Fire Chief, Floyd Blake (phone); Building Commissioner and Zoning Administrator, John Morgan (phone); Public Works Director, Jeff Wappelhorst (phone) 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 amended agenda.

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded to approve the amended meeting agenda. All Alderpersons presented 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 nominate Bob Dunaway, a resident of Portland Drive, to serve the remaining 1-year term on the Board of Adjustment, to replace Bob Bauer who was appointed to the Planning & Zoning Commission.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded to approve the appointment of Bob Dunaway to the Board of Adjustment. All Alderpersons presented voted "Aye". The vote was unanimous. **MOTION PASSED.**

D. COMMENTS BY BOARD OF ALDERPERSON MEMBERS

Aldersperson Griesedieck thanked the EMS crew who responded to his area for a recent incident. He thanked both fire and police departments and Chief Ulses and Chief Guttman.

Aldersperson Warner asked about a recent ad published in the St. Louis Post-Dispatch referencing the library. There was discussion about the ad between Aldersperson Warner, Mayor Hatfield and Aldersperson Mahadevan. Alderspersons Mahadevan and Warner stated the article and LLC looked bad, as the issue was settled with the city.

E. REPORTS OF OFFICERS AND COMMITTEES AND APPROVED MINUTES

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

Mayor Hatfield stated the above reports will stand as submitted.

F. CITY STAFF'S REPORT

- 1. City Clerk

Ms. Ross stated there are approximately 14 families who have elected to participate in the scarecrow festival. Mayor Hatfield stated the residents should be told that the Student Advisory members are willing to help build scarecrows on the weekends.

- 2. Finance Officer
 - August 2020 Financial Report

Ms. Bennett stated year to date revenues are down 22% from budget due to the pandemic. Expenses are right on track. The sales taxes received in September pages 22 and 23, paint a positive picture for sales taxes we have received, which are up 18% from budget.

- 3. City Administrator

Mr. Christensen stated the Geyer Road phase 1 plans have been given the go ahead by MoDOT. He said the plans will be shared with the city at the Public Works Commission meeting on Wednesday, October 14 at 5:30 p.m. He asked the Board of Alderspersons was there a need for a joint meeting. Aldersperson Kemper stated he was interested. It was determined that any Board members could join the meeting, but there was no need for a joint meeting. Mr. Christensen said the plans will be

presented and comments will be made. He said there will be a city-wide public form planned to invite all residents to attend to review the plans.

Mr. Christensen stated there is an initiative, Communities of Excellence 2026, for economic vitality, education and safety. A group in St. Louis County has started which he and Mayor Hatfield have been attending for the St. Louis region. The program uses the Malcolm Baldrige framework to help businesses approve their effectiveness, and help governments and nonprofits. He said It also goes along with the city's strategic plan.

G. CONSENT AGENDA:

August 18, 2020 public hearing and regular meeting minutes and warrant lists for August 1 – August 31, 2020.

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

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

ROLL CALL VOTE: Alderperson Mahadevan, "Aye"; Alderperson Warner, "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 6-0.**

H. UNFINISHED BUSINESS

None

I. NEW BUSINESS:

1. **Discussion:** Review of Planning & Zoning Commission's approval of an amendment to the Final Development Plan for 2001-2051 South Lindbergh Boulevard for a roof cover over the exterior restaurant patio at 2021 South Lindbergh Boulevard.

Mr. Morgan stated 801 Grill contacted the city to see if we had given approval of a cover over the patio, which was moved from the south side to the north side of the building. They requested to add a cover over the restaurant. There will be no loud speakers and he said the Planning & Zoning Commission passed a total of seven or eight conditions with their approval. Mr. Morgan said the Planning & Zoning Commission said it was appropriate for the use.

MOTION: Alderman Warner made a motion and Alderman Griesedieck seconded the motion to accept the Planning & Zoning Commissions recommendation regarding approval of an amendment to the Final Development Plan for 2001-2051 South Lindbergh Boulevard for a roof cover over the exterior restaurant patio at 2021 South Lindbergh Boulevard. All Alderpersons present vote "Aye". The vote was unanimous.

2. **Bill No. 2020-1970**: An ordinance approving the site development plan for a revised development of the St. Louis County Library District Administrative Offices located at 1412 South Spoeede Road (formerly 1396 -1440 Spoeede Road) in the R-3 Zoning District.

There was no further discussion at this time.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1970.

MOTION: Alderperson Warner made a motion and Alderperson Millman seconded for a second reading of Bill No. 2020-1970. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1970: An ordinance approving the site development plan for a revised development of the St. Louis County Library District Administrative Offices located at 1412 South Spoeede Road (formerly 1396 - 1440 Spoeede Road) in the R-3 Zoning District.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1970.

MOTION: Alderperson Warner made a motion and Alderperson Mahadevan seconded approval of Bill No. 2020-1970.

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"; Alderperson Millman, "Aye"; and Alderperson Mahadevan "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2020-1970 became Ordinance No. 2020-1924.

3. **Bill No. 2020-1971**: An ordinance amending Title IV "Land Use" Chapter 410 (subdivision regulations) of the Municipal Code of the City of Frontenac, Missouri, pertaining to boundary adjustment impacting non-conforming lots.

There were no further discussions at this time.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1971.

MOTION: Alderperson Griesedieck made a motion and Alderperson Warner seconded for a second reading of Bill No. 2020-1971. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1971: An ordinance amending Title IV "Land Use" Chapter 410 (subdivision regulations) of the Municipal Code of the City of Frontenac, Missouri, pertaining to boundary adjustment impacting non-conforming lots.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1971.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded approval of Bill No. 2020-1971.

Mayor Hatfield asked Ms. Ross to call the roll.

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

Bill No. 2020-1971 became Ordinance No. 2020-1925.

4. **Bill No. 2020-1972:** An ordinance to confirm, ratify and approve the rate of tax to be assessed and collected for each one hundred dollars (\$100) of assessed valuation for the year 2020 for general municipal purposes.

There was no further discussion at this time.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1972.

MOTION: Alderperson Millman made a motion and Alderperson Warner seconded for a second reading of Bill No. 2020-1972. All Alderpersons present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

Bill No. 2020-1972: An ordinance to confirm, ratify and approve the rate of tax to be assessed and collected for each one hundred dollars (\$100) of assessed valuation for the year 2020 for general municipal purposes.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1972.

MOTION: Alderperson Millman made a motion and Alderperson Warner seconded approval of Bill No. 2020-1972.

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”; Alderperson Millman, “Aye”; and Alderperson Mahadevan “Aye”. The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2020-1972 became Ordinance No. 2020-1926.

5. **Bill No. 2020-1973:** An ordinance approving modifications to the budget for the City of Frontenac, Missouri for fiscal year 2019-2020.

Ms. Bennett stated the budget adjustment is for the general fund which is being increased by \$60,000 for legal fees for litigation approved earlier in the fiscal year. The two modifications related to the general fund and capital fund, as we have more expenses in the capital improvement fund than we have revenue. There will be a transfer from the general fund to the capital fund in the amount of

\$599,990 for expenses to the capital improvement fund and a transfer of \$499,990 for the capital improvement revenue fund. Additional budget amendments may be needed.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1973.

MOTION: Alderperson Warner made a motion and Alderperson Kemper seconded for a second reading of Bill No. 2020-1973. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1973: An ordinance approving modifications to the budget of the City of Frontenac, Missouri for fiscal year 2019-2020.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1973.

MOTION: Alderperson Warner made a motion and Alderperson Millman seconded approval of Bill No. 2020-1973.

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"; Alderperson Millman, "Aye"; and Alderperson Mahadevan "Aye". The vote was unanimous. **MOTION PASSED by a vote of 6-0.**

Bill No. 2020-1973 became Ordinance No. 2020-1927.

6. **Bill No. 2020-1974:** An ordinance requesting that St. Louis County distribute \$47 million of CARES Act funds on a per capita basis to the municipalities within the county to be used for eligible expenses, authorizing the Mayor of the City of Frontenac, Missouri, to accept CARES Act funding and execute a Municipality Relief Program Funding Agreement and conforming agreement to indemnify and hold harmless St. Louis County from such distribution.

Mr. Christensen stated St. Louis County received \$47 million, based on \$69 per capita and the city should receive \$239,000. This allows the city to execute a funding agreement to receive those funds. The City has to apply and show we spent up to that amount of money in CARES Act expenses. The county has yet to share the funding agreement with cities and he said he believes it will come soon. The bill authorizes execution of the agreement. All public safety payroll would be eligible for reimbursement. The city has over \$3 million in public safety payroll. The city should get the entire \$239,000 allocated to Frontenac. There was additional discussion by the Board regarding the Municipality Relief Program Funding Agreement and the funding distribution mechanism for distributing the money.

Mr. Christensen said the municipal league suggested the county share \$47 million of the \$173 million with the municipalities. There was a question reference the indemnification and hold harmless agreement. Mr. O'Keefe said he was aware of it and said the county is the grantee, if they let the funds out of their hands, if people use it improperly or spend it incorrectly, the feds will go after the county. Mr. Christensen said public safety payroll is a forgivable expense. Mayor Hatfield said the county has

weekly meetings, and the county has hired Rubin Brown to oversee the funding distribution. Mr. Christensen said all public safety payroll is eligible from March 1 – December 30. Alderperson Warner asked for a draft of the Relief Plan Funding Agreement. Mr. Christensen said they have not received it. Mr. Christensen said, in passing the bill, we don't have to sign the bill, it is an expression of intent, and he said the city can reconsider.

Mayor Hatfield asked for a motion for a second reading of Bill No. 2020-1974.

MOTION: Alderperson O'Brien made a motion and Alderperson Griesedieck seconded for a second reading of Bill No. 2020-1974. All Alderpersons present voted "Aye". The vote was unanimous.

MOTION PASSED.

Bill No. 2020-1974: An ordinance requesting that St. Louis County distribute \$47 million of CARES Act funds on a per capita basis to the municipalities within the county to be used for eligible expenses, authorizing the Mayor of the City of Frontenac, Missouri, to accept CARES Act funding and execute a Municipality Relief Program Funding Agreement and conforming agreement to indemnify and hold harmless St. Louis county from such distribution.

Mayor Hatfield asked for a motion to approve Bill No. 2020-1974.

MOTION: Alderperson Mahadevan made a motion and Alderperson Griesedieck seconded approval of Bill No. 2020-1974.

Mayor Hatfield asked Ms. Ross to call the roll.

ROLL CALL VOTE: Alderperson Warner, "Aye"; Alderperson Mahadevan, "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 6-0.**

Bill No. 2020-1974 became Ordinance No. 2020-1928.

7. **Resolution No. 2020-441:** A resolution authorizing America's Parking and Remarketing to provide professional services for street striping of four city owned streets.

Mr. Christensen stated this would approve retroactive expenditures for street striping for the four city owned streets, Clayton, Spoede, Conway and Geyer. He said we have an agreement and this year it was \$5,000 over budget. Mr. Wappelhorst explained it was more this year, as last year Geyer was not stripped as the water main was replaced. The difference in cost is for Geyer Road.

MOTION: Alderperson Griesedieck made a motion and Alderperson Kemper seconded to approve Resolution No. 2020-441.

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

8. **Resolution No. 2020-442**: A resolution declaring the intent of the City of Frontenac, Missouri, to refinance its taxable Certificates of Participation (Frontenac City Hall Project), build America Bonds – Direct Payment to the City Series 2009B.

Mr. Christensen stated the city has outstanding principal on Certificate of Participation on the city hall building from 2009. The certificates are callable, and the city has an opportunity to finance them and have significant savings. They may also roll in the financing of a new ambulance, and he said this is significant cash savings to the city. The ambulance cost is approximately \$350,000. Mr. Christensen said the Ways & Means Committee had a special meeting yesterday to review this issue and passed a motion to move this on to the Board of Alderpersons, for private placement with JP Morgan Chase, and the addition of \$350,000 for the ambulance purchase.

Mr. Martin Ghafoori of Stifel, Nicolaus & Company stated he solicited for a private placement, and in the process, he solicited from local and national banks. JP Morgan Chase had the most aggressive bill with an interest rate of 1.31%, compared to a rate they would get underwriting, and compared with cost differential with private placement and underwriting. When compared against public sale, the private placement came with a lower interest rate. The information was presented yesterday to the Ways & Means Committee, and he had additional discussion with the bank. The JP Morgan Chase bid is a strong bid based on other banks and underwriting, it produces the lowest cost for the city. Mr. Ghafoori said he was here to present information, for an approval from the city, to begin the process.

Alderperson Warner asked if the city has to go back and get the bond rating redone. Mr. Ghafoori said no. Alderperson Warner asked what the savings is. Mr. Ghafoori said approximately \$240,000 on \$2.6 million of bonds, approximately \$27,000 a year through March 2029. Alderperson Warner asked what are Stifel's fees. Mr. Ghafoori said the placement agent fee is \$20,000 and of total the fee is \$55,000, the cost for underwriting is \$23,750, 1% of the total cost, for an all in cost of \$107,000 for the public sale. Alderperson Mahadevan asked are these upfront fees. Mr. Ghafoori said the savings are net of all cost of issuance for each scenario.

MOTION: Alderperson Warner made a motion and Alderperson Millman seconded to approve Resolution No. 2020-442. All Alderpersons present voted "Aye". The vote was unanimous. **MOTION PASSED.**

9. **Presentation**: Fire Department, Strategic Plan.

Mr. Christensen said the Strategic Plan was passed in April, and each department director was asked to discuss their action plans and give an update to the city's strategic plan. The Board of Aldermen approved a strategic plan with five strategic priorities. Priority #2 is for the city to maintain superior services, and the fire department has goals and metrics, to obtain and maintain excellent fire and EMS services. Another goal is to maintain a high ISO rating. Items pertaining to this are employee retention and turnover, training and to assure current equipment and technology. Things that they need to work on is turnover and succession planning. There are several employees who are considering retirement. They feel there will be someone to take the Chief's place, maybe not the Asst. Chiefs position, there will be people to step in the Captain's position, but it is unknown if they will have applicants who can step into the Lieutenant position. They have decided to change the application process and now allow

candidates to be paramedics and then go to the fire academy. They also need to complete annual updates for the ISO review. There is ongoing certification, training, education, and mutual aid. They need to improve on data collection, and need new software to drastically improve the ability to track training, and reports on response time, and incident reporting. By improving data collection, it will directly improve the city's ISO rating.

Chief Ulses said currently the city's response time is 4 min 28 seconds, which is well below the national averages. The department's save rates are above national average at 42%. The department is in the 60th percentile. He said the cost per capita for providing fire services in Frontenac costs less than the fire districts, and more information will be gathered and reported to the BOA.

Mr. Christensen and Chief Ulses stated turnover and retention is the largest issue the department is facing right now, and that Frontenac is comparing data with other cities. The cities are having a hard time retaining employees because of the districts and over the last five years they have a turn-over rate of 13%. Chief Ulses stated ten or eleven firefighters have left in the last five years. He said the turn-over rate is high and they lost between eight-ten people in four years. All the turn-over has been in six positions, and that 14 of 20 members have stayed on board ten plus years.

Mr. Christensen said the problem is we are losing people within the first two years of hire. The average, person is staying 2.2 years and leaving. That says if we can keep people them the first two years, they are more likely to stay long term. Mr. Christens said we cannot compete with the fire districts. Their idea is to speed up the pay steps. Currently it takes seven years to get to max pay. The Ways & Means Committee is reviewing this to see how to best retain fire department employees. They have charts that show how we compare on turn-over rates with peer cities and districts. More will be reported in the future, and a way to improve our retention. The idea is to reduce the number of steps from eight steps to four steps.

Chief Ulses said the nature of the market over the last month, a dozen departments have announced hiring plans and that trend will continue, because of retirements in the fire service. There are also fewer and fewer people choosing the profession. Resources will be decreased now and, in the future, to come. Mr. Christensen said the pool of firefighters has gone down. All the reason Frontenac needs to look to maintain our firefighters and come up with solutions to keep them here. Save rates and response times are great, and we want to maintain a high level of service.

Mayor Hatfield said she would like to see satisfaction and engagement. She has never received a bad call about the services of the fire department and said we are receiving calls of appreciation of the fire department, with them recently helping clean up after the recent storms. She said we are competing against peer cities and everyone in the market. She said it is hard to stay attractive if we are not competitive on salaries and cannot maintain the 60th percentile. Chief Ulses stated ISO ratings effect homeowner's insurance.

J. EXECUTIVE SESSION FOR R.S. MO 610.021 (3) PERSONNEL

MOTION: Alderperson Millman made a motion and Alderperson Kemper seconded to go into executive session for purposes of RSMO 610.021 (3) Personnel.

BOARD OF ALDERPERSON MEETING MINUTES

TUESDAY, SEPTEMBER 29, 2020

PAGE 9 OF 10

ROLL CALL VOTE: Alderperson Griesedieck, “Aye”; Alderperson O’Brien, “Aye”; Alderperson Kemper, “Aye”; Alderperson Warner, “Aye”; Alderperson Mahadevan, “Aye”; and Alderperson Millman, “Aye”. The vote was 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 Millman 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 8:08 p.m.